

City of High Shoals  
Regular City Council Meeting  
May 12, 2026

- I. **Call to Order**
- II. **Invocation**
- III. **Pledge of Allegiance**
- IV. **Approval of Agenda**
- V. **Approval of Minutes**

Citizens' comments/concerns: The City of High Shoals City Council offers citizens the opportunity for public expression pursuant to NCGS 160A-81.1. Comments are limited to 3–5 minutes per speaker.

Good of the Order: Time set aside for members to offer comments or observations about the organization and its work without formal motion.

**VI. Departmental Reports:**

- Police Report-Gaston County
- Financial-Dennis Cash
  - CHECKING 1: \$116,103.50
  - CHECKING 2: \$ 15,012.32
  - CAP MGMT: \$270,474.13
  - TOTAL: \$401,589.95
- Cemetery-Denese Cook
- Water/Sewer-Bo Rhyne
- Streets/Maintenance/Sanitation-Kathy Rhyne
- Parks/Recreation-Bobby Vassey
  - Yard of the Month:– 1552 Autumn Banks Way--- Aaron Thomas
- Vehicles- Tim Eidson
- Administration/Mayor Report-PJ Rathbone
  - Mill Property-Phase II
  - Fire Station/Public Works-

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Council Comments / Announcements

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- VII. **Public Hearing: Purpose: CDBG-Revitalization Funds Request:** Formal Program amendment requesting an additional \$225,000 to add a new activity called Neighborhood Facilities.
  - a. **Formal Action to open Public Hearing:**
  - b. **Approval of attached resolution**
  - c. **Formal Action to close Public Hearing:**
- VIII. **Unfinished Business:**
  - Surplus equipment
    - Large Trash Truck
- IX. **New Business:**
  - No-Conflict Statement (Fire Dept.)
  - Conflict of Interest Resolution
- X. **Motion to Adjourn:**

Type	Acct Num	Acct Name	Budget	YTD	Variance	Prcnt
Type: Revenues						
Revenues	10-3010-0000	Taxes Ad Valorem CY	\$210,305.00	\$227,433.83	\$17,128.83	108.14%
Revenues	10-3020-0000	Taxes - Ad Valorem - Prior	\$16,028.00	\$137.11	(\$15,890.89)	0.86%
Revenues	10-3025-0000	Taxes - Tag Fee	\$23,100.00	\$17,896.35	(\$5,203.65)	77.47%
Revenues	10-3250-0000	App Fees (was priv license)	\$500.00	\$1,575.08	\$1,075.08	315.02%
Revenues	10-3290-0000	Interest On Checking	\$1,600.00	\$487.95	(\$1,112.05)	30.50%
Revenues	10-3291-0000	Interest on Savings	\$800.00	\$80.11	(\$719.89)	10.01%
Revenues	10-3292-0000	Interest on Capital Management	\$3,800.00	\$7,020.27	\$3,220.27	184.74%
Revenues	10-3293-5000	INTEREST ON POWELL BILL ACCT CORRECTED	\$10.00	\$20.98	\$10.98	209.80%
Revenues	10-3294-0000	CAP MGMT_DEBT SETOFF	\$0.00	\$1,403.61	\$1,403.61	0.00%
Revenues	10-3341-0000	Copies/Faxes/Notary Income	\$100.00	\$105.50	\$5.50	105.50%
Revenues	10-3342-0000	City Hall Rental	\$1,000.00	\$1,050.00	\$50.00	105.00%
Revenues	10-3343-0000	Returned Check Fee	\$100.00	\$0.00	(\$100.00)	0.00%
Revenues	10-3344-0000	Sign Rental	\$50.00	\$0.00	(\$50.00)	0.00%
Revenues	10-3346-0000	VENDOR PAYMENTS FOR CELEBRATION	\$200.00	\$0.00	(\$200.00)	0.00%
Revenues	10-3350-0000	Alcohol/Beverage	\$3,000.00	\$0.00	(\$3,000.00)	0.00%
Revenues	10-3370-0000	Franchise Tax	\$25,000.00	\$19,182.08	(\$5,817.92)	76.73%
Revenues	10-3430-0000	Powell Bill	\$23,000.00	\$22,630.28	(\$369.72)	98.39%
Revenues	10-3440-0000	FEMA_HELENE PAYMENTS	\$0.00	\$2,875.70	\$2,875.70	0.00%
Revenues	10-3450-0000	Local Option Sales Tax (NC Sales &Use Tax Distrib.	\$80,000.00	\$77,921.69	(\$2,078.31)	97.40%
Revenues	10-3455-0000	Gaston County Sales Tax	\$35,000.00	\$14,569.21	(\$20,430.79)	41.63%
Revenues	10-3560-0000	Park Rental Income	\$2,000.00	\$2,925.00	\$925.00	146.25%
Revenues	10-3565-0000	Park Concession Income	\$150.00	\$0.00	(\$150.00)	0.00%
Revenues	10-3670-0000	Sales Tax Refund	\$5,000.00	\$19,318.88	\$14,318.88	386.38%
Revenues	10-3680-0000	Gas Tax Refund	\$1,200.00	\$1,437.57	\$237.57	119.80%
Revenues	10-3710-0000	Cemetery Plots Income	\$4,000.00	\$435.00	(\$3,565.00)	10.88%
Revenues	10-3720-0000	Code Violation Fee (Was Zoning Vio Fee)	\$6,000.00	\$1,650.00	(\$4,350.00)	27.50%
Revenues	10-3730-0000	Solid Waste Disposal Tax	\$500.00	\$391.29	(\$108.71)	78.26%
Revenues	10-3740-0000	Sanitation User Fee	\$75,000.00	\$71,006.16	(\$3,993.84)	94.67%
Revenues	10-3745-0000	Dump Truck Rental (was recycling income)	\$500.00	\$266.43	(\$233.57)	53.29%
Revenues	10-3810-0000	Sale Of Surplus Property	\$8,000.00	\$3,744.50	(\$4,255.50)	46.81%
Revenues	10-3990-0000	Fund Balance Appropriation	\$130,000.00	\$0.00	(\$130,000.00)	0.00%
Revenues	30-3710-0000	Water Charges	\$140,000.00	\$105,613.18	(\$34,386.82)	75.44%
Revenues	30-3715-0000	Water Taps	\$6,400.00	\$3,200.00	(\$3,200.00)	50.00%
Revenues	30-3720-0000	Sewer Charges	\$140,000.00	\$93,041.11	(\$46,958.89)	66.46%
Revenues	30-3725-0000	Sewer Taps	\$3,200.00	\$0.00	(\$3,200.00)	0.00%
Revenues	30-3740-0000	Returned Check Fees	\$60.00	\$30.00	(\$30.00)	50.00%
Revenues	30-3746-0000	PURCHASE OF WATER FROM SMALL BUSINESS (TO FIL	\$150.00	\$300.00	\$150.00	200.00%

Type	Acct Num	Acct Name	Budget	YTD	Variance	Prcnt
Revenues	30-3750-0000	Reconnect & Late Fees	\$6,000.00	\$6,549.53	\$549.53	109.16%
Revenues	30-3755-0000	BROKEN METER - REPLACEMENT	\$0.00	\$1,100.00	\$1,100.00	0.00%
Revenues	30-3990-0000	Fund Bal Appro.	\$25,000.00	\$0.00	(\$25,000.00)	0.00%
<b>Type: Expenses</b>			<b>\$976,753.00</b>	<b>\$705,398.40</b>	<b>(\$271,354.60)</b>	<b>72%</b>
Expenses	10-4200-8020	Salaries	\$97,250.00	\$79,041.77	\$18,208.23	81.28%
Expenses	10-4200-8030	Mayor And Council	\$39,800.00	\$34,650.00	\$5,150.00	87.06%
Expenses	10-4200-8040	Professional Services	\$4,500.00	\$4,500.00	\$0.00	100.00%
Expenses	10-4200-8050	Social Security	\$8,230.00	\$7,048.91	\$1,181.09	85.65%
Expenses	10-4200-8060	Health Ins.	\$41,100.00	\$38,057.79	\$3,042.21	92.60%
Expenses	10-4200-8070	Medicare	\$1,930.00	\$1,648.53	\$281.47	85.42%
Expenses	10-4200-8090	Unemployment Ins	\$1,000.00	\$144.91	\$855.09	14.49%
Expenses	10-4200-8110	Telephone & Postage	\$7,000.00	\$5,414.83	\$1,585.17	77.35%
Expenses	10-4200-8120	Public Notices-Printing	\$800.00	\$103.90	\$696.10	12.99%
Expenses	10-4200-8130	Utilities	\$5,600.00	\$3,843.51	\$1,756.49	68.63%
Expenses	10-4200-8140	Travel Expenses	\$13,525.00	\$12,384.70	\$1,140.30	91.57%
Expenses	10-4200-8142	Education/Schools	\$5,325.00	\$4,434.00	\$891.00	83.27%
Expenses	10-4200-8160	Maintenance Equipment	\$1,500.00	\$750.61	\$749.39	50.04%
Expenses	10-4200-8330	Departmental Supplies	\$4,650.00	\$4,487.71	\$162.29	96.51%
Expenses	10-4200-8370	Loan Payment	\$10,000.00	\$10,000.00	\$0.00	100.00%
Expenses	10-4200-8450	Contracted Services	\$15,000.00	\$14,841.94	\$158.06	98.95%
Expenses	10-4200-8530	Dues & Subscriptions	\$5,200.00	\$3,832.73	\$1,367.27	73.71%
Expenses	10-4200-8540	Insurance & Bonding	\$30,000.00	\$27,939.31	\$2,060.69	93.13%
Expenses	10-4200-8570	Miscellaneous	\$1,000.00	\$880.15	\$119.85	88.02%
Expenses	10-4200-8610	IT ANNUAL SUPPORT	\$13,300.00	\$12,050.41	\$1,249.59	90.60%
Expenses	10-4200-8620	MS LICENSING	\$1,170.00	\$1,007.93	\$162.07	86.15%
Expenses	10-4200-8630	NETWORK	\$3,571.00	\$3,570.96	\$0.04	100.00%
Expenses	10-4200-8640	OFFICE EQUIPMENT	\$7,529.00	\$5,930.41	\$1,598.59	78.77%
Expenses	10-4200-8650	HEY GOV/TOWN WEB/SOFTWARE	\$9,500.00	\$7,860.02	\$1,639.98	82.74%
Expenses	10-4200-8700	CODE ENFORCEMENT-MINIMUM HOUSING	\$14,000.00	\$1,761.26	\$12,238.74	12.58%
Expenses	10-4200-8710	Capital Outlay Building	\$6,000.00	\$0.00	\$6,000.00	0.00%
Expenses	10-4200-8990	Contingency	\$10,000.00	\$0.00	\$10,000.00	0.00%
Expenses	10-4300-8450	Elections	\$1,200.00	\$810.96	\$389.04	67.58%
Expenses	10-5600-8020	Salaries	\$40,685.36	\$39,985.36	\$700.00	98.28%
Expenses	10-5600-8050	Social Security	\$2,693.62	\$2,687.10	\$6.52	99.76%
Expenses	10-5600-8070	Medicare	\$772.00	\$628.48	\$143.52	81.41%
Expenses	10-5600-8130	Utilities	\$17,180.00	\$13,975.18	\$3,204.82	81.35%
Expenses	10-5600-8160	Maintenance Equipment	\$5,025.00	\$5,025.00	\$0.00	100.00%

Type	Acct Num	Acct Name	Budget	YTD	Variance	Prcnt
Expenses	10-5600-8170	Maintenance Truck	\$1,558.23	\$1,558.23	\$0.00	100.00%
Expenses	10-5600-8310	FUEL/GAS	\$4,319.00	\$4,264.87	\$54.13	98.75%
Expenses	10-5600-8330	Departmental Supplies	\$9,650.00	\$8,806.78	\$843.22	91.26%
Expenses	10-5600-8450	Contracted Services	\$2,215.74	\$1,747.71	\$468.03	78.88%
Expenses	10-5600-8460	GASTON CO LANDFILL (YARD WASTE)	\$1,500.00	\$974.38	\$525.62	64.96%
Expenses	10-5600-8740	Capital Outlay	\$974.05	\$974.05	\$0.00	100.00%
Expenses	10-5600-8750	Capital Lease	\$10,050.00	\$400.00	\$9,650.00	3.98%
Expenses	10-5600-8990	Contingency	\$5,000.00	\$0.00	\$5,000.00	0.00%
Expenses	10-5700-8730	Capital Outlay- Equipment	\$16,000.00	\$19,463.90	(\$3,463.90)	121.65%
Expenses	10-5700-8731	LEASE PAYMENTS-WELLS FARGO (POWELL)	\$2,000.00	\$3,542.02	(\$1,542.02)	177.10%
Expenses	10-5700-8732	LEASE PAYMENTS-JD FINANCIAL (POWELL)	\$0.00	\$2,922.15	(\$2,922.15)	0.00%
Expenses	10-5700-8740	Powell Bill- Repairs Streets	\$5,000.00	\$0.00	\$5,000.00	0.00%
Expenses	10-5800-8020	Sanitation Salaries	\$18,303.00	\$22,968.90	(\$4,665.90)	125.49%
Expenses	10-5800-8050	Social Security	\$1,424.09	\$1,424.09	\$0.00	100.00%
Expenses	10-5800-8070	Medicare	\$333.04	\$333.04	\$0.00	100.00%
Expenses	10-5800-8170	Maintenance Truck including tires	\$12,345.08	\$12,345.08	\$0.00	100.00%
Expenses	10-5800-8310	FUEL/GAS	\$2,509.85	\$2,501.38	\$8.47	99.66%
Expenses	10-5800-8330	Departmental Supplies	\$234.54	\$234.54	\$0.00	100.00%
Expenses	10-5800-8450	GC Landfill (Dumping charges)	\$9,991.65	\$9,991.65	\$0.00	100.00%
Expenses	10-5800-8570	Miscellaneous	\$29,858.75	\$29,858.75	\$0.00	100.00%
Expenses	10-6200-8020	Salaries	\$23,219.29	\$21,332.70	\$1,886.59	91.87%
Expenses	10-6200-8050	FICA	\$1,550.00	\$1,322.61	\$227.39	85.33%
Expenses	10-6200-8070	Medicare	\$363.00	\$309.34	\$53.66	85.22%
Expenses	10-6200-8130	Utilities	\$6,320.00	\$5,484.44	\$835.56	86.78%
Expenses	10-6200-8330	Departmental Supplies	\$6,280.71	\$5,499.55	\$781.16	87.56%
Expenses	10-6200-8450	Contracted Services	\$9,000.00	\$3,471.44	\$5,528.56	38.57%
Expenses	10-6200-8570	Sponsored Events	\$5,000.00	\$782.66	\$4,217.34	15.65%
Expenses	10-6200-8600	MILL PROPERTY	\$10,000.00	\$3,331.00	\$6,669.00	33.31%
Expenses	10-6200-8740	Prepaid Park Maintenance	\$3,000.00	\$2,793.00	\$207.00	93.10%
Expenses	10-6400-8020	Salaries	\$20,000.00	\$12,753.12	\$7,246.88	63.77%
Expenses	10-6400-8050	Social Security	\$1,302.00	\$950.33	\$351.67	72.99%
Expenses	10-6400-8070	Medicare	\$2,805.00	\$2,796.96	\$8.04	99.71%
Expenses	10-6400-8160	Maintenance	\$500.00	\$57.67	\$442.33	11.53%
Expenses	10-6400-8450	Contracted Services	\$6,460.00	\$5,844.15	\$615.85	90.47%
Expenses	10-6400-8570	Miscellaneous	\$40.00	\$39.99	\$0.01	99.98%
Expenses	10-6400-8990	Contingency	\$800.00	\$0.00	\$800.00	0.00%
Expenses	30-8100-8020	Salaries	\$44,900.00	\$34,558.40	\$10,341.60	76.97%
Expenses	30-8100-8040	Professional Services	\$500.00	\$12.00	\$488.00	2.40%

Type	Acct Num	Acct Name	Budget	YTD	Variance	Prct
Expenses	30-8100-8050	Social Security	\$2,784.00	\$2,142.57	\$641.43	76.96%
Expenses	30-8100-8070	Medicare	\$652.00	\$501.14	\$150.86	76.86%
Expenses	30-8100-8110	Telephone & Postage	\$2,400.00	\$2,272.81	\$127.19	94.70%
Expenses	30-8100-8120	Printing	\$1.00	\$1.00	\$0.00	100.00%
Expenses	30-8100-8140	Travel	\$5,000.00	\$255.00	\$4,745.00	5.10%
Expenses	30-8100-8160	Maintenance Equipment	\$2,200.00	\$189.96	\$2,010.04	8.63%
Expenses	30-8100-8170	Maintenance Truck	\$500.00	\$372.60	\$127.40	74.52%
Expenses	30-8100-8310	FUEL/GAS	\$2,899.00	\$2,083.25	\$815.75	71.86%
Expenses	30-8100-8330	Chemicals & Supplies	\$3,800.00	\$3,533.90	\$266.10	93.00%
Expenses	30-8100-8450	Contracted Services	\$19,000.00	\$12,669.62	\$6,330.38	66.68%
Expenses	30-8100-8500	Water Purchase	\$48,000.00	\$40,227.55	\$7,772.45	83.81%
Expenses	30-8100-8540	Dues & Fees	\$1,800.00	\$1,784.00	\$16.00	99.11%
Expenses	30-8100-8570	Miscellaneous	\$14,900.00	\$10,995.65	\$3,904.35	73.80%
Expenses	30-8100-8610	SOUTHERN SOFTWARE	\$5,000.00	\$4,831.00	\$169.00	96.62%
Expenses	30-8100-8990	Contingency	\$10,000.00	\$0.00	\$10,000.00	0.00%
Expenses	30-8200-8020	Salaries	\$22,000.00	\$20,511.99	\$1,488.01	93.24%
Expenses	30-8200-8050	Social Security	\$1,360.00	\$1,271.77	\$88.23	93.51%
Expenses	30-8200-8070	Medicare	\$300.00	\$297.56	\$2.44	99.19%
Expenses	30-8200-8110	Telephone & Postage	\$170.97	\$170.97	\$0.00	100.00%
Expenses	30-8200-8130	Utilities	\$4,905.00	\$3,871.98	\$1,033.02	78.94%
Expenses	30-8200-8142	Education/ Schools	\$1,945.29	\$1,945.29	\$0.00	100.00%
Expenses	30-8200-8170	Maintenance Truck	\$79.13	\$79.13	\$0.00	100.00%
Expenses	30-8200-8310	FUEL/GAS	\$2,000.00	\$1,994.04	\$5.96	99.70%
Expenses	30-8200-8330	Chemicals & Supplies	\$23,213.67	\$23,213.67	\$0.00	100.00%
Expenses	30-8200-8450	Contracted Services	\$28,300.00	\$27,593.43	\$706.57	97.50%
Expenses	30-8200-8500	SEWER PURCHASE	\$53,587.69	\$49,288.01	\$4,299.68	91.98%
Expenses	30-8200-8700	Sewer Lines	\$307.00	\$306.39	\$0.61	99.80%
Expenses	30-8200-8740	Capital Outlay	\$9,581.25	\$9,581.25	\$0.00	100.00%
Expenses	30-8200-8990	Contingency	\$8,724.00	\$0.00	\$8,724.00	0.00%
			\$976,753.00	\$796,934.78	\$179,818.22	82%



MAYOR  
P.J. Rathbone

P.O. Box 6, High Shoals, N.C. 28077  
Tel: (704) 735-1651 - Fax: (704) 735-5595

CLERK  
Brandi Strange

May 8, 2026

MEMORANDUM

TO: Mayor and City Council

FROM: Steve Austin, Project Administrator

RE: Neighborhood Revitalization CDBG Project Amendment #2 Public Hearing

In March 2024, the City of High Shoals was awarded \$950,000 in Community Development Block Grant (CDBG) funds to rehabilitate up to five single family homes located throughout the City under the program called Neighborhood Revitalization. That grant is named CDBG #22-C-4125 by the state.

In May 2025, the City held a bid opening for the rehabilitation of the five units. Bids were received by two eligible contractors. The lowest bidder on each of the units was C&S Construction. However, the bids received exceeded the amount available by \$132,875. One unit would need to be eliminated or postponed until additional money could be available, if possible.

In December 2025, the City was awarded an additional \$132,875 in order to complete the original project based on the bids received for a grant project total of \$1,082,875. Four of the houses are completed. The fifth is approximately 75% completed.

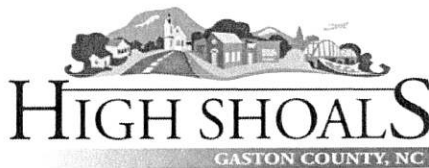
In April 2026, I was asked to contact the state's representative for the City's revitalization grant program to ask if additional funds may still be available. The potential need was for a columbarium to be constructed in the City Cemetery. I was told the funds are available and that a columbarium would be an eligible CDBG activity. Specifically, the City is requesting an additional \$225,000 for a grant total of \$1,307,875. but in order to receive them, the City would have to do a formal program amendment which involves a public hearing.

The public hearing has been advertised in the Gaston Gazette for the May 12, 2026 regular Council meeting. Officially, the City is requesting an additional \$225,000 to add a new activity called Neighborhood Facilities. No local funds are included in the Revitalization grant program. At this point, Brandi Strange has been reaching out to various companies that construct columbariums for cost estimates, but not actual bids yet.

**REQUIRED ACTION:** In order to submit the amendment request, the Council must approve the attached resolution authorizing the Mayor to submit the amendment application to the NC Department of Commerce as well adopt the attached project budget ordinance for the City's accounting.



The City of High Shoals does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services



MAYOR  
P.J. Rathbone

P.O. Box 6, High Shoals, N.C. 28077  
Tel: (704) 735-1651 - Fax: (704) 735-5595

CLERK  
Brandi Strange

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**AUTHORIZING RESOLUTION FOR THE CITY OF HIGH SHOALS  
APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR  
THE HIGH SHOALS  
NEIGHBORHOOD REVITALIZATION CDBG PROJECT AMENDMENT**

**WHEREAS**, the City Council of the City of High Shoals has Indicated its desire to assist community and economic development efforts for projects that benefit low and moderate income persons and families within the City; and

**WHEREAS**, the City Council has held a public hearing concerning the proposed amendment application for Community Development Block Grant #22-C-4125 funding to benefit the High Shoals Neighborhood Revitalization CDBG Project; and

**WHEREAS**, the City Council wishes the City to submit an amendment application for Community Development Block Grant #22-C-4125 to benefit the High Shoals Neighborhood Revitalization CDBG Project in the amount of \$225,000 for a total of \$1,307,875 and

**WHEREAS**, the City Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program.

**NOW, THEREFORE BE IT RESOLVED**, by the High Shoals City Council that the Mayor of the City of High Shoals is authorized to submit a formal amendment application to the North Carolina Department of Commerce, Rural Economic Development Division for approval of a Community Development Block Grant for the Neighborhood Revitalization CDBG Program.

Adopted this the 12th day of May, 2026.

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P.J. Rathbone, Mayor

ATTEST:

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Brandi Strange, City Clerk



The City of High Shoals does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services

**CITY OF HIGH SHOALS  
CDBG GRANT PROJECT BUDGET ORDINANCE  
NEIGHBORHOOD REVITALIZATION CDBG #22-C-4125 PROJECT**

**BE IT ORDAINED** by the City Council of the City of High Shoals that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby adopted:

Section 1. The project authorized is the Community Development Project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Department of Commerce, Rural Economic Development Division. This project is more familiarly known as the 2021 Neighborhood Revitalization CDBG Project.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Commerce and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Community Development Block Grant Funds	<u>\$ 1,307,875</u>
Total:	\$ 1,307,875

Section 4. The following amounts are appropriated for the project:

Rehabilitation/Single Family Dwellings	\$ 987,875
Planning	\$ 3,500
Neighborhood Facilities	\$ 213,750
Program Administration	<u>\$ 102,750</u>
Total	\$1,307,875

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting information to the grantor agency as required by the grant agreement(s) and federal and state regulations.

Section 6. Requests for funds should be made to the grantor agency in an orderly and timely manner as funds are obligated and expenses incurred.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.



Section 9. Copies of this Grant Project Ordinance shall be made available to the Finance Officer for direction in carrying out this project.

Adopted this the 12th day of May, 2026.

\_\_\_\_\_  
Mayor  
Attest

\_\_\_\_\_  
City Clerk



The City of High Shoals does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services



MAYOR  
P.J. Rathbone

P.O. Box 6, High Shoals, N.C. 28077  
Tel: (704) 735-1651 - Fax: (704) 735-5595

CLERK  
Brandi Strange

### **Conflict of Interest / Non-Participation Statement**

*(For Inclusion in Minutes, Bid Files, or Purchase Documentation)*

The City of High Shoals acknowledges that Fire Chief William Dennis Cash also serves as a member of the High Shoals City Council. In order to avoid any actual or perceived conflict of interest related to the consideration, discussion, recommendation, voting, or approval of matters involving the Fire Department and/or related purchases, the following procedures shall be observed:

1. Fire Chief/Council Member William Dennis Cash shall disclose his dual role prior to discussion of the matter.
2. Fire Chief/Council Member William Dennis Cash shall not participate in deliberations, recommendations, negotiations, scoring, evaluations, or voting related to the matter.
3. Fire Chief/Council Member William Dennis Cash shall recuse himself from the council table during discussion and voting on the item, and the recusal shall be recorded in the official meeting minutes.
4. All decisions regarding the matter shall be made solely by the remaining disinterested members of the governing board in accordance with applicable North Carolina General Statutes and Local Government Commission (LGC) guidance.

The City affirms that all procurement and approval actions related to this matter are being conducted in a fair, transparent, and impartial manner and in compliance with all applicable state and local requirements.



MAYOR  
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CLERK  
Brandi Strange

**CITY OF HIGH SHOALS**

**RESOLUTION NO. 05\_122026**

**RESOLUTION ADOPTING CONFLICT OF INTEREST AND RECUSAL PROCEDURES FOR  
FIRE DEPARTMENT PROCUREMENT AND RELATED MATTERS**

**WHEREAS**, the City of High Shoals is committed to maintaining the highest standards of integrity, transparency, fairness, and public trust in all governmental actions and procurement activities; and

**WHEREAS**, Fire Chief William Dennis Cash also serves as a duly elected member of the High Shoals City Council; and

**WHEREAS**, the City recognizes that this dual role may create an actual or perceived conflict of interest in matters involving the Fire Department, including but not limited to procurement activities, grant applications, financing arrangements, contracts, recommendations, evaluations, and related approvals; and

**WHEREAS**, the North Carolina Local Government Commission (LGC) and applicable North Carolina General Statutes require that public officials avoid participating in matters in which a conflict of interest may exist or appear to exist; and

**WHEREAS**, the City Council desires to formally establish procedures to ensure impartiality and compliance with all applicable legal and ethical requirements;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of High Shoals, North Carolina, as follows:

**Section 1. Disclosure of Dual Role**

Fire Chief/Council Member William Dennis Cash shall publicly disclose his dual role as Fire Chief and City Council member prior to any discussion or consideration of matters involving the Fire Department and/or related purchases, contracts, financing, grants, or procurement actions.

**Section 2. Non-Participation**

Fire Chief/Council Member William Dennis Cash shall not participate in any deliberations, recommendations, negotiations, evaluations, scoring, rankings, discussions, or voting related to Fire Department matters in which a conflict or perceived conflict of interest may exist.

**Section 3. Recusal Procedure**

Fire Chief/Council Member William Dennis Cash shall formally recuse himself from the council table and abstain from participation during discussion and voting on such matters. The recusal and abstention shall be documented in the official meeting minutes.

**Section 4. Independent Action by Remaining Council Members**

All actions concerning Fire Department procurement, financing, contracts, grants, and related matters shall be considered and decided solely by the remaining disinterested members of the governing board in accordance with applicable North Carolina General Statutes, Local Government Commission guidance, and City policies.

**Section 5. Compliance**

The City affirms that all procurement and approval actions related to Fire Department matters shall be conducted in a fair, transparent, competitive, and impartial manner and in compliance with all applicable federal, state, and local laws, regulations, and policies.

**Section 6. Effective Date**

This Resolution shall become effective immediately upon adoption.

Adopted this 12<sup>th</sup> day of May, 2026.

CITY OF HIGH SHOALS

Mayor: \_\_\_\_\_

ATTEST:

City Clerk: \_\_\_\_\_

(SEAL)