

## Jim Palenick

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**ant:** Friday, December 05, 2014 2:24 PM  
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Kiser'; 'A Martin'; 'J. Thomas Hunn'  
**Subject:** Town Manager's Weekly report (#101)

Mayor & Board of Aldermen(Women):

Please accept the following as the **Town Manager's Weekly Report for the Week-ended, Friday, December 5, 2014.**

- I have researched the process needed for the Town of Dallas to acquire and maintain a State ABC permit covering the renovated Courthouse building wherein renters and/or their caterers can serve alcohol on premises at the various functions that will be held there. It requires a series of application forms and commitments, along with approximately \$2,000 in fees. I will prepare the various documents and application forms and include the request to seek permit approval on the upcoming, January 13<sup>th</sup> Board Meeting.
- With regard to a final completion on the construction of the Courthouse renovations and the subsequent close-out of the Contract with Rehab Builders, we are now told that the subcontractor responsible for fabricating and installing the exterior window shutters has waited to come on site until all the shutters are complete and can be installed at once. That will supposedly commence on December 15<sup>th</sup> and should be completed within a few days. At that point, we will then schedule a final, "punch-list" walk-through with the Architect and the Contractor to determine final satisfaction and contract close-out. We may very well have some issues with quality of workmanship on "fit-and-finish" items, and will be negotiating over how such items are to be remedied. It may involve withholding some of the retainage and using it to pay a different contractor to complete the disputed items in a satisfactory manner.
- The construction of the Electric/Public Works storage building has been held up by our inability to get final sign-off on a building permit from Gaston County. Our initial filing has had to be amended and supplemented several times, and now we are having to prepare a professional site plan. We are expediting these efforts and will be prepared to rapidly commence construction immediately upon receipt of the permit.
- Tarpon construction is nearing completion on their contract to develop and install the Jagers park improvements being supported in part by the NCPARTF Grant. Specifically, the parking lot is paved and striped; the walking track is paved and complete; the new, multipurpose court, along with goals and backboards/hoops is in; all the lands have been regarded, seeded and restored and the pad area for the new picnic shelter has been prepped. The only thing remaining is the construction of the concrete pad for, and actual erection of the new picnic shelter. Then , in addition, Town forces are competing installation of the new field lighting and will soon be installing lighting for the court and shelter; and, we will also be installing the addition to the play structure as well as the picnic tables, trash receptacles, and grills. Once the picnic shelter is up, we will seek complete draw-down of the \$63,858.00 in PARTF Grant Funds.
- This week we had certified, via inspection of Town Engineers, that the new streets within the Spencer Mountain Village Subdivision are built to specification and acceptable to the Town. So, at the request of the builder, we formally agreed to release the performance Bond which had been required pending such acceptance.
- The Mayor and I met earlier this week with representatives of the Museum Board, along with their staff, and representatives of the Dallas Historic Courthouse Foundation, to discuss the terms of a partnership whereby the Museum Staff would handle the management and rentals of the Courthouse on behalf of the Town and Revenues generated would be shared. We had some helpful and thought-provoking discussion and all concerned understand better now the real issues at hand. However, the Board of Aldermen will need to weigh in on some of the critical components such as revenue share-percentages; decision-making authority for rate-

setting; an initial term; before we dare reduce the agreement proposal to writing, so that we know there is a likelihood for approval. To that end, I plan to bring this item up for discussion as part of my Manager's Report to conclude the December 9<sup>th</sup>, Board Meeting.

- Town Attorney Hunn is preparing the legal documents for acquiring the Summey and Cloninger parcels to allow for furthering our plans to develop the new Downtown public parking lot and should have everything in order so that we can seek final approval for these two purchases at the January 13<sup>th</sup> Board Meeting. The possible acquisition of the Stroupe parcel(s), is not progressing as fast, but we remain hopeful that a negotiated purchase can yet be worked out in the time frame planned for the lot preparation and construction.
- The Town Hall renovations will commence tomorrow (Saturday) and are slated to be complete within two weeks. Also of note, the advertisement and recruitment of the new Town Hall position (Deputy Town Clerk/Administrative Assistant) is underway and the deadline for application is December 19<sup>th</sup>. As of this writing, the Town has already received approximately 30 applications in response to our solicitation.

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