

**Town of Highlands  
Board of Commissioners Meeting  
Via Zoom**

**Thursday, September 17<sup>th</sup>, 2020  
7:00pm**

**\*\*\*Agenda\*\*\***

- |     |   |  |  |
|-----|---|--|--|
| 1.  | Meeting Called to Order   | <i>Mayor Patrick Taylor</i>              |  |
| 2.  | Public Comment Period   | <i>Mayor Patrick Taylor</i>              |  |
| 3.  | Review and Approve Agenda   | <i>Mayor Patrick Taylor</i>              |  |
| 4.  | Approval of August 20 <sup>th</sup> , 2020 Regular Meeting Minutes  | <i>Mayor Patrick Taylor</i>              | Pages 3-14   |
| 5.  | Reports<br>A. Mayor<br>B. Commissioners and Committee Reports<br>C. Town Manager  |  |  |
| 6.  | Consent Agenda<br>Public Works Department<br>Police Department<br>Parks & Recreation Department<br>Treasurer's Report<br>Surplus of GIS/IT Jeep & GPR<br>Reappointment to ABC Board - Leslie Ashburn Cook   | <i>Mayor Patrick Taylor</i>              | Page 15<br>Page 16<br>Pages 17-19<br>Pages 20-43<br>Page 44<br>Page 45 |
| 7.  | Public Hearing:<br>Rezoning of Fire Department Property at 149 Franklin Road & Oak Street<br>B-3 Commercial to G/I Government-Institutional<br><br>A. Open Public Hearing<br>B. Staff Comments/Recommendation<br>C. Public Comments<br>D. Close Public Hearing<br>E. Council Action |  | Pages 46-49  |
| 8.  | Bear Mor Subdivision Final Plat Approval  | <i>Michael Mathis</i>                    | Pages 50-52  |
| 9.  | H-C Hospital Workforce Housing Water/Sewer Request  | <i>Tom Neal</i><br><i>H-C Hospital</i>   | Pages 53-59  |
| 10. | Fire Department Guaranteed Maximum Price Review   | <i>Ryan Gearhart</i><br><i>Josh Ward</i> | Pages 60-75  |
| 11. | Highlands Police Department MOU - Interlocal Agreement<br>Macon & Jackson County Sheriff's Depts. & Franklin Police Dept.   | <i>Capt. Mike Jolly</i>                  | Pages 76-83  |
| 12. | Chamber of Commerce Events Update   | <i>Kaye McHan</i>                        |  |
| 13. | Recreation Matters: <ul style="list-style-type: none"><li>• Ice Rink Opening Discussion</li><li>• Discuss Allocation of Funds for Resurfacing of Tennis Courts into Pickleball Courts</li></ul>   | <i>Lester Norris</i>                     | Pages 84-90  |

14. Closed Session: Pursuant to NCGS §143-318.11(a)(1): To protect confidential or privileged information – Fiber RFP Bid Discussion
15. Adjournment *Mayor Patrick Taylor*

## **Regular Meeting Minutes of the Town of Highlands Board of Commissioners Meeting of August 20, 2020, via Zoom, Highlands, North Carolina**

Town Board Present: Commissioner John Dotson, Commissioner Amy Patterson, Mayor Pro Tempore Donnie Calloway, Commissioner Brian Stiehler, Commissioner Marc Hehn and Mayor Pat Taylor

Also Present: Town Manager Josh Ward, Town Attorney Jay Coward, Finance Director Rebecca Shuler, Public Works Director Lamar Nix, Police Chief Andrea Holland, Parks & Recreation Director Lester Norris, Planning & Development Director Assistant Michael Mathis and Town Clerk Gibby Shaheen

### **1. Meeting Called to Order**

Mayor Taylor called the meeting to order at 7:03pm.

### **2. Public Comment Period**

Ray Vito conveyed his frustration with Northland about the inability to provide internet to his home. Vito stated his utilities were underground and asked that the town negotiate the new contract as to provide service to him and others who are unable to get it since they were in the driver's seat.

### **3. Adjust and Approve the Agenda**

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER HEHN AND THE VOTE WAS UNANIMOUS.

### **4. Approval of the July 16<sup>th</sup>, 2020, Regular Meeting Minutes**

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE JULY 16<sup>TH</sup>, 2020, REGULAR MEETING MINUTES AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

### **Approval of the July 29<sup>th</sup>, 2020, Special Meeting Minutes**

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE JULY 29<sup>TH</sup>, 2020, SPECIAL MEETING MINUTES AS PRESENTED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE CALLOWAY AND THE VOTE WAS UNANIMOUS.

### **5. Reports**

#### **A. Mayor**

Mayor Taylor complimented Commissioner Stiehler for assisting a couple whose car was hit by a falling tree. Mayor Taylor announced the violations of bear resistant garbage cans had been postponed because of the container backlog, but most residence have them already and bear issues and ordinances will be discussed at next month's meeting.

Mayor Taylor also announced the RFP was out for fiber and should be receiving proposals the first of September.

## **B. Commissioners and Committee Reports**

There were no commissioner or committee reports.

## **C. Town Manager**

Town Manager Ward announced DR Reynolds Construction will have the guaranteed maximum price for the Fire Department Construction by August 31<sup>st</sup>, 2020. Public Safety Committee will meet and review and have a recommendation for the September meeting. Town Manager Ward also announced that Town Hall would be closed in observance of Labor Day on Monday, September 7<sup>th</sup>, 2020; Highway 106 would be closing Sunday, August 30<sup>th</sup>, 2020, in the afternoon through Monday, August 31<sup>st</sup>, 2020, to replace a culvert; and the fiber RFP will be due to the town by Friday, September 4<sup>th</sup>, 2020, and the Technology Committee will meet to review.

## **6. Consent Agenda**

Public Works Department  
Police Department  
Parks & Recreation Department  
Planning & Development Department  
Treasurer's Report

COMMISSIONER STIEHLER MADE A MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

## **7. Public Hearing: Annexation Request for Old Edwards Inn "The Farm" Property on Arnold Road**

### **A. Open Public Hearing**

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO OPEN THE PUBLIC HEARING ON THE ANNEXATION REQUEST FOR OLD EDWARDS INN AT 7:28PM, WHICH WAS SECONDED BY COMMISSIONER DOTSON AND THE VOTE WAS UNANIMOUS.

### **B. Staff Comments/Recommendation**

Assistant Planning & Development Director Michael Mathis said on Monday, June 8, 2020, a Petition for Conditional Zoning District was submitted to the Town of Highlands Planning Department. Old Edwards Inn and Spa, LLC (OEI) submitted the application, and it concerns "The Farm" property located off Arnold Road (PIN#7530623323). OEI will be requesting annexation by the Town Board so they can access Town utilities. Currently, the property is 23.06 acres, located in Macon County, and contiguous with the Town of Highlands. Upon recommendation from the Land Use



Committee and contingent on approval, OEI will add 3.55 acres, to the parcel, to comply with the Town's Watershed requirements. The Farm currently operates as a wedding venue. The use was established while the property was a part of Macon County. Staff recommendation is to annex the property.

**C. Public Comments**

There were no comments.

**D. Close Public Hearing**

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO CLOSE THE PUBLIC HEARING FOR THE ANNEXATION REQUEST FOR OLD EDWARDS INN AT 7:34PM, WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

**E. Council Action**



**WHEREAS**, the Board of Commissioners of the Town of Highlands has been petitioned under NCSG 160A-31 to annex the property described below; and

**WHEREAS**, the Board of Commissioners of the Town of Highlands has directed the Town Clerk to investigate the sufficiency of the petition;

**WHEREAS**, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held via Zoom, at 7pm on the 20<sup>th</sup> day of August, 2020 after due notice by The Highlander Newspaper on Thursday, August 6, 2020; and

**WHEREAS**, the Board of Commissioners of the Town of Highlands finds that the petition meets the requirements of NCGS §160A-31;

**NOW, THEREFORE, BE IT ORDAINED**, by Board of Commissioners of the Town of Highlands, North Carolina, that:

**Section 1.** By virtue of the authority granted by NCGS 160A-31, the following property is hereby annexed and made part of the Town of Highlands as of the 20<sup>th</sup> day of August, 2020:

336 Arnold Road consisting of the following properties:

1. Old Edwards Inn and Spa, LLC, portion of the property recorded in Deed Book G-27, Pages 1024-1027, Macon County Registry, a portion of Parcel No. 7530-62-3323; and the property recorded in Deed Book B-39, Pages 2017-2019, Macon County Registry, Parcel No. 7530-61-2987, Map Sheet 7530.00, consisting of 23.06 acres;
2. Old Edwards Inn and Spa, LLC, portion of the property recorded in Deed Book G-27, Pages 1024-1027, Macon County Registry, a portion of Parcel No. 7530-62-3323, Map Sheet 7530.00, consisting of 1.55 acres; and
3. TRI Real Estate North Carolina, LLC, a division of Old Edwards Inn and Spa, LLC, portion of the property recorded in Deed Book L-37, Pages 1394, Macon County Registry, a portion of Parcel No. 7530-42-3496, Map Sheet 7530.00, consisting of 2 acres.

**Section 2.** Upon and after the 20<sup>th</sup> day of August, 2020, the above described property and owner shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Highlands, and shall be entitled to the same privileges and benefits as parts of the Town of Highlands. Said property shall be subject to municipal taxes according to NCGS 160A-58.10.

**Section 3.** The Town Clerk of the Town of Highlands shall cause to be recorded in the Macon County Registry and the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed property, described in Section 1, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Macon County Board of Elections, as required by NCGS §163-288.1.

This ordinance is adopted this 20<sup>th</sup> day of August, 2020.

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Patrick L. Taylor, Mayor

ATTEST:

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Gilberta B. Shaheen, Town Clerk

COMMISSIONER STIEHLER MOVED TO APPROVE THE ANNEXATION OF THE OEI FARM AND TO ACCEPT THE ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF HIGHLANDS AS PRESENTED. THE MOTION WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

**8. Public Hearing: B-3 Conditional Zoning Request for Old Edwards Inn  
“The Farm” Property on Arnold Road**

**A. Open Public Hearing**

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO OPEN THE PUBLIC HEARING ON THE B-3 CONDITIONAL ZONING REQUEST FOR OLD EDWARDS INN “THE FARM” AT 7:55 PM, WHICH WAS SECONDED BY COMMISSIONER DOTSON AND THE VOTE WAS UNANIMOUS.

**B. Staff Comments/Recommendation**

Assistant Planning & Development Director Michael Mathis said at one time, the subject property was included in the Town's Extraterritorial Jurisdiction (ETJ) and zoned B-5 commercial. In this application, OEI is applying for B-3 conditional zoning so that the use will conform with the Town's Unified Development Ordinance. The approval is site plan specific, therefore, OEI would be required to seek a Zoning Map Amendment to expand or alter this property. The Town of Highlands Planning Board reviewed and approved this application on June 22, 2020. The Town of Highlands Zoning Board reviewed and approved this item on July 15, 2020. Staff recommendation is to approve the B-3 conditional zoning.

**C. Public Comments**

There were no comments.

**D. Close Public Hearing**

COMMISSIONER PATTERSON MADE A MOTION TO CLOSE PUBLIC HEARING ON THE B-3 CONDITIONAL ZONING REQUEST FOR OLD EDWARDS INN “THE FARM” AT 7:58PM, WHICH WAS SECONDED BY MAYOR PRO TEMPORE CALLOWAY AND THE VOTE WAS UNANIMOUS.

**E. Council Action**



**An Ordinance Amending the Official Zoning Map of the Town of Highlands  
Ordinance #2020-02-Ord**

Be it ordained by the Town of Highlands Board of Commissioners:

1. Pursuant to Article 4. Applications and Permits Sec. 4.5 Conditional Zoning Districts of the Unified Development Ordinance Highlands, North Carolina amendments of the Unified Development Ordinance and Zoning Map of the Town of Highlands is hereby amended to reflect the annexation and designation of zoning for a portion of Parcel No. 7530-62-3323, Parcel No. 7530-61-2987, a portion of Parcel No. 7530-62-3323 and a portion of Parcel No. 7530-42-3496 for B-3 conditional zoning.
2. The annexation and zoning designation for a portion of Parcel No. 7530-62-3323, Parcel No. 7530-61-2987, a portion of Parcel No. 7530-62-3323 and a portion of Parcel No. 7530-42-3496 are reflected on Zoning Map #2020-01-Map.
3. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this the 20<sup>th</sup> day of August, 2020.

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Patrick Taylor, Mayor

Attest:

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Gilberta B. Shaheen, Town Clerk

Approved as to form:

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Jay K. Coward, Town Attorney







**STATEMENT OF CONSISTENCY  
WITH THE TOWN OF HIGHLANDS LAND USE PLAN FOR THE  
AMENDMENT TO THE ZONING MAP OF THE TOWN OF HIGHLANDS  
PER NCGS 160A-383**

**Zoning Map Amendment for PIN #'s: 7530623323; 7530612987;  
7530423496**

**BE IT HEREBY RESOLVED** by the Board of Commissioners for the Town of Highlands, North Carolina, that in accordance with provisions of North Carolina General Statute 160A-383, the Board of Commissioners hereby finds and determines that the amendment to the Zoning Map --of the Town of Highlands, is consistent with the goals, objectives and policies of the Town's adopted Land Use Plan. Specifically, the zoning map amendment will provide consistency with the current commercial use of the property. It will allow the existing wedding venue/outdoor entertainment area to be zoned as a conforming classification

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE B-3 CONDITIONAL ZONING ON THE NEWLY ANNEXED PROPERTY FOR OLD EDWARDS INN "THE FARM," THE ORDINANCE AMENDING THE ZONING MAP, THE 2020-01 -ZONING MAP AND STATEMENT OF CONSISTENCY WHICH WAS SECONDED BY COMMISSIONER DOTSON AND THE VOTE WAS UNANIMOUS.

**9. Rezoning of Fire Dept. Property at 149 Franklin Road & Oak St. B-3 Commercial to G/I Gov't - Institutional**

Assistant Planning & Development Director Michael Mathis stated the Town of Highlands recently purchased two parcels, one off Franklin Road (PIN#7540214736) and one off Oak Street (PIN#7540222080). It is the Town's plan to build a future Fire Department on these properties. Currently, the parcels are zoned B-3 Commercial. Now that the Town is in possession of the land, and to promote consistency between all Town owned properties, it is recommended that we rezone these lots to G-I Government. The Town of Highlands Planning Board reviewed this item on July 27, 2020 and recommended that the properties be rezoned.

COMMISSIONER PATTERSON MADE A MOTION TO SET A PUBLIC HEARING FOR THE REZONING OF PARCEL NO. 7540214736 AND PARCEL NO. 7540222080

LOCATED AT 149 FRANKLIN ROAD AND OAK STREET FOR THE NEXT REGULARLY SCHEDULED BOARD MEETING OF SEPTEMBER 17, 2020, AT 7PM, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

## **10. H-C Hospital Workforce Housing Water/Sewer Request**

CEO Tom Neal said he appreciated the opportunity to address the Board. Neal said the hospital was staffed fairly well with a 16-17% turnover which is good but have a 3.4% vacancy and looking to grow the hospital. Neal said they are looking to fill the beds at Eckerd with only 65 current residents to capacity of 80 beds and beginning surgery within the next 6 months.

Neal continued that with growing the hospital it would call for new staff and that becomes difficult with more than 25 miles to drive to work. Hospital staff has been working with Clemson to come up with site options for property owned by the hospital to establish workforce housing. Neal said the project would allow the hospital to serve seasonal residents and potential to bring in more to shelter in place with housing options. Neal asked if the Board would consider providing sewer and water to the project since it is already available and provided to the hospital.

Commissioner Patterson asked about the current Woodruff building and turning it into apartments, Neal replied it housed physical therapy and cardiac rehab and the Jane Woodruff Clinic had current leases and would provide offices for health care providers that come in such as ENT, orthopedic, general surgeons. Neal said Blue Ridge Primary Care and Pisgah Legal Eagle have already leased space.

Commissioner Dotson asked if outside tenants not affiliated with the hospital were allowed, such as Pisgah Legal. Neal answered they were a valuable resource for people who don't have insurance to obtain health care.

Neal also reported that HCA was one of the strongest companies and have given the hospital 5 Million in Capital to update elevators, HVAC system and 1 million for new imaging.

Mayor Taylor suggested to continue analysis and come back to the Board next month.

## **11. Highlands Food & Wine Update**

David Bock announced the Highlands Food & Wine Festival in November has been cancelled, but would like to move forward and present a spring event so they could extend to the November ticket holders and sponsors the ability to attend in the spring.

Events planner Casey Reid said there would be 1,000 tickets for each day of the event as previously discussed.

COMMISSIONER PATTERSON MADE A MOTION TO APPROVE THE USE OF FOUNDERS PARK FOR THE SPRING EVENT APRIL 23<sup>RD</sup> – APRIL 25<sup>TH</sup>, 2021, AS



PRESENTED, WHICH WAS SECONDED BY MAYOR PRO TEMPORE CALLOWAY AND THE VOTE WAS UNANIMOUS.

## **12. Chamber of Commerce Events & Budget Update**

Chamber of Commerce Director Kay McHan updated the Board with several items, including postponing the fireworks again to New Year's Eve. Police Chief Andrea Holland said that was a concern for the department because it took the entire department and she has some officers that will be out of town for the holidays. The Board authorized Mayor Taylor and Police Chief Andrea Holland to discuss with McHan and make the decision regarding the fireworks.

McHan continued that the roaming musicians were a hit on the 4<sup>th</sup> of July and the Chamber would be doing that again on Labor Day weekend and all weekends in October. McHan said she had sent some information out regarding workforce housing and would like the Board to look at that and give some input.

## **13. PAC Drive-In Movie Request**

Director Mary Adair Trumbly requested permission to have a Drive-in movie theater for the community in the Laurel Street parking lot. Trumbly continued that there would be no issue of noise because the audio will go through cell phones and cars and all COVID restrictions would be kept. Trumbly also said that tickets would be sold online and instruction sheets and trash bags would be handed out upon arrival and no alcohol would be permitted.

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO APPROVE THE DRIVE-IN MOVIE REQUEST ON A TEMPORARY BASIS AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER PATTERSON AND THE VOTE WAS UNANIMOUS.

## **14. Macon County Comprehensive Transportation Plan Review**

Rose Bauguess presented the County Comprehensive Transportation Plan which identifies different needs and relevant growths in the County. Bauguess said there is a current survey to accept recommendations for the plan and can be found at [www.maconmoves2metroquest.com](http://www.maconmoves2metroquest.com). Bauguess added that the final plan will come before the different County and Municipal Boards for approval.

## **15. Request to Relocate the Septic System for the Fire Department Substation**

J. T. Fields, Member of Cashiers Road, LLC, stated the LLC is the current owner of the property where the existing drain field is located for the Fire Department Substation. Fields requested permission to move the drain field from his property to adjoining Thompson property.

Commissioner Patterson asked if Public Works Director and Town Engineer Lamar Nix say any issues with this change, and he said once Macon County Health Department gave approval and easements were in place it should be fine.



COMMISSIONER PATTERSON MADE A MOTION TO AUTHORIZE A LAWYER TO PREPARE AN EASEMENT AGREEMENT FROM CASHIERS ROAD, LLC TO RELOCATE THE DRAIN FIELD FOR FIRE DEPARTMENT SUBSTATION TO THE THOMPSON PROPERTY, WHICH WAS SECONDED BY COMMISSIONER DOTSON AND THE VOTE WAS UNANIMOUS.

**16. Budget Amendments: Drainage Repair (former Chandler Inn) & Rec. Park Exit Repair**

Public Works Director and Town Engineer Lamar Nix stated the Budget Amendments presented were out of lack of funding from the NC Department of Transportation and drainage issues at the old Chandler Inn is causing safety issues. Nix continued that the funds will be used for materials and cost of patching and we will do the work. Nix added the Budget Amendment for the Rec. Park Exit repair would also be for supplies and patching.

TOWN OF HIGHLANDS BUDGET AMENDMENT  
AMENDMENT # \_\_\_\_\_

August 17, 2020

FROM: General Fund



DEPARTMENT: Streets Dept.  
EXPLANATION: To repair drainage issue

Account	Description	Increase/Decrease	Debit	Credit
1. 10-3100-0910	Fund Balance	Increase		\$15,000.00
	Appropriated ~ GF			
10-5600-1900	Maint. & Repair ~ Streets	Increase	\$15,000.00	
	<b>Subtotal</b>		<b>\$15,000.00</b>	<b>\$15,000.00</b>
	<b>Totals</b>		<b>\$15,000.00</b>	<b>\$15,000.00</b>

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director

TOWN OF HIGHLANDS BUDGET AMENDMENT  
AMENDMENT # \_\_\_\_\_

August 17, 2020

FROM: General Fund



DEPARTMENT: Parks & Recreation Dept.  
EXPLANATION: To repair the exit concrete and drainage

	<b>Account</b>	<b>Description</b>	<b>Increase/Decrease</b>	<b>Debit</b>	<b>Credit</b>
1.	10-3100-0910	Fund Balance	Increase		\$5,000.00
		Appropriated ~ GF			
	10-6200-1502	Mowing & Maintenance ~	Increase	\$5,000.00	
		Rec. Park			
			<b>Subtotal</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
			<b>Totals</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>

Approved by Town Manager \_\_\_\_\_

Action by Town Board \_\_\_\_\_

Approved and Entered on Minutes Dated \_\_\_\_\_

Finance Director \_\_\_\_\_

MAYOR PRO TEMPORE CALLOWAY MADE A MOTION TO APPROVE THE BUDGET AMENDMENTS AS PRESENTED, WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND THE VOTE WAS UNANIMOUS.

### 17. Adjournment

AS THERE WERE NO FURTHER MATTERS TO COME BEFORE THE BOARD OF COMMISSIONERS, COMMISSIONER DOTSON MOVED TO ADJOURN WHICH WAS SECONDED BY COMMISSIONER STIEHLER AND UPON A UNANIMOUS VOTE, THE TOWN BOARD ADJOURNED AT 9:20PM.

\_\_\_\_\_  
Patrick Taylor  
Mayor

\_\_\_\_\_  
Gilberta B. Shaheen  
Town Clerk

## PSA Report

August 2020

- I. Street Dept.
  - 1. Ditching, Erosion Repair, Patching, Sweeping, Mowing, Grading, Replacing Culverts
  - 2. Assist WWTP
- II. Water/Sewer Dept.
  - 1. Performed Service Work at:  
Harris, Hickory Hill, Satulah, Ravenel, Holt, Bowery, Wingina, Oak, Cullasaja, Chestnut, US64, HCC, Mirrormont, Cobb, School, Helen's Barn, Maney, Raoul
- III. Electric Dept.
  - 1. Performed Service Work at:  
Satulah, Harris, Many, Brushy Face, NC28, Bowery, NC 106, Edwards Creek, Holt Circle, Centennial, Horse Cove, Sherwood
  - 2. Trim Crew:
    - A. Trimmed at:  
Shelby Place, Hemlock, Edwards Creek, Pine Lane, Leonard, 6<sup>th</sup>, NC28, Hudson, NC106
    - B. Assisted Sanitation Dept.
- IV. Sanitation Dept.
  - 1. Commercial 167 Tons
  - 2. Residential 67 Tons
  - 3. Cardboard 20 Tons
- V. The WTP and WWTP are operating very well.

# HIGHLANDS POLICE DEPARTMENT MONTHLY REPORT: 08.12.20-09.08.20

Incident	Total	Incident	Total
911 Hang-Up	3	Incident Report	14
ABC Inspections (Aug)	3	Ordinance Violation	17
Accident	13	Ordinance Violation (Warning)	11
Administration Assists (SRO)	1	Public Restroom Check	29
Alarm Activations (Aug)	28	Resident/Business Foot Patrol Zone 1	43
Arrest	5	Resident/Business Foot Patrol Zone 2	32
Assist Motorist	4	Resident/Business Foot Patrol Zone 3	33
Assist Other Agency	18	Resident/Business Foot Patrol Zone 4	32
Assist/Back-up Highlands Unit	27	Resident/Business Patrol Zone 1	383
Bike Patrol-Zone 1	0	Resident/Business Patrol Zone 2	393
Bike Patrol-Zone 2	0	Resident/Business Patrol Zone 3	401
Bike Patrol-Zone 3	0	Resident/Business Patrol Zone 4	394
Bike Patrol-Zone 4	0	Site Inspection-Preconstruction	0
Call for Service	19	Site Inspection-Final	0
Canine Search	3	Site Inspection-Random	0
Citation (State)	14	Suspicious Person	2
Civic Center Patrol	37	Suspicious Vehicle	2
Domestic Animal Call	3	Traffic Direction	6
Escort	32	Unified Dev. Code Violation	0
Follow-up Investigation	10	Warning Citation	22
Foot Patrol-Highlands School	14	Welfare Check	0
		<b>TOTAL NUMBER OF EVENTS:Aug.-Sept.</b>	<b>2048</b>

## Case Updates: Police Department Investigations

On 08/20/2020, Justin Nicholson was charged with Felony obtaining property by false pretense and Felony larceny.

## Case Updates: Code Enforcement/ Animal Control Officer

2-Signs: Checked for compliance.

1 Unified Development Code Violation: Handled.

5 Ordinance Violations: Verbal Warnings Issued.

5 Trash Violations: 4 Verbal Warnings Issued and 1 under investigation.

3 Domestic Animal Calls: 2 Dogs taken to Animal Control and 1 returned to owner.

1 Wildlife Call: Removed skunk from trash can.

## Recreation Report

August 2020

1. Community Table is each Tuesday night at 6:00 at the Community Building. Community Table is put on hold due to the coronavirus threat.
2. The pool reopened on May 26<sup>th</sup> to Adult 18 years of age and on June 22<sup>nd</sup> opened to public swim at the capacity allowed by the governor's order and Health Department guidelines. Even with moving into phase 2.5 these guidelines for the pool has not changed. This has worked out well. Attendance report for August follows this report.
3. The Pool started the winter schedule Monday, August 17<sup>th</sup> with school starting back.
4. Pickle ball was shut down on March 16<sup>th</sup> in the gym but has resumed play outdoors usually having 15-23 each day showing up to play. We can now play in the gym with the Phase 2.5 guidelines but will continue to play outside unless it is raining or other weather elements hinders play then we would go inside to play.
5. The Highland Hurricanes Swim Team started practice on Tuesday, September 8<sup>th</sup> and have 28 swimmers signed up. Not sure right now how the season or meets will go with the Covid Pandemic.
6. The Skateboard Park continues to be used. We are seeing as many as seven to twelve skaters at a time on the park. We have a sign at the park reminding and encouraging social distancing.
7. The recycling trailer is in place at the Recreation Department along with a cardboard recycling bin and both are being used. The Town cardboard truck picks up the cardboard every day Monday-Friday and the recycling trailer is taken by the county to Rick Gap Transfer Station or the Landfill in Franklin three times a week usually Mondays, Wednesdays and Fridays and emptied then returned to the site. Both are going well at this time.
8. We have seen more tennis players since the courts reopened than I have in the past eight years.
9. Our senior dinners were scheduled to start back in November but that will not happen. We will continue to monitor and possibly start up later in the season. Senior Dinners are held the third Friday of each month at 12:00 noon, November through April.
10. Macon County Youth Fall Soccer registration that was to begin in late June has been put on hold by the state and local Soccer Board due to the Corona Virus.
11. The decision has been made to not have the After School program due to all the uncertainties with the Corona Virus pandemic.
12. Macon County Little League is playing this fall. Highlands does not have teams in this league but have several players that are playing on the Franklin teams.
13. Macon County Girls and Boys basketball will be taking registration starting mid-September through November 4<sup>th</sup> in anticipation of being able to play a modified season with practices starting in late November and games starting first Saturday in January.
14. We had seven teams participate in the Adult Fall Softball League. Games began on Monday, July 6<sup>th</sup> and played Mondays and Thursdays, three games a night starting at 6:15. We finished the regular season on Thursday, August 6<sup>th</sup>. The end of season tournament finished on Thursday, August 27<sup>th</sup>. The Dirtbags won the season and end of season tournament going undefeated (sponsored by Stephen L Lucas CPA PA), First Baptist church finished the season in second place and finished third in the end of season tournament (sponsored by Kilwins Chocolate),

Essential Power/DP Painting finished the season in third place and Pizza Place took second place in the end of the season tournament.

15. We did not have enough interest for the Fall Softball league.
16. The Performing Arts Center (PAC) has cancelled both concerts scheduled in Founders Park for September.
17. The Chamber has postponed fireworks scheduled for Labor Day to a later date to still be determined.
18. The Playground was opened on Friday, September 4<sup>th</sup> with going into phase 2.5 and the Civic Center opened on Tuesday, September 8<sup>th</sup> at 30% capacity with restrictions as outlined in the Governors orders.
19. Dog Park Pavillion renovations will be done in early November and the Dog Park will be closed for around two weeks for this renovation.
20. The pool House renovations will be done starting in January.

#### Upcoming Events

Early voting October 15<sup>th</sup>-October 31<sup>st</sup>

Election Day November 3rd

	Lap Swim - AM	Water Aerobics - AM	Adult Swim	Inside City Public Swim	Outside City Public Swim	Lap Swim - PM	Swim Team	Total Patrons
1	16	X	X	21	41	X	X	78
2	X	X	X	24	46	X	X	70
3	29	21	X	9	0	X	X	59
4	16	21	X	35	46	X	X	118
5	18	24	X	30	53	X	X	125
6	28	17	X	26	30	X	X	101
7	13	23	X	10	42	X	X	88
8	11	X	X	11	54	X	X	76
9	X	X	X	14	40	X	X	54
10	30	21	X	8	63	X	X	122
11	15	17	X	33	37	X	X	102
12	27	23	X	32	48	X	X	130
13	20	14	X	12	43	X	X	89
14	24	21	X	21	29	X	X	95
15	8	X	X	28	26	X	X	62
16	X	X	X	31	13	X	X	44
17	24	29	12	20	31	3	X	119
18	19	16	2	20	28	2	X	87
19	23	17	8	5	3	2	X	58
20	13	14	3	11	7		X	48
21	23	23	7	X	X	X	X	53
22	7	X	X	28	14	X	X	49
23	X	X	X	11	14	X	X	25
24	21	25	4	20	9	1	X	80
25	18	14	3	6	2	2	X	45
26	18	20	5	17	11		X	71
27	14	20	4	18	5	2	X	63
28	20	19	2	X	X	X	X	41
29	9	X	X	7	38	X	X	54
30	X	X	X	11	18	X	X	29
31	19	25	11	6	12	2	X	75
	483	424	61	525	803	14	0	
								<b>2,310</b>

## All Funds ~ August 2020 Monthly Summary



	Current Mth	Year-To-Date	Budget	% To Date
<b>Revenues:</b>				
General Fund	57,637	137,095	6,532,836	2.10%
Gov't Capital Projects	0	0	2,294,000	0.00%
Scholarship Fund	8,000	8,200	67,500	12.15%
Fire Dept. Fund	5,100	17,921	1,115,180	1.61%
Cemetery Fund	2,000	3,480	60,000	5.80%
Water Fund	143,401	288,488	1,923,230	15.00%
Sewer Fund	75,190	136,185	833,762	16.33%
Capital Projects Fund	0	0	217,422	0.00%
Sanitation Fund	62,792	125,126	950,150	13.17%
Electric Fund	497,291	1,050,423	6,165,000	17.04%
<b>Total Revenues:</b>	<b>851,410</b>	<b>1,766,919</b>	<b>20,159,080</b>	<b>8.76%</b>
<b>Expenditures:</b>				
General Fund	332,251	951,212	6,532,836	14.56%
Gov't Capital Projects	0	0	2,294,000	0.00%
Scholarship Fund	625	28,750	67,500	42.59%
Fire Dept. Fund	21,637	57,736	1,115,180	5.18%
Cemetery Fund	3,750	3,750	60,000	6.25%
Water Fund	238,102	388,260	1,923,230	20.19%
Sewer Fund	86,621	156,673	833,762	18.79%
Capital Projects Fund	0	0	217,422	0.00%
Sanitation Fund	57,846	138,831	950,150	14.61%
Electric Fund	139,521	275,867	6,165,000	4.47%
<b>Total Expenditures:</b>	<b>880,353</b>	<b>2,001,078</b>	<b>20,159,080</b>	<b>9.93%</b>



## General Fund ~ August 2020 Monthly Summary



General Fund	Current Mth	Year-To-Date	Budget	% To Date
<b>Revenues:</b>				
General Fund	4,687	24,939	4,066,000	0.61%
Other General Fund	24,855	56,212	1,734,086	3.24%
Powell Bill	0	0	50,000	0.00%
MIS/GIS ~ Fiber	21,584	41,084	40,000	102.71%
Recreation	1,500	3,407	592,750	0.57%
Recreation - Pool	5,010	11,453	30,000	38.18%
Recreation - Ice Rink	0	0	20,000	0.00%
<b>Total General Fund Revenues</b>	<b>57,637</b>	<b>137,095</b>	<b>6,532,836</b>	<b>2.10%</b>
<b>Expenditures:</b>				
Governing Body	255	328	28,310	1.16%
Administration	64,415	183,780	1,464,348	12.55%
Planning/Zoning/ED	6,699	14,745	174,850	8.43%
MIS/GIS	21,265	98,026	483,750	20.26%
MIS/GIS ~ Fiber	26,248	46,768	238,500	19.61%
Police Department	86,147	321,883	1,557,850	20.66%
Street Department	51,986	123,165	1,256,500	9.80%
Public Buildings	6,601	10,283	110,900	9.27%
Recreation	50,440	105,462	662,600	15.92%
Recreation - Pool	18,195	46,773	502,128	9.31%
Recreation - Ice Rink	0	0	53,100	0.00%
<b>Total General Fund Expenditures</b>	<b>332,251</b>	<b>951,212</b>	<b>6,532,836</b>	<b>14.56%</b>

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>10 GENERAL FUND</b>					
REVENUE:					
3000 GENERAL FUND					
10-3000-0010 NC FRANCHISE TAX	250,000.00	0.00	0.00	250,000.00	0
10-3000-0040 NC LOCAL OPTION SALES TAX	970,000.00	0.00	0.00	970,000.00	0
10-3000-0090 ZONING CERTIFICATES	27,000.00	4,581.00	7,401.00	19,599.00	27
10-3000-0901 VEHICLE TAX	19,000.00	106.44	3,544.61	15,455.39	19
10-3000-2019 2019 Tax	20,000.00	0.00	0.00	20,000.00	0
10-3000-2020 2020 Tax	2,780,000.00	0.00	13,993.27	2,766,006.73	1
3000 GENERAL FUND	4,066,000.00	4,687.44	24,938.88	4,041,061.12	1
3100 OTHER GENERAL FUND					
10-3100-0201 ABC STORE	20,000.00	0.00	0.00	20,000.00	0
10-3100-0210 CONTRIB ABC - LAW	2,500.00	0.00	0.00	2,500.00	0
10-3100-0301 PRIVILEGE LICENSE	0.00	45.00	45.00	-45.00	0
10-3100-0501 REIMBURSE GROUP INSURANCE	0.00	358.37	869.44	-869.44	0
10-3100-0601 MISC INCOME	10,000.00	2,696.01	10,284.81	-284.81	103
10-3100-0604 INSURANCE SETTLEMENTS	0.00	11,572.00	11,572.00	-11,572.00	0
10-3100-0620 ADMIN OVERHEAD ALLOCATED	67,000.00	0.00	0.00	67,000.00	0
10-3100-0660 MIS/GIS ALLOCATION	66,268.00	0.00	0.00	66,268.00	0
10-3100-0701 INTEREST INCOME	20,000.00	0.00	0.00	20,000.00	0
10-3100-0715 ANTENNA REVENUE	25,000.00	4,729.00	5,258.00	19,742.00	21
10-3100-0720 D.A.R.E. PROGRAM -	3,500.00	3,500.00	3,500.00	0.00	100
10-3100-0721 DONATIONS - POLICE DEPT	0.00	1,950.00	2,050.00	-2,050.00	0
10-3100-0723 Macon County ~ SRO	50,000.00	0.00	0.00	50,000.00	0
10-3100-0725 GRANT - GOVERNOR'S CRIME	0.00	0.00	22,613.62	-22,613.62	0
10-3100-0730 COURT COSTS & FEES	0.00	4.50	19.41	-19.41	0
10-3100-0740 INTEREST INCOME - POWELL BILL	200.00	0.00	0.00	200.00	0
10-3100-0760 Interest Income ~ Asst. For. Fund	2.00	0.00	0.00	2.00	0
10-3100-0910 FUND BAL APPROPRIATED - GF	1,469,616.00	0.00	0.00	1,469,616.00	0
3100 OTHER GENERAL FUND	1,734,086.00	24,854.88	56,212.28	1,677,873.72	3
3200 POWELL BILL					
10-3200-9510 POWELL BILL	50,000.00	0.00	0.00	50,000.00	0
3200 POWELL BILL	50,000.00	0.00	0.00	50,000.00	0
3350 RECREATION DEPT.					
10-3350-0110 PROGRAM FEES - REC PARK	10,000.00	900.00	2,560.00	7,440.00	26
10-3350-0120 MISC INCOME - REC PARK	250.00	0.00	47.00	203.00	19
10-3350-0130 TENNIS INCOME - REC PARK	1,500.00	0.00	0.00	1,500.00	0
10-3350-0170 NAUTILUS - REC PARK	20,000.00	0.00	0.00	20,000.00	0
10-3350-0190 RENTAL INCOME - REC PARK	7,500.00	600.00	800.00	6,700.00	11
10-3350-0195 RENTAL INCOME - COMMUNITY	3,500.00	0.00	0.00	3,500.00	0

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# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-3350-9500 MACON COUNTY - RECREATION	550,000.00	0.00	0.00	550,000.00	0
3350 RECREATION DEPT.	592,750.00	1,500.00	3,407.00	589,343.00	1
3360 RECREATION DEPT - POOL					
10-3360-0101 POOL FEES - REC PARK	30,000.00	5,010.00	11,453.00	18,547.00	38
3360 RECREATION DEPT - POOL	30,000.00	5,010.00	11,453.00	18,547.00	38
3370 RECREATION DEPT-ICE RINK					
10-3370-0105 ICE RINK FEES - REC PARK	20,000.00	0.00	0.00	20,000.00	0
3370 RECREATION DEPT-ICE RINK	20,000.00	0.00	0.00	20,000.00	0
4310 MIS/GIS - FIBER					
10-4310-5125 Charges	40,000.00	21,584.27	41,084.20	-1,084.20	103
4310 MIS/GIS - FIBER	40,000.00	21,584.27	41,084.20	-1,084.20	103
TOTAL REVENUE	6,532,836.00	57,636.59	137,095.36	6,395,740.64	2
EXPENDITURE:					
4000 GOVERNING BODY					
10-4000-0102 SALARIES & WAGES-GOVERNING	23,000.00	0.00	0.00	23,000.00	0
10-4000-0505 FICA	1,760.00	0.00	0.00	1,760.00	0
10-4000-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-4000-1400 TRAVEL, SCHOOLS & MEALS	1,000.00	0.00	0.00	1,000.00	0
10-4000-3300 DEPT. SUPPLIES	2,000.00	0.00	0.00	2,000.00	0
10-4000-5200 DUES & SUBSCRIPTIONS	250.00	254.99	254.99	-4.99	102
10-4000-5500 WORKER'S COMPENSATION	150.00	0.00	73.28	76.72	49
4000 GOVERNING BODY	28,310.00	254.99	328.27	27,981.73	1
4100 ADMINISTRATION					
10-4100-0205 SALARIES AND WAGES	490,000.00	37,281.64	95,111.90	394,888.10	19
10-4100-0410 PROF. SERVICES - LEGAL	20,000.00	0.00	550.00	19,450.00	3
10-4100-0430 PROF. SERVICES - AUDIT	39,000.00	0.00	9,725.00	29,275.00	25
10-4100-0450 PROF. SERVICES - ORDINANCES	7,500.00	0.00	0.00	7,500.00	0
10-4100-0470 ADVERTISING	10,000.00	1,304.81	1,956.57	8,043.43	20
10-4100-0505 FICA	38,000.00	2,718.87	6,934.03	31,065.97	18
10-4100-0605 GROUP INSURANCE	91,000.00	5,219.65	10,439.30	80,560.70	11
10-4100-0610 GROUP INSURANCE - RETIREES	400.00	0.00	0.00	400.00	0
10-4100-0611 GROUP INSURANCE - COBRA	1,000.00	762.08	1,635.76	-635.76	164
10-4100-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
10-4100-0705 RETIREMENT	50,000.00	3,730.51	9,324.75	40,675.25	19
10-4100-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-4100-1105 TELEPHONE	10,000.00	861.20	1,267.76	8,732.24	13
10-4100-1205 POSTAGE	18,000.00	814.25	839.78	17,160.22	5
10-4100-1300 UTILITIES	6,000.00	6,000.00	6,000.00	0.00	100
10-4100-1400 TRAVEL,SCHOOL & TRAINING	10,000.00	0.00	285.00	9,715.00	3
10-4100-1500 MAINT. & REPAIR - BLDG	500.00	0.00	0.00	500.00	0

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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FY 2020-2021

08/01/2020 TO 08/31/2020

		<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-4100-1600	MAINT. & REPAIR - EQUIPMENT	5,000.00	203.24	633.48	4,366.52	13
10-4100-1700	MAINT. & REPAIR - AUTO	2,000.00	0.00	0.00	2,000.00	0
10-4100-3100	AUTO FUEL	2,000.00	178.54	178.54	1,821.46	9
10-4100-3105	FUEL SERVICE CHARGES	2,000.00	171.89	171.89	1,828.11	9
10-4100-3300	DEPT. SUPPLIES	20,000.00	3,812.87	3,812.87	16,187.13	19
10-4100-3600	UNIFORMS	4,100.00	0.00	342.32	3,757.68	8
10-4100-5200	DUES & SUBSCRIPTIONS	3,000.00	863.00	2,779.54	220.46	93
10-4100-5400	PROPERTY / LIABILITY INSURANCE	30,000.00	0.00	28,027.65	1,972.35	93
10-4100-5500	WORKERS COMP INSURANCE	3,000.00	0.00	2,567.80	432.20	86
10-4100-5700	OTHER EXPENSE	20,000.00	389.00	778.00	19,222.00	4
10-4100-5705	BANK SERVICE CHARGES	1,000.00	0.00	0.00	1,000.00	0
10-4100-5750	Safety Related Expenses	1,500.00	103.95	207.90	1,292.10	14
10-4100-6500	ADMINISTRATIVE FEE/AD	45,000.00	0.00	209.90	44,790.10	0
10-4100-9513	TRANSFER TO CAPITAL PROJECT	15,698.00	0.00	0.00	15,698.00	0
10-4100-9515	TRANSFER TO GOVT CAP PROJECTS	464,000.00	0.00	0.00	464,000.00	0
10-4100-9531	TRANSFER TO CEMETERY FUND	54,300.00	0.00	0.00	54,300.00	0
4100	ADMINISTRATION	1,464,348.00	64,415.50	183,779.74	1,280,568.26	13
4200	PLANNING/ZONING/ECONOMIC					
10-4200-0205	SALARIES AND WAGES	44,000.00	3,217.60	8,044.00	35,956.00	18
10-4200-0505	FICA	3,500.00	246.78	616.91	2,883.09	18
10-4200-0605	GROUP INSURANCE	10,100.00	731.95	1,463.90	8,636.10	14
10-4200-0618	DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
10-4200-0705	RETIREMENT	4,400.00	326.59	797.16	3,602.84	18
10-4200-0805	UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-4200-1400	TRAVEL, SCHOOL & TRAINING	2,000.00	0.00	0.00	2,000.00	0
10-4200-1700	MAINT. & REPAIR - AUTO	500.00	0.00	0.00	500.00	0
10-4200-2710	ZONING & PLANNING BOARD	1,500.00	100.00	100.00	1,400.00	7
10-4200-3100	AUTO FUEL	500.00	0.00	0.00	500.00	0
10-4200-3300	DEPT. SUPPLIES	2,500.00	0.00	0.00	2,500.00	0
10-4200-5200	DUES & SUBSCRIPTIONS	500.00	0.00	0.00	500.00	0
10-4200-5500	WORKERS COMP INSURANCE	2,000.00	0.00	1,542.47	457.53	77
10-4200-5700	OTHER EXPENSE	1,500.00	0.00	0.00	1,500.00	0
10-4200-5780	Safety Related Expenses	1,500.00	103.95	207.90	1,292.10	14
10-4200-7300	Capital Outlay/Other Improvements	100,000.00	1,972.50	1,972.50	98,027.50	2
4200	PLANNING/ZONING/ECONOMIC	174,850.00	6,699.37	14,744.84	160,105.16	8
4300	MIS/GIS					
10-4300-0204	OVERTIME PAY	1,000.00	0.00	0.00	1,000.00	0
10-4300-0205	SALARIES & WAGES	185,000.00	13,802.81	34,507.04	150,492.96	19
10-4300-0505	FICA	15,000.00	979.60	2,449.12	12,550.88	16
10-4300-0605	GROUP INSURANCE	43,000.00	4,115.50	8,231.00	34,769.00	19

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-4300-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
10-4300-0705 RETIREMENT	19,000.00	1,396.47	3,408.62	15,591.38	18
10-4300-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-4300-1400 TRAVEL, SCHOOLS & TRAINING	7,500.00	0.00	0.00	7,500.00	0
10-4300-1600 MAINT. & REPAIR - EQUIPMENT	27,000.00	0.00	0.00	27,000.00	0
10-4300-1610 COMPUTER PROGRAMMING	12,000.00	0.00	0.00	12,000.00	0
10-4300-1630 ANNUAL CONTRACTS	75,000.00	338.87	43,609.88	31,390.12	58
10-4300-1640 NEW COMPUTER EQUIPMENT	26,000.00	0.00	0.00	26,000.00	0
10-4300-1700 MAINT. & REPAIR - AUTO	3,000.00	0.00	0.00	3,000.00	0
10-4300-3100 AUTO FUEL	2,500.00	56.00	56.00	2,444.00	2
10-4300-3300 DEPT. SUPPLIES	15,000.00	49.66	49.66	14,950.34	0
10-4300-3600 Uniforms	3,700.00	386.51	386.51	3,313.49	10
10-4300-5400 Property/Liability Insurance	4,000.00	0.00	0.00	4,000.00	0
10-4300-5500 WORKER'S COMPENSATION	2,500.00	0.00	1,542.47	957.53	62
10-4300-5700 OTHER EXPENSE	2,500.00	35.38	41.02	2,458.98	2
10-4300-5750 Safety Related Expenses	1,700.00	103.95	207.90	1,492.10	12
10-4300-7300 Capital Outlay/Other Improvements	18,000.00	0.00	0.00	18,000.00	0
10-4300-7400 CAPITAL OUTLAY/EQUIPMENT	20,000.00	0.00	3,536.50	16,463.50	18
4300 MIS/GIS	483,750.00	21,264.75	98,025.72	385,724.28	20
4310 MIS/GIS - FIBER					
10-4310-0204 OVERTIME PAY	1,000.00	39.14	234.82	765.18	23
10-4310-0205 SALARIES & WAGES	94,500.00	7,051.20	17,628.00	76,872.00	19
10-4310-0410 PROFESSIONAL SERVICES ~	20,000.00	2,765.00	2,765.00	17,235.00	14
10-4310-0505 FICA	7,300.00	530.02	1,335.57	5,964.43	18
10-4310-0605 GROUP INSURANCE	20,100.00	1,463.90	2,927.80	17,172.20	15
10-4310-0618 DRUG	50.00	0.00	0.00	50.00	0
10-4310-0705 RETIREMENT	9,600.00	713.99	1,756.92	7,843.08	18
10-4310-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-4310-1600 MAINT. & REPAIR ~ EQUIPMENT	5,000.00	85.00	85.00	4,915.00	2
10-4310-1630 ANNUAL CONTRACTS	15,000.00	532.00	1,064.00	13,936.00	7
10-4310-1700 MAINT & REPAIR ~ AUTO	7,500.00	0.00	0.00	7,500.00	0
10-4310-3100 AUTO FUEL	4,000.00	328.53	328.53	3,671.47	8
10-4310-3300 DEPARTMENTAL SUPPLIES	25,000.00	12,329.68	12,329.68	12,670.32	49
10-4310-3600 UNIFORMS	4,600.00	305.28	305.28	4,294.72	7
10-4310-3700 BROADBAND SALES TAX	15,000.00	0.00	0.00	15,000.00	0
10-4310-5500 Workers Comp Insurance	5,700.00	0.00	5,799.07	-99.07	102
10-4310-5700 MISC. EXPENSE	2,500.00	0.00	0.00	2,500.00	0
10-4310-5750 Safety Related Expenses	1,500.00	103.95	207.90	1,292.10	14
4310 MIS/GIS - FIBER	238,500.00	26,247.69	46,767.57	191,732.43	20
5100 POLICE DEPARTMENT					

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-5100-0204 OVERTIME PAY	65,500.00	1,355.93	4,715.22	60,784.78	7
10-5100-0205 SALARIES AND WAGES	659,000.00	44,041.10	107,253.90	551,746.10	16
10-5100-0209 SALARIES - SEPARATION	38,000.00	3,085.37	6,170.74	31,829.26	16
10-5100-0211 SALARIES - PART-TIME - POLICE	42,000.00	1,729.12	4,250.08	37,749.92	10
10-5100-0213 SALARIES - PART-TIME - ADMIN	18,500.00	660.06	1,615.42	16,884.58	9
10-5100-0410 Professional Service ~ Legal	6,500.00	0.00	6,081.00	419.00	94
10-5100-0505 FICA	63,000.00	3,727.36	9,083.32	53,916.68	14
10-5100-0605 GROUP INSURANCE	162,500.00	11,069.70	21,517.10	140,982.90	13
10-5100-0618 DRUG TESTING / PHYSICALS	4,000.00	104.50	104.50	3,895.50	3
10-5100-0705 RETIREMENT	79,000.00	4,673.03	11,623.19	67,376.81	15
10-5100-0706 SUPPLEMENTAL RETIREMENT	35,000.00	1,769.88	4,643.13	30,356.87	13
10-5100-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-5100-1105 TELEPHONE	22,000.00	1,464.44	3,275.56	18,724.44	15
10-5100-1300 UTILITIES	3,000.00	3,000.00	3,000.00	0.00	100
10-5100-1400 TRAVEL, SCHOOL & TRAINING	12,000.00	55.76	255.76	11,744.24	2
10-5100-1410 EDUCATIONAL ASSISTANCE	5,000.00	0.00	0.00	5,000.00	0
10-5100-1500 MAINT. & REPAIR - BLDG	8,000.00	0.00	0.00	8,000.00	0
10-5100-1600 MAINT. & REPAIR - EQUIPMENT	18,000.00	1,038.33	1,069.83	16,930.17	6
10-5100-1700 MAINT. & REPAIR - AUTO	20,000.00	2,786.70	6,603.87	13,396.13	33
10-5100-3100 AUTO FUEL	40,000.00	2,652.52	2,652.52	37,347.48	7
10-5100-3220 PROPANE FUEL	3,500.00	0.00	0.00	3,500.00	0
10-5100-3300 DEPT. SUPPLIES	28,000.00	1,009.65	1,074.65	26,925.35	4
10-5100-3600 UNIFORMS	22,000.00	328.71	328.71	21,671.29	1
10-5100-5200 DUES & SUBSCRIPTIONS	1,500.00	0.00	53.00	1,447.00	4
10-5100-5400 PROPERTY / LIABILITY INSURANCE	49,000.00	0.00	40,173.08	8,826.92	82
10-5100-5500 WORKERS COMP INSURANCE	32,000.00	0.00	20,245.35	11,754.65	63
10-5100-5700 MISCELLANEOUS EXPENSE	16,500.00	0.00	82.00	16,418.00	0
10-5100-5740 D.A.R.E. PROGRAM EXPENSE	5,000.00	0.00	0.00	5,000.00	0
10-5100-5750 Safety Related Expenses	1,700.00	103.95	207.90	1,492.10	12
10-5100-5780 VETERANS MEMORIAL	1,500.00	0.00	0.00	1,500.00	0
10-5100-7400 CAPITAL OUTLAY / EQUIPMENT	34,000.00	1,491.02	34,324.02	-324.02	101
10-5100-7430 DEBT SERVICE (P & I)	62,000.00	0.00	31,478.66	30,521.34	51
5100 POLICE DEPARTMENT	1,557,850.00	86,147.13	321,882.51	1,235,967.49	21
5600 STREET DEPARTMENT					
10-5600-0204 OVERTIME PAY	65,000.00	2,000.96	3,965.12	61,034.88	6
10-5600-0205 SALARIES AND WAGES	194,000.00	14,697.60	36,744.00	157,256.00	19
10-5600-0505 FICA	20,000.00	1,200.80	2,922.65	17,077.35	15
10-5600-0605 GROUP INSURANCE	63,000.00	5,409.03	10,818.06	52,181.94	17
10-5600-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
10-5600-0705 RETIREMENT	26,500.00	1,694.92	4,042.48	22,457.52	15

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-5600-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
10-5600-1105 TELEPHONE	1,100.00	69.57	139.14	960.86	13
10-5600-1300 UTILITIES	3,000.00	3,000.00	3,000.00	0.00	100
10-5600-1400 TRAVEL, SCHOOL & TRAINING	250.00	0.00	0.00	250.00	0
10-5600-1500 MAINT. & REPAIR - BLDG	1,000.00	0.00	0.00	1,000.00	0
10-5600-1600 MAINT. & REPAIR - EQUIPMENT	50,000.00	75.15	206.15	49,793.85	0
10-5600-1700 MAINT. & REPAIR - AUTO	75,000.00	7,015.36	7,182.12	67,817.88	10
10-5600-1900 MAINT. & REPAIR - STREETS	83,000.00	11,165.75	14,109.31	68,890.69	17
10-5600-3100 AUTO FUEL	12,000.00	822.26	822.26	11,177.74	7
10-5600-3220 PROPANE FUEL	1,000.00	0.00	0.00	1,000.00	0
10-5600-3300 DEPT. SUPPLIES	65,000.00	3,123.75	7,499.02	57,500.98	12
10-5600-3600 UNIFORMS	16,500.00	1,112.01	1,112.01	15,387.99	7
10-5600-5400 PROPERTY / LIABILITY INSURANCE	18,000.00	0.00	16,198.51	1,801.49	90
10-5600-5500 WORKERS COMP INSURANCE	20,000.00	0.00	13,597.16	6,402.84	68
10-5600-5700 MISCELLANOUS EXPENSE	10,000.00	391.25	391.25	9,608.75	4
10-5600-5720 LANDSCAPING STREETS	25,000.00	0.00	0.00	25,000.00	0
10-5600-5750 Safety Related Expenses	3,300.00	207.89	415.78	2,884.22	13
10-5600-7300 CAPITAL OUTLAY / OTHER	373,000.00	0.00	0.00	373,000.00	0
10-5600-7310 CAPITAL OUTLAY / POWELL BILL	50,000.00	0.00	0.00	50,000.00	0
10-5600-7330 CAPITAL OUTLAY / PAVING/	80,500.00	0.00	0.00	80,500.00	0
5600 STREET DEPARTMENT	1,256,500.00	51,986.30	123,165.02	1,133,334.98	10
5700 PUBLIC BUILDINGS					
10-5700-0211 Salaries ~ Part Time	29,000.00	2,070.00	4,433.00	24,567.00	15
10-5700-0505 FICA	2,200.00	158.37	339.16	1,860.84	15
10-5700-1315 MAINT. & REPAIR - PLAYHOUSE	5,000.00	0.00	0.00	5,000.00	0
10-5700-1320 MAINT. & REPAIR-COMM BLDG	27,000.00	660.63	660.63	26,339.37	2
10-5700-1325 MAINT. & REPAIR-EMS BLDG	1,000.00	0.00	0.00	1,000.00	0
10-5700-1500 MAINTENANCE & REPAIR-TOWN	5,000.00	0.00	125.00	4,875.00	3
10-5700-3220 PROPANE FUEL - TOH	1,000.00	0.00	0.00	1,000.00	0
10-5700-3260 PROPANE FUEL - COMM BLDG	1,500.00	0.00	0.00	1,500.00	0
10-5700-3321 CLEANING - MAIN ST PRRMS	32,500.00	2,693.86	2,693.86	29,806.14	8
10-5700-3322 CLEANING - KH PARK PRRMS	5,000.00	1,018.10	1,018.10	3,981.90	20
10-5700-5500 Worker's Compensation Insurance	1,700.00	0.00	1,013.49	686.51	60
5700 PUBLIC BUILDINGS	110,900.00	6,600.96	10,283.24	100,616.76	9
6200 RECREATION DEPARTMENT					
10-6200-0204 OVERTIME PAY	2,000.00	0.00	0.00	2,000.00	0
10-6200-0205 SALARIES AND WAGES	205,000.00	14,388.70	35,482.98	169,517.02	17
10-6200-0207 SALARIES - PROGRAMS	66,000.00	1,045.00	1,800.00	64,200.00	3
10-6200-0211 SALARIES - PART-TIME	22,000.00	89.76	190.74	21,809.26	1
10-6200-0505 FICA	23,000.00	1,164.09	2,812.40	20,187.60	12

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-6200-0605 GROUP INSURANCE	51,000.00	2,927.80	5,855.60	45,144.40	11
10-6200-0618 Drug Tests/Physicals/Bkgnd Checks	400.00	0.00	0.00	400.00	0
10-6200-0705 RETIREMENT	22,000.00	1,469.56	3,537.60	18,462.40	16
10-6200-1105 TELEPHONE	6,000.00	418.57	746.43	5,253.57	12
10-6200-1300 UTILITIES	20,000.00	20,000.00	20,000.00	0.00	100
10-6200-1305 UTILITIES - ZACHARY FIELD	1,500.00	0.00	0.00	1,500.00	0
10-6200-1400 TRAVEL, SCHOOL & TRAINING	500.00	0.00	0.00	500.00	0
10-6200-1500 MAINT. & REPAIR - BLDG	16,000.00	0.00	185.00	15,815.00	1
10-6200-1502 MOWING & MAINT. - REC PARK	40,000.00	3,260.00	3,260.00	36,740.00	8
10-6200-1503 MOWING & MAINTENANCE -	30,000.00	2,925.00	2,925.00	27,075.00	10
10-6200-1505 MAINT. & REPAIR - GROUNDS	5,000.00	110.64	110.64	4,889.36	2
10-6200-1506 MAINTENANCE - DOG PARK	1,000.00	0.00	0.00	1,000.00	0
10-6200-1507 MOWING & MAINT.-PINE ST PARK	14,000.00	0.00	0.00	14,000.00	0
10-6200-1508 MOWING & MAINT.-HARRIS LAKE	3,000.00	0.00	0.00	3,000.00	0
10-6200-1509 Maint. & Repair ~ Playground	1,000.00	0.00	0.00	1,000.00	0
10-6200-1600 Maint & Repair - Equipment	21,000.00	612.83	612.83	20,387.17	3
10-6200-1630 ANNUAL CONTRACTS	1,500.00	0.00	0.00	1,500.00	0
10-6200-1700 MAINT. & REPAIR - AUTO	2,000.00	0.00	20.00	1,980.00	1
10-6200-3100 AUTO FUEL	1,500.00	66.40	66.40	1,433.60	4
10-6200-3210 FUEL OIL	3,000.00	0.00	0.00	3,000.00	0
10-6200-3220 PROPANE FUEL	5,000.00	67.26	67.26	4,932.74	1
10-6200-3230 PROPANE GAS ~ FOUNDER'S PARK	500.00	0.00	0.00	500.00	0
10-6200-3300 DEPT. SUPPLIES	30,000.00	1,394.47	1,443.46	28,556.54	5
10-6200-3600 UNIFORMS	2,300.00	61.56	61.56	2,238.44	3
10-6200-5200 DUES & SUBSCRIPTIONS	1,200.00	0.00	75.00	1,125.00	6
10-6200-5400 PROPERTY / LIABILITY INSURANCE	23,000.00	0.00	22,291.01	708.99	97
10-6200-5500 WORKERS COMP INSURANCE	8,500.00	0.00	3,226.64	5,273.36	38
10-6200-5700 MISCELLANEOUS EXPENSE	2,000.00	0.00	150.00	1,850.00	8
10-6200-5710 PROGRAMS/LEAGUE	7,000.00	333.99	333.99	6,666.01	5
10-6200-5730 SPECIAL EVENTS	8,000.00	0.00	0.00	8,000.00	0
10-6200-5760 Skate Park	2,500.00	0.00	0.00	2,500.00	0
10-6200-5770 MISC - FOUNDER'S PARK	1,000.00	0.00	0.00	1,000.00	0
10-6200-5780 Safety Related Expenses	1,700.00	103.95	207.90	1,492.10	12
10-6200-7300 CAPITAL OUTLAY / OTHER	11,500.00	0.00	0.00	11,500.00	0
6200 RECREATION DEPARTMENT	662,600.00	50,439.58	105,462.44	557,137.56	16
6210 REC DEPT - POOL					
10-6210-0204 OVERTIME PAY	1,600.00	70.50	520.95	1,079.05	33
10-6210-0205 SALARIES AND WAGES	34,000.00	2,536.00	6,340.00	27,660.00	19
10-6210-0206 SALARIES - POOL	114,500.00	10,001.77	21,268.26	93,231.74	19
10-6210-0505 FICA	12,000.00	951.96	2,120.51	9,879.49	18



# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-6210-0605 GROUP INSURANCE	12,000.00	868.95	1,737.90	10,262.10	14
10-6210-0618 DRUG TESTS/PHYSICALS/BKGRND	400.00	0.00	0.00	400.00	0
10-6210-0705 RETIREMENT	5,500.00	371.47	853.91	4,646.09	16
10-6210-1400 TRAVEL, SCHOOL & TRAINING	1,500.00	76.00	76.00	1,424.00	5
10-6210-1500 MAINT. & REPAIR - BLDGS	4,000.00	0.00	0.00	4,000.00	0
10-6210-1620 MAINT & REPAIR-POOL EQUIP	8,000.00	39.52	39.52	7,960.48	0
10-6210-3220 PROPANE FUEL	45,000.00	880.28	1,423.43	43,576.57	3
10-6210-3330 DEPT SUPPLIES - POOL	17,000.00	1,927.14	2,662.48	14,337.52	16
10-6210-3600 UNIFORMS	2,000.00	0.00	0.00	2,000.00	0
10-6210-5500 WORKERS COMP INSURANCE	8,500.00	0.00	8,873.13	-373.13	104
10-6210-5700 MISCELLANEOUS EXPENSE	4,000.00	471.18	856.77	3,143.23	21
10-6210-7300 Capital Outlay/Other Improvement	232,128.00	0.00	0.00	232,128.00	0
6210 REC DEPT - POOL	502,128.00	18,194.77	46,772.86	455,355.14	9
6220 REC DEPT - ICE RINK					
10-6220-0211 SALARIES - PART-TIME	26,100.00	0.00	0.00	26,100.00	0
10-6220-0505 FICA	2,000.00	0.00	0.00	2,000.00	0
10-6220-0618 DRUG	200.00	0.00	0.00	200.00	0
10-6220-0705 Retirement	400.00	0.00	0.00	400.00	0
10-6220-0805 UNEMPLOYMENT TAX	400.00	0.00	0.00	400.00	0
10-6220-1600 Maintenance & Repair ~ Equipment	5,000.00	0.00	0.00	5,000.00	0
10-6220-3340 DEPT SUPPLIES - ICE RINK	15,000.00	0.00	0.00	15,000.00	0
10-6220-3600 UNIFORMS	1,000.00	0.00	0.00	1,000.00	0
10-6220-5700 MISCELLANEOUS EXPENSE	3,000.00	0.00	0.00	3,000.00	0
6220 REC DEPT - ICE RINK	53,100.00	0.00	0.00	53,100.00	0
TOTAL EXPENDITURE	6,532,836.00	332,251.04	951,212.21	5,581,623.79	15
BEFORE TRANSFERS	0.00	-274,614.45	-814,116.85		
AFTER TRANSFERS	0.00	-274,614.45	-814,116.85		

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>11 GOVERNMENTAL CAP PROJECTS</b>					
REVENUE:					
3900 GOVERNMENTAL CAPITAL PROJ					
11-3900-0701 INTEREST INCOME	150.00	0.00	0.00	150.00	0
11-3900-0908 BB&T LOAN PROCEEDS	1,829,850.00	0.00	0.00	1,829,850.00	0
11-3900-0930 TRANSFER FROM GENERAL FUND	464,000.00	0.00	0.00	464,000.00	0
3900 GOVERNMENTAL CAPITAL PROJ	<u>2,294,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,294,000.00</u>	<u>0</u>
TOTAL REVENUE	<u>2,294,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,294,000.00</u>	<u>0</u>
EXPENDITURE:					
8439 FIBER BUILD OUT					
11-8439-7100 Contract - Fiber Build Out	1,690,000.00	0.00	0.00	1,690,000.00	0
11-8439-7110 Leg/Admin/Eng - Fiber Build Out	140,000.00	0.00	0.00	140,000.00	0
11-8439-7420 Debt Repayment ~ Fiber Build out Pr	464,000.00	0.00	0.00	464,000.00	0
8439 FIBER BUILD OUT	<u>2,294,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,294,000.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>2,294,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,294,000.00</u>	<u>0</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		

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<b>15 SCHOLARSHIP FUND</b>					
REVENUE:					
3400 SCHOLARSHIP FUND					
15-3400-0703 INTEREST INCOME - SCHOLARSHIP	2,000.00	0.00	0.00	2,000.00	0
15-3400-0910 FUND BALANCE APPROPRIATED	65,500.00	0.00	0.00	65,500.00	0
15-3400-8401 SCHOLARSHIP - UNRESTRICTED	0.00	8,000.00	8,200.00	-8,200.00	0
3400 SCHOLARSHIP FUND	<u>67,500.00</u>	<u>8,000.00</u>	<u>8,200.00</u>	<u>59,300.00</u>	<u>12</u>
TOTAL REVENUE	<u>67,500.00</u>	<u>8,000.00</u>	<u>8,200.00</u>	<u>59,300.00</u>	<u>12</u>
EXPENDITURE:					
4100 ADMINISTRATION					
15-4100-9410 SCHOLARSHIP DISBURSED	55,000.00	625.00	28,750.00	26,250.00	52
15-4100-9411 SCHOLARSHIP FUND RAISING	12,000.00	0.00	0.00	12,000.00	0
15-4100-9412 MISC. EXPENSE	500.00	0.00	0.00	500.00	0
4100 ADMINISTRATION	<u>67,500.00</u>	<u>625.00</u>	<u>28,750.00</u>	<u>38,750.00</u>	<u>43</u>
TOTAL EXPENDITURE	<u>67,500.00</u>	<u>625.00</u>	<u>28,750.00</u>	<u>38,750.00</u>	<u>43</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>7,375.00</u>	<u>-20,550.00</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>7,375.00</u>	<u>-20,550.00</u>		

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>20 FIRE DEPARTMENT</b>					
REVENUE:					
3300 FIRE DEPARTMENT					
20-3300-0202 CHARITABLE CONTRIBUTION -	10,000.00	5,100.00	5,350.00	4,650.00	54
20-3300-0902 MACON COUNTY - CONTRIBUTION	1,055,180.00	0.00	5,570.60	1,049,609.40	1
20-3300-0905 JACKSON COUNTY - CONTRIBUTION	50,000.00	0.00	7,000.00	43,000.00	14
3300 FIRE DEPARTMENT	<u>1,115,180.00</u>	<u>5,100.00</u>	<u>17,920.60</u>	<u>1,097,259.40</u>	<u>2</u>
TOTAL REVENUE	<u>1,115,180.00</u>	<u>5,100.00</u>	<u>17,920.60</u>	<u>1,097,259.40</u>	<u>2</u>
EXPENDITURE:					
5300 FIRE DEPARTMENT					
20-5300-0204 OVERTIME PAY	1,000.00	0.00	0.00	1,000.00	0
20-5300-0205 SALARIES AND WAGES	112,000.00	8,537.60	19,372.64	92,627.36	17
20-5300-0211 SALARIES - PART-TIME	20,000.00	0.00	0.00	20,000.00	0
20-5300-0212 WAGES - FIRE CALLS	35,000.00	0.00	0.00	35,000.00	0
20-5300-0214 WAGES - STATION CALLS	3,000.00	90.00	270.00	2,730.00	9
20-5300-0410 Professional Services	3,300.00	0.00	0.00	3,300.00	0
20-5300-0505 FICA	13,000.00	631.83	1,441.48	11,558.52	11
20-5300-0605 GROUP INSURANCE	25,000.00	1,600.90	3,237.30	21,762.70	13
20-5300-0705 RETIREMENT	11,500.00	860.88	1,901.21	9,598.79	17
20-5300-0805 UNEMPLOYMENT TAX	1,000.00	0.00	0.00	1,000.00	0
20-5300-1105 TELEPHONE	3,000.00	252.53	421.08	2,578.92	14
20-5300-1300 UTILITIES	13,000.00	7,676.93	7,676.93	5,323.07	59
20-5300-1500 MAINT. & REPAIR - BLDG	15,000.00	0.00	0.00	15,000.00	0
20-5300-1600 MAINT. & REPAIR - EQUIPMENT	32,000.00	101.19	399.70	31,600.30	1
20-5300-1700 MAINT. & REPAIR - AUTO	25,000.00	560.00	2,505.70	22,494.30	10
20-5300-3100 AUTO FUEL	10,000.00	453.82	453.82	9,546.18	5
20-5300-3220 PROPANE FUEL	4,000.00	0.00	0.00	4,000.00	0
20-5300-3300 DEPT. SUPPLIES	10,000.00	196.60	1,926.60	8,073.40	19
20-5300-3600 UNIFORMS	21,000.00	333.96	333.96	20,666.04	2
20-5300-5200 DUES & SUBSCRIPTIONS	8,000.00	180.00	300.00	7,700.00	4
20-5300-5400 PROPERTY / LIABILITY INSURANCE	30,000.00	0.00	9,825.64	20,174.36	33
20-5300-5401 TRAINING	10,000.00	0.00	0.00	10,000.00	0
20-5300-5500 WORKERS COMP INSURANCE	16,000.00	0.00	7,405.00	8,595.00	46
20-5300-5700 OTHER EXPENSE	32,000.00	56.70	56.70	31,943.30	0
20-5300-5750 Safety Related Expenses	1,700.00	103.95	207.90	1,492.10	12
20-5300-7300 CAPITAL OUTLAY / OTHER	592,680.00	0.00	0.00	592,680.00	0
20-5300-7400 CAPITAL OUTLAY / EQUIPMENT	67,000.00	0.00	0.00	67,000.00	0
5300 FIRE DEPARTMENT	<u>1,115,180.00</u>	<u>21,636.89</u>	<u>57,735.66</u>	<u>1,057,444.34</u>	<u>5</u>
TOTAL EXPENDITURE	<u>1,115,180.00</u>	<u>21,636.89</u>	<u>57,735.66</u>	<u>1,057,444.34</u>	<u>5</u>

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>-16,536.89</u>	<u>-39,815.06</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>-16,536.89</u>	<u>-39,815.06</u>		

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>25 CEMETERY FUND</b>					
REVENUE:					
3500 CEMETERY FUND					
25-3500-0001 SALE OF LOTS	1,500.00	0.00	800.00	700.00	53
25-3500-0002 CHARGES FOR CORNER MARKER	200.00	0.00	80.00	120.00	40
25-3500-0003 CHARITABLE DONATIONS	2,000.00	2,000.00	2,000.00	0.00	100
25-3500-0004 CONTRIB. - PERPETUAL CARE	1,000.00	0.00	600.00	400.00	60
25-3500-0704 INTEREST INCOME - INVESTMENTS	1,000.00	0.00	0.00	1,000.00	0
25-3500-0930 TRANSFER FROM GENERAL FUND	54,300.00	0.00	0.00	54,300.00	0
3500 CEMETERY FUND	<u>60,000.00</u>	<u>2,000.00</u>	<u>3,480.00</u>	<u>56,520.00</u>	<u>6</u>
TOTAL REVENUE	<u>60,000.00</u>	<u>2,000.00</u>	<u>3,480.00</u>	<u>56,520.00</u>	<u>6</u>
EXPENDITURE:					
4500 CEMETERY FUND					
25-4500-1503 CONTRACT MOWING	45,000.00	3,750.00	3,750.00	41,250.00	8
25-4500-1505 MAINT. & REPAIR - GROUNDS	10,000.00	0.00	0.00	10,000.00	0
25-4500-5700 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	5,000.00	0
4500 CEMETERY FUND	<u>60,000.00</u>	<u>3,750.00</u>	<u>3,750.00</u>	<u>56,250.00</u>	<u>6</u>
TOTAL EXPENDITURE	<u>60,000.00</u>	<u>3,750.00</u>	<u>3,750.00</u>	<u>56,250.00</u>	<u>6</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>-1,750.00</u>	<u>-270.00</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>-1,750.00</u>	<u>-270.00</u>		

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>30 WATER FUND</b>					
REVENUE:					
3710 UTILITY					
30-3710-5105 WATER CHARGES	1,670,000.00	138,400.71	280,005.83	1,389,994.17	17
3710 UTILITY	1,670,000.00	138,400.71	280,005.83	1,389,994.17	17
3800 MISCELLANEOUS					
30-3800-0402 CONNECTION FEE'S	5,000.00	5,000.00	7,400.00	-2,400.00	148
30-3800-0601 MISC INCOME	0.00	0.00	1,082.00	-1,082.00	0
30-3800-0701 INTEREST INCOME	25.00	0.00	0.00	25.00	0
30-3800-0910 FUND BALANCE APPROPRIATED	248,205.00	0.00	0.00	248,205.00	0
3800 MISCELLANEOUS	253,230.00	5,000.00	8,482.00	244,748.00	3
TOTAL REVENUE	1,923,230.00	143,400.71	288,487.83	1,634,742.17	15
EXPENDITURE:					
8100 WATER DEPARTMENT					
30-8100-0204 OVERTIME PAY	30,000.00	97.39	1,542.04	28,457.96	5
30-8100-0205 SALARIES AND WAGES	230,000.00	17,828.80	44,572.00	185,428.00	19
30-8100-0505 FICA	20,000.00	1,312.53	3,393.09	16,606.91	17
30-8100-0605 GROUP INSURANCE	54,000.00	4,422.75	8,082.50	45,917.50	15
30-8100-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
30-8100-0705 RETIREMENT	27,000.00	1,809.63	4,555.66	22,444.34	17
30-8100-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
30-8100-1105 TELEPHONE	4,000.00	90.70	90.70	3,909.30	2
30-8100-1300 UTILITIES	7,000.00	2,552.00	2,670.27	4,329.73	38
30-8100-1400 TRAVEL, SCHOOL & TRAINING	2,000.00	0.00	0.00	2,000.00	0
30-8100-1600 MAINT. & REPAIR - EQUIPMENT	43,000.00	170.00	301.00	42,699.00	1
30-8100-1700 MAINT. & REPAIR - AUTO	27,000.00	750.00	750.00	26,250.00	3
30-8100-1820 MAINT & REPAIR - WATER TANKS	30,000.00	4,002.06	5,799.44	24,200.56	19
30-8100-1830 MAINT. & REPAIR - WATER/SEWER	11,000.00	12,000.00	12,000.00	-1,000.00	109
30-8100-3100 AUTO FUEL	9,000.00	459.76	459.76	8,540.24	5
30-8100-3300 DEPT. SUPPLIES	100,000.00	181.25	941.47	99,058.53	1
30-8100-3600 UNIFORMS	19,000.00	785.24	785.24	18,214.76	4
30-8100-5200 DUES & SUBSCRIPTIONS	700.00	0.00	0.00	700.00	0
30-8100-5400 PROPERTY / LIABILITY INSURANCE	20,000.00	0.00	22,594.56	-2,594.56	113
30-8100-5500 WORKERS COMP INSURANCE	13,000.00	0.00	8,139.00	4,861.00	63
30-8100-5700 MISCELLANEOUS EXPENSE	5,000.00	0.00	0.00	5,000.00	0
30-8100-5750 Safety Related Expenses	3,300.00	207.89	415.78	2,884.22	13
30-8100-9535 ADMINISTRATIVE OVERHEAD	10,000.00	0.00	0.00	10,000.00	0
8100 WATER DEPARTMENT	665,350.00	46,670.00	117,092.51	548,257.49	18
8110 WATER - CAPITAL OUTLAY					
30-8110-7300 CAPITAL OUTLAY / OTHER	192,000.00	2,600.00	2,600.00	189,400.00	1

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
30-8110-7400 CAPITAL OUTLAY / EQUIPMENT	60,000.00	0.00	0.00	60,000.00	0
8110 WATER - CAPITAL OUTLAY	252,000.00	2,600.00	2,600.00	249,400.00	1
8150 WATER TREATMENT PLANT					
30-8150-0204 OVERTIME PAY	40,000.00	2,514.69	7,112.19	32,887.81	18
30-8150-0205 SALARIES AND WAGES	212,000.00	16,763.20	41,908.00	170,092.00	20
30-8150-0440 PROF. SERVICES - MONITORING	25,000.00	0.00	995.88	24,004.12	4
30-8150-0505 FICA	20,000.00	1,397.89	3,557.88	16,442.12	18
30-8150-0605 GROUP INSURANCE	48,000.00	3,690.80	7,381.60	40,618.40	15
30-8150-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
30-8150-0705 RETIREMENT	26,000.00	1,956.72	4,859.02	21,140.98	19
30-8150-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
30-8150-1105 TELEPHONE	3,000.00	60.89	60.89	2,939.11	2
30-8150-1300 UTILITIES	140,000.00	140,000.00	140,000.00	0.00	100
30-8150-1400 TRAVEL, SCHOOL & TRAINING	2,500.00	0.00	0.00	2,500.00	0
30-8150-1500 MAINT. & REPAIR - BLDG	15,000.00	0.00	0.00	15,000.00	0
30-8150-1615 MAINT/REP/EQPT - WATER PLANT	227,000.00	910.77	5,731.10	221,268.90	3
30-8150-1700 MAINT. & REPAIR - AUTO	2,000.00	0.00	0.00	2,000.00	0
30-8150-1820 MAINT & REPAIR - WATER TANKS	500.00	0.00	0.00	500.00	0
30-8150-3100 AUTO FUEL	1,500.00	31.50	31.50	1,468.50	2
30-8150-3210 FUEL OIL - WTP	1,500.00	0.00	0.00	1,500.00	0
30-8150-3350 DEPT SUPPLIES - WATER PLANT	100,000.00	4,117.18	13,327.22	86,672.78	13
30-8150-3600 UNIFORMS	6,400.00	211.32	211.32	6,188.68	3
30-8150-5200 Dues & Subscription	1,000.00	0.00	0.00	1,000.00	0
30-8150-5300 STATE FEES	4,500.00	0.00	250.00	4,250.00	6
30-8150-5400 PROPERTY / LIABILITY INSURANCE	27,000.00	0.00	17,903.91	9,096.09	66
30-8150-5500 WORKERS COMP INSURANCE	11,000.00	0.00	7,852.21	3,147.79	71
30-8150-5700 OTHER EXPENSE	1,000.00	0.00	0.00	1,000.00	0
30-8150-5750 Safety Related Expenses	3,300.00	207.89	415.78	2,884.22	13
30-8150-9513 Transfer to Capital Projects Fund	20,685.00	0.00	0.00	20,685.00	0
30-8150-9535 ADMINISTRATIVE OVERHEAD C	10,000.00	0.00	0.00	10,000.00	0
30-8150-9560 MIS/GIS ALLOCATION	3,145.00	0.00	0.00	3,145.00	0
8150 WATER TREATMENT PLANT	952,380.00	171,862.85	251,598.50	700,781.50	26
8160					
30-8160-7300 CAPITAL OUTLAY / OTHER IM	53,500.00	16,969.00	16,969.00	36,531.00	32
8160	53,500.00	16,969.00	16,969.00	36,531.00	32
TOTAL EXPENDITURE	1,923,230.00	238,101.85	388,260.01	1,534,969.99	20
BEFORE TRANSFERS	0.00	-94,701.14	-99,772.18		
AFTER TRANSFERS	0.00	-94,701.14	-99,772.18		



# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>31 SEWER FUND</b>					
REVENUE:					
3710 UTILITY					
31-3710-5110 SEWER CHARGES	715,000.00	60,999.76	121,995.24	593,004.76	17
3710 UTILITY	715,000.00	60,999.76	121,995.24	593,004.76	17
3800 MISCELLANEOUS					
31-3800-0402 CONNECTION FEE'S	10,000.00	10,000.00	10,000.00	0.00	100
31-3800-0604 INSURANCE SETTLEMENTS	0.00	4,190.00	4,190.00	-4,190.00	0
31-3800-0701 INTEREST INCOME	2,000.00	0.00	0.00	2,000.00	0
31-3800-0910 FUND BALANCE APPROPRIATED	106,762.00	0.00	0.00	106,762.00	0
3800 MISCELLANEOUS	118,762.00	14,190.00	14,190.00	104,572.00	12
TOTAL REVENUE	833,762.00	75,189.76	136,185.24	697,576.76	16

## EXPENDITURE:

## 8200 SEWER DEPARTMENT

31-8200-0204 OVERTIME PAY	25,000.00	842.67	2,771.67	22,228.33	11
31-8200-0205 SALARIES AND WAGES	182,000.00	12,868.60	32,062.58	149,937.42	18
31-8200-0440 PROF. SERVICES - MONITORING	30,000.00	1,485.00	1,485.00	28,515.00	5
31-8200-0505 FICA	16,000.00	983.73	2,501.83	13,498.17	16
31-8200-0605 GROUP INSURANCE	54,000.00	2,954.50	5,909.00	48,091.00	11
31-8200-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
31-8200-0705 RETIREMENT	21,000.00	1,369.46	3,396.45	17,603.55	16
31-8200-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
31-8200-1105 TELEPHONE	13,000.00	1,106.81	2,276.63	10,723.37	18
31-8200-1300 UTILITIES	50,000.00	48,104.84	48,214.62	1,785.38	96
31-8200-1400 TRAVEL, SCHOOL & TRAINING	2,000.00	85.00	194.80	1,805.20	10
31-8200-1500 MAINT. & REPAIR - BLDG	20,000.00	0.00	0.00	20,000.00	0
31-8200-1600 MAINT. & REPAIR - EQUIPMENT	84,000.00	11,735.42	12,635.68	71,364.32	15
31-8200-1700 MAINT. & REPAIR - AUTO	10,000.00	0.00	7,753.38	2,246.62	78
31-8200-1810 LANDFILL / SLUDGE	15,000.00	1,794.54	1,794.54	13,205.46	12
31-8200-1830 MAINT & REPAIR - SEWER LINES	23,000.00	0.00	0.00	23,000.00	0
31-8200-1840 SEWER LINE TREATMENT	45,000.00	1,925.00	1,925.00	43,075.00	4
31-8200-3100 AUTO FUEL	4,000.00	34.67	34.67	3,965.33	1
31-8200-3210 FUEL OIL	1,000.00	0.00	0.00	1,000.00	0
31-8200-3220 PROPANE FUEL - BELT PRESS	500.00	0.00	0.00	500.00	0
31-8200-3300 DEPT. SUPPLIES	20,000.00	637.16	736.47	19,263.53	4
31-8200-3600 UNIFORMS	9,000.00	485.58	485.58	8,514.42	5
31-8200-5200 DUES & SUBSCRIPTIONS	500.00	0.00	0.00	500.00	0
31-8200-5300 STATE FEE'S	4,500.00	0.00	150.00	4,350.00	3
31-8200-5400 PROPERTY / LIABILITY INSURANCE	26,000.00	0.00	28,249.01	-2,249.01	109
31-8200-5500 WORKERS COMP INSURANCE	11,000.00	0.00	3,680.34	7,319.66	33

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

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FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
31-8200-5700 MISCELLANEOUS EXPENSE	2,500.00	0.00	0.00	2,500.00	0
31-8200-5750 Safety Related Expenses	3,300.00	207.89	415.78	2,884.22	13
31-8200-9511 TRANSFER CAP PROJECT	56,967.00	0.00	0.00	56,967.00	0
31-8200-9535 ADMINISTRATIVE OVERHEAD	12,000.00	0.00	0.00	12,000.00	0
31-8200-9560 MIS/GIS ALLOCATION	3,145.00	0.00	0.00	3,145.00	0
31-8200-9605 CONTRIB/SEWER RESERVE	20,000.00	0.00	0.00	20,000.00	0
31-8200-9615 INTERFUND TRANSFER - SEWER	-20,000.00	0.00	0.00	-20,000.00	0
8200 SEWER DEPARTMENT	<u>744,762.00</u>	<u>86,620.87</u>	<u>156,673.03</u>	<u>588,088.97</u>	<u>21</u>
8210 SEWER - CAPITAL OUTLAY					
31-8210-7300 CAPITAL OUTLAY / OTHER	89,000.00	0.00	0.00	89,000.00	0
8210 SEWER - CAPITAL OUTLAY	<u>89,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>89,000.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>833,762.00</u>	<u>86,620.87</u>	<u>156,673.03</u>	<u>677,088.97</u>	<u>19</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>-11,431.11</u>	<u>-20,487.79</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>-11,431.11</u>	<u>-20,487.79</u>		

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>32 CAPITAL PROJECT FUND</b>					
REVENUE:					
3800 MISCELLANEOUS					
32-3800-0930 TRANSFER FROM GENERAL FUND	15,698.00	0.00	0.00	15,698.00	0
32-3800-0932 TRANSFER FROM WATER FUND	20,685.00	0.00	0.00	20,685.00	0
32-3800-0934 TRANSFER FROM SEWER FUND	56,967.00	0.00	0.00	56,967.00	0
32-3800-0935 TRANSFER FROM ELECTRIC	124,072.00	0.00	0.00	124,072.00	0
3800 MISCELLANEOUS	<u>217,422.00</u>	<u>0.00</u>	<u>0.00</u>	<u>217,422.00</u>	<u>0</u>
TOTAL REVENUE	<u>217,422.00</u>	<u>0.00</u>	<u>0.00</u>	<u>217,422.00</u>	<u>0</u>
EXPENDITURE:					
8426 MIRROR LAKE SEWER PROJECT					
32-8426-7420 DEBT REPAYMENT - MIRROR LK	56,967.00	0.00	0.00	56,967.00	0
8426 MIRROR LAKE SEWER PROJECT	<u>56,967.00</u>	<u>0.00</u>	<u>0.00</u>	<u>56,967.00</u>	<u>0</u>
8429 KELSEY-HUTCHINSON PARK ST					
32-8429-7420 DEBT REPAYMENT - PINE ST	15,698.00	0.00	0.00	15,698.00	0
8429 KELSEY-HUTCHINSON PARK ST	<u>15,698.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,698.00</u>	<u>0</u>
8436 LAKE SEQUOYAH INTAKE					
32-8436-7510 LEG/ADM/ENG-LAKE SEQUOYAH	20,685.00	0.00	0.00	20,685.00	0
8436 LAKE SEQUOYAH INTAKE	<u>20,685.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,685.00</u>	<u>0</u>
8446					
32-8446-7100 Contract ~ Buckhorn Wtr Tnk & Pmp	124,072.00	0.00	0.00	124,072.00	0
8446	<u>124,072.00</u>	<u>0.00</u>	<u>0.00</u>	<u>124,072.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>217,422.00</u>	<u>0.00</u>	<u>0.00</u>	<u>217,422.00</u>	<u>0</u>
BEFORE TRANSFERS					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
AFTER TRANSFERS					
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

40

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>34 SANITATION FUND</b>					
REVENUE:					
3010 REFUSE COLLECTION FEES					
34-3010-0935 TRANSFER FROM ELECTRIC	230,150.00	0.00	0.00	230,150.00	0
34-3010-3000 REFUSE COLLECTION FEES	685,000.00	59,233.87	118,073.81	566,926.19	17
34-3010-3001 DUMPSTER REVENUE	35,000.00	3,557.90	7,052.52	27,947.48	20
3010 REFUSE COLLECTION FEES	<u>950,150.00</u>	<u>62,791.77</u>	<u>125,126.33</u>	<u>825,023.67</u>	<u>13</u>
TOTAL REVENUE	<u>950,150.00</u>	<u>62,791.77</u>	<u>125,126.33</u>	<u>825,023.67</u>	<u>13</u>
EXPENDITURE:					
8400 SANITATION DEPARTMENT					
34-8400-0204 OVERTIME PAY	45,000.00	4,140.69	13,208.43	31,791.57	29
34-8400-0205 SALARIES AND WAGES	244,000.00	17,764.80	44,124.00	199,876.00	18
34-8400-0505 FICA	21,000.00	1,650.24	4,316.26	16,683.74	21
34-8400-0605 GROUP INSURANCE	76,000.00	3,655.40	7,310.80	68,689.20	10
34-8400-0618 DRUG TESTING / PHYSICALS	200.00	0.00	0.00	200.00	0
34-8400-0705 RETIREMENT	27,000.00	1,762.40	4,574.51	22,425.49	17
34-8400-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
34-8400-1400 TRAVEL, SCHOOL & TRAINING	500.00	0.00	0.00	500.00	0
34-8400-1600 MAINT. & REPAIR - EQUIPMENT	5,000.00	0.00	131.00	4,869.00	3
34-8400-1700 MAINT. & REPAIR - AUTO	55,000.00	9,619.47	18,901.21	36,098.79	34
34-8400-1810 LANDFILL TIPPING FEE	150,000.00	13,394.02	13,394.02	136,605.98	9
34-8400-1910 CARDBOARD TRANSPORTATION	0.00	306.00	306.00	-306.00	0
34-8400-3100 AUTO FUEL	25,000.00	2,270.61	2,270.61	22,729.39	9
34-8400-3300 DEPT. SUPPLIES	67,000.00	1,694.58	2,173.58	64,826.42	3
34-8400-3600 UNIFORMS	24,000.00	1,380.38	1,380.38	22,619.62	6
34-8400-5400 PROPERTY / LIABILITY INSURANCE	12,000.00	0.00	10,691.88	1,308.12	89
34-8400-5500 WORKERS COMP INSURANCE	20,000.00	0.00	15,632.09	4,367.91	78
34-8400-5700 OTHER EXPENSE	3,000.00	0.00	0.00	3,000.00	0
34-8400-5750 Safety Related Expenses	3,300.00	207.89	415.78	2,884.22	13
34-8400-7400 CAPITAL OUTLAY / EQUIPMENT	172,000.00	0.00	0.00	172,000.00	0
8400 SANITATION DEPARTMENT	<u>950,150.00</u>	<u>57,846.48</u>	<u>138,830.55</u>	<u>811,319.45</u>	<u>15</u>
TOTAL EXPENDITURE	<u>950,150.00</u>	<u>57,846.48</u>	<u>138,830.55</u>	<u>811,319.45</u>	<u>15</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>4,945.29</u>	<u>-13,704.22</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>4,945.29</u>	<u>-13,704.22</u>		

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
<b>35 ELECTRIC FUND</b>					
REVENUE:					
3710 UTILITY					
35-3710-5120 ELECTRIC CHARGES	5,450,000.00	442,894.43	918,917.16	4,531,082.84	17
35-3710-5130 ELECTRIC REPS CHARGE	75,000.00	6,496.44	12,997.95	62,002.05	17
35-3710-5140 Coal Ash Recovery Fees	200,000.00	16,976.83	33,888.36	166,111.64	17
3710 UTILITY	5,725,000.00	466,367.70	965,803.47	4,759,196.53	17
3800 MISCELLANEOUS					
35-3800-0050 PENALTIES - UB - ELECTRIC FUND	15,000.00	0.00	0.00	15,000.00	0
35-3800-0401 SALE OF MATERIALS	0.00	0.00	12,988.83	-12,988.83	0
35-3800-0403 TEMPORARY ELECTRIC FEE	0.00	100.00	300.00	-300.00	0
35-3800-0404 SALES TAX ON ELECTRIC	350,000.00	30,823.47	63,951.04	286,048.96	18
35-3800-0405 POLE ATTACHMENT FEES	50,000.00	0.00	0.00	50,000.00	0
35-3800-0601 MISC INCOME	0.00	0.00	7,380.00	-7,380.00	0
35-3800-0701 INTEREST INCOME	25,000.00	0.00	0.00	25,000.00	0
3800 MISCELLANEOUS	440,000.00	30,923.47	84,619.87	355,380.13	19
TOTAL REVENUE	6,165,000.00	497,291.17	1,050,423.34	5,114,576.66	17
EXPENDITURE:					
8300 ELECTRIC DEPARTMENT					
35-8300-0204 OVERTIME PAY	42,000.00	2,164.14	3,417.87	38,582.13	8
35-8300-0205 SALARIES AND WAGES	549,000.00	42,980.91	107,751.45	441,248.55	20
35-8300-0410 PROF. SERVICES - LEGAL	10,000.00	0.00	0.00	10,000.00	0
35-8300-0420 PROF. SERVICES - ENGINEERING	15,000.00	0.00	2,750.00	12,250.00	18
35-8300-0505 FICA	46,000.00	3,180.09	7,835.28	38,164.72	17
35-8300-0605 GROUP INSURANCE	141,000.00	10,188.00	20,376.00	120,624.00	14
35-8300-0618 DRUG TESTING / PHYSICALS	150.00	0.00	0.00	150.00	0
35-8300-0705 RETIREMENT	60,000.00	4,582.23	11,018.89	48,981.11	18
35-8300-0805 UNEMPLOYMENT TAX	150.00	0.00	0.00	150.00	0
35-8300-1105 TELEPHONE	4,000.00	240.64	339.40	3,660.60	8
35-8300-1300 UTILITIES	3,500,000.00	60,347.15	60,347.15	3,439,652.85	2
35-8300-1340 CCR COSTS	313,000.00	0.00	0.00	313,000.00	0
35-8300-1350 ELEC REPS CHARGE EXPENSE	55,000.00	6,061.00	6,061.00	48,939.00	11
35-8300-1360 POLE ATTACHMENT EXPENSES	1,000.00	0.00	0.00	1,000.00	0
35-8300-1400 TRAVEL, SCHOOL & TRAINING	500.00	0.00	0.00	500.00	0
35-8300-1500 MAINT. & REPAIR - BLDG	500.00	0.00	0.00	500.00	0
35-8300-1600 MAINT. & REPAIR - EQUIPMENT	12,000.00	85.00	216.00	11,784.00	2
35-8300-1700 MAINT. & REPAIR - AUTO	25,000.00	301.65	3,178.53	21,821.47	13
35-8300-1850 MAINT/REPAIR - SYSTEM EQUIP	65,000.00	3,594.00	3,594.00	61,406.00	6
35-8300-3100 AUTO FUEL	20,000.00	1,576.54	1,576.54	18,423.46	8
35-8300-3220 PROPANE FUEL - WAREHOUSE	500.00	0.00	0.00	500.00	0

# HIGHLANDS TOWN REVENUE & EXPENDITURE STATEMENT BY FUND

42

FY 2020-2021

08/01/2020 TO 08/31/2020

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
35-8300-3300 DEPT. SUPPLIES	105,000.00	1,380.95	1,380.95	103,619.05	1
35-8300-3600 UNIFORMS	50,000.00	1,886.12	1,886.12	48,113.88	4
35-8300-3700 ELECTRIC SALES TAX	450,000.00	0.00	0.00	450,000.00	0
35-8300-3982 CONTRIB. - ELECTRIC RESERVE	225,000.00	0.00	0.00	225,000.00	0
35-8300-5200 DUES & SUBSCRIPTIONS	2,500.00	0.00	0.00	2,500.00	0
35-8300-5400 PROPERTY / LIABILITY INSURANCE	18,500.00	0.00	19,776.75	-1,276.75	107
35-8300-5500 WORKERS COMP INSURANCE	29,000.00	0.00	22,326.18	6,673.82	77
35-8300-5700 MISCELLANEOUS EXPENSE	21,000.00	12.87	64.28	20,935.72	0
35-8300-5701 CREDIT CARD FEES	7,500.00	731.34	1,554.36	5,945.64	21
35-8300-5750 SAFETY RELATED EXPENSES	6,500.00	207.90	415.80	6,084.20	6
35-8300-7452 INTERFUND TRANSFER - CAPITAL	-225,000.00	0.00	0.00	-225,000.00	0
35-8300-9508 TRANSFER TO - SANITATION DEPT.	230,150.00	0.00	0.00	230,150.00	0
35-8300-9515 TRANSFER TO CAPITAL PROJECT	124,072.00	0.00	0.00	124,072.00	0
35-8300-9535 ADMINISTRATIVE OVERHEAD	35,000.00	0.00	0.00	35,000.00	0
35-8300-9560 MIS/GIS ALLOCATION	59,978.00	0.00	0.00	59,978.00	0
8300 ELECTRIC DEPARTMENT	<u>5,999,000.00</u>	<u>139,520.53</u>	<u>275,866.55</u>	<u>5,723,133.45</u>	<u>5</u>
8310 ELECTRIC - CAPITAL OUTLAY					
35-8310-7400 CAPITAL OUTLAY / EQUIPMENT	<u>166,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>166,000.00</u>	<u>0</u>
8310 ELECTRIC - CAPITAL OUTLAY	<u>166,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>166,000.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>6,165,000.00</u>	<u>139,520.53</u>	<u>275,866.55</u>	<u>5,889,133.45</u>	<u>4</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>357,770.64</u>	<u>774,556.79</u>		
AFTER TRANSFERS	<u>0.00</u>	<u>357,770.64</u>	<u>774,556.79</u>		

## Sales &amp; Franchise Tax Comparison



	FY18.19	FY19.20	FY20.21
<b>Sales Tax</b>			
March	75,445	83,345	
April	102,524	77,102	
May	102,023	100,678	
June	104,661	94,833	
July	109,013	112,136	116,919
August	98,671	110,638	
<b>Total Sales Tax</b>	<b>592,336</b>	<b>578,732</b>	<b>116,919</b>
<b>Franchise Tax</b>			
3rd Qtr	74,048	66,219	
4th Qtr	57,772	49,858	
<b>Total Franchise Tax</b>	<b>131,820</b>	<b>116,077</b>	<b>0</b>





## Agenda Item

**Date:** September 15, 2020

**To:** Mayor Patrick Taylor and Town Board of Commissioners

**Prepared By:** Rebecca Shuler, Finance Director

**Subject:** **Disposal of Surplus**

### Background:

As you are aware, periodically with the purchase of new equipment and vehicles the Town has surplus items that no longer have a value to the Town. In order for the Town to dispose of these equipment/vehicles, they must be declared surplus. The GIS/IT Dept. purchased a new vehicle and GPR unit in FY19.20 and would like to dispose of the replaced equipment. All disposals are put up for auction on GovDeals and sold to the highest bidder.

Therefore, the Town has the following vehicles and/or equipment to be disposed of:

1	MALA Easy Locator HDR
1	2008 Jeep Wrangler Rubicon

### Recommendation:

Staff would recommend the Board approve the disposal of the items listed above.



## **Consent Agenda Item**

**Date:** September 17, 2020

**To:** Mayor Pat Taylor and Town Board of Commissioners

**Prepared By:** Gibby Shaheen, Town Clerk

**Subject:** ABC Board Appointment

**Background:**

Member Leslie Cook's second term expires September 21, 2020, and she wishes to be reappointed for another term.

**Recommendation:**

Mayor Taylor recommends the Board approve the appointment to the ABC Board.

**Agenda Item**

**Date:** September 15, 2020

**To:** Mayor Pat Taylor and Town Board of Commissioners

**Prepared by:** Michael Mathis, Assistant Planning Director

**Subject:** New Fire Department Property Rezone

**Background:**

The Town of Highlands recently purchased two parcels, one off Franklin Road (PIN#7540214736) and one off Oak Street (PIN#7540222080). It is the Town's plan to build a future Fire Department on these properties. Currently, the parcels are zoned B-3 Commercial. Now that the Town is in possession of the land, and to promote consistency between all Town owned properties, it is recommended that we rezone these lots to G-I Government. The Town of Highlands Planning Board reviewed this item on July 27, 2020 and recommended that the properties be rezoned.

**Recommendation:**

The recommendation is to approve the rezoning of the Fire Department Property to be consistent with all town owned properties. A motion to approve the rezone would need to include the statement of consistency with the Land Use Plan.



**An Ordinance Amending the Official Zoning Map of the Town of Highlands  
Ordinance #2020-03-Ord**

Be it ordained by the Town of Highlands Board of Commissioners:

1. Pursuant to Article 4. Applications and Permits Sec. 4.5 Conditional Zoning Districts of the Unified Development Ordinance Highlands, North Carolina amendments of the Unified Development Ordinance and Zoning Map of the Town of Highlands is hereby amended by changing the zoning designation of Parcel No. 7540214736 from B-3 Commercial to GI Government and Parcel No. 7540222080 from B-3 Commercial to GI Government.
2. The zoning designations of Parcel No. 7540214736 from B-3 Commercial to GI Government and Parcel No. 7540214736 from B-3 Commercial to GI Government are reflected on Zoning Map #2020-02-Map.
3. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this the 17<sup>th</sup> day of September, 2020.

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Patrick Taylor, Mayor

Attest:

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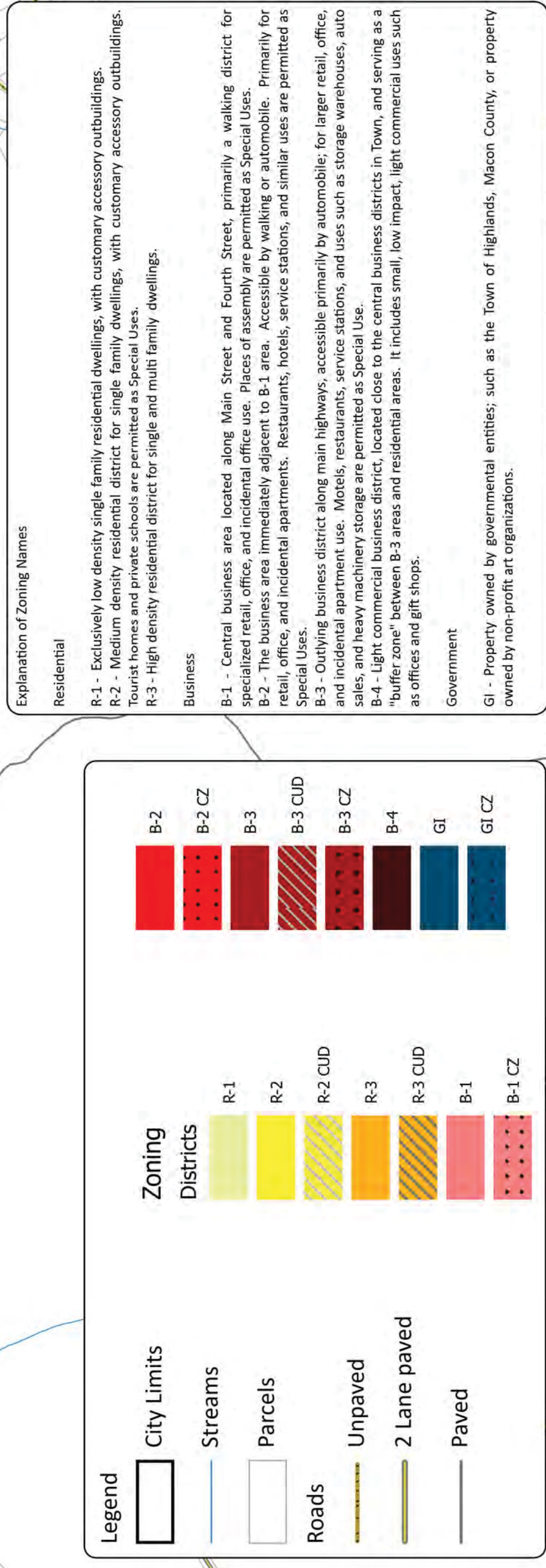
Gilberta B. Shaheen, Town Clerk

Approved as to form:

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Jay K. Coward, Town Attorney









**STATEMENT OF CONSISTENCY  
WITH THE TOWN OF HIGHLANDS LAND USE PLAN FOR THE  
AMENDMENT TO THE ZONING MAP OF THE TOWN OF HIGHLANDS  
PER NCGS 160A-383**

**Zoning Map Amendment for PIN #'s: 7540214736 & 7540222080**

**BE IT HEREBY RESOLVED** by the Board of Commissioners for the Town of Highlands, North Carolina, that in accordance with provisions of North Carolina General Statute 160A-383, the Board of Commissioners hereby finds and determines that the amendment to the Zoning Map of the Town of Highlands, is consistent with the goals, objectives and policies of the Town's adopted Land Use Plan. Specifically, the zoning map amendment will provide consistency among all Town-owned properties.

**Agenda Item**

**Date:** September 14, 2020

**To:** Mayor and Board of Commissioners

**Prepared by:** Michael Mathis, Assistant Planning Director

**Subject:** Bear Mor Estates Subdivision Final Plat

**Background:**

An application was submitted to the Planning Department by Bear Mor Estates concerning a real property subdivision off Big Bearpen Road, PIN #'s: 7540721962; 7540625752; and 7540629626. The properties were combined into an 8.12 Acre piece (According to Survey) and are located in the R-1 Zoning District. According to the Unified Development Ordinance (UDO), § 8.2.1, Dimensional Standards, the minimum lot size for a property located in the R-1 Zoning District and the Balance of the Town's Watershed (WS III-BW) is .75 acres. When referencing the Final Plat prepared by Aaron Garrett Land Surveying, P.C. (Dated 04/06/2020), and subject to approval, the newly formed property will consist of 9 lots that exceed .75 acres. The subdivision also includes a shared common area comprised of .65 acres. Each lot is connected to town sewer, electric, and water (per Larry A. Lackey, Jr., PE). Each lot is accessible through a primary drive that has a 40-foot private right-of-way. If approved, each lot will meet the minimum density requirements for the R-1 zoning district and will conform with the Town of Highlands UDO. The Final Plat must pass through the Planning Board and Town Board before being recorded at Macon County.

**Recommendation:**

The recommendation is to approve the final subdivision plat as submitted.



## Final Plat Approval

August 24, 2020

To: Michael Mathis, Zoning and Planning

From: Lamar Nix P.E., Town Engineer

Ref: Highlands Overlook Subdivision

Michael,

I reviewed the plans and work for the utility and roadway improvements for the Highlands Overlook Subdivision and offer the following comments:

1. Roadway: The roadway meets the Subdivision Requirements of the Utility Manual. The road was given a variance in the preliminary approval for grade.
2. Sanitary Sewer Collection System: The collection system meets the requirements of the Utility Manual and NCDWQ. The portion that is 8" DIP and manholes will be owned and maintained by the Town of Highlands, all else shall be privately owned and maintained.
3. Water Distribution System: The Water Distribution System meets the requirements of the Town of Highlands Utility Manual and NCPWS.
4. Electric Distribution System: The Electric Distribution System meets the requirements of the Town of Highlands Utility Manual.

It is my understanding that the Subdivision has had a name change. Attached is a copy of the Engineer's certification to the Town of all infrastructure construction.

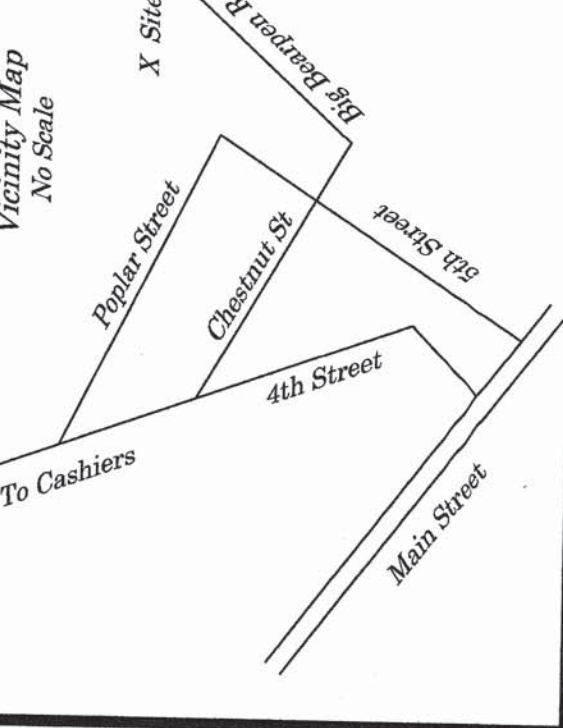
If you need anything further, please contact me.

Sincerely,

Lamar Nix P.E., Town Engineer



- This survey is based on deed and existing monumentation as shown.
- Parcel boundaries, easements, rights-of-way, reservations and restrictions written and unwritten herein are not a certification of title, zoning or freedom from encumbrances.
- This certification of title, zoning or freedom from encumbrances, should be referred to an attorney-at-law.
- All distances are horizontal unless otherwise noted.
- Property has not been inspected for wetlands or flood hazards.
- As shown on this plat, the plat is a true and correct copy of the original plat as recorded in the public records of the State of North Carolina.
- No recoverable NCQS horizontal control is shown on this plat.
- Property is zoned R-1, see Town of Highlands Unified Development Ordinance for details.
- Property is located in Watershed III-Balance Watershed.
- Area is calculated by method of coordinates.



North Carolina, Macon County  
the foregoing certificate of Aaron Garrett, PLS  
is certified to be correct. This instrument was presented  
and recorded in this office on Plat Cab. \_\_\_\_\_ Slide \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ m  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Macon County Register of Deeds

I, Aaron Garrett, certify that this plat was drawn under my supervision from an actual survey made under my supervision, recorded in (see deed references located in title block) that the boundaries not surveyed are clearly indicated; that the ratio of precision as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original Signature, Registration Number and Seal this 12th day of April, AD 2020.

Aaron Garrett  
L-4967

State of North Carolina  
County of Macon  
I, \_\_\_\_\_, Review Officer of Macon County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer \_\_\_\_\_  
Date \_\_\_\_\_

Certificate of Approval for Recording  
I certify that the plat shown hereon complies with the Town of Highlands Unified Development Ordinance and is approved for recording in the Register of Deeds Office

Date \_\_\_\_\_  
Planning Director or Designee  
Notice: This property is located within a public water supply watershed. Development restrictions may apply.

This plat contains a streamwater management measure that must be maintained by the owner of this land in accordance with the recorded Operations and Maintenance Agreement.

Legend

- ▲ Rebar (R)
- △ 5/8" Rebar (S)
- Iron Pipe (F)
- Point (Not Set)
- Utility Pole
- Centerline
- Ditch
- Ditch Book
- PG
- PC
- PL
- SL
- Slide
- Right of Way
- Set (F) Found (T) Total
- Not to Scale
- Survey Line
- Overhead Utility Lines
- The Line
- Dead Line (Not Surveyed)
- HDPE High Density Polyethylene
- Fire Hydrant
- Sewer Man Hole
- Water Meter



I, Aaron Garrett, certify:

a. G.S. 47-30 (f) (11) (a). This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Signature \_\_\_\_\_

Bear Mor Property Owners' Association, Inc. agrees to perpetually responsible for the repair, maintenance and upkeep of the dedicated subdivision reads shown on this plat.

Date: \_\_\_\_\_  
President of Association

Certificate of Approval for Recording

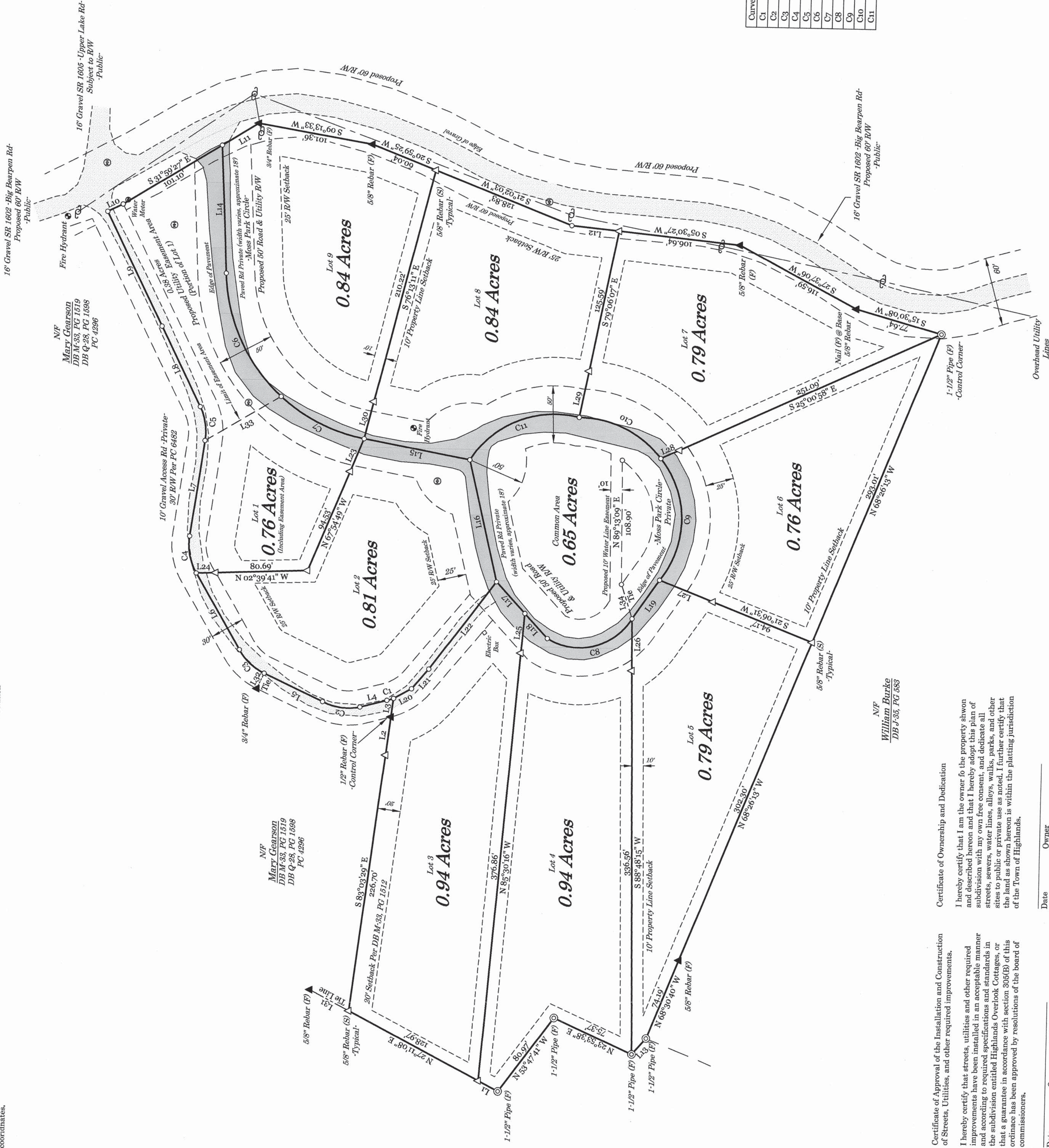
I, \_\_\_\_\_, Mayor of the Town of Highlands, North Carolina, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, The Board of Commissioners of the Town of Highlands, North Carolina, approved this plat for recording.

Date \_\_\_\_\_  
Mayor

Certificate of Review by the Planning Board

I, \_\_\_\_\_, Chairman of the Planning Board, hereby certify that said Board Reviewed the Final Plat of the Subdivision, Highlands Overlook Cottages, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Date \_\_\_\_\_  
Chairman



Line	Bearing	Distance
L1	N 27°10'08" E	19.68'
L2	S 83°03'59" E	33.71'
L3	S 83°03'59" E	16.48'
L4	N 15°05'35" W	24.35'
L5	N 24°38'48" E	56.99'
L6	S 59°30'48" E	77.17'
L7	S 82°03'16" E	84.98'
L8	N 63°26'02" E	78.16'
L9	S 63°28'53" E	11.40'
L10	S 26°28'41" E	15.00'
L11	S 31°59'27" E	37.53'
L12	S 56°27'47" W	41.76'
L13	N 49°15'59" W	18.74'
L14	S 87°00'53" W	112.32'
L15	S 10°09'41" W	94.27'
L16	S 76°24'02" W	109.62'
L17	S 46°55'55" W	37.29'
L18	S 55°36'49" E	29.49'
L19	S 29°21'34" E	41.67'
L20	S 49°54'48" E	17.91'
L21	S 53°25'32" E	22.91'
L22	S 67°54'49" W	96.87'
L23	N 02°20'31" W	31.25'
L24	N 85°30'16" W	17.01'
L25	S 85°30'16" W	35.04'
L26	S 88°46'15" W	45.61'
L27	S 21°06'31" W	50.49'
L28	S 53°00'58" E	17.97'
L29	S 79°06'07" E	41.62'
L30	S 76°13'11" E	33.69'
L31	S 27°11'08" W	38.89'
L32	S 65°14'22" E	14.92'
L33	N 31°12'54" W	77.22'
L34	N 71°52'14" E	31.51'

Curve	Radius	Arc Length	Chord Length	Chord Bearing
C1	50.00'	6.06'	6.06'	N 17°43'56" W
C2	50.00'	33.77'	33.13'	N 07°06'26" E
C3	50.00'	30.47'	30.00'	N 42°04'48" E
C4	50.00'	33.53'	32.90'	N 78°23'31" E
C5	50.00'	30.33'	29.86'	N 80°23'26" E
C6	150.00'	121.73'	118.42'	S 64°47'03" W
C7	150.00'	82.69'	81.64'	S 92°44'32" W
C8	53.92'	84.64'	76.21'	S 14°18'04" E
C9	84.92'	115.29'	106.63'	N 80°23'08" E
C10	90.29'	82.82'	79.95'	N 25°23'47" E
C11	88.91'	110.12'	103.21'	N 22°16'15" W

Bear Mor Estates  
Highlands Township, Macon County, NC

Date: 04-10-17 through 04-06-20 Scale: 1"=50'



Reference Deeds: DB J-53, PG 150 & DB M-33, PG 1512 & DB M-33, PG 1516  
P.L. 754026626, 754025752, 754021962  
Current Owner: E. Moss Robertson Jr.



Highlands Cashiers Hospital  
and  
Eckerd Living Center  
Workforce Housing  
Proposal



# Workforce Need

---

- Over a two year period, exit interviews were completed with 77% of all team members who have voluntarily left the hospital. The majority attribute the cost of living or the commute as a primary reason for leaving
- Highlands-Cashiers Hospital's current Monthly Annualized Turnover Rate is 10.5%.
- Our current vacancy rate is 3.37%
- Challenges with recruitment related to remoteness and high cost of living – the 2020 Median Home Cost for Highlands, NC is \$449,700
- 38% of our current workforce travels more than 25 miles to get to work at Highlands-Cashiers Hospital
- Support future growth of services such as surgery and increased patients in Highlands Cashiers Hospital and Eckerd Living Center



# Site Options

- 4 Sites evaluated with proximity to hospital and nursing home
- Buck Creek Road Access Road site selected as best option for following reasons
  - Easiest to develop as flatter and more open with minimal tree cover
  - Access to public water and gravity sewer available on site
  - Improvements to existing construction road would add secondary access road to hospital
  - Hospital owned limiting startup costs and potential of covenant controls guaranteeing healthcare workforce needs are guaranteed under ground lease
  - Separate access from Buck Creek Road minimizing traffic impact
  - Proximity to hospital drive offering easy access for daycare from both workforce housing and hospital
  - Access to creek with potential to create waterfall and creek natural attraction

**SITE PLAN**





# History of HCH at Current Site

- December 4, 2001 agreement between Town of Highlands and Highlands-Cashiers Hospital agreed to following
  - Provision of 70,000 GPD of treated water and access to sewer to support
    - Chestnut Hill up to 136 units
    - Hospital with 24 beds
    - Nursing Home with 120 beds
    - Three (3) medical office buildings
    - Up to five (5) additional residences at “Dewey” property
- Master site plan presented conceptual drawings which included workforce housing on site proposed





# Review of Proposal

- Hospital executes ground lease with operating company
- Developer builds units with options for additional phases and daycare

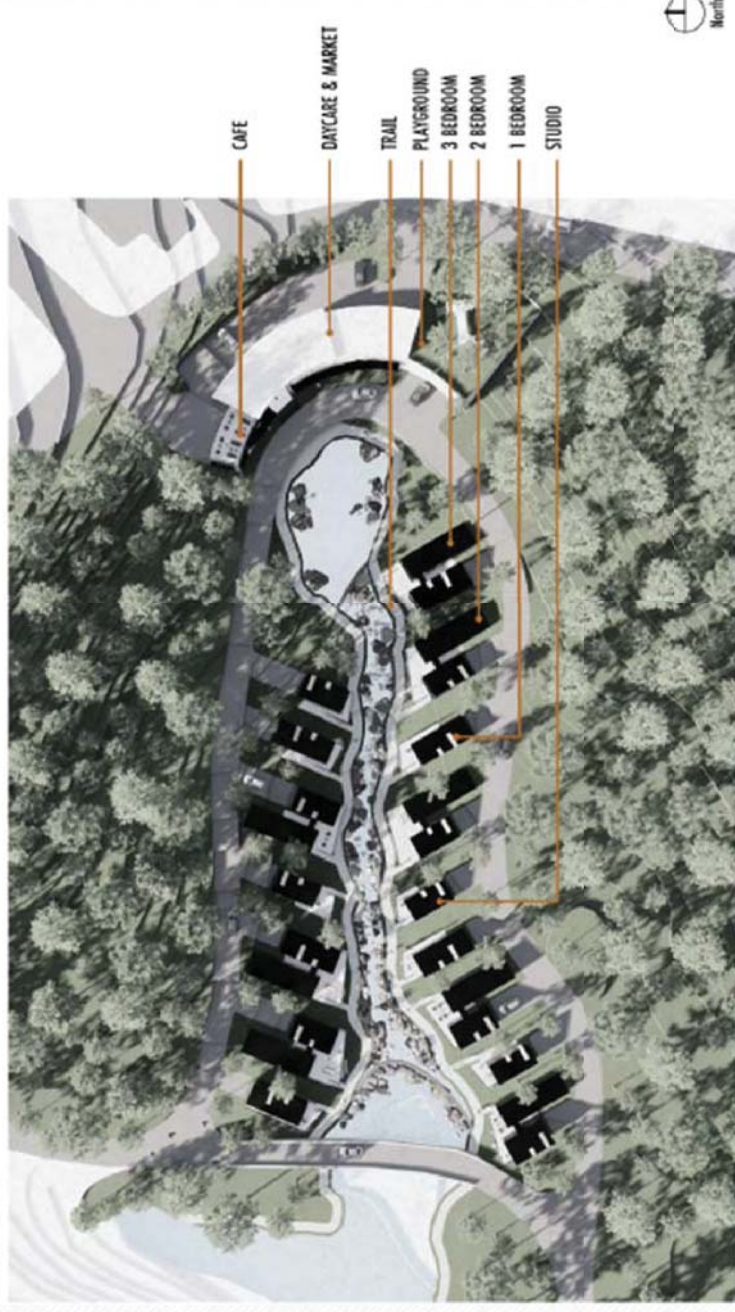
WORKER'S HOUSING			
Overall			
Type	Number	SF	Total SF
Studio Apartments	4	400	1,600
1 Bedroom Apartments	4	560	2,240
2 Bedroom Apartments	6	960	5,760
3 Bedroom Apartments	2	1,180	2,360
Daycare (Optional)	1	1,320	1,320
Cafe /Market (Optional)	1	400	400
Farmer's Market (Optional)	1	200	200
Parking	288	-	-
*1 Space Per Bedroom (Except 3 Bedrooms)			
*4 Spaces Per Daycare			
*4 Spaces Per Cafe			
*4 Spaces Per Farmer's Market			
Total:			14,080 SF



# Next Steps

- Complete Due Diligence
  - Verify access to public water and sewer
  - Architectural and Design
  - Site Civil Design and Permitting
  - Traffic Study

**SITE PLAN**



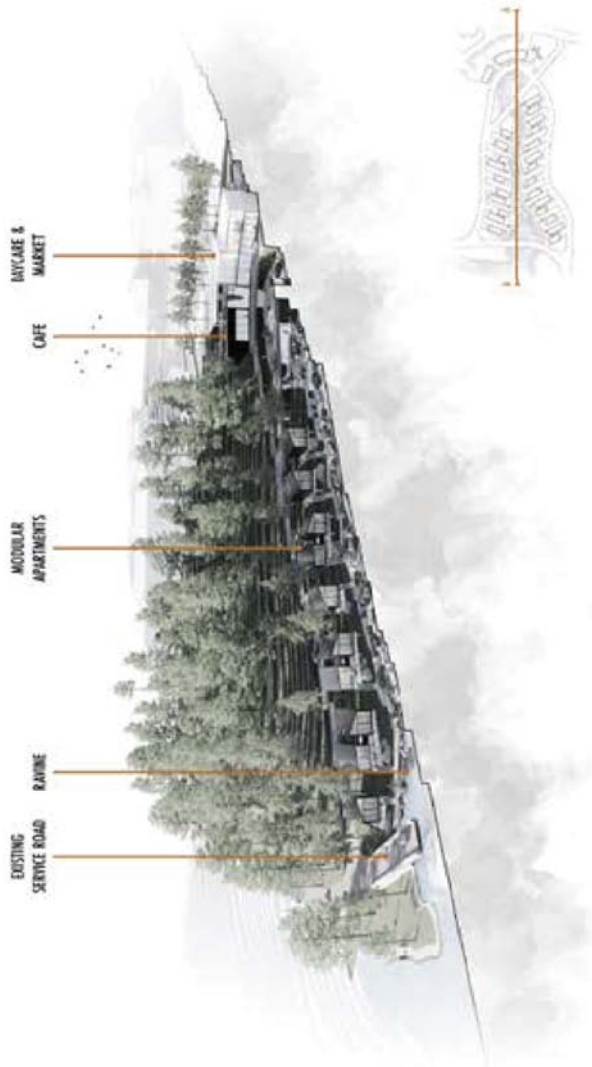


# Questions

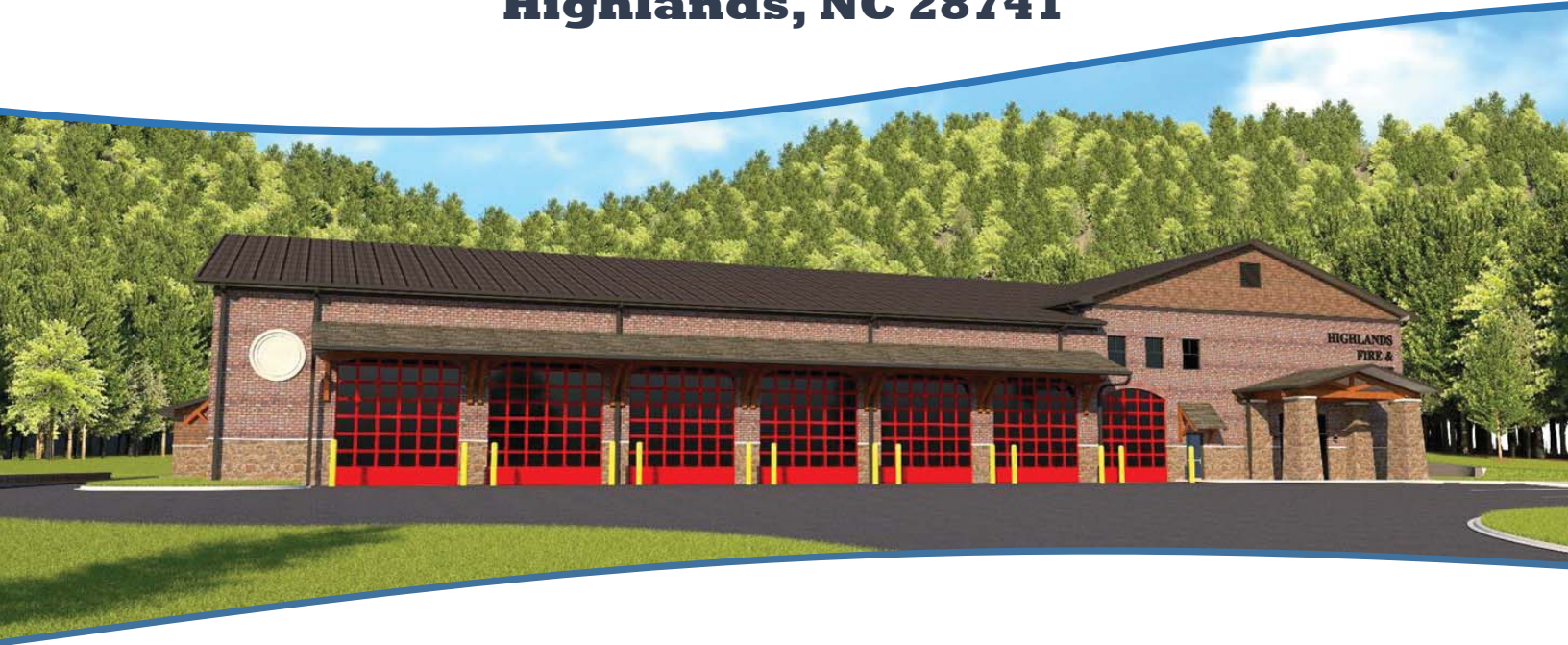
**AERIAL VIEW**



**SITE SECTION A**



**Prepared**  
**For**  
**Highlands Fire and Rescue**  
**149 Franklin Rd.**  
**Highlands, NC 28741**



**D.R. REYNOLDS COMPANY, INC.**

**D. R. Reynolds Company Inc.**  
**708 Griffin Farm Road**  
**Star, NC 27356**  
**(910) 428-1360**



**AMENDMENT #1 TO THE  
CONTRACT FOR CONSTRUCTION MANAGER AT RISK  
FOR THE CONSTRUCTION  
OF THE HIGHLANDS FIRE & RESCUE PROJECT  
BETWEEN THE TOWN OF HIGHLANDS, NC, OWNER AND  
D.R. REYNOLDS COMPANY, INC.,  
CONSTRUCTION MANAGER AT RISK**

Pursuant to Article 2.2 of the Contract, the Owner and Construction Manager established a Guaranteed Maximum Price and Contract Time for the work as set forth below:

**ARTICLE 1 - GUARANTEED MAXIMUM PRICE**

The Construction Manager's Guaranteed Maximum Price for the construction of the Highlands Fire & Rescue Project, including the estimated Cost of Work as defined in the Contract and the Construction Manager's Fee as therein defined is:

**Six Million Eight Hundred Ninety- Seven Thousand Dollars  
\$6,897,000.00**

**Project Breakdown as Follows:**

General Requirements	\$ 75,800.00	Floor Coverings	\$ 90,000.00
Grading/ Erosion Control/ SW	\$ 767,600.00	Plumbing	\$ 232,000.00
Utilities	w/ Grading	Compressed Air	\$ 12,000.00
Landscaping	\$ 39,000.00	Mechanical	\$ 230,000.00
Fencing	\$ 24,000.00	Floor Heat	\$ 110,000.00
Retaining Wall	\$ 151,000.00	Electrical	\$ 390,000.00
Concrete	\$ 373,500.00	Generator	\$ 128,300.00
Masonry	\$ 736,050.00	Fire Alarm	w/ Electrical
Steel including Erection	\$ 354,700.00	Low Voltage	\$ 75,000.00
Roofing	\$ 357,000.00	Elevator and Fire Pole	\$ 94,000.00
Framing/ Drywall/ Acc Ceilings	\$ 579,000.00	Specialties	\$ 24,000.00
Carpentry- Timber	\$ 38,000.00	Sprinkler	\$ 63,000.00
Garage Doors	\$ 155,000.00	Builders Risk	\$ 10,000.00
Glass & Glazing	\$ 36,000.00	Permits	\$ 8,000.00
Doors & Hardware & Acc.	\$ 79,000.00	Builder Contingency	\$ 150,000.00
Paint	\$ 107,000.00	8% on Construction Costs	\$ 495,000.00
Cabinetry and Window Sills	\$ 96,000.00	Owner Contingency	\$ 150,000.00
Furnishings and Appliances	\$ -	Performance Bond	\$ 65,000.00
Kitchen Hood	\$ 20,150.00	CM Fees	\$ 565,900.00
Fire Stopping	\$ 16,000.00	Guaranteed Maximum Price (GMP)	\$ 6,897,000.00

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Clarifications per Contract Drawings:**

- Savings shall be split between owner and contractor 60%/40%, does not apply to owner contingency
- See Attached Scope of work Highlands Fire & Rescue dated 09/14/2020
- BDA testing has been performed on site and the results shows the need for amplifiers and antennas for a price of \$83,500.00. This price is not included in this GMP, however AHJ will make final determination if needed

This price is for the performance of construction of the complete Fire Station Project in accordance with the Contract Documents as defined in the Contract.

**Contract Drawings as Follows:**

- Civil plans dated 6/24/20,
- Architectural plans dated 7/21/20,
- Structural plans dated 7/16/20
- PME-FP plans dated 7/15/20
- All compiled by Pinnacle Architecture
- No Addendums or Specification Book

**ARTICLE 2 – CONTRACT TIME**

The date of substantial completion established by this Amendment is March 1, 2022, if a Notice to Proceed is issued by November 1, 2020.

With signatures below, the Town of Highlands (owner) is giving D. R. Reynolds Company, Inc., (CMR) Notice to Proceed in the construction of the Town of Highlands Fire Department Project:

Town of Highlands Fire Department

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Joshua P. Ward, Town Manager

D.R. REYNOLDS COMPANY, INC.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Danny Reynolds, President

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**SCOPE OF WORK**

Highlands Fire Department

September 14, 2020

**I. The following items of work are INCLUDED in this proposal:****Construction Management**

- Provide full-time on-site and office supervision for D.R. Reynolds contracted work
- Safety in accordance with OSHA regulations and D. R. Reynolds safety program

**General Requirements**

- NC Lien Agent
- Temporary power, temporary toilet(s), temporary office, temporary fence, dumpster(s)
- Daily clean up
- Final cleaning for owner occupancy
- Allowance(s). An allowance is defined as a dollar amount included to cover the cost of an item which cannot be identified because of lack of information, design, or both. Any shortage or overage in the stated amount will be addressed as a change order to the contract.

**Grading/Erosion Control/SW**

- Demo and clearing
- Grading and erosion control, silt fence, slope matting
- Storm drain piping and structures
- Roof drain piping
- Curb and gutter
- Heavy duty asphalt paving

**Utilities**

- 6" fire water, 1" and 2" domestic water, and 4" sewer services.
- Connection fees have been waived by the town

**Landscaping**

- Plantings per the schedule on sheet C6.0
- Two (2) applications of hydro seeding of disturbed areas

**Fencing**

- 48" tall chain link fence with privacy slats adjacent to each site retaining wall (below)
- Two (2) 72" tall x 7'-6" long sections of chain link fence at the mechanical yard

### **Retaining Wall**

- Walls will be segmental block systems with stone leveling base
- Soil reinforcement in accordance with the wall design
- Design by a professional engineer
- Units will be standard stock solid color

### **Concrete**

- Spread footings for steel columns, strip footings for masonry walls
- 4" and 8" slabs on grade within the building
- 4" slab on grade for patio area
- 2.5" (nominal) slabs on metal deck
- 4" layer of ABC stone and 6-mil vapor barrier for slabs on grade
- Compressive strength(s) and reinforcing per the plans
- Exposed concrete treads at stairs
- 4" thick sidewalks and rear patio area
- 10,880 sf of 6" thick apron at the overhead doors

### **Masonry**

- All block are standard grey units with reinforcing as required and laid in a running bond
- Brick are Statesville Brick "Rosewood" closure size with chocolate mortar and laid in a running bond
- Stone is "Native Stone" in various sizes in a stacked pattern
- Base of walls will have all required cavity drainage, flashing and weep holes
- Spray-applied air barrier on exterior face of block and gypsum sheathing
- Sealing of exterior masonry surfaces

### **Steel including erection**

- "LH" series bar joists bearing on masonry for the roof structure at the apparatus bays
- Cold-formed steel stud trusses for the roof structure of the administrative/living area and patio area
- Columns, beams, and bar joists for the second floor and mezzanine areas
- Metal decking as required for roof and second floor areas
- Anchor bolts as required for columns/column footings
- Three (3) sets of steel stairs with handrails
- Handrails at mezzanine area
- Pipe bollards at truck doors and generator
- Two (2) repelling brackets on the west gable of the building

### **Roofing**

- 24 gauge standing seam roof in a standard color
- 30-year fiberglass shingles
- Two (2) layers of poly iso insulation for R value of 30
- Fiber cement siding, soffit, and trim
- Aluminum fascia, gutters, and downspouts
- Metal soffit at truck canopy



**Framing/Drywall/Acc Ceilings**

- Interior and exterior walls constructed of steel studs, insulation, and gypsum board
- 2x2 acoustical ceilings in white grid

**Carpentry - Timber**

- Interior wood blocking as necessary
- Roof blocking as necessary
- 2x fascia as necessary
- Heavy timber structures at main entry, front truck door canopy and (3) exterior man doors
- Wood trusses (FRT) and  $\frac{3}{4}$ " plywood sheathing at front truck door canopy
- T & G sheathing on timber at main entry
- $\frac{3}{4}$ " Plywood floor at mechanical platform

**Garage Doors**

- Truck doors at front will be commercial full view, powder coat red,  $\frac{1}{2}$ " insulated low-E glass
- Truck doors at rear will be sectional with insulated panels and (1) row of full view glass, bronze color
- All doors have electric operator, (3) button wall station, photo eye, light curtain, red/green light, CPI card
- Included are (12) 14'x14' and (2) 12'x12'

**Glass & Glazing**

- One (1) storefront door with side lights at front entry
- Twenty- Five (25) fixed storefront windows
- Seven (7) horizontal sliding windows
- All framing is bronze anodized aluminum
- Glass will be  $\frac{1}{4}$ " and 1", insulated and tempered where required

**Doors & Hardware & Acc.**

- Doors, frames, and hardware per the schedule on sheet A6.0
- Fifty (50) hollow metal frames
- Sixteen (16) hollow metal door leaves
- Thirty- Six (36) pre-finished wood door leaves

**Paint**

- Painting of gypsum board
- Painting of masonry
- Painting of the roof structure in the apparatus bays
- Painting of stairs and rails
- Painting of fiber cement siding and trim

**Cabinetry and Windowsills**

- Cabinets and casework per sheet A5.0. Countertops are level 2 granite
- Windowsills will be stain-grade lumber

## **Furnishings and Appliances – by Owner**

### **Kitchen Hood**

- One (1) 7' wall canopy hood with fire system, exhaust fan and make-up air unit
- Double wall stainless steel exhaust vent
- Galvanized, insulated make-up air duct
- Roof curbs as necessary
- Testing, air balance and start-up

### **Firestopping**

- Firestopping penetrations in any rated walls
- Spray-applied fireproofing of the second-floor structure

### **Floor Coverings**

- LVT flooring-living areas
- Carpet-bunk areas
- Ceramic tile-toilets and showers
- Rubber base
- Rubber floor in weight room

### **Plumbing**

- Water closets
- Urinals
- Lavatories
- Kitchen sink
- Mop sink(s)
- Showers
- EWC(s)
- EWH(s)
- Hose bibbs
- Floor drains and cleanouts
- Trench drains at apparatus bays

### **Compressed Air**

- One (1) 60-gallon 200 Psi compressor
- Fourteen (14) 50' auto retract overhead hose reels
- Two (2) ports in compressor room
- All piping is 1" galvanized steel

### **Mechanical**

- Ductless system in gear storage
- Heat pumps in living areas
- Exhaust fans and louvers
- Allowance for two (2) ceiling fans in apparatus bays
- Ceiling diffusers and grilles

**Floor Heat**

- Two (2) electric boilers
- Pump and expansion tank
- All piping is  $\frac{3}{4}$ " BPex tubing
- 15' of ice melt at the apron on the north side of the building

**Electrical**

- Main service from power company meter
- Step down panels as required
- LED high bay fixtures in apparatus bays, sensor controlled
- 2x4 LED lay-in fixtures in acoustical ceilings
- Exterior lights, photocell controlled
- Receptacles and switches
- Exit lights and emergency lights
- Wiring for appliances, owner's equipment, HVAC
- Conduit only for telephone/data wiring

**Generator**

- One (1) Generac SD350 diesel generator with automatic transfer switch
- Concrete pad for installation
- 125 LF maximum distance from building

**Fire Alarm**

- Panel
- Pull stations
- Smoke detectors
- CO detector
- Horn strobes
- Strobes with monitor modules on sprinkler and kitchen suppression systems

**Low Voltage**

- Access control
- Phone/voice
- Data cabling
- Alert system

**Elevator and Fire Pole**

- One (1) 2100 LB hydraulic MRL elevator, front opening only with plastic laminate interior finish. Interior color in manufacturer's standard
- One (1) 26' Model 19 slide pole with floor trim kit by McIntire Brass Works

**Specialties**

- Toilet partitions and accessories
- Ten (10) fire extinguishers and cabinets

- Exterior signage per the elevation drawing
- Interior signage allowance of \$2,500
- Two (2) 25' and (1) 30' flagpole
- One (1) white board

#### **Sprinkler**

- Sprinkler system will per NFPA 13 for ordinary hazard Group 1 coverage
- Upright heads are brass finish
- Pendent heads are chrome
- Schedule 10 and 40 black piping

#### **Insurance**

- Builders Risk - Contractor
- General Liability - Contractor
- Workmen's Compensation – Contractor

## **II. The following items are EXCLUDED from this proposal:**

- Special Inspections are required per building code. These fees cannot be paid by the General Contractor and must be paid for directly from the owner. For a project of this size special inspections can cost between \$25,000.00- \$30,000.00
- Design
- DOT permits
- Topography and boundary surveying
- Removal of rock requiring blasting or not removable with conventional grading equipment
- Removal of any unknown underground obstructions
- Any type of soil remediation
- Removal or relocation of any above or below grade utilities
- Gear lockers or appliances
- "Cascade" system
- Special keying of locks
- Corner guards in sheetrock
- Any other item not mentioned or implied by this scope of work



## **Agenda Item**

**Date:** September 15, 2020

**To:** Mayor Patrick Taylor and Town Board of Commissioners

**Prepared By:** Rebecca Shuler, Finance Director

**Subject:** **Fire Department Construction Loan**

### **Background:**

The Fire Dept. received GMP (Guaranteed Maximum Price) for Construction of the Highlands Fire & Rescue Project from the CM at Risk D.R. Reynolds. The GMP to construct came in at \$6,897,000.00. With this pricing structure the Town has the ability to review the bids that are received at each construction phase and pick their contractors.

BB&T was contacted in regards to the loan amount of \$8.5 million which is composed of \$7 million for the contract and the \$1.5 million pay back to the electric fund reserve for the purchase of the land. The 20-year amortization schedule is attached for your review.

Staff has met and reviewed the Fire Dept. budget over the past 5 years along with the increase from the fire tax increase that went into effect last fiscal year. The tax increase resulted in an increase in revenue of approximately \$670,000.00 equaling a total revenue from Macon County of \$1.05 million. Macon County \$1,050,000.00 plus Jackson County \$50,000.00 equaled \$1,100,000.00 for FY19/20.

Jackson County has increased their contribution from \$50,000.00 to \$84,000.00 for FY20/21, therefore Macon County \$1,050,000.00 plus Jackson County's \$84,000.00 would equal \$1,134,000.00 to cover the annual operating cost of \$420,000.00.

The debt service payment of \$658,000.00 created from the \$8.5 million loan can be covered with the Fire Dept. budget annually with an approximate \$56,000.00 surplus remaining.

To proceed with the construction of the Fire Dept. the Town has to go to the LGC for approval for the loan with BB&T. Attached is a Notice to the Joint Legislative Committee for their meeting and a Resolution Authorizing us to apply.

**Recommendation:**

Staff would recommend the Board move forward if desired.



Friday, September 18, 2020

Joint Legislative Committee on Local Government  
North Carolina General Assembly  
Legislative Building  
16 West Jones Street  
Raleigh, North Carolina 27601  
Attention: Committee Chairs and Committee Assistant

Fiscal Research Division  
North Carolina General Assembly  
Legislative Office Building ~ Suite 619  
200 North Salisbury Street  
Raleigh, NC 27603-5925

Re: Financing for Town of Highlands Fiber Optic Network Construction

Ladies and Gentlemen:

In accordance with Section 120-157.1 through 157.9 of the North Carolina General Statutes, as amended, the Town of Highlands, North Carolina hereby notifies you of its intent to enter into debt via an installment purchase contract under North Carolina General Statutes 160A, Article 3, Section 20 with Branch Banking & Trust Company. The principal amount is \$8,500,000.00 and is to be used for construction of the Town of Highlands Fire & Rescue Station. The construction of the Town of Highlands Fire & Rescue Station will provide the Town the ability to have a fully staffed 24-hour Fire Dept. in the future. This project will be included in the Town of Highlands' annual operating budget for all required years starting with Fiscal Year 2020/21.

The Town of Highlands anticipates that the North Carolina Local Government Commission will consider approval of the issuance of the proposed debt at its meeting in \_\_\_\_\_ 2020.

Town of Highlands, North Carolina

By: \_\_\_\_\_  
Rebecca R. Shuler  
Finance Director

Cc: Local Government Commission



**A Resolution Approving an Installment Financing Contract and  
Deed of Trust with Respect Thereto and Delivery Thereof  
Providing for Certain Other Related Matters  
Resolution No. 2020-06-Res**

**WHEREAS**, the Town of Highlands, North Carolina (the “Town”) is a valid existing municipal corporation of the State of North Carolina, existing as such under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the “State”);

**WHEREAS**, the Town has the power, pursuant to the General Statutes of North Carolina to (1) purchase real and personal property, (2) enter into installment financing contracts in order to finance the purchase of real and personal property used, or to be used, for public purposes, and (3) grant a security interest in some or all of the property purchased to secure repayment of the purchase price;

**WHEREAS**, the Board of Commissioners of the Town (the “Board of Commissioners”) has determined that it is in the best interest of the Town to (a) enter into an installment financing contract (the “Contract”) with BB&T (USA) (the “Bank”) in order to provide for a new Fire & Rescue Station (the “Project”) and (b) create a security interest in the real property on which the Project will be located and the improvements thereon (the “Mortgaged Property”) through a deed of trust, security agreement and fixture filing (the “Deed of Trust”);

**WHEREAS**, the Project will be owned and facilitated by the Town;

**WHEREAS**, the Town hereby determines that the Project will permit the Town to carry out public functions that it is authorized by law to perform; and that entering into the Contract and the Deed of Trust are necessary and expedient for the Town by virtue of the findings presented herein;

**WHEREAS**, the Town hereby determines that the Contract allows the Town to purchase the Project and take title thereto at a favorable interest rate currently available in the financial marketplace and upon terms advantageous to the Town;

**WHEREAS**, the Town hereby determines that the estimated cost of the Project is an amount not to exceed \$8,500,000.00 and that such cost of the Project exceeds the amount that can be prudently raised from currently available appropriations, unappropriated fund balances and non-voted bonds that could be issued by the Town in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

**WHEREAS**, although the cost of financing the Project pursuant to the Contract is expected to exceed the cost of financing the Project pursuant to a bond financing for the same undertaking, the Town hereby determines that the cost of financing the Project pursuant to the



Contract and Deed of Trust and the obligations of the Town there under are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; (2) the time required for a general obligation bond election would cause an unnecessary delay which would thereby decrease the financial benefits of the Project; and (3) no revenues are produced by the Project so as to permit a revenue bond financing;

**WHEREAS**, the Town has determined and hereby determines that the estimated cost of financing the Project pursuant to the Contract reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

**WHEREAS**, the Town does not anticipate a future property tax increase to pay installment payments falling due under the Contract;

**WHEREAS**, the attorney for the Town has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina;

**WHEREAS**, no deficiency judgment may be rendered against the Town in any action for its breach of the Contract, and the taxing power of the Town is not and may not be pledged in any way directly or indirectly or contingently to secure any moneys due under the Contract;

**WHEREAS**, the Town is not in default under any of its debt service obligations;

**WHEREAS**, the Town's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the Town has conformed with generally accepted accounting principles as applied to governmental units in preparing its Annual Budget ordinance;

**WHEREAS**, past audit reports of the Town indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the Town has not been censured by the North Carolina Local Government Commission (the "LGC"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies;

**WHEREAS**, the Board of Commissioners conducted a public hearing with respect to the Project on December 13, 2018 to receive public comments on the Project, the proposed financing, the Contract and the Deed of Trust;

**WHEREAS**, the Town will file an application with the LGC for approval of the LGC with respect to the Town entering into the Contract in an aggregate principal amount of not to exceed \$8,500,000.00;

**WHEREAS**, there has been made available to the Board of Commissioners the forms of the Contract and the Deed of Trust (collectively, the "Instruments"), which the Town proposes

to approve, enter into and deliver, as applicable, to effectuate the proposed financing at an interest rate as specified in the Instruments; and

**WHEREAS**, it appears that each of the Instruments is in appropriate form and is an appropriate instrument for the purposes intended;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF HIGHLANDS, NORTH CAROLINA, AS FOLLOWS:**

Section 1. **Application to LGC.** That the Town Manager is hereby directed to file with the LGC an application for its approval of the Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the City and its financial condition as may be required by the LGC.

Section 2. **Approval, Authorization and Execution of Contract and Deed of Trust.** The Town hereby approves the Project in accordance with the terms of the Contract, which will be a valid, legal and binding obligation of the Town in accordance with its terms. The Town hereby approves the amount advanced by the Bank to the Town pursuant to the Contract in an aggregate principal amount not to exceed \$8,500,000.00, such amount to be repaid by the Town to the Bank as provided in the Contract. The form, terms and content of the Contract and the Deed of Trust are in all respects authorized, approved and confirmed, and the Mayor, the Town Manager and the Town Clerk or their respective designees are each authorized, empowered and directed to execute and deliver the Contract for and on behalf of the Town, including necessary counterparts, in substantially the form attached hereto, but with such changes, modifications, additions or deletions therein as they may deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of their approval of any and all such changes, modifications, additions or deletions, and that from and after the execution and delivery of the Contract and the Deed of Trust, the Mayor, the Town Manager and the Town Clerk or their respective designees are each hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Contract and the Deed of Trust as executed.

Section 3. **Further Actions.** The Mayor and the Town Manager are each hereby designated as the Town's representatives to act on behalf of the Town in connection with the transactions contemplated by the Instruments, and the Mayor and the Town Manager are each authorized and directed to proceed with the Project in accordance with the terms of the Instruments, and to seek opinions on matters of law from the Town Attorney, which the Town Attorney is authorized to furnish on behalf of the Town, and opinions of law from such other attorneys for all documents contemplated hereby as required by law. The Town Manager is hereby authorized to engage and consult with such attorneys and other professionals as he deems necessary to complete the financing contemplated by the Contract. The Mayor and the Town Manager are each hereby authorized to designate one or more employees of the Town to take all actions which the Mayor and the Town Manager are authorized to perform under this Resolution, and the Mayor and the Town Manager or their designees are each in all respects authorized on behalf of the Town to supply all information pertaining to the transactions

contemplated by the Instruments. The Mayor, the Town Manager and the Town Clerk are each authorized to execute and deliver for and on behalf of the Town any and all additional certificates, documents, opinions or other papers and perform all other acts as may be required by the Instruments or as they may deem necessary or appropriate to implement and carry out the intent and purposes of this Resolution.

Section 4. ***Repealed.*** All motions, orders, resolutions, ordinances and parts thereof in conflict herewith are hereby repealed.

Section 5. ***Severability.*** If any section, phrase or provision of this Resolution is for any reason declared to be invalid, such declaration does not affect the validity of the remainder of the sections, phrases or provisions of this Resolution.

Section 6. ***Effective Date.*** This Resolution is effective on the date of its adoption September 17, 2020.

1. **Expenditures to be Incurred.** The Town of Highlands (the Issuer) anticipates incurring maximum expenditures (the "Expenditures") of \$1,500,000.00 for the purchase of property located at 149 Franklin Rd. PIN# 7540214736 and Oak Street PIN# 7540222080 (the "Project").

2. **Plan of Finance.** The Issuer intends to finance the costs of the Project with the proceeds of lease purchase financing or other suitable form of debt, to be issued by the Town (the "Borrowing").

3. **Maximum Principal Amount of Debt to be Issued.** The maximum principal amount of the Borrowing to be incurred by the Issuer to finance the Project is \$1,500,000.00.

4. **Declaration of Official Intent to Reimburse.** The Issuer, Town of Highlands, NC, hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

The motion to adopt this resolution was made by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and passed by a vote of \_\_\_\_\_ to \_\_\_\_\_.

This the 17th day of September, 2020.

\_\_\_\_\_  
Patrick L. Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk



**RESOLUTION ADOPTING A POLICY FOR MUTUAL  
ASSISTANCE WITH OTHER LAW ENFORCEMENT  
AGENCIES**

**Resolution Number 2020-07-Res**

**WHEREAS**, pursuant to North Carolina General Statutes § 160A-288, the governing body of a city may adopt appropriate guidelines for the purpose of mutual assistance with other municipal and county law enforcement agencies; and

**WHEREAS**, pursuant to said laws, the law enforcement assistance to be rendered authorizes lending officers to work temporarily with officers of the requesting agencies, including in an undercover capacity, and lending equipment and supplies; and

**WHEREAS**, it is deemed to be in the best interests of the citizens of the Town of Highlands to adopt a reasonable policy and guidelines whereby reciprocal law enforcement assistance can be both rendered to and obtained from other governmental jurisdictions; and

**WHEREAS**, such reciprocal assistance is necessary for effective law enforcement for the protection of the citizens of the Town of Highlands

**NOW, THEREFORE, BE IT RESOLVED**, BY THE TOWN OF HIGHLANDS BOARD OF COMMISSIONERS THAT:

1. The Chief of Police is hereby authorized to enter into mutual assistance arrangements with other municipal and county law enforcement agencies, provided that the head of the requesting law enforcement agency makes such a request in writing.

2. The Chief of Police is hereby authorized to permit officers of The Town of Highlands Police Department to work temporarily with officers of the requesting agency, including in an undercover capacity, and the Chief of Police may lend such equipment and supplies to requesting agencies as he/she deems advisable.

3. All such request and authorizations shall be in accordance with North Carolina General Statutes § 160A-288, as applicable.

4. While working with a requesting agency, an officer shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to

the defense of civil actions and payment of judgments) as the officers of the requesting agency in addition to those the officer normally possesses.

5. While on duty with the requesting agency, an officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. An officer shall furthermore be entitled to worker's compensation and the same benefits to the extent as though he were functioning within the normal scope of the officer's duties.

6. The Chief of Police is hereby authorized to enter into mutual assistance agreements with other law enforcement agencies in accordance with such reasonable arrangements, terms and conditions as may be agreed upon between the respective heads of the law enforcement agencies.

Upon motion duly made by \_\_\_\_\_ and duly seconded by \_\_\_\_\_, the above statement was duly adopted by the Town of Highlands Board of Commissioners at the regular meeting held on the 17<sup>th</sup> day of September, 2020.

Upon call for a vote, the following Commissioners voted in the affirmative:

\_\_\_\_\_  
\_\_\_\_\_

And the following Commissioners voted in the negative: \_\_\_\_\_

\_\_\_\_\_

This the 17<sup>th</sup> day of September, 2020.

\_\_\_\_\_  
Patrick Taylor, Mayor

Attest:

\_\_\_\_\_  
Gilberta B. Shaheen, Town Clerk





**MUTUAL ASSISTANCE AGREEMENT**  
**Agreement 2020-01-Agr**

Pursuant to North Carolina General Statutes § 160A-288 the undersigned do hereby request of each another, and agree to provide to each another, when feasible to do so, temporary assistance in enforcing the laws of North Carolina and other matters. This MUTUAL ASSISTANCE AGREEMENT shall serve as the request, in writing for such assistance. The assistance may consist of, but is not limited to, the loaning of officers (including in an undercover capacity) and equipment and supplies.

1. While working with a requesting agency, an officer shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to the defense of civil actions and payments of judgments) as the officers of the requesting agency in addition to those the loaned officer normally possesses.

2. While on duty with the requesting agency an officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the loaned officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. An officer shall furthermore be entitled to worker's compensation and the same benefits to the extent as though he were functioning within the normal scope of the officer's duties.

3. When temporary assistance is needed pursuant to this MUTUAL ASSISTANCE AGREEMENT, the requesting agency shall notify the assisting agency of the need for such assistance and the assistance shall be provided if feasible to do so. A requesting agency which needs temporary assistance shall notify the assisting agency of such need in writing, when possible. In an emergency situation, the notification of the need for temporary assistance need not be in writing, but a written notification shall be provided as soon thereafter as possible.

4. Any disciplinary actions arising out of the temporary work assignment of any loaned officer will remain the responsibility of the officer's own agency.

5. The requesting agency specifically covenants and agrees to assume all liability for any act committed by the temporarily assigned officer within the course and scope of the officer's temporary assignment or damage or injury caused by the use or misuse of loaned equipment, and further agrees to hold harmless and indemnify the assisting agency for any damages, including the payment of attorney's fees, incurred by the assisting agency pursuant to such temporary assignment.



6. The requesting agency agrees to hold harmless the assisting agency for any damage to the property of the requesting agency incurred in the scope and course of the temporarily assigned officer's duties or in the course and scope of the use of loaned equipment not accompanied by a temporarily assigned officer. Further, the assisting agency agrees to hold the requesting agency harmless for any damage to the property of the assisting agency occasioned by such act. The agreement shall not be construed as a bar to any other rights or claim, either direct or by subrogation, which either agency shall have against any other party.

7. The undersigned enter into this agreement pursuant to duly adopted resolutions of their respective governing bodies, as authorized by North Carolina General Statutes § 160A-288.

So Agreed.  
This the 8 day of Sept, 2020.

Chief Andrea Holland  
Chief of the Town of Highlands Police Dept.

North Carolina

County of Macon

I Brittany R. MacLean, a Notary Public of said county and state, do hereby certify that Andrea Holland personal appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 8<sup>th</sup> day of September, 2020.

Brittany R. MacLean My commission expires: 5/22/2022  
Notary Public



So Agreed.

This the 8 day of September, 2020.

[Signature]  
Sheriff/Chief

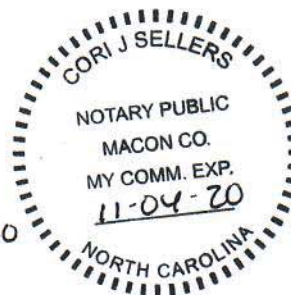
North Carolina

County of Macon

I Cori J Sellers, a Notary Public of said county and state, do hereby certify that Robert Holland personal appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 8 day of September, 2020.

Cori J Sellers My commission expires: November 4, 2020  
Notary Public







THE TOWN OF  
**HIGHLANDS**

**MUTUAL ASSISTANCE AGREEMENT**  
**Agreement 2020-01-Agr**

Pursuant to North Carolina General Statutes § 160A-288 the undersigned do hereby request of each another, and agree to provide to each another, when feasible to do so, temporary assistance in enforcing the laws of North Carolina and other matters. This MUTUAL ASSISTANCE AGREEMENT shall serve as the request, in writing for such assistance. The assistance may consist of, but is not limited to, the loaning of officers (including in an undercover capacity) and equipment and supplies.

1. While working with a requesting agency, an officer shall have the same jurisdiction, powers, rights, privileges and immunities (including those relating to the defense of civil actions and payments of judgments) as the officers of the requesting agency in addition to those the loaned officer normally possesses.
2. While on duty with the requesting agency an officer shall be subject to the lawful operational commands of the officer's superior officers in the requesting agency, but the loaned officer shall for personnel and administrative purposes, remain under the control of the officer's own agency, including for purposes of pay. An officer shall furthermore be entitled to worker's compensation and the same benefits to the extent as though he were functioning within the normal scope of the officer's duties.
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4. Any disciplinary actions arising out of the temporary work assignment of any loaned officer will remain the responsibility of the officer's own agency.
5. The requesting agency specifically covenants and agrees to assume all liability for any act committed by the temporarily assigned officer within the course and scope of the officer's temporary assignment or damage or injury caused by the use or misuse of loaned equipment, and further agrees to hold harmless and indemnify the assisting agency for any damages, including the payment of attorney's fees, incurred by the assisting agency pursuant to such temporary assignment.



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7. The undersigned enter into this agreement pursuant to duly adopted resolutions of their respective governing bodies, as authorized by North Carolina General Statutes § 160A-288.

So Agreed.

This the 9 day of SEPT, 2020.

Andrew Hauer  
Chief of the Town of Highlands Police Dept.

North Carolina

County of Macon

I Nancy Forrester, a Notary Public of said county and state, do hereby certify that Andrea Hollister personal appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 9 day of September, 2020.

[Signature]  
Notary Public

My commission expires: 7/30/2022



So Agreed.

This the 11 day of Sept, 2020.

Chip L. Hall  
Sheriff/Chief

North Carolina

County of Jackson

I Shena N. Phillips, a Notary Public of said county and state, do hereby certify that Chip L. Hall personal appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 11th day of September, 2020.

Shena N. Phillips  
Notary Public

My commission expires: 3-14-22







**MUTUAL ASSISTANCE AGREEMENT**  
**Agreement 2020-01-Agr**

Pursuant to North Carolina General Statutes § 160A-288 the undersigned do hereby request of each another, and agree to provide to each another, when feasible to do so, temporary assistance in enforcing the laws of North Carolina and other matters. This MUTUAL ASSISTANCE AGREEMENT shall serve as the request, in writing for such assistance. The assistance may consist of, but is not limited to, the loaning of officers (including in an undercover capacity) and equipment and supplies.

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6. The requesting agency agrees to hold harmless the assisting agency for any damage to the property of the requesting agency incurred in the scope and course of the temporarily assigned officer's duties or in the course and scope of the use of loaned equipment not accompanied by a temporarily assigned officer. Further, the assisting agency agrees to hold the requesting agency harmless for any damage to the property of the assisting agency occasioned by such act. The agreement shall not be construed as a bar to any other rights or claim, either direct or by subrogation, which either agency shall have against any other party.

7. The undersigned enter into this agreement pursuant to duly adopted resolutions of their respective governing bodies, as authorized by North Carolina General Statutes § 160A-288.

So Agreed.  
This the 8 day of Sept, 2020.

Chief Andrew Holland  
Chief of the Town of Highlands Police Dept.

North Carolina  
County of MACON

I Brittany R MacLean, a Notary Public of said county and state, do hereby certify that Andrew Holland personal appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 8<sup>th</sup> day of September, 2020.

Brittany R. MacLean My commission expires: 5/22/2022  
Notary Public



So Agreed.  
This the 8 day of Sept., 2020.

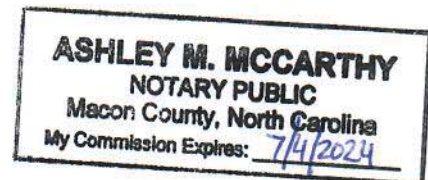
Sheriff/Chief B. S. Hance

North Carolina  
County of MACON

I Ashley M. McCarthy a Notary Public of said county and state, do hereby certify that Chief Bill Hance personal appeared before me this day and acknowledged the due execution of the foregoing MUTUAL AID AGREEMENT.

Witness my hand and notarial seal, this the 8 day of September, 2020.

Ashley M. McCarthy My commission expires: 7/4/2024  
Notary Public



**Agenda Item**

**Date:** September 10, 2020  
**To:** Mayor Pat Taylor and Town Board of Commissioners  
**From:** Lester Norris, Recreation Director  
**Subject:** **Pickleball Court Construction Request**

With the growing participation in pickleball and a petition (with about fifty names) requesting designated pickleball courts, the staff feel that the two tennis courts on the right of the drive up to the park be repurposed and designated as pickleball courts. As was mentioned at the retreat the existing courts would need to be extended 10ft toward the drive which would allow for the construction of six designated Pickleball courts.

The cost would be \$125,000 to take out fence, remove existing surface material, extend the courts to the 120' length that we need, resurface the area (to include 3 inches new stone, 2 inches of asphalt binder and 1 inch of I2 asphalt) for six pickleball courts and install new black vinyl coated chain link fence. The courts would be light green outside the pickleball courts and the courts themselves would be blue with white lines (to match the tennis courts) and a four foot tall separation fence between the a butting ends of the courts with two four foot walk through to access all courts.

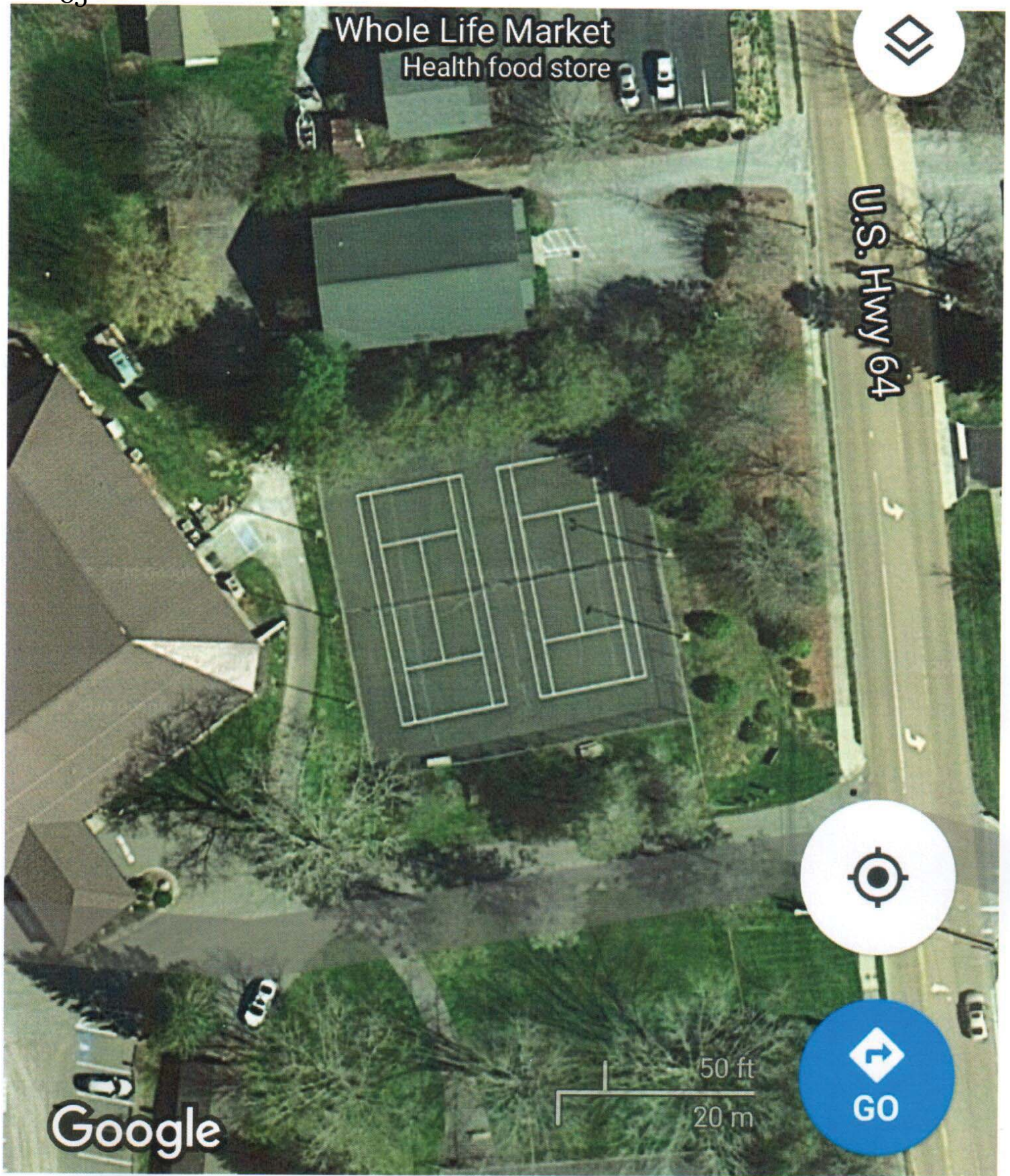
Attached is an aerial view of the existing tennis court as they are, aerial view with the proposed pickleball courts and a six pickleball court layout with deminsions.

This was discussed with the Recreation Committee at a Rec Committee Meeting on Friday, November 6<sup>th</sup>.

**Recommendation:**

Staff recommends that we repurpose the two tennis courts on the right side of the park drive into six designated Pickleball Courts.









Whole Life Market  
Health food store

U.S. Hwy 64

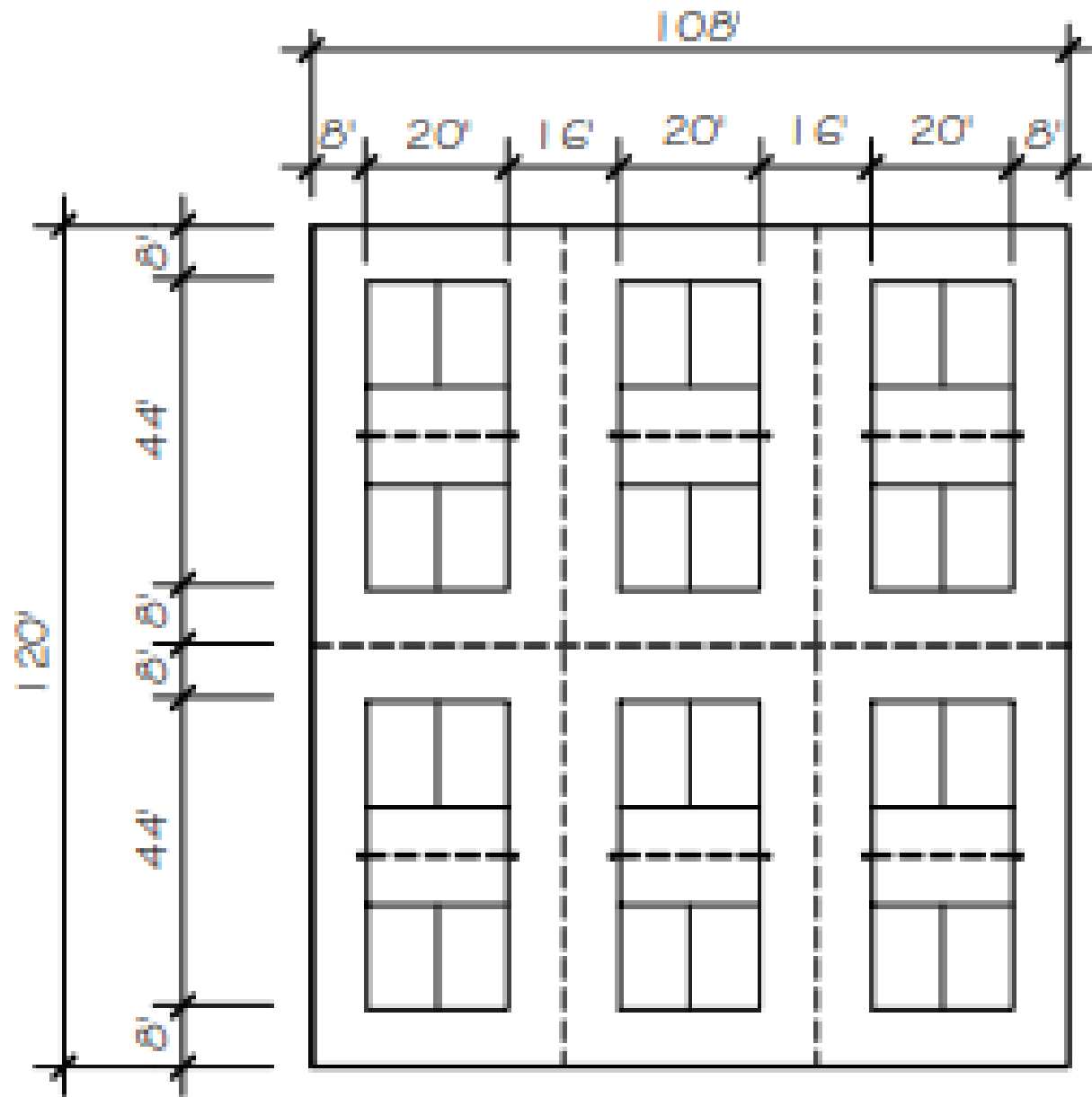


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**Agenda Item**

**Date:** September 14, 2020

**To:** Mayor Pat Taylor and Town Board of Commissioners

**Prepared By:** Josh Ward, Town Manager

**Subject:** Allocation of Funds for the Replacement of the Existing Tennis Courts

**Background:**

As you recall, several capital items were removed from the budget to prepare for a potential shortfall in revenue due to the Covid-19 pandemic. Highlands has been fortunate to continue with a strong economy during this difficult time. The Town's revenues have remained stable. While discussing the allocation of funds for the replacement of the tennis courts, Commissioner Hehn requested a list of all the capital items that were removed from the budget so the Board could review them to determine the top priorities. Attached is the list of capital items for review.

**Street Department****Street Paving**

Spring Street	\$180,000.00
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**Repairs / Maintenance****Sidewalks**

US 64 -- Chandler Inn	\$121,000.00
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Main Street – Presbyterian Church	\$64,000.00
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**Equipment**

Flatbed Dump	\$95,000.00
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**Electric Department****Equipment**

Replace 2009 International/Altec Bucket Truck	\$246,000.00
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Street Light Upgrade to LED	\$117,000.00
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**Water / Sewer Departments****Projects**

Moorewood Road Waterline Improvements	\$628,000.00
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**Parks & Recreation Department****Projects**

Tennis Court Replacement	\$125,000.00
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TOWN OF HIGHLANDS BUDGET AMENDMENT  
AMENDMENT # \_\_\_\_\_

September 15, 2020

FROM: General Fund



DEPARTMENT: Parks & Recreation Dept.

EXPLANATION: To Resurface Tennis Court into Pickleball Courts

	<b>Account</b>	<b>Description</b>	<b>Increase/Decrease</b>	<b>Debit</b>	<b>Credit</b>
1.	10-3100-0910	Fund Balance	Increase		\$125,000.00
		Appropriated ~ GF			
	10-6200-7300	Capital Outlay/Other Improvements	Increase	\$125,000.00	
			<b>Subtotal</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>
			<b>Totals</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>

Approved by Town Manager

Action by Town Board

Approved and Entered on Minutes Dated

Finance Director