

MINUTES FOR BOARD OF ALDERMEN MEETING

October 14th, 2014

6:00 PM

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

The following staff members were present: Jim Palenick, Interim Town Manager; Maria Stroupe, Administrative Services Director; Town Attorney, Tom Hunn; Gary Buckner, Police Chief; Bill Trudnak, Public Works Director; Earl Withers, Assistant Fire Chief; Doug Huffman, Electric Director; Jack Kiser; Development Services Director; and Anne Martin, Recreation Director.

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

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

Mayor Coleman asked if there were any additions or deletions to the agenda. Ms. Duff asked to give an update on the new Yard of the Month program. Mayor Coleman suggested that be done at the end of the meeting during the Manager's Report. Mr. Withers made a motion to set the agenda, seconded by Ms. Duff, and carried unanimously.

Mr. Huggins made a motion to approve the minutes from the September 9, 2014 regular meeting and the September 23, 2014 Work Session, seconded by Ms. Morrow, and carried unanimously.

Consent Agenda:

Item 5A was an amendment to the Water Line Lateral Subsidy Program to allow eligibility of rental homes. This item was discussed at the previous Work Session. When the Town first established the subsidy program to assist Dallas homeowners with the cost of replacing individual water line "laterals" connecting the home to the newly-replaced mains, it was stipulated that "The reimbursement program is only available to homeowners for service lateral replacement at the residence you personally occupy. Properties held for investment and/or rented out shall not qualify as eligible for reimbursement". Now that most of the Main installations have been completed, there has been extremely little participation in the program from owner-occupied homeowners. Based on this, the policy has been amended to read "The reimbursement program is available to homeowners for service lateral replacement at homes owner-occupied, held for investment, and and/or rented out to tenants". (Exhibit A)

Item 5B was approval of additional compensation to Diamond Engineering for engineering services on the Water Line Improvement Project Phases I, II, and III. As designated Town Engineers for the Water Line Project, Diamond Engineering has been responsible for all engineering design, construction supervision, and permitting of the projects. They began these efforts with no written contract specifying compensation, but rather worked from the smaller-project precedent they had followed in the past—which had essentially had them receive total compensation equal to 10% of their estimate of project costs. With the Water Line Project, confusion was created when there became a clear difference of opinion as to which estimate produced by the Engineers was to be considered as the amount to be used in calculating the 10% figure. Since no written contract existed, the final terms have had to be negotiated after the fact in a manner which has proven satisfactory to both the Town and to Diamond Engineering. To that end, after discussion at the last Work Session, it has been agreed upon to use the actual construction bid costs for each of Phases I (including the addition of Gaston Street), II, and III to calculate the 10% engineering fees owed to Diamond. With these calculations, Diamond is to be paid a final total of \$367,413.00, which is 10% of the total of all Phases at

\$3,674,130.00. (Exhibit B) To date, Diamond has been paid \$308,510.00. Based on the calculations, the Town will now pay them an additional \$58,903.00, which they have agreed will finish out the compensation for all work and effort on their part for all three phases of the project.

Item 5C was cancellation of the November Board Work Session. Previously, the Board of Aldermen moved the regular November Board Meeting from November 11th to November 18th to avoid holding the monthly meeting on Veterans Day. The normally scheduled work session for November would fall one week later, on November 25th—two days prior to Thanksgiving. Since there would only be one week between the Board Meeting and the Work Session, there is no perceived need to hold the Work Session.

Ms. Duff made a motion to approve the Consent Agenda, seconded by Mr. Cearley, and carried unanimously.

Recognition of Citizens:

Ms. Dale Porter, Nutrition Program Specialist with Meals-On-Wheels/Gaston County spoke concerning the need for volunteers to deliver meals in the Dallas area. She oversees this area and would appreciate any help the Town could give in encouraging volunteers to participate in the program to deliver meals. Currently, there are two routes in Dallas comprising of a total of approximately 18 meals delivered daily Mondays-Fridays each week. Philadelphia Evangelical Lutheran Church serves as the distribution location. She gave out copies of a flyer and her card containing the necessary information for someone to volunteer.

Recognition of Employees:

Chief Buckner introduced Michael S. Lynch, Jr. as the new Detective Sergeant. Detective Lynch replaces Detective Lee Stoneburner, who retired in August.

Special Events & Requests for In-Kind Services:

Item 8A was a request to approve the Annual Trick-R-Treat on the Square. (Exhibit C) This event is sponsored by the Town and is coordinated by the Police Department each year. Chief Buckner is requesting that Holland Street from Trade Street to Church Street be closed, along with Main Street from Gaston Street to Maple Street. The streets will need to be closed at 3:45 pm on Friday, October 31st. The event is scheduled to run from 5:00 pm to 7:00 pm. Anyone that desires to be a vendor should contact Sarah Turner at the Police Department to be assigned a vendor spot. Due to the size and success of the event, there will be assigned spots for all vendors, as this helps keep the crowd spread out and allows the event to flow easier. Vendors can begin setting up at 4:00 pm. Ms. Duff made a motion to approve the Annual Trick-R-Treat on the Square as presented, seconded by Mr. Withers, and carried unanimously.

Item 8B was a request to use Cloninger Park, along with the Civic Building, to conduct a wedding on May 10, 2015. Elizabeth Messer and Matthew Isler have submitted a request to the Town to use Cloninger Park from 1:00 pm to 5:00 pm on May 10, 2015 to hold their wedding service, which would include 50-60 guests. They wish to hold their wedding reception at the Civic Building pursuant to existing policies and fees. The current Parks and Recreation Policy only allows for the rental or exclusive use of Cloninger Park by the Dallas youth football league and/or by special action of the Board of Aldermen. There is also no establish fee for this facility, since there is no policy for its rental. Staff recommends, upon approval by the Board of the requested use, that fees be charged consistent with the schedule of fees for use of the fields at Carr School and Jagers Park for half-day, weekend use. Mr. Huggins made a motion to approve the use of Cloninger Park as requested, seconded by Ms. Morrow, and carried unanimously.

Public Hearing:

None

Old Business:

None

New Business:

Item 11A was a request to make three appointments to the Planning Board. The terms of two Planning Board members have expired and action needs to be taken on these seats. 1) The extraterritorial jurisdiction (ETJ) seat, which is held by Mr. Eric Clemmer, 802 Robinson-Clemmer Road has expired and Mr. Clemmer has agreed to be reappointed. Mr. Clemmer is an active participant on the Board. By North Carolina law, the ETJ appointment is made by the County Board of Commissioners following their public hearing on the proposed appointment. By tradition, the County Board of Commissioners generally asks the municipality for a recommendation. Mr. Withers made a motion to recommend Mr. Eric Clemmer as a candidate for the ETJ seat to be considered for appointment by the County Board of Commissioners, seconded by Ms. Morrow, and carried unanimously. 2) Mr. Bruce Reid's appointment has expired and he has expressed a desire to go off of the Board. The Board has two alternate members that have had experience with attending Planning Board meetings and filling in for regular members. Either of these members would be a logical replacement for Mr. Reid. The two alternates are Mr. John Beaty, 500 N. Holland St., and Mr. Glenn Bratton, 405 S. Rhyne St. The term being filled is a three year term. Mr. Huggins made a motion to appoint Mr. John Beaty to fill the seat being vacated by Mr. Reid, seconded by Mr. Withers, and carried unanimously. 3) By moving one of the alternate members up to regular status, a vacancy is created for another alternate member. Staff suggested appointing a member of the Ad Hoc Comprehensive Plan Committee. Ms. Janet Holland, an Ad Hoc Committee member has expressed willingness to serve if appointed. The alternate term is a three year term. Mr. Cearley made a motion to appoint Mr. Reid Simms, 503 N. Holland St., as the new alternate Planning Board member to replace Mr. Beaty, seconded by Ms. Morrow, and carried unanimously.

Item 11B was a budget amendment to account for receipt of a Federal FEMA Grant by the Fire Department. The Town has received a FEMA Grant in the amount of \$102,600 for the purchase of new self-contained breathing apparatus (SCBA's), with a required Town match of \$5,400 in local funds to cover the total cost of \$108,000. When the FY2104-15 Budget was developed and adopted, only \$30,000 in grant funds were expected and budgeted toward a 50/50 match of a lesser purchase. Upon receiving the FEMA Grant at the substantially greater amount, a budget amendment is required to accurately account for the change in grant receipts and purchases. Within the amendment is purchase of a S700E "Cutter" tool package for assisting with automobile wreck extractions during rescue operations, at a cost of \$8,700. The new expenditure total for Capital Outlay: Equipment will total \$116,700 (\$108,000 for the SCBA's and \$8,700 for the cutter tool). The new Grant Revenue total is \$102,600. With these amendment, Fund Balance Appropriated will actually decrease by \$16,380. (Exhibit D) Mr. Withers made a motion to approve the budget amendment as presented, seconded by Mr. Huggins, and carried unanimously.

Item 11C was a budget amendment to account for the timing of expenditures associated with the Courthouse renovation. While the overall Courthouse Renovation Project Budget is intact, the timing of expenditures has moved more into the current budget year, with less being expended in last budget year than expected. Due to this, the FY 2014-15 Budget needs to be amended to account for the dates of the expenditures. (Exhibit E) The primary change is to the Capital Outlay: Building line item, which had been budgeted at \$140,000. This line item will be amended to \$507,000. Conversely, last year, \$725,000 had been budgeted, but only \$398,744 was actually spent. The \$367,000 added expense to the current budget will be matched by an equal increase in contribution for the Dallas Historic Courthouse Foundation. These funds are available from the DHCF, as they were not spent last fiscal year and additional funds have been raised. Mr. Huggins made a motion to approve the budget amendment as presented, seconded by Mr. Cearley, and carried unanimously.

Item 11D was a request from Mr. Palenick for additional compensation for added duties in a dual role as Development Services Director. The previous Development Services Director was experiencing severe health issues for much of 2014, prior to his eventual resignation effective June 30th. He was either entirely absent from the office or mostly out since the first of the year. Further, beginning April 4th, he no longer appeared in the office and from that date until August 4th, when the Town's current Development Services Director began his duties, Mr. Palenick took on the formal role and responsibilities of both Town Manager and Development Services Director. He feels that it is only fair and appropriate to receive some additional compensation. (Exhibit F) He is asking for a 15% premium over the time frame of 8 pay periods covered by the 4-month timeframe of dual responsibility. This would equal a payment of \$3,822.64. Ms. Duff stated that she thought the amount was fair for the added responsibilities carried out by Mr. Palenick. Ms. Duff made a motion to compensate Mr. Palenick with a 15% premium equaling \$3,822.64. The motion failed for lack of a second. Mr. Cearley stated that he had reservations for paying additional compensation for that timeframe. If extra compensation was expected, he would have preferred that it be asked for at the time, instead of later. He believes Mr. Palenick did a good job covering the additional duties and would not be opposed to a bonus in appreciation, but also feels that as Town Manager, it was Mr. Palenick's responsibility to see that the duties were covered in the absence of the Development Services Director. Mr. Huggins stated that he could support a 10% premium for the time period of dual responsibility. Mr. Huggins made a motion to compensate Mr. Palenick with a 10% premium for the 8 pay periods in question. The motion failed for lack of a second. Mr. Cearley asked that this topic be brought back up for discussion at the October Work Session.

Item 11E was a request to approve a resolution in support of Passing Zones along Dallas-Cherryville Highway. (Exhibit G) Based on recent actions by the North Carolina Department of Transportation (NCDOT), all of the eleven locations along the twelve-mile stretch of NC279 (Dallas-Cherryville Highway) that had previously allowed for "passing zones" have been eliminated. While NCDOT has developed possible plans for the widening of this roadway, the completion of such work is years off. In the interim, it is both unreasonable and detrimental to commerce that such a lengthy stretch of highway connecting the Town of Dallas and Cherryville be burdened by the complete absence of "passing zones" for the entire 12mile distance. The Town of Dallas joins with its neighbor, Cherryville, in formally requesting that the NCDOT reconsider its recent actions and pending completion of proper widening, returns at least some of the "passing zones" it has eliminated. Mr. Withers made a motion to approve the resolution in Support of Passing Zones along Dallas-Cherryville Highway, seconded by Ms. Morrow, and carried unanimously.

Mr. Palenick gave a Manager's Report, noting current projects. He noted that the Town has received a grant from Wal-Mart for equipment for the Police Department in the amount of approximately \$2400. The Grand Opening of the Wal-Mart Neighborhood Market is scheduled for November 5th.

Ms. Duff gave an update on the "Taking Pride in Dallas" yard of the month program. The first two monthly winners have been recognized. She also showed an example of the sign that is placed on the winning yards' property. The next winners will be recognized at the end of this month. Ms. Carolyn Patton, Committee Member, displayed the shirt that will be worn by committee members to identify themselves as they are operating in their committee duties.

Ms. Duff made a motion to adjourn, seconded by Mr. Cearley, and carried unanimously. 6:41)

TOWN OF DALLAS

HOME-OWNER FINANCIAL ASSISTANCE PROGRAM FOR: REPLACING Obsolete, Galvanized-Iron Water Service Laterals

Throughout 2013 and 2014 the Town of Dallas will be replacing and reconstructing many of the aging, underground Water Mains within the community. In an effort to encourage and assist Home-owners to also replace the “water service laterals” connecting their home to the water meter, the Town has developed and put into place the following Program:

Program: (Home-Owners)

- To be eligible, the home must be served by, and connected to, one of the Water-mains being replaced.
- Town of Dallas will reimburse “eligible” home-owners 75% of the total cost of replacement, up to a maximum reimbursement of \$300.00.
- Town of Dallas has established a list of pre-qualified, plumbing contractors (see attached) who may be engaged by the home-owner to complete the work.
- Following completion of the work by a pre-qualified contractor, the Home-owner can request, and the Town will issue a reimbursement check to the home-owner. However, the Home-owner has ultimate responsibility for payment of invoiced expenses of the contractor.
- The Home-owner may choose, and the contractor may install, any AWWA-approved piping materials (copper, polymer), but total Town reimbursement of expenses shall not exceed the maximums detailed herein.
- The reimbursement program is available to home-owners for service lateral replacement at homes owner-occupied, held for investment, and/or rented out to tenants.

(Plumbing Contractors)

- To acquire “Pre-qualification” status from the Town of Dallas and become eligible to participate, you must complete and return the “preferred contractor” application

form from the Town of Dallas, and meet the eligibility criteria detailed thereon for licensure and insurance requirements, and be fully current on any financial obligations to the Town.

Pre-Qualified Plumbing Contractors:

- 1. Cedar Hill grading Inc. 704-922-0052
- 2. Dallas Electrical & Plumbing Inc. 704-867-4404
- 3. Dean Mitchell Plumbing 704-913-2695
- 4. Lineberger Plumbing Services 704-922-8714
- 5. Major Norwood 704-913-6797
- 6. Tim's Trenching 704-913-160

APPLICATION

Applicant/ Dallas Water Customer: _____

Address: _____, Dallas, NC 28034

Contractor/Plumber Performing Work: _____

Date New Line Installed: _____ Length of New Line: _____

Material of New Line: _____ Total Cost: \$ _____

Reimbursement Requested: \$ _____ (75% of total to Max. of \$300.00)

Signed: _____ Date: _____

For Town of Dallas: _____

(*Attach Copy of Plumber invoice as Paid by Applicant.)

Engineering Costs/Payments to Diamond Engineering**Dallas Waterline Reconstruction Project**

Original Construction Cost estimate: Phases I, II, & III:	\$2,796,856.00
10% of Construction Total (<u>Amount paid to Diamond</u>):	<u>279,685.00</u>
Actual Bid Cost of Phases I, II, & III (Not incl. Gaston Ave.):	\$3,315,758.00
10% of Construction Total:	331,575.00
Actual Bid Cost of Phases I, II, and III (with Gaston Ave.):	\$3,674,130.00
10% of Construction Total:	<u>367,413.00</u>
Gaston Ave. Bid (Original): \$288,250.00 @10% = \$28,825.00	
Gaston Ave. Bid (Final Actual): \$358,371.00 @10% = \$35,837.00	
<u>Diamond Paid</u> 10% of Gaston Ave. (Original)	<u>\$28,825.00</u>
<u>Total Diamond Payments:</u> (\$279,685.00 + \$28,825.00) =	<u>\$308,510.00</u>
<u>Difference Between Diamond Payments & 10% of Construction Total:</u>	\$ 58,903.00
(\$367,413.00 minus \$308,510.00)	

TOWN OF DALLAS
 WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT
BUDGET
 FY 2013, 2014, 2015

Expenditures: (Non-CDBG)

Construction Cost:

• <u>Phase I:</u>			
12" Waterline (4100 lf)	\$213,000		
8" Waterline (9300 lf)	390,600		
6" Waterline (15,500 lf)	496,000		
2" Waterline (2,500 lf)	55,000		
		<u>\$1,154,800</u>	<u>Actual : \$1,337,855</u>
• <u>Phase II:</u>			
12" Waterline (3700 lf)	\$192,400		
8" Waterline (5900 lf)	247,800		
6" Waterline (11,200 lf)	358,400		
2" Waterline (135 lf)	2,970		
		<u>\$801,570</u>	<u>\$1,464,065</u>
• <u>Phase III:</u>			
12" Waterline (3800 lf)	\$197,600		
8" Waterline (4500 lf)	189,000		
6" Waterline (13,900 lf)	444,800		
2" Waterline (413 lf)	9,086		
		<u>\$840,486</u>	<u>\$ 872,210</u>
Construction Cost Total:		<u>\$2,796,856</u>	<u>\$3,674,130</u>

Engineering Cost:

• 10% of Construction Total:	\$279,685	\$ 367,413
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Surveying Cost:

• \$1.25 per linear foot of line replacement:	\$93,685	
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Bond Counsel:

\$7,500

Financial Consultant:

\$25,000

Private Lateral Reimbursement Program:

\$70,000 \$ 10,000

Non-CDBG Expenditure Total:	\$3,272,726	\$4,177,728
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Revenues: (Non-CDBG)

<u>Proceeds of Debt Issuance:</u>	\$3,032,500	\$3,600,000
<u>Water/Sewer Fund Balance Allocation:</u>	\$240,226	\$ 577,728
Non-CDBG Revenue Total:	\$3,272,726	\$4,177,728

Expenditures: (CDBG Project)

Construction Cost:

• <u>Low-to-mod Neighborhood:</u>			<u>Amended:</u>
8" Waterline (8700 lf)	\$365,400		
6" Waterline (7900 lf)	252,800		
2" Waterline (780 lf)	17,160		
		\$635,360	\$ 919,987

Engineering Cost:

• 10% of Construction Total:	\$63,536	\$ 137,445
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Surveying Cost:

• \$1.25 per linear foot of line replacement:	\$21,725	\$ 31,500
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Professional Services:

• Grant Writing:	\$7,000	\$ 7,000
• Grant Administration	\$68,000	\$ 68,000

Private Lateral Reimbursement Program:

	\$50,000	\$ 10,000
CDBG Expenditure Total:	\$845,621	\$1,173,932

Revenues: (CDBG Project)

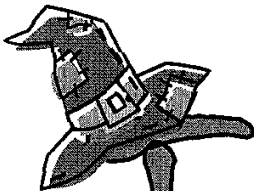
<u>CDBG Grant Fund Proceeds:</u>	\$750,000	\$ 750,000
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Dallas Town Local Match Funds:

• Water/Sewer Prof. Services Budget:	\$7,000	\$ 7,000
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• Water/Sewer Fund Balance Allocation:	<u>\$88,621 \$ 416,932</u>
CDBG Revenue Total:	\$845,621 \$1,173,932
TOTAL CDBG & NON-CDBG EXPENDITURES:	\$4,118,347 \$5,351,660
TOTAL BUDGETED USE OF FUND BALANCE:	\$328,847 \$ 994,660

Updated effective: 9/25/14



Trick-R-Treat ON THE SQUARE

Town Square
Friday, October 31st
5:00-7:00PM

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

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



Town of Dallas
Budget Amendment

Date: October 14, 2014

Action: Fire Department Amendment

Purpose: Account for Difference in Fire Grant Received and Additional Equipment Purchase

Number: GF - 003

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	5200	7400	Capital Outlay: Equipment	\$60,480	\$116,700	\$56,220
10	5200	3462	NC Grant - Fire Department	\$30,000	\$102,600	\$72,600
10	3999	0000	Fund Balance Appropriated	\$478,112	\$461,732	(\$16,380)

Totals	\$568,592	\$681,032	\$112,440
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Approval Signature
(Town Manager or Administrative Services Director)

EXHIBIT E

Town of Dallas
Budget Amendment

Date: October 14, 2014

Action: Courthouse Renovation Amendment

Purpose: Account for Changes in Renovation Schedule Due to Work Not Accomplished Last Fiscal Year

Number: GF - 004

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	4300	7500	Capital Outlay: Construction	\$140,000	\$507,000	\$367,000
10	3472	0000	Private Contrib: Courthouse	\$168,850	\$535,850	\$367,000

Totals \$308,850 \$1,042,850 \$734,000

Approval Signature
(Town Manager or Administrative Services Director)

Jim Palenick

From: Jim Palenick <jpalenick@dallasnc.net>
nt: Tuesday, August 12, 2014 11:59 AM
To: 'rcdc18@charter.net'
Subject: FW: Additional compensation

Mayor Coleman:

See below.....

From: Jim Palenick [mailto:jpalenick@dallasnc.net]
Sent: Wednesday, July 16, 2014 2:11 PM
To: 'rcdc18'
Subject: Additional compensation

Mayor Coleman:

Here is my best shot at appropriately formulating a request for additional compensation for the additional duties I have taken on in David Kahler's absence: Specifically, Mr. Kahler has spent most of 2014 to-date negatively affected by severe health issues and in fact, was out of the office permanently beginning April 4th and extending through August 4th, when Jack Kiser will begin his new role. Throughout Mr. Kahler's absence I have performed all of the duties and functions of the position, in a dual role with my normal full-time duties as Interim Town Manager. To wit:

April 4th through August 4th = 4 months or 16 weeks/8 payroll periods

My normal salary is: \$82,824/yr. or \$3,185.54 per pay period.

If it was determined appropriate that I receive a 15% increase in pay for those periods spent performing the duties of both positions, I would earn an additional \$477.83 for each (\$3,185.54 x .15)

\$477.83 times (x) 8 payroll periods equal (=) \$3,822.64

I would certainly consider such a figure fair and appropriate, but obviously any final determination is up to you and/or the Board.

Please let me know if you have questions.

Thank you,

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

**Resolution in Support of Returning "Passing Zones" to Sections of
NC279/ Dallas-Cherryville Highway**

Whereas, based on recent actions by the North Carolina Department of Transportation (NCDOT), all of the eleven (11) locations along the twelve-mile stretch of NC279 (Dallas-Cherryville Highway) that had previously allowed for "passing zones" have been eliminated; and

Whereas, While NCDOT has developed possible plans for the widening of this roadway, the completion of such work is years off. In the interim, it is both unreasonable and detrimental to commerce that such a lengthy stretch of Highway connecting the Towns of Dallas and Cherryville, be burdened by the complete absence of "passing zones" for the entire 12-mile distance; and

Whereas, The Town of Dallas recognizes the need for consistently promoting and upholding motorist safety, and would never advocate for anything less. However, we further believe that there are some strategic locations along the stretch of NC279 connecting Dallas and Cherryville which could be returned to a "passing allowed" status and configuration while still maintaining a high level of motorist safety.

Now, Therefore Be It Resolved, That the Town of Dallas, by the affirmative vote of its Board of Aldermen, does hereby adopt and declare that it joins its neighbor, Cherryville in formally requesting that the North Carolina Department of Transportation (NCDOT) reconsider its recent actions to eliminate all "passing" zones along the 12-mile stretch of NC279 (Dallas-Cherryville Highway) linking our two communities, and pending the completion of proper widening, return at least some of the "passing zones" otherwise eliminated while assuring same will still meet proper and adequate standards for motorist safety.

Adopted This _____ Day of October, 2014

Mayor, Rick Coleman

Attest: _____

Maria Stroupe, Town Clerk