

**Town of Dallas  
Agenda  
February 13, 2024  
6:30 PM  
BOARD OF ALDERMEN  
Hayley Beaty, Mayor**

**Jerry Cearley**

**Alan Cloninger**

**Frank Milton**

**Sam Martin, Mayor Pro-Tem**

**E. Hoyle Withers**

<b>ITEM</b>	<b>SUBJECT</b>	<b>Page</b>
<b>1.</b>	<b>Invocation and Pledge of Allegiance to the Flag</b>	
<b>2.</b>	<b>Approval of Agenda with Additions or Deletions</b>	
<b>3.</b>	<b>Approval of Minutes</b>	
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<b>4.</b>	<b>Recognition of Citizens: Time set by Mayor</b>	
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**MINUTES FOR BOARD OF ALDERMEN SPECIAL MEETING**

**JANUARY 9, 2024**

**5:00 PM**

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

The following Staff members were present: Maria Stroupe, Town Manager; Robbie Walls, Police Chief; and Tom Hunn, Town Attorney.

Mayor Beaty called the meeting to order at 5:00pm.

The Board and Staff discussed hiring Ben Blackburn as the Interim Town Manager.

The Board made a motion to adjourn at 6:40pm.

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Hayley Beaty, Mayor

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Sarah Ballard, Town Clerk

## **MINUTES FOR BOARD OF ALDERMEN MEETING**

**January 9, 2024**

**6:30 PM**

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

The following Staff members were present: Maria Stroupe, Town Manager; Robbie Walls, Police Chief; Lanny Smith, Electric Director; Jonathan Newton, Finance Director; Bill Trudnak, Public Works Director; Tom Hunn, Town Attorney; Lindsey Tysinger, Planner; David Lingafelt, Code Enforcement; Paul Gibson, Electric Supervisor; Zack Foreman, Assistant Public Works Director, and Lisa Harris, Billing Manager.

Mayor Beaty called the meeting to order at 6:42pm and thanked all of the employees that worked out in the severe weather earlier that day.

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

### **Approval of Agenda:**

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

### **Approval of Minutes:**

Alderman Martin motioned to approve the minutes from the December 12th regular meeting with two corrections, seconded by Alderman Cloninger and it was carried unanimously.

### **Recognition of Citizens:**

The Mayor opened the floor to the Recognition of Citizens.

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

Mike Fields of 1333 Philadelphia Church Road congratulated and welcomed Mayor Beaty and Alderman Cloninger to the Board. Mr. Fields mentioned that Town Staff, Police, and Fire need to be appreciated more.

**Consent Agenda:**

*Item 5A Budget Amendment- To Accept and Appropriate Donation From Never Forget 911 Foundation for K-9 Supplies*

Dallas has received a donation from the Never Forget 911 Foundation in the amount of \$3,270 toward supplies to support the Town’s Police K-9 Unit. Attached is a budget amendment accepting that donation and appropriating the funds (Exhibit 5A-1).

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

**Public Hearings:**

No Public Hearings at this time.

**Old Business:**

*Item 7A Election of Mayor Pro Tempore*

This item was tabled at the December 12, 2023 meeting.

Based on N.C.G.S. §160A-70, “At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the pleasure of the council.”. The organizational meeting, according to §160A-68 can be at any date and time decided by the council as long as it is “not later than the date and time of the first regular meeting of the council in December after the results of the municipal election have been certified”. In Dallas, the organizational meeting is held at the regular December Board of Alderman meeting. Currently, Alderman Jerry Cearley is serving as mayor pro tempore. Alderman Cearley may be re-elected to serve in this capacity, if he is willing; or another Board member may be elected (Exhibit 7A-1).

Alderman Cloninger made a motion to elect Alderman Martin as Mayor Pro Tempore, seconded by Alderman Withers and carried unanimously.

*Item 7B Shepherd’s Way Annexation*

This item was tabled at the November 14, 2023 meeting.

Spencer McNab of BGE, Inc., along with Adam Morman of Smith Douglas Homes, on behalf of Gaston Area Lutheran Fund, Inc., property owner, submitted a voluntary annexation petition on 6/12/2023. The petition was for voluntary contiguous annexation of a portion of Gaston County Parcel #214259 into the Town of Dallas in order to develop the entire property for single family residential. This application was submitted along with rezoning petition Z-2023-02 requesting the Residential R-5 Zoning District. The entire 18.61-acre parcel is highlighted for new residential development in the 2030 Future Land Use Plan. Staff was directed to investigate the

sufficiency of the petition to determine if it meets the standards of 160A-31 at the Board of Aldermen Regular Meeting on July 11, 2023. The petition has been deemed sufficient and the Board of Aldermen shall set a public hearing for the annexation of the property, per NCGS §160A-31(c). A rezoning public hearing for the subject property would occur after the property has been annexed. Supporting documentation, including the Certificate of Sufficiency, is attached (Exhibit 7B, 1-14).

Alderman Cloninger made a motion to set a public hearing for the February 13<sup>th</sup> Board meeting, seconded by Alderman Cearley and carried unanimously.

**New Business:**

*Item 8A Re-appointment of Glenn Bratton to Planning Board/Board of Adjustment*

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

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

*Item 8B Re-appointment of Reid Simms to Planning Board/Board of Adjustment*

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

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

*Item 8C ARPA Funds Grant Project Ordinance*

As per US Treasury guidance, the American Rescue Plan Act (ARPA) Grant Project Ordinance must be amended as funds are obligated or expended to reflect those obligations. The funds have been expended and we can now close out the Grant Project Ordinance. Following is the Amended Grant Project Ordinance reflecting the transfer of funds to the General Fund for salary supplanting, as per the original grant project ordinance (Exhibit 8C, 1-2).

Alderman Cloninger made a motion to approve the ordinance, seconded by Alderman Martin and carried unanimously.

*Item 8D Vote to Appoint Ben Blackburn as Interim Town Manager*

The Board held a special meeting before the regular meeting on January 9<sup>th</sup> to discuss appointing an interim town manager. The Board and Staff met with Ben Blackburn to discuss him serving as interim.

Alderman Martin made a motion to hire Ben Blackburn as a part-time interim for the Town of Dallas, seconded by Alderman Cearley and carried unanimously.

**Manager Report:**

The Town Manager handed out packets of information that was requested by Alderman Cloninger during the December meeting. See attachment included (Exhibit A, 1-43).

Alderman Martin made a motion to adjourn, seconded by Alderman Cearley and carried unanimously (7:43).

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Hayley Beaty, Mayor

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Sarah Ballard, Town Clerk

**MINUTES FOR BOARD OF ALDERMEN  
STRATEGIC PLANNING MEETING**

**January 22, 2024**

**1:00 PM**

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

The following Staff members were present: Maria Stroupe, Town Manager; Ben Blackburn, Interim Town Manager; Robbie Walls, Police Chief; Jonathan Newton, Finance Director; Bill Trudnak, Public Works Director; Willie Smith, Electric Director; Earl Withers, Fire Chief; Alex Wallace, Recreation Director; Sarah Ballard, HR Director/Town Clerk; Barry Webb, Grant Manager; Zack Foreman, Assistant Public Works Director; Lindsey Tysinger, Planner, Dusty Haney, Assistant Fire Chief; and Matt Kanupp, Assistant Fire Chief.

Mayor Beaty called the meeting to order at 1:00 pm and made opening remarks concerning the upcoming budget process.

Ms. Stroupe went over current budget information and cost increases that are being experienced by Dallas due to rising inflation that will impact the FY 2024-25 budget.

Discussion was held concerning priorities in equipment purchases, and potential projects. These discussions provide the framework for the Finance Director and Town Manager to form a proposed FY 2023-24 budget.

The meeting was adjourned at 4:55 pm.

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Hayley Beaty, Mayor

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Sarah Ballard, Town Clerk



## MINUTES FOR BOARD OF ALDERMEN SPECIAL MEETING

JANUARY 23, 2024

5:00 PM

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

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

Mayor Beaty called the meeting to order at 5:00pm and introduced two representatives from the DOT.

The Board, the DOT Reps, and Town Citizens discussed the issues that are occurring with stoplights and other DOT roads throughout the Town.

At the conclusion, the DOT Reps said they would look into these issues and report back to Town Staff and suggested the Citizens should fill out a DOT form with their complaints and issues and send them all to the head engineer with the DOT system.

Alderman Withers made a motion to adjourn, seconded by Alderman Milton and carried unanimously (5:43).

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Hayley Beaty, Mayor

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Sarah Hamrick Ballard, Town Clerk

**MINUTES FOR BOARD OF ALDERMEN WORK SESSION**  
**January 23, 2024**  
**6:30 PM**

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

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

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

The Mayor then opened with the Pledge of Allegiance to the Flag.

At this time, the Mayor asked if there were any additions or deletions to the agenda. Alderman Milton added one item to the agenda. Alderman Cloninger made a motion to approve the agenda with the addition, seconded by Alderman Withers and carried unanimously.

**New Business:**

*Item 3A Rules of Procedures for Board of Alderman*

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

The Mayor had drafted a revised copy of the Town Attorney's proposal of rules and procedures (Exhibit 3A, 1-14).

The Board and Town Attorney went through and discussed each proposed procedure and decided to bring back the item at a later meeting.

*Item 3B Walk to Remember-Walker Hayes Scholarship Walk*

Kelly Leigh has submitted a special events application to Alderman Martin proposing to hold a memorial walk in memory of Walker Hayes. Any donations will go to the Walker Hayes Scholarship Fund. She is requesting to use Cloninger Park for the event on March 23, 2024 from 8:30am to 4:00pm. They are requesting to put up no more than 10 tents and the use of 6 trashcans. The event will be open to the general public and they are estimating attendance of 150 people (Exhibit 3B, 1-5).

The Board asked to bring back the item for approval at next month's agenda meeting with waiving the event fee and advertising the event on the Town's Electronic Sign free of charge.

*Item 3C Stacey Malcker Thomas Sign Request*

Stacey Malcker Thomas is requesting that a sign be placed at Jagers Park commemorating her tenure on the Dallas Board of Alderman as the first female African-American to be elected to the Board (Exhibit 3C-1).

Alderman Milton presented the item to the Board and after discussion, the Board decided to bring the item back at a later date.

*Item 3D Parks and Recreation Sponsorship Packet*

The Parks and Recreation Director has drafted a proposed Sponsorship Packet for businesses or organizations that would want to sponsor a Community Event or be a Youth Sport Sponsor. Attached is a draft of the proposed Sponsorship Packet (Exhibit 3D, 1-3).

After discussion, the Board decided to bring the item back at a later date.

*Item 3E Black History Month Proclamation and Stacey Malcker Thomas Proclamation*

Alderman Milton asked the Board to consider a Proclamation for Black History Month and a Proclamation for Stacey Malcker Thomas, for being the first African-American female to be elected as a Town Alderwoman and her accomplishments within the Town of Dallas.

The Board agreed to both Proclamation presentations at the February 13<sup>th</sup> Agenda meeting.

Alderman Milton thanked the Town Manager, Maria Stroupe, for her service of over 22 years with the Town and wished her best wishes in her retirement.

Alderman Milton made a motion to adjourn, seconded by Alderman Withers and carried unanimously (8:40).

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Hayley Beaty, Mayor

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Sarah Ballard, Town Clerk

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – Purchase 2 Lidar Units and Off Duty Officer pay

AGENDA ITEM NO. 5A

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

During the Town's strategic planning meeting, it was brought up for the Police Department to purchase two Lidar Units and come up with a cost breakdown for allowing off duty officers to work radar enforcement in areas of town.

A budget amendment is attached that will cover the total cost of the equipment and increasing the salaries for the off duty officers.

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

**Town of Dallas**  
Budget Amendment

Date: February 13, 2024

Action: Equipment Purchase/ Salary Increase

Purpose: To Appropriate Funds for a PD Equipment and increase off duty salary cost

Number: PD-004

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3999	0000	Fund Balance	\$572,787	\$598,334	\$25,547
10	5100	0200	Salaries	\$1,241,448	\$1,256,628	\$15,180
10	5100	0220	401K Plan	\$7,375	\$8,134	\$759
10	5100	0221	Mandatory 401K	\$60,171	\$61,251	\$1,080
10	5100	0250	Social Security	\$85,031	\$85,973	\$942
10	5100	0251	Medicare	\$19,887	\$20,108	\$221
10	5100	0260	Retirement	\$181,959	\$183,914	\$1,955
10	5200	3400	Equipment	\$66,898	\$72,308	\$5,410

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Approval Signature  
(Town Manager)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment – Salary Adjustment/Correction

AGENDA ITEM NO.5B

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

The Board of Aldermen requested an adjustment to an employee whose salary needed to be adjusted to be comparable. Due to this item not being budgeted, an amendment is needed to cover the increased expenses.

Attached is a budget amendment for the salary adjustment.

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MANAGER RECOMMENDATION: Approve the budget amendment providing for a salary adjustment.

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BOARD ACTION TAKEN:

**Town of Dallas  
Budget Amendment**

Date: February 13, 2024

Action: Salary Adjustment/Correction

Purpose: To Appropriate Funds for Salary Adjustment/Correction

Number: WS-003

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3999	0000	Fund Balance	\$569,272	\$572,787	\$3,515
10	5600	0200	Salaries	\$189,945	\$192,745	\$2,800
10	5600	0220	401K Plan	\$11,505	\$11,645	\$140
10	5600	0250	Social Security	\$14,920	\$15,094	\$174
10	5600	0251	Medicare	\$3,342	\$3,383	\$41
10	5600	0260	Retirement	\$29,566	\$29,926	\$360
20	3999	0000	Fund Balance	\$671,933	\$675,448	\$3,515
20	8100	0200	Salaries	\$622,512	\$625,312	\$2,800
20	8100	0220	401K Plan	\$33,927	\$34,067	\$140
20	8100	0250	Social Security	\$42,985	\$43,159	\$174
20	8100	0251	Medicare	\$10,053	\$10,094	\$41
20	8100	0260	Retirement	\$87,192	\$87,552	\$360

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

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Final payment for parcel 132105

AGENDA ITEM NO. 5C

MEETING DATE: 2/13/2024

### BACKGROUND INFORMATION:

The Board of Alderman agreed to terms of purchasing parcel 132105 for \$66,000 in early 2023. The Town is now ready to issue the final payment to the parcel owner so that closing that take place.

Attached is a budget amendment to appropriate funds in the Economic Development Fund to cover the final payment for parcel 132105

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MANAGER RECOMMENDATION: Approve the budget amendment, as presented.

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BOARD ACTION TAKEN:



**Town of Dallas  
Budget Amendment**

Date: February 13, 2024

Action: Economic Development Fund Amendment

Purpose: To Appropriate Funds for Final land purchase for parcel 132105

Number: ED-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
33	3999	0000	Fund Balance	\$50,752	\$83,752	\$33,000
33	8500	7500	C/O Land, Building, Construction	\$180,000	\$213,000	\$33,000

\_\_\_\_\_  
Approval Signature

(Town Manager)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Budget Amendment for Wastewater AIA Grant

AGENDA ITEM NO. 5D

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

Currently, Dallas is in the process of an Asset Inventory and Assessment (AIA) project for our Waste Water System; which is being funded by a grant received from the NC Department of Environmental Quality.

An assessment of the Waste Water System will help aid in managing and planning for the system that will maintain/improve our service levels to our citizens and customers, while also addressing the growth that Dallas is experiencing.

Attached, is a budget amendment to appropriate funds for the grant.

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

**Town of Dallas**  
**Budget Amendment**

Date: February 13, 2014

Action: Water Sewer Fund Amendment

Purpose: To Appropriate Funds for AIA Wastewater grant

Number: WS-005

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
20	3455	0000	Grant Revenue	\$0	\$150,000	\$150,000
20	8300	0400	Professional Services	\$10,000	\$160,000	\$150,000

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Approval Signature  
(Town Manager)

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Annexation Request – Parcel ID#214259 Shepherd’s Way

AGENDA ITEM NO. 6A

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

Spencer McNab of BGE, Inc., along with Adam Morman of Smith Douglas Homes, on behalf of Gaston Area Lutheran Fund, Inc., property owner, submitted a voluntary annexation petition on 6/12/2023. The petition was for voluntary contiguous annexation of a portion of Gaston County Parcel #214259 into the Town of Dallas in order to develop the entire property for single family residential.

This application was submitted along with rezoning petition Z-2023-02 requesting the Residential R-5 Zoning District. The entire 18.61-acre parcel is highlighted for new residential development in the 2030 Future Land Use Plan.

Staff was directed to investigate the sufficiency of the petition to determine if it meets the standards of 160A-31 at the Board of Aldermen Regular Meeting on July 11, 2023. The petition has been deemed sufficient and the Board of Aldermen set a public hearing for the annexation of the property, per NCGS §160A-31(c). A rezoning public hearing for the subject property would occur after the property has been annexed.

Supporting documentation, including the Certificate of Sufficiency, is attached.

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

TOWN OF DALLAS, NORTH CAROLINA

**PETITION FOR ANNEXATION**

PETITION NUMBER: \_\_\_\_\_

Contiguous

Non-Contiguous

DATE: \_\_\_\_\_

FEE: \$550.00

Current Property Use: Vacant / Wooded Requested Zoning: R-5

Planned Property Use: Single-Family Residential

**To the Board of Aldermen of the Town of Dallas:**

We, the undersigned owners of real property, respectfully request that the area described as

0 Shepherds Way Drive, DALLAS, NC 28034, further identified as a portion of  
parcel ID #s 214259 and 214260, be annexed to the Town of Dallas.

**Print owner name(s) and information:**

**Gaston Area Lutheran Fund, Inc**

Name Representative: Graham Bell Phone 704-922-8124

Address 916 S. Marietta St. Gastonia, NC 28054

Name \_\_\_\_\_ Phone \_\_\_\_\_

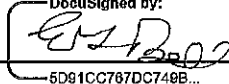
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Attachments included with Petition:**

1. Legal description (as noted in property deed)
2. Letter outlining reasons for annexation request
3. List of Abutting Property Owners
4. Survey or Plat suitable for recordation
5. \$550 Fee

Owner's Signature:  Date: 7/26/2023

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

August 30, 2023

Town of Dallas Development Services  
210 N. Holland St  
Dallas, NC 28034-1625

RE: Shepherds Way Subdivision  
0 Shepherds Way Drive  
PID #s 214259, 212567, 214260

Dear Town of Dallas Development Services,

I George Rhyne representative of Gaston Area Lutheran Foundation Inc. (Property owners of parcel #s 214259, 212567, and 214260), would like to submit this letter as permission for Smith Douglas Homes (dba; SDH Charlotte, LLC) to submit the above referenced project for annexation, rezoning, subdivision, and land disturbance on our behalf as Petitioner / Representative to the Town of Dallas, NCDOT, and NCDEQ.

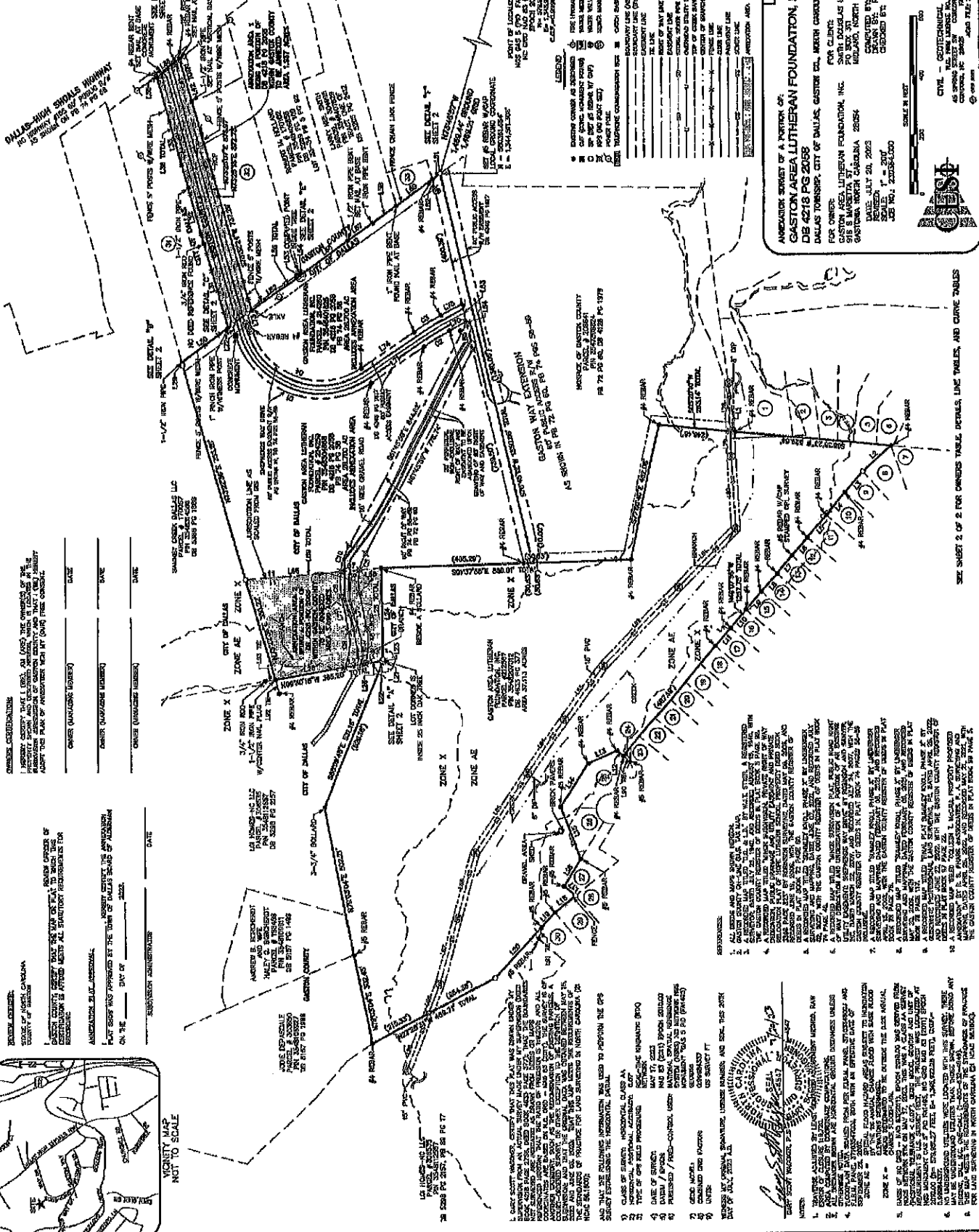
Sincerely,

DocuSigned by:  
George Rhyne  
E304E3FEA46F4D4  
Representative, Gaston Area Lutheran Foundation, Inc.

Name: George Rhyne

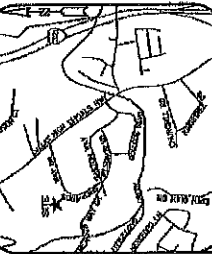
Date: 8/30/2023

BASIS OF BEARING  
N.A. GRID 2 NAD 83(2011)  
EPOCH 2010.00



OWNER (UNIQUE NUMBER)	DATE
...	...
...	...
...	...

RECEIVED: COUNTY OF DALLAS  
PLAT BOOK 2008-143  
PLAT SHEET 2 OF 2  
DATE: 07/20/2023



- 1. CLASS OF SURVEY: METEOROLOGICAL CLASS A
- 2. METEOROLOGICAL CLASS A SURVEY
- 3. TYPE OF SURVEY: METEOROLOGICAL CLASS A
- 4. DATE OF SURVEY: JULY 20, 2023
- 5. PURPOSE / FIELD OF USE: METEOROLOGICAL CLASS A
- 6. CADD MODEL: METEOROLOGICAL CLASS A
- 7. CADD MODEL: METEOROLOGICAL CLASS A
- 8. UNIT: METEOROLOGICAL CLASS A

FOR CLIENT:  
GASTON AREA LUTHERAN FOUNDATION, INC.  
28284  
DALLAS, TEXAS 75243

FOR OWNER:  
GASTON AREA LUTHERAN FOUNDATION, INC.  
28284  
DALLAS, TEXAS 75243

DATE: JULY 20, 2023  
DRAWN BY: JAV  
CHECKED BY: JAV

SEE SHEET 1 OF 2 FOR OWNERS TABLE, DETAILS, LINE TABLES, AND CURVE TABLES

THE FOLLOWING INFORMATION WAS USED TO PREPARE THIS SURVEY: METEOROLOGICAL CLASS A SURVEY

1. METEOROLOGICAL CLASS A SURVEY
2. METEOROLOGICAL CLASS A SURVEY
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9. METEOROLOGICAL CLASS A SURVEY
10. METEOROLOGICAL CLASS A SURVEY

THE FOLLOWING INFORMATION WAS USED TO PREPARE THIS SURVEY: METEOROLOGICAL CLASS A SURVEY

1. METEOROLOGICAL CLASS A SURVEY
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9. METEOROLOGICAL CLASS A SURVEY
10. METEOROLOGICAL CLASS A SURVEY





Doc ID: 011096370004 Type: CRP  
 Recorded: 05/03/2008 at 04:20:14 PM  
 Fee Amt: \$692.00 Page 1 of 4  
 Excise Tax: \$669.00  
 Instr# 200600000797  
 Gaston, NC  
 Susan S. Lookridge Register of Deeds  
 BK 4218 PG 2058-2061

RECORDING FEE 230  
 EXCISE TAX PAID 669.00

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: 669.00

Parcel Identifier No. \_\_\_\_\_ Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 By: \_\_\_\_\_

Mail/Box to: Grantee @ 435 Collier Street, Gastonia, NC 28054

This instrument was prepared by: Richard D. Laws

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 27th day of April, 2006, by and between

GRANTOR	GRANTEE
Hope Lutheran School, Inc.	Gaston Area Lutheran Foundation, Inc.

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Dallas Township, Gaston County, North Carolina and more particularly described as follows:

see attached Exhibit A

The property hereinabove described was acquired by Grantor by instrument recorded in Book 3396 page 323.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_.

EXHIBIT A

BEGINNING at an iron at the western terminus of the northern margin of Gaston Way, and running thence South 36-00-00 East 31.57 feet to a point in the center line of a 60-foot easement described in Book 4128 at Page 1995; and running thence with the northern line of the property conveyed to Hospice of Gaston County, Inc., by deed recorded in Book 4128 at Page 1979, Gaston County Registry, South 76-31-32 West 1,350.09 feet to a point in the eastern line of W. Summey as described in Book 1946 at Page 708; thence North 01-53-07 West 516.00 feet to an iron; thence South 88-38-45 West 311.10 feet to a poplar tree, corner with the property of P. Summey (Book 1388 at Page 98); thence with P. Summey's line North 09-50-21 West 366.80 feet to an iron in the line of G. F. Summey (Book 11 at Page 287); thence with the line of G. F. Summey, North 73-10-21 East 1,113.68 feet to an iron, corner with the property of B. Kuley as described in Book 388 at Page 249; thence South 36-00-00 East 1,053.18 feet to the point and place of Beginning, and containing 26.76 acres, more or less. The foregoing description is taken from plat of survey made by David W. Dickson, Registered Surveyor, dated February 21, 1996, and is the northern portion of that property conveyed to Hope Lutheran School, Inc., by deed recorded in Book 3096 at Page 323, Gaston County Registry.

This conveyance is subject to an easement for ingress, egress and regress to Gaston Way as described in instrument recorded in Book 4128 at Page 1995, Gaston County Registry.

By the execution of this deed, the Grantor certifies that it has complied with all provisions of that certain Agreement recorded in Book 4128 at Page 1983, Gaston County Registry, and is authorized to make this conveyance.

UNOFFICIAL

EXHIBIT B

This property is conveyed subject to the following conditions:

- (1) In the event that Gaston Area Lutheran Foundation, Inc., determines that it is willing to sell, exchange, assign, transfer or otherwise alienate all or any portion of the property to a buyer who intends to use the Property for any purpose other than religious, church or worship activities or by a church affiliated agency in accordance with the terms of a bona fide written offer made to or by Gaston Area Lutheran Foundation, Inc., or Hope Lutheran School, Inc., then Gaston Area Lutheran Foundation, Inc., shall provide Hospice of Gaston County, Inc., with a complete and legible copy of such offer within ten (10) business days of Gaston Area Lutheran Foundation, Inc.'s making or receipt of same. Upon delivering written notice by Gaston Area Lutheran Foundation, Inc., to Hospice of Gaston County, Inc., within a period of thirty (30) days thereafter, Hospice of Gaston County, Inc., shall have the right to acquire from Gaston Area Lutheran Foundation, Inc., the Property (or applicable portion thereof) on the exact material, terms and conditions (including the price and/or other consideration and including the property description) set forth in such bona fide offer. Failure of Hospice of Gaston County, Inc., to exercise its Right of First Refusal within thirty (30) days after receiving such bona fide written offer from Gaston Area Lutheran Foundation, Inc., shall waive such Right of First Refusal, and Gaston Area Lutheran Foundation, Inc., shall be free to convey the Property to said bona fide offeror on the exact material terms and conditions of said offer.
- (2) Gaston Area Lutheran Foundation, Inc., by the acceptance of this deed, grants to Hope Lutheran School, Inc., the right, at any time within three (3) years following the date of this deed, to repurchase up to six (6) acres of the above described property at the same price per acre as was conveyed herein by this deed; PROVIDED THAT, Gaston Area Lutheran Foundation, Inc., shall determine, in its sole discretion, the location of such tract (up to six acres) within the above described property, and the said tract to be reconveyed to Hope Lutheran School, Inc., shall be one contiguous parcel.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple. And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

Rights set out in Exhibit B attached hereto.  
Easements, restrictions and rights of way of record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

HOPE LUTHERAN SCHOOL, INC. \_\_\_\_\_ (SEAL)  
(Entity Name)

By: George H. Rogers Sr. \_\_\_\_\_ (SEAL)  
Title: Chairman  
George H. Rogers, Sr., Chairman of the  
By: Board \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_  
By: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

USE BLACK INK ONLY

SEAL-STAMP

USE BLACK INK ONLY State of North Carolina - County of \_\_\_\_\_  
I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_  
\_\_\_\_\_ personally appeared before me this day and  
acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my  
hand and Notarial stamp or seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
My Commission Expires: \_\_\_\_\_  
Notary Public

SEAL-STAMP

USE BLACK INK ONLY State of North Carolina - County of \_\_\_\_\_  
I, the undersigned Notary Public of the County and State aforesaid, certify that George H. Rogers,  
Sr. personally came before me this day and  
acknowledged that he is the Chmn of Board of Hope Lutheran School, Inc.  
a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited  
partnership/LLC (through the applicable), and that by authority duly given and as the act of each entity,  
he signed the forgoing instrument in its name on its behalf as its act and deed. Witness my hand and  
Notarial stamp or seal this 2nd day of April, 2006.  
My Commission Expires: 2-2-08  
Notary Public Wendy Cady



SEAL-STAMP

USE BLACK INK ONLY State of North Carolina - County of \_\_\_\_\_  
I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_  
\_\_\_\_\_  
Witness my hand and Notarial stamp or seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
My Commission Expires: \_\_\_\_\_  
Notary Public

The foregoing Certificate(s) of \_\_\_\_\_ is/are certified to be correct.  
This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.  
Register of Deeds for \_\_\_\_\_ County  
By: \_\_\_\_\_ Deputy/Assistant - Register of Deeds

LEGAL DESCRIPTION

TRACT 1

ALL THAT REAL PROPERTY LYING IN THE COUNTY OF GASTON, ALL IN THE TOWNSHIP OF DALLAS, AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS;

BEGINNING AT AN EXISTING NGS MONUMENT GAS 5 (PID FA1495) HAVING A NORTH CAROLINA GRID ~ NAD 83(2011) COORDINATES OF N= 579,951.27 FEET, E= 1,345,922.28 FEET;

THENCE N 73° 46' 57" W, A GROUND DISTANCE OF 1,469.44 FEET (GRID DISTANCE OF 1,469.21 FEET, COMBINED GRID FACTOR = 0.99984337) TO A SET #5 REBAR WITH CAP, AT THE NORTHEASTERLY CORNER OF THE LANDS OF HOSPICE OF GASTON COUNTY (DEED BOOK 4128, PAGE 1979 GASTON COUNTY REGISTRY), HAVING A LOCAL GROUND COORDINATE OF N = 580,361.664 FEET AND E = 1,344,511.308 FEET;

THENCE N 35° 49' 03" W, A DISTANCE OF 31.20 FEET, TO AN EXISTING #4 REBAR;

THENCE N 32° 55' 37" W, A DISTANCE OF 1.14 FEET, TO AN EXISTING #4 REBAR AT THE SOUTHWEST CORNER OF THE LANDS OF UNNIKRISHNAN P. VASUDEVANNAIR (DEED BOOK 5051, PAGE 2267, BEING LOT 17 OF PLAT BOOK 27 PAGE 50, GASTON COUNTY REGISTRY);

THENCE N 35° 50' 33" W, AND WITH THE WEST LINE OF THE LANDS OF UNNIKRISHNAN P. VASUDEVANNAIR, A DISTANCE OF 152.10 FEET, TO AN EXISTING NAIL AT BASE OF AN EXISTING 1 INCH BENT PIPE, AT THE SOUTHWESTERLY CORNER OF THE LANDS OF LANNY NEIL SMITH (DEED BOOK 525 PAGE 2412, GASTON COUNTY REGISTRY);

THENCE N 35° 44' 21" W, AND WITH THE WESTERLY LINE OF THE LANDS OF LANNY NEIL SMITH, A DISTANCE OF 99.69 FEET, TO AN EXISTING 1 INCH BENT IRON PIPE;

THENCE N 35° 42' 33" W, AND CONTINUING WITH THE WESTERLY LINE OF THE LANDS OF LANNY NEIL SMITH, A DISTANCE OF 99.90 FEET, TO A SET NAIL AT THE BASE OF AN EXISTING 1/2 INCH BENT IRON PIPE, AT THE SOUTHWESTERLY CORNER OF THE LANDS OF ROBERT M. HOLLAND (DEED BOOK 2289 PAGE 109, GASTON COUNTY REGISTRY);

THENCE N 35° 46' 14" W, WITH THE WESTERLY LINE OF THE LANDS OF ROBERT M. HOLLAND (DEED BOOK 2289 PAGE 109, AND THE LANDS OF GREGORY PUETT DEED BOOK 5384 PAGE 888 BOTH OF GASTON COUNTY REGISTRY), PASSING A SET #5 REBAR WITH CAP AT **194.99 FEET**, AND CONTINUING **ANOTHER 5.00 FEET** TO A COMPUTED POINT INSIDE A TREE, AND CONTINUING **ANOTHER 7.00 FEET** TO A SET #5 REBAR WITH CAP AND CONTINUING **ANOTHER 192.99 FEET** FOR A **TOTAL DISTANCE OF 399.98**

**FEET, TO AN EXISTING AXLE, SAID EXISTING AXLE BEING THE TRUE POINT OF BEGINNING;**

THENCE N 35° 45' 35" W, AND WITH THE WESTERLY LINE OF LOT 5, PLAT BOOK 5 PAGE 92 GASTON COUNTY REGISTRY, PASSING A SET #5 REBAR WITH CAP AT **18.35 FEET**, AND CONTINUING **ANOTHER 63.53 FEET** TO A SET #5 REBAR WITH CAP, AND CONTINUING **ANOTHER 18.35 FEET**, FOR A **TOTAL DISTANCE OF 100.23 FEET** TO A 1 INCH PINCHED IRON PIPE WITH WITNESS POST AT THE SOUTHWESTERLY CORNER OF THE LANDS OF SAMMEY CREEK DALLAS, LLC (DEED BOOK 5388 PAGE 1904, PLAT BOOK 99 PAGE 5);

THENCE N 73° 27' 08" E, WITH THE SOUTHERLY LINE OF SAMMEY CREEK DALLAS, LLC (DEED BOOK 5388 PAGE 1904 PLAT BOOK 99 PAGE 5), A DISTANCE OF 294.81 TO AN EXISTING 3/4 INCH IRON ROD;

THENCE N 73° 27' 08" E, AND CONTINUING WITH THE SOUTHERLY LINE OF SAMMEY CREEK DALLAS, LLC., A DISTANCE OF 198.12 FEET TO AN EXISTING 1-1/2 INCH IRON PIPE;

THENCE N 73° 24' 09" E, AND CONTINUING WITH THE SOUTHERLY LINE OF SAMMEY CREEK DALLAS, LLC., A DISTANCE OF 393.25 FEET, TO A SET NAIL AT THE BASE OF AN EXISTING BENT #4 REBAR IN THE WESTERLY LINE OF DALLAS-HIGH SHOALS HIGHWAY (NC HIGHWAY #155) AS SHOWN IN PLAT BOOK 74 PAGES 58-59 GASTON COUNTY REGISTRY;

THENCE S 35° 39' 36" E, AND WITH THE WESTERLY LINE OF DALLAS-HIGH SHOALS HIGHWAY (NC HIGHWAY #155), PASSING AN EXISTING CONCRETE MONUMENT AT **18.20 FEET**, AND CONTINUING **ANOTHER 63.44 FEET** TO AN EXISTING CONCRETE MONUMENT, AND CONTINUING **ANOTHER 18.24 FEET**, FOR A **TOTAL DISTANCE OF 99.88 FEET**, TO A SET NAIL AT THE BASE OF AN EXISTING BENT #4 REBAR;

THENCE S 72° 46' 53" W, AND WITH THE NORTHERLY LINE OF THE LANDS GREGORY PUETT (DEED BOOK 5384 PAGE 885) OF A DISTANCE OF 148.63 FEET, TO A SET NAIL AT BASE OF EXISTING 1-1/2 INCH BENT IRON PIPE;

THENCE S 73° 32' 24" W, AND WITH THE NORTHERLY LINE OF THE LANDS GREGORY PUETT (DEED BOOK 5384 PAGE 888 GASTON COUNTY REGISTRY), A DISTANCE OF 737.29 FEET TO AN EXISTING AXLE, SAID EXISTING AXLE BEING THE **TRUE POINT OF BEGINNING;**

THE ABOVE DESCRIBED LOT CONTAINS 1.937 ACRES AND IS SHOWN IN A PLAT TITLED "ALTA/NSPS LAND TITLE LOCATION & BOUNDARY SURVEY OF: GASTON AREA LUTHERAN FOUNDATION, INC. DB 4218 PG 2058, AND DB 4633 PG 377", AND LABELED AS ANNEXATION AREA 1, BY CESI , CESI JOB NUMBER 230364.000

LEGAL DESCRIPTION

TRACT 2

ALL THAT REAL PROPERTY LYING IN THE COUNTY OF GASTON, ALL IN THE TOWNSHIP OF DALLAS, AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS;

BEGINNING AT AN EXISTING NGS MONUMENT GAS 5 (PID FA1495) HAVING A NORTH CAROLINA GRID ~ NAD 83(2011) COORDINATES OF N= 579,951.27 FEET, E= 1,345,922.28 FEET;

THENCE N 73° 46' 57" W, A GROUND DISTANCE OF 1,469.44 FEET (GRID DISTANCE OF 1,469.21 FEET, COMBINED GRID FACTOR = 0.99984337) TO A SET #5 REBAR WITH CAP, AT THE NORTHEASTERLY CORNER OF THE LANDS OF HOSPICE OF GASTON COUNTY (DEED BOOK 4128, PAGE 1979 GASTON COUNTY REGISTRY), HAVING A LOCAL GROUND COORDINATE OF N = 580,361.664 FEET AND E = 1,344,511.308 FEET;

THENCE S 76° 45' 12" W, AND WITH THE NORTHERLY LINE OF HOSPICE OF GASTON COUNTY (DEED BOOK 4128, PAGE 1979 GASTON COUNTY REGISTRY), A DISTANCE OF 1,350.06 FEET, TO A SET #5 REBAR WITH CAP, IN THE LINE OF GASTON AREA LUTHERAN FOUNDATION, INC. (DEED BOOK 4633 PAGE 377 GASTON COUNTY REGISTRY);

THENCE N 01° 37' 55" W, AND WITH THE LINE OF GASTON AREA LUTHERAN FOUNDATION, INC. (DEED BOOK 4633 PAGE 377 GASTON COUNTY REGISTRY), PASSING AN EXISTING #4 REBAR AT **30.63 FEET**, AND CONTINUING ANOTHER **485.29 FEET**, FOR A **TOTAL DISTANCE OF 515.92 FEET**, TO AN EXISTING #4 REBAR BESIDE A BOLLARD; SAID EXISTING #4 REBAR BESIDE A BOLLARD BEING THE **TRUE POINT OF BEGINNING**;

THENCE S 89° 05' 43" W, AND CONTINUING WITH THE LINE OF GASTON AREA LUTHERAN FOUNDATION, INC. (DEED BOOK 4633 PAGE 377 GASTON COUNTY REGISTRY), PASSING A SET #5 REBAR WITH CAP AT A DISTANCE OF **307.10 FEET**, AND CONTINUING ANOTHER **5.00 FEET**, FOR A **TOTAL DISTANCE OF 312.10 FEET**, TO A COMPUTED POINT INSIDE A 25 INCH OAK TREE;

THENCE N 09° 30' 18" W, AND WITH THE LINE OF LGI HOMES-NC LLC (DEED BOOK 5298 PAGE 2157 GASTON COUNTY REGISTRY), PASSING A SET #5 REBAR WITH CAP AT **5.00 FEET**, AND CONTINUE ANOTHER **360.20 FEET**, FOR A **TOTAL DISTANCE OF 365.20 FEET**, TO AN EXISTING 1-1/2 INCH IRON PIPE WITH A CENTER NAIL PLUG, SAID EXISTING 1-1/2 INCH IRON PIPE WITH A CENTER NAIL PLUG BEING N 75° 46' 46" E, AND DISTANT 48.58 FEET FROM AN EXISTING #4 REBAR, AND ALSO BEING S 09° 16' 43" E, AND DISTANT 34.31 FEET FROM A 3/4 INCH IRON ROD;

THENCE N 73° 22' 36" E, AND WITH THE SOUTHERLY LINE OF SAMMEY CREEK DALLAS LLC (DEED BOOK 5388 PAGE 1888 GASTON COUNTY REGISTRY), A DISTANCE OF 350.22 FEET, TO A SET #5 REBAR WITH CAP;

THENCE S 04° 36' 59" E, AND INTO THE LANDS OF GASTON AREA LUTHERAN FOUNDATION, INC. (DEED BOOK 4633 PAGE 377 GASTON COUNTY REGISTRY), A DISTANCE OF 456.93 FEET, TO AN EXISTING #4 REBAR BESIDE A BOLLARD, SAID EXISTING #4 REBAR BESIDE A BOLLARD BEING THE **TRUE POINT OF BEGINNING;**

THE ABOVE DESCRIBED LOT CONTAINS 3.090 ACRES AND IS SHOWN IN A PLAT TITLED "ALTA/NSPS LAND TITLE LOCATION & BOUNDARY SURVEY OF: GASTON AREA LUTHERAN FOUNDATION, INC. DB 4218 PG 2058, AND DB 4633 PG 377", AND LABELED AS ANNEXATION AREA 2, BY CESI , CESI JOB NUMBER 230364.000



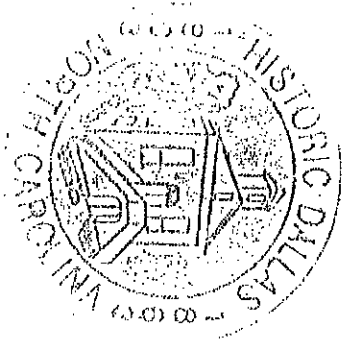
**CERTIFICATE OF SUFFICIENCY**

To the Board of Aldermen of the Town of Dallas, North Carolina:

I, Sarah Ballard, Town Clerk do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G.S. 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Dallas, this 16 Day of October 2023.

SEAL



Sarah H. Ballard  
Town Clerk

Re: Shepherd's Way Annexation- PIDs 214259, 214260

### Adjacent Property Owners

GASTON AREA LUTHERAN FND INC  
916 S MARIETTA ST  
GASTONIA, NC 28054

VASUDEVANNAIR UNNIKRISHNAN P  
5807 FALLS RIDGE LN  
CHARLOTTE, NC 28269-5152

HUFFMAN JAMES BENJAMIN  
9021 MEREDITH LEIGH LN  
CHERRYVILLE, NC 28021

HOLLAND ROBERT M  
102 PAULA CIRCLE  
SOUTHPORT, NC 28465-6019

CAMPBELL HARRIETT P LIFE ESTATE  
3551 DALLAS HIGH SHOALS RD  
DALLAS, NC 28034

SMITH LANNY NEIL  
3535 DALLAS HIGH SHOALS HWY  
DALLAS, NC 28034

LGI HOMES NC LLC  
1450 LAKE ROBBINS DRIVE SUITE 430  
THE WOODLANDS, TX 77380

SAMMEY CREEK DALLAS LLC  
1205 AUTUMN RIDGE DRIVE  
WAXHAW, NC 28173

BROOKS JERRY M, BROOKS PAT E  
PO BOX 980  
DALLAS, NC 28034-0980

# Notice of Public Hearing

Town of Dallas, NC

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A public hearing will be held before the Board of Aldermen of the Town of Dallas on **Tuesday, February 13<sup>th</sup>, 2024 at 6:30 p.m.** in the Historic Dallas Courthouse, 131 N Gaston St, Dallas, NC to consider the following topic: **Annexation**

A contiguous annexation petition was submitted by Spencer McNab of BGE, Inc., along with Adam Morman of Smith Douglas Homes, on behalf of Gaston Area Lutheran Fund, Inc., property owner, submitted a voluntary annexation petition on 6/12/2023. The petition was for voluntary contiguous annexation of a portion of Gaston County Parcel #214259 into the Town of Dallas in order to develop the entire property for single family residential. All interest persons are invited and encouraged to attend this meeting in person or via Zoom. For persons requiring special assistance, please contact Town Hall at 704-922-3176 at least 48 hours in advance. For more information, email Lindsey Tysinger, Town Planner, at [ltysinger@dallasnc.net](mailto:ltysinger@dallasnc.net).

Notice of Public Hearing -  
Annexation Town of Dallas,  
NC

A public hearing will be held before the Board of Aldermen of the Town of Dallas on **Tuesday, February 13th, 2024 at 6:30 p.m.** in the Historic Dallas Courthouse, 131 N Gaston St, Dallas, NC to consider the following topic:

**Annexation**

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Publication Dates  
L00000000

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Proclamation of February as Black History Month

AGENDA ITEM NO. 8A

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

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

A proclamation is attached recognizing February as Black History Month.

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

## Proclamation of Black History Month 2024

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**WHEREAS**, throughout the month of February, Black History Month with the theme of *"African Americans and the Arts"*, will be observed in our State and Nation as a tangible way of encouraging all citizens to learn about and appreciate the contributions of African Americans and their impact on our past, present, and future; and

**WHEREAS**, Black History Month's early origins began in February 1926, when "Negro History Week" was established by Dr. Carter G. Woodson, a Harvard scholar and a son of former slaves. Dr. Woodson launched an initiative to encourage the study of black history and the African-American experience in the United States. He chose February because it marked the birthdays of President Abraham Lincoln and the American abolitionist Frederick Douglass. Dr. Woodson's legacy influenced the eventual shift from "Negro History Week" to a month-long celebration later to be established in the mid 1970's and celebrated thereafter as "Black History Month; and

**WHEREAS**, African American legends such as writer Maya Angelou, freedom fighter Harriet Jacobs, educator Dr. Charlotte Hawkins Brown, scholar John Hope Franklin, sport hero Michael Jordan, artist Romare Bearden, and musicians John Coltrane and Thelonious Monk went from being citizens of North Carolina to citizens of the world; and

**WHEREAS**, North Carolina's African American history is celebrated and studied at State Historic sites such as Historic Edenton, Charlotte Hawkins Brown Museum, Somerset Place, Historic Stagville, Reed Gold Mine, Tryon Palace Historic Sites & Gardens, Roanoke Island Festival Park, and the N.C. Transportation Museum; and

**WHEREAS**, Black History Month pays tribute to and recognizes the numerous outstanding accomplishments, past and present, that African Americans make to our community, state, nation, and the world;

**WHEREAS**, the year 2024 also marks the sixtieth anniversary of the Civil Rights Act, which was first proposed by President John F. Kennedy in 1963, and eventually signed into law during the height of the American Civil Rights Movement on July 2, 1964 by President Lyndon B. Johnson. The legislation prohibited discrimination on the basis of race, color, religion, sex, or national origin and paved the way for future anti-discrimination legislation.

**NOW, THEREFORE**, the Town of Dallas Board of Aldermen, as adopted this the 13<sup>th</sup> day of February 2024, do hereby proclaim February 2024 as "BLACK HISTORY MONTH" and call upon the citizens of Dallas to observe and commemorate Black History Month as we celebrate the accomplishments and contributions of African Americans.

---

Hayley A. Beaty, Mayor

ATTESTED:

---

Sarah Ballard, Town Clerk

**TOWN OF DALLAS, NORTH CAROLINA**

**REQUEST FOR BOARD ACTION**

**DESCRIPTION:** Proclamation Honoring Stacey Malker Thomas

**AGENDA ITEM NO. 8B**

**MEETING DATE: 02/13/2024**

**BACKGROUND INFORMATION:**

Attached is a Proclamation recognizing Stacey Malker Thomas as the First African American Female to be elected as a Town of Dallas Alderwoman and recognizing all of her contributions to the Citizens of the Town of Dallas.

---

**MANAGER RECOMMENDATION:**

---

**BOARD ACTION TAKEN:**

Proclamation Honoring Stacey Malker Thomas

---

**WHEREAS**, Stacey Malker Thomas is a former Town of Dallas Alderwoman; and,

**WHEREAS**, is the First African American Female to be elected to that office; and,

**WHEREAS**, is very active in the community and host, sponsors, and participates in numerous community events such as, giving out Thanksgiving dinners to senior citizens in the Town and organizes the annual MLK Jr. Day breakfast and program held at Venture Church; and,

**WHEREAS**, holds Easter egg hunts for community children, back to school drives to provide school supplies to local youth at Jagers Park, and holds clean-up events for streets in East Dallas and Jagers Park while providing free food at these events; and,

**WHEREAS**, is an active and continual supporter of the Dallas Rescue Squad; and,

**NOW, THEREFORE**, in honor of Stacey Malker Thomas as a loving mother, wife, and friend, the Town of Dallas, by affirmative vote of its Board of Alderman does hereby officially honor **Stacey Malker Thomas**, and extends its collective appreciation and gratitude for her years of service in his community.

Adopted this the 13<sup>th</sup> day of February, 2024.

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

Attested by:

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



# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Re-appointment of Thomas Smith to Planning Board/Board of Adjustment

AGENDA ITEM NO. 8C

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

Planning Board Member Thomas Smith's term on the Planning Board has expired. Mr. Smith is interested in continuing in this role for the Town of Dallas.

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

Mr. Smith has been an engaged member of the Planning Board and Board of Adjustment. Staff is recommending that Mr. Smith be re-appointed to the Planning Board/Board of Adjustment.

---

MANAGER RECOMMENDATION: Approve the recommendation from Staff to re-appoint Mr. Thomas Smith to the Planning Board/Board of Adjustment for another three-year term.

---

BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Planning Board Appointment

AGENDA ITEM NO. 8D

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

Bradley Goins has submitted an application requesting to serve on the Planning Board. Mr. Goins is a resident of the Town and has a background in electrical engineering.

Currently the Planning Board has a vacancy for one Alternate. Planning Board terms of office are defined in § 153.100 of the Town Zoning Ordinance. For an Alternate position, the term is set at a two-year limit.

The Board of Alderman may reappoint him for another two-year term (January 2024- January 2026). The application submitted to Staff is attached.

---

MANAGER RECOMMENDATION: Appoint Mr. Goins to a one-year term on the Planning Board.

---

BOARD ACTION TAKEN:



# PLANNING BOARD APPLICATION

## CONTACT INFORMATION

Mr.       Mrs.       Ms.       Dr.       Other: \_\_\_\_\_

Name Bradley Goins

Address 603 N Oakland St, Dallas, NC

Email Address bradley@goinsstrong.com    bradleygoins@gmail.com

Work phone # \_\_\_\_\_ home # \_\_\_\_\_ cell # 980-241-0218

Live in Municipal Limits Yes      ETJ? Yes      number of years <1

Business owner in the city Yes      number of years 6

## QUESTIONS

1. Why are you interested in serving on the Planning Board?

Dedicated citizen and business owner within the Dallas city limits

2. Do you have special skills, experience or background which would assist you in working on this board? What is your professional and educational background?

Business owner/Project Management/Engineering. (Bachelor of Science - Electrical Engineering)

3. Does your schedule allow for a monthly evening commitment of 1-2 hours on a consistently scheduled date (currently the 3<sup>rd</sup> Thursday of each month) for a term of 3 years? Yes

4. Please indicate your preferred availability for Planning Board Orientation:

Weekdays between 8am-5pm       Weekday Evenings       Saturday

5. How did you hear about this board vacancy? Word of mouth

Bradley Goins Digitally signed by Bradley Goins  
Date: 2023.11.13 10:35:35 -0500

12-07-2023

Signature

Date

*Thank you for your interest in the Town of Dallas and in being considered for the Planning Board. You, along with other applicants, will be considered for any current and future vacancies.*

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Special Events Requests-Rusty Rabbit

AGENDA ITEM NO. 8E

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

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

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

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

The applications are attached for review.

---

MANAGER RECOMMENDATION:

---

BOARD ACTION TAKEN:

RECEIVED JAN 22 2024



### Special Events/ Activities Application

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

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application, The applicant is responsible for notifying the Town of Dallas of any changes. **A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceeding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

#### APPLICATION INFORMATION

Name of Event:	Block Party		
Facility Requested:			
Applicant Name:	Tim Radford		
Organization:	Rusty Rabbit		
Mailing Address:	104 E Main St		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	704 830 0902
E-Mail:			
Description of the Event:	Block party with live music		
Does the event have a Facebook, Twitter, or other social networking page: <input type="checkbox"/>			
If yes, please list URL(s): <input type="text"/>			
Date (s) Requested for Event:	April 20, 2024		
Event Start Time:	5pm	Event End Time:	11pm
Road Closure Time Begins (if applicable):	2pm	Road Closure Time Ends:	2AM
Set Up Begins:	2pm	Set Up Ends:	5pm
Preferred Date & Time of Inspection (if required): <input type="text"/>			
Estimated Attendance:	1,000		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event: <input type="text"/>			

Applicant's Signature:

Date:

1/19/24

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (if no)
# of Canopies	<input type="text"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input type="text"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="text"/>	(air supported or air inflated structure)	
Other type of structure (provide description) <input type="text"/>			

\*Notes\*

## VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? (proceed to next section.)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text" value="1"/>	Number of Bands:	<input type="text" value="2"/>
Type(s) of music:	<input type="text" value="Rock &amp; Easy Listening"/>		
Will your event use amplified sound:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate times:	Start Time: <input type="text" value="5PM"/>	Finish Time: <input type="text" value="11PM"/>	
Will sound checks be conducted prior to the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate times:	Start Time: <input type="text" value="3PM"/>	Finish Time: <input type="text" value="5PM"/>	

\* Must comply with Town of Dallas general entertainment ordinance.

## HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.</b>			
Will there be any portable heaters?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will there be any deep fat fryers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will there be any fireworks, lasers, torches, candles or pyrotechnics?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will generators or electrical power be used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.</b>			

## RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?	<input type="text"/>		
Company address:	<input type="text"/>		
List details, if any:	<input type="text"/>		
<b>Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.</b>			
<b>ALL rides must be inspected and approved by The Department of Labor.</b>			

## VENDORS

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

Does the event include food vendors?  Yes  No

If the event will have food vendors, please check the following that apply:  
 Served  Sold  Catered  Prepared Outdoors

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

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

Vendor	Cooking Method	Food Item

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

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

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

## EVENT SCHEDULE

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

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
4/20	2:00 PM	Stage Set up	
4/20	2:00 PM	Sound Check Starts	
4/20	5:00 PM	Sound Check Ends	
4/20	10:00 PM	Live Music Starts	
4/20	11:00 PM	Live Music Ends	

## SERVICES

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

### TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

### PUBLIC PROPERTY CLEAN-UP

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

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.



## ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> <b>PARADE</b> (Includes floats, vehicles, and persons)	<input type="checkbox"/> <b>BICYCLES</b>
<input type="checkbox"/> <b>MARCH OR WALK</b> (persons only)	<input type="checkbox"/> <b>FOOT RACE</b>
<input type="checkbox"/> <b>VEHICLES ONLY</b> (Includes motorcycles)	
<input type="checkbox"/> <b>OTHER</b> (Description: <input style="width: 100%;" type="text"/>	
Number of Persons: <input style="width: 50px;" type="text"/>	% Children: <input style="width: 50px;" type="text"/>
Number of Vehicles: <input style="width: 50px;" type="text"/>	Vehicle Types: <input style="width: 100%;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 100%;" type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT.</b> (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	
<div style="font-family: cursive; font-size: 1.2em;">           Shut down E Main Street between N. Gaston            and N. College Street         </div>	

## ROAD CLOSURES

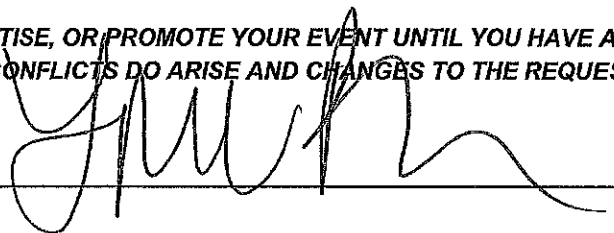
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the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

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

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

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

Applicant's Signature: \_\_\_\_\_



Date: \_\_\_\_\_

1/9/24



## Special Events/ Activities Application

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

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application, The applicant is responsible for notifying the Town of Dallas of any changes. **A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

### APPLICATION INFORMATION

Name of Event:	Block Party		
Facility Requested:			
Applicant Name:	Tim Radford		
Organization:	Rusty Rabbit		
Mailing Address:	104 E Main St		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	7048361002
		E-Mail:	
Description of the Event:	Live Music		
Does the event have a Facebook, Twitter, or other social networking page: <input type="checkbox"/>			
If yes, please list URL(s): <input type="text"/>			
Date (s) Requested for Event:	June 15, 2024		
Event Start Time:	5pm	Event End Time:	11pm
Road Closure Time Begins (if applicable):	2pm	Road Closure Time Ends:	2pm
Set Up Begins:	2pm	Set Up Ends:	4pm
Preferred Date & Time of Inspection (if required): <input type="text"/>			
Estimated Attendance:	1,000		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event: <input type="text"/>			
<input type="text"/>			

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (if no)
# of Canopies	--	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	--	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	--	(air supported or air inflated structure)	
Other type of structure (provide description)			

\*Notes\*

## VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="text" value="1"/>	Number of Bands:	<input type="text" value="2"/>
Type(s) of music:	<input type="text" value="ROCK &amp; EASY LISTENING"/>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input type="text" value="5PM"/>	Finish Time: <input type="text" value="11PM"/>
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input type="text" value="3PM"/>	Finish Time: <input type="text" value="5PM"/>

\* Must comply with Town of Dallas general entertainment ordinance.

## HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.			

## RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?		<input type="text"/>	
Company address:		<input type="text"/>	
List details, if any:		<input type="text"/>	
Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.			
ALL rides must be inspected and approved by The Department of Labor.			

## VENDORS

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

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

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

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

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

## EVENT SCHEDULE

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

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
10/15	2PM	Stage set up	
10/15	3PM	Sound check starts	
10/15	5PM	Sound check ends	
10/15	6PM	Live music starts	
10/15	11PM	Music ends	

## SERVICES

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

### TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

### PUBLIC PROPERTY CLEAN-UP

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

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

## ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> <b>PARADE</b> (Includes floats, vehicles, and persons)	<input type="checkbox"/> <b>BICYCLES</b>
<input type="checkbox"/> <b>MARCH OR WALK</b> (persons only)	<input type="checkbox"/> <b>FOOT RACE</b>
<input type="checkbox"/> <b>VEHICLES ONLY</b> (Includes motorcycles)	
<input type="checkbox"/> <b>OTHER</b> (Description: <input style="width: 100%;" type="text"/>	
Number of Persons: <input style="width: 50px;" type="text"/>	% Children: <input style="width: 50px;" type="text"/>
Number of Vehicles: <input style="width: 50px;" type="text"/>	Vehicle Types: <input style="width: 100%;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 100%;" type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT.</b> (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	
<div style="border: 1px solid black; padding: 10px; min-height: 100px;"> <p style="font-size: 1.2em; font-family: cursive;">Shut down E Main Street between N. Gaston and N. College Street</p> </div>	

## ROAD CLOSURES

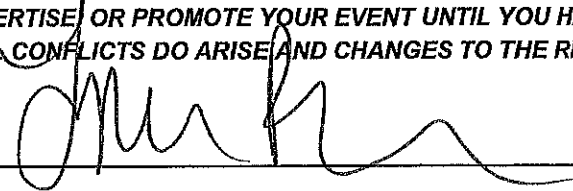
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the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

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

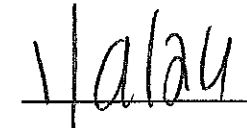
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**DO NOT ASSUME, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT FROM THE TOWN OF DALLAS. CONFLICTS DO ARISE AND CHANGES TO THE REQUEST MAY BE NECESSARY.**

Applicant's Signature: \_\_\_\_\_



Date: \_\_\_\_\_





## Special Events/ Activities Application

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

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application, The applicant is responsible for notifying the Town of Dallas of any changes. A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.

### APPLICATION INFORMATION

Name of Event:	<input style="width: 90%;" type="text" value="Block Party"/>		
Facility Requested:	<input style="width: 90%;" type="text"/>		
Applicant Name:	<input style="width: 90%;" type="text" value="Tim Radford"/>		
Organization:	<input style="width: 90%;" type="text" value="Rusty Rabbit"/>		
Mailing Address:	<input style="width: 90%;" type="text" value="201 E Main Street"/>		
City / State / Zip:	<input style="width: 90%;" type="text" value="Dallas NC 28034"/>		
Daytime Phone:	<input style="width: 20%;" type="text"/>	Cell:	<input style="width: 20%;" type="text" value="7048306702"/>
E-Mail:	<input style="width: 90%;" type="text"/>		
Description of the Event:	<input style="width: 90%;" type="text" value="Live Music"/>		
<input style="width: 90%;" type="text"/>			
Does the event have a Facebook, Twitter, or other social networking page: <input style="width: 90%;" type="text"/>			
If yes, please list URL(s): <input style="width: 90%;" type="text"/>			
Date (s) Requested for Event:	<input style="width: 90%;" type="text" value="August 24, 2024"/>		
Event Start Time:	<input style="width: 20%;" type="text" value="5pm"/>	Event End Time:	<input style="width: 20%;" type="text" value="11pm"/>
Road Closure Time Begins (if applicable):	<input style="width: 20%;" type="text" value="2pm"/>	Road Closure Time Ends:	<input style="width: 20%;" type="text" value="2pm"/>
Set Up Begins:	<input style="width: 20%;" type="text"/>	Set Up Ends:	<input style="width: 20%;" type="text"/>
Preferred Date & Time of Inspection (if required): <input style="width: 90%;" type="text"/>			
Estimated Attendance:	<input style="width: 90%;" type="text" value="1,000"/>		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event: <input style="width: 90%;" type="text"/>			
<input style="width: 90%;" type="text"/>			

Applicant's Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: \_\_\_\_\_

*[Handwritten Date: 11/24]*

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (if no)
# of Canopies		(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents		(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures		(air supported or air inflated structure)	
Other type of structure (provide description)			

\*Notes\*

## VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="checkbox"/>	Number of Bands:	<input type="checkbox"/>
Type(s) of music:	ROCK & EASY LISTENING		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input type="checkbox"/>	Finish Time: <input type="checkbox"/>
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:		Start Time: <input type="checkbox"/>	Finish Time: <input type="checkbox"/>

\* Must comply with Town of Dallas general entertainment ordinance.

## HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.			

## RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name? <input type="checkbox"/>			
Company address: <input type="checkbox"/>			
List details, if any: <input type="checkbox"/>			
Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.			
<b>ALL rides must be inspected and approved by The Department of Labor.</b>			



## VENDORS

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

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

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

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

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

## EVENT SCHEDULE

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

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
8/24	20M	stage set up	
8/24	30M	sound check starts	
8/24	50M	sound check ends	
8/24	10M	live music starts	
8/24	11PM	music ends	

## SERVICES

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

### TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

### PUBLIC PROPERTY CLEAN-UP

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

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

## ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> <b>PARADE</b> (Includes floats, vehicles, and persons)	<input type="checkbox"/> <b>BICYCLES</b>
<input type="checkbox"/> <b>MARCH OR WALK</b> (persons only)	<input type="checkbox"/> <b>FOOT RACE</b>
<input type="checkbox"/> <b>VEHICLES ONLY</b> (Includes motorcycles)	
<input type="checkbox"/> <b>OTHER</b> (Description: <input style="width: 100%;" type="text"/>	
Number of Persons: <input style="width: 50px;" type="text"/>	% Children: <input style="width: 50px;" type="text"/>
Number of Vehicles: <input style="width: 50px;" type="text"/>	Vehicle Types: <input style="width: 100%;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 100%;" type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT.</b> (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	
<div style="font-family: cursive; font-size: 1.2em; border: 1px solid black; padding: 5px;">           Shut down E Main Street between W. Gaston &amp; N. College Street         </div>	

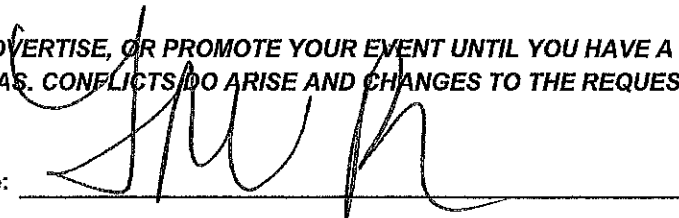
## ROAD CLOSURES

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

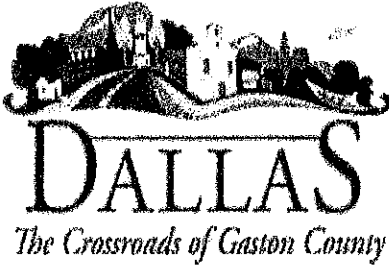
- NC and US roadways will also require approval from the NCDOT.
- The proposed route to be traveled including the requested starting and termination point. Please also clarify the directions of movement of your event.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting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

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

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

Applicant's Signature: 

Date: 1/19/24



## Special Events/ Activities Application

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

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application, The applicant is responsible for notifying the Town of Dallas of any changes. **A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceeding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.**

### APPLICATION INFORMATION

Name of Event:	<u>Octoberfest</u>		
Facility Requested:			
Applicant Name:	<u>Tim Radford</u>		
Organization:	<u>Rusty Rabbit</u>		
Mailing Address:	<u>101 E Main St</u>		
City / State / Zip:	<u>Dallas NC 28024</u>		
Daytime Phone:		Cell:	<u>7048306702</u>
		E-Mail:	
Description of the Event:	<u>Block party with vendors + live music</u>		
Does the event have a Facebook, Twitter, or other social networking page: <input type="checkbox"/>			
If yes, please list URL(s): <input type="text"/>			
Date (s) Requested for Event:	<u>October 12th, 2004</u>		
Event Start Time:	<u>4pm</u>	Event End Time:	<u>11pm</u>
Road Closure Time Begins (if applicable):	<u>2pm</u>	Road Closure Time Ends:	<u>2AM</u>
Set Up Begins:	<u>2pm</u>	Set Up Ends:	<u>4pm</u>
Preferred Date & Time of Inspection (if required): <input type="text"/>			
Estimated Attendance:	<u>1,000</u>		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event: <input type="text"/>			
<input type="text"/>			

Applicant's Signature: 

Date: 11/10/04

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
# of Canopies	<input type="checkbox"/>	(fabric structure that is open without sidewalls on 75% or more of perimeter)	
# of Tents	<input checked="" type="checkbox"/>	(fabric structure that is enclosed with sidewalls on more than 25% of perimeter)	
# of Membrane structures	<input type="checkbox"/>	(air supported or air inflated structure)	
Other type of structure (provide description)			

\*Notes\*

## VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? (proceed to next section.)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (if no)
If yes, state the number of stages, number of bands and type of music:			
Number of stages:	<input type="checkbox"/>	Number of Bands:	<input checked="" type="checkbox"/>
Type(s) of music:	<input checked="" type="checkbox"/> <i>ROCK &amp; EASY LISTENING</i>		
Will your event use amplified sound:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time:	<input checked="" type="checkbox"/>	Finish Time: <input checked="" type="checkbox"/>
Will sound checks be conducted prior to the event?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate times:	Start Time:	<input checked="" type="checkbox"/>	Finish Time: <input checked="" type="checkbox"/>

\* Must comply with Town of Dallas general entertainment ordinance.

## HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.			
Will there be any portable heaters?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will generators or electrical power be used?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.			

## RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, company name?	<input type="text"/>		
Company address:	<input type="text"/>		
List details, if any:	<input type="text"/>		
Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.			
<b>ALL rides must be inspected and approved by The Department of Labor.</b>			

## VENDORS

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

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

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

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

VENDOR NAME	ADDRESS	PHONE NUMBER (S)

## EVENT SCHEDULE

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

*(Use additional sheet of paper if necessary)*

DATE	TIME	ACTION	ADDITIONAL NOTES
10/12	2PM	Stage setup	
10/12	3PM	Sound checks	
10/12	4PM	Vendors start	
10/12	5PM	Sound check ends	
10/12	6PM	Live music starts	
10/12	11PM	Music ends	

## SERVICES

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

### TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

### PUBLIC PROPERTY CLEAN-UP

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

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security

Event Area Security

Road Closure Security

Other

Overnight Security

From  :

To  :

Dates & Times security will be on site:

Security provided by:

Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

## ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> <b>PARADE</b> (Includes floats, vehicles, and persons)	<input type="checkbox"/> <b>BICYCLES</b>
<input type="checkbox"/> <b>MARCH OR WALK</b> (persons only)	<input type="checkbox"/> <b>FOOT RACE</b>
<input type="checkbox"/> <b>VEHICLES ONLY</b> (Includes motorcycles)	
<input type="checkbox"/> <b>OTHER</b> (Description: <input style="width: 150px;" type="text"/>	
Number of Persons: <input style="width: 60px;" type="text"/>	% Children: <input style="width: 60px;" type="text"/>
Number of Vehicles: <input style="width: 60px;" type="text"/>	Vehicle Types: <input style="width: 150px;" type="text"/>
Number of Animals: <input style="width: 60px;" type="text"/>	Kinds: <input style="width: 150px;" type="text"/>
<b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT.</b> (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).	
<div style="font-family: cursive; font-size: 1.2em;">           Shut down E Main Street between            W. Gaston &amp; W. College Street         </div>	

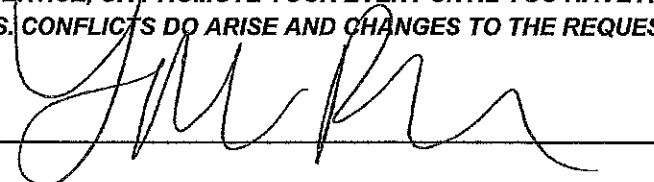
## ROAD CLOSURES

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

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

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

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

Applicant's Signature:  Date: 1/19/04



TOWN OF DALLAS, NORTH CAROLINA

REQUEST FOR BOARD ACTION

DESCRIPTION: Special Events Requests-Walk to Remember-Walker Hayes Scholarship Walk

AGENDA ITEM NO. 8F

MEETING DATE: 02/13/2024

BACKGROUND INFORMATION:

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

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:



## Special Events/ Activities Application

Town of Dallas  
 210 North Holland Street  
 Dallas, NC 28034-1628  
 (704) 922-3176  
 Fax: (704) 922-4701

The purpose of this application is to provide information about your event or activity in order for the Town of Dallas to best assist you. Depending on the specific event, a permit application and/or fee(s) from other departments may be required. The applicant is responsible for providing complete and accurate information on the application. The applicant is responsible for notifying the Town of Dallas of any changes. A complete application must be submitted by no later than 5:00 p.m. on the Tuesday preceeding the date of the Board meeting at which the event is to be approved, for an event which is to occur no sooner than 14 days following its date of approval.

### APPLICATION INFORMATION

Name of Event:	Walk to Remember		
Facility Requested:	Cloninger Park		
Applicant Name:	Kelly Keigh (can contact Sam Martin with questions)		
Organization:			
Mailing Address:	608 Hester Drive		
City / State / Zip:	Dallas NC 28034		
Daytime Phone:		Cell:	E-Mail:
Description of the Event:	Remembrance Walk For Walker Hayes. Any donations will go toward Walker's Scholarship Fund.		
Does the event have a Facebook, Twitter, or other social networking page:			
If yes, please list URL(s):			
Date (s) Requested for Event:	March 23		
Event Start Time:	8:30 AM	Event End Time:	4:00 PM
Road Closure Time Begins (if applicable):		Road Closure Time Ends:	
Set Up Begins:	8:30	Set Up Ends:	
Preferred Date & Time of Inspection (if required):			
Estimated Attendance:	150		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event:			

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

### TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used for events?  Yes  No (if no proceed to next section.)

# of Canopies  (fabric structure that is open without sidewalls on 75% or more of perimeter)  
 # of Tents  (fabric structure that is enclosed with sidewalls on more than 25% of perimeter)  
 # of Membrane structures  (air supported or air inflated structure)  
 Other type of structure (provide description)

\*Notes\*

### VOICE / MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event?  Yes  No (if no proceed to next section.)

If yes, state the number of stages, number of bands and type of music:

Number of stages:  Number of Bands:

Type(s) of music:

Will your event use amplified sound:  Yes  No

If yes, please indicate times: Start Time:  Finish Time:

Will sound checks be conducted prior to the event?  Yes  No

If yes, please indicate times: Start Time:  Finish Time:

\* Must comply with Town of Dallas general entertainment ordinance.

### HAZARDOUS MATERIALS

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks?  Yes  No

If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.

Will there be any portable heaters?  Yes  No

Will there be any deep fat fryers?  Yes  No

Will there be any fireworks, lasers, torches, candles or pyrotechnics?  Yes  No

Will generators or electrical power be used?  Yes  No

If yes, provide electrical load data and location of connection. In the case of extraordinary use or hookups, fees may apply.

### RIDES / ATTRACTIONS

Does the event include mechanical rides, or other similar attractions?  Yes  No

If yes, company name?

Company address:

List details, if any:

Applicants contracting with amusement ride companies are required to provide the Town of Dallas with a certificate of insurance, naming applicant and the Town of Dallas (if applicable) as additional insured on general liability.

ALL rides must be inspected and approved by The Department of Labor.

## SERVICES

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

### TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

How many recycle carts are you requesting?

Delivery Location?

Date and Time for rollout carts to be emptied?

Date and Time for rollout carts to be picked up?

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Clean-up fees may be incurred because of an applicant's failure to clean and/or restore the site following the event. If you reasonably believe that no litter will be generated during your event, please state this in your plan.

### PUBLIC PROPERTY CLEAN-UP

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

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  To

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

Applicant may be required to hire sworn off-duty Town of Dallas police officers or Sheriff's Department personnel to provide security to insure public safety. The Town of Dallas will determine the number of security personnel required on site.

## SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

## ROUTE AND TRAFFIC PLAN

<input type="checkbox"/> PARADE (Includes floats, vehicles, and persons)	<input type="checkbox"/> BICYCLES
<input type="checkbox"/> MARCH OR WALK (persons only)	<input type="checkbox"/> FOOT RACE
<input type="checkbox"/> VEHICLES ONLY (Includes motorcycles)	
<input type="checkbox"/> OTHER (Description: <input style="width: 150px;" type="text"/>	
Number of Persons: <input style="width: 50px;" type="text"/>	% Children: <input style="width: 50px;" type="text"/>
Number of Vehicles: <input style="width: 50px;" type="text"/>	Vehicle Types: <input style="width: 150px;" type="text"/>
Number of Animals: <input style="width: 50px;" type="text"/>	Kinds: <input style="width: 150px;" type="text"/>
<p><b>DESCRIBE BELOW THE EVENT ROUTE. IF THERE IS MORE THAN ONE SEGMENT TO AN EVENT, INCLUDE START AND FINISH TIMES FOR EACH SEGMENT. (Example: The "GENERIC AWARENESS RUN" may include a 5k, a 10k, and a Fun Run).</b></p>	

## ROAD CLOSURES

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

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

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

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

Applicant's Signature: Kelly Leigh Date: 1-13-24

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Audit Contract Approval for FY2022-23 Fiscal Year

AGENDA ITEM NO. 8G

MEETING DATE: 2/13/2024

### BACKGROUND INFORMATION:

Martin, Starnes and Associates, CPA's PA . has conducted the last years audit. It is the recommendation of Staff to contract with Martin, Starnes and Associates. for the FY2023-24 annual audit. The contract outlines that they will conduct the audit for no more than \$57,900 for all services. The cost reflects additional services required for Other Post-Employment Benefits (OPEB) and for Federal and State awards as well as normal Auditing services for the Town's Finances.

The NC Local Government Commission division of the State Treasurer's Office requires that the Town approve this contract first before submitting to their office for final approval.

MANAGER RECOMMENDATION: Approve the proposed audit contract for FY2023-24 as presented.

BOARD ACTION TAKEN:

The of and	Governing Board Board of Aldermen
	Primary Government Unit Town of Dallas, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Drive SE, Hickory, NC 28602

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
-----	--------------------------------	---

*Must be within four months of FYE*

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.



8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.
- All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.
28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
  - b) the status of the prior year audit findings;
  - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
  - d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.
29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

**Name:**  **Title and Unit / Company:**  **Email Address:**

**OR Not Applicable**  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.


4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	Town of Dallas, NC
Audit Fee (financial and compliance if applicable)	\$ 48,100 (\$44,350 audit + \$3,750 single audit for up to 2 programs)
Fee per Major Program (if not included above)	\$ 3,750 per major program in excess of 2
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$ 6,050
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 57,900 (includes 3 major programs)</b>

<b>Discretely Presented Component Unit</b>	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>

## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative (typed or printed)* Amber Y. McGhinnis	Signature* 
Date* 02/01/24	Email Address* amcghinnis@msa.cpa

## GOVERNMENTAL UNIT

Governmental Unit* Town of Dallas, NC	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Hayley Beaty, Mayor	Signature*
Date	Email Address* hbeaty@dallasnc.net

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$ 57,900 (includes 3 major programs)
Primary Governmental Unit Finance Officer* (typed or printed) Jonathan Newton, Director of Finance	Signature*
Date of Pre-Audit Certificate*	Email Address* jnewton@dallasnc.net

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

**PRINT**



**Report on the Firm's System of Quality Control**

To the Shareholders of Martin Starnes & Associates, CPAs, P.A. and the Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates, CPAs, P.A. in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates, CPAs, P.A. has received a peer review rating of *pass*.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP

May 4, 2021

**Raleigh**  
 4060 Barrett Drive  
 Post Office Box 17806  
 Raleigh, North Carolina 27619  
  
 919 782 9265  
 919 783 8937 FAX

**Durham**  
 3500 Westgate Drive  
 Suite 203  
 Durham, North Carolina 27707  
  
 919 354 2584  
 919 489 8183 FAX

**Pittsboro**  
 579 West Street  
 Post Office Box 1399  
 Pittsboro, North Carolina 27312  
  
 919 542 6000  
 919 542 5764 FAX

**Smithfield**  
 212 East Church Street  
 Post Office Box 2348  
 Smithfield, North Carolina 27577  
  
 919 934 1121  
 919 934 1217 FAX



# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Offices for Town Hall Employees

AGENDA ITEM NO. 8H

MEETING DATE: 2/13/2024

### BACKGROUND INFORMATION:

The Mayor has requested to discuss with the Board selling the property next door that was purchased to provide more offices for Town Hall employees and to discuss utilizing the downstairs of the Courthouse for temporary employee offices.

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MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Changing date for March 26 Budget Work Session

AGENDA ITEM NO. 8I

MEETING DATE: 2/13/2024

### BACKGROUND INFORMATION:

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

MANAGER RECOMMENDATION:

BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Special Events Requests-Car Show at Main and Holland Streets

AGENDA ITEM NO. 8J

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

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

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:



## Special Events/ Activities Application

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

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

### APPLICATION INFORMATION

Name of Event:	THE PICKLE PRESENTS LESTCRAYZ CAR SHOW		
Facility Requested:	PARTS OF MAIN ST AND HOLLAND ST		
Applicant Name:	JEREMIAH DOSTER		
Organization:			
Mailing Address:	103 N HOLLAND ST		
City / State / Zip:	DALLAS NC 28034		
Daytime Phone:		Cell: 204 915 2821	E-Mail:
Description of the Event:	CAR SHOW		
Does the event have a Facebook, Twitter, or other social networking page: <input type="checkbox"/>			
If yes, please list URL(s): <input type="text"/>			
Date (s) Requested for Event:	3-9-24		
Event Start Time:	10 AM	Event End Time:	3 PM
Road Closure Time Begins (if applicable):	9 AM	Road Closure Time Ends:	3 PM
Set Up Begins:	9 AM	Set Up Ends:	2:30 PM
Preferred Date & Time of Inspection (if required):	3-9-24 9:30 AM		
Estimated Attendance:	700 PEOPLE THROUGHOUT THE DAY		
The Event is:	<input type="checkbox"/> Private (by invitation only)	or	<input checked="" type="checkbox"/> Open to General Public
Describe the procedures to be used for selecting vendors and exhibitors for this event: <input type="text"/>			
VENDORS SELECTED WITH AUTO AND CUSTOM RETAIL			

Applicant's Signature:  Date: 2/1/24

A pre-event meeting may be required and will be scheduled to include appropriate staff. The event applicant must attend the meeting.

## TENTS / CANOPIES / MEMBRANE STRUCTURES

Will tents/canopies/membrane structures be used? (Circle one) <u>Yes</u> / No (if no, proceed to next section)	
# of Canopies	<input type="text" value="8"/> (fabric structure that is open without sidewalls on 75% or more of perimeter)
# of Tents	<input type="text"/> (fabric structure that is enclosed with sidewalls on more than 25% of perimeter)
# of Membrane structures	<input type="text"/> (air supported or air inflated structure)
Other type of structure (provide description) <input type="text"/>	

\*Notes\*

## VOICE / MUSIC AMPLIFICATION

Will amplified sound be used during the event? (Circle one) <u>Yes</u> / No (if no, proceed to next section)	
If yes, state the number of stages, number of bands and type of music:	
Number of stages: <input type="text" value="0"/>	Number of Bands: <input type="text" value="1"/>
Type(s) of music: <input type="text" value="DJ"/>	
Indicate times of amplified sound. Start Time: <input type="text" value="11 AM"/>	Finish Time: <input type="text" value="2 PM"/>
Will sound checks be conducted prior to the event? <input type="text"/> Yes <input checked="" type="checkbox"/> No	
If yes, please indicate times: Start Time: <input type="text"/> Finish Time: <input type="text"/>	

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

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

Will hazardous materials in tanks/cylinders be used? (Circle one) Yes / No (if no, proceed to next section)	
If yes, all tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place.	
Will there be any portable heaters? <input type="text"/> Yes	<input checked="" type="checkbox"/> No
Will there be any deep fat fryers? <input type="text"/> Yes	<input checked="" type="checkbox"/> No
Will there be any fireworks, lasers, torches, candles or pyrotechnics? <input type="text"/> Yes <input type="text"/> No	
Will generators be used? <input type="text"/> Yes	<input type="text"/> No
Electric Connections requested? <input type="text"/> Yes	<input type="text"/> No <span style="float: right;">*If yes, provide load/location.</span>
<b>In the case of extraordinary use or hookups, extra fees may apply.</b>	

## RIDES / ATTRACTIONS

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

## VENDORS

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

Will the event include any vendors? (Circle one) <u>Yes</u> / No (if no, proceed to next section)	
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If the event will have food vendors, please check the following that apply:

Served     Sold     Catered     Prepared Outdoors

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

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

Vendor Name	Address	Phone Number	Cooking Method	Food Item
MARRY Q HOUSE				

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

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

VENDOR NAME	ADDRESS	PHONE NUMBER (S)
UNION KUSTOMS		
282 APPAREL		
DETAIL SHOP		
TEAM ZAIZEN		

### EVENT SCHEDULE

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

DATE	TIME	ACTION	ADDITIONAL NOTES
3-9	10 AM	START SET UP FOR VENDORS AND CARS	
3-9	2 PM	EVENT OVER	

### SITE PLAN

Provide a detailed Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets and the surrounding area. The plan should include the following information:

- Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, etc.
- Identify location of all cooking devices and open flames; generators and fuel storage.
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.

## SERVICES

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

### TRASH CONTAINERS

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

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

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

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

How many trash cans are you requesting for trash?

Delivery Location?

Date and Time for trash cans to be picked up?

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

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

### PUBLIC PROPERTY CLEAN-UP

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

VOLUNTEERS WILL CLEAN UP DURING AND AFTER EVENT

### SAFETY AND SECURITY (CHECK ALL TYPES OF SECURITY USED)

Stage Security  Event Area Security  Road Closure Security

Other

Overnight Security From  :  To  :

Dates & Times security will be on site:

Security provided by:  Number of Security Personnel:

## ROUTE AND TRAFFIC PLAN

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

Number of Persons:  % Children:

Number of Vehicles:  Vehicle Types:

Number of Animals:  Kinds:

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


## ROAD CLOSURES

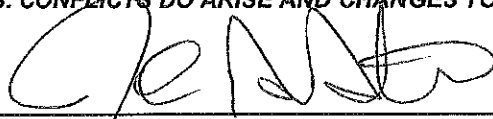
If your event involves road closures, a parade, a foot or bike race, any type of procession, or more than one location, attach a Route and Traffic Plan. Include the required information (listed below) and any additional information you believe applies to your event. When planning a moving route, the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

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

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

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

Applicant's Signature: \_\_\_\_\_



Date: \_\_\_\_\_

2/1/24

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



PAPAS PIZZA

N GASTON ST

COURT HOUSE  
SAUSAGE

MUSEUM

MAPLE

ST

HOLLAND  
ST

HOLLAND ST

THE  
PICKLE

LIBRARY

CAROUSEL

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Recognizing the First Female Mayor for the Town of Dallas

AGENDA ITEM NO. 8K

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

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

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: May 11<sup>th</sup>, Mayfair on the Square

AGENDA ITEM NO. 8L

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

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

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MANAGER RECOMMENDATION:

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BOARD ACTION TAKEN:

# TOWN OF DALLAS, NORTH CAROLINA

## REQUEST FOR BOARD ACTION

DESCRIPTION: Offer to Purchase Town-Owned Property

AGENDA ITEM NO. 8M

MEETING DATE: 02/13/2024

### BACKGROUND INFORMATION:

Mr. Tony Adams, with Carolina Land Acquisitions, Inc., has expressed interest in purchasing two parcels of Town-owned property located along NC Hwy 275 near the S. Fork Catawba River. The TIP/ Parcels are BR-0019 001 and BR-0019 004, with a listing description as Bridge NO. 350056 on NC 275 over S. Fork Catawba River

BR-0019 01 is approximately 3.798 acres and BR-0019 04 is approximately listed as 10.261 acres.

Mr. Adams has submitted an offer of \$1,500 for parcel BR-0019 001 and \$6,800 for Parcel BR-0019 004, plus payment of advertising costs and legal fees. The Board has the option of accepting this offer, countering this offer, or rejecting this offer. Once an offer is accepted, the Town will begin the upset bid process for sale of the segment per G.S. §160A-269.

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MANAGER RECOMMENDATION:  
BOARD ACTION TAKEN: