

MINUTES FOR BOARD OF ALDERMEN MEETING

September 10th, 2013

6:00 PM

The following elected officials were present: Mayor Coleman, Alderman Beaty, Alderman Huggins, Alderman Martin, Alderwoman Morrow, and Alderman Withers.

The following staff members were present: Jim Palenick, Interim Town Manager; Maria Stroupe, Administrative Services Director; Gary Buckner, Police Chief; Doug Huffman, Electric Director; Bill Trudnak, Public Works Director; Steve Lambert, Fire Chief; Anne Martin, Recreation Director; David Kahler, Community Services Director; and Town Attorney, Thomas Hunn.

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

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

Mayor Coleman asked if there were any additions or deletions to the agenda. There were no additions or deletions to the agenda. Mr. Huggins made a motion to set the agenda, seconded by Mr. Martin, and carried unanimously.

Mr. Martin made a motion to approve the minutes from the August 13, 2013 regular meeting, seconded by Ms. Morrow, and carried unanimously.

Consent Agenda:

Item 5A was a request to approve uncollectible accounts through September 2013.

Item 5B was a request from Chief Buckner to approve the annual Trick-R-Treat on the Square. (Exhibit A) Due to the huge past success of this event, there will be assigned places for participants to set up like last year. This helps keep people spread out and allows the event to flow better. Chief Buckner requested that Holland Street from Trade Street to Church Street, and Main Street from Gaston Street to Maple Street be closed beginning at 3:45 pm on Thursday, October 31, 2013, as vendors have been asked to arrive by 4:00 pm to begin setting up. The event will run from 5:00 to 7:00 pm. Sarah Turner, Police Telecommunicator, is coordinating the vendor placements.

Mr. Beaty made a motion to approve the Consent Agenda as presented, seconded by Mr. Martin, and carried unanimously.

Recognition of Citizens:

Mr. Hinkle Rhyne, 502 N. Holland St., addressed the Board concerning a barking dog in his neighborhood. On August 27th between 1:00 am and 4:00 am his neighbor's dog barked and howled. He called the Police Department and Animal Control. The dog has continued to bark on a daily basis ever since and he needs resolution to the problem. Chief Buckner stated that Animal Control was working with owner of the animal. Also, the owner seems to have more dogs than the Town Ordinance allows. He will check on the status of the issue with Animal Control and be back in touch with Mr. Rhyne.

Recognition of Employees:

None

Public Hearing:

None

Old Business:

Item 9A was a request to set the public hearing date concerning the proposed voluntary annexation of 28.33 acres on Ratchford Drive. (Exhibit B) A sufficiency investigation has been completed and all is in order. Mr. Withers made a motion to approve the resolution setting a public hearing for 6:00 pm on October 8, 2013 for the voluntary annexation of 28.33 acres on Ratchford Drive, seconded by Ms. Morrow, and carried unanimously.

Item 9B was report concerning traffic on the 100 block of N. Davis St. Chief Buckner stated that approximately 10.5 hours of observation were conducted on N. Davis St. over several days yielding 229 cars traveling north and 153 cars traveling south. No trucks were observed traveling the street during this time. Translating these figures out over 24 hours it could be projected that 644 cars traverse that road on a daily basis. This estimate may be high, as traffic counts during night hours is normally not as heavy as during daytime hours. Chief Buckner has also contacted the owners of various trucks reported by Mr. Leon Lay as traveling the street and informed the owners of the truck restrictions on that block. In addition, Chief Buckner is working with the school system to explore the possibility of changing the school bus route as requested by Mr. Lay. Mr. Lay reported to Chief Buckner that over a two week period he observed 14 trucks and 28 occurrences of school bus traffic. Based on the observations, Chief Buckner does not recommend changing the traffic flow on the 100 block of N. Davis St. to one-way in either direction. The Board agreed that Chief Buckner should continue to monitor the situation and begin to write traffic tickets for those that violate the no truck ordinance.

Item 9C was a discussion on the possible elimination or alteration of 4-Way Stop intersections along Main Street. Mr. Beaty has received requests from several citizens to remove the Stop signs on Main St. east to west and to leave the Stop signs north and south on streets crossing Main St. At the previous meeting, the Board had requested that Chief Buckner make a formal recommendation at this meeting, after researching the situation. Chief Buckner stated that he was concerned about the safety issues involved with changing the traffic patterns. He stated that only 10-15 seconds were saved by eliminating the stop signs at the intersections of Holland Street and Maple Street. He believes there would be an increase in wrecks for only a very small time savings in traveling Main Street. The Board agreed with Chief Buckner's recommendation and the existing stop signs will remain in place.

Item 9D was a discussion on whether to proceed, as budgeted, with in-house tree trimming. During the budget process, it was proposed and approved to hire two fulltime individuals, an Arborist and a Trimmer, to facilitate in-house tree trimming, along with additional maintenance and planning of vegetation around Town. Also, budgeted was the purchase of equipment to enable the crew to effectively conduct these duties. Mr. Palenick had received a request that this be revisited before proceeding, so he is requesting Board direction. Mayor Coleman asked if the tree trimming could not be accomplished with current personnel. There is not adequate personnel or personnel with the appropriate knowledge to perform the Town's tree trimming needs with current staff. Mr. Martin stated that after having an in-depth conversation with Mr. Palenick, he believed that although expenditures may be higher in the first year due to equipment purchases, the Town would really gain in subsequent years from being able to more closely direct the work accomplished and would benefit from the additional services provided by these employees. Mr. Beaty made a motion to proceed with the in-house tree trimming as originally budgeted, seconded by Ms. Morrow, and carried by the following 3 – 2 vote: Yays – Beaty, Martin, Morrow. Nays – Huggins, Withers.

Item 9E was a discussion on whether to proceed, as budgeted, with the purchase and installation of an electronic reader board sign to be placed on the Court Square. During the budget process, it was proposed and approved to install an electronic reader board sign that would accomplish several goals. It would alleviate the need to hang banners over W. Trade St. as a way to advertise Town and Community events, which is a safety hazard to personnel and the general public. It would also generate a revenue stream by allowing local businesses and groups to purchase air time on the board to advertise. The revenue would be generated in the Electric Department, as the sign is budgeted as part of that department's expenditures. Again, Mr. Palenick had received a request that this be revisited before proceeding, so he is requesting Board direction. Mr. Martin made a motion to proceed with the purchase of an electronic reader board sign as originally approved in the budget, seconded by Mr. Beaty and carried by the following 3 – 2 vote: Yays – Beaty, Huggins, Martin. Nays – Morrow, Withers.

Item 9F was presentation of a revised audit contract from Collis and Associates. Rob Collis was present to explain the revision. The audit contract is for audit work and financial statement preparation for the Fiscal Year 2013, ending June 30, 2013. There is no price differential between this contract and the original contract. The revision is due to amendments to the language in the contract pertaining to Collis and Associates' peer review. Mr. Beaty made a motion to approve the amended audit contract as presented, seconded by Mr. Martin, and carried unanimously.

New Business:

Item 10A was a proposal for funding and creation of an economic development incentive grant program. With the recent startup of the Dallas Branch of the Gaston Regional Chamber of Commerce, along with the Town's commitment to revitalize the Courthouse Building and Town Square, there is renewed interest in the overall revitalization of the Downtown area along with the Dallas area economy in general. Mr. Palenick developed the "T.O.P. T.I.E.R." program (Targeted Options Providing Tangible Investment in Economic Revitalization) to help incentivize private-sector investment and reinvestment in buildings and businesses in Dallas. (Exhibit C) The Board will review the proposal and consider it at the October meeting.

Item 10B was a request to formally declare as surplus and dispose of two police cars on GovDeals, the public on-line auction site. Both vehicles are 2001 Ford Crown Victoria sedans. The first car has 107,817 miles and is in fair condition. The second vehicle has 133,712 miles and is also in fair condition. Mr. Huggins made a motion to declare the two vehicles described as surplus for disposal on GovDeals, seconded by Ms. Morrow, and carried unanimously.

Item 10C was a request to formally declare as surplus and dispose of a 1999 Ditch Witch Trencher assigned to the Electric Department on GovDeals. The unit is no longer reliable enough or of adequate capacity to serve the Town's needs, but could be of use to a small-scale, private contractor. Mr. Huggins made a motion to declare the 1999 Ditch Witch Trencher as surplus for disposal on GovDeals, seconded by Mr. Martin, and carried unanimously.

Item 10D was a request from Mr. Palenick to treat the Interim Town Manager in a manner consistent with the personnel policy for purposes of accrual and receipt of 401K supplemental retirement benefits. The Town of Dallas Personnel Policy, under Article IV, Section 6, "Supplemental Retirement Benefits", provides that full-time employees are to receive 401K benefits as a percentage of their salary, following completion of their probation and subject to appropriation by the Town Board. The Personnel Policy further states that the "probation" period shall be 6 months for all employees except sworn police, entry-level fire, and department heads, whose probation shall be 1 year. From this language, barring a contract provision to the contrary, the Town Manager should be eligible for 401K benefits equal to the current 4% being provided to employees of his/her salary beginning 6 months after initial employment. Mr. Palenick has now served for 1 year and 7 months in the capacity of full-time Interim Town Manager. He is requesting that the Board, through official

action, declare him eligible for the payment and accrual of the stated benefit to be deposited with each payroll, commencing August 1, 2012 (the conclusion of the 6-month probationary period), with any and all required, retro-active payments caught up through the present and continuing forward. Mr. Beaty made a motion to declare Mr. Palenick eligible for 401K benefits at the current level provided to employees commencing August 1, 2012 as requested, seconded by Mr. Martin, and carried unanimously.

Item 10E was a request to approve a resolution and administrative services agreement with ICMA Retirement Corporation to allow employee participation in a 457 retirement account program. Most local governments who operate under the Council/Manager form of government throughout the country participate in the International City Management Association (ICMA) Retirement Corporation and allow their Manager, along with general employees to participate in the ICMA 401K, 457, and/or IRA Supplemental Retirement Trust Programs. This is the program that Mr. Palenick has participated in throughout his career. He currently has no account with the NC Supplemental Retirement Program through Prudential. So, in order to participate in the 401K program with Dallas, Mr. Palenick is requesting that the Town becoming a member municipality with ICMA. This would also allow other Town employees to voluntarily, with no cost to the Town, participate in the ICMA 457 program. Mr. Martin made a motion to approve the resolution and administrative services agreement with ICMA as presented, seconded by Mr. Beaty, and carried unanimously.

Item 10F was award of 10-year, tax exempt loan financing for the purchase of a Solid Waste Collection Truck. Within the approved FY 2014 Solid Waste budget is the purchase of a new collection truck and the first year's capital outlay/lease payment of \$22,800. The intent was and is to finance the purchase of the truck over a 10 year period, with equal yearly installment payments. The truck has been bid out and will cost approximately \$257,000. We will use the budgeted \$22,800 as a capital cost, buy down and begin the 10-year repayment of the remaining \$235,000 with FY 2015. After receiving quotes, the low-bid was received from BB&T at a 2.73% nominal annual rate. (Exhibit E) Mr. Beaty made a motion to approve the financing bid from BB&T, seconded by Mr. Martin, and carried unanimously.

Item 10G was a request from the Dallas Historic Courthouse Foundation for financial assistance with the scheduled September 28th Children's Birthday Party commemorating the Town's Sesquicentennial. Mr. Huggins made a motion to approve \$800 from the Town Sponsored Events line item to assist with the Children's Birthday Party, seconded by Mr. Martin, and carried unanimously.

Item 10H was designation of a voting delegate and alternate for the North Carolina League of Municipalities Annual Conference to be held in Hickory, NC on October 13 -15, 2013. Mr. Beaty made a motion to designate Mr. Palenick as the voting delegate and Mr. Huggins as the alternate to the NCLM Annual Conference, seconded by Mr. Withers, and carried unanimously.

Mr. Palenick gave a Manager's Report, noting current projects.

Mr. Withers made a motion to adjourn, seconded by Mr. Beaty, carried unanimously. (7:20)

Rick Coleman, Mayor

Maria Stroupe, Town Clerk



Trick-~~R~~-Treat ON THE SQUARE

Town Square
Thursday October 31st
5:00-7:00PM

GAMES, TREATS, BALLOON BOUNCE, MUSIC, AND MORE!

**HOTDOGS AND HAYRIDE GIVEN BY
FIRST UNITED METHODIST CHURCH**

Sponsored By: Dallas Police Department, Dallas Fire Department,
Dallas Rescue Squad, Town Employees, Recreation Department, Dallas Optimist,
Town Businesses, and Area Churches.



PETITION REQUESTING A NON-CONTIGUOUS ANNEXATION

Date: 7-24-13

To the Board of Aldermen of the Town of Dallas:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Dallas.
2. The area to be annexed is non-contiguous to the Town of Dallas and the boundaries of such territory are as follows:
3. A map is attached showing the area proposed for annexation in relation to the primary Corporate limits of the Town of Dallas.
4. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Name <u>Maria R. Mason</u>	Address <u>4210 Springview</u>	Do you declare vested rights?	<u>Maria R. Mason</u> Signature
<u>Maria R. Mason</u>	<u>Dallas NC</u> <u>28034</u>		

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO G.S. 160A-58.2**

WHEREAS, a petition requesting annexation of the non-contiguous area described herein has been received; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;
NOW, THEREFORE BE IT RESOLVED, by the Board of Aldermen of the Town of Dallas,
North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held at the Board Room in the Fire Department at 6pm on October 8, 2013.

Section 2.

The Property is described as follows:

BEGINNING at a 1" pipe marking the common rear corner of Maria R. Mason (Deed Book 4682 Page 1504) and Roy M. Cloninger (Deed Book 4587 Page 31) on the northern line of Larry Davis (Deed Book 2776 Page 762), said 1" pipe also South 85 degrees 33 minutes 55 seconds East 853.27 feet from the common corner of Roy M. Cloninger (Deed Book 4587 Page 31) and Robert L. Leonhardt (Deed Book 788 Page 255) and running thence with the eastern line of Roy M. Cloninger North 03 degrees 33 minutes 58 seconds East 948.43 feet to an existing 3/4" pipe, a common corner with Roy M. Cloninger and Harold L. Cloninger (Deed Book 736 Page 8); thence with the eastern line of Harold L. Cloninger North 03 degrees 17 minutes 10 seconds East 237.09 feet to an existing bent spindle, a common corner with Paul S. Hallman (Deed Book 1358 Page 64) on the eastern line of Harold L. Cloninger; thence with the southern line of Hallman South 84 degrees 33 minutes 08 seconds East 150.12 feet to an existing bent 1/2" rebar, a common corner with Hallman; thence continuing with the eastern line of Hallman North 03 degrees 29 minutes 55 seconds East, crossing an iron pin set at 176.92 feet in the southern margin of Ratchford Dr. (State Road #1804), a total distance of 206.92 feet to a point near the centerline of Ratchford Dr.; thence within Ratchford Dr. the following courses and distances: (1) South 87 degrees 11 minutes 39 seconds East 359.94 feet to a point, (2) South 85 degrees 24 minutes 24 seconds East 223.60 to a point; thence with the western right of way of U.S.

Hwy #321 the following courses and distances: (1) South 10 degrees 18 minutes 09 seconds East, crossing a right of way monument at 43.88 feet, a total distance of 806.19 feet to a right of way monument, (2) South 10 degrees 19 minutes 14 seconds East 400.48 feet to a right of way monument, (3) South 13 degrees 56 minutes 05 seconds East 234.43 feet to a right of way monument; thence North 86 degrees 46 minutes 57 seconds West 587.25 feet to an existing 1/2" pipe; thence North 85 degrees 15 minutes 37 seconds West, crossing an existing 1/2" pipe at 59.59 feet, a total distance of 504.83 feet to an existing 1" pipe, said point of beginning. The foregoing property described containing 28.334 acres more or less and being taken from a survey prepared by John Lineberger Surveying and Mapping revised 29 August, 2013 entitled "Survey Made at the Request of: Steve Mason"

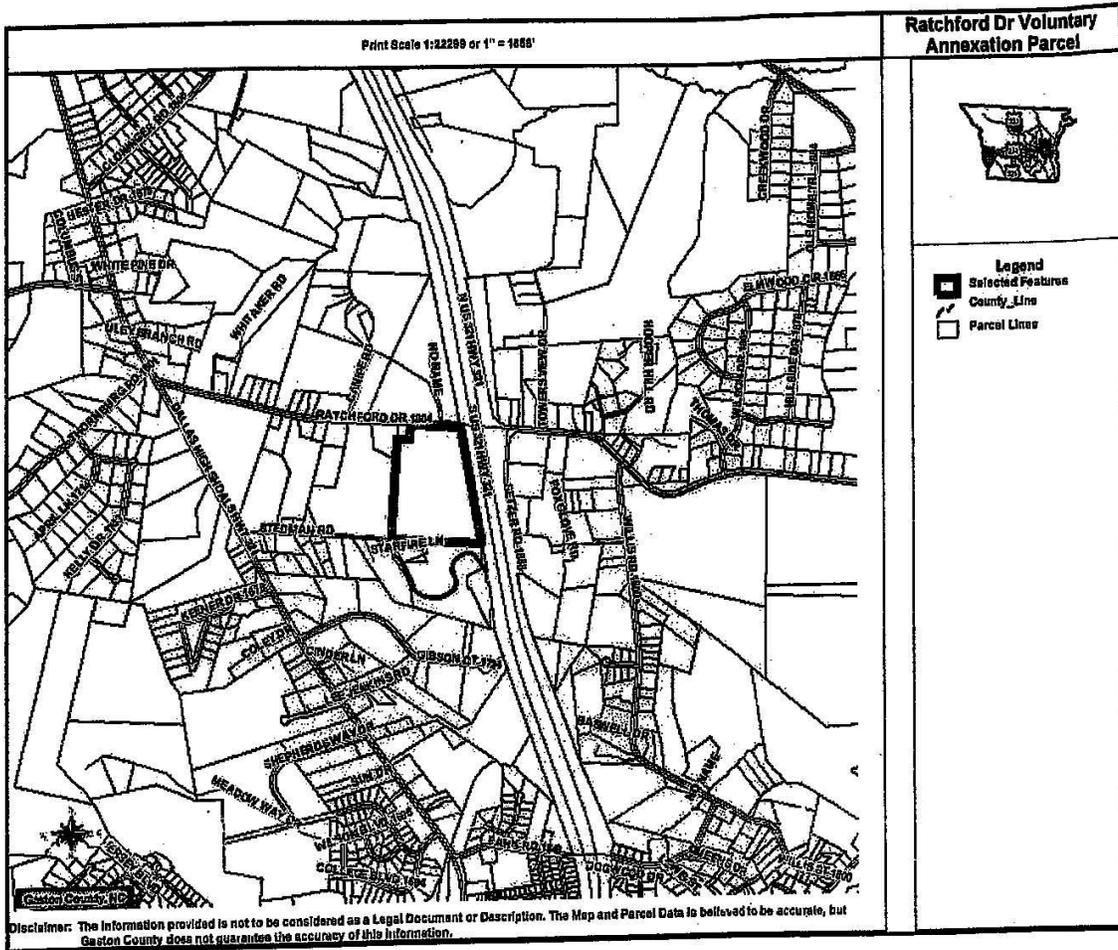
Section 3. Notice of the public hearing shall be published once in the Gaston Gazette, a newspaper having general circulation in the Town of Dallas, at least ten (10) days prior to the date of the public hearing.

Mayor

ATTEST:

Clerk

Re: Lower Dallas Rd



"T.O.P. T.I.E.R." PROGRAM FUNDING PROPOSAL:

Estimated Fiscal-Year 2013 Ending Electric Fund Balance (Unreserved): **\$3,729,932.00**

Approved Electric Fund Revenue Budget for FY2013-2014: **\$7,979,524.00**

FY2013-2014 Budgeted Electric Transfer to General Fund: **(-) \$ 492,727.00**

NET Revenue Budget: \$7,486,797.00

MULTIPLY BY 40% (.40): \$2,994,718.00

- Est. Fund Balance: **\$3,729,932.00**
- Less: 40% Calc. **2,994,719.00**
- Subtotal: **\$ 735,214.00**

FINAL CALCULATION:

\$735,214.00 MULTIPLIED BY 25% (.25) \$ 183,803.00

Estimated Starting Total of "TOP TIER" Economic Incentive Grant Fund would be :

\$183, 803.00

"T.O.P. T.I.E.R." PROGRAM

Program Purpose and Goals:

"T.O.P. T.I.E.R." (Targeted Options Providing Tangible Investment in Economic Revitalization)

Is an economic development program funded and maintained by the Town of Dallas to offer limited, but targeted, public economic assistance in support of private sector investment in assets needed to spur job creation, business sector growth, and overall economic vitality.

Creation and Maintenance of Funding:

As a result of, and following the Comprehensive Annual Financial Report (Audit) for the Fiscal-Year-ended June 30, 2013, The Town of Dallas will create the "TOP TIER" Fund by "seed-funding" it through the re-allocation and transfer of those funds determined to exist as "surplus" within the non-reserved, ending Fund Balance of the Electric Utility Fund and constituting twenty-five percent (25%) of the amount exceeding forty percent (40%) of the approved, Fiscal-Year 2013-2014 Electric Fund revenue Budget (less) any Fund Balance Appropriation to the General Fund included in the Expenditure Budget for the same Fiscal-year period.. In subsequent years, following conclusion of the Audit, the Town will continue to re-allocate and transfer such amounts, if any, to the TOP TIER Fund which, when using the calculation of 25% of non-reserved Fund Balance totals exceeding 40% of the then-current and approved Electric Fund Revenue Budget (not including any Fund Balance allocation to the General Fund) are determined to be "surplus" under the meaning defined herein.

Program Components and Features:

- The Program offers direct incentive grants to private-sector applicants in the form of partial reimbursement of building facade improvement, building up-fit, architectural design services, and/or infrastructure improvement costs or expenditures when meeting the program's eligibility and location requirements.
- Funding is limited in any given fiscal year to the program expenditures allocated and approved by action of the Board of Aldermen and funding is merit-based and provided on a first-come, first-served basis subject to such funding limitations.
- The Board of Aldermen of the Town of Dallas shall have final authority and discretion over the award of any or all grants, subsidies, and/or incentives under the TOP TIER program; and may or may not continue, alter, or discontinue funding for any one portion or all of the program at any given time.

Eligibility Criteria:

In order to be eligible for funding assistance under the TOP TIER Program, an applicant must be able to demonstrate the following:

- The business is owned and operated as a "for profit" enterprise, open and accessible to the general public on a non-discriminatory basis.

- The business must be located within the Town Limits of the Town of Dallas and the premises must be fully contained within, and lawfully compliant with the Zoning classification eligible for such funding assistance as detailed below.
- The business must be new to the Town of Dallas (except in the case of Façade Improvement Grants) and not simply relocating from one location in Town to another, unless: 1.) it represents a clear improvement, increased investment in, or substantial expansion of the business; 2.) it is an additional location in a chain; 3.) it is only moving in order to allow its previous location to house another business which is new to Dallas; or, 4.) the business was unable to continue at its previous location due to circumstances beyond the control of the business owners.
- The business must represent one of the following seven (1-7) numbered categories:
 - 1.) Retail: Engaged in the sale of new, or pre-owned designer, collectable, or antique merchandise (not to include the consignment or sale of used or second-hand clothing or general merchandise) at retail to the general public.
 - 2.) Restaurant: Engaged in the sale of prepared food and beverages primarily for on-site consumption; can include catering off-site.
 - 3.) Lounges, Pubs, Bars: Engaged in the presentation of broadcast sports and entertainment programming, and/or occasional live music, but where the majority of gross revenues are derived from the sale of beverages and food consumed on-site. Includes cigar bars.
 - 4.) Theater/Nightclub/Entertainment: Engaged primarily in the presentation, for a fee, of on-site performance of vocal and instrumental music, theater, dance, comedy, variety, or combinations (excluding adult entertainment). Can include component functions of #2 or #3 above.
 - 5.) Personal Service: Engaged in the on-site provision of hair care & grooming, make-up and/or nail care, spa services including therapeutic massage, health clubs, photography, art studios (including gallery sales), and dance and martial arts studio, and similar.. Not to include tattoo shops or body piercing/modification.
 - 6.) Professional office: Offices of Attorneys, CPA's and Accounting firms, Architects, Engineers, Realtors, Medical and Dental professionals, Software designers, and similar. Not to include blood plasma centers or addiction treatment clinics.
 - 7.) Light Manufacturing, Assembly, Value-Added Processing & Research & Development: Engaged in the Manufacture, assembly, processing, and/or packaging of products or component parts, the combined efforts of which produce no pollution, emissions, discharges, undue noise or negative environmental impact. Also, the activities associated with product or process development and/or research.

Eligible Locations By Zoning Classification:

To be eligible to receive funding assistance, the building and property in/upon which the business is housed, must fall within one of the below-listed Zoning Classifications (Districts), and be an eligible business category as correspondingly matched thereto.

Zoning Classification (District):

Corresponding Business Category:

B-3

1.) Retail; 2.) Restaurant; 3.) Lounges, Pubs, Bars;
4.) Theater/Nightclub/Entertainment; 5.) Personal Service; 6.) Professional Office.

B-3P

1.) Retail; 2.) Restaurant; 3.) Lounges, Pubs, Bars;
4.) Theater/Nightclub/Entertainment; 5.) Personal Service; 6.) Professional Office.

I-2

7.) Light Manufacturing, Assembly, Value-Added Processing & Research & Development. And,
2.) Restaurant; 3.) Lounges, Pubs, Bars; 4.) Theater/Nightclub/Entertainment; ONLY if The applicant business proposes a Brew pub, Dinner Theater, Comedy Club, Community Theater, Themed Restaurant, or similar destination venue within an otherwise vacant former-industrial building in an I-2-Zoned District East of U.S. 321.

Incentive Grant Program:

- **FAÇADE IMPROVEMENT GRANT:**
Only available for the B-3 Zone; the Façade Improvement Grant Program shall require successful application and Board of Aldermen approval. Thereafter, grant recipients shall receive grant payment of an amount equaling 50% of total, eligible investment spent on Façade alteration and/or improvement to a maximum of \$5,000 per building façade. Funds are payable as a reimbursement upon receipt of paid invoices evidencing actual expenses.

- **ARCHITECTURAL DESIGN SERVICES GRANT:**

Only available for the B-3 Zone; the Architectural Design Services Grant program shall require successful application and Board of Aldermen approval. Thereafter, grant recipients shall receive a voucher for architectural design services, not-to-exceed ten (10) billable hours at an hourly professional rate not-to-exceed one-hundred twenty-five dollars (\$125.00) per-hour, provided on the grant recipient's behalf by the Town's designated, on-call architect as formally selected by action of the Board of Aldermen. Building owners who own multiple buildings or storefronts in the B-3 Zone may be granted, or benefit from multiple vouchers so long as the cumulative total of the vouchers granted in any one program year does not exceed ten (10) billable hours. Payment for Architectural design services shall be remitted from the Town to the approved and designated on-call Architect only, within 10 business days following submittal of invoices evidencing work completed under a granted voucher.

- **UP-FIT GRANT:**

Available for the B-3; B-3P, and I-2 Zones; the Up-Fit Grant program shall require successful application and Board of Aldermen approval. Thereafter, grant recipients shall receive a one-time Grant of:

\$3.00 per-square-foot of total dedicated space occupied by a "Category 1.), 5.), or 6.) business use", but not to exceed 50% of allowable, cumulative total up-fit expenses; to a maximum Grant total of \$15,000.00

\$5.00 per-square-foot of total dedicated space occupied by a "Category 2.), 3.), 4.), or 7.) business use", but not to exceed 50% of allowable, cumulative total up-fit expenses; to a maximum Grant total of \$25,000.00

Allowable up-fit expenses will be limited to those improvements, additions, renovations, equipment, or fixtures which will remain with the building following lease termination and/or property transfer. Payment of up-fit grant funds shall be remitted from the Town to the grant awardee within 30 days following the submittal and approval of both contractor lien waivers and paid invoices evidencing actual up-fit expenses.

If determined eligible for, and approved consistent with the requirements specified herein, a property owner may receive all, or any combination of a Façade Improvement Grant, Architectural Design Services Grant, or Up-fit Grant, for the same business and property; to a maximum cumulative Grant total of \$31,250.00.

- **INFRASTRUCTURE SUPPORT GRANT:**

Available for the B-3; B-3P, and I-2 Zones; the Infrastructure Support Grant program shall require successful application and Board of Aldermen approval. Said approval may be

considered either with TOP TIER funds, or over and above the funding assistance which may then be available from the TOP TIER Fund, on a case-by case basis as alternative funding is determined available. Thereafter, grant recipients shall receive grant payment of an amount equaling 75% of total, eligible investment spent on approved elements of public (Town-owned) infrastructure which enhance the business/property, but are either not required to lawfully operate the business, or which serve areas and/or properties beyond the property. These elements might include, but not be limited to: replacement or ornamental sidewalks, street trees, ornamental light-poles, bike racks, trash receptacles, planters or planting areas, ornamental benches, storm-water improvements, water line or sanitary sewer line upgrades, or parking improvements for non-exclusive public use. Funds are payable as a reimbursement upon receipt of paid invoices evidencing actual expenses, if grantee purchased and/or installed; and as a 75% credit against total invoiced expenses if Town purchased and/or installed.

The Town of Dallas shall also consider, on a case-by-case basis, covering 100% of certain total, eligible costs of approved elements of public infrastructure (Town-owned) which may or may not be lawfully required to operate the business within or on the property. These shall be limited to; fiber-optic loop extensions and connections, electric transformers, and/or underground electric line extensions.

APPLICATION PROCESS AND SELECTION CRITERIA:

The Town of Dallas will consider a request for Incentive Grant Funding assistance, consistent with one or more of the Grant Programs detailed herein, under the following circumstances:

- A fully completed application form, along with any related and required supporting documentation must be submitted.
- The application must seek assistance on behalf of an expanding existing business (except in the case of the Façade Improvement Grant program which can be applied for by an existing business seeking to improve its building Façade), relocating business, or new business which is or will be housed in a building and on property within the Town limits of Dallas, consistent with all of the requirements detailed herein.
- The application must be signed by both the legal property owner as well as the business owner (holding a controlling interest in the business and with a letter of intent to lease or a signed lease contract for the property), unless they are one and the same.
- Supporting documentation, by request of Town Staff can include any one, or all of:
 - A detailed business and marketing plan.
 - A projected pro-forma profit and loss statement.
 - A projection and evaluation of cash flow.
 - Detailed resume of business owner/operator/key staff as to experience.
 - Detailed cost-estimates for planned up-fit and/or façade improvement expenditures (if applicable).
 - Letter of Franchisor approval & support if business is/to be a franchise.

The selection process will begin with a thorough review of the application and required supporting documentation by the TOP TIER Review Committee consisting of The Town Manager, Electric Utility Director, Administrative Services Manager, and Development Services Director for the Town, as well as a representative of the Small Business Center at Gaston College and two (2) Business-Owner/members of the Gaston Regional Chamber-Dallas Branch. The Committee will provide its written recommendation to the Town Board of Aldermen who will, in turn, take formal public action to grant (in whole or in part), or deny each application request.

Applicants are encouraged to seek the assistance of the Small Business Center at Gaston College in the development of their application as well as in the creation of their business plan and for any ongoing inquiries as to entrepreneurial or business expertise.

SUGGESTED RESOLUTION
FOR A LEGISLATIVE BODY RELATING TO A 457 DEFERRED COMPENSATION PLAN

Account Number 30- 7082

Name of Employer: TOWN OF DALLAS

State: NORTH CAROLINA

Title of Program Coordinator: ADMINISTRATIVE SERVICES DIRECTOR
(see definition below for duties of Program Coordinator)

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by the ICMA Retirement Corporation, and that some or all of the funds held under such plan be invested in the VantageTrust Company, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW THEREFORE BE IT RESOLVED that the Employer hereby adopts the deferred compensation plan (the "Plan") in the form of: (Select one)

- The ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A
- The plan provided by the Employer (executed copy attached hereto).

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of the VantageTrust Company, attached hereto as Appendix B, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust Company.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the ADMINISTRATIVE SERVICES DIRECTOR (use title of official, not name) shall be the coordinator for this program; shall receive necessary reports, notices, etc. from the ICMA Retirement Corporation or the VantageTrust Company; shall cast, on behalf of the Employer, any required votes under the VantageTrust Company; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

I, _____, Clerk of the (City, County, etc.) of _____, do hereby certify that the foregoing resolution, proposed by _____, in the (Council Member, Trustee, etc.) of _____ was duly passed and adopted in the (Council, Board, etc.) of the (City, County, etc.) of _____ at regular meeting thereof assembled this ____ day of _____, 20____, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

Clerk of the (City, County, etc.)

Town of Dallas

Date: 09/09/2013

To: James Palenick

From: Maria Stroupe

I reached out to three financial institutions for quotes in reference to a new Solid Waste Truck. The three entities were Republic First National, BB&T, and CommunityOne. We asked for a quote to finance \$235,000 for 10 years on this vehicle.

Republic First National would not entertain a 10 year term, only 5 years. Republic First National is the financial institution that recently financed the new Fire Department Pumper Truck. They were very competitive with their rates with that financing and we felt they may be able to work with us on the Solid Waste Truck. Unfortunately, we do not feel that 5 years is a viable timeframe for us to finance the Solid Waste Truck.

CommunityOne, is unable to provide tax-exempt loans (which would apply to Dallas) until several criteria are met in relation to their recent merger with Bank of Granite. They would appreciate us continuing to reach out to them and hope to be able to offer competitive lending for tax-exempt loans within the next year or less, but at this time they cannot offer us a competitive rate.

BB&T quoted a 2.73% Nominal Annual Rate for 10 years for financing \$235,000. (See Attachment) The Town has a long relationship with BB&T and they are very eager to work with us on this purchase. Staff recommends that the Town pursue financing the new Solid Waste Truck through BB&T.

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Town of Dallas, NC
 New Trash Truck
 10 years - DRAFT

Compound Period : Annual

Nominal Annual Rate : 2.730 %

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 09/04/2013				235,000.00
2013 Totals	0.00	0.00	0.00	
1 09/04/2014	27,170.91	6,415.50	20,755.41	214,244.59
2014 Totals	27,170.91	6,415.50	20,755.41	
2 09/04/2015	27,170.91	5,848.88	21,322.03	192,922.56
2015 Totals	27,170.91	5,848.88	21,322.03	
3 09/04/2016	27,170.91	5,266.79	21,904.12	171,018.44
2016 Totals	27,170.91	5,266.79	21,904.12	
4 09/04/2017	27,170.91	4,668.80	22,502.11	148,516.33
2017 Totals	27,170.91	4,668.80	22,502.11	
5 09/04/2018	27,170.91	4,054.50	23,116.41	125,399.92
2018 Totals	27,170.91	4,054.50	23,116.41	
6 09/04/2019	27,170.91	3,423.42	23,747.49	101,652.43
2019 Totals	27,170.91	3,423.42	23,747.49	
7 09/04/2020	27,170.91	2,775.11	24,395.80	77,256.63
2020 Totals	27,170.91	2,775.11	24,395.80	
8 09/04/2021	27,170.91	2,109.11	25,061.80	52,194.83
2021 Totals	27,170.91	2,109.11	25,061.80	
9 09/04/2022	27,170.91	1,424.92	25,745.99	26,448.84
2022 Totals	27,170.91	1,424.92	25,745.99	
10 09/04/2023	27,170.91	722.07	26,448.84	0.00
2023 Totals	27,170.91	722.07	26,448.84	
Grand Totals	271,709.10	36,709.10	235,000.00	

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Town of Dallas, NC
 New Trash Truck
 7 years - DRAFT

Compound Period : Annual

Nominal Annual Rate : 2.270 %

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Date	Payment	Interest	Principal	Balance
Loan 09/04/2013				235,000.00
2013 Totals	0.00	0.00	0.00	
1 09/04/2014	36,688.11	5,334.50	31,353.61	203,646.39
2014 Totals	36,688.11	5,334.50	31,353.61	
2 09/04/2015	36,688.11	4,622.77	32,065.34	171,581.05
2015 Totals	36,688.11	4,622.77	32,065.34	
3 09/04/2016	36,688.11	3,894.89	32,793.22	138,787.83
2016 Totals	36,688.11	3,894.89	32,793.22	
4 09/04/2017	36,688.11	3,150.48	33,537.63	105,250.20
2017 Totals	36,688.11	3,150.48	33,537.63	
5 09/04/2018	36,688.11	2,389.18	34,298.93	70,951.27
2018 Totals	36,688.11	2,389.18	34,298.93	
6 09/04/2019	36,688.11	1,610.59	35,077.52	35,873.75
2019 Totals	36,688.11	1,610.59	35,077.52	
7 09/04/2020	36,688.11	814.36	35,873.75	0.00
2020 Totals	36,688.11	814.36	35,873.75	
Grand Totals	256,816.77	21,816.77	235,000.00	

Jim Palenick

From: Steve Huffstetler [steve.huffstetler@parksterlingbank.com]
Sent: Tuesday, September 10, 2013 4:30 PM
To: 'Jim Palenick'
Subject: RE: 10-year tax-exempt loan financing

Jim,

I just got back into the office and I apologize for just getting back with you . But at this time we would not be able to match that rate. I appreciate you and Rick taking time to meet with me today. I hope that we will be able to assist you in the future!

Thanks again,
 Steve

J. Steve Huffstetler
 Senior Vice President
 519 South New Hope Road
 Gastonia, NC 28054-4040
 704-884-2266 / Phone



From: Jim Palenick [mailto:jpalenick@dallasnc.net]
Sent: Tuesday, September 10, 2013 4:25 PM
To: Steve Huffstetler
Subject: FW: 10-year tax-exempt loan financing

From: Jim Palenick [mailto:jpalenick@dallasnc.net]
Sent: Tuesday, September 10, 2013 4:17 PM
To: 'steve.huffstetler@parksterling.com'
Subject: 10-year tax-exempt loan financing

Steve:

You were to let me know if Park Sterling could match or beat the 2.73% Nominal annual rate on a 10-year amortization of \$235,000 tax-exempt loan for purchase of a Solid waste truck. I have to get this approved tonight. Any response?

James M. (Jim) Palenick
 Interim Dallas Town Manager
 210 N. Holland St.
 Dallas, NC 28034
 4-922-3176 office
 704-214-1031 cell
jpalenick@dallasnc.net