

Town of Dallas

Agenda

January 23, 2024

6:30 PM

BOARD OF ALDERMEN – WORK SESSION MEETING

Hayley Beaty, Mayor

Jerry Cearley

Alan Cloninger

Frank Milton

Sam Martin, Mayor Pro-Tem

E. Hoyle Withers

ITEM SUBJECT

Pages

- 
1. Pledge of Allegiance to the Flag
  2. Approval of Agenda with Additions or Deletions
  3. New Business
    - A. Rules of Procedures for Board of Aldermen 2
    - B. Walk to Remember – Walker Hayes Scholarship Walk 14
    - C. Stacey Thomas Sign Request 21
    - D. Parks and Recreation Sponsorship Packet 23
  4. Closed Session: To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. NCGS §143-318-11(3)

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Rules of Procedures for Board of Aldermen

AGENDA ITEM NO. 3A

MEETING DATE: 01/23/2024

BACKGROUND INFORMATION:

The Town Attorney has drafted proposed rules and procedures for the Board of Alderman for the process of conducting meetings. Attached is a draft copy of the proposal for discussion.

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

# **RULES OF PROCEDURE FOR THE TOWN OF DALLAS BOARD OF ALDERMAN**

These rules shall govern the conduct of the Town of Dallas Board of Alderman in the conduct of official meetings. This document has used the North Carolina Institute of Government model advanced in the publication Suggested Rules of Procedure for Small Local Government Board of Alderman model.

## **Rule 1. Regular Meetings**

The Board of Alderman shall adopt at its Regular December Board Meeting a schedule of meeting dates for Regular Board Meetings and Board Work Sessions for the next calendar year. The schedule shall give the time and location where meetings will be held. This schedule shall reflect any deviation that holiday events would cause from a normal monthly cycle. Following the adoption of the annual schedule by the Board of Alderman, the schedule shall be published in compliance with publication mandates of the state of North Carolina.

## **Rule 2. Special, Emergency, and Recessed (or Adjourned) Meetings**

### **(a) Special Meetings.**

- (1) The Mayor, the Mayor pro tempore, or any two members of the Board of Alderman may at any time call a special Board of Alderman meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each Alderman or left at his usual dwelling place at least six hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or have signed a written waiver of notice.
- (2) Special meetings may be held at any time when the Mayor and all members of the Board of Alderman are present and consent thereto, or when those not present have signed a written waiver of notice.
- (3) During any regular meeting, or any duly called special meeting, the Board of Alderman may call or schedule a special meeting, provided that the motion or resolution calling or scheduling any such special meeting shall specify the time, place and purpose or purposes of such meeting and shall be adopted during an open session.

**(b) Emergency Meetings.** The Mayor, the Mayor pro tempore, or any two members of the

Board of Alderman may at any time call an emergency Board of Alderman meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Board of Alderman. Only business connected with the emergency may be considered at an emergency meeting.

(c) A person or persons calling a special or emergency meeting of the Board of Alderman shall comply with the notice requirements of Article 33C of General Statutes Chapter 143.

(d) **Recessed (or Adjourned) Meetings.** A properly called regular, special, or emergency meeting may be recessed (or adjourned) to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed (or adjourned) session of a properly called regular, special, or emergency meeting.

### **Rule 3. Organizational Meeting**

On the date and at the time of the first regular meeting in December, the newly elected members shall take and subscribe the oath of office as the first order of new business.

### **Rule 4. Agenda**

(a) **Proposed Agenda.** The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least two working days before the meeting. Any Board of Alderman member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed discussion items shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each Board of Alderman member shall receive a copy of the proposed agenda and agenda package and it shall be available for public inspection when it is distributed to the Board of Alderman. The Town's agenda policy will be followed.

(b) **Adoption of the Agenda.** As the first order of business at each meeting, the Board of Alderman shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Board of Alderman may by majority vote add items to or delete items from the proposed agenda, except that the Board of Alderman may not add items on the agenda of a special meeting unless (a) all members are present and (b) the Board of Alderman determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Board of Alderman may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board of Alderman members. The Board of Alderman may designate certain agenda items "for discussion and possible action." Such designation means that the Board of Alderman intends to discuss the general subject area of that agenda item before

making any motion concerning that item.

(c) **Open Meetings Requirement.** The Board of Alderman shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Board of Alderman to understand what is being deliberated, voted, or acted on. However, the Board of Alderman may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda – sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on – are available for public inspection at the meeting.

### **Rule 5. Public Address to the Board of Alderman**

(a) Any individual or group who wishes to address the Board of Alderman can make a request, to the Clerk, at least two days in advance of the regular meeting to be on the agenda. However, the Board of Alderman shall determine at the meeting whether it will hear the individual or group. Unless determined otherwise by the Board of Alderman, each speaker will have a maximum of five minutes to address the Board of Alderman.

(b) The Board of Alderman shall provide a public comment period during its regular Board of Alderman meeting, which is the third Thursday of each month. The Town's public comment policy will be followed.

### **Rule 6. Order of Business**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Invocation and Pledge of Allegiance of the Flag
2. Approval of Agenda with Additions or Deletions
3. Approval of Minutes
4. Recognition of Citizens: Time set by Mayor
5. Consent Agenda
6. Public Hearings
7. Old Business
8. New business
9. Manager's Report

By general consent of the Board of Alderman, items may be considered out of the order prescribed above.

### **Rule 7. Presiding Officer**

The Mayor shall preside at Board of Alderman meetings if he or she is present, unless he or she becomes actively engaged in debate on a particular matter. The Mayor may only vote to break a tie. In order to address the Board of Alderman, a member must be recognized by the Mayor. If the Mayor is absent, the Mayor Pro Tem shall preside. If both the Mayor and the Mayor Pro Tem are absent, another member designated by vote of the Board of Alderman shall preside. The Mayor Pro Tem or other member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the presiding person becomes actively involved in debate on a particular matter, he or she may designate another Board of Alderman member to preside over the debate. The presiding individual shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

- To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this grounds;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appealed to the Board of Alderman upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

### **Rule 8. Action by the Board of Alderman**

The Board of Alderman shall proceed by motion, except as otherwise provided for in Rules 3, 4 and 25. Any member, excluding the Mayor, may make a motion.

### **Rule 9. A Second is Required**

A motion does require a second.

### **Rule 10. One Motion at a Time**

A member may make only one motion at a time.

### **Rule 11. Substantive Motions**

A substantive motion is out of order while another substantive motion is pending.

### **Rule 12. Adoption by Majority Vote**

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

### **Rule 13. Voting by Written Ballot**

The Board of Alderman may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board of Alderman shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

### **Rule 14. Debate**

The Mayor shall state the motion and then open the floor to debate. The Mayor shall preside over the debate according to the following principles:

- The maker of the motion is entitled to speak first;
- A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- To the extent possible, the debate shall alternate between proponents and opponents of the measure.

### **Rule 15. Ratification of Actions**

To the extent permitted by law, the Board of Alderman may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

### **Rule 16. Procedural Motions**

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

***Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.*** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board of Alderman, as specified in Rule 7. This appeal is in order immediately after a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

***Motion 2. To Adjourn.*** This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess or adjourn to a time and place certain shall also comply with the requirements of Rule 2(c).

***Motion 3. To Take a Brief Recess.***

***Motion 4. Call to Follow the Agenda.*** The motion must be made at the first reasonable opportunity or it is waived.

***Motion 5. To Suspend the Rules.*** The Board of Alderman may not suspend provisions of the rules that state requirements imposed by law on the Board of Alderman. For adoption, the motion requires an affirmative vote equal to two-thirds of the entire membership of the Board of Alderman.

***Motion 6. To Go into Closed Session.*** The Board of Alderman may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting.

A motion based on G.S. 143-318.11(a) (1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Board of Alderman expects to receive advice during the closed session, if in fact such advice is to be received.

***Motion 7. To Leave Closed Session.***

***Motion 8. To Divide a Complex Motion and Consider It by Paragraph.*** The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

***Motion 9. To Defer Consideration.*** The Board of Alderman may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 100 days thereafter unless a motion to



revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending. A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion (Rule 16(b), Motion 14), or else move to suspend the rules (Rule 16(b), Motion 5).

***Motion 10. Motion for the Previous Question.*** The motion is not in order until there has been at least 20 minutes of debate and/or every member has had an opportunity to speak once.

***Motion 11. To Postpone to a Certain Time or Day.*** If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

***Motion 12. To Refer a Motion to a Committee.*** The Board of Alderman may vote to refer a substantive motion to a committee for its study and recommendation. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Board of Alderman, whether or not the committee has reported the matter to the Board of Alderman.

***Motion 13. To Amend.***

- (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with the amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.
- (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.
- (c) Any amendment to a proposed ordinance, policy, regulation or resolution shall be reduced to writing before the vote on the amendment.

***Motion 14. To Revive Consideration.*** The Board of Alderman may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). The motion is in order at any time within 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

***Motion 15. To Reconsider.*** The Board of Alderman may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “no’s” prevail) and only at the meeting during which the original vote was taken, including any continuation of that

meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

***Motion 16. To Rescind or Repeal.*** The Board of Alderman may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

***Motion 17. To Prevent Reintroduction for Six Months.*** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption, an affirmative vote equal to two thirds of the entire membership of the Board of Alderman. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organization meeting of the Board of Alderman, whichever occurs first.

### **Rule 17. Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

### **Rule 18. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the Mayor puts the motion to a vote, whichever occurs first.

### **Rule 19. Duty to Vote**

Every member must vote unless excused by the remaining members of the Board of Alderman. A member who wishes to be excused from voting shall so inform the Mayor, before the vote is taken. The Mayor shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Board of Alderman or by law, or the member's official conduct, as defined by the Board of Alderman. In all other cases a failure to vote by a member who is physically present in the Board of Alderman chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

### **Rule 20. Special Rules of Procedure**

The Board of Alderman may adopt special rules of procedure as circumstances warrant.

### **Rule 21. Closed Sessions**

The Board of Alderman may hold closed sessions as provided by law. The Board of Alderman shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(1), closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record; it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3), consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures, it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by a majority of those present and voting. The Board of Alderman shall terminate the closed session by a majority vote, using Motion 7 of rule 16(b).

Only those actions authorized by statute may be taken in closed session (Rule 16(b), Motion 2).

### **Rule 22. Quorum**

A majority of the actual membership of the Board of Alderman (excluding vacant seats) shall constitute a quorum. A majority is more than half. The Mayor shall be considered a member of the Board of Alderman in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

### **Rule 23. Remote Participation in Board of Alderman Meeting**

A member who is not physically present for a Board of Alderman meeting may participate in the meeting by electronic means in accordance with the Town's remote participation policy.

### **Rule 24. Public Hearings**

Public hearings required by law or deemed advisable by the Board of Alderman shall be organized by a special order that sets forth the subject, date, place, and time of the hearing. The special order is adopted by a majority vote of the Board of Alderman. At the time appointed for the hearing, the Board of Alderman shall vote to open the hearing and the Mayor or his or her designee shall call the hearing to order and preside over it. When the hearing is complete, the presiding officer shall entertain a motion to end the hearing. The Town's public hearing policy shall be followed.

### **Rule 25. Minutes**

Full and accurate minutes of the Board of Alderman proceedings, including closed sessions, shall be kept. The Board of Alderman shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in the rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Board of Alderman, the entire Board of Alderman shall be polled by name on any vote. Members' and other persons' comments may be included in the minutes if the Board of Alderman approves. Minutes and general accounts of closed sessions may be sealed by action of the Board of Alderman. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

### **Rule 26. Appointments**

The Board of Alderman may consider and make appointments to other bodies, including its own committees, if any, at any regular meeting. The Board of Alderman shall use one of following procedures to make appointments to various other boards and committees:

A candidate for appointment to one of the Town's advisory boards shall submit an Application for Appointment to either the board chairman or the Town Clerk. The Board of Alderman liaison to that advisory board shall consult with the advisory board chairman on the appropriateness of the appointment. If the candidate's appointment is deemed beneficial to the advisory board, the Board of Alderman liaison shall make a motion at a regular Board of Alderman meeting to approve the appointment. Appointments for candidates to fill unexpired terms will be made to the completion of that term.

For appointments to special Board of Alderman committees, Board of Alderman members may choose to either submit names for nomination, or may accept volunteers. The final committee roster shall be voted on by the Board of Alderman.

### **Rule 27. Committees and Boards**

(a) Establishment and Appointment. The Board of Alderman may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry out the Board of Alderman's work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, Board of Alderman, or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the Town's professional staff.

**Rule 28. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to two-thirds of the entire membership of the Board of Alderman.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Hayley Beaty, Mayor

Attest:

\_\_\_\_\_  
Sarah Ballard, Town Clerk

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Walk to Remember-Walker Hayes Scholarship Walk

AGENDA ITEM NO. 3B

MEETING DATE: 01/23/2024

### BACKGROUND INFORMATION:

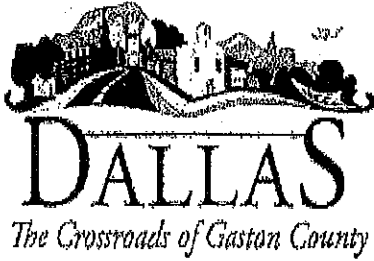
Kelly Leigh has submitted a special events application to Alderman Martin proposing to hold a memorial walk in memory of Walker Hayes. Any donations will go to the Walker Hayes Scholarship Fund. She is requesting to use Cloninger Park for the event on March 23, 2024 from 8:30am to 4:00pm. They are requesting to put up no more than 10 tents and the use of 6 trashcans. The event will be open to the general public and they are estimating attendance of 150 people.

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:



## Guidelines for Special Events

Town of Dallas  
210 North Holland Street  
Dallas, NC 28034-1626  
(704) 922-3176  
Fax: (704) 922-4701

This information has been prepared to assist you while planning, to ensure a safe and enjoyable special event. If you have questions that are not answered on this page, please contact the Town of Dallas at (704) 922-3176.

### **EVENTS MUST BE APPROVED AT LEAST 14 DAYS IN ADVANCE OF THE EVENT.**

Special event permit applications must be submitted to the Town of Dallas 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.

Typical events are defined below:

**Parade:** A march or procession which interferes with pedestrian and/or vehicular traffic.

**Athletic Events:** An occasion when a group of participants collectively engage in sport or other form of physical exercise, including an organized Walk or Race. This may interfere with vehicular and/or pedestrian traffic.

**Special Events:** Include street fairs, arts and crafts shows, carnivals, rallies, etc. Special events often interfere with pedestrian and/or vehicular traffic.

**Block Party:** A gathering which requires closure of a street.

### **IMPORTANT INFORMATION:**

- All Special Events must comply with all Town ordinance requirements, Gaston County Health Department regulations, policies, procedures, rules, and regulations pertaining to use of parks.
- All of the following services or requirements shall be the responsibility of the applicant, unless the applicant specifically seeks and receives approval for any or all of the services or requirements to be waived as unnecessary, or provided by the Town of Dallas.
- The applicant must provide sufficient portable toilets for the expected number of participants at the requested event.
- The applicant must provide proof of insurance acceptable to the Town of Dallas, for any event.
- The applicant shall be responsible for the security or protection of any items, merchandise, booths, or other property owned by the applicant or others participating in the Special Event.
- The applicant shall provide authorized law enforcement personnel for each special event, as determined by the Town of Dallas.



## 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 preceeding 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:	Walk to Remember		
Facility Requested:	Cloninger Park		
Applicant Name:	Kelly Keigh (can contact Sam Martin with questions)		
Organization:			
Mailing Address:	608 Hester Drive		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:	Cell:	E-Mail:	
Description of the Event:	Remembrance Walk for Walker Hayes Any donations will go toward Walker's Scholarship Fund.		
Does the event have a Facebook, Twitter, or other social networking page:			
If yes, please list URL(s):			
Date (s) Requested for Event:	March 23		
Event Start Time:	8:30 AM	Event End Time:	4:00 PM
Road Closure Time Begins (if applicable):		Road Closure Time Ends:	
Set Up Begins:	9:30	Set Up Ends:	
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	150		
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: \_\_\_\_\_

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"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text" value="less 10"/>	(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 (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
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
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 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.			
<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

## 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.

## ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> PARADE (Includes floats, vehicles, and persons)	<input type="checkbox"/> BICYCLES
<input type="checkbox"/> MARCH OR WALK (persons only)	<input type="checkbox"/> FOOT RACE
<input type="checkbox"/> VEHICLES ONLY (Includes motorcycles)	
<input type="checkbox"/> OTHER (Description: _____)	
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"/>
<p><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></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

## 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: Kelly Leigh Date: 1-13-24

**TOWN OF DALLAS, NORTH CAROLINA**

**REQUEST FOR BOARD ACTION**

**DESCRIPTION:** Stacey Malker Thomas Sign Request

**AGENDA ITEM NO.** 3C

**MEETING DATE:** 01/23/2024

**BACKGROUND INFORMATION:**

Stacey Malker Thomas is requesting that a sign be placed at Jaggers Park commemorating her tenure on the Dallas Board of Alderman as the first female African-American to be elected to the Board.

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**MANAGER RECOMMENDATION:**

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**BOARD ACTION TAKEN:**

Rick Coleman  
606 Brookgreen Drive  
Dallas, NC 28034

December 17, 2023

Mayor & Board of Alderman  
Town of Dallas  
210 N. Holland St.  
Dallas, NC 28034

To Mayor & Board of Alderman

I would like to recommend that a sign be placed at Jaggers Park commemorating Stacy Walker Thomas as the first female African-America to be elected to the Dallas Board of Alderman. During her time on the Board, she was always well versed in all matters before her. She would always listen to citizen's concerns and bring them to the attention of the Board, as well as attending all Town events. Her devotion to Dallas should not go un-recognized.

Respectfully,



Rick Coleman  
Mayor, Town of Dallas 2003 - 2023

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Parks and Recreation Sponsorship Packet

AGENDA ITEM NO. 3D

MEETING DATE: 01/23/2024

BACKGROUND INFORMATION:

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

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



**Sponsorship Letter of Intent**

**Business/Organization/Individual Name:** \_\_\_\_\_

**Contact Person's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Facebook Page Name:** \_\_\_\_\_

**Instagram:** \_\_\_\_\_

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

- Concert Series Sponsor \$5,500
- Concert Single Event \$1,000
- Fall Festival Sponsor \$125
- Halloween Carnival Sponsor \$125
- Christmas Parade Sponsor \$125
- Easter Egg Hunt Sponsor \$125

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

- Yearlong Sponsorship \$1,800
- Team Sponsorship \$275
- Season Sponsorship \$725

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

\_\_\_\_\_

**Payment Option (Check One):**

- Check Included. Please send me an invoice

Please submit this completed form to:

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

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

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

\_\_\_\_\_  
**Printed Signature**

\_\_\_\_\_  
**Date**





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

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

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

### **Community Events Sponsorship Opportunities**

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

- Name/Logo on stage for all of our monthly concerts  
(Options: May, June, July, August, September, October)
- Verbal Recognition all of our Concert Series and Fall Festival
- Name/Logo on social media and Town's website for each monthly event
- 10x10 vendor space at each event Concert Sponsor

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

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

#### **Fall Festival Sponsor \$125**

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

#### **Trunk or Treat Sponsor \$125**

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

#### **Carols on the Square Sponsor \$125**

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

#### **Christmas Parade Sponsor \$125**

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

#### **Easter Egg Hunt Sponsor \$125**

- Verbal Recognition at this event
- Name/Logo on social media and City's website
- 10x10 vendor space



## Youth Athletics Sponsorship

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

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

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

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

### **Youth Sports Team Sponsor \$275 per team**

- Logo on team jerseys for **one** team for a season of your choice (baseball, soccer, or basketball)
- 8x10 team photo
- Logo on promotional opportunities
- One of our team's jerseys with your logo on it
- For baseball or soccer season
- Organization can provide up to two banners that we will put on our ballfield fence for one season. Your banner will also be in the Dallas Gym during basketball season.

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