

**Town of Dallas
Agenda
March 12, 2024
6:30 PM
BOARD OF ALDERMEN
Hayley Beaty, Mayor**

Alan Cloninger

Sam Martin

Frank Milton

Jerry Cearley, Mayor Pro-Tem

E. Hoyle Withers

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MINUTES FOR BOARD OF ALDERMEN MEETING

February 13, 2024

6:30 PM

The following elected officials were present: Mayor Beaty, Alderman Milton, Alderman Martin, and Alderman Withers. Alderman Cearley and Alderman Cloninger were absent.

The following Staff members were present: Ben Blackburn, Interim Town Manager; Robbie Walls, Police Chief; Lanny Smith, Electric Director; Jonathan Newton, Finance Director; Bill Trudnak, Public Works Director; Tom Hunn, Town Attorney; Earl Withers III, Fire Chief; Lindsey Tysinger, Planner; Paul Gibson, Electric Supervisor; Zack Foreman, and Assistant Public Works Director.

Mayor Beaty called the meeting to order at 6:30pm.

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

Approval of Agenda:

Alderman Withers made a motion to approve the agenda with three additions, seconded by Alderman Martin and carried unanimously.

Approval of Minutes:

Alderman Martin motioned to approve the minutes from the January 9 Regular Meeting, January 9 Special Meeting, January 22 Strategic Planning Meeting, January 23 Work Session, and January 23 Special Meeting.

Recognition of Citizens:

The Mayor opened the floor to the Recognition of Citizens.

Dr. Duncan, of Carr Elementary School, presented the Students of the Month.

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

Mike Fields of 1333 Philadelphia Church Road, recognized some of the Fireman for their recent award achievements and thanked all of the Town's emergency responders for their hard work. Mr. Fields suggested that the Town's electric sign be connected to a generator for emergency situations.

Consent Agenda:

Item 5A Budget Amendment-PD Radar Equipment and Training

During the Town’s strategic planning meeting, it was brought up for the Police Department to purchase two Lidar Units and come up with a cost breakdown for allowing off duty officers to work radar enforcement in areas of town. A budget amendment is attached that will cover the total cost of the equipment and increasing the salaries for the off duty officers (See Exhibit 5A-1).

Item 5B Budget Amendment-Salary Adjustment/Correction

The Board of Aldermen requested an adjustment to an employee whose salary needed to be adjusted to be comparable. Due to this item not being budgeted, an amendment is needed to cover the increased expenses. Attached is a budget amendment for the salary adjustment (See Exhibit 5B-1).

Item 5C Budget Amendment- Final Payment for Parcel 132105

The Board of Alderman agreed to terms of purchasing parcel 132105 for \$66,000 in early 2023. The Town is now ready to issue the final payment to the parcel owner so that closing that take place. Attached is a budget amendment to appropriate funds in the Economic Development Fund to cover the final payment for parcel 132105 (See Exhibit 5C-1).

Item 5D Budget Amendment- Wastewater AIA Grant

Currently, Dallas is in the process of an Asset Inventory and Assessment (AIA) project for our Waste Water System; which is being funded by a grant received from the NC Department of Environmental Quality. An assessment of the Waste Water System will help aid in managing and planning for the system that will maintain/improve our service levels to our citizens and customers, while also addressing the growth that Dallas is experiencing. Attached, is a budget amendment to appropriate funds for the grant (See Exhibit 5D-1).

Alderman Withers made a motion to approve all four budget amendment items, seconded by Alderman Martin and carried unanimously.

Public Hearings:

Item 6A Shepherd’s Way Annexation

Spencer McNab of BGE, Inc., along with Adam Morman of Smith Douglas Homes, on behalf of Gaston Area Lutheran Fund, Inc., property owner, submitted a voluntary annexation petition on

6/12/2023. The petition was for voluntary contiguous annexation of a portion of Gaston County Parcel #214259 into the Town of Dallas in order to develop the entire property for single family residential. This application was submitted along with rezoning petition Z-2023-02 requesting the Residential R-5 Zoning District. The entire 18.61-acre parcel is highlighted for new residential development in the 2030 Future Land Use Plan. Staff was directed to investigate the sufficiency of the petition to determine if it meets the standards of 160A-31 at the Board of Aldermen Regular Meeting on July 11, 2023. The petition has been deemed sufficient and the Board of Aldermen set a public hearing for the annexation of the property, per NCGS §160A-31(c). A rezoning public hearing for the subject property would occur after the property has been annexed. Supporting documentation, including the Certificate of Sufficiency, is attached (See Exhibit 6A, 1-16).

Alderman Milton made a motion to go into the Public Hearing, seconded by Alderman Martin and carried unanimously.

Interim Town Manager, Ben Blackburn, presented the request back to the Board. Mr. Blackburn stated that the re-zoning died at the last meeting it was presented at for lack of vote. After discussion between Staff and the Board, they decided to bring the item back to the March 12 meeting. There was no public comment.

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

Old Business:

There was no old business at this time.

New Business:

Item 8A Proclamation of February as Black History Month

Black History Month is an annual celebration of achievements by black Americans and a time for recognizing the central role of African Americans in U.S. history. The event grew out of “Negro History Week”, the brainchild of noted historian Carter G. Woodson and other prominent African Americans. President Gerald R. Ford officially recognized Black History Month in 1976, calling upon the public to ‘seize the opportunity to honor the too-often neglected accomplishments of black Americans in every area of endeavor throughout our history”. Since 1976, every U.S. president has officially designated the month of February as Black History Month. Other countries around the world, including Canada and the United Kingdom, also devote a month to celebrating black history. A proclamation is attached recognizing February as Black History Month (See Exhibit 8A-1).

Mayor Beaty presented the Proclamation to Alderman Milton. Mr. Milton read the proclamation to the audience and asked that the Town recognize Black History Month each year.

Alderman Martin made a motion to approve the proclamation, seconded by Alderman Withers and carried unanimously.

Item 8B Proclamation Honoring Stacey Malker Thomas

Attached is a Proclamation recognizing Stacey Malker Thomas as the First African American Female to be elected as a Town of Dallas Alderwoman and recognizing all of her contributions to the Citizens of the Town of Dallas (See Exhibit 8B-1).

Mayor Beaty presented the proclamation to Stacey Malker Thomas and read it aloud to the audience.

Mrs. Thomas thanked everyone that came out to support her. She also thanked emergency personnel for the assistance they gave for her daughter. She said she served to make a change, not for the recognition.

Alderman Withers made a motion to approve the proclamation, seconded by Alderman Martin and carried unanimously.

Item 8C Re-Appointment of Thomas Smith to Planning Board/Board of Adjustment

Planning Board Member Thomas Smith's term on the Planning Board has expired. Mr. Smith is interested in continuing in this role for the Town of Dallas. He has requested to be re-appointed to the Planning Board/Board of Adjustment for another three-year term. Mr. Smith has been an engaged member of the Planning Board and Board of Adjustment. Staff is recommending that Mr. Smith be re-appointed to the Planning Board/Board of Adjustment.

Alderman Withers made a motion to approve the re-appointment, seconded by Alderman Martin and carried unanimously.

At this time there was a brief recess from 7:07pm until 7:14pm.

8D Planning Board Appointment

Bradley Goins has submitted an application requesting to serve on the Planning Board. Mr. Goins is a resident of the Town and has a background in electrical engineering. Currently the Planning Board has a vacancy for one Alternate. Planning Board terms of office are defined in § 153.100 of the Town Zoning Ordinance. For an Alternate position, the term is set at a two-year limit. The Board of Alderman may reappoint him for another two-year term (January 2024-January 2026). The application submitted to Staff is attached (See Exhibit 8D-1).

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

8E Special Events Request-Rusty Rabbit

Four Special Event Applications have been received from the Rusty Rabbit to hold Block Parties. All of the events are requested to be held from 5:00 pm to 11:00 pm on the following dates:

Saturday, April 20, 2024
Saturday, June 15, 2024
Saturday, August 24, 2024
Saturday, October 12, 2024

Each event would be open to the public and would feature live music and vendors. They are requesting 2 Security Personnel, 10 trash receptacles, and closure of the 100 block of E. Main St. (between N. Gaston St. and N. College St.) from 2:00 pm until 2:00 am. Attendance is estimated to be approximately 1000. It is noted that electrical power or generators will be used. The applications are attached for review (See Exhibit 8E, 1-20).

After discussion, the Board decided to table the event request until the March 12 meeting.

Item 8F Special Events Requests-Walk to Remember-Walker Hayes Scholarship Walk

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 (See Exhibit 8F, 1-4).

The Board requested to waive the special events fee and advertise the Walk on the Town sign, the Town FB, and the Town Website at no charge.

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

Item 8G Audit Contract Approval for FY2022-23

Martin, Starnes and Associates, CPA's PA, has conducted the last year's audit. It is the recommendation of Staff to contract with Martin, Starnes and Associates. for the FY2023-24 annual audit. The contract outlines that they will conduct the audit for no more than \$57,900 for all services. The cost reflects additional services required for Other Post-Employment Benefits

(OPEB) and for Federal and State awards as well as normal Auditing services for the Town's Finances. The NC Local Government Commission division of the State Treasurer's Office requires that the Town approve this contract first before submitting to their office for final approval (See Exhibit 8G, 1-10).

Alderman Martin made a motion to approve the contract, seconded by Alderman Withers and carried unanimously.

Item 8H Offices for Town Hall Employees

The Mayor has requested to discuss utilizing the downstairs of the Courthouse for temporary employee offices.

The Mayor suggested to re-locate some of the Town Hall offices to the bottom floor of the Courthouse since the Town Hall has no space for growth for more employee offices. The Board suggested to bring back the item to the work session to discuss which employees would be moving and the cost of the move.

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

Item 8I Changing Date of the March 26 Budget Work Session

The Mayor requested to discuss moving the March 26th Budget Work Session to March 8th at 9am because of time restraints.

After discussion, the Board decided to leave the date of March 26 and change the time to begin at 4:00pm.

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

Item 8J Special Events Request-Car Show at Main and Holland Streets

Jeremiah Doster, the owner of The Pickle Restaurant, has submitted a special events application proposing to hold a Car Show on March 9th from 9am to 3pm. They are requesting to put up no more than 8 tents, the use of 6 trashcans, and requesting to use 2 Police Personnel. The event will be open to the general public and they are estimating attendance of 700 people throughout the day (See Exhibit 8J, 1-6).

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

Item 8K Recognizing the First Female Mayor for the Town of Dallas

The Mayor has requested a discussion recognizing Colleen Cloninger, as the First Female Mayor of the Town of Dallas, and propose presenting her with a “Key to the City” plaque.

The Board agreed to recognize Coleen Cloninger with a plaque and proclamation at the March 12 Board meeting.

Alderman Withers made a motion to approve the item, seconded by Alderman Martin and carried unanimously.

Item 8L May 11th Mayfair on the Square

Members of the Dallas Small Business Association will be in attendance and would like to discuss adding an event on May 11th, “Mayfair on the Square”. The event would consist of vendors setting up around the Square offering various goods and items for sale from 3pm to 6pm and a having a concert afterwards starting at 7pm. Fees for the event and preferred parking passes will be discussed.

After discussion between Board, Staff, and the members from the Small Business Association, the Board requested to table the discussion at the February work session.

Item 8M Offer to Purchase Town-Owned Property

Mr. Tony Adams, with Carolina Land Acquisitions, Inc., has expressed interest in purchasing two parcels of Town-owned property located along NC Hwy 275 near the S. Fork Catawba River. The TIP/ Parcels are BR-0019 001 and BR-0019 004, with a listing description as Bridge NO. 350056 on NC 275 over S. Fork Catawba River .BR-0019 01 is approximately 3.798 acres and BR-0019 04 is approximately listed as 10.261 acres. Mr. Adams has submitted an offer of \$1,500 for parcel BR-0019 001 and \$6,800 for Parcel BR-0019 004, plus payment of advertising costs and legal fees. The Board has the option of accepting this offer, countering this offer, or rejecting this offer. Once an offer is accepted, the Town will begin the upset bid process for sale of the segment per G.S. §160A-269.

After discussion between, the Board, Staff, and the Town Attorney, Alderman Martin made a motion to approve the item, seconded by Alderman Milton and carried unanimously.

Item 8N Town Letterhead

Alderman Milton brought to the attention of the Board and Staff, of not using the official Town letterhead for the Board of Adjustment items, as it confuses citizens. The Board asked Staff to look at creating a letterhead just for the Board of Adjustment.

Item 8O Removal of R-5 Zoning

Alderman Milton asked Staff to look into the removal of the R-5 Zoning, as there are some concerns of homes being too close together and a risk of fire damage. After discussion, the Board directed Staff to re-visit the zonings and begin process to dissolve the R-5 Zoning.

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

Item 8P Add the Catalinas to the list of Town Events for 2024

The Mayor requested to have the Catalinas added to the summer concert series on August 24th. Alderman Martin excused himself from the vote.

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

Manager Report:

Interim Town Manager, Ben Blackburn, went over up-coming items.

Alderman Martin made a motion to adjourn, seconded by Alderman Withers and carried unanimously (8:21).

Hayley Beaty, Mayor

Sarah Ballard, Town Clerk

MINUTES FOR BOARD OF ALDERMEN WORK SESSION
February 27, 2024
6:30 PM

The following elected officials were present: Mayor Beaty, Alderman Milton, Alderman Withers, Alderman Cloninger, Alderman Martin and Alderman Cearley.

The following Staff members were present: Ben Blackburn Interim Town Manager; Robbie Walls, Police Chief; Lanny Smith, Electric Director; Jonathan Newton, Finance Director; Bill Trudnak, Public Works Director; Tom Hunn, Town Attorney; Earl Withers, Fire Chief; Sonny Gibson, Electric Supervisor; Lindsey Tysinger, Planner; Sarah Ballard, HR Director/Town Clerk; Zack Foreman, Assistant Public Works Director, and Alex Wallace, Parks and Recreation Director.

Mayor Beaty called the meeting to order at 6:30 pm.

The Mayor then had Alderman Milton open with a prayer and the Pledge of Allegiance to the Flag.

At this time, the Mayor asked if there were any additions or deletions to the agenda. There were four deletions and two additions. Alderman Cloninger made a motion to approve the agenda with the additions and deletions, seconded by Alderman Martin and carried unanimously.

New Business:

Item 3A Consideration for Setting a Special Meeting for Water and Sewer Infrastructure

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

The Board set a special meeting for March 12th at 5:30pm to discuss water and sewer infrastructure needs.

Item 3B R5 Zoning Discussion

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

Mr. Groce answered all questions that the Board had concerning the R5 Zoning and gave them a clear and better understanding.

Item 3C Presentation of Dallas CORE Project by Jeff Emory

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

Mr. Emory gave handouts to the Board showing services that are provided by using the CORE program. Mr. Emory answered the Boards questions. If the Board chooses to proceed with the program, then the Board would approve the MOU and the Resolution at the next Board meeting (See Exhibit 3C, 1-18).

Item 3E Revised Parks and Rec Sponsorship Packet

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 (See Exhibit 3E, 1-4).

The Parks and Rec Director presented the revised packet to the Board to look over and discuss. There was discussion between the Board and Staff. No action was taken at this time.

Item 3F Full Time Deputy Town Clerk Position

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

The Mayor presented the item to the Board for discussion. The Board asked questions and suggested a different position name and duties for this position. The Board decided to have Staff put this position in the up-coming 24-25 budget (See Exhibit 3F, 1-2).

3H Veterans Day Parade Discussion

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

A representative from the Gaston County Veterans Association was in attendance to ask the Board to consider holding their annual Veterans Day Parade in Dallas this year instead of Gastonia because of an increase in the rates that they have been paying to Gastonia. After discussion between the Board, Staff, and the representative, the Board agreed to hold the parade in Dallas and include it with the Towns annual Veterans Day Event that is held at the Courthouse.

Item 3J Contribution to the Walker Hayes Memorial Walk

The topic of donating funds to the Walker Hayes-Walk to Remember- Scholarship fund, was brought back for discussion. The Town Attorney said that the Town could not donate funds to this cause unless it directly benefited the Town. The Staff suggested that the Employees of the Town donate money to the scholarship fund if they wish to in memory of Walker.

Item 3K Color Run

The Mayor presented the item of the Town hosting a Color Run along with Gaston College on September 21st of this year. The run would begin at Gaston College and end at Cloninger Park with vendors. This would be a certified run. More details will be brought back at a later time.

Closed Session-The Mayor has requested to hold two Closed Sessions:

NCGS §143-318-11(6) and NCGS §143-318-11 (5).

Alderman Cloninger made a motion to go into the first closed session, seconded by Alderman Cearley and carried unanimously (8:34).

Discussion only. No action was taken.

Alderman Cloninger made a motion to go out of the first closed session, seconded by Alderman Martin and carried unanimously (8:59).

Alderman Cloninger excused himself for the second closed session.

Alderman Withers made a motion to go into the second closed session, seconded by Alderman Martin and carried unanimously (9:00).

Discussion only. No action was taken.

Alderman Withers made a motion to go out of the second closed session, seconded by Alderman Martin and carried unanimously (9:22).

Alderman Withers made a motion to adjourn, seconded by Alderman Martin and carried unanimously (9:22).

Hayley Beaty, Mayor

Sarah Ballard, Town Clerk

Proclamation Honoring Coleen Cloninger Peeler

WHEREAS, Coleen Cloninger Peeler is a former Town of Dallas Mayor, Alderwoman; and Mayor Pro-tem, and,

WHEREAS, she was elected the first female Mayor in Gaston County, NC; in 1985, and,

WHEREAS, she was the first elected female Alderwoman, in 1980 Mayor Pro-Tem in 1982, and Mayor in 1985 to the Town of Dallas, and,

WHEREAS, she has been an active member of the Holy Communion Lutheran Church in Dallas and, was on many boards and committees throughout Gaston County and Dallas, and,

WHEREAS, her tenure marked an important milestone in local governance, breaking barriers and paving the way for other women to take on leadership roles , and,

NOW, THEREFORE, in honor of Coleen Cloninger Peeler as a long-time supporter for the Town of Dallas, and; the Town of Dallas, by affirmative vote of its Board of Alderman does hereby officially honor **Coleen Cloninger Peeler**, and extends its collective appreciation and gratitude for her years of service in this community.

Adopted this the 12th day of March 2024.

Hayley Beaty, Mayor

Attested by:

Sarah Ballard, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – FD Apparatus Damage Reimbursement

AGENDA ITEM NO. 5A

MEETING DATE: 03/12/2023

BACKGROUND INFORMATION:

The Town has received funds from insurance as reimbursement for damage done to our 11988 E-One Cyclone Apparatus.

Attached is a budget amendment to accept the funds from the insurance company and to appropriate those funds for vehicle repair.

MANAGER RECOMMENDATION: Approve the budget amendment accepting and appropriating insurance funds for vehicle damage repair, as presented.

BOARD ACTION TAKEN:

Town of Dallas
Budget Amendment

Date: March 12, 2024

Action: General Fund Amendment

Purpose: To Accept and Appropriate Insurance Funds for Vehicle Damage Repair -1998 Fire Apparatus

Number: PD-005

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3500	0000	Miscellaneous	\$11,770	\$22,019	\$10,249
10	5200	1700	Maint & Repair: Vehicles	\$20,000	\$30,249	\$10,249

Approval Signature
(Town Manager)

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Approval for Rules of Procedure for the Board of Aldermen

AGENDA ITEM NO. 5B

MEETING DATE: 03/12/2023

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 approval.

MANAGER RECOMMENDATION:

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.

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of Dallas. A meeting of the board occurs whenever a majority of the board's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the board's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

Part II. Types of Meetings

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. Quorum

The presence of a quorum is necessary for the board to conduct business. A majority of the board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Rule 3. Remote Participation in Board Meetings

- (1) A member who attends a meeting electronically (via phone, skype, etc.) may take part in debate and shall not vote on any matter. A member may remotely participate by right in up to 4 meetings per calendar year. If extenuating circumstances warrant remote

participation beyond 4 meetings, the board may elect to approve those instances on a case by case basis.

Rule 4. 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 twelve (12) 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.

(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 unexpected circumstances that require immediate consideration by the Board of Alderman. Only business connected with the emergency may be considered at an emergency meeting.

(1) 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.

(c) 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 5. Organizational Meeting: Selection of Mayor Pro-Tempore

(a) Scheduling Organizational Meeting. The board must hold an organizational meeting following each general election in which board members are elected. The organizational meeting must be held either (1) on the date and at the time of the board's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent board. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

(b) Oath of Office. As the first order of business at the organizational meeting, all newly elected members of the board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

(c) Selection of Mayor Pro Tempore. As the second order of business at the organizational meeting, the board shall elect from among its members a mayor pro tempore using the procedures specified in Part VI, Rule 1(b). The mayor pro tempore shall serve at the board's pleasure.

Part III. Agenda

Rule 1. 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 six (6) 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; any deviation from the agenda shall be addressed during the adoption of the agenda.

Rule 2. Adoption of the Agenda

As the first order of business at each meeting, the Board of Alderman shall, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Board of Alderman may by majority vote add or delete items from the proposed agenda, except that the Board of Alderman may not add items on the agenda of a special, emergency, or organizational 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.

(1) The agenda shall be posted in a public forum; ie: online or city clerks office for review.

(a) 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 3. Recognition of Citizens.

Any citizen may address the Board of Alderman at the regular meeting during the “Recognition of Citizens” portion of the regular meeting. Unless determined otherwise by the Board of Alderman, each speaker will have a maximum of three (3) minutes to address the Board of Alderman. Board members may address any individual, group, or citizen if any board member so desires during this time; however, the Board members are not required to respond. The Board may limit any group or groups to have one (1) speaker for any one issue.

- 1) The mayor will determine the order of speakers.
- 2) Decorum shall be maintained during recognition of citizens. Failure to maintain decorum may result in forfeiting remaining time and / or removal from the meeting.
- 3) The Mayor or Mayor Pro-Tempore shall determine decorum, which may be appealed by the Board of Alderman.

Rule 4. 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 5. 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 by 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.

1. 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 if it interferes with the closed session's purpose.

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 to 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. Old Business
7. Public Hearings
8. New business
9. Mayor's Report
10. Manager's Report
11. Closing

By majority vote of the Board of Alderman, items may be considered out of the order prescribed above.

Part IV. Organization of the Board.

Rule 1. Presiding Officer

The mayor shall preside at the Board of Alderman meetings. If the Mayor is absent, the Mayor Pro- Temp shall preside. If both the Mayor and the Mayor Pro-Temp are absent, the secondary Mayor Pro-Temp designated by vote of the Board of Alderman shall preside. The Mayor Pro-Temp or other member who is temporarily presiding will retain all of his or her rights as a Board of Aldermen member, including the right to make motions and the right to vote. They will assume the role and responsibilities of the Mayor for purposes of the meeting.

If, during the absence of the Mayor, the Mayor Pro-Temp and Secondary Mayor Pro-Temp become actively involved in debate on a particular matter, the discussion shall be continued until the Mayor is able to preside.

- 1.) The Mayor may only vote to break a tie.
- 2.) In order to address the Board, an Alderman must be recognized by the Mayor.
- 3.) The Mayor Pro-Temp or Secondary Mayor Pro-Temp 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, and consulting town legal counsel;
 - To call a brief recess at any time;
 - To adjourn in an emergency.

A decision by the Mayor Pro-Temp or Secondary Mayor Pro-Temp 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 2. Board of Alderman

The Board of Alderman shall proceed by motion, except as otherwise provided for in Part III: Rule 3 and 5, and Part IV. Any alderman, excluding the Mayor, may make a motion.

a.) A Second is Required

- i. A motion does require a second.

b.) One Motion at a Time

- i. A member may make only one motion at a time.

c.) Substantive Motions

- i. A substantive motion is out of order while another substantive motion is pending. If during discussion of motion determines that an additional motion will be added.

d.) Adoption by Majority Vote

- i.) A motion shall be adopted by a majority when a quorum is present as defined in Part II.

e.) Voting by Written Ballot

- i.) The Board of Alderman may choose, by majority vote, to use written ballots to vote 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.

f.) Debate

- i.) 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.
- The Mayor, at any time may call for an end of the debate upon equal opportunity for opponents and proponents being heard and shall call for a vote.

g.) Ratification of Actions

i.) 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.

Ratification: the action of signing or giving formal consent to a treaty, contract, or agreement, making it officially valid.

Rule 3. 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 inform the Mayor, before the vote. 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 4. Special Rules of Procedure

The Board of Alderman may adopt special rules of procedure as circumstances warrant. The special rules of procedure shall be established by a motion set out prior to discussion of the topic.

Part V. 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.

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. This motion may be made at any time. The Mayor or Mayor Pro Tempe will determine the length of time of sure 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. The motion to suspend rules shall not be used to circumvent the authorities vested in the Mayor or presiding member or Alderman by the rules of procedure.

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.

Rule 1. 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 (Part V (b), Motion 2).

a) **Basis for Closed Session.** A closed session is permissible under the following circumstances and no other:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.

(2) To consult with the town attorney or another attorney employed or retained by the town in

order to preserve the attorney–client privilege. If the board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.

(3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.

(4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.

(5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the Town Board or other public body or is being considered to fill a vacancy on the Town Board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.

(7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.

(8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.

(10) On any other basis permitted by law.

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. Must be approved by majority vote when a quorum is present.

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 a specified time. 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 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 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 1. 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 2. 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.

Part VI. Appointments and Appointed Bodies

Rule 1. Appointments

(a) Appointments in Open Session. The board must consider and make any appointment to another body or, in the event of a vacancy on the board, to its own membership in open session.

(b) Nomination and Voting Procedure. The board shall use the following procedure to fill a vacancy in the board itself or in any other body over which it has the power of appointment. The nominating committee shall be called upon to make its report and recommendation(s), if any. The mayor shall then open the floor for nominations, where upon board members may put forward and debate nominees. When debate ends, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

(c) Mayor. The Mayor may make nominations but shall not vote.

(d) Multiple Appointments. If the board is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No Board of Alderman may cast more than one vote for the same candidate for the same vacancy during a single balloting.

(e) Duty to Vote. It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

(f) Vote by Written Ballot. The board may vote on proposed appointments by written ballot in accordance with Part IV, RULE 2 e (i).

Rule 2. Committees and Boards

(a) Establishment and Appointment. The board may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the board, the power of appointment to such bodies lies with the board.

i.) Any board shall advise on matters within the oversight of the Board of Aldermen.

- ii.) All voting matters must be presented by a representative of the committee.
- iii.) The chairman / co-chairman will present the final report to the Board of Alderman
- iv.) The committee's work is primarily advisory in nature. Decisions or resolutions are considered proposals to the Board of Alderman.
- v.) Each board or committee shall consist of a minimum of 1 alderman, 1 representative of the department, 2 citizens within the Dallas city limits and 1 citizen from the Dallas city limits or township.
- vi.) The board or committee may meet once a month.
- vii.) Bylaws unique to each committee can be found online and in the clerk's office.
- viii.) The committee will determine and vote on the chairperson in the committee session.

(1) *Mayoral Appointments.* The Mayor shall make the following appointments after consultation with the Board:

Mayor's Advisory Committee -

- a) An advisory committee is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the formal board of directors in order to more effectively guide the organization
 - i.)The presiding Mayor shall solely select and appoint members of the Mayor's Advisory Board.
 - ii.)This power does not transfer at any time to Mayor Pro-Temp.
 - iii.)Appointments of the board shall last 1 year and conclude the first week of December.
 - iv.)Members may be allowed to serve consecutive terms.
 - v.) The Mayor shall consider nominations.
 - b) **Mayor's Youth Advisory Committee** – Students from North Gaston High School are nominated by their school or a city council member to serve on the Mayor's Youth Advisory Committee each year, with representatives from the junior & senior class each year.
 - i.) The presiding Mayor will appoint members to the Mayor's Youth Advisory Committee based on nominations from the the school and Board of Aldermen.
 - ii.) The Nominations are listed in the Bylaws
 - iii.) Appointments shall last the school year starting the first week in September and conclude in May.

(2) *Board Appointments.* The Mayor and Board of Aldermen shall nominate members of the following boards and committees and the Board of Aldermen shall vote to approve the members.

- Board of Adjustments
- Public Safety
- Community Development Association of Dallas
- Parks and Recreation Advisory Board

(c) Open Meetings Law. The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

(d) Procedural Rules. The board may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the board, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

Part VII. Miscellaneous

Rule 1. 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.

Rule 2. Reference to Robert's Rules of Order Newly Revised

The board shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the board under Part V, Motion 1.

Adopted this the _____ day of _____, 20_____.

Hayley Beaty, Mayor

Attest:
Sarah Ballard, Town Clerk _____

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: AIG Transformer Cost

AGENDA ITEM NO. 7A

MEETING DATE: 03/12/2024

BACKGROUND INFORMATION:

The Mayor has requested to discuss the AIG Transformer cost to the Town.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

Town of Dallas
 210 N. Holland St
 Dallas, NC 28034
 PHONE # (704) 922-3176



Invoice Number: 189
 Invoice Date: 2/21/2024
 Due Date: 2/21/2024
 Page: 1 of 1

Invoice

Customer Code: 130858

Bill To: AMERICAN INSULATED
 GLASS
 102 E FIELDS ST
 DALLAS, NC 28034

Remit To: Town of Dallas
 210 N. Holland St
 Dallas, NC 28034

Special Instructions
 Utility Extension for Commercial Use

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
2500 KVA Transformer	1.0000	\$98,146.00	\$98,146.00
Material	1.0000	\$22,786.27	\$22,786.27
Equipment (3 Trucks)	1.0000	\$17,600.00	\$17,600.00
Crane Fee	1.0000	\$3,000.00	\$3,000.00
Newspaper ad for bid	1.0000	\$676.20	\$676.20
Engineering Cost (Progressive Engineering)	1.0000	\$1,468.80	\$1,468.80
Labor	1.0000	\$17,558.40	\$17,558.40

TOTAL TAX AMOUNT:	\$0.00
TOTAL AMOUNT DUE:	\$161,235.67

Make Check Payable To:

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

Town of Dallas Policy for Extensions of Electric, Water, and Sewer Utilities

1. All electric, water, and sewer extensions shall be made by the Town's Utility Department or approved licensed utility contractor. All costs associated with said utility extensions, including, but not limited to the following: construction costs, permit fees, engineering costs, review fees, all electric, water and sewer user charges, and any applicable system development fees shall be the responsibility of the developer or owner. All procedures set forth in this policy shall be followed for all such extensions.
2. Any person desiring to install any electric, water, or sewer line within the Town's service area, to be connected to and served by the electric, water, and sewer systems of the Town, shall make application therefore to the Town, and with the Town's approval if applicable, to the North Carolina Department of Environmental Quality (NC DEQ) on forms designated by the NC DEQ and shall furnish such information or exhibits as are required by such application forms. With such application, the applicant shall:
 - a. Pay to the Town the nonrefundable application fee set forth in the Town's schedule of fees and any fees required by NC DEQ.
 - b. Submit 5 copies of engineering plans, profiles, and specifications of such electric line, water main or sewer line, including those for any required electric lines including all electric equipment, fire hydrants, valves, manholes, sewer lift stations, force mains, or collector sewer lines necessary in connection therewith, to the Town for approval.

During plan review the Town may determine upsizing and/or changes of utilities that would benefit the Town's future system requirements. The Town may request these plan revisions and may require estimates to be prepared and submitted for review to determine cost of construction. The Town may require these revisions and may reimburse the developer or owner for the difference in the materials and/or equipment for the required upsizing and/or changes at an agreed upon price. If the application is approved, and if the developer and/or owner and the Town shall agree, the Town Attorney shall prepare a written contract between the Town and the applicant in accordance with this policy.

3. No Electric line, water main, or sewer line may be installed and connected to the Town water or sewer system except after the necessary permit(s) required have been obtained, a written contract approved by the Town, and executed by the Town and the applicant. The Town Manager shall be authorized to execute any contract provided for herein according to the limits established in the Town's standard bidding procedures. All contracts shall incorporate the substance of the following provisions:
 - a. Installation of any electric line or electrical equipment, water main or sewer line, including any required fire hydrants, valves, manholes, sewer lift stations, force mains, or collector sewer lines necessary in connection therewith, shall be done by the applicant, if the applicant under the laws of North Carolina is permitted to make such installations, or by a contractor of the applicant licensed by the State of North Carolina and approved by the Town, to make such installations. Such installations shall be done in accordance with engineering plans, profiles, and specifications approved by the Town and a copy of the same shall be endorsed as to such approval for the applicant's use. The applicant shall be responsible, at his/her own expense, for the preparation of any such required plans, profiles, and specifications, for obtaining approval for electric line, sewer line, and water line extensions from all applicable review agencies, and for any other engineering fees in connection with the installation of such utilities.
 - b. The installation of the utilities shall be subject to the inspection and supervision of the Town during construction, and the connection thereof to the Town electric, water or sewer system shall not be made or maintained until the same shall have been tested under supervision of, and with the written approval and acceptance of such installation, given by the Town. After such approval and acceptance, the Town shall thereafter repair and maintain the same, except the applicant shall be responsible for defects in workmanship or materials or any noncompliance with the plans and specifications that appear within one year after such acceptance.
 - c. Installation of such utilities shall be done and completed at the sole expense and responsibility of the applicant, free and clear of all claims or encumbrances. Any and all pre-agreed upon reimbursements shall be paid at the completion and acceptance of the work by the Town. Permitted utilities shall be under construction within 12

months of the approval or contract date. If, for any reason, substantial progress is not attained within a 12-month period the contract shall become null and void and reapplication may be required.

- d. The applicant shall, at his expense (including attorney's fees and recording expenses) obtain for, or provide to, the Town such perpetual rights-of-way or deeds as shall be specified by the Town for the construction, maintenance, and operation of such utilities, including any encroachment agreements that may be required from the North Carolina Department of Transportation, railroad, or any other public utility.
 - e. Upon completion of the utilities and the connection thereof to the Town's electric, water, and sewer system, the electric line and electric equipment, water main, or sewer line, and any fire hydrants, valves, manholes, sewer lift stations, force mains, or collector sewer lines required in connection therewith shall, thereupon and thereafter, be the entire and sole property of the Town and under the sole and exclusive control of the Town.
 - f. Neither the applicant, nor any other person, shall be entitled to any service laterals from any electric line, water main, or sewer line installed by the applicant, except upon permission of the Town and the payment of any meter or any other service connection charges therefore as required by the ordinances or regulations of the Town, including, but not limited to, the system development fee.
 - g. If a water main, sewer line, sewer force main, or collector line shall be required by the Town in excess of eight inches in size to provide for the expansion of water or sewer service to other properties, then the Town may agree to reimburse the applicant the difference in the cost of the pipe material for any such water main, sewer line, sewer force main, or collector sewer line, such difference in cost to be determined by the Town from whatever source deemed appropriate by the Town. However, the Town will not agree to refund any such difference if any such water main or sewer line in excess of eight inches is necessary to serve the property intended to be then served thereby. In addition, if in order to provide for system expansion, the Town determines a pump station should be oversized, the developer shall install the required system. The additional cost associated with the upsizing of the system will be agreed upon between the Town and the developer or owner prior to construction. The Town may reimburse the developer or owner that agreed upon amount as detailed within this policy. Any such cost differences which the Town agrees to refund shall be due and payable without interest to the applicant in August following the first April after the date on which the utilities to be installed under the contract have been completed, accepted, and approved by the Town.
 - h. The applicant shall agree to indemnify and hold harmless the Town from any and all loss, cost, damages, expense and liability (including attorney's fees) caused by accident or occurrence causing bodily injury or property damage arising from the installation of such utilities by the applicant or the contractor of the applicant. The applicant or the contractor of the applicant shall maintain workers' compensation coverage as well as general liability insurance with a contractual coverage endorsement and automobile liability insurance with policy limits of not less than \$1,000,000.00 per occurrence for bodily injury and \$1,000,000.00 for property damage. The applicant will furnish certificates of such insurance to the Town with the provision that the Town will be given 30 days' written notice of any intent to terminate such insurance by either the applicant or the insuring company.
 - i. The contract shall be conditioned on the applicant complying with all zoning and subdivision ordinances and regulations of the Town that are applicable to any properties to be serviced by the utilities, and also any ordinances or regulations of the Town for the operation, control, maintenance, and protection of the electric, water and sewer systems of the Town.
 - j. In the event the applicant violates any of the terms of the contract, the Town shall have the right to declare all or any of the rights of the applicant under the contract forfeited, and to remove and disconnect any connections that might have been made to the Town's electric, water, or sewer systems.
4. Without limiting the right of the Town to disapprove for any reason whatsoever the execution of any written contract between an applicant and the Town prepared in accordance with this policy, the Town will not approve any contract for the installation of any electric line, water main, or sewer line to be connected to and served by its utilities systems if in the judgment of the Town the projected volume of usage that would be used by any properties to be serviced thereby would unduly tax the available supply and/or capacity of the Town, or it would not be financially feasible for the Town to commit itself to such cost.

Before submitting a formal application under this policy, an applicant may request from the Board of Aldermen an informal advisory opinion on its willingness to allow such service line extension. Such request shall be filed with the Town,

together with such documentation as the Town deems necessary, and the Town shall thereafter bring such request before the Board of Aldermen pursuant to normal agenda procedures. An advisory opinion given by the Board of Aldermen shall not bind the Board of Aldermen to approve an application submitted thereafter or to execute any contract prepared under this policy.

5. Whenever offsite electric, water and sewer line extensions are made at the developer's expense, the Town may refund to the developer of the property served by such extension an amount agreed upon and included in the contract prior to construction, if the extension serves a broader purpose than the developer's project. The maximum reimbursement amounts will be included in the contract. Reimbursements are to be made by the Town to the developer from budgeted funds in annual payments in August of each calendar year based on certificates of compliance issued by April 1 of the preceding fiscal year and the percentage of development completed in accordance with site plans/subdivision plans approved by the Town.
6. Reimbursements under this policy shall be limited as follows:
 - a. Notwithstanding the provisions of this policy, the developer will be eligible for reimbursements only during the first five years after the contract has been approved.
 - b. An applicant shall submit a request for reimbursement to the Town Manager by April 1 preceding the fiscal year in which he/she wishes to be paid those reimbursements he/she is eligible for under the terms of the contract. No reimbursements shall be paid unless the applicant has complied with the above procedure.
 - c. No reimbursements shall be made until the Town receives and approves the engineer's certification, as-built drawings, and dedications or conveyances of necessary easements and rights-of-way. If such drawings, easements, and rights-of-way are not received by the Town within 90 days of the tentative approval for acceptance of the electric, water, and sewer line extensions by the Town, 20 percent of the eligible refund will be retained by the Town for the preparation of as-built drawings, easements, and rights-of-way.

Town of Dallas Policy for Extensions of Electric, Water, and Sewer Utilities

1. All electric, water, and sewer extensions shall be made by the Town's Utility Department or approved licensed utility contractor. All costs associated with said utility extensions, including, but not limited to the following: construction costs, permit fees, engineering costs, review fees, all electric, water and sewer user charges, and any applicable system development fees shall be the responsibility of the developer or owner. All procedures set forth in this policy shall be followed for all such extensions.
2. Any person desiring to install any electric, water, or sewer line within the Town's service area, to be connected to and served by the electric, water, and sewer systems of the Town, shall make application therefore to the Town, and with the Town's approval if applicable, to the North Carolina Department of Environmental Quality (NC DEQ) on forms designated by the NC DEQ and shall furnish such information or exhibits as are required by such application forms. With such application, the applicant shall:
 - a. Pay to the Town the nonrefundable application fee set forth in the Town's schedule of fees and any fees required by NC DEQ.
 - b. Submit 5 copies of engineering plans, profiles, and specifications of such electric line, water main or sewer line, including those for any required electric lines including all electric equipment, fire hydrants, valves, manholes, sewer lift stations, force mains, or collector sewer lines necessary in connection therewith, to the Town for approval.

During plan review the Town may determine upsizing and/or changes of utilities that would benefit the Town's future system requirements. The Town may request these plan revisions and may require estimates to be prepared and submitted for review to determine cost of construction. The Town may require these revisions and may reimburse the developer or owner for the difference in the materials and/or equipment for the required upsizing and/or changes at an agreed upon price. If the application is approved, and if the developer and/or owner and the Town shall agree, the Town Attorney shall prepare a written contract between the Town and the applicant in accordance with this policy.

3. No Electric line, water main, or sewer line may be installed and connected to the Town water or sewer system except after the necessary permit(s) required have been obtained, a written contract approved by the Town, and executed by the Town and the applicant. The Town Manager shall be authorized to execute any contract provided for herein according to the limits established in the Town's standard bidding procedures. All contracts shall incorporate the substance of the following provisions:
 - a. Installation of any electric line or electrical equipment, water main or sewer line, including any required fire hydrants, valves, manholes, sewer lift stations, force mains, or collector sewer lines necessary in connection therewith, shall be done by the applicant, if the applicant under the laws of North Carolina is permitted to make such installations, or by a contractor of the applicant licensed by the State of North Carolina and approved by the Town, to make such installations. Such installations shall be done in accordance with engineering plans, profiles, and specifications approved by the Town and a copy of the same shall be endorsed as to such approval for the applicant's use. The applicant shall be responsible, at his/her own expense, for the preparation of any such required plans, profiles, and specifications, for obtaining approval for electric line, sewer line, and water line extensions from all applicable review agencies, and for any other engineering fees in connection with the installation of such utilities.
 - b. The installation of the utilities shall be subject to the inspection and supervision of the Town during construction, and the connection thereof to the Town electric, water or sewer system shall not be made or maintained until the same shall have been tested under supervision of, and with the written approval and acceptance of such installation, given by the Town. After such approval and acceptance, the Town shall thereafter repair and maintain the same, except the applicant shall be responsible for defects in workmanship or materials or any noncompliance with the plans and specifications that appear within one year after such acceptance.
 - c. Installation of such utilities shall be done and completed at the sole expense and responsibility of the applicant, free and clear of all claims or encumbrances. Any and all pre-agreed upon reimbursements shall be paid at the completion and acceptance of the work by the Town. Permitted utilities shall be under construction within 12

months of the approval or contract date. If, for any reason, substantial progress is not attained within a 12-month period the contract shall become null and void and reapplication may be required.

- d. The applicant shall, at his expense (including attorney's fees and recording expenses) obtain for, or provide to, the Town such perpetual rights-of-way or deeds as shall be specified by the Town for the construction, maintenance, and operation of such utilities, including any encroachment agreements that may be required from the North Carolina Department of Transportation, railroad, or any other public utility.
 - e. Upon completion of the utilities and the connection thereof to the Town's electric, water, and sewer system, the electric line and electric equipment, water main, or sewer line, and any fire hydrants, valves, manholes, sewer lift stations, force mains, or collector sewer lines required in connection therewith shall, thereupon and thereafter, be the entire and sole property of the Town and under the sole and exclusive control of the Town.
 - f. Neither the applicant, nor any other person, shall be entitled to any service laterals from any electric line, water main, or sewer line installed by the applicant, except upon permission of the Town and the payment of any meter or any other service connection charges therefore as required by the ordinances or regulations of the Town, including, but not limited to, the system development fee.
 - g. If a water main, sewer line, sewer force main, or collector line shall be required by the Town in excess of eight inches in size to provide for the expansion of water or sewer service to other properties, then the Town may agree to reimburse the applicant the difference in the cost of the pipe material for any such water main, sewer line, sewer force main, or collector sewer line, such difference in cost to be determined by the Town from whatever source deemed appropriate by the Town. However, the Town will not agree to refund any such difference if any such water main or sewer line in excess of eight inches is necessary to serve the property intended to be then served thereby. In addition, if in order to provide for system expansion, the Town determines a pump station should be oversized, the developer shall install the required system. The additional cost associated with the upsizing of the system will be agreed upon between the Town and the developer or owner prior to construction. The Town may reimburse the developer or owner that agreed upon amount as detailed within this policy. Any such cost differences which the Town agrees to refund shall be due and payable without interest to the applicant in August following the first April after the date on which the utilities to be installed under the contract have been completed, accepted, and approved by the Town.
 - h. The applicant shall agree to indemnify and hold harmless the Town from any and all loss, cost, damages, expense and liability (including attorney's fees) caused by accident or occurrence causing bodily injury or property damage arising from the installation of such utilities by the applicant or the contractor of the applicant. The applicant or the contractor of the applicant shall maintain workers' compensation coverage as well as general liability insurance with a contractual coverage endorsement and automobile liability insurance with policy limits of not less than \$1,000,000.00 per occurrence for bodily injury and \$1,000,000.00 for property damage. The applicant will furnish certificates of such insurance to the Town with the provision that the Town will be given 30 days' written notice of any intent to terminate such insurance by either the applicant or the insuring company.
 - i. The contract shall be conditioned on the applicant complying with all zoning and subdivision ordinances and regulations of the Town that are applicable to any properties to be serviced by the utilities, and also any ordinances or regulations of the Town for the operation, control, maintenance, and protection of the electric, water and sewer systems of the Town.
 - j. In the event the applicant violates any of the terms of the contract, the Town shall have the right to declare all or any of the rights of the applicant under the contract forfeited, and to remove and disconnect any connections that might have been made to the Town's electric, water, or sewer systems.
4. Without limiting the right of the Town to disapprove for any reason whatsoever the execution of any written contract between an applicant and the Town prepared in accordance with this policy, the Town will not approve any contract for the installation of any electric line, water main, or sewer line to be connected to and served by its utilities systems if in the judgment of the Town the projected volume of usage that would be used by any properties to be serviced thereby would unduly tax the available supply and/or capacity of the Town, or it would not be financially feasible for the Town to commit itself to such cost.

Before submitting a formal application under this policy, an applicant may request from the Board of Aldermen an informal advisory opinion on its willingness to allow such service line extension. Such request shall be filed with the Town,

together with such documentation as the Town deems necessary, and the Town shall thereafter bring such request before the Board of Aldermen pursuant to normal agenda procedures. An advisory opinion given by the Board of Aldermen shall not bind the Board of Aldermen to approve an application submitted thereafter or to execute any contract prepared under this policy.

5. Whenever offsite electric, water and sewer line extensions are made at the developer's expense, the Town may refund to the developer of the property served by such extension an amount agreed upon and included in the contract prior to construction, if the extension serves a broader purpose than the developer's project. The maximum reimbursement amounts will be included in the contract. Reimbursements are to be made by the Town to the developer from budgeted funds in annual payments in August of each calendar year based on certificates of compliance issued by April 1 of the preceding fiscal year and the percentage of development completed in accordance with site plans/subdivision plans approved by the Town.
6. Reimbursements under this policy shall be limited as follows:
 - a. Notwithstanding the provisions of this policy, the developer will be eligible for reimbursements only during the first five years after the contract has been approved.
 - b. An applicant shall submit a request for reimbursement to the Town Manager by April 1 preceding the fiscal year in which he/she wishes to be paid those reimbursements he/she is eligible for under the terms of the contract. No reimbursements shall be paid unless the applicant has complied with the above procedure.
 - c. No reimbursements shall be made until the Town receives and approves the engineer's certification, as-built drawings, and dedications or conveyances of necessary easements and rights-of-way. If such drawings, easements, and rights-of-way are not received by the Town within 90 days of the tentative approval for acceptance of the electric, water, and sewer line extensions by the Town, 20 percent of the eligible refund will be retained by the Town for the preparation of as-built drawings, easements, and rights-of-way.

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: MOU and CORE Resolution

AGENDA ITEM NO. 7B

MEETING DATE: 03/12/2024

BACKGROUND INFORMATION:

Attached you will find the Memorandum of Understanding and the Resolution for the CORE program that was presented to the Board on February 27th by Jeff Emory.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



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

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

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

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

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

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

Duly adopted by the Town of Dallas, NC Board of Aldermen. this the 12th day of March, 2024.

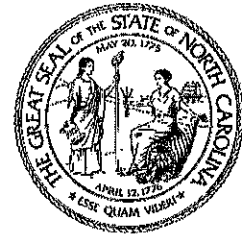
Attested By:

Hayley Beaty, Mayor

Sarah Ballard, Town Clerk

(SEAL)

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



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

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

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

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

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

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

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

The Program and Town of Spencer agree as follows:

1. Scope of Work

Primary Services

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

A. Outdoor Recreation Asset Mapping

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

B. Outdoor Recreation Economy Strategic Planning

Community Assessment

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

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

Development of an Outdoor Recreation Economy Strategic Plan

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

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

Town of Dallas Roles and Responsibilities

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

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

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

Project Staff

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

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

Proposed Project Timeline

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

Project Schedule Tasks

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

No Cost for Services

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

Next Steps

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

2. Effective Term and Termination of MOU

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

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

3. Funding

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

4. Auditing

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

5. Information Sharing/Confidentiality

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

6. Notices

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

PROGRAM:

Karen Smith, AICP, Rural Planning Program Manager
NC Main Street & Rural Planning Center
48 Grove Street
Asheville, NC 28801
ksmith@commerce.nc.gov

Alex Wallace, Parks and Recreation Director
Town of Dallas
210 N. Holland St.
Dallas, NC 28034
awallace@dallasnc.net

7. Governing Law

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

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

8. Signatures

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

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

Karen C. Smith, AICP
Rural Planning Program Manager

Date

TOWN OF Dallas, NC

Hayley Beaty, Mayor
Town of Dallas

Date

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

Karen Smith, Rural Planning Program Manager
NC Main Street & Rural Planning Center
48 Grove Street
Asheville, NC 28801
ksmith@commerce.nc.gov

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

Jeff Emory
206 Julia Drive
Lincolnton, NC 28092
Jeff.emory@commerce.nc.gov

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Change of Date for the August Rusty Rabbit Block Party

AGENDA ITEM NO. 7C

MEETING DATE: 03/12/2024

BACKGROUND INFORMATION:

Attached you will find the updated request and change of date for the Rusty Rabbit Block Party in August.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

RECEIVED JAN 22 2024



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:	Block Party		
Facility Requested:			
Applicant Name:	Tim Radford		
Organization:	Rusty Rabbit		
Mailing Address:	104 E Main St		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell: 704 830 6902	E-Mail:
Description of the Event:	Block party with live music		
Does the event have a Facebook, Twitter, or other social networking page:			
If yes, please list URL(s):			
Date (s) Requested for Event:	April 20, 2024		
Event Start Time:	5pm	Event End Time:	11pm
Road Closure Time Begins (if applicable):	2pm	Road Closure Time Ends:	2AM
Set Up Begins:	2pm	Set Up Ends:	5pm
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	1,000		
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: [Signature] Date: 1/19/24

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 checked="" 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 checked="" 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="2"/>
Type(s) of music:	<input type="text" value="ROCK & EASY LISTENING"/>		
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="5PM"/>	Finish Time: <input type="text" value="11PM"/>	
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="3PM"/>	Finish Time: <input type="text" value="5PM"/>	

* 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
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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will generators or electrical power be used?	<input checked="" 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)

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
4/20	2:00 PM	Stage Set Up	
4/20	2:00 PM	Sound Check Starts	
4/20	5:00 PM	Sound Check Ends	
4/20	6:00 PM	Live Music Starts	
4/20	8:00 PM	Live Music Ends	

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 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"/>
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).	
<div style="font-family: cursive; font-size: 1.2em;"> Shut down E Main Street between N. Gaston and N. College Street </div>	

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: 11/9/24



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:	Block Party		
Facility Requested:			
Applicant Name:	Tim Radford		
Organization:	Pussy Rabbit		
Mailing Address:	104 E Main St		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	7049310102
E-Mail:			
Description of the Event:	Live Music		
Does the event have a Facebook, Twitter, or other social networking page: <input type="checkbox"/>			
If yes, please list URL(s): <input type="text"/>			
Date (s) Requested for Event:	June 15, 2024		
Event Start Time:	5pm	Event End Time:	11pm
Road Closure Time Begins (if applicable):	2pm	Road Closure Time Ends:	2pm
Set Up Begins:	2pm	Set Up Ends:	4pm
Preferred Date & Time of Inspection (if required): <input type="text"/>			
Estimated Attendance:	1,000		
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: <input type="text"/>			

Applicant's Signature: [Signature] Date: 1/15/24

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 checked="" type="checkbox"/> No (if no)
# of Canopies	<input type="checkbox"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="checkbox"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="checkbox"/>	(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="checkbox"/>	Number of Bands:	<input type="checkbox"/>
Type(s) of music:	<input type="checkbox"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time:	<input type="checkbox"/>	Finish Time:
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time:	Finish Time:

* 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
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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" 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="checkbox"/>			
Company address: <input type="checkbox"/>			
List details, if any: <input type="checkbox"/>			
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If the event will have food vendors, please check the following that apply:			
<input type="checkbox"/> Served	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered	<input type="checkbox"/> Prepared Outdoors
Does the event include food concession and/or cooking areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other) <i>(Use additional sheet if necessary)</i>			
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
10/15	2PM	Stage set up	
10/15	3PM	Sound check starts	
10/15	5PM	Sound check ends	
10/15	6PM	Live music starts	
10/15	11PM	music ends	

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 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"/>
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).	
<div style="font-family: cursive; font-size: 1.2em; color: black;"> Shut down E Main Street between N. Gaston and N. College Street </div>	

ROAD CLOSURES

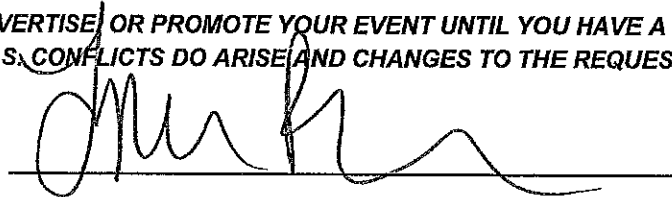
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the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

1/16/24



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:	Block Party		
Facility Requested:			
Applicant Name:	Tim Radford		
Organization:	Rusty Rabbit		
Mailing Address:	104 E Main Street		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	7048306102
		E-Mail:	
Description of the Event:	Live Music		
Does the event have a Facebook, Twitter, or other social networking page:			
If yes, please list URL(s):			
Date (s) Requested for Event:	August 31st, 2024		
Event Start Time:	5pm	Event End Time:	11pm
Road Closure Time Begins (if applicable):	2pm	Road Closure Time Ends:	2pm
Set Up Begins:		Set Up Ends:	
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	1,000		
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: [Signature] Date: 11/24

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 checked="" 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)			

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"/>	Number of Bands:	<input type="text" value="2"/>
Type(s) of music:	<input type="text" value="ROCK & EAST TEXAS BLUES"/>		
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="5PM"/>	Finish Time: <input type="text" value="11PM"/>	
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="3PM"/>	Finish Time: <input type="text" value="5PM"/>	

* 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
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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will generators or electrical power be used?	<input checked="" 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If the event will have food vendors, please check the following that apply:		
<input type="checkbox"/> Served	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered
<input type="checkbox"/> Prepared Outdoors		
Does the event include food concession and/or cooking areas?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other) <i>(Use additional sheet if necessary)</i>		
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
8/24	20M	stage set up	
8/24	3PM	sound check starts	
8/24	5PM	sound check ends	
8/24	10PM	live music starts	
8/24	11PM	music ends	

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? 10

How many recycle carts are you requesting?

Delivery Location? 104 E Main St Dallas TX 75204

Date and Time for rollout carts to be emptied? August 26

Date and Time for rollout carts to be picked up? August 26

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: TOWN OF DALLAS POLICE Number of Security Personnel: 2

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: <input style="width: 80%;" type="text"/>)	
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: 80%;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 80%;" type="text"/>
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).	
<div style="font-family: cursive; font-size: 1.2em; color: black;"> Shut down E Main Street between Wiggaston & N. College Street </div>	

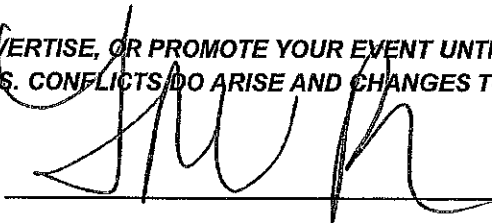
ROAD CLOSURES

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: 1/1/24



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:	Octoberfest		
Facility Requested:			
Applicant Name:	Jim Radford		
Organization:	Rusty Rabbit		
Mailing Address:	104 E Main St		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	704 922 1022
E-Mail:			
Description of the Event:	Block party with vendors + live music		
Does the event have a Facebook, Twitter, or other social networking page:	<input type="checkbox"/>		
If yes, please list URL(s):			
Date (s) Requested for Event:	October 12th, 2024		
Event Start Time:	4pm	Event End Time:	11pm
Road Closure Time Begins (if applicable):	2pm	Road Closure Time Ends:	2AM
Set Up Begins:	2pm	Set Up Ends:	4pm
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	1,000		
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: [Signature] Date: 11/10/24

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 proceed to next section.)
# of Canopies	<input type="checkbox"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input checked="" type="checkbox"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="checkbox"/>	(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 proceed to next section.)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="checkbox"/>	Number of Bands:	<input checked="" type="checkbox"/>
Type(s) of music:	<input checked="" type="checkbox"/> ROCK & EASY LISTENING		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input checked="" type="checkbox"/>	Finish Time: <input checked="" type="checkbox"/>
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 checked="" type="checkbox"/>	Finish Time: <input checked="" type="checkbox"/>

* 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
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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" 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)

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
10/12	2PM	Stage setup	
10/12	3PM	Sound check	
10/12	4PM	Vendors start	
10/12	5PM	Sound check ends	
10/12	6PM	Live music starts	
10/12	11PM	music ends	

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 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: 100px;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 100px;" type="text"/>
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).	
Shut down E Main Street between	
W. Gaston & N. College Street	

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: _____

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Shepherds Way Withdrawal

AGENDA ITEM NO. 7D

MEETING DATE: 03/12/2023

BACKGROUND INFORMATION:

Smith Douglas Homes would like to formally request the withdrawal of the annexation and rezoning applications submitted for the property located at Shepherds Way Drive (Parcels 214259,214260,212567).

Attached is a copy of the withdrawal letter from Adam Morman with Smith Douglas Homes.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



March, 4, 2024

Sarah Ballard
210 N. Holland Street
Dallas, NC 28034

***RE: Rezoning and Annexation Applications Withdrawal Request for Shepherds Way Drive
(Gaston County Parcels: 214259, 214260, 212567)***

Dear Sarah,

Smith Douglas Homes (aka: SDH Charlotte, LLC) would like to formally request the withdrawal of the annexation and rezoning applications submitted for the property located at Shepherds Way Drive (Parcels 214259, 214260, 212567) which are currently under consideration by the Town of Dallas.

Due to our contractual status of this project, it is in the best interest of all parties involved to withdraw these applications. We understand the importance of the planning and development processes and appreciate the efforts of the Town of Dallas and planning staff in reviewing these applications.

If there are any additional administrative procedures and requirements associated with this withdrawal, please let us know. We are committed to promptly fulfilling any necessary documentation or tasks to facilitate the withdrawal process.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adam Morman', written over a horizontal line.

Adam Morman
VP, Land Acquisition
Smith Douglas Homes
amorman@smithdouglas.com
240-575-4320

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Planning Board/Board of Adjustment ETJ Re-Appointment -- Troy Traversie

AGENDA ITEM NO. 8A

MEETING DATE: 03/12/2024

BACKGROUND INFORMATION:

Planning Board Member Troy Traversie's term on the Planning Board expires May of 2024. Mr. Traversie is interested in continuing in this role for the Town of Dallas. Mr. Traversie is currently the ETJ seat.

ETJ seats are appointed by the Gaston County Board of Commissioners, on recommendation of the Dallas Board of Aldermen.

He has requested to be re-appointed to the Planning Board/Board of Adjustment for another three-year term.

MANAGER RECOMMENDATION: Recommend Mr. Troy Traversie to the Gaston County Board of Commissioners for re-appointment to Town of Dallas Planning Board as the ETJ member.

BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: 1ST Annual Town of Dallas Spring Clean Up

AGENDA ITEM NO. 8B

MEETING DATE: 03/12/2024

BACKGROUND INFORMATION:

The Public Works Assistant, Zack Foreman, will present to the Board the topic of a 1st Annual Spring Clean-Up for the Town. The event, if approved, will be slated for April 20th, from 9am to 12pm. Attached is the event information and the event map.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



1st Annual

Town of Dallas Spring Clean

What's this all about?

The Town of Dallas is hosting a street and park cleanup event **April 20th, from 9am - 12pm** to beautify our town and prevent litter from entering our waterways.

When it rains, trash and litter (plastic bottles, aluminum cans, paper bags, cardboard, etc.) can be swept up by the rainwater into the storm drain system. All of the trash that enters a storm drain eventually finds its way into our creeks and the South Fork River.

In addition to picking up trash, volunteers will be documenting any storm drains that are either damaged, or blocked by taking pictures and writing down the location.

Things to Know

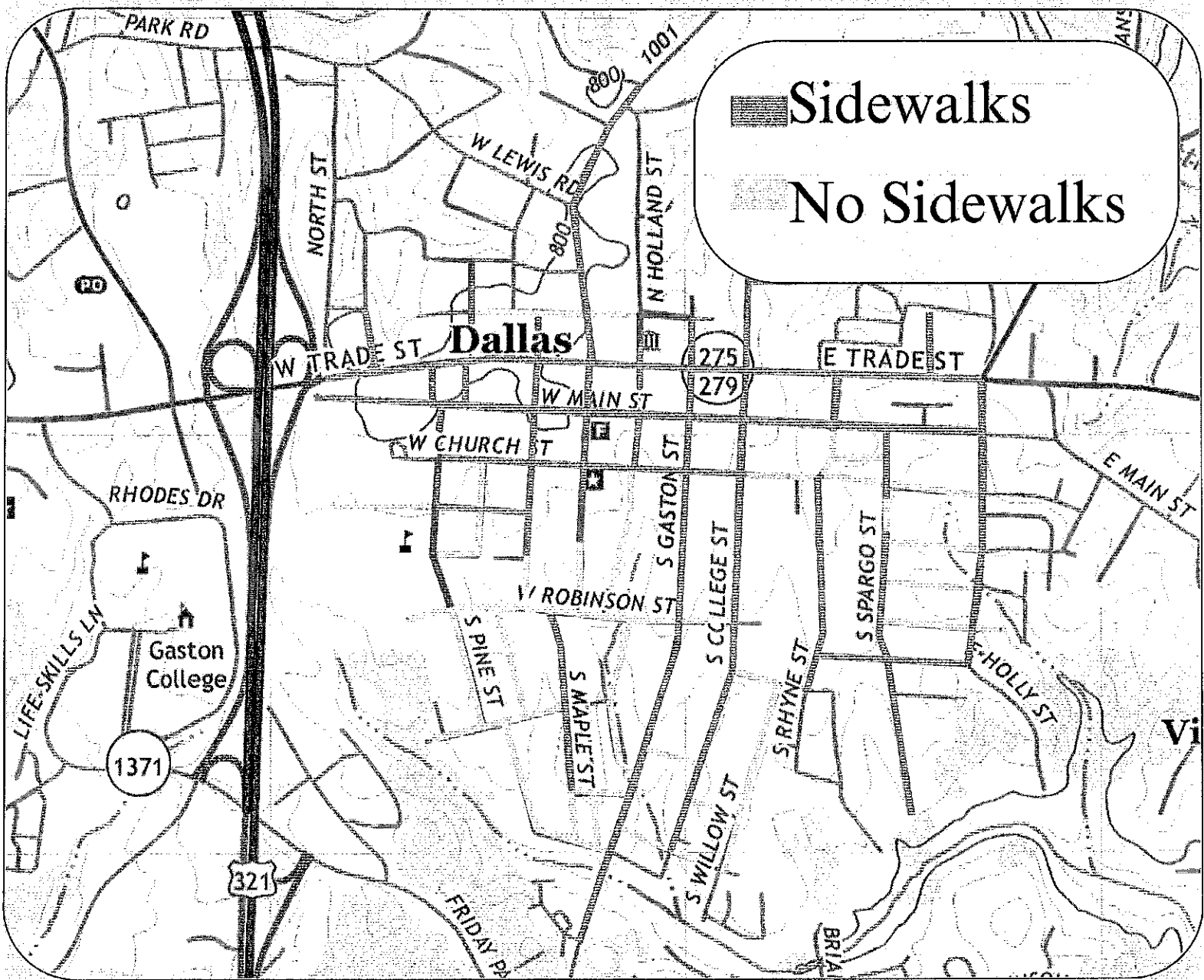
- **Check-In at the Courthouse at 9am**
- **Gloves, safety vests, and trash bags will be provided**
- **Bring a Water Bottle**
- **Free street parking**

April 20th

9am - 12pm



**Register
Here!**



TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Resolution to Amend the Charter of the Town

AGENDA ITEM NO. 8C

MEETING DATE: 03/12/2024

BACKGROUND INFORMATION:

The Town Attorney has drafted a Resolution of intent to consider an ordinance amending the Charter of the Town to implement any of the optional forms of Government as set out in N.C.G.S. 160A-101(9). See drafted Resolution attached.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

**RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE
AMENDING THE CHARTER OF THE TOWN OF DALLAS TO ADOPT
THE COUNCIL-MANAGER FORM OF GOVERNMENT AND
SETTING THE DATE FOR A PUBLIC HEARING THERON**

WHEREAS, pursuant to N.C.G.S.160A-101 and 160A-102, the Board of Alderman of the Town of Dallas may adopt an ordinance to amend the Charter of the Town to implement any of the optional forms of Government as set out in N.C.G.S. 160A-101(9); and

WHEREAS, N.C.G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing; and

WHEREAS, the Board of Alderman of the Town of Dallas discuss the resolution at its regular meeting held on March 12, 2024 and has given due consideration and thereafter indication of the Town of Dallas' intent to pass such a resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMAN OF THE TOWN OF DALLAS THAT:

1. The Board of Alderman hereby intends to consider an ordinance amending the Charter of the Town of Dallas, as set forth within the current and existing terms of its Charter on record under authority of the General Assembly of the State of North Carolina with any prior amendments thereto, to adopt the council-manager form of government, as authorized by N.C.G.S. 160A-101(9)(b). This amendment incorporates all State of North Carolina statutory provisions for the council-manager form of government to include N.C.G.S. 160A-146 through N.C.G.S. 160A-152.
2. A public hearing on the proposed ordinance is hereby called at the Town of Dallas Courthouse on Tuesday, April 9, 2024, at 6:30 p.m.
3. Following the public hearing called hereby, the Board of Alderman shall consider passage of the ordinance at its regular meeting at the Town of Dallas Courthouse on Tuesday, May 14, 2024, at 6:30 p.m.
4. The Town Clerk is hereby directed to cause to be published in the Gaston Gazette a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

This resolution shall become effective upon adoption.

Adopted this the _____ day of _____, 20_____.

Hayley Beaty
Mayor

ATTEST:

Sarah Ballard
Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Surplus and Disposition of German Shepherd K-9

AGENDA ITEM NO. 8D

MEETING DATE: 03/12/2023

BACKGROUND INFORMATION:

The Dallas Police Department has a five year old male German Shepherd K-9, by the name of Clever, that is failing to perform his duties as a member of the K-9 Unit. Staff is asking that the K-9 be declared as surplus and be removed from the Town of Dallas inventory.

Attached is the Resolution stating the action.

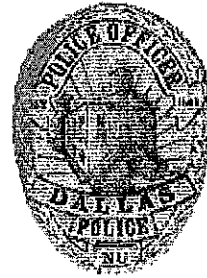
MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



Dallas Police Department

207 W. Church Street
Dallas, N.C. 28034
Telephone Number: (704) 922-3116
Fax Number: (704) 922-4221



R.W. Walls
Chief of Police

RESOLUTION TITLE: SURPLUS AND DISPOSITION OF GERMAN SHEPHERD K-9

WHEREAS; North Carolina General Statute 160A-266 (C) dictates the procedure for disposal of surplus property; and,

WHEREAS; the Dallas Police Department has a (5) year old male German Shepherd K-9 by the name of Clever that is failing to perform his duties as a member of the K-9 Unit in handler protection, building searches, criminal apprehension, narcotics detection, and tracking due to health,

WHEREAS; K-9 Clever has been examined and treated by a veterinarian licensed by the State of North Carolina. K-9 Clever's dental issues has started to affect his effectiveness of his duties such as tracking, handler protection/apprehension, building searches, etc. due. K-9 Supervisor JonMark Smith advises that due to these ongoing issues with K9 Clever's dental health it has also affected his drive and willingness to work and it could be a safety issue for K-9 Clever and Handler Hamby. K-9 Supervisor Jonmark Smith recommends that K-9 Clever be retired from service at this point.

NOW, THEREFORE BE IT RESOLVED, by the Board of Aldermen of the Town of Dallas, North Carolina, as follows:

1. This (5) Year Old German Shepherd K-9 be declared as surplus and removed from the Town of Dallas' Inventory.
2. The Town of Dallas Manager be authorized to dispose of this K-9 according to North Carolina General Statute 160A-266 (C), and make this K-9 available for private sale to K-9 Handler Logan Hamby, who will be responsible for all further medical and housing once Clever is retired.

Adopted this the 12th day of March, 2024.

Haley Beaty, Mayor

Attested by:

Sarah Ballard, Town Clerk

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Special Event Request-V-Dub on the Square

AGENDA ITEM NO. 8E

MEETING DATE: 03/12/2023

BACKGROUND INFORMATION:

The owner of the Pickle, Jeremiah Doster, has requested to hold the event, V-Dubs on the Square on April 27. The event time is from 11am until 3pm, with set up time beginning at 9am. The request is for road closures, power for generators, 4 trash receptacles, and 2 security personnel.

Attached is the Special Event Application.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



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:	V-NWB ON THE SQUARE		
Facility Requested:	TOWN SQUARE		
Applicant Name:	JEREMIAN DOSTER		
Organization:	THE PICKLE		
Mailing Address:	107 N HOLLAND ST DALLAS NC 28034		
City / State / Zip:	DALLAS NC 28034		
Daytime Phone:		Cell:	704 915 2821
		E-Mail:	
Description of the Event:	CAR SHOW		
Does the event have a Facebook, Twitter, or other social networking page:	N/A		
If yes, please list URL(s):			
Date (s) Requested for Event:	APRIL 27		
Event Start Time:	11 AM	Event End Time:	3 PM
Road Closure Time Begins (if applicable):	9 AM	Road Closure Time Ends:	4 PM
Set Up Begins:	9 AM	Set Up Ends:	3 PM
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	1000		
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: _____

3/6/24

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="8"/>	(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="N/A"/>	Number of Bands:	<input type="text" value="N/A"/>
Type(s) of 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="11 AM"/>	Finish Time: <input type="text" value="3 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="10:30 AM"/>	Finish Time: <input type="text" value="11 AM"/>

* 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
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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If the event will have food vendors, please check the following that apply:		
<input checked="" type="checkbox"/> Served	<input checked="" type="checkbox"/> Sold	<input checked="" type="checkbox"/> Catered <input type="checkbox"/> Prepared Outdoors
Does the event include food concession and/or cooking areas? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other) <i>(Use additional sheet if necessary)</i>		
Vendor	Cooking Method	Food Item
N/A		

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)
N/A		

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
4-27	11AM	CAR STOLE	

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: <input style="width: 80%;" type="text"/>	
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"/>
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).	

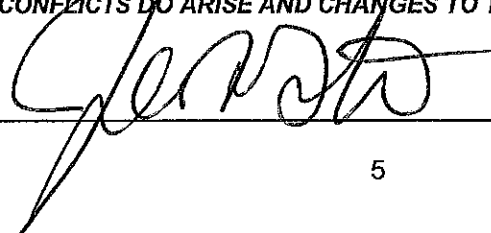
ROAD CLOSURES

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: 3/6/24

TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Special Event Request-Dallas Rescue 50 Year Celebration

AGENDA ITEM NO. 8F

MEETING DATE: 03/12/2023

BACKGROUND INFORMATION:

The Dallas Rescue Squad will be having their 50 Year Celebration on April 14 from 2pm until 6pm, with set up beginning at 1pm. They are requesting to close South Oakland Street from Church Street to just past their building. There will be pedestrian traffic in the roadway as well as their vehicles set up for display. There is an estimate of 200 in attendance.

Attached is the Special Events Application.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



Special Events/ Activities Application

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

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

INCOMPLETE APPLICATIONS WILL BE RETURNED.

APPLICATION INFORMATION

Name of Event:	Dallas Rescue 50 year celebration		
Facility Requested:	None		
Applicant Name:	Earl Withers		
Organization:	Dallas Rescue Squad		
Mailing Address:	206 S. Oakland St.		
City / State / Zip:	Dallas, NC 28034		
Daytime Phone:	704-922-7581	Cell:	704-913-7770
		E-Mail:	resq801@yahoo.com
Description of the Event:	We will be having our 50-year celebration on April 14, 2024. We are requesting to close South Oakland St. from Church St. to just past our building. There will be pedestrain traffic in the roadway as well as our vehicles setup for display.		
Does the event have a Facebook, Twitter, or other social networking page:	no		
If yes, please list URL(s):			
Date (s) Requested for Event:	April 14, 2024 with a rain date of April 21, 2024		
Event Start Time:	2:00pm	Event End Time:	6:00pm
Road Closure Time Begins (if applicable):	12:00pm	Road Closure Time Ends:	6:00pm
Set Up Begins:	1:00pm	Set Up Ends:	
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	200		
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:			
none			

Applicant's Signature: Date: 3-6-24

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? (Circle one) Yes / No (if no, proceed to next section)	
# 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

Will amplified sound be used during the event? (Circle one) Yes / No (if no, proceed to next section)	
If yes, state the number of stages, number of bands and type of music:	
Number of stages: <input type="text"/>	Number of Bands: <input type="text"/>
Type(s) of music: <input type="text"/>	
Indicate times of amplified sound. Start Time: <input type="text"/>	Finish Time: <input type="text"/>
Will sound checks be conducted prior to the event? <input type="text"/> Yes <input type="text"/> No	
If yes, please indicate times: Start Time: <input type="text"/> Finish Time: <input type="text"/>	

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

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

Will hazardous materials in tanks/cylinders be used? (Circle one) Yes / No (if no, proceed to next section)	
If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.	
Will there be any portable heaters? <input type="text"/> Yes <input type="text"/> No	
Will there be any deep fat fryers? <input type="text"/> Yes <input type="text"/> No	
Will there be any fireworks, lasers, torches, candles or pyrotechnics? <input type="text"/> Yes <input type="text"/> No	
Will generators be used? <input type="text"/> Yes <input type="text"/> No	
Electric Connections requested? <input type="text"/> Yes <input type="text"/> No	*If yes, provide load/location.

In the case of extraordinary use or hookups, extra fees may apply.

RIDES / ATTRACTIONS

Will mechanical rides or similar attractions be used? (Circle one) Yes / No (if no, proceed to next section)	
If yes, company name?	<input type="text"/>
Company address:	<input type="text"/>
List details, if any:	<input type="text"/>
<p>**Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas as additional insured on general liability.</p> <p>ALL rides must be inspected and approved by The Department of Labor.</p>	

VENDORS

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

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

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

Served Sold Catered Prepared Outdoors

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

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

Vendor Name	Address	Phone Number	Cooking Method	Food Item

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

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

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

EVENT SCHEDULE

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

DATE	TIME	ACTION	ADDITIONAL NOTES

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 property.
- Identify all designated parking areas.

SERVICES

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

TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

Delivery Location?

Date and Time for trash cans to be picked up?

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

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

PUBLIC PROPERTY CLEAN-UP

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

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:

ROUTE AND TRAFFIC PLAN

PARADE (Includes floats, vehicles, and persons)

BICYCLES

MARCH OR WALK (persons only)

FOOT RACE

VEHICLES ONLY (Includes motorcycles)

OTHER (Description:)

Number of Persons:

% Children:

Number of Vehicles:

Vehicle Types:

Number of Animals:

Kinds:

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

ROAD CLOSURES

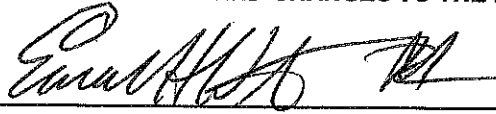
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the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

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

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

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

Applicant's Signature: _____

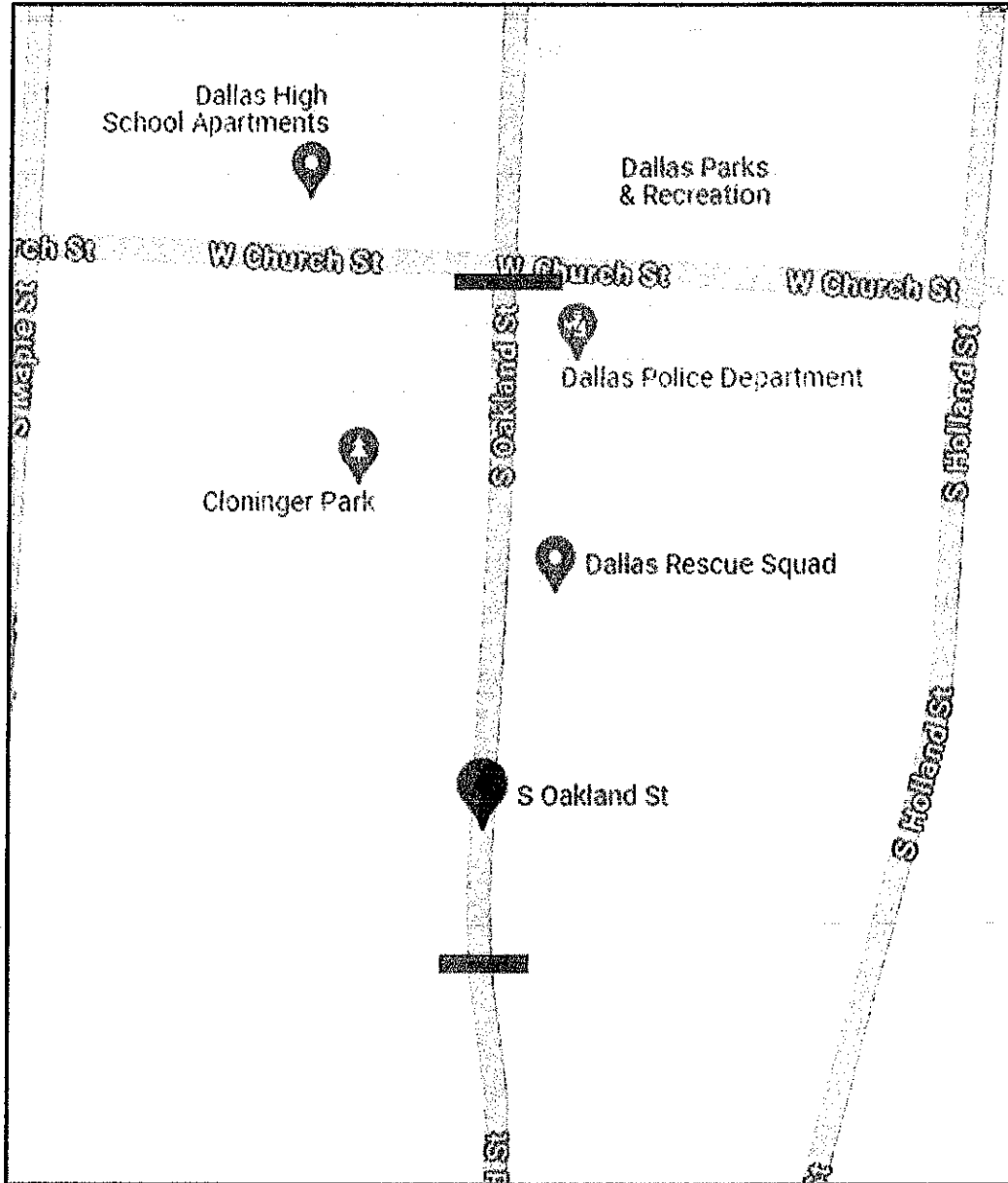


Date: _____

3-6-24

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

Road Closure map for Dallas Rescue 50-year celebration



TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Special Event Request-2024 Easter Egg Hunt

AGENDA ITEM NO. 8G

MEETING DATE: 03/12/2023

BACKGROUND INFORMATION:

The Gaston County Museum is requesting use of the Court Square on Saturday, March 30th for their Annual Easter Egg Hunt. The event will begin at 10:00 am with games and the egg hunt, and conclude at 12:00 pm. They would like to begin set up at 8am, road closure at 9am, and ending road closure at 1pm. They are requesting the use of 2 trash receptacles.

The Museum is requesting the following assistance from the Town:

- A \$500 donation toward eggs and candy.
- They are requesting the road closure of Main Street in front of the Museum be blocked off to insure safety of children accessing the activities.

Attached is the Special Event Application.

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



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:	2024 Easter Egg Hunt		
Facility Requested:	Courthouse Lawn		
Applicant Name:	Alexander Brooks		
Organization:	Gaston County Museum		
Mailing Address:	131 West Main Street		
City / State / Zip:	Dallas, NC 28034		
Daytime Phone:	7049227681	Cell:	9802576892
E-Mail:	Alexander.Brooks@gastongov.com		
Description of the Event:	Annual Easter Egg Hunt with activities for all ages		
Does the event have a Facebook, Twitter, or other social networking page:			
If yes, please list URL(s):			
Date (s) Requested for Event:	Saturday March 30, 2024		
Event Start Time:	10:00 am	Event End Time:	12:00pm
Road Closure Time Begins (if applicable):	9:00am	Road Closure Time Ends:	1:00pm
Set Up Begins:	8:00 am	Set Up Ends:	9:30 am
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	200+		
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:			
Downtown Dallas Merchants Assoc. has been invited to participate in providing activities and treats for the families.			

Applicant's Signature: Alexander S. Brooks Date: 5 March 2024

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 checked="" 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 checked="" 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 checked="" 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 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input type="checkbox"/> Yes	<input checked="" 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.			
<i>ALL rides must be inspected and approved by The Department of Labor.</i>			

VENDORS

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

Does the event include food vendors?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If the event will have food vendors, please check the following that apply:			
<input type="checkbox"/> Served	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered	<input type="checkbox"/> Prepared Outdoors
Does the event include food concession and/or cooking areas?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, Other) <i>(Use additional sheet if necessary)</i>			
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
3-23-2024	8:00 am	Set-up - ages zones set out, eggs placed, activity tables set up.	
3-23-2024	10:00 am	Event begins	
3-23-2024	12:00pm	Event ends	
3-23-2024	1:00pm	Tear down	

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 checked="" type="checkbox"/> OTHER (Description: <input type="text" value="Foot traffic arriving and departing from event"/>	
Number of Persons: <input type="text" value="200+"/> % Children: <input type="text" value="80%"/>	
Number of Vehicles: <input type="text"/> Vehicle Types: <input type="text"/>	
Number of Animals: <input type="text"/> Kinds: <input type="text"/>	
<p>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).</p>	
<p>Would like to request the road on Main Street in front of the Museum to be blocked off to insure safety of children accessing activities.</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: Alexander S. Beach Date: 5 April 2024



Guidelines for Special Events

Town of Dallas
210 North Holland Street
Dallas, NC 28034-1825
(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 6:00 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.

NOTICE OF CALLED BOARD OF ALDERMEN MEETING

There will be a special called meeting of the Dallas Board of Aldermen to discuss Water and Sewer Infrastructure needs. The meeting will be held at 5:30 pm at the Dallas Historic Courthouse on March 12th, 2024.



TOWN OF DALLAS

WATER / SEWER UTILITY

ZACK FOREMAN
ASSISTANT PUBLIC WORKS DIRECTOR

BILL TRUDNAK
PUBLIC WORKS DIRECTOR

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Water / Sewer Rates	3

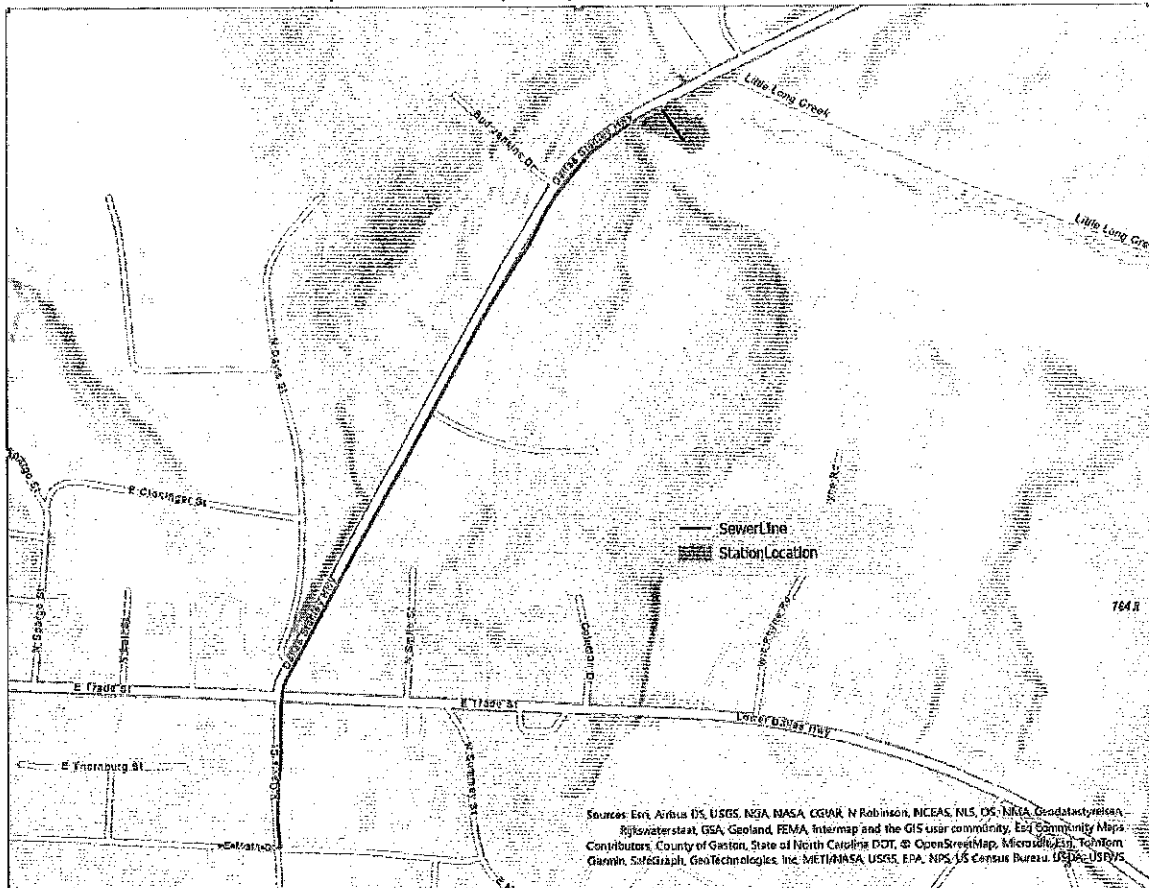
Overview

This pertains to water and sewer infrastructure needs, encompassing discussions on the allocation of state funds that have been granted to us. Additionally, we will delve into the proposed rate structure for the utility.

State Funding Appropriation

The town has been granted \$2 million for addressing water and wastewater infrastructure needs. Considering our present circumstances and ongoing projects, we propose allocating these funds to prioritize the following projects. The list is organized in descending order of urgency, along with their respective estimated costs.

1. The replacement of the forced main on Dallas Stanley Highway is imperative for optimizing the performance of our recently installed lift station. Originally included in the project scope, it was omitted to adhere to budget constraints. The revised estimated cost is now \$840,800.00 under the existing contract, benefiting from on-site conditions. However, if a bidding process becomes necessary, a new pricing structure may apply. We seek approval and clarification on the procedural steps to proceed with this project using the allocated appropriation

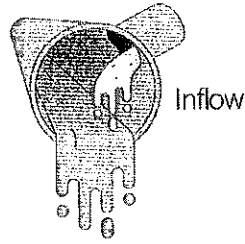


funds.

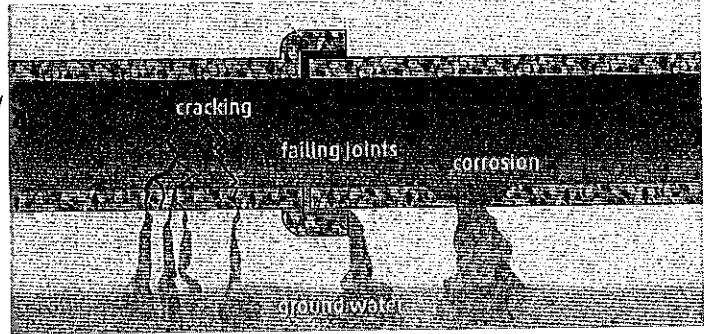
2. Smoke testing the sewer lines has been suggested, utilizing the remaining funds for this purpose. This process aims to identify sources of inflow and infiltration (INI) within the sewer system. The potential sources of INI are in



Infiltration



Inflow



a. Repairs that may come from the Smoking of lines. Depending on the severity of the problem. Use any additional funds to make repairs to the sewer system.

3. Initiating expansion planning for the Water Treatment Plant (WTP) is another proposed project, utilizing funds to commence essential preliminary activities for the facility's enlargement. The eligibility of these funds for engineering purposes is uncertain and requires clarification.

Water / Sewer Rates

We need to plan a rate structure to support the future.

<i>Water (Inside)</i>		<i>Water (Outside)</i>	
	2024		2024
0 - 1000	\$ 11.38	0 - 1000	\$ 32.35
1001 - 3000	\$ 14.95	1001 - 3000	\$ 35.91
3001 - 5000	\$ 25.64	3001 - 5000	\$ 57.29
5001 - 10000	\$ 39.62	5001 - 10000	\$ 82.22
Over 10000	\$ 77.31	Over 10000	\$ 157.61
0 - 1000	\$ 3.56	0 - 1000	\$ 3.56
1001 - 3000	\$ 5.35	1001 - 3000	\$ 10.69
3001 - 5000	\$ 6.98	3001 - 5000	\$ 12.47
5001 - 10000	\$ 7.53	5001 - 10000	\$ 15.08
Over 10000	\$ 8.08	Over 10000	\$ 16.32
<i>Sewer Inside</i>		<i>Sewer (Outside)</i>	
	2024		2024
0 - 1000	\$ 12.47	0 - 1000	\$ 17.14
1001 - 3000	\$ 16.04	1001 - 3000	\$ 20.70
3001 - 5000	\$ 26.73	3001 - 5000	\$ 31.39
5001 - 10000	\$ 40.71	5001 - 10000	\$ 45.37
Over 10000	\$ 78.40	Over 10000	\$ 83.06
0 - 1000	\$ 3.56	0 - 1000	\$ 3.56
1001 - 3000	\$ 5.35	1001 - 3000	\$ 5.35
3001 - 5000	\$ 6.98	3001 - 5000	\$ 6.98
5001 - 10000	\$ 7.53	5001 - 10000	\$ 7.53
Over 10000	\$ 8.08	Over 10000	\$ 8.08

We are presenting a rate structure proposal that includes an annual incremental increase to align with inflationary changes. This adjustment is essential to ensure ongoing support for our department. It's important to note that rate increases typically lead to a degree of conservation, impacting department funding. Additionally, we are proactively addressing future infrastructure costs by initiating planning efforts now. The chart shows our current rates.

The proposal entails implementing a 5% annual incremental increase in water and sewer rates over the next five years. This would result in an average monthly increase of \$2.50 for in-town users with a consumption of 2000 gallons per month. For customers residing outside town limits, the average monthly rise would be \$4.50. This covers about 38% of our customer base.

Notes:
