

**Town of Dallas Board of Aldermen Regular Meeting  
Dallas Historic Courthouse, 131 N. Gaston St. Dallas  
Tuesday, March 10<sup>th</sup>, 2026, 6:00 PM**



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

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- 1. Invocation and Pledge of Allegiance to the Flag**
  - 2. Motion to Approve Agenda with Additions or Deletions**
  - 3. Motion to Approve Minutes**
    - A. February 10 Regular Meeting, February 18 Special Meeting, and February 24 Work Session Minutes 2
  - 4. Recognition of Citizens: Time set by Mayor**
    - A. Students of the Month – Carr Elementary
    - B. Resolution Honoring the Life and Service of Allen Lee Huggins 8
  - 5. Motion to Approve Consent Agenda**
    - A. Budget Amendment – Economic Development Fund 9
    - B. Parks & Recreation Facility Rental Policy 12
    - C. Refund Policy 18
  - 6. Public Hearings**
    - A. None
  - 7. Old Business**
    - A. None
  - 8. New Business**
    - A. March 24 Work Session Meeting Time Change 21
  - 9. Mayor & Aldermen’s Report**
  - 10. Manager’s Report**
  - 11. Closed Session:**
  - 12. Adjourn**

**MINUTES FOR BOARD OF ALDERMEN MEETING**  
**February 10<sup>th</sup>, 2026**  
**6:00 PM**

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

The following Staff members were present: Jonathan Newton, Town Manager; Robbie Walls, Police Chief; Lindsey Tysinger, Town Clerk; Tom Hunn, Town Attorney; Kristin Boone, Finance Director; Bill Trudnak, Public Works Director; Stuart Valzonis, Planning Director; Willie Smith, Electric Director; Earl Withers III, Fire Chief; Alex Wallace, Parks and Recreation Director; Garrison Batchelor, Storm Water Administrator; Patrick McSwain, Admin. Assistant/Cemetery Superintendent; Captain Fleming, Stevie Verrier, Bryon Love, and Scott Brown.

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

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

**Approval of Agenda:**

Alderman Cloninger made a motion to approve the agenda as amended, moving item 8A from New Business to 4A Recognition of Citizens, seconded by Alderman Martin and carried unanimously.

**Approval of Minutes:**

Alderman Blythe motioned to approve the minutes from the January 13 Regular Minutes, January 15 Pre-Strategic Minutes, January 20 Strategic Planning, and January 27 Work Session Minutes, seconded by Alderman Milton and carried unanimously.

**Recognition of Citizens:**

Hayley Beaty read the Resolution Designating February 2026 as Black History Month (**Attachment 1**)

Hayley Beaty read the Proclamation to Honor Reid Simms (**Attachment 2**)

Lauren Stefaniak, Principal of Carr Elementary presented the Students of the Month.

Debbie Lowery, with Compliance Training Associates, recognized our Public Works, Electric Department, Water Plant & the WWTP for their achievements with the SHARP Program.

Hannah King, Dallas Resident, spoke in regard to the River Rock access gate.

Corine Hardin, Dallas Resident, had concerns on the house located along Church Street and the homeless living on the property.

Mike Fields, Dallas Resident, Congratulated all the departments of the Town for a great job.

Curtis Wilson, Dallas Resident, Prayed over Town.

**Consent Agenda:**

5A - Budget Amendments – Award Contract for WTP Expansion (**Attachment 3**)

5B - Budget Amendments –Repairs to Playground at Dennis Franklin Gym (**Attachment 4**)

5C - Parks & Recreation Facility Rental Policy (**Moved to Work Session**)

Alderman Withers made a motion to approve the consent agenda as amended with pulling item 5C to the February Work Session, seconded by Alderman Cloninger, and carried unanimously.

**Old Business:**

7A - Duke Rate Increase on Wholesale

Duke Power's forecasted rates for the Town of Dallas included a four percent increase in wholesale purchases. Dallas went roughly 12 years with no electric increases, with the exception of the last two years. To cover increased cost, the Electric fund will have to rely on net position if charges outweigh revenues at year end. The increase was discussed at the budget strategic planning meeting in January, and it was asked to bring back this item for a motion at the February board meeting. If approved to increase all electric rates by four percent, the attached fee schedule will need to also be approved. **(Attachment 5)**

Alderman Cloninger made a motion to raise rates effective April 1<sup>st</sup>, seconded by Alderman Blythe. The motion carried, 4 to 1, with Alderman Withers voting in opposition.

**New Business:**

8B 8A - Stormwater Master Plan Presentation – Withers Ravenel

The Town of Dallas has been working with Withers Ravenel Engineering to complete a comprehensive Stormwater Inventory Study. This study evaluates the Town's existing stormwater infrastructure, identifies system needs, and provides long-term recommendations to improve stormwater management and planning efforts. The final phase of this project is the presentation of the Stormwater Master Plan to the Board of Aldermen. In order to satisfy the Town's funding requirements through the North Carolina Department of Environmental Quality (NCDEQ), the Board must formally vote to accept the completed plan. Acceptance of the Master Plan fulfills the State's grant and reporting obligations and allows the Town to receive its full funding allotment. Approval of the plan does not obligate the Town to implement the recommendations verbatim but rather acknowledges receipt and completion of the planning document.

Alderman Cloninger made a motion to approve the Stormwater Master Plan, seconded by Alderman Milton, and carried unanimously.

8C 8B - MPO Alternate for GCLMPO

The Gaston-Cleveland-Lincoln Metropolitan Planning Organization (GCLMPO) is the regional transportation planning body responsible for coordinating transportation priorities, projects, and funding across participating jurisdictions. The Town of Dallas is represented through an appointed member, and the Board is requested to designate an alternate representative to attend meetings and vote on behalf of the Town in the event the primary representative, Mayor Beaty, is unavailable. Our current alternate representative is Alderman Sam Martin. The Board must decide and vote on who the new alternate should be.

Alderman Martin made a motion for Alderman Blythe to be the appointed member, seconded by Alderman Cloninger, and carried unanimously.

**Mayor and Aldermen's Report:**

Mayor Beaty is excited to say that the Aquatics Center has gone vertical and believes they are going to start digging pools next week.

**Manager's Report:**

Town Manager Newton mentioned bringing items regarding the Aquatics Centers to the Work Session.

**Adjourn:**

Alderman Cloninger made a motion to go into Closed Session, seconded by Alderman Martin and carried unanimously (7:20).

Alderman Milton made a motion to go out of Closed Session, seconded by Alderman Withers and carried unanimously (8:19).

Alderman Milton made a motion to adjourn, seconded by Alderman Withers and carried unanimously (8:19).

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Hayley Beaty, Mayor

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Lindsey Tysinger, Town Clerk

**MINUTES FOR BOARD OF ALDERMEN  
SPECIAL MEETING  
February 18<sup>th</sup>, 2026  
1:30 PM**

The following elected officials were present: Mayor Pro-Tem Martin, Alderman Cloninger, Alderman Milton, Alderman Withers, and Alderman Blythe. Mayor Beaty was absent.

The following Staff members were present: Jonathan Newton, Town Manager; Lindsey Tysinger, Town Clerk; Robbie Walls, Police Chief; David Lingafelt, Code Enforcement; Brittany Beam, Town Planner; and Earl Withers III, Fire Chief.

Mayor Pro-Tem Martin called the meeting to order at 1:31 pm.

Mayor Pro-Tem Martin opened with the Invocation and the Pledge of Allegiance to the Flag.

**Approval of Agenda:**

Alderman Cloninger made a motion to approve the agenda, seconded by Alderman Blythe and carried unanimously.

**Item 3A: Code Enforcement – Ordinance to Placard**

The Town of Dallas has received multiple minimum housing complaints regarding the structure at 418 East Church Street. After performing on-site inspections on August 18th, 2025, Code Enforcement Officer, David Lingafelt, sent mailed notices to the registered property owners on August 18th, 2025, Vicki Blalock, Kernersville NC (Heirs). On August 19th, 2025, a notice of hearing was hand delivered to Penny Blalock Dallas NC. (Heirs). After due notice, an administrative hearing was held on September 9th, 2025, at 11:00 a.m. In attendance were Town Clerk, Lindsey Tysinger, Code Enforcement Officer, David Lingafelt, Vicki Blalock (heirs) and a family friend. Findings of facts deemed the property a deteriorated dwelling unfit for human habitation. The findings were provided to the property owner on September 9th, 2025, with a repair order deadline of December 1st, 2025. The property owner has failed to comply with the order, and Code Enforcement is requesting Board approval to placard the property as required by Minimum Standard Housing Code §150.43 (C). An ordinance has been provided by staff.

Alderman Cloninger made a motion to approve to adopt the ordinance to placard 418 East Church Street, seconded by Alderman Milton and carried unanimously.

**Adjourn:**

Alderman Cloninger made a motion to adjourn, seconded by Alderman Withers and carried unanimously (1:44).

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Hayley Beaty, Mayor

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Lindsey Tysinger, Town Clerk

**MINUTES FOR BOARD OF WORK SESSION**  
**February 24<sup>th</sup>, 2026**  
**5:00 PM**

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

The following Staff members were present: Jonathan Newton, Town Manager; Tom Hunn, Town Attorney; Robbie Walls, Police Chief; Lanny Smith, Electric Director; Lindsey Tysinger, Town Clerk; Bill Trudnak, Public Works Director; Zack Foreman, Assistant Public Works Director; Stuart Valzonis, Planning Director; Brittany Beam, Planner; Earl Withers III, Fire Chief; Alex Wallace, Parks and Recreation Director; and Captain Fleming.

Mayor Beaty called the meeting to order at 5:01 pm.

Mayor Beaty asked Curtis Wilson to lead the Invocation and the Pledge of Allegiance to the Flag.

Mayor Beaty asked if there were any additions or deletions to the agenda. Alderman Milton made a motion to approve the agenda, seconded by Alderman Withers and carried unanimously.

**New Business:**

Item 3A - Parks & Recreation Master Plan Presentation – Withers Ravenel

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

Withers Ravenel presented the Parks and Recreation master plan to the Board. Discussed the project schedule, public meeting summary, the goals and objectives, and the next steps.

Item 3B - Parks & Recreation Facility Rental Policy

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.

The Board discussed changes to the parks and recreation facility rental policy for staff to revise and bring back.

Item 3C - Hydrant Policy

Discussion on Hydrant Policy.

Staff will bring back the hydrant policy at the budget meeting to discuss fees.

Item 3D - Refund Policy

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.

The Board directed staff to bring back the refund policy to the next meeting for a vote.

Item 3E- Discussion on Cameras around the Square Grounds

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

The Board discussed being in favor of looking into a new camera system.

**Mayor & Aldermen's Report:** Mayor Beaty thanked everyone for being patient with her during her procedure.

**Managers' Report:** Town Manager Newton informed the Board that the house on Church Street was boarded and cleaned up. State and Town Dinner is next Wednesday. The GBA Mayor, Council Dinner is April 15<sup>th</sup>. Heard conversation on noise being issue. Asked Chief Walls to get a list of complaints together. Questioned the Board if we should change the decibel or change the time. The Board and Staff discussed possible changes to the times or having a quiet time. Alderman Cloninger directed Staff to look into what other Towns noise ordinances. Alderman Milton would like to get a newsletter sent out on any changes to inform citizens. Alderman Blythe questioned if Nixle supported an attachment function to send out newsletters that way. Bill Trudnak suggested handing out Nixle flyers to customers at Town Hall to sign up.

Alderman Withers made a motion to adjourn, seconded by Alderman Blythe and carried unanimously (6:09).

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Hayley Beaty, Mayor

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Lindsey Tysinger, Town Clerk

**RESOLUTION HONORING THE LIFE AND SERVICE OF  
ALLEN LEE HUGGINS**

**WHEREAS**, Allen Lee Huggins, born March 26, 1945, in Gaston County, North Carolina, passed away peacefully on February 13, 2026; and

**WHEREAS**, Mr. Huggins was a proud graduate of Dallas High School and honorably served his country in the United States Marine Corps during the Vietnam War; and

**WHEREAS**, he served the community through many roles, including owner of Huggins Barber Shop, Emergency Medical Technician with the Dallas Rescue Squad, and correctional officer at the Dallas Correctional Facility; and

**WHEREAS**, Allen Lee Huggins also devoted time to public service through multiple terms as a member of the Dallas Board of Aldermen and through leadership with Gaston Lodge No. 263 where he served as Past Master; and

**WHEREAS**, he was a faithful member of Holy Communion Lutheran Church and was active in Via De Cristo.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Board of Aldermen of the Town of Dallas honor the life and service of the late **Allen Lee Huggins**, remembering him as a devoted husband, father, grandfather, and friend whose life reflected a deep love for his family, faith, and community, and who will be remembered by many as a cherished figure known for his warm spirit and dedication to family and friends.

**BE IT FURTHER RESOLVED**, that the Town of Dallas extends its deepest condolences to the family of Allen Lee Huggins and expresses gratitude for the lasting impact he made on the community.

Adopted this 10<sup>th</sup> day of March, 2026.

Attested By:

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

\_\_\_\_\_  
Lindsey Tysinger, Town Clerk

(SEAL)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Economic Development Funding Budget Amendment

AGENDA ITEM NO. 5A

MEETING DATE: 03/10/2026

### BACKGROUND INFORMATION:

In FY2013 the Economic Development Fund was established and a formula approved to contribute monies from the Electric Fund to the Economic Development Fund in a consistent manner.

Attached is the funding calculations for FY2026, based on the approved audit for FY2025.

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MANAGER RECOMMENDATION: To approve budget amendment as presented.

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BOARD ACTION TAKEN:

**Town of Dallas**  
Budget Amendment

Date: March 10, 2026

Action: Electric Department

Purpose: To Appropriate Funds for Economic Development Funding per Policy

Number: EL-003

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
30	3999	0000	Fund Balance Appropriated	\$290,641	\$383,098	\$92,457
30	8500	9315	Contrib to Economic Dev	\$0	\$92,457	\$92,457
33	3900	0000	Contribution From Elec. Fund	\$0	\$92,457	\$92,457
33	8500	7500	CO: Land, Construction	\$0	\$92,457	\$92,457

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

# Economic Development Funding Calculation

FY 2025-26

<b>Approved Revenue Budget (FY 25-26)</b>	\$9,343,941.00	**Less Electric Sales Tax and Coal Ash
<b>(Less-) Budgeted General Fund Transfer</b>	<u>\$850,000.00</u>	
Sub-Total	\$10,193,941.00	
40% of Sub-Total	\$4,077,576.40	
<b>Unrestricted Net Position (FY 24-25)</b>	\$4,817,231.00	
(Less-) 40% of Sub-Total	<u>(\$4,077,576.40)</u>	
Available Funds	\$739,654.60	
12.5% of Available Funds	<u><u>\$92,456.83</u></u>	

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Parks & Recreation Facility Rental Policy

AGENDA ITEM NO. 5B

MEETING DATE: 3/10/2026

### 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.

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MANAGER RECOMMENDATION: Adopt the revised Parks & Recreation Facility Policy

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BOARD ACTION TAKEN:

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

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. **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.**

**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: March 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: Refund Policy

AGENDA ITEM NO. 5C

MEETING DATE: 3/10/2026

### 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.

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MANAGER RECOMMENDATION: Adopt Town of Dallas Refund Policy.

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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: March 24 Work Session Meeting Time Change

AGENDA ITEM NO. 8A

MEETING DATE: 3/10/2026

### BACKGROUND INFORMATION:

Change the time of the March 24<sup>th</sup> Work Session to 3:00pm to allow for sufficient time for in-depth discussion of the upcoming Fiscal Year 2026-2027 Budget.

MANAGER RECOMMENDATION: Consider and approve a motion to amend the meeting start time for the March 24<sup>th</sup> Work Session for the purpose of budget discussion.

BOARD ACTION TAKEN: