

Town of Dallas  
 Agenda  
 February 27, 2024  
 6:30 PM  
 BOARD OF ALDERMEN-WORK SESSION  
 Hayley Beaty, Mayor

Jerry Cearley

Alan Cloninger

Frank Milton

Sam Martin, Mayor Pro-Tem

E. Hoyle Withers

ITEM	SUBJECT	Page
1.	Pledge of Allegiance to the Flag	
2.	Approval of Agenda with Additions or Deletions	
3.	New Business	
	A. Consideration for setting a Special Meeting regarding Water and Sewer Infrastructure Needs	2
	B. Former Town of Dallas Development Services Director, Nolan Groce, to discuss the Board's questions and concerns of R5 Zoning	3
	C. Presentation of Dallas CORE Project By Jeff Emory, Community Development Planner for the NC Department of Commerce	4
	D. Change Work Session Starting Time Back to 5pm	21
	E. Revision of Parks and Recreation Sponsorship Packet	22
	F. Full Time Deputy Town Clerk Position Discussion	26
	G. Curtis Wilson Appointment	29
	H. Veterans Day Parade Discussion	30
	I. Book By Retired Fire Chief, Steve Lambert	31
	J. Duke Energy Presentation	32
4.	<b>Closed Session-The Mayor has requested to hold a Closed Session for a Personnel matter:</b> To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee NCGS §143-318-11(6).	

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Consideration for Setting a Special Meeting in Regards to Water and Sewer Infrastructure Needs

AGENDA ITEM NO. 3A

MEETING DATE: 2/27/2024

### BACKGROUND INFORMATION:

Town Staff has requested to set a Special Meeting regarding the Water and Sewer infrastructure needs of the Town.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: R5 Zoning Discussion

AGENDA ITEM NO. 3B

MEETING DATE: 2/27/2024

### BACKGROUND INFORMATION:

Nolan Groce, former Development Services Director for the Town, will be in attendance to address the questions and concerns the Board has in regards to the R5 Zoning.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Presentation of Dallas CORE Project by Jeff Emory

AGENDA ITEM NO. 3C

MEETING DATE: 2/27/2024

### BACKGROUND INFORMATION:

Jeff Emory, the Community Economic Development Planner for the NC Department of Commerce, will be in attendance to present the CORE Project to the Board. The slides and the MOU Resolution example are attached. If approved, the Resolution will be on the Consent Agenda at the March 12<sup>th</sup> Meeting.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



# CREATING OUTDOOR RECREATION ECONOMIES (CORE)

North Carolina Department of Commerce  
Main Street & Rural Planning Center

Funding for this program made  
possible by the US Economic  
Development Administration



NORTH CAROLINA  
DEPARTMENT of  
COMMERCE

# Town of Dallas

---

## NC Commerce Main Street and Rural Planning Center

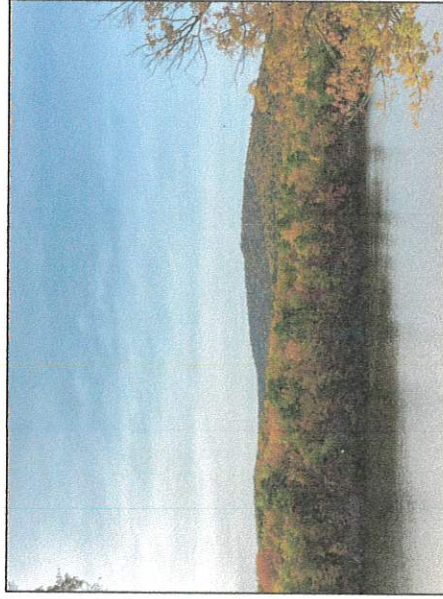
Jeff Emory, Community Economic Develop Planner, Southwest Prosperity Zone



NORTH CAROLINA  
DEPARTMENT of  
COMMERCE

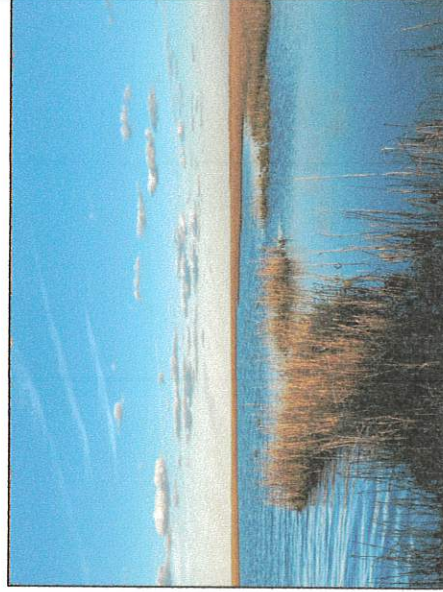


# CREATING OUTDOOR RECREATION ECONOMIES (CORE)



Technical Assistance – Outdoor Recreation  
Economy Strategic Planning and Asset  
Development

Help rural communities leverage natural assets  
to increase economic opportunity through the  
outdoor recreation economic sector.

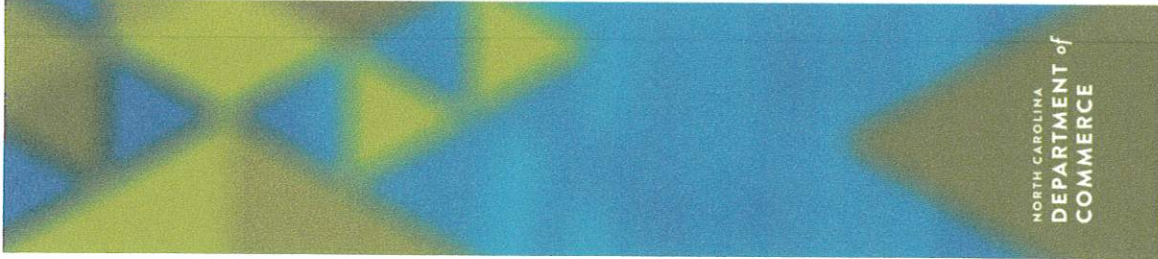


# Definition of Outdoor Recreation

All recreational activities undertaken for leisure that occur outdoors, with an emphasis on those activities that involve some level of intentional physical exertion and occur in nature-based environments.

- Broad: All recreational activities undertaken for pleasure that occur outdoors (such as visiting the beach).
- Narrow: Recreational activities undertaken for pleasure that generally involve some level of intentional physical exertion and occur in nature-based environments outdoors (such as camping).
- Natural Amenity Based Recreation – Primary Focus - recreation dependent on a particular natural and culture environment (ex. fishing in a river or kayaking in a lake).
- User Oriented Recreation – Secondary Focus - recreation that can generally be provided in any location given the dedicated space (ex. disc golf or jogging along a route through town),

Team sports, ball fields, and playground equipment is generally not the focus of this planning effort.





# What activities are included in an outdoor recreation economy?

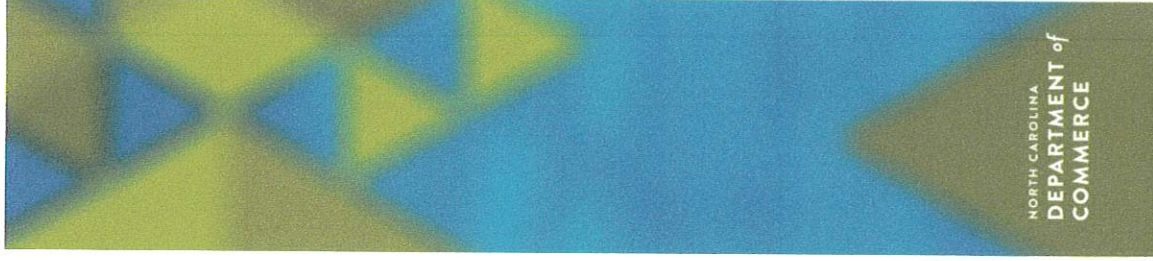
- Hiking/Walking
- Biking
- Fishing/Hunting
- Canoe/Kayaking
- Motorized Boating
- Birdwatching/Nature Viewing
- Camping
- SO MANY MORE!
- What is possible in your community?



# Outdoor Recreation Economic Statistics

## Outdoor Recreation Is A Big Economic Driver in NC

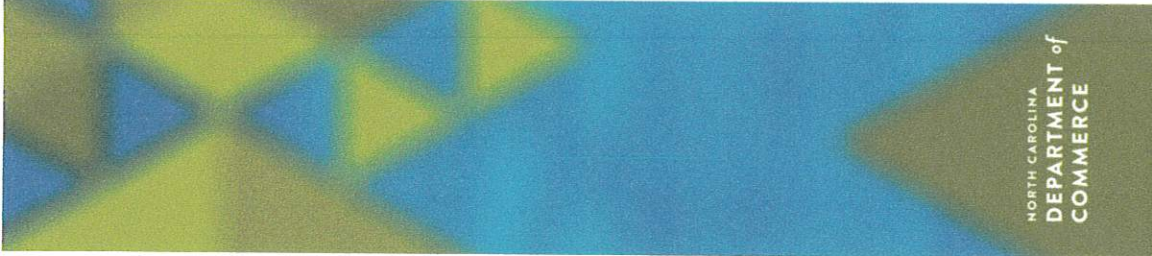
- **\$11.8 Billion** in total **Outdoor Recreation Value Added** economic impact within North Carolina (BEA ORSA 2021).
- **130,000 direct jobs** statewide in the Outdoor Recreation Satellite Account categories (BEA ORSA 2021).
- Resulted in **\$5.9 Billion** in wages and compensation for North Carolina workers.
- In 2017, Outdoor Recreation in NC resulted in **\$28 Billion** in total consumer spending.





# Primary Focus Areas for Outdoor Recreation Economy Building

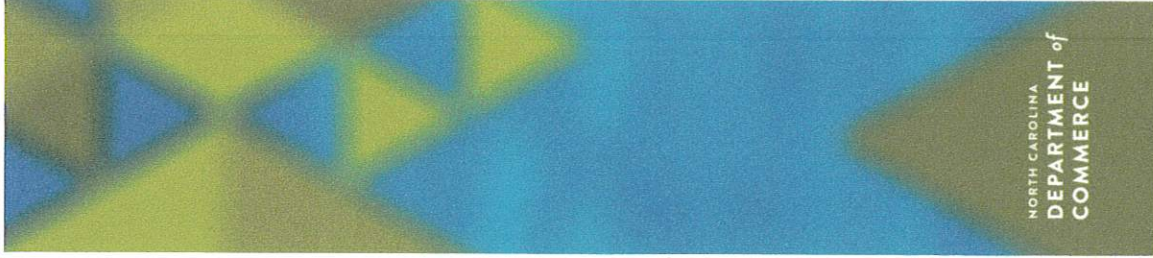
- Tourism and Hospitality
- Small Business Development
- Quality of Life Improvements for Residents
  - Improved Health
  - Workforce talent recruitment - People want to live and work in areas with recreational opportunities AND outdoor recreation businesses need employees!
- Manufacturing and Supply Chain
- Outdoor Recreation Infrastructure Development (trails, facilities, amenities, etc.)
- Fostering an Outdoor Recreation Culture in your community
  - Placemaking; Branding; Culture
  - CATALYST!
- All components are interconnected – outdoor rec. economy planning focuses on an ecosystem approach where each component helps to strengthen the system





# Project Highlights

- 1. Introduction of CORE Program
- 2. Governing Body Adopt MOU and Resolution
- 3. Formation of Workgroup
- 4. Workgroup Survey
- 5. Citizen Survey
- 6. Workgroup Monthly Meetings
- 7. Creation of Vision Statement
- 8. Development of Workplan
- 9. Final Plan Adoption
- 10. Implementation



**How can your community leverage outdoor recreation for increased economic opportunity and quality of life enhancement for residents???**

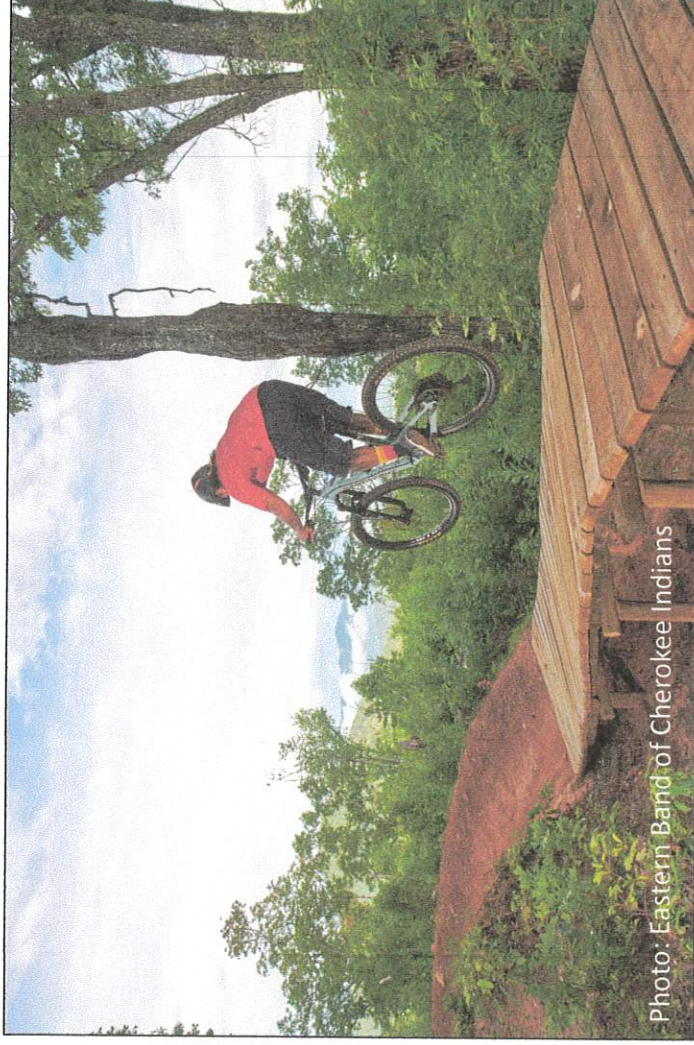
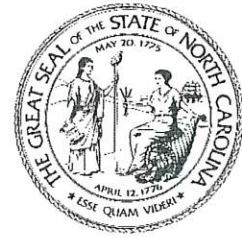


Photo: Eastern Band of Cherokee Indians



N.C. Department of Commerce  
Rural Economic Development Division  
NC Main Street & Rural Planning Center  
Rural Planning Program



**MEMORANDUM OF UNDERSTANDING  
CREATING OUTDOOR RECREATION ECONOMIES (CORE) PROJECT  
Town of Dallas, NC**

This Memorandum of Understanding (MOU) is entered into by and between the North Carolina Department of Commerce, Rural Economic Development Division, Main Street & Rural Planning Center, Rural Planning Program (“Program”), and the *Town of Dallas*, NC, and together the “Parties,” for the purpose of setting out the terms and understandings between the Parties for the Program to provide Creating Outdoor Recreation Economies services to the Town of Dallas.

**WHEREAS**, as part of the North Carolina Department of Commerce, the state’s lead agency for promoting economic development and prosperity, the Program provides services and assistance to add value to local community economic development efforts.

**WHEREAS**, through its American Rescue Plan Travel, Tourism & Outdoor Recreation program, the U.S. Economic Development Administration focused resources to accelerate the recovery of communities that rely on the travel, tourism, and outdoor recreation sectors. This included a non-competitive “State Tourism Grant” to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.

**WHEREAS**, as part of North Carolina’s successful request for a State Tourism Grant, the Program developed a technical assistance initiative to provide outdoor recreation economy strategic planning and asset development services to rural North Carolina communities. The initiative, Creating Outdoor Recreation Economies (“CORE”), is intended to leverage the abundant outdoor recreation assets available across the state to bolster local economic vitality.

**WHEREAS**, the Town of Dallas applied to receive CORE services and subsequently met with the Program to identify the strategic planning process, asset development and other plan implementation services, and work products that would suit the Town’s needs (“CORE Project”), including the roles and responsibilities of the Parties, the involvement of other partners, as well as the projected timeframe to complete the CORE Project.

**WHEREAS**, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Program may share successful “best practices” with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.



**The Program and Town of Spencer agree as follows:**

**1. Scope of Work**

***Primary Services***

The primary services to be provided by the Program for Town of Dallas's CORE Project include the following:

**A. Outdoor Recreation Asset Mapping**

Map Dallas's outdoor recreation assets along with relevant businesses to identify gaps and opportunities in assets and resources. Identifying assets and opportunities will benefit Dallas in its efforts to leverage outdoor recreation as an economic development tool.

**B. Outdoor Recreation Economy Strategic Planning**

**Community Assessment**

The Program will facilitate assessment meetings with a local work group to include, but not be limited to:

- 1) Presentation of general information about the outdoor recreation economic sector, as well as relevant outdoor recreation economy and other data.
- 2) Discussion of local outdoor recreation assets and how they relate to the local economy.
- 3) Presentation and discussion of results of interviews, surveys, and other input gathered during the Community Assessment from the local work group and stakeholders regarding outdoor recreation and the economy.

**Development of an Outdoor Recreation Economy Strategic Plan**

Following the Community Assessment, the Program will work with the local work group and the Town of Dallas staff to develop a strategic plan focused on the local outdoor recreation economy. The Community Assessment will inform the identification and development of an outdoor recreation economy-building positioning statement/vision, strategies, goals, objectives, actions/projects, and tasks that will comprise the outdoor recreation strategic plan.

- C. Asset Development and Other Plan Implementation Services –** Once the Outdoor Recreation Asset Mapping, if applicable, and the Outdoor Recreation Economy Strategic Planning have been completed, the Program will work with the Town of Dallas staff, the local work group, and other project partners, to determine the asset development and plan implementation services that may be the most beneficial for the community's outdoor recreation economy-building efforts, potential resources for acquiring such services, and the timeframe(s) within which the services should be pursued.

***Town of Dallas Roles and Responsibilities***

- A. Local Work Group –** The Town of Dallas will be responsible for assembling a local work group to participate in the CORE Project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators,

representatives of organizations with an interest in the outdoor community, and/or active residents.

- B. Meetings – The Town of Dallas will be responsible for providing or otherwise securing meeting space for the local work group and other activities related to the CORE Project. If local work group meetings and/or other CORE Project activities must be conducted virtually, using an internet-based video conferencing platform, for example, Town of Dallas will be responsible for ensuring participants are able to access and attend such meetings.
- C. Meeting Materials and Other Information – The Town of Dallas will share the meeting agenda, relevant maps and other images, documents, and plans electronically with the Program and all CORE Project participants.

### ***Project Staff***

Jeff Emory, Community Economic Development Planner for the Southwest Region, is the Program staff member assigned to lead the CORE Project.

Alex Wallace, Parks and Recreation Director, will be the Town of Dallas's primary contact for the CORE Project.

### ***Proposed Project Timeline***

The CORE Project is planned to begin in March of 2024 and to be completed by the end of August 2024.

### ***Project Schedule Tasks***

- 1) Asset Mapping
- 2) Community Assessment
- 3) Strategic Planning
- 4) Asset Development and Other Implementation Projects

### ***No Cost for Services***

The Program will provide its CORE Project services (including Program staff time, materials, and travel costs), and final project work products at no cost to the Town of Dallas, thanks to the State Tourism Grant from the U.S. Economic Development Administration.

### ***Next Steps***

The CORE Project will be scheduled to begin upon receipt by the Program of this signed MOU and a signed resolution to request Program services for the CORE Project (sample resolution attached) adopted by the Town of Dallas Board of Aldermen.

## **2. Effective Term and Termination of MOU**

This MOU will be effective on the date the last of the Parties executes it through December 31, 2025. This MOU is subject to modification at any time upon written amendment signed by the

Parties. In the event of staff turnover, budget reductions, or other unforeseeable events, however, the Program may be compelled to place a project in an indefinite “hold” status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated by the Program. Projects may also be reprioritized consistent with department or division policies.

### **3. Funding**

The Program will provide its CORE Project services, including Program staff time, labor, materials, and travel costs, as well as project work products produced by the Program, at no cost to the Town of Dallas, thanks to the State Tourism Grant from the U.S. Economic Development Administration.

### **4. Auditing**

The records as they relate to this MOU shall be accessible to the North Carolina State Auditor’s Office in accordance with N.C. Gen. Stat. §147-64.7 and to any other State or federal entity authorized to conduct audits with respect to activities performed pursuant to this MOU.

### **5. Information Sharing/Confidentiality**

To facilitate necessary information sharing and cooperation in fulfilling the purpose of this MOU, the Parties agree that they will protect all confidential information provided to them by the other Party in accordance with applicable state and federal statutes. Those employees who receive confidential information will be limited by the Parties to those who need access to it for the purpose of carrying out the functions outlined in this MOU and confidential information shall not be disclosed to third parties for any purpose, except when required by law.

### **6. Notices**

All notices given in connection with this MOU shall be in writing and, if routine, may be sent by email and, if requested, followed by first class United States mail, postage prepaid, or sent by certified mail, return receipt requested, hand delivered, or delivered by overnight courier. Notices shall be delivered to the appropriate Parties to the addresses set forth below.

**PROGRAM:**

Karen Smith, AICP, Rural Planning Program Manager  
NC Main Street & Rural Planning Center  
48 Grove Street  
Asheville, NC 28801  
[ksmith@commerce.nc.gov](mailto:ksmith@commerce.nc.gov)

Alex Wallace, Parks and Recreation Director  
Town of Dallas  
210 N. Holland St.  
Dallas, NC 28034  
[awallace@dallasnc.net](mailto:awallace@dallasnc.net)



## **7. Governing Law**

This MOU is governed and construed in accordance with the laws of the State of North Carolina.

**(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)**

**8. Signatures**

The Program and the Town of Dallas agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives, on duplicate originals.

**NORTH CAROLINA DEPARTMENT OF COMMERCE  
RURAL ECONOMIC DEVELOPMENT DIVISION  
NC MAIN STREET & RURAL PLANNING CENTER  
RURAL PLANNING PROGRAM**

\_\_\_\_\_  
Karen C. Smith, AICP  
Rural Planning Program Manager

\_\_\_\_\_  
Date

**TOWN OF Dallas, NC**

\_\_\_\_\_  
Hayley Beaty, Mayor  
Town of Dallas

\_\_\_\_\_  
Date

**Please sign, date, and return one original, by email or U.S. mail, to:**

Karen Smith, Rural Planning Program Manager  
NC Main Street & Rural Planning Center  
48 Grove Street  
Asheville, NC 28801  
[ksmith@commerce.nc.gov](mailto:ksmith@commerce.nc.gov)

**Please also send a signed copy, by email or U.S. mail, to:**

Jeff Emory  
206 Julia Drive  
Lincolnton, NC 28092  
[Jeff.emory@commerce.nc.gov](mailto:Jeff.emory@commerce.nc.gov)

**Resolution Requesting  
Creating Outdoor Recreation Economies (CORE) Services  
from the NC Main Street & Rural Planning Center, Rural Planning Program**

**WHEREAS**, the Town of Dallas, NC, Board of Aldermen believes the Town would benefit from assistance with outdoor recreation economy strategic planning and asset development; and

**WHEREAS**, the NC Main Street & Rural Planning Center's Rural Planning Program ("Program") has developed the Creating Outdoor Recreation Economies ("CORE") initiative to provide outdoor recreation economy strategic planning and asset development services to rural communities in North Carolina; and

**WHEREAS**, the Town of Dalas Board of Aldermen would like the Program to provide CORE services to the Town of Dallas; and

**WHEREAS**, Town of Dallas and the Program have reached agreement on the scope of work for Town of Dallas's CORE project, as outlined in the attached Memorandum of Understanding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Dallas Board of Aldermen hereby requests that the Program assist the Town of Dallas with its CORE project and expresses its commitment to the CORE planning process and plan implementation.

**Duly adopted by the Town of Dallas, NC Board of Aldermen, this \_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
**Hayley Beaty, Mayor, Town of Dallas**

**ATTEST:**

\_\_\_\_\_  
**Clerk, Town of Dallas, NC**



TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Discussion of Changing Work Session Starting Time Back to 5pm

AGENDA ITEM NO. 3D

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

The Mayor and Board want to discuss the possibility of changing the starting time of the Work Sessions back to 5pm.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Revised Parks and Rec Sponsorship Packet

AGENDA ITEM NO. 3E

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

The Parks and Recreation Director has drafted a proposed Sponsorship Packet for businesses or organizations that would want to sponsor a Community Event or be a Youth Sport Sponsor. Attached is a draft of the proposed Sponsorship Packet.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



## **2024 Town of Dallas Parks and Recreation Sponsorship Packet**

### ***How Sponsoring Town of Dallas Community Events and Youth Athletics will Benefit Your Company:***

- Great publicity for your business/organization
- Relationship building with Participants & Attendees
- Helping to offer affordable & quality family friendly programs to our community.

#### **Concert Series Sponsor - Gold Sponsor \$5,500**

- Name/Logo on stage for all of our monthly concerts.  
(May 11, June 8, July 4, August 10, August 24, September 14)
- Verbal Recognition at all of our Concert Series
- Name/Logo on social media and Town's website for each monthly event.
- 10x10 vendor space at each event for the Concert Sponsor

#### **Single Event \$1,000**

- Your choice of concert (first come; first served)  
(Options: May 11, June 8, July 4, August 10, August 24, September 14)
- Verbal Recognition at the event of your choice
- Name/Logo on stage, social media, and Town's website
- 10x10 vendor space

#### **Trick or Treat on the Square Sponsor \$150- Thursday, October 31, 5:00pm**

- Name/Logo on social media and City's website.
- 10x10 vendor space

#### **Carols on the Square Sponsor \$150- Friday, December 6, 6:30pm**

- Name/Logo on social media and City's website
- 10x10 vendor space

#### **Christmas Parade Sponsor \$150- Sunday, December 8, 3:00pm**

- Banner on Santa's float
- Name/Logo on social media and City's website





## Youth Athletics Sponsorship

### **Yearlong Sponsorship \$1,800**

- Logo on ALL team jerseys for every season for one year (baseball, soccer, and basketball)
- 8x10 team photos
- Logo on promotional opportunities
- One of our team's jerseys from each sports season with your logo on it
- Recreation can provide up to two banners that we will put on our ballfield fence for one year. Your banner will also be in the Dallas Gym during basketball season.

### **Youth Sports Season Sponsorship \$725**

- Logo on ALL team jerseys for one season of your choice (baseball, soccer, and basketball)
- 8x10 team photos
- Logo on promotional opportunities
- One of our team's jerseys with your logo on it
- For baseball, basketball, or soccer season
- Recreation can provide up to two banners that we will put on our ball-field fence for one season. Your banner will also be in the Dennis Franklin Gym during basketball season.

### **Team Sponsorship- Soccer \$300, Basketball \$150, Baseball/Softball \$275**

- Logo on team jerseys for **one** team for a season of your choice (baseball, soccer, or basketball)
- 8x10 team photo
- For baseball, basketball, or soccer season
- Recreation can provide one banner that we will put on our ballfield fence for one season. Your banner will also be in the Dennis Franklin Gym during basketball season.

**\*\* We will be glad to work with your organization to create a customized package that will fit your current goals to market your brand to our audience. \*\***



## Sponsorship Letter of Intent

Business/Organization/Individual Name: \_\_\_\_\_  
 Contact Person's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Facebook Page Name: \_\_\_\_\_  
 Instagram: \_\_\_\_\_

### Community Events Sponsorship Options (check all that apply):

- Concert Series Sponsor \$5,500
- Concert Single Event \$1,000
- Trick or Treat on the Square Sponsor \$150
- Carols on the Square Sponsor \$150
- Christmas Parade Sponsor \$150

### Youth Sports Sponsorship Options (check all that apply):

- Yearlong Sponsorship \$1,800
- Season Sponsorship \$725 (indicate sport season): \_\_\_\_\_
- Individual Team Sponsorship (check all that apply)
  - Soccer \$300
  - Basketball \$150
  - Baseball \$275
  - Softball \$275

**Sponsorship Package Request (please specify event, features/items you would like to sponsor if your sponsorship level gives you that option.)**

\_\_\_\_\_

### Payment Option (Check One):

- Check Included. Please send me an invoice

Please submit this completed form to:

**Town of Dallas Attention: Parks and Recreation Department**  
**210 N. Holland St**  
**Dallas, NC 28034-1625**  
 or email to [awallace@dallasnc.com](mailto:awallace@dallasnc.com)

**\*\*If sponsorship is approved, Parks and Recreation staff will work with your organization to obtain needed information for promotional items.\*\***

\_\_\_\_\_  
 Sponsor Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Date

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Full Time Deputy Town Clerk Position Discussion

AGENDA ITEM NO. 3F

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

The Mayor will present the topic of a Full Time Deputy Town Clerk position to be added to the Town for employment. Attached is a Draft copy of the duties associated with this position.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



## Deputy Town Clerk:Full-Time

1. Assist the HR Director/Town Clerk with Town Clerk Duties (Such as: Board meetings, minutes, agendas, postings, elected official courses/education, etc). **(See attachment for further explanation).**
2. Assist the HR Director/Town Clerk with coordinating employee events (Scheduling employee outings, employee lunches, employee softball games, employee holiday parties, employee retirement receptions, employee health fair events, etc).
3. Assist the HR Director/Town Clerk and Recreation Department with Town events (Such as: Carols on the Square, Trick or Treat on the Square, Veterans Day Event, MLK Event, Summer Concerts, etc).
4. Directly over all media projects, social media, electronic Town sign, website, Town event photography, quarterly news letter, etc.
5. Directly over Town building rentals: Civic, Court House, Parks, etc.
6. Additional Duties as assigned by the Town Manager or his/her designee.

The Deputy Town Clerk assists the Town Clerk in all phases of administrative functions in the Town Clerk's Office. Responsibilities include but are not limited to clerical duties; assisting the public and Town departments as needed; records management; handling of confidential records & municipal funds.

EXAMPLES OF WORK: Assists in the custody of all records, books and papers of the Town; Types correspondence and other materials as required; Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; Performs all above duties and others required of the Town Clerk.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practice including filing systems and computer programs such as spreadsheets, word processing, calendar, e-mail and database software; ability to initiate and maintain clerical records; ability to understand and carry out oral and written instructions; ability to keep simple financial records; ability to deal with the public effectively; must be organized and detailed oriented with a professional demeanor; must possess multi-tasking skills; must have excellent customer service and communication skills; honesty; dependability; good judgment; tact.

MINIMUM ACCEPTABLE TRAINING AND ABILITIES: Graduation from high school or possession of an equivalency diploma and three years of clerical experience; or (b) graduation from a two year post high school business course and one year of clerical experience; or (c) a satisfactory equivalent combination of the foregoing training and experience

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Curtis Wilson Appointment

AGENDA ITEM NO. 3G

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

The Mayor will present to the Board for discussion the item of Chaplin Curtis Wilson Appointment.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Veterans Day Parade Discussion

AGENDA ITEM NO. 3H

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

The Mayor will present to the Board for discussion the item of a Veterans Day Parade in November.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Book by Retired Fire Chief, Steve Lambert

AGENDA ITEM NO. 3I

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

The Mayor will present to the Board for discussion the item of a book that Retired Fire Chief, Steve Lambert, has written for the Town.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Duke Energy Presentation

AGENDA ITEM NO. 3J

MEETING DATE: 2/27/2024

BACKGROUND INFORMATION:

A Representative with Duke Energy, Richard Knight, will be in attendance to present the True-Up calculations to the Board for discussion.

---

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN: