

**TOWN OF DALLAS  
MINUTES FOR BOARD OF ALDERMEN MEETING  
MAY 9, 2017  
6:00 PM**

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

The following staff members were present: Maria Stroupe, Town Manager; Da'Sha Leach, Town Clerk; Allen Scott, Police Chief; Doug Huffman, Electric Director; Crystal Certain, Finance Director, Steve Lambert, Fire Chief; Anne Martin, Recreation Director and Bill Trudnak, Public Works Director. Tom Hunn, Town Attorney was absent.

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

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

Mayor Coleman asked if there were any additions or deletions to amend the agenda. A closed session was added to the agenda. Alderwoman Morrow made a motion to approve the agenda with the closed session added, seconded by Alderman Huggins, and carried unanimously.

Alderman Withers made a motion to approve the minutes from April 11<sup>th</sup> Regular Minutes and April 25<sup>th</sup> Work Session Minutes, seconded by Alderwoman Morrow, and carried unanimously.

**Consent Agenda:**

**Item 5A** was a Resolution to Participate in a Merger/Regionalization Study. (Exhibit A)

**Item 5B** was a Change of Meeting Dates. (Exhibit B)

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

**Recognition of Citizens:**

Mr. Curtis Wilson, 438 S. Gaston St., He prayed for our town, the agenda, and wisdom for leadership.

**Special Events & Requests for In-Kind Services:**

**Item 7A** was a Special Events Request for the Summer Concert and Cruise-In. The Summer Concert Series and Cruise-In is a schedule of events throughout the summer for Dallas at the intersection on N. Holland St. and W. Main St. The first event in this series will be on Saturday, June 10<sup>th</sup>, 2017 starting at 6:00 pm and ending at 8:30 pm. Midnight Allie will be performing at this event. They have performed for Dallas in the past and had a great turnout. The estimated attendance is 300 people. There was discussion amongst the Board members regarding the time schedule for the events and additional types of bands to perform in the series. (Exhibit C) Alderwoman Thomas made a motion to approve as presented, seconded by Alderwoman Morrow. Yays were Thomas, Morrow, Huggins, and Withers. Nays were Cearley.

**Item 7B** was a Special Events Request for The Dallas High School Men's Group to hold a Memorial Day Veteran's Event. This event will be held on Monday, May 29<sup>th</sup>, 2017 in the area adjacent to the Vietnam Monument on the Court Square and including the Courthouse parking lot. The purpose of the event is to commemorate area Veterans with a memorial service. The event would begin at 11:00 am and conclude by 12:00 noon. The estimated attendance will be over 100 people. The group will add enhancements to the Vietnam Monument for Dallas Township individuals who served in Vietnam and Southeast Asia. There will be no outside vendors, no street closures, and no services are requested from the Town for this event. (Exhibit D) Alderman Withers made a motion to approve, seconded by Alderwoman Morrow, and carried unanimously.

**Item 7C** was a Special Event Request for the Annual July 4<sup>th</sup> Fireworks Display. The display and celebration will be held at Cloninger Park on Tuesday, July 4, 2017, with the fireworks display beginning at approximately 9:00 pm. Live music is planned from 6:00 pm – 9:00 pm prior to the fireworks display. Set up will begin about 5:00 pm and the necessary road closures will need to begin at approximately 5:00 pm until the conclusion of the event. This is a free event and is open to the general public. The estimated attendance will be 3000 people. (Exhibit E) Alderman Withers made a motion to approve as presented, seconded by Alderwoman Thomas, and carried unanimously.

**Item 7D** was a Special Event Request for the Dallas Concert Series Concerts and Cruise-Ins. This event will be held on Saturday, July 8, 2017 is the second scheduled event in the Dallas Summer Concert Series and Cruise-In. The event is scheduled from 6:00 pm – 8:30 pm on W. Main St. and N. Holland St. Set up will begin about 3:00 pm and the necessary road closures will need to begin at approximately 5:00 pm until the conclusion of the event. The 100 block of N. Holland St. will need to be closed for the stage and dancing area. The 100 block of W. Main St. will need to be closed for the cruise-in. As in previous concert events, the Dallas Historic Courthouse Foundation will oversee alcohol sales as a fundraiser for the Foundation. (Exhibit F) Alderman Withers made a motion to table until the next meeting, seconded by Alderwoman Morrow, and carried unanimously.

#### **Public Hearings:**

**Item 8A** was a Public Hearing for a Street Name Change Ordinance. This public hearing was set to discuss the proposed Roadway Naming and Addressing Ordinance. Attorney Tom Hunn drafted a proposed ordinance to put in place procedures necessary to administer and process roadway naming within the Town of Dallas. This ordinance would apply to new roadways, as well as renaming existing roadways. Items considered when contemplating a street name change: 1) All residents/properties must change their address with any business, banking, driver's license, utilities, services, and personal interactions they have, which may incur financial costs for the resident; 2) Gaston County GIS, Tax, Register of Deeds, Elections, 911, etc. must change all affected properties in their databases, which may incur financial costs for the resident; 3) US Postal Service must change all affected properties in their databases; and 4) Public Safety entities must change all affected properties in their databases. Other considerations from the Town's perspective would be: 1) Should one portion of a street name be changed or the entire street for consistency, and 2) What criteria should be applied when contemplating changing the name of a street. Mr. Hunn reviewed similar ordinances from other municipalities in making the proposed ordinance. Alderman Huggins made a motion to go into the Public Hearing, seconded by Alderwoman Thomas, and carried unanimously. The Board did discuss amongst themselves and staff with concerns with having the ordinance as well as clarifications. The Board requested staff add a statement on the proposed ordinance and make a few minor changes. Mayor Coleman asked if any audience members had any questions or comments. Audience member Robert Kendrick asked why street names are being changed. Alderwoman Thomas addressed the question, noting she brought a request to the Board to rename a street ending portion in memory of her late daughter Ms. Jasmine Malter but there should be an ordinance in place regardless since Dallas does not currently have an ordinance to address a street name change. Ms. Malter was involved in the community and honored by community leaders for her service. Audience member Curtis Wilson asked the Board what would stop them from denying someone. It was explained that the ordinance would give guidance to assist a request and a process to verify the petition of home owners agreeing with the change, fees associated with the change, etc. Alderman Withers made a motion to exit the Public Hearing, seconded by Alderman Huggins, and carried unanimously. (Exhibit G) Alderman Huggins made a motion to adopt with changes, seconded by Alderwoman Thomas. Yays were Huggins and Thomas. Nays

were Withers, Morrow, and Cearley. The motion failed since this was a first reading. A super majority is needed to pass on the first reading. A simple majority is needed to pass on the second reading. It can be brought back next month.

**Old Business: None**

**New Business:**

**Item 10A** was for Budget Amendment to TOP TIER Fund. The T.O.P. T.I.E.R. Program was initiated after the FY 2013 Audit was completed in order to provide economic assistance in support of private sector investments that would spur job creation, business sector growth, and overall economic vitality to the Town of Dallas. The program structure was approved by the Board of Aldermen and was initially seeded with \$270,171. Within the program structure was a formula to be used each year to add additional funds to the T.O.P. T.I.E.R. Fund. The program has not received any funds since the initial funding. A budget amendment to account for catching up the two missed years, plus the funding scheduled for the current budget was presented. The total budget amendment is for \$380,823.53 with the following dates: FY 2015-\$161,722.58, FY 2016-\$126,503.20, and FY 2017-\$92,547.75. (Exhibit H) Alderwoman Thomas made a motion to approve catching up the past two prior years and current year fund, seconded by Alderman Withers, and carried unanimously.

**Item 10B** was a Courthouse Management Agreement With Gaston County Museum. On February 25, 2015, an agreement between the Gaston County Museum of Art and History and the Town of Dallas was executed outlining management and operation of the Dallas Historic Courthouse, an asset wholly owned by the Town of Dallas. An updated agreement is being presented that remains the same in general scope, with updates to the types of events being sponsored and managed. This agreement will be in place until it is replaced, or dissolved with a 60 day notice by either party. Staff and the Board did discuss the arrangement, the projected revenues, and the revenue shared between the two entities. The Board requested a quarterly report on events and revenues. (Exhibit I) Alderman Withers made a motion to approve as presented, seconded by Alderwoman Morrow, and carried unanimously.

**Item 10C** was to approve a False Alarm Policy. There are many repeated calls resulting from faulty or non-performing alarm systems, a policy and fine schedule has been developed to deal with these recurrences. Locations with repeated false alarms place a strain on public safety resources by mobilizing personnel and equipment unnecessarily; which drives up operational costs, causes potential delays in response time for other calls, and increases safety hazards for employees and the public. Without a policy and fine structure, there is no incentive for individuals or businesses to address their faulty or non-performing alarm systems. The proposed fine structure would be updated and adopted annually with the Town's Fee Schedule in conjunction with the Annual Budget. (Exhibit J) Alderman Huggins made a motion to approve, seconded by Alderman Withers and carried unanimously.

**Manager's Report:**

- Gave all Board members an email from the Museum regarding a PBS Special about the history of the Town. It will be a 26 minute short film.
- Chief Scott and Chief Lambert will be giving a Safety presentation to employees on things to be aware of around Town to stay safe. All Board members are welcome to attend.
- Budget Work Session will be May 23<sup>rd</sup> at 5pm. There are minor changes to be presented.
- The parking lot project is winding down and they have a punch list to complete it.
- Maria will be on vacation the week of May 20<sup>th</sup> and the agenda will be submitted before she leaves on vacation.

**Department Updates, and General Information:**

Mayor Coleman wanted to inform everyone of a new business coming to town that would bring approximately 40 jobs. He also wanted to see if the Board is in agreement of Mr. Ted Huggins utilizing the Gazebo on July 2, 2017 for a Patriotic Concert around 7pm. This concert will be at a small cost to the Town for advertising and free to the general public. Board members were in agreement with this usage by Mr. Huggins.

Alderman Withers made a motion to go into a closed session pursuant to G.S. §143-318.11 to discuss matters relating to the location of expansion of industries or other businesses in an area served by this public body, seconded by Alderwoman Morrow, and carried unanimously. (7:14)

**Closed Session:**

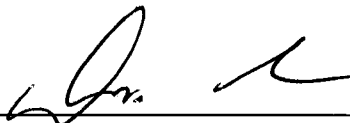
A. Expansion of industries or other businesses

Alderman Cearley voted to exit the closed session, seconded by Alderwoman Morrow, and carried unanimously. (7:41)  
No Action Was Taken.

Alderman Huggins made a motion to adjourn, seconded by Alderwoman Morrow, and carried unanimously. (7:42)



Rick Coleman, Mayor



Da'Sha Leach, Town Clerk





**Mayor**  
Rick Coleman

**Aldermen**  
Jerry Cearley  
Allen Huggins  
Darlene Morrow  
Stacey Thomas  
Hoyle Withers

**Town Manager**  
Maria Stroupe

**Town Clerk/HR**  
Da'Sha Leach

**Finance**  
Crystal Certain

**Town Attorney**  
J. Thomas Hunn

**Police**  
Allen Scott

**Electrical**  
J. Doug Huffman

**Public Works**  
Bill Trudnak

**Development Svc**  
Martine Vaca

**Fire Chief**  
Steven Lambert

**Recreation**  
Anne Martin

Town of Dallas  
210 N. Holland St.  
Dallas, NC 28034

**Phone:**  
704-922-3176

**Fax:**  
704-922-4701

**Web Page:**  
[www.dallasnc.net](http://www.dallasnc.net)



May 9, 2017

Ms. Amy Simes, PE  
NC Division of Water Infrastructure  
1633 Mail Service Center  
Raleigh, NC 27699

The Town of Dallas acknowledges the Town of Stanley's request to participate in a merger/regionalization feasibility study. By submittal of this letter, we commit our willingness to cooperate to the extent necessary to perform a merger/regionalization feasibility study for the purposes of ensuring the viability of all systems involved. Our collaboration in this study does not bind us to act on the recommendations of the study.

Regards,

Maria Stroupe  
Town Manager

Merger/Regionalization Feasibility Study Grant Assistance

**WHEREAS**, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of drinking water treatment works; and

**WHEREAS**, The Town of Dallas has need for and intends to participate in a merger/regionalization study described as a study to determine the feasibility of co-ownership of water treatment facilities; and

**WHEREAS**, The Town of Dallas intends to request state grant assistance for the project.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF DALLAS:**

That Maria Stroupe, Town Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Dallas with the State of North Carolina for a grant to aid in the study described above.

That the Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of Dallas has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loan pertaining thereto.

Adopted this the 9<sup>th</sup> day of May, 2017.

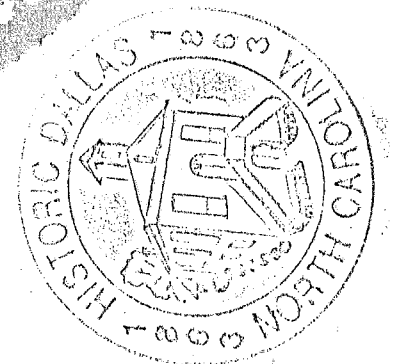
*Rick Coleman*

Rick Coleman, Mayor

Attested by:

*Da'Sha Leach*

Da'Sha Leach, Town Clerk

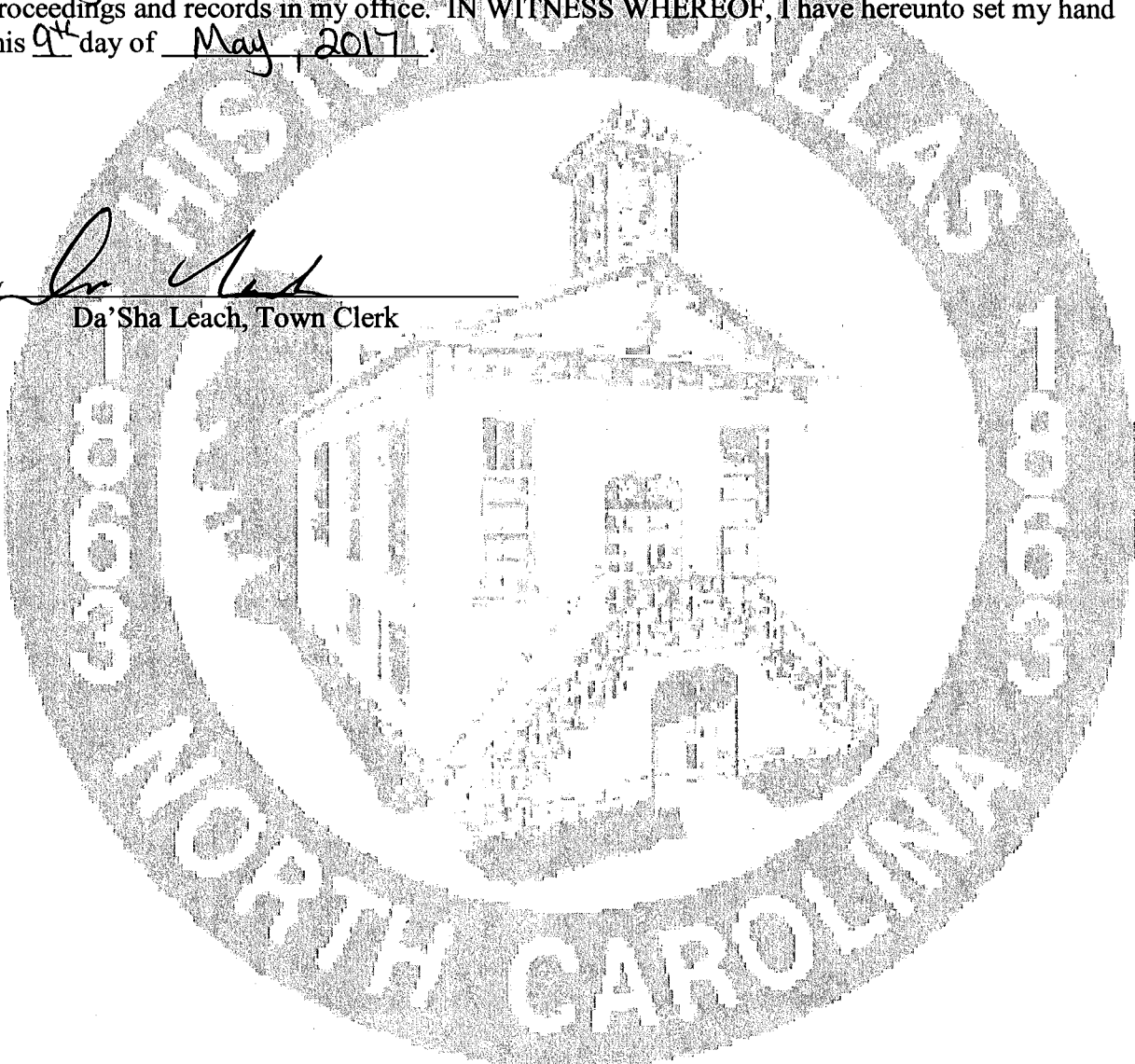


Merger/Regionalization Feasibility Study Grant Assistance

**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting Town Clerk of the Town of Dallas does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Dallas Board of Aldermen duly held on the 9<sup>th</sup> day of May and further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 9<sup>th</sup> day of May, 2017.

  
\_\_\_\_\_  
Da'Sha Leach, Town Clerk



Town of Dallas  
Board of Aldermen 2017 **REVISED** Meeting Schedule

Tuesday, January 10, 2017	6:00 pm	Community Room
Tuesday, February, 14, 2017	6:00 pm	Community Room
Tuesday, March 14, 2017	6:00 pm	Community Room
Tuesday, April 11, 2017	6:00 pm	Community Room
Tuesday, May 9, 2017	6:00 pm	Community Room
Tuesday, June 13, 2017	6:00 pm	Community Room
<b>Monday, July 10, 2017</b>	6:00 pm	Community Room
<b>Monday, August 14, 2017</b>	6:00 pm	Community Room
<b>Monday, September 11, 2017</b>	6:00 pm	Community Room
<b>Monday, October 9, 2017</b>	6:00 pm	Community Room
<b>Monday, November 13, 2017</b>	6:00 pm	Community Room
<b>Monday, December 11, 2017</b>	6:00 pm	Community Room

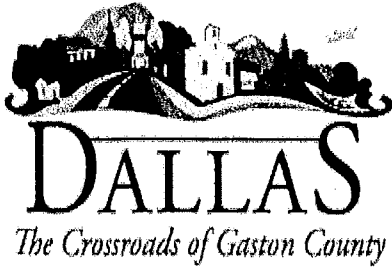
Board meetings are held in the Community Room located at the Dallas Fire Station.



Town of Dallas  
Board of Aldermen 2017 **REVISED** Work Session Schedule

Saturday, February 4, 2017 (Strategic Planning)	9:00 am	Mayor's Room @ Courthouse
Tuesday, February, 28, 2017	5:00 pm	Community Room
Tuesday, March 28, 2017 (Budget)	5:00 pm	Community Room
Tuesday, April 25, 2017	5:00 pm	Community Room
Tuesday, May 23, 2017 (Budget)	5:00 pm	Community Room
Tuesday, June 27, 2017	5:00 pm	Community Room
<b>Monday, July 24, 2017</b>	5:00 pm	Community Room
<b>Monday, August 28, 2017</b>	5:00 pm	Community Room
<b>Monday, September 25, 2017</b>	5:00 pm	Community Room
<b>Monday, October 23, 2017</b>	5:00 pm	Community Room
<b>Monday, November 27, 2017</b>	5:00 pm	Community Room
<b>Monday, December 25, 2017</b>	No Work Session Scheduled	

Work Sessions are held in the Community Room located at the Dallas Fire Station.



## 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. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is 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 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

### APPLICATION INFORMATION

<b>Name of Event:</b>	Summer Concert Series and Cruise-In		
<b>Facility Requested:</b>	Courthouse Grounds, W. Main St., and N. Holland St.		
<b>Applicant Name:</b>	Anne Martin		
<b>Organization:</b>	Town of Dallas		
<b>Mailing Address:</b>	210 N. Holland St.		
<b>City / State / Zip:</b>	Dallas, NC 28034		
<b>Daytime Phone:</b>	704-922-3176	<b>Cell:</b>	980-522-0357
		<b>E-Mail:</b>	amartin@dallasnc.net
<b>Description of the Event:</b>	Concert on N. Holland St. and Cruise-In on W. Main St.		
<b>Does the event have a Facebook, Twitter, or other social networking page:</b>	No		
<b>If yes, please list URL(s):</b>			
<b>Date (s) Requested for Event:</b>	Saturday, June 10, 2017		
<b>Event Start Time:</b>	6:00 PM	<b>Event End Time:</b>	8:30 PM
<b>Road Closure Time Begins (if applicable):</b>	5:00 PM	<b>Road Closure Time Ends:</b>	10:00 PM
<b>Set Up Begins:</b>	3:00 PM	<b>Set Up Ends:</b>	10:00 PM
<b>Preferred Date &amp; Time of Inspection (if required):</b>	N/A		
<b>Estimated Attendance:</b>	300		
<b>The Event is:</b>	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
<b>Describe the procedures to be used for selecting vendors and exhibitors for this event:</b>			

**Applicant's Signature:**  **Date:** 4-28-17

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

**TENTS / CANOPIES / MEMBRANE STRUCTURE**

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
# of Canopies	<input type="text" value="2"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description)			

\*Notes\*

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text" value="1"/>	Number of Bands:	<input type="text" value="1"/>
Type(s) of music:	<input type="text" value="Midnight Allie Band - Beach Music"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text" value="6:00 PM"/>	Finish Time: <input type="text" value="8:30 PM"/>	
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text"/>	Finish Time: <input type="text"/>	

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

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>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.</b>			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.</b>			

**RIDES / ATTRACTIONS**

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?	<input type="text"/>		
Company address:	<input type="text"/>		
List details, if any:	<input type="text"/>		
<b>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 (if applicable) as additional insured on general liability.</b>			
<b>ALL rides must be inspected and approved by The Department of Labor.</b>			

**VENDORS**

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

Does the event include food vendors?  Yes  No

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 vendor and specify cooking method (Gas, Electric, Charcoal, Other)  
*(Use additional sheet if necessary)*

Vendor	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 commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

VENDOR NAME	ADDRESS	PHONE NUMBER (S)
DHCF - Beer Sales	210 N. Holland St., Dallas, NC	704-860-3368

**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 completed.

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
6/10/2017	3:00 PM	Stage and Band Set Up	
6/10/2017	5:00 PM	Holland and Main Streets Closed	
6/10/2017	6:00 PM	Event Begins	
6/10/2017	8:30 PM	Event Ends	
6/10/2017	9:00 PM	Clean Up	

**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event 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?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

**PUBLIC PROPERTY CLEAN-UP**

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

**Town of Dallas will oversee clean up after the event.**

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

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:

*Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.*

**SITE PLAN**

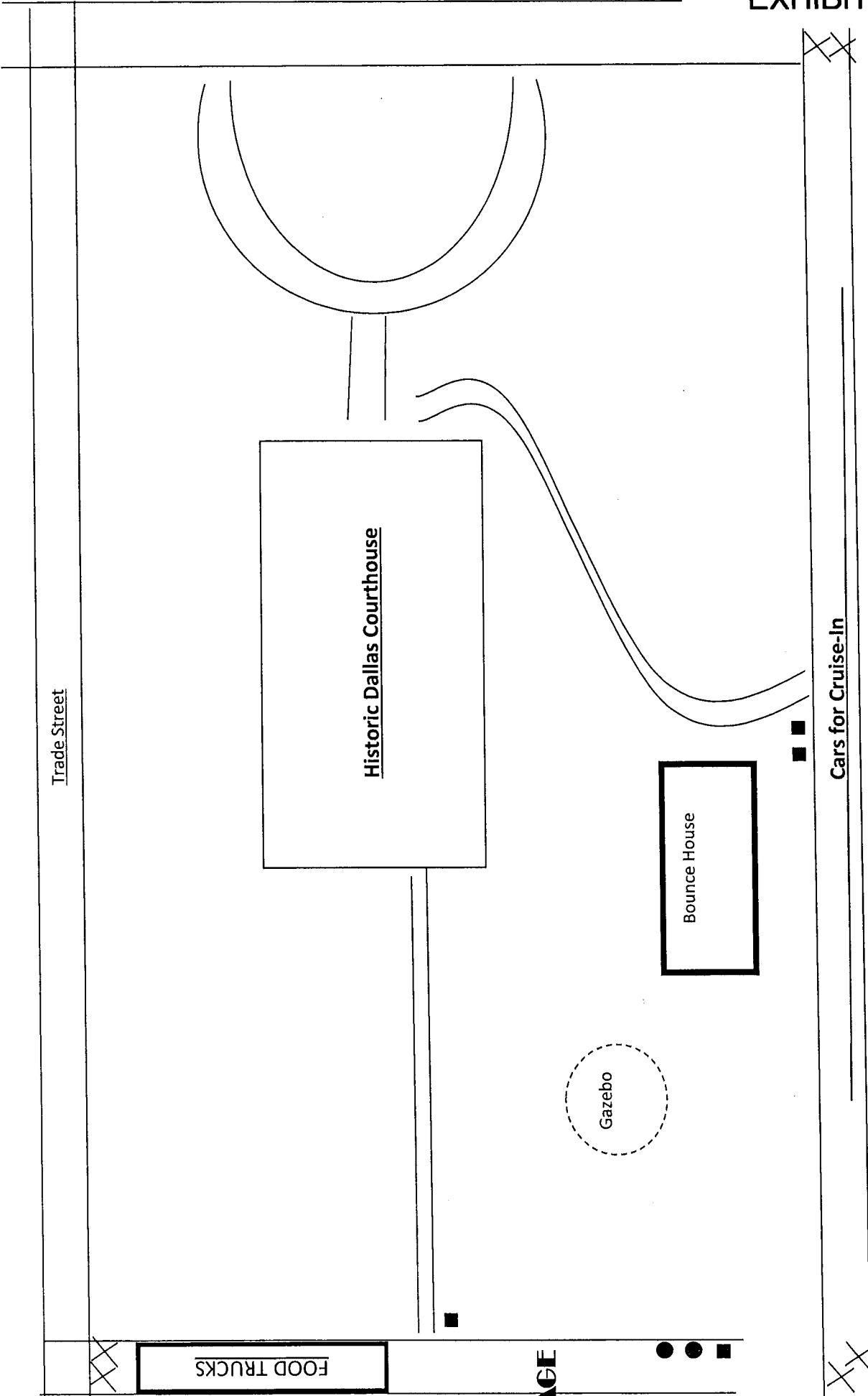
Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- 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.

# Dallas Summer Concerts and Cruise-In

N. Gaston Street

EXHIBIT C



Trade Street

Historic Dallas Courthouse

Gazebo

Bounce House

Cars for Cruise-In

W. Main Street

Key:

● Porta Jons

■ Trash Cans

X Road Barrier

Gaston County Museum

N. Holland Street

STAGE

FOOD TRUCKS

**ROUTE AND TRAFFIC PLAN**

<input type="checkbox"/> <b>PARADE</b> (Includes floats, vehicles, and persons) <input type="checkbox"/> <b>MARCH OR WALK</b> (persons only) <input type="checkbox"/> <b>VEHICLES ONLY</b> (Includes motorcycles) <input type="checkbox"/> <b>OTHER</b> (Description: _____)	<input type="checkbox"/> <b>BICYCLES</b> <input type="checkbox"/> <b>FOOT RACE</b>
Number of Persons: <input type="text"/>	% Children: <input type="text"/>
Number of Vehicles: <input type="text"/>	Vehicle Types: <input type="text"/>
Number of Animals: <input type="text"/>	Kinds: <input type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT.</b> (Example: The "GENERIC AWARENESS 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: 4-28-17



## 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. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is 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 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

### APPLICATION INFORMATION

Name of Event:	Memorial Day Veterans Event		
Facility Requested:	Adjacent area to the Vietnam Monument to include Courthouse parking lot		
Applicant Name:	Lt Colonel Tom Davis		
Organization:	Dallas High School Men's Group		
Mailing Address:	1334 Riverside Drive		
City / State / Zip:	Charlotte, N.C. 28214		
Daytime Phone:	704-392-5848	Cell:	704-519-6549 E-Mail: teamadventures@earthlink.net
Description of the Event:	Enhancing of the Vietnam Monument for Dallas Township individuals who served in Vietnam and Southeast Asia		
Does the event have a Facebook, Twitter, or other social networking page:	NO		
If yes, please list URL(s):			
Date (s) Requested for Event:	29-May-17		
Event Start Time:	11:00 AM	Event End Time:	12:00 Noon
Road Closure Time Begins (if applicable):	N/A	Road Closure Time Ends:	N/A
Set Up Begins:	9:00 AM	Set Up Ends:	1:00 PM
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	100 plus		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input type="checkbox"/> YES Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			
No Vendors or exhibitors			

Applicant's Signature: \_\_\_\_\_

Date: Apr. 12, 2017

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



**TENTS / CANOPIES / MEMBRANE STRUCTURES**

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> No (if no)
# of Canopies	<input type="text"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)		
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)		
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)		
Other type of structure (provide description) <input type="text"/>				

\*Notes\*

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? (proceed to next section.)		<input type="checkbox"/> Yes	<input type="checkbox"/> NO	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:				
Number of stages:	<input type="text"/>	Number of Bands:	<input type="text"/>	
Type(s) of music:	<input type="text"/>			
Will your event use amplified sound:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate times:		Start Time: <input type="text"/>	Finish Time: <input type="text"/>	
Will sound checks be conducted prior to the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate times:		Start Time: <input type="text"/>	Finish Time: <input type="text"/>	

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

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input type="checkbox"/> NO No	
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?		<input type="checkbox"/> Yes	<input type="checkbox"/> NO No	
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input type="checkbox"/> NO No	
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input type="checkbox"/> NO No	
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input type="checkbox"/> NO No	
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.				

**RIDES / ATTRACTIONS**

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input type="checkbox"/> NO No	
If yes, company name?		<input type="text"/>		
Company address:		<input type="text"/>		
List details, if any:		<input type="text"/>		
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 (if applicable) as additional insured on general liability.				
<b>ALL rides must be inspected and approved by The Department of Labor.</b>				

**VENDORS**

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

Does the event include food vendors?  Yes  No

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 vendor and specify cooking method (Gas, Electric, Charcoal, Other)  
*(Use additional sheet if necessary)*

Vendor	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 commercial 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 completed.

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
29-May	11:00	Opening Ceremony	Unveiling of Enhancements
29-May	12:00	Ending	

**SERVICES**

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

<b>TRASH CONTAINERS</b>	
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?	<input type="checkbox"/> Yes <input type="checkbox"/> <b>NO</b> No
If yes, in what containers will they come packaged in?	
<input type="checkbox"/> aluminum cans	<input type="checkbox"/> glass bottles/jars <input type="checkbox"/> plastic bottles/jugs/jars
How many trash cans are you requesting for trash?	<input type="text"/>
How many recycle carts are you requesting?	<input type="text"/>
Delivery Location?	<input type="text"/>
Date and Time for rollout carts to be emptied?	<input type="text"/>
Date and Time for rollout carts to be picked up?	<input type="text"/>
Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.	
<b>PUBLIC PROPERTY CLEAN-UP</b>	
Contracted personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?	
Volunteers <input type="text"/>	
<b>SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)</b>	
<input type="checkbox"/> N/A Stage Security	<input type="checkbox"/> Event Area Security <input type="checkbox"/> Road Closure Security
<input type="checkbox"/> Other	<input type="text"/>
<input type="checkbox"/> Overnight Security	From <input type="text"/> : <input type="text"/> To <input type="text"/> : <input type="text"/>
Dates & Times security will be on site: <input type="text"/>	
Security provided by:	<input type="text"/> Number of Security Personnel: <input type="text"/>
<i>Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.</i>	

**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.

**ROUTE AND TRAFFIC PLAN**

<input type="checkbox"/> N/A <b>PARADE</b> (Includes floats, vehicles, and persons)	<input type="checkbox"/> N/A <b>BICYCLES</b>
<input type="checkbox"/> N/A <b>MARCH OR WALK</b> (persons only)	<input type="checkbox"/> N/A <b>FOOT RACE</b>
<input type="checkbox"/> N/A <b>VEHICLES ONLY</b> (Includes motorcycles)	
<input type="checkbox"/> <b>OTHER</b> (Description: <input type="text" value="Local Parking"/>	
Number of Persons: <input type="text"/>	% Children: <input type="text"/>
Number of Vehicles: <input type="text"/>	Vehicle Types: <input type="text"/>
Number of Animals: <input type="text"/>	Kinds: <input type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).</b>	
N/A	


**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: April 12, 2017



**TENTS / CANOPIES / MEMBRANE STRUCTURES**

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
# of Canopies	<input type="text" value="1"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description)			

\*Notes\*

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text" value="1"/>	Number of Bands:	<input type="text" value="1"/>
Type(s) of music:	<input type="text" value="Beach Music"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text" value="7:00 PM"/>	Finish Time: <input type="text" value="9:00 PM"/>	
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text" value="6:00 PM"/>	Finish Time: <input type="text" value="6:00 PM"/>	

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

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>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.</b>			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.</b>			

**RIDES / ATTRACTIONS**

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?	<input type="text"/>		
Company address:	<input type="text"/>		
List details, if any:	<input type="text"/>		
<b>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 (if applicable) as additional insured on general liability.</b>			
<b>ALL rides must be inspected and approved by The Department of Labor.</b>			

**VENDORS**

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

Does the event include food vendors?  ? Yes  No

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 vendor and specify cooking method (Gas, Electric, Charcoal, Other)  
*(Use additional sheet if necessary)*

Vendor	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 commercial 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 completed.

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
7/4/2017	6:00 PM	Music Set Up	
7/4/2017	7:00 PM	Live Music Begins	
7/4/2017	9:15 PM	Fireworks Begin	

**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event 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?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

**PUBLIC PROPERTY CLEAN-UP**

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

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

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:

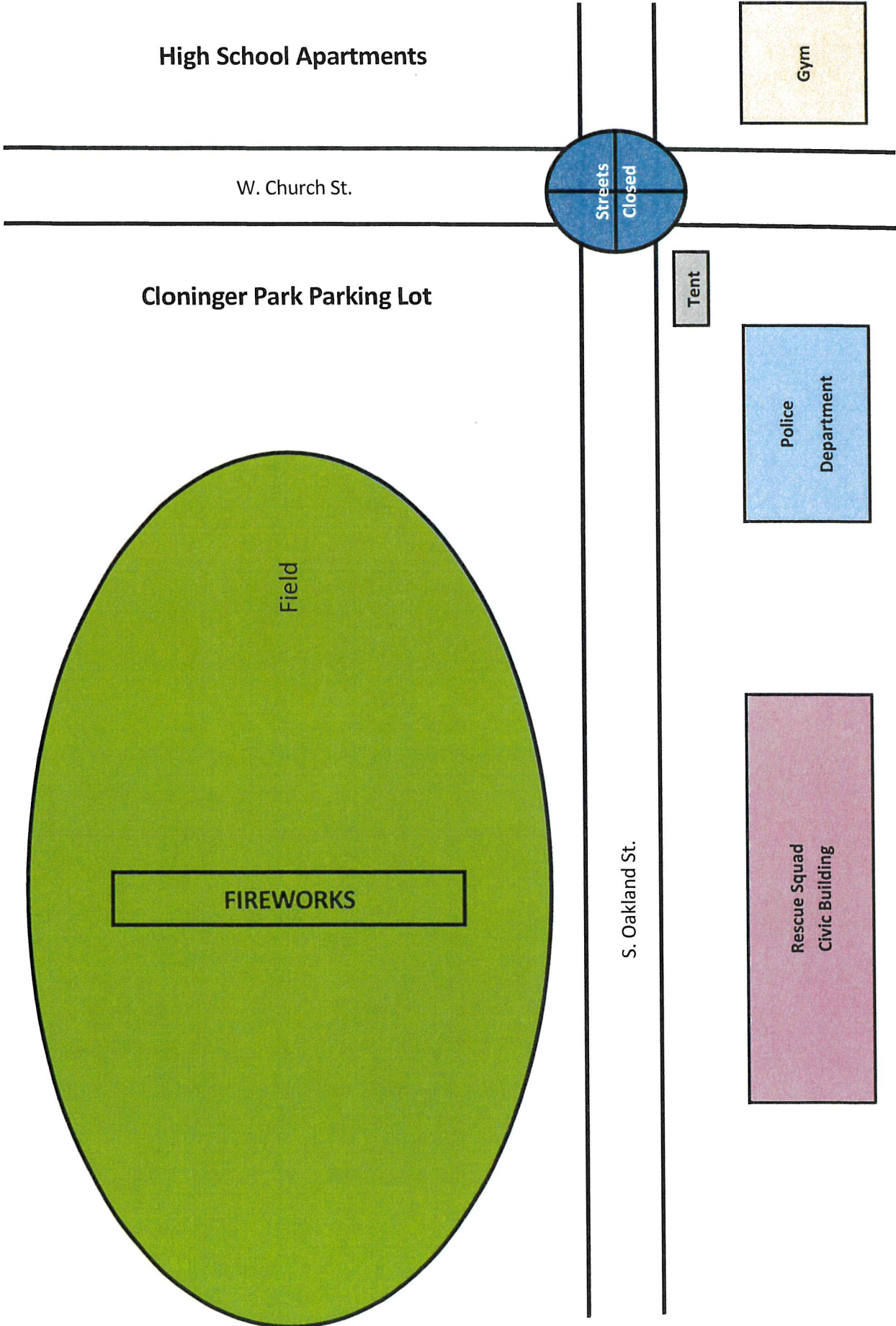
Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

**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.





JULY 4TH FIREWORKS — SITE PLAN

**ROUTE AND TRAFFIC PLAN**

<input type="checkbox"/> <b>PARADE</b> (Includes floats, vehicles, and persons) <input type="checkbox"/> <b>MARCH OR WALK</b> (persons only) <input type="checkbox"/> <b>VEHICLES ONLY</b> (Includes motorcycles) <input type="checkbox"/> <b>OTHER</b> (Description: <input style="width: 150px;" type="text"/> )	<input type="checkbox"/> <b>BICYCLES</b> <input type="checkbox"/> <b>FOOT RACE</b>
Number of Persons: <input style="width: 50px;" type="text"/>	% Children: <input style="width: 50px;" type="text"/>
Number of Vehicles: <input style="width: 50px;" type="text"/>	Vehicle Types: <input style="width: 150px;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 150px;" type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT.</b> (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	

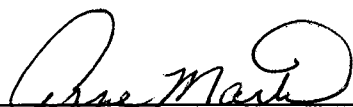
**ROAD CLOSURES**

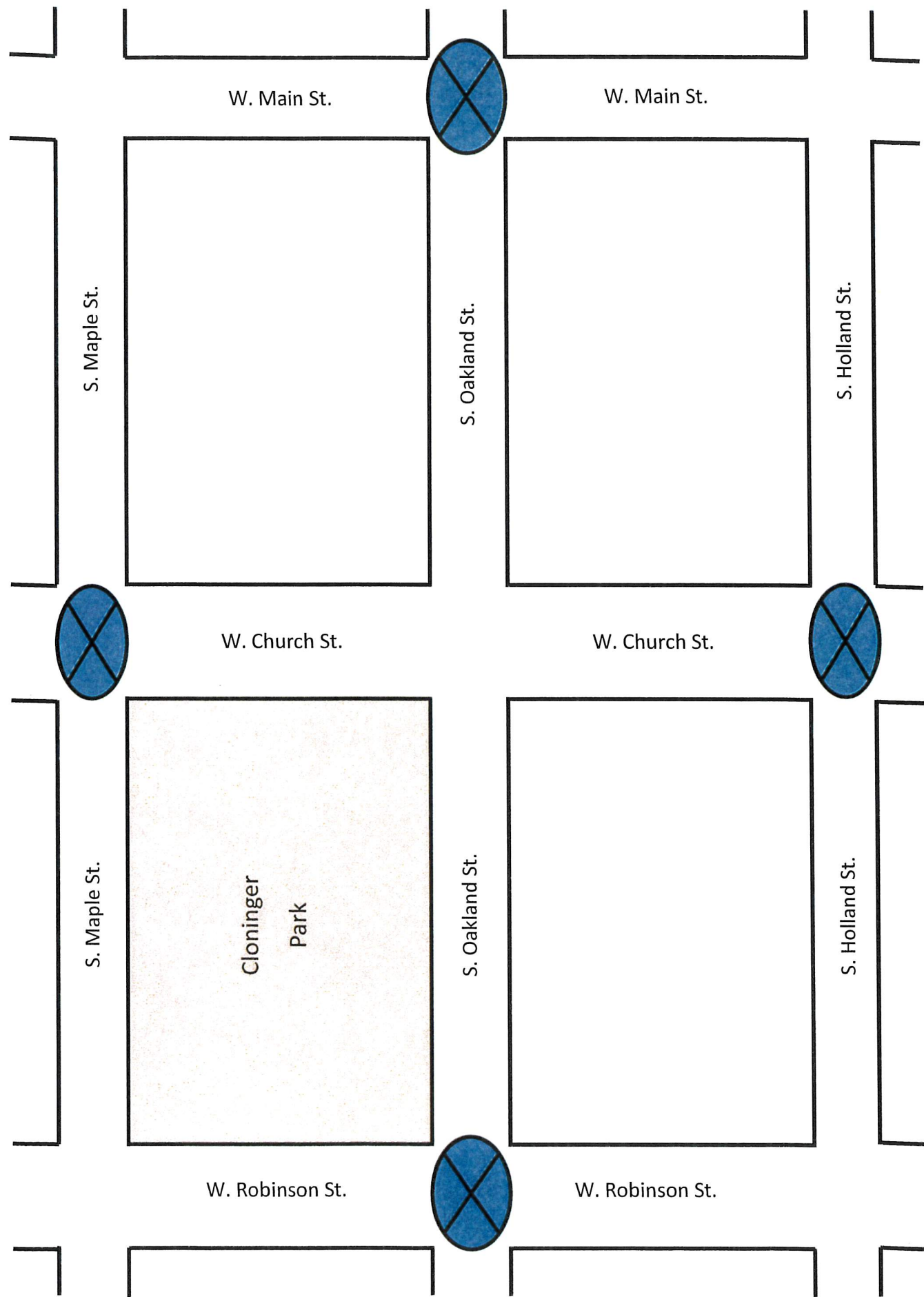
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the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

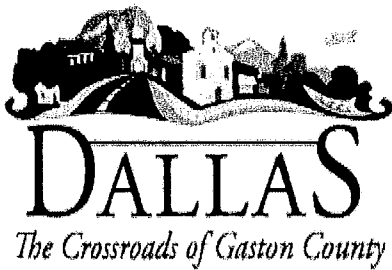
*Please Note: All road closure requests will be strictly reviewed by the Town of Dallas. Approval, denial, or modification of all road closure requests are at the sole discretion of the Town of Dallas. The Town has final discretion over your Route and Traffic Plan including, but not limited to the route, 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: 4-28-17



**JULY 4TH FIREWORKS - ROAD CLOSURES**



## 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. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is 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 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

### APPLICATION INFORMATION

Name of Event:	Summer Concert Series and Cruise-In		
Facility Requested:	Courthouse Grounds, W. Main St., and N. Holland St.		
Applicant Name:	Anne Martin		
Organization:	Town of Dallas		
Mailing Address:	210 N. Holland St.		
City / State / Zip:	Dallas, NC 28034		
Daytime Phone:	704-922-3176	Cell:	980-522-0357
		E-Mail:	amartin@dallasnc.net
Description of the Event:	Concert on N. Holland St. and Cruise-In on W. Main St.		
Does the event have a Facebook, Twitter, or other social networking page:	No		
If yes, please list URL(s):			
Date (s) Requested for Event:	Saturday, July 8, 2017		
Event Start Time:	6:00 PM	Event End Time:	8:30 PM
Road Closure Time Begins (if applicable):	5:00 PM	Road Closure Time Ends:	10:00 PM
Set Up Begins:	3:00 PM	Set Up Ends:	10:00 PM
Preferred Date & Time of Inspection (if required):	N/A		
Estimated Attendance:	300		
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:			

Applicant's Signature: \_\_\_\_\_

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

5-1-17

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

**TENTS / CANOPIES / MEMBRANE STRUCTURES**

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
# of Canopies	<input type="text" value="2"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description)			

\*Notes\*

**VOICE / MUSIC AMPLIFICATION**

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text" value="1"/>	Number of Bands:	<input type="text" value="1"/>
Type(s) of music:	<input type="text" value="Whiskey Gentry - Country Band"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text" value="6:00 PM"/>	Finish Time: <input type="text" value="8:30 PM"/>	
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time: <input type="text"/>	Finish Time: <input type="text"/>	

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

**HAZARDOUS MATERIALS**

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>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.</b>			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.**

**RIDES / ATTRACTIONS**

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?	<input type="text"/>		
Company address:	<input type="text"/>		
List details, if any:	<input type="text"/>		

**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 (if applicable) 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

Does the event include food vendors?  Yes  No

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 vendor and specify cooking method (Gas, Electric, Charcoal, Other)  
*(Use additional sheet if necessary)*

Vendor	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 commercial vendors who will be present during the event (serving, selling, sampling, or displaying).

VENDOR NAME	ADDRESS	PHONE NUMBER (S)
DHCF - Beer Sales	210 N. Holland St., Dallas, NC	704-860-3368

**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 completed.

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
6/10/2017	3:00 PM	Stage and Band Set Up	
6/10/2017	5:00 PM	Holland and Main Streets Closed	
6/10/2017	6:00 PM	Event Begins	
6/10/2017	8:30 PM	Event Ends	
6/10/2017	9:00 PM	Clean Up	

**SERVICES**

The Town of Dallas does not provide amenities such as portable washrooms/toilets, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as event 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?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

**PUBLIC PROPERTY CLEAN-UP**

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

**Town of Dallas will oversee clean up after the event.**

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

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:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

**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.

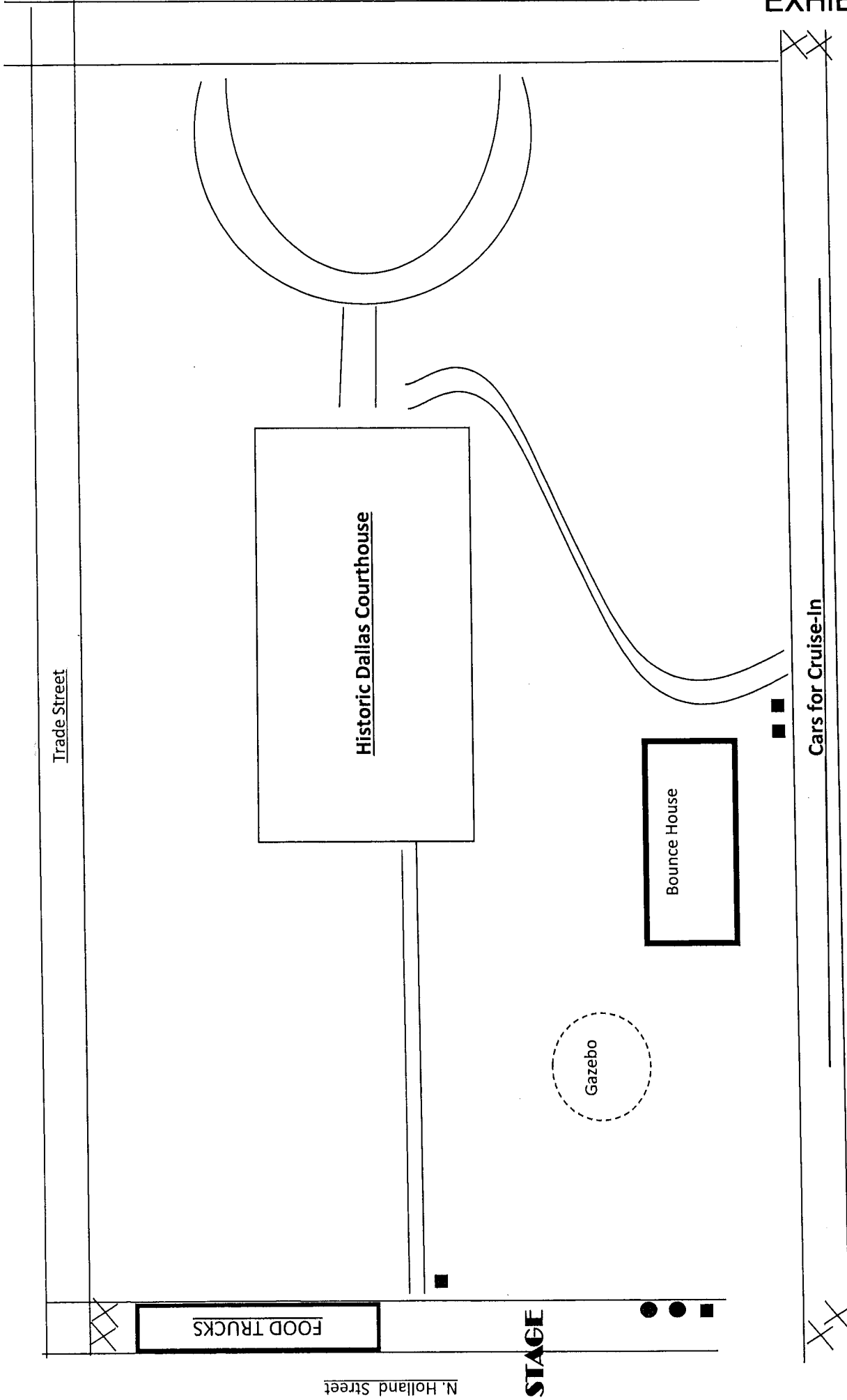




# Dallas Summer Concerts and Cruise-In

N. Gaston Street

EXHIBIT F



Trade Street

Historic Dallas Courthouse

Bounce House

Gazebo

Cars for Cruise-In

Key:

● Porta Jons

■ Trash Cans

X Road Barrier

W. Main Street

Gaston County Museum

N. Holland Street

STAGE

FOOD TRUCKS

## **ARTICLE I – GENERAL PROVISIONS**

### **SECTION 1 – Purpose**

The purpose of the regulations expressed herein is to provide for the uniform naming and marking of all roadways used for public conveyance in the Town of Dallas, to provide a uniform house numbering system along these roadways in order to preserve and promote public health, safety, and welfare. Specifically, this Ordinance is designed to eliminate duplicate or phonetically similar roadway names; provide for uniform marking of roadways, both public and private roadways open to public use; establish an official map and listing of all roadways in the Town of Dallas; establish the procedures by which a roadway or roadways may be named or have the existing name changed; and establish the procedures by which structures and dwellings are assigned addresses.

### **SECTION 2 – Title**

This ordinance shall be known as the ROADWAY NAMING AND ADDRESSING ORDINANCE.

### **SECTION 3 – Definition of Terms**

For the purposes of the ordinance, certain terms and words used herein shall be defined as follows:

- A. **BLOCK**: A portion of a street from one intersection to the next intersection or dead end.
- B. **E911**: Enhanced 911 Emergency Telephone System by which users may be directly connected to the Town of Dallas dispatchers for emergency assistance.
- C. **DEVELOPMENT SERVICES**: provides direction to citizens of the Town of Dallas and to those whose actions may directly impact citizens, in maintaining orderly and responsible growth by developing and enforcing ordinances, policies, and procedures relating to the use of land. The department provides direction, administration, and support services in special projects and programs undertaken by the Town of Dallas. It also provides direction and recommendation to the Town of Dallas Board of Aldermen and the Town of Dallas Planning Board.
- C. **GEOGRAPHIC INFORMATION SYSTEM (GIS)**: a system of computer hardware and procedures designed to support the capture, management, manipulation, analysis, and display of spatially referenced data designed to solve complex planning and management problems.
- E. **MAILING ADDRESS**: the address assigned or adopted by the United States Postal Service for the purpose of delivering mail. A mailing address may or may not be identical to the property address. However, the current standard is for property addresses to be used as a mailing address unless other arrangements have been made (i.e. post office box).
- F. **OFFICIAL NAME**: the name of any roadway in the unincorporated areas of the Town of Dallas as approved by Planning and Development Services, the Planning Board, and/or the Board of Aldermen.
- G. **PRIVATE ROADWAYS**: a roadway providing the principal means of access to one or more residential structures, business entities, or parcels which is not dedicated as a public roadway.
- H. **PROPERTY ADDRESS**: the unique house number and roadway name that is used in combination with one another to effectively locate a primary structure, business, or other dwelling for use with E911 system.
- I. **PUBLIC ROADWAYS**: all existing federal, state, town, and county public roadways and all such public roadways acquired in the future that have been recorded and/or dedicated for public use.
- J. **ROADWAYS PREFIX**: shall be considered North, South, East or West and shall appear just before the proper name and shall be abbreviated N, S, E, and W.

K. ROADWAYS SUFFIX: a suffix to the roadway name that shall appear just after the proper name and shall be abbreviated according to standards established by the United States Postal Service.

L. ROADWAYS: any street, roadway, drive, lane, cart way, easement, right-of-way, access area, thoroughfare, highway, boulevard, or any other corridor used for having the potential use as a means of conveyance by a motor vehicle.

M. ROADWAYS SIGN: signage placed at the roadway intersections which indicate the roadways name, direction, state/highway designation, and block number.

N. TOWN: Town of Dallas

## **ARTICLE II – ROADWAY NAMING**

### **SECTION 1 – Approval Agency**

The Board of Aldermen designates Development Services to coordinate and ensure the naming and/or renaming of public and private roadways within the Town complies with this Ordinance. Upon Development Services being satisfied with the compliance of this Ordinance, Development Services shall forward the Petition for naming and/or renaming onto the Board of Aldermen for a public hearing where consideration and approval by majority vote will take place.

### **SECTION 2 – Naming of New or Private Roadways**

A property owner, developer, or citizen shall make application for approval of a proposed roadway name on a petition provided by Development Services and pay appropriate fees if applicable. (See Town Fee Schedule) Upon receipt of a roadway name petition, Development Services shall review the proposed roadway names and make a recommendation to the Board of Aldermen for consideration. It shall be the responsibility of the property owners, developers, or citizens whose roadway is being petitioned to be named to continue to upkeep and maintain the private roadways at all times until and if the Town accepts the private roadways. The agreement of the property owners to continue to upkeep and maintain said private roadways shall be presented in writing to Development Services prior to the approval of the roadways name. The Town of Dallas shall maintain all Town roadways, but shall not maintain any private roadways within the Town unless otherwise agreed upon or accepted by the Town.

### **SECTION 3 – Prohibited Roadway Names**

Development Services shall not recommend or consider a roadway name which is the same or similar in spelling or pronunciation to an existing roadway within the Town of Dallas. Nor will it recommend roadway names which are difficult to pronounce, have unconventional spelling, or are considered profane or offensive. Roadway names must not be over 18 characters in length.

### **SECTION 4 – Changing Existing Roadway Names**

It is the intent of this ordinance to discourage the practice of changing existing roadway names except for the following upon a properly submitted petition:

- A) Where two identical or similar roadway names exist
- B) When clearly making the accurate dispatching of emergency vehicles impractical
- C) When one roadway has two commonly used names or where portions of what appears to be the same roadway have two or more names.
- D) Residents of the Town may petition for a roadway name change following the procedures set forth in Article II, Section 2 of this ordinance in addition to the following:

- 1) All (100%) of the registered owners of property on the roadway or portion thereof in which the roadway name is proposed to be changed must be in agreement with the proposed roadways name change and such agreement shall be evidenced by the signatures of all registered property owners stating that they agree to the proposed name change.
- 2) That the proposed name change of a roadway shall have a significant connection or contribution to the Town or local community.
- 3) That the citizen who is requesting the name change shall notify in writing Gaston County Department of Planning and development services, GIS division, for preliminary written approval that such name change would comply with existing Gaston County Ordinance regarding E911 and the total number of homes that the proposed name change would affect and impact.
- 4) Any request to rename a roadway by a citizen of the Town will consist of renaming the entire roadway. Portions of a roadway shall not be approved by the Board of Aldermen however, the first block of said roadway or the last block of said roadway can be considered and approved by a majority vote of the Board of Aldermen in favor of the proposed name change. Only the first block, last block, or whole roadway will be considered for renaming. Portions of blocks will not be considered for renaming. Once a continuous roadway has more than one name, no name changes will be considered or allowed unless it is petitioning for the entire roadway from the first block to the last block.

## **SECTION 5 – Roadway Name Signs**

The Town will place and maintain signs on all public non-state maintained roadways in the Town. These roadway signs shall be placed at intersections and shall identify intersecting roadways.

A. Roadway sign standards: All signs shall consist of twelve foot (12') poles and signs measuring six inches (6") by thirty-six inches (36"), six inches (6") by forty-two inches (42"), or six inches (6") by forty-eight inches (48") dependent upon the roadway name. The roadway signs shall be green in color with reflective white lettering. The information to be included on the signs shall be the roadway name, suffix block number, and state-maintained roadway number or highway designation.

B. Placement: All signs shall be placed at a suitable corner of each intersection, with the Parks and Recreation Department to choose a location with the maximum visibility.

C. Subdivisions: The Town shall place and maintain roadway signs within all subdivisions located in the subdivisions located in portions of the Town unless the developer so chooses to furnish the signs. The signs must be placed in accordance with Town standards and be placed on a colored background with reflective lettering. It will be the developer's responsibility to maintain any signs that are placed by agencies other than the Town of Dallas.

D. Municipalities: The Town shall place and maintain roadway signs within the jurisdiction of any municipality with whom there is a written agreement.

E. Damage to signs: It shall be unlawful for any person, corporation, firm or association of persons to alter, remove, deface or damage any roadway name signs placed by the Town of Dallas pursuant

to this ordinance and any amendments thereto, and any violation of this portion of this ordinance shall be a misdemeanor and shall be punished as allowed by law.

### **ARTICLE III – PUBLIC HEARINGS**

#### **SECTION 1 – Public Hearing Procedures**

A. Scheduling a hearing: Upon receipt of a complete petition in the Development Services, a public hearing shall be scheduled before the Board of Aldermen for review.

B. Notice of hearing: At least 10 business days before the public hearing, notice of the hearing shall be posted on the public right of way of the roadway with a proposed name change and in a newspaper of general circulation published in the county.

C. Action of the Board of Aldermen: At the public hearing, the Board of Aldermen shall hear and consider name and/or renaming roadway proposals and objections. If the Board finds that the proposed name or renaming of the roadway satisfy the requirements of this Ordinance, with a properly approved Motion, at the conclusion of the public hearing, the Board of Aldermen shall thereafter vote on the proposed name and/or renaming of the roadway and upon a majority vote in favor of the name and/renaming shall thereafter name or rename said roadway.

D. Notification: Upon the naming and/or renaming of the roadway by the Board of Aldermen, Development Services shall notify all pertinent parties to this action, including all property owners involved, as well as the local postmaster with jurisdiction over the roadway, the Board of Transportation, and any city within five miles of the roadway. All agencies, with the exception of property owners effected residents involved, shall be notified electronically.

### **ARTICLE IV – EFFECTIVE DATE**

This ordinance shall be in full effect upon adoption.

I, Da'Sha Leach, Clerk to the Board of Aldermen of the Town of Dallas, North Carolina, hereby certify that the foregoing is a true and correct copy of the ROADWAY NAMING AND ADDRESSING ORDINANCE of the Town of Dallas, North Carolina, adopted by the Board of Aldermen at a regular meeting held on this day \_\_\_\_ of \_\_\_\_\_, 2017.

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Da'Sha Leach, Clerk  
Town of Dallas Board of Aldermen

## TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment to Fund TOP TIER Program

AGENDA ITEM NO. 10A

MEETING DATE: 5/9/2017

## BACKGROUND INFORMATION:

The T.O.P. T.I.E.R. Program was initiated after the FY 2013 Audit was completed in order to provide economic assistance in support of private sector investments that would spur job creation, business sector growth, and overall economic vitality to the Town of Dallas. The program structure was approved by the Board of Aldermen and was initially seeded with \$270,171. Within the program structure was a formula to be used each year to add additional funds to the T.O.P. T.I.E.R. Fund. The program has not received any funds since the initial funding. A budget amendment to account for catching up the two missed years, plus the funding scheduled for the current budget year is attached. The total budget amendment is for \$380,823.53; with the following details:

FY 2015 - \$161,772.58 (Previous Year Funding)

FY 2016 - \$126,503.20 (Previous Year Funding)

FY 2017 - \$ 92,547.75 (Current Year Funding)

Currently, there is \$203,439.82 in the T.O.P. T.I.E.R. Fund. These additional funds will bring the Fund balance to \$584,263.35. This fund is used to assist with economic development growth in Dallas within the approved program parameters.

## MANAGER'S RECOMMENDATION:

To approve the budget amendment to catch up the past two years of funding to the T.O.P. T.I.E.R. Fund, as well as appropriate funds for the current year of funding.

## BOARD ACTION TAKEN:

Town of Dallas  
Budget Amendment

Date: May 9, 2017

Action: Electric Fund Amendment

Purpose: TOP TIER Funding for FY 15, FY 16, and FY 17

Number: EL-004

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
30	3999	0000	Fund Balance Appropriated	\$392,821	\$773,645	\$380,824
30	8500	9315	Contrib. to TOP TIER Program	\$0	\$380,824	\$380,824
33	3900	0000	Contrib. From Electric	\$0	\$380,824	\$380,824
33	8500	7900	TOP TIER Grants	\$0	\$380,824	\$380,824

Totals \$392,821 \$1,916,116 \$1,523,295

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

**AGREEMENT**

This Agreement, made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between **GASTON COUNTY MUSEUM OF ART AND HISTORY, INC.** ("Museum"), a North Carolina not-for-profit corporation having a mailing address of PO BOX 429, Dallas, NC 28034 and owning the Gaston County Museum of Art and History, located at 131 W. Main Street, Dallas, North Carolina, the **TOWN OF DALLAS** ("Town"), a North Carolina municipality having a mailing address of 210 N. Holland Street, Dallas, NC 28034 and **GASTON COUNTY** ("County"), a political subdivision of North Carolina, having a mailing address of PO BOX 1589 Gastonia, NC 28053.

WHEREAS, the Town of Dallas owns a building having a street address of 131 N. Gaston Street within the town of Dallas that served as the old courthouse for Gaston County; and

WHEREAS, said building will be used for various events and meetings; and

WHEREAS, the Museum plans to manage the various events and meetings described above and also intends to provide tours of the facility to the general public; and

WHEREAS, while the Museum is a separate entity from Gaston County, Museum personnel are considered County employees, and the County pays for the museum's insurance expenses.

NOW, THEREFORE, the parties agree to the following terms:

1. This Agreement shall go into effect upon execution, and shall remain in place until any party agrees to terminate the agreement, provided at least sixty (60) day notice is provided to the other parties.
2. The Museum agrees to provide the following services:
  - a. Take all calls related to tours, events and facility rentals;
  - b. Maintain a calendar of events for the Courthouse;
  - c. Collect fees and payments for rentals;
  - d. Coordinate all facility rentals including those sponsored by the Town;
  - e. Provide staff for Museum sponsored events and facility rentals;
  - f. Provide marketing initiatives for Museum sponsored events and facility rentals.
3. The Town will provide the following services and perform the following duties:
  - a. Maintain utilities;
  - b. Maintain courthouse building and grounds;
  - c. Clean the facility on a regularly scheduled basis;
  - d. Remove trash after events and rentals, and will provide a dumpster or similar depository for trash;
  - e. Obtain insurance (property and general liability); and provide a certificate of general liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate.



The coverage will name Gaston County and Gaston County Museum of Art & History as additional insureds;

- f. Provide Museum access to the Courthouse;
  - g. Provide equipment for rentals and events such as tables and chairs;
  - h. Assist in marketing and advertising of the facility and periodic events at the Courthouse.
4. Revenues generated from this Agreement will be divided between the Museum and Town. The Museum shall receive Sixty Percent (60%) of revenues and the Town shall receive the remainder. The Museum agrees to process the rental payments and after each rental period or event will provide the Town, in a reasonable time, the payment as agreed herein. The Town of Dallas shall be responsibility for the fees and insurance costs associated with the annual alcohol license. Any increase in fees shall be approved by all the parties. The rental packages and fees are established as follows:

**Events on the grounds (including gazebo)**

Six-hour limit, including setup and breakdown time: \$700

Twelve-hour limit, including setup and breakdown time: \$1,000

Dressing facilities for bridal party, restrooms, one hour of wedding rehearsal before day of wedding will be available.

**Events in the Courtroom**

Six-hour limit, including set up and breakdown time: \$900

Twelve-hour limit, including set up and breakdown time: \$1,200

Tables and chairs provided, dressing room facilities, access to warming kitchen, elevator use, restroom use, one hour of wedding rehearsal before day of wedding will be available.

**Events in Courtroom and on ground (including gazebo)**

Six-hour limit, including set up and breakdown time: \$1,500

Twelve-hour limit, including set up and breakdown time: \$1,800

Tables and chairs provided inside only, access to warming kitchen, elevator use, restrooms will be available.

**Small Meeting Rooms (less than 40 guests)**

Two-hour: \$75, with additional \$25 per hour. Meeting times shall be restricted to times between 8 a.m. and 6 p.m. Tables and chairs provided, restrooms will be available.

5. Museum will partner with the Town to provide free guided tours of the Museum and Courthouse. All inquiries to tour the Courthouse shall be directed to the Museum.
6. Museum will facilitate scheduled public programs at the Courthouse. The programs shall be offered to the general public at no cost, but some programs may include private vendors.

Museum agrees to develop the program, provide appropriate marketing, and ensure proper staffing. Museum agrees to schedule the following annual events at the Courthouse:

- a. **Easter Egg Hunt:** Museum will collect and place Easter Eggs out in the Courthouse square for children to collect at a designated time. After the egg hunt, Museum will provide activities and games for the participating families on the Courthouse grounds and inside the Courthouse;
  - b. **May Fair on the Square:** Museum will attempt to obtain art demonstrations and other art activities by the Gaston Arts Council. Museum will have games and activities set up for visitors. Museum will coordinate a car show with Dallas Ambassadors.
  - c. **Winter Concert Series:** January-March. Museum will schedule four concerts through the winter months inside the Courthouse. The concerts will be free to the general public.
  - d. **Lectures:** Museum will schedule two lectures concerning local history during the spring and summer.
  - e. **Interactive Programs:** Museum will develop and schedule an interactive program where visitors can see how court processions operated in the 1800s.
  - f. **Summer Concert Series:** June-September. Museum will schedule four concerts through the summer months to be held in the gazebo. The concerts will be free to the general public.
  - g. **School Programs:** Museum will conduct school programs inside the Courthouse with additional activities on the Courthouse grounds. Students may eat lunch on the grounds and/or in the gazebo.
7. Personnel of the Museum are employees of Gaston County regardless of the work performed under this Agreement. The Museum and County agree to follow all employment laws and regulations while fulfilling the obligations established herein. Furthermore, the Town of Dallas agrees to indemnify Gaston County and the Gaston County museum of Art and History, to the fullest extent allowed by law, for any damages or liabilities the County might incur for any activities, actions, or inactions arising out of the sale or consumption of alcoholic beverages, or arising from a condition of the premises owned by the Town of Dallas during the events listed herein or other events sponsored or created by the Museum, except to the extent that said damages or liabilities arise from, or are incurred as a result of negligence or intentional acts on the part of employees or agents of Gaston County or the Gaston County Museum of Art and History in fulfilling their duties and responsibilities.
8. The Museum shall be able to hold its own fundraisers both in the courthouse and the courthouse grounds at no cost to the Museum, provided reasonable notice is given to the Town of Dallas. Conversely, the Town of Dallas may use the courthouse and/or courthouse grounds for Town-conducted or sponsored events or meetings, held without charge and open to the public; or for events specifically held to raise funds for the Dallas Historic Courthouse Foundation, so long as it provides reasonable advanced notice to the Museum, and provided

that no other conflicting events are already scheduled through the Museum. Museum shall have no responsibility for staffing, coordinating, or marketing Town events; and Town shall have no responsibility for cleaning of Museum fund-raiser events.

9. Nothing in this Agreement establishes a partnership, joint venture relation, agency, or other legal relationship with any other party to this Agreement.

10. All notices shall be sent to the following entities by way of first-class mail, postage pre-paid:

**GASTON COUNTY MUSEUM OF ART AND HISTORY**

ATTN: DIRECTOR  
PO BOX 429  
DALLAS NC 28034

**GASTON COUNTY**

ATTN: COUNTY MANAGER  
PO BOX 1578  
GASTONIA NC 28053

**TOWN OF DALLAS**

ATTN: TOWN MANAGER  
210 N HOLLAND ST.  
DALLAS NC 28034

**GASTON COUNTY**

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
County Attorney

**GASTON COUNTY MUSEUM OF ART AND HISTORY**

\_\_\_\_\_  
Director

**TOWN OF DALLAS**

\_\_\_\_\_  
Town manager

ATTESTS:

\_\_\_\_\_  
Clerk to the Town of Dallas

(SEAL)

APPROVED TO FORM

\_\_\_\_\_  
Attorney for Town of Dallas

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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



# GASTON COUNTY CONTRACT CONTROL SHEET

Date to Legal

<b>Contract Information</b>	<b>Title</b>	Interlocal Agreement for Usage of Town of Dallas Courthouse				
	<b>Purpose</b>					
	<b>Vendor Name</b>	Town of Dallas				
	<b>Vendor Address</b>	Street	City	State	Zip	
	<b>Vendor Contact</b>	Name	Phone	Fax	Email	
	<b>Department</b>	Dept	Contact	Phone		

Funding Information			Contract/Agreement Details		
<input type="checkbox"/>	Federal Grantor	%	Contract/Agreement for:		
<input type="checkbox"/>	CFDA #		<input type="checkbox"/>	Service	<input type="checkbox"/>
<input type="checkbox"/>	State Grantor	%	<input type="checkbox"/>	Equipment	<input type="checkbox"/>
<input type="checkbox"/>	Local Funds	%	Contract/Agreement is:		
<input type="checkbox"/>	Other	%	<input type="checkbox"/>	New	

Accounts/Payment Information							
Fund	Dept	Sub	Div	Acct	Sub	Project	Total FY \$
Pay Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> Progress <input type="checkbox"/>							
Contract/Agreement Dates: Effective Date: Termination Notice Date: Expiration Date: Destroy Date:							Does period exceed 12 months or extend beyond end of fiscal year (June 30)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Comments or Special Instructions**

Department Director Signature	Date
-------------------------------	------

Approval Section		
Entity	Signature	Date
County Attorney approved as to form		
Information Technology (technology products/services review)		
Finance Director for Pre-Audit Certification		
County Manager for Signature		
Clerk, Board of Commissioners (Attest and/or Notarize)		
<b>Contract Control Number</b>		

**Non-Appropriation:** In the event funds are not appropriated during the term of this Agreement for the subject matter herein described, and there are no other available funds by or with which payment can be made to the Vendor, this agreement is terminated. This Agreement will be deemed terminated on the last day of the fiscal period for which appropriations were received without penalty or expense, except to the portion of payment for which funds have been appropriated and budgeted.

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. §147-86.59(a)**

As of the date listed below, the vendor or bidder listed below is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §147-86.58. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed below to make the foregoing statement.

NOTE: N.C.G.S §147-86.59(a) requires this certification for bids or contracts with the various governmental entities of North Carolina, including Counties. The certification is required when a bid is submitted, when a contract is entered into, and when a contract is renewed or assigned. No vendor may utilize any subcontractor found on the State Treasurer's Final Divestment List. The List is updated every 180 days, and can be found at [www.nctreasurer.com/iran](http://www.nctreasurer.com/iran)

**VENDOR**

By: \_\_\_\_\_

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

**GASTON COUNTY**

By: \_\_\_\_\_

County Manager/Asst. County Manager

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

**ATTEST:**

\_\_\_\_\_  
Clerk to the Board/Deputy Clerk to the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
County Attorney/Assistant County Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Director/Asst. Financial Operations Manager

**NORTH CAROLINA E-VERIFY CERTIFICATION**

**APPLICABILITY:** Pursuant to North Carolina Session Law 2015-294, the certification is applicable for all contracts entered into by Gaston County, except for contracts solely for the purchase of goods, apparatus, supplies, materials, equipment, or contracts with specific other entities as described in NCGS § 143-133.3, piggy-back contracts, and travel purchases.

**CERTIFICATION:** By signing and entering into this contract with Gaston County, I hereby certify that I comply with E-Verify, the aforementioned Federal program used to verify the work authorization of newly hired employees working in North Carolina. I certify compliance with the E-Verification program pursuant to Article 2 of Chapter 64 of the North Carolina General Statutes. If applicable, I am also certifying that any subcontractor hired or used by me will comply with E-Verify, as described herein.

**ADA AND CIVIL RIGHTS CERTIFICATION OF COMPLIANCE**

I hereby certify that I comply with all applicable federal civil rights laws, including the applicable provisions of the Americans with Disabilities Act.

## False Alarm Fees Policy

The fee structure for public safety responses to false alarms is established by the Town of Dallas Fee Schedule – Fees for False Alarms in conjunction with the Annual Budget Ordinance

False alarm fees are calculated on a six-month basis. If the fire or police department responds to a property more than three times in any six-month period, and the cause of the response was due to a faulty or non-maintained alarm system, a fee for the additional responses will be charged against the property.

No fee will be charged for the first three responses in any six-month period. After the second response, the offender will be given a written notice of the violation and the fees assessed if a fourth false alarm happens within that six-month period. The following fees will be assessed for subsequent responses within that period:

	<u>Residential</u>	<u>Business</u>
Fourth response,	\$50.00	\$50.00
Fifth response,	\$75.00	\$100.00
Sixth response,	\$100.00	\$200.00
Seventh response,	\$150.00	\$400.00
Eighth and subsequent responses,	\$200.00	\$800.00