

**Town of Dallas**  
**Agenda**  
**September 13, 2022**  
**6:00 PM**  
**BOARD OF ALDERMEN**  
**Rick Coleman, Mayor**

**Sam Martin**

**Frank Milton**

**Darlene Morrow**

**Jerry Cearley, Mayor Pro-Tem**

**E. Hoyle Withers**

<b>ITEM</b>	<b>SUBJECT</b>	<b>Page</b>
<b>1.</b>	<b>Invocation and Pledge of Allegiance to the Flag</b>	
<b>2.</b>	<b>Approval of Agenda with Additions or Deletions</b>	
<b>3.</b>	<b>Approval of Minutes</b>	
	A. August 9 <sup>th</sup> Regular Meeting	2
<b>4.</b>	<b>Recognition of Citizens: Time set by Mayor</b>	
	A.	
<b>5.</b>	<b>Consent Agenda (to be acted on collectively, unless removed for further discussion)</b>	
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<b>7.</b>	<b>Old Business</b>	
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<b>10.</b>	<b>Closed Session:</b>	

## MINUTES FOR BOARD OF ALDERMEN MEETING

August 9, 2022

6:00 PM

The following elected officials were present: Mayor Coleman, Alderman Cearley, Alderwoman Morrow, Alderman Milton, Alderman Martin, and Alderman Withers.

The following staff members were present: Maria Stroupe, Town Manager; Nolan Groce, Development Services Director; Dusty Haney, Assistant Fire Chief; Sarah Hamrick, Town Clerk; Jonathan Newton, Finance Director; Robbie Walls, Police Chief; Bill Trudnak, Public Works Director; Tom Hunn, Town Attorney; Brandon Whitener, Recreation Director; and Brian Finnegan, Planner.

Mayor Coleman called the meeting to order at 6:00pm.

Mayor Coleman opened with the Invocation and the Pledge of Allegiance to the Flag.

### **Approval of Agenda:**

Alderman Cearley motioned to set the agenda, seconded by Alderwoman Morrow, and carried unanimously.

### **Approval of Minutes:**

Alderman Milton motioned to approve the minutes from the July 12th regular Board of Aldermen Meeting and the July 26<sup>th</sup> and August 2<sup>nd</sup> Work Sessions. Alderman Cearley seconded this motion and it was carried unanimously.

### **Recognition of Citizens:**

The Mayor opened the floor to the Recognition of Citizens.

Mike Fields of 1333 Philadelphia Church Road thanked the Town Staff for their hard work at the School Supply Drive and thanked all the Town Staff that works out in the summer heat.

Curtis Wilson of 438 S. Gaston Street prayed over the Board of Alderman meeting.

### **Consent Agenda:**

#### *Item 5A Budget Amendment- 2<sup>nd</sup> Tranche of ARPA Funds*

On March 11, 2021, Congress approved the American Rescue Plan Act (ARPA) in response to the COVID-19 global pandemic. The plan included funds to be appropriated to local governments. Dallas received the first tranche in July 2021 with the second tranche to be received in 12 months. For the first tranche Dallas was estimated to receive \$700,000, for a total of \$1.4M over the two years. A budget amendment was approved in June 2021 based on the estimated figures. In July 2021, Dallas actually received \$764,395.82. Therefore, the second tranche will also be \$764,395.82. Attached is a budget amendment accepting and appropriating funds from the second tranche, as well as the additional \$64,395.82 received in the first tranche,

so that the total amount received is accepted and appropriated before any of the money is obligated (Exhibit 5A-1).

*Item 5B Filming Fee Schedule for Town Facilities*

In the past six months there has been interest in using the Dennis Franklin Gym for filming by two production companies. Currently, all uses of the Gym must be approved by the Board of Aldermen, in an effort to protect our aging facility. Staff would like to propose, in the event of a request for use of the Gym by a filming production company, that a fee be set by the Board of Aldermen and the approval of the use be delegated to the Recreation Director and Town Manager. Usually, the filming schedule is fluid and an approval may be difficult to obtain in a timely manner based on the Board meeting schedule. If the ability to approve use of the Gym by a production company is delegated, we would like to propose that the daily fee to use the Dennis Franklin Gym be set at \$1,200 per day and the production company must provide a W-9 and a certificate of insurance naming the Town of Dallas as insured in an amount no less than \$1M. This item was discussed at the July 26<sup>th</sup> Board of Aldermen Work Session. In addition to setting a filming rate for use of the Franklin Gym, discussion was held concerning filming rates for the Historic Courthouse/Grounds and the ballfield facilities.

A proposed fee structure for all Town facilities for production filming on a daily basis follows:

Dennis Franklin Gym	\$1200 per day
Courthouse and Grounds	\$1800 per day
Carr School & Jagers Park Ball Fields	\$1400 per day per field
Cloninger & Jagers Parks	\$700 per day (ballfields not included)

Rentals would require a certificate of insurance naming the Town of Dallas as insured in an amount no less than \$1M. Use of Carr Ballfields would also require the permission of Gaston County Schools.

*Item 5C Credit Card Fees*

Beginning June 1, 2021, the Town began charging a \$2.50 transaction fee for payments made with debit or credit cards. At the time, this fee should have covered the amount of service charges being assessed to the Town from the card payment processing vendor. Until that time, the Town had been paying the assessed fees with no pass-through to the customers using the cards as their payment method, but the costs were ever increasing and the decision was made to pass the fee on to the customer.

Since instituting the fee, the card payment processing vendor has increased and modified their fee structure, and a number of large customers have begun making their payments electronically. This combination has resulted in a loss to the Town for FY 2021-22 of \$27,933.41. The card fees paid by the Town during this period totaled \$90,080.91, while only \$62,147.50 was collected in customer fees. While many people use card payments as a matter of convenience; the Town still accepts cash, money order, and check payments in-person, through the US Mail, or the two available drop boxes that do not result in processing fees for the Town or the customer. Also, the Town offers bank draft for payments at no charge to the customer.

This item was discussed at the July 26<sup>th</sup> Board of Aldermen Work Session. From that work session, the following option is recommended for approval, to be effective October 1, 2022 to allow time to inform customers of the change in fees:

Transaction amounts \$0.00 to \$85.01	\$2.50 per transaction
Transaction amounts \$85.02 to \$500.00	\$3.25 per transaction
Transaction amounts \$500.01 +	2.95% per transaction

All three items on the Consent Agenda were approved with a motion by Alderman Cearley, seconded by Alderman Martin, and carried unanimously.

### **Public Hearings:**

#### *Item 6A Senate Bill 300 Amendments*

Alderman Withers made a motion to go into the public hearing, seconded by Alderman Milton, and carried unanimously.

Senate Bill 300 was approved in Fall 2021 and became effective December 1, 2021. This bill predominately focuses on criminal justice reform, but also included changes to the enforcement of local ordinances. Under the new statutory language, local governments must amend local ordinances to specifically identify violations that may be enforced criminally. The language also limits the amount of allowable fees a local government may impose. For example, violation of a parking ordinance may not exceed fifty dollars (\$50), which can be seen in the amendment to Chapter 72.99. The fees proposed in the text amendment are the maximum allowed by statute. This item was discussed at the July 26<sup>th</sup> Board of Aldermen Work Session. Attached is the proposed text amendment (Exhibit 6A, 1-6).

The Town's Development Services Director gave a presentation. There were no questions or comments.

Alderman Milton made a motion to go out of the Public Hearing, seconded by Alderman Cearley and carried unanimously.

Alderman Cearley made a motion to approve the Amendment, seconded by Alderman Martin and carried unanimously.

*Item 6B Urban Beekeeping Text Amendment*

Alderman Martin made a motion to go into the public hearing, seconded by Alderwoman Morrow and carried unanimously.

While reviewing ordinance updates for Senate Bill 300, Development Services staff examined the Urban Beekeeping Ordinance, 90.02. Staff is recommending several modifications to the ordinance in relation to minimum setback requirements, screening, and general upkeep. This item was discussed at the July 26<sup>th</sup> Board of Aldermen Work Session. Attached is the proposed, updated text amendment (Exhibit 6B, 1-3).

The Town's Development Services Director gave a presentation. There were no questions or comments.

Alderman Cearley made a motion to go out of the Public Hearing, seconded by Alderman Martin and carried unanimously.

Alderman Martin made a motion to approve the Amendment, seconded by Alderman Milton and carried unanimously.

**Old Business:**

There was no old business at this time.

**New Business:**

*Item 8A Special Event Request-Sons of Confederate Veterans Memorial Service*

Jim Lowery and Tim Leonhardt of the Col. William A. Stowe Camp 2142 of the Sons of Confederate Veterans have submitted a request to conduct a memorial service on the Courthouse grounds on Saturday, September 17, 2022. The service would begin at 1:00 pm and last approximately one hour. They are requesting to hold the service on the front lawn in front of the memorials. They have requested to use electric connections next to the monuments for a small microphone and amplifier. No street closures or trash receptacles are being requested (Exhibit 8A, 1-5).

Alderman Cearley made a motion to approve the event request, seconded by Alderman Withers and carried unanimously.

*Item 8B Special Event Request- Cotton Ginning Days Parade*

Jeff Hovis, of the Gaston Agriculture, Mechanical, and Textile Restoration Association (GAMTRA) is requesting permission of the Annual Cotton Ginning Days Tractor Parade through Town on Friday, October 7, 2022. The parade would follow the same route as in previous years, beginning at 9:00 am at Dallas Park and ending at approximately 10:00 am back at Dallas Park. They are anticipating approximately 35 tractors in the parade (Exhibit 8B, 1-5).

Alderwoman Morrow made a motion to approve the event request, seconded by Alderman Cearley and carried unanimously.

*Item 8C ARPA Funds Grant Project Ordinance*

In order to proceed with obligating and spending American Rescue Plan Act (ARPA) funds, a Grant Project ordinance must be approved. Based on US Treasury guidance, these funds must be obligated by December 31, 2024 and fully expended by December 31, 2026. Following is the Grant Project Ordinance for approval. As these funds are expended, or the remaining unassigned balance is obligated and spent, further budget amendments will be presented, as per US Treasury guidance (Exhibit 8C, 1-2).

The Town Manager gave a presentation. There were no questions or comments.

Alderman Milton made a motion to approve the Ordinance, seconded by Alderman Cearley and carried unanimously.

The Town Manager reminded the Board of up-coming events for the Town.

Alderman Cearley made a motion to adjourn, seconded by Alderwoman Morrow, and carried unanimously (6:28).

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Rick Coleman, Mayor

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Sarah Hamrick, Town Clerk

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Public Power Week Proclamation

AGENDA ITEM NO. 5A

MEETING DATE: 9/13/2022

### BACKGROUND INFORMATION:

October 2-8, 2022 is designated as Public Power Week in order to promote the value of public power in our community, and to recognize and support the Electric Department in their operations.

MANAGER RECOMMENDATION: Approve the proclamation of October 2-8, 2022 as Public Power Week, as presented.

BOARD ACTION TAKEN:

Proclamation for Public Power Week 2022 – “Powering Our Community’s Future”

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**WHEREAS**, public power is a crucial component in cities and towns across North Carolina, contributing to the overall health of communities by providing reliable electricity, excellent local service, and prompt restoration; and

**WHEREAS**, North Carolina’s more than 70 public power cities and towns are among more than 2,000 across the country; and

**WHEREAS**, many of North Carolina’s public power cities and towns have been electric providers for more than 100 years, assisting their communities through boom times as well as pandemics and economic downturns; and

**WHEREAS**, public power meets the electric needs of 49 million Americans, who make up almost 15 percent of electricity consumers; and

**WHEREAS**, North Carolina’s public power utilities are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and

**WHEREAS**, North Carolina’s public power utilities are dependable institutions that are committed to providing excellent service; and

**WHEREAS**, the Town of Dallas recognizes Public Power Week and commends the public power cities and towns across our state for their outstanding contributions to our communities;

**NOW, THEREFORE, BE IT PROCLAIMED**, that the week of October 2 – 8, 2022, is “Public Power Week”, a week to promote North Carolina’s public power cities and towns for their contributions to their communities and to recognize the Town of Dallas Electric Department for their dedication and service to the citizens of this community.

Adopted this the 13<sup>th</sup> day of September, 2022.

Rick Coleman, Mayor

Attested by:

Sarah Hamrick, Town Clerk



# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment to Receive Insurance Reimbursement

AGENDA ITEM NO. 5B

MEETING DATE: 9/13/2022

### BACKGROUND INFORMATION:

During one of the summer storms, the Public Utilities Warehouse sustained lightening damage to several of our systems. The attached budget amendment receives the reimbursement as revenue and appropriates it to Maintenance and Repair Warehouse accounts.

MANAGER RECOMMENDATION: Approve the amendment accepting and appropriating the insurance reimbursement for lightening damage at the Public Utilities Warehouse, as presented.

BOARD ACTION TAKEN:

**Town of Dallas**  
Budget Amendment

Date: September 13, 2022

Action: Insurance Reimbursement for Damage

Purpose: To Receive Insurance Reimbursement for Lightening Damage at Warehouse

Number: PU-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
20	3500	0000	Miscellaneous Revenue	\$1,000	\$6,416	\$5,416
20	8100	1570	Maint & Repair: Warehouse	\$5,000	\$10,416	\$5,416
30	3500	0000	Miscellaneous Revenue	\$0	\$5,416	\$5,416
30	8500	1570	Maint & Repair: Warehouse	\$12,500	\$17,916	\$5,416

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Approval Signature  
(Town Manager)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment -- Electric Customer Billed Charges

AGENDA ITEM NO. 5C

MEETING DATE: 9/13/2022

### BACKGROUND INFORMATION:

As per the Town's Utility Extension Policy, developers are responsible for all costs to attach to the Town's utilities. The Davis Hills development will become a customer of our electric utility and therefore, will be responsible for the infrastructure construction in the development. The infrastructure must be constructed to Town of Dallas specifications before being accepted and connected to our system.

During the budget process, there was some question as to whether Davis Hills would be an electric customer of Dallas or Duke Energy, so there was no provision made in the budget for Customer Billed Charges for this development.

Attached is a budget amendment for the cost of transformers, supplies, and labor that the Town will provide for this project that will be billed to the developer.

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**MANAGER RECOMMENDATION:** Approve the amendment accepting and appropriating Electric Customer Billed Charges for the Davis Hills development, as presented.

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**BOARD ACTION TAKEN:**

**Town of Dallas  
Budget Amendment**

Date: September 13, 2022

Action: Electric Department

Purpose: To Appropriate Customer Billed Charges for Davis Hills Development

Number: EL-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
30	3520	0000	Customer Billed Charges	\$47,500	\$237,500	\$190,000
30	8500	7306	CO: Meters, Transformers, etc	\$7,500	\$197,500	\$190,000

\_\_\_\_\_  
Approval Signature  
(Town Manager)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – Accepting Additional SCIF Grant Funds

AGENDA ITEM NO. 5D

MEETING DATE: 9/13/2022

### BACKGROUND INFORMATION:

In the 2021 Appropriations Act (SL-2021-180) approved by the North Carolina General Assembly, the Town of Dallas was appropriated a \$100,000 State Capital and Infrastructure Fund (SCIF) Directed Grant for repairs and renovation of downtown facilities. This funding has been budgeted for the renovation of 208 N. Holland St.

In the 2022 Appropriation Act (SL-2022-74), the Town was appropriated an additional \$80,000 to be added to the original \$100,000 grant. Receipt of the additional funding should facilitate the renovation of 208 N. Holland St. largely with State funding and minimal use of Town funds.

Attached is a budget amendment accepting and appropriating the additional \$80,000 in State grant funding.

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MANAGER RECOMMENDATION: Approve the amendment accepting and appropriating the \$80,000 SCIF Grant, as presented.

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BOARD ACTION TAKEN:

**Town of Dallas  
Budget Amendment**

Date: September 13, 2022

Action: Economic Development

Purpose: To Accept and Appropriate Funds from an Additional SCIF Grant

Number: ED-002

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
90	3390	0000	SCIF Grant Revenue	\$100,000	\$180,000	\$80,000
90	9000	7500	Construction	\$100,000	\$180,000	\$80,000

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Approval Signature  
(Town Manager)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – ARPA Funds

AGENDA ITEM NO. 5E

MEETING DATE: 09/13/2022

### BACKGROUND INFORMATION:

At the August 9<sup>th</sup> Board of Aldermen Meeting an ARPA Grant Project Ordinance was approved designating \$586,000 in ARPA funding to the Water/Sewer Fund to supplant salaries. The attached budget amendment makes the necessary changes to the budget in accordance with the ARPA Grant Project Ordinance.

MANAGER RECOMMENDATION: Approve the budget amendment to designate ARPA funds in accordance with the ARPA Grant Project Ordinance, as presented.

BOARD ACTION TAKEN:

**Town of Dallas**  
**Budget Amendment**

Date: September 13, 2022

Action: American Rescue Plan Fund Amendment

Purpose: To Appropriate ARPA Funds to Water/Sewer for Salary Supplanting

Number: ARP-003

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
80	8000	9010	Contribution to W/S Fund	\$0	\$586,000	\$586,000
80	8000	7500	CO: Construction	\$1,528,792	\$942,792	(\$586,000)
20	3970	0000	Contribution from ARPA Funds	\$0	\$586,000	\$586,000
20	8100	0200	Salaries (by Charges Revenue)	\$569,618	\$195,818	(\$373,800)
20	8100	0200	Salaries (by ARPA)	\$195,818	\$569,618	\$373,800
20	8200	0200	Salaries (by Charges Revenue)	\$220,343	\$108,143	(\$112,200)
20	8200	0200	Salaries (by ARPA)	\$108,143	\$220,343	\$112,200
20	8300	0200	Salaries (by Charges Revenue)	\$119,985	\$19,985	(\$100,000)
20	8300	0200	Salaries (by ARPA)	\$19,985	\$119,985	\$100,000
20	8100	7303	Capital Outlay: Sewer	\$0	\$270,000	\$270,000
20	8100	7314	Capital Outlay: Engineering	\$0	\$30,000	\$30,000
20	8200	7500	Capital Outlay: Building	\$30,000	\$130,000	\$100,000
20	8300	7400	Capital Outlay: Equipment	\$0	\$186,000	\$186,000

\_\_\_\_\_  
Approval Signature  
(Town Manager)



# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Nuisance Trash Abatement

AGENDA ITEM NO. 8A

MEETING DATE: 9/13/2022

### BACKGROUND INFORMATION:

Nuisance trash has increasingly become an eyesore around Town. Chapter 51 of the Town's Code of Ordinances addresses nuisances with §51.99 setting forth penalties for non-compliance. Attached is a copy of this section of the ordinance.

While the process for dealing with nuisances is outlined in §51.99, no abatement fee has been approved. In order to address this issue, Staff is recommending establishing a Nuisance Trash Abatement fee to be assessed to the property owner, if they do not take measures to address the issue of trash on their properties when notified as outlined by the ordinance.

The recommendation is to make the fee "Full Reimbursement Cost" with a 1-hour minimum charge. Full Reimbursement Cost includes labor, equipment, and dumping fees. Once the abatement fee is approved, it will be added to the Town's Fee Schedule and enforcement of nuisance trash will be implemented.

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MANAGER RECOMMENDATION: Approve the recommended Nuisance Trash Abatement Fee, as presented.

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BOARD ACTION TAKEN:

## § 51.99 PENALTY.

(A) (1) The Code Enforcement Officer or Public Works Director shall notify the property owner and tenant where applicable by first class mail of the conditions in violation of Town ordinances and shall order abatement thereof within five days following the date of the notice of violation.

(2) When the property owner and/or tenant has failed to comply with a notice of violation as described above, the Code Enforcement Officer or Public Works Director shall not be required to provide further notice of violation to that person with regard to the same property before taking any enforcement action.

(B) Any person, including, but not limited to, any firm, organization, private corporation or governing body, agents or employees of any municipal corporation- including tenants of real property- who violates this chapter shall be subject to a civil penalty in the amount of \$50 after the given time to correct expires.

(1) Each day that a violation continues after a person has been notified that such a violation exists, and that he or she is subject to the penalty specified, shall constitute a separate offense once the time to correct has expired.

(2) The violator shall contact Town Hall or Public Works for a re-inspection once the violation is remedied in order to stop the accrual of civil penalties.

(3) Civil penalties may be recovered by the Town in a civil action in the nature of debt if the violation persists 30 days after the violator(s) have been cited for violation of the ordinance, or if a balance remains unpaid after a final invoice is mailed.

(C) A town agent or employee may enter upon the premises and perform any work that may be necessary to bring the property into compliance with this section and the town shall charge the cost thereof against the premises upon which the work was performed.

(1) The costs of any work performed under this section shall constitute a lien against the premises upon which the work was performed and may be collected in the same manner as taxes upon real property. The term **COST** as used in this section shall include interest at the rate of 8% per annum until the lien is paid. Interest does not accrue until a bill for the cost becomes overdue (Senate Bill 181, 1999).

(2) *Chronic violators.* The town shall notify any chronic violator of this section to whom a current violation notice has been provided that, pursuant to G.S. § 160A-200.1, the town shall take action to remedy the violation without further notice and the expense of the action shall become a lien on the property and shall be collected as unpaid taxes. For the purposes of this section, a **CHRONIC VIOLATOR** is a person who owns property whereupon, in the course of the then current year, the town has provided the property owner notice of violation of any provision of this section at least two previous times.

(3) If the town or any person sustains damages arising out of a violation of this section, a court in a civil action may order the person to pay the town or the injured party up to three times the actual damages or \$200 whichever is greater. In addition, the court shall order the person to pay the town's or the injured party's court costs and attorney's fees.

(D) This chapter may also be enforced by any appropriate equitable action, including but not limited to injunctions or orders of abatement.

(E) The town may enforce this chapter by any one or any combination of the foregoing remedies.

(F) Violations of the provisions of this chapter shall not be considered a misdemeanor pursuant to G.S. § 14-4.

(Ord. passed 9-10-2019)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Special Events Request – Men of Vision and Encouragement

AGENDA ITEM NO. 8B

MEETING DATE: 9/13/2022

### BACKGROUND INFORMATION:

The East Dallas Men of Vision and Encouragement (MOVE) have requested to use Jagers Park on Saturday September 24<sup>th</sup> (Rain date of Saturday, October 1<sup>st</sup>) for a Community Block Party. The event will be open to the public and will focus on food, fun, and fellowship in the community. The event time will be 10:00 am – 4:00 pm.

MOVE is requesting three (3) trash cans and use of electric hookups. No street closures are being requested.

Attached is information concerning the group, along with the application.

MANAGER RECOMMENDATION: Require a meeting with Electrical Staff a minimum of 5 business days prior to the event to determine exact electrical needs, if approved.

BOARD ACTION TAKEN:

## M.O.V.E

### Men of Vision and Encouragement

MOVE is a grass roots organization established as and for young men and adult males that live in or have family ties to the East Dallas neighborhood bordered by East Main St on the north to Jagers Park on the south, from the area surrounding South Davis St on the east to South Rhyne St on the west.

The purpose is to have meaningful dialogue concerning issues that face the residence in this community and to seek to address some of the diversities and disparities that affect largely African American and minority communities and especially our elders and seniors.

MOVE was birthed in February of 2022 out of a Men's Breakfast Fellowship held at First Baptist Church of Dallas on S Rhyne St.

MOVE has already been engaged in activities in the community by hosting monthly Breakfast and Real Talk Fellowships and monthly litter and trash pick-up on the streets of East Dallas. Our hope is to encourage residence of East Dallas to become active in the care and pride of the community in which they live.

This 'Block Party' event is to bring all the neighbors out for fellowship, food and fun and to motivate 'Pride in Where You Live'.



## Special Events/ Activities Application

Town of Dallas  
 210 North Holland Street  
 Dallas, NC 28034-1625  
 (704) 922-3176  
 Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Refer to the Special Events Policy and Town of Dallas Fee Schedule for all Special Events requirements. Applicants are responsible for providing complete and accurate information on the application. The applicant is responsible for notifying the Town of Dallas of any changes. **A COMPLETE application must be submitted by no later than the first Tuesday of the month for consideration at the next Board of Aldermen meeting. Events must be approved at least 14 days in advance of the event.**  
**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

### APPLICATION INFORMATION

Name of Event:	COMMUNITY BLOCK PARTY		
Facility Requested:	JAGGERS PARK		
Applicant Name:	FRANK MILTON		
Organization: *	MOVE - EAST DALLAS - (MEM OR VISION + ENCOURAGEMENT)		
Mailing Address:	518 E. CARPENTER ST		
City / State / Zip:	DALLAS, NC 28034		
Daytime Phone:	704-460-1360	Cell:	704-460-1360
		E-Mail:	RAVENLIFE@HOTMAIL.COM
Description of the Event:	COMMUNITY GET TOGETHER - FOOD - FUN - FELLOWSHIP		
Does the event have a Facebook, Twitter, or other social networking page:	<input type="checkbox"/>		
If yes, please list URL(s):	<input type="text"/>		
Date (s) Requested for Event:	SEPT 24 (ALTERNATE - OCT. 1)		
Event Start Time:	10:00 AM	Event End Time:	4:00 PM
Road Closure Time Begins (if applicable):	N/A	Road Closure Time Ends:	N/A
Set Up Begins:	8:00 AM	Set Up Ends:	10:00 AM
Preferred Date & Time of Inspection (if required):	<input type="text"/>		
Estimated Attendance:	50 - 100		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			
NO VENDORS FOOD PREPARED + SERVED BY MEMBERS OF MOVE			

Applicant's Signature: Frank Milton Date: SEPT 1, 2022

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

\* PLEASE SEE ATTACHMENT

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used? (Circle one) Yes / No (if no, proceed to next section)

# of Canopies  (fabric structure that is open without sidewalls on 75% or more of perimeter)

# of Tents  (fabric structure that is enclosed with sidewalls on more than 25% of perimeter)

# of Membrane structures  (air supported or air inflated structure)

Other type of structure (provide description)

\*Notes\*

## VOICE / MUSIC AMPLIFICATION

Will amplified sound be used during the event? (Circle one) Yes / No (if no, proceed to next section)

If yes, state the number of stages, number of bands and type of music:

Number of stages:  Number of Bands:

Type(s) of music: R+B, Rock, Jazz

Indicate times of amplified sound. Start Time: 10:00 AM Finish Time: 4:00 PM

Will sound checks be conducted prior to the event?  Yes  No

If yes, please indicate times: Start Time:  Finish Time:

\* Must comply with Town of Dallas general entertainment and noise ordinance.

## HAZARDOUS MATERIALS (helium, propane, butane, gasoline, etc.)

Will hazardous materials in tanks/cylinders be used? (Circle one) Yes / No (if no, proceed to next section)

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any portable heaters?  Yes  No

Will there be any deep fat fryers?  Yes  No

Will there be any fireworks, lasers, torches, candles or pyrotechnics?  Yes  No

Will generators be used?  Yes  No

Electric Connections requested?  Yes  No

**In the case of extraordinary use or hookups, extra fees may apply. - GENERAL ELECTRIC PLUGS** \*If yes, provide load/location.

## RIDES / ATTRACTIONS

Will mechanical rides or similar attractions be used? (Circle one) Yes / No (if no, proceed to next section)

If yes, company name?

Company address:

List details, if any:

**\*\*Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas as additional insured on general liability.**

**ALL rides must be inspected and approved by The Department of Labor.**

## VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services

Will the event include any vendors? (Circle one) Yes / No (if no, proceed to next section)

If the event will have food vendors, please check the following that apply:

Served     Sold     Catered     Prepared Outdoors

Does the event include food concession and/or cooking areas?     Yes     No

If yes, please list each food vendor and specify cooking method (Gas, Electric, Charcoal, etc.)  
*(Use additional sheet if necessary)*

Vendor Name	Address	Phone Number	Cooking Method	Food Item

Food and beverages shall not be sold at an event unless approved and licensed, if necessary by the Gaston County Health Department  
**Event organizers are responsible for arranging health inspections for their event.**

List all other vendors who will be present during the event (serving, selling, sampling, or displaying).

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

### EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc. If the event requires an extended time frame for set-up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be complete  
*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
9-21-22	10:00 AM	COMMUNITY BLOCK PARTY	
	4:00 PM	FINISH TIME	

### SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

## SERVICES

The Town of Dallas does not provide amenities such as portable toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as clean up, traffic control, etc.

### TRASH CONTAINERS

In order to determine what types of containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages?  Yes  No

If yes, in what containers will they come packaged in?

aluminum cans  glass bottles/jars  plastic bottles/jugs/jars

How many trash cans are you requesting for trash?

Delivery Location?

Date and Time for trash cans to be picked up?

**\*\*Applicants are responsible for cleaning and restoring the site after the event.**

**Clean-up fees may be incurred due to applicant's failure to clean and/or restore the site following the event.**

### PUBLIC PROPERTY CLEAN-UP

Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

*GROUP VOLUNTEERS AFTER EVENT*

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

*N/A*

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

## ROUTE AND TRAFFIC PLAN

*N/A*  **PARADE** (Includes floats, vehicles, and persons)  **BICYCLES**  
 **MARCH OR WALK** (persons only)  **FOOT RACE**  
 **VEHICLES ONLY** (Includes motorcycles)  
 **OTHER** (Description: )

Number of Persons:  % Children:

Number of Vehicles:  Vehicle Types:

Number of Animals:  Kinds:

**DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Ex: A "RUN" may include a 5k, a 10k, and a Fun Run).**




## ROAD CLOSURES

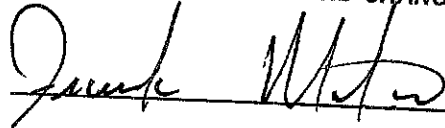
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the Dallas Police Dept. is available to assist you.

- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach businesses, their own residences, places of worship and public facilities including public transportation.
- Whether the event will occupy all or a portion of the street(s) requested for use.
- Proposed locations for barricades, signs and police/volunteers.
- The provision of twenty foot (20') minimum emergency access lanes throughout the event site.
- White temporary water base paint can be used to mark the route on the street pavement (May be purchased at common hardware stores such as Lowes Home, Home Depot, etc.).

**Please Note:** All road closure requests will be strictly reviewed by the Town of Dallas. Approval, denial, or modification of all road closure requests are at the sole discretion of the Town of Dallas. The Town has final discretion over your Route and Traffic Plan including, but not limited to the route, placement and number of all barricades, signs, and police/volunteer locations.

**DO NOT ASSUME, ADVERTISE, OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.**

Applicant's Signature:



Date:

SEPT 1, 2022

\*Once approved, a Special Event Fee will be assessed based on the current Town of Dallas Fee Schedule. The event fee is due and payable **NO LATER THAN five (5) business days** prior to the event. Events will be cancelled if fees are not paid when due.



'JAGGERS PARK'