

**Town of Dallas Board of Aldermen Work Session**  
**Dallas Historic Courthouse, 131 N. Gaston St. Dallas**  
**Tuesday, February 24<sup>th</sup>, 2026 5:00 PM**



Hayley Beaty, Mayor            Sam Martin, Mayor Pro-Tem  
Frank Milton                     Dale Blythe  
Hoyle Withers                  Alan Cloninger

- 
- 1. Invocation and Pledge of Allegiance to the Flag** *(Please stand for Invocation and remain standing for Pledge of Allegiance)*
  - 2. Motion to Approve Agenda with Additions or Deletions**
  - 3. New Business**
    - A. Parks & Recreation Master Plan Presentation – WithersRavenel
    - B. Parks & Recreation Facility Rental Policy
    - C. Hydrant Policy
    - D. Refund Policy
    - E. Discussion on Cameras around the Square Grounds
  - 4. Mayor’s & Aldermen’s Report**
  - 5. Manager’s Report**
  - 6. Adjourn**

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Parks & Recreation Master Plan Presentation – WithersRavenel

AGENDA ITEM NO. 3A

MEETING DATE: 2/24/2026

### BACKGROUND INFORMATION:

Withers Ravenel is presenting the progress of the Parks and Recreation master plan.

---

MANAGER RECOMMENDATION:

---

BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Parks & Recreation Facility Rental Policy

AGENDA ITEM NO. 3B

MEETING DATE: 2/24/2026

### BACKGROUND INFORMATION:

Staff requests Board consideration of proposed revisions to the Parks & Recreation Facility Rental Policy to improve clarity, consistency, and enforceability. The updates are intended to address facility use requirements, rental eligibility, fee structures, and staff authority related to scheduling and compliance.

---

MANAGER RECOMMENDATION:

---

BOARD ACTION TAKEN:

# **TOWN OF DALLAS PARKS AND RECREATION FACILITY RENTAL POLICIES**

To ensure the safety, security, and proper enjoyment of public park spaces and facilities, and to protect park infrastructure and the public, the Town prohibits unauthorized overnight stays and use of park shelters outside of established park hours.

It shall be the stated goal of the Town of Dallas to establish clear, consistent, fair, and equally applied and enforced, policies and fees for the scheduling and use of its publicly owned and maintained athletic and civic facilities and buildings. To further that goal, the following shall apply:

## **Parks/Buildings/Fields/Facilities Owned or Operated by The Town of Dallas:**

1. Dennis Franklin Gymnasium
2. Jagers Park Field
3. Jagers Park Picnic Shelter
4. Carr School Athletic Fields
5. Cloninger Park Field
6. Cloninger Park Picnic Shelter

## **Policies (General):**

Fees for participation in, or sponsorship of, Town-sanctioned and/or organized athletic teams/leagues and recreational activities have been established (see Fee Schedule) to attempt to recover much of the costs of operating and continuing such programs. For participants in these programs, the use of fields, buildings, or facilities is covered by the fee for team, league, program, or activity participation. For all other use of such facilities or buildings, potential users will be required to pay, in advance, the fee(s) established and to abide by all Town policies. Such users will be allowed equal access on a first-come/first serve basis.

To schedule the exclusive, reserved use of a field, building, park or facility, for recreation or activities not sanctioned or organized by the Town, individual or group users must fully complete a Town application form, including the remittance of any and all fees required, and return it to authorized Town recreation staff not less than 48 hours in advance of the time such activity/use is to occur. Users will be required to sign a standard Liability Waiver/Release Form if "Not-for-Profit"; and provide a Certificate of Liability Insurance, naming the Town of Dallas as additionally insured, with a minimum coverage amount of \$500,000, if "For-Profit".

Users shall be classified and designated as "For-Profit" if they represent, and are funded by a for-profit business or corporate entity; or, if they charge for admission; sell merchandise or concessions; operate tournaments for participant fees; gain advertising or business sponsorship; or engage in any other act or activity which is designed to generate revenues greater than the simple recouping of Town Use fees from individual participants equal to a pro-rata share of said fees. For determination of Fees hereunder, all other users shall be classified as and considered "Not-for-Profit".

Individual users must be Town of Dallas residents to be eligible for "Town Resident" Use fee designation; while for groups or teams of users, No greater than twenty percent (20%) of all

covered participants may be "Non-Town Residents" in order to remain eligible for "Town Resident" Use fee designation.

Any minimal use of Buildings and/or facilities exclusively for the below-listed purposes shall be considered "Town-sanctioned" and, as a result, not subject to User Fees hereunder:

- The charitable distribution of goods or services on a non-discriminatory basis.
- The short-duration, "kick-off", "wrap-up", or award or recognition ceremony, associated with or incidental to other Town-sanctioned or approved, not-for-profit events.
- The use of fields for non-exclusive, un-reserved, "pick-up" practices, games, or matches not part of any organized league.
- The use of fields or other outdoor, public areas for non-exclusive, unreserved recreational, fitness, sporting, or personal fulfillment activities of a nature and character customary to such fields or areas and which are not damaging to such areas, or which serve to threaten or endanger the wellbeing or equal access of others similarly engaged or in proximity.

### **Authority:**

The Town of Dallas Parks and Recreation Department reserves the right to close, secure, and/or restrict access to any athletic field or park facility when deemed necessary, including for maintenance, scheduled league use, and adverse weather conditions. Such restrictions are intended to protect public property and field surfaces from damage and to prevent unauthorized activities. ~~after hours.~~ **This authority includes enforcement against unauthorized use or occupancy of park facilities, including shelter use during or after established park hours.**

### **Employee Rentals:**

Current full-time and part-time employees of the Town are eligible to rent Town facilities listed below at a fifty percent (50%) discounted rate when the facility is rented for the personal use of the employee or the employee's immediate family. The employee must be present and directly participating in the use of the facility. Discounted rentals may not be used for the benefit of, or transferred to, non-employees outside of the employee's immediate family.

Any misuse of the employee discount, including renting a facility for the use or benefit of others not permitted under this policy, may result in revocation of the discount privilege, denial of future rental requests at the discounted rate, and may subject the employee to disciplinary action in accordance with Town personnel policies.

### **Refund Policy:**

Reservation cancellations are non-refundable unless cancellation notice is provided a minimum of ten (10) days prior to the reservation date. Cancellations due to inclement weather require notice at least five (5) days in advance. In the event of inclement weather on the day of the reservation, refunds will not be issued; however, the reservation may be rescheduled to one alternate date at the same facility within thirty (30) days, based on availability. Requests for refunds outside of these parameters may be considered at the discretion of the Town Manager.

**Note: A shelter reservation does not close the entire park – it is still open to the public.**

### **1. Dennis Franklin Gym:**

Town-sponsored use of the Dennis Franklin Gym shall consist of: In-season, or pre-season, Youth Basketball and Cheerleading (Fall & Winter) Games and Practices involving all team or squad members, Adult Pickleball Open Play, Adult Yoga. All other use shall be prohibited unless authorized in advance by formal action of the Board of Aldermen.

Use by participants engaged in pre-approved and permitted activities may only occur and continue so long as a Town of Dallas employee remains present within the building.

## **2. Jagers Park Field:**

At present, the Town of Dallas does not sanction or organize the use of Jagers Park for any fee-for-participation teams, leagues, or activities. However, we reserve the right to do so for Youth or Adult Baseball and/or Softball games or practices of sanctioned teams/leagues. All other use shall be subject to fees:

**Fees: (All Other)**

**Refer to the Current Town of Dallas Fee Schedule**

## **3. Jagers Park Picnic Shelter:**

At present, the Town of Dallas does not sanction or organize the use of Jagers Park Picnic Shelter for any town sponsored events. All other use shall be subject to the following fees:

**Fees: (All Other)**

**Refer to the Current Town of Dallas Fee Schedule**

The shelter may be rented for:

**AM Block** 10am – 2pm

**PM Block** 3pm – 7pm (winter hours: 3pm – dusk)

**Daily** 10am – 7pm (winter hours: 10am – dusk)

The following items are **not** permitted on park property:

- inflatables (bounce houses)
- alcoholic beverages

The following items are **only permitted in the parking lot**:

- grease deep fryers
- personal grills
- large smokers
- commercial grills

## **4. Carr School Fields:**

The Town of Dallas Parks & Recreation Department Sanctions and Organizes an extensive list of fee-for-participation Youth sports at Carr School Fields, which includes in-season and pre-season practices and games, involving all team members, for Baseball (T-ball, Coach-pitch, and traditional), Softball, and Football. Any and all other use, including Adult team or League play, or Youth Fall Baseball, or any other organized activities not subject to fee-for-participation under Town Fee Schedule B, shall be allowed only if scheduled not in conflict with Town-sanctioned and organized activities and then subject to fees:

**Fees: (All Other)**

**Refer to the Current Town of Dallas Fee Schedule**

### **5. Cloninger Park Field:**

Town-sponsored use of the athletic field at Cloninger Park shall consist *of*: In season, or pre-season organized (Big South Youth Football League) Football practices involving all team members; the yearly 4th of July Fireworks display; Youth Soccer practices and games; and general, open public use of the walking track.

**Fees:**

**Refer to the Current Town of Dallas Fee Schedule**

### **6. Cloninger Park Picnic Shelter:**

Town-sponsored use of the Picnic Shelter shall consist *of*: National Night Out, or banquets involving all team members; the annual 4th of July Fireworks display; All other use shall be subject to the following Fees:

**Fees: (All Other)**

**Refer to the Current Town of Dallas Fee Schedule**

The shelter may be rented for:

**AM Block** 10am – 2pm

**PM Block** 3pm – 7pm (winter hours: 3pm – dusk)

**Daily** 10am – 7pm (winter hours: 10am – dusk)

The following items are **not** permitted on park property:

- inflatables (bounce houses)
- alcoholic beverages

The following items are **only permitted in the parking lot**:

- grease deep fryers
- personal grills
- large smokers
- commercial grills

\*Adopted: April 9, 2019

\*Revised: ~~February 10, 2026~~

## TOWN OF DALLAS RELEASE OF LIABILITY

**In exchange for** the granting of access to, and use of, a Town of Dallas Building, Athletic Field, Park, or Facility, I/We \_\_\_\_\_, representing \_\_\_\_\_, agree as follows:

1. To observe and obey all posted and/or conveyed directions, policies, rules, or warnings regarding use of Town of Dallas property as issued by the Town of Dallas, its staff, employees, agents, or volunteers; and,
2. To, on behalf of the individual(s) and/or organization represented, **indemnify and hold harmless the Town of Dallas, its Park & Recreation Department staff, employees, agents, or volunteers, from any and all suits, claims of damages, or liability** for any and all personal injury to myself or other participants so represented, or for damages to personal property owned or controlled by me/us, occurring as a result of, or while engaged in activities conducted within the confines of Town of Dallas property permitted hereby; and,
3. To assume full responsibility for damages to Town of Dallas property caused by, or resulting from my/our negligent, willful, or reckless acts that may be in violation of Town directions, policies, rules, or warnings conveyed, posted, or issued.
4. **I/We further Agree** to leave the property used in a clean, orderly, and undamaged state, similar in condition to that in existence immediately preceding my/our permitted use. (Failure to do so can result in additional fees for cleanup or restoration.)

**I/WE HAVE READ THE ABOVE "RELEASE OF LIABILITY" DOCUMENT AND DECLARE THAT I/WE UNDERSTAND IT FULLY AND THAT BY SIGNING THIS RELEASE ARE VOLUNTARILY SURRENDERING CERTAIN LEGAL RIGHTS IN THE PROCESS.**

Dated: \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_

Participant(s): Printed Name(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Hydrant Policy

AGENDA ITEM NO. 3C

MEETING DATE: 2/24/2026

### BACKGROUND INFORMATION:

Discussion on Hydrant Policy.

---

MANAGER RECOMMENDATION:

---

BOARD ACTION TAKEN:



**TOWN OF DALLAS**  
**Public Works Department**

# FIRE HYDRANT USAGE POLICY

Zackery Foreman  
Assistant Public Works Director  
Town of Dallas  
zforeman@dallasnc.net

## I. Purpose

To establish regulations and procedures regarding the usage and metering of water from public fire hydrants in **non-residential** areas for the purchase of bulk water by any person(s) or commercial businesses.

## II. Scope

All customers must complete a hydrant service permit application and submit fee at Town Hall 210 N. Holland St Dallas NC 28034. The equipment must also be inspected at the Public Works Warehouse, 700 E Ferguson St Dallas NC 28034. Our hours of operation are Monday through Thursday from 8:00am until 5:00pm, excluding holidays. The application must be accompanied by a permit fee per hydrant meter or Truck meter according to the published fee schedule. Equipment/Vehicle must be inspected before withdrawals. This fee will be paid before any withdrawals/hydrant usage.

1. Customers will be billed on a monthly cycle by the Town of Dallas for all water usage according to the published bulk fee schedule. **The customer is responsible for providing a picture of their unit readings to the Meter Operations Division by the 7th day of each month for billing.** Pictures are to include the meter # and register dial showing usage. Readings can be submitted to the Town of Dallas by the following methods:
  - a) Fax to (704) 922-\*\*\*\*
  - b) Email to [billing@dallasnc.net](mailto:billing@dallasnc.net)
  - c) Mail to the Town of Dallas, 210 N. Holland St, Dallas NC 28034
  - d) Bring the hydrant meter into the Public Works Warehouse to be read.

If readings are not received by the 7th day of each month, accounts with hydrant permits will be billed for 93,000 gallons. Likewise, if the usage is over the estimated billed amount, the customer will be billed for the difference. Failure to report readings for two consecutive months will result in a \$50.00 per month penalty. Continued failure to report meter readings in a timely manner for billing or accounts that are not paid in full will result in the loss of hydrant permit privileges, forfeiture of hydrant meter deposits and the permanent closing of the hydrant permit account with the Town.

2. All testable backflow assemblies must be tested yearly. Therefore, all hydrant permit users units shall be returned to the Town of Dallas Public Works Warehouse for renewal of the hydrant permit account and for annual backflow testing/inspection. Each yearly permit must be renewed within the month of the original permit period.
3. All meters must be configured for gallons reading. To match the town's current billing system. If not, there will be a \$20 administrative cost to complete a conversion.

## III. Unauthorized Use

Only approved Water meters with approved back flow prevention devices provided on inspected by the Town may be used to obtain bulk water from a fire hydrant in the Town of Dallas Water service area.

## IV. Water Restrictions

**All hydrant meters may be subject to immediate water restriction in the event of the implementation of the Water Shortage Response Plan.** No meter shall be used unless the temperature is 35 degrees Fahrenheit or above and rising. When temperature falls to 35 degrees Fahrenheit, the fire hydrant must be closed, and the hydrant meter shall be disconnected from the hydrant and stored in an environment where temperatures are above 35 degrees Fahrenheit. Both the fire hydrant and hydrant meter can be damaged if used when temperatures are below freezing.

## V. Procedures

Customers may apply for temporary water sales through the Town hydrant usage permit program. Temporary is defined as less than one (1) year. Construction sites that exceed the one (1) year time frame must have a permanent water service installed at that location. Therefore, construction sites needing water from a hydrant for more than one year must install a tap. All appropriate permits and fees must be paid for by the contractor and in accordance with Town policy.

No prorating will be allowed on monthly and one-year accounts. The customer is responsible for paying for the actual amount of water used (consumed) and will be billed by the Town based on the meter readings for the permit period. Consumption charges shall be billed monthly or on the date of account closure. (See published fee schedule for current charges/rates.)

## VI. Fee Schedule

Type of Charge	Description	Cost	Frequency
Hydrant Permit Charge	Annual permit fee for use of hydrants	\$300	Annually
Meter Testing	Testing Meter	\$50.00	Per Test
Backflow Testing	Testing Backflow	\$50.00	Per Test
Hydrant Meter Usage Charge	Charge for use of water	Bulk Rate	Per Unit
Unreported Monthly Usage	(Estimated at 3,100 gals per day) 93,000 gallons monthly	\$478.95	Monthly
Billing Conversion	To convert billing units to town billing system	\$20.00	Per Convert

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Refund Policy

AGENDA ITEM NO. 3D

MEETING DATE: 2/24/2026

### BACKGROUND INFORMATION:

Staff has prepared a formal Refund Policy to establish consistent standards for when fees, charges, and deposits may be refunded.

The policy presumes payments are non-refundable unless specifically authorized and outlines circumstances where refunds may be issued, including payment errors, overpayments, Town-initiated cancellations, refundable security deposits, and situations where services cannot be provided.

It also identifies non-refundable fees, establishes written notice requirements, and authorizes the Town Manager or designee to administer the policy.

---

MANAGER RECOMMENDATION: Consider adoption of the Town of Dallas Refund Policy at the March Meeting.

---

BOARD ACTION TAKEN:

# TOWN OF DALLAS REFUND POLICY

## 1. General Policy.

Fees, charges, deposits, and other payments made to the Town are presumed non-refundable, except as expressly provided by ordinance, resolution, adopted departmental policy, or written agreement.

## 2. Refunds Authorized.

Refunds may be issued only under the following circumstances:

- Payment was made in error, including duplicate payments or incorrect fee assessment;
- An overpayment has occurred;
- The Town is unable to provide the service, program, rental, or activity for which the fee was collected;
- Rental security deposits may be refundable subject to inspection and compliance with rental terms;
- The reservation, program, or service is canceled by the Town; or
- Other circumstances deemed appropriate by the Town Manager or designee, consistent with Town policy and fiscal controls.

## 3. Non-Refundable Fees.

The following fees are generally non-refundable:

- Application, filing, and administrative processing fees;
- Permit, inspection, plan review, or similar regulatory fees once the Town has initiated processing or incurred staff or administrative costs associated with the request. **Refunds may be considered when a request is withdrawn prior to any staff review or administrative action;**
- Rental fees canceled outside of established notice requirements;
- Fees for services already rendered or partially completed; and
- Any fee designated as non-refundable by the Town's adopted fee schedule or policy.

## 4. Notice Requirements.

Requests for cancellation and refund must be submitted in writing and in accordance with applicable departmental procedures and established timelines. Failure to provide the required notice shall result in forfeiture of any refund eligibility.

## 5. Refund Method and Processing.

Approved refunds shall be issued whenever practicable using the original method of payment or another method authorized under Town financial procedures. Under no circumstances shall refunds be issued in cash. Refund processing times may vary depending on the nature of the request and applicable accounting requirements.

# **TOWN OF DALLAS REFUND POLICY**

## **6. Authority and Discretion.**

The Town Manager or designee is authorized to interpret and administer this policy and may approve or deny refund requests consistent with Town policy, fiscal controls, and applicable law. Approval of a refund shall not constitute a waiver of this policy for future requests.

## **7. Facility Rentals.**

Facility rental fees are non-refundable unless cancellation is received within the timeframe established by rental policy. Weather-related cancellations and rescheduling may be permitted at the discretion of the Town.

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Discussion on Cameras around the Square Grounds

AGENDA ITEM NO. 3E

MEETING DATE: 2/24/2026

### BACKGROUND INFORMATION:

Alderman Blythe would like to discuss the possibilites of cameras around the square grounds and along Trade Street, Gaston Street, and Main Street due to safety concerns.

---

MANAGER RECOMMENDATION:

---

BOARD ACTION TAKEN: