

TOWN OF DALLAS
MINUTES FOR BOARD OF ALDERMEN MEETING
SEPTEMBER 24, 2019
5:05 PM

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

The following staff members were present: Maria Stroupe, Town Manager; Da'Sha Leach, Town Clerk; Allen Scott, Police Chief; Tiffany Faro, Development Services Director; Doug Huffman, Electric Director; Jonathan Newton, Finance Director; Garrett Lowery, Recreation Director; Bill Trudnak, Public Works Director; Robert Walls, Police Captain and Earl Withers III, Fire Chief. Tom Hunn, Town Attorney was absent.

Mayor Coleman called the meeting to order at 5:05 pm. He opened with the Pledge of Allegiance to the Flag.

Mayor Coleman asked if there were any additions or deletions to amend the agenda. Alderwoman Thomas made a motion to approve the agenda, seconded by Alderman Cearley, and carried unanimously.

New Business:

Item 3A was a discussion on the Cemetery Ordinance Proposal. This item was discussed at the August 27th Work Session and the Board requested that the item be brought back for another discussion to gain clarity on how to go forward. After much discussion on the proposed change and the example from the other municipalities, the Board decided have the Cemetery Ordinance Proposal as an item on the October 8th Agenda for a vote. (Exhibit A)

Item 3B was a discussion on Code Enforcement Position. On September 10th 2019 Regular Board Meeting, the Board decided to move this item to the Work Session for further discussion. As growth and development opportunities continue to increase for Dallas, it has become increasingly difficult for the Development Services Director to devote the time needed to pursue economic development for the Town, review and accomplish ordinance revisions, and address code enforcement complaints and violations in our Town. In order to maximize the Development Services Director's time and abilities, a proposal to add a Part-Time Code Enforcement Position to work in the Community Development Department is requested for consideration. The position would work approximately 20 hours per week on average and would receive, investigate, and enforce Town ordinances in relation to code enforcement violations and complaints. The addition of this position would facilitate the timeframe within which violations could be remediated. A current listing of complaints and violations received by the Development Services Director was reviewed. Many of the complaints are still waiting to be addressed, while more complaints and violations are received each week. Each violation requires a minimum of three (3) site visits: 1) To verify the initial violation, 2) To follow up after the initial deadline, and 3) To follow up after abatement to confirm compliance. There are approximately 15 new calls per month concerning code enforcement issues. A proposed Job Description for the position was reviewed. The Board shared concerns over the salary in reference to other salaries in other departments. Town Manager Stroupe explained some of the difference on skillsets needed for specific jobs and how she arrived at the recommended salary. The Board encouraged Ms. Stroupe to meet with the Department Heads to discuss salary concerns. The Board consensus to move forward with adding item to the October 8th Agenda for a vote. There will be a budget amendment to accompany the approval of the position. (Exhibit B)

Manager's Report and General Notices:

- There will be an open house reception for the new Gaston County Manager Kim Eagle, an invitation was given to the Board.
- Carr Elementary School will have their chorus perform in the Carol's on the Square, they will be participating in the Trick or Treat, and they will be participating in the Dallas Parade. Starting in October, there will be recognition for the student of the month for each grade during the citizens recognition section of each meeting to show support of the school and the students. The Walk to School Event for the student will be on October 2nd. There are open invitations for guest readers to read a book with the students in January and February.
- Veteran's Day Event will be scheduled for November 12th for 10 am start time.
- Ray's Septic is only allowed to dump into the Town's system when they pump out the Town's lift station, nothing else. This was to address concerns from the Board about when and why Ray's Septic is dumping in the Town's system.
- Go Fest will be held in Gastonia on Thursday, September 26th. Staff member Ms. Faro will be representing Dallas and she encouraged the Board Member to come out. Each Municipality will speak about another Municipality in an effort to show businesses what Gaston County has to offer throughout the county. Food vendors and more will be available.

Closed Session

Alderman Withers made a motion to go into Closed Session to discuss instructing the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition or real property by purchase, option, exchange, or lease as provided for in G.S. §143.318.11., seconded by Alderman Cearley, and carried unanimously. (7:27)

Alderman Cearley made a motion to exit the Closed Session, seconded by Alderwoman Morrow, and carried unanimously. (7:39)

No Action was taken.

Alderman Withers made a motion to adjourn, seconded by Alderman Cearley, and carried unanimously. **(7:40)**



Rick Coleman, Mayor



Da'Sha Leach, Town Clerk



§ 95.05 MONUMENTS, MARKERS AND MEMORIAL ORNAMENTATION.**CURRENT**

(A) Above-ground, vertical-face-etched headstones shall be referred to as "monuments". Flush-to-ground, horizontal-top-face-etched headstones shall be referred to as "markers". Monuments are only allowed on "family plots", which shall comprise or more contiguous, family-related and owned individual lots. Then, only one central monument is allowed on the family plot.

PROPOSED

(A) Above-ground, vertical-face-etched headstones shall be referred to as "monuments". Flush-to-ground, horizontal-top-face-etched headstones shall be referred to as "markers". Monuments are only allowed on "family plots", which shall comprise of more contiguous, family-related and owned individual lots. ~~Then, only one central monument is allowed on the family plot.~~

Gaston County Cemetery Ordinances

Dallas

Monuments are only allowed on "family plots", which shall comprise of more contiguous, family-related and owned individual lots. Then, only one central monument is allowed on the family plot. Monuments shall be a minimum 24 inches in height, not including the base; 24 inches in width; and six inches thick. Monuments shall not exceed 24 sq. ft. in face area, nor exceed a width greater than 72 inches. Markers are allowed on any individual lot but are to be laid flush with the ground and shall not exceed two feet in length and one foot in width. If part of a family plot, markers shall be placed at the end of the lot farthest from the central monument.

Belmont

One above-ground headstone or grave marker may be installed per plot. No other monumental work, tombstone, marker, vault, fence, memorial, mound or other objects of any kind protruding above the surface of the ground may be erected, nor may any hedge, plants, tree or flowers be planted on the property. One foot marker, which must be installed flush with the ground, may be installed per grave.

Bessemer City

Only one upright monument will be permitted on a family burial lot, nor shall it be less than three feet height nor more than $\frac{2}{3}$ width of the lot in height (but not exceeding eight feet in height), and shall be of granite or marble. No monument shall cover more than 7% of the ground space of the lot. All stone and marble work for monuments, headstones, and the like, must be accepted by the Director as being in conformity with these rules before being taken into the cemetery.

Cherryville

No monument or marker guidelines.

Gastonia

No more than one family monument on any lot. No person may erect or install any monument within a city cemetery except under the supervision and direction of the administrator, who shall ensure that all monuments are located, constructed, and properly placed on foundations to ensure and preserve the dignity of the cemetery and to minimize maintenance costs.

Mount Holly

No monument or marker guidelines. No person shall erect any monument, headstone, tombstone, or other fixture, requiring a base to rest on, without first building a solid foundation of crushed rock or bricks and good cement. The depth and size of such foundation shall be determined by the director.

EXHIBIT B

TYPE	Property Address	Description	Violation 2	Status	
1	MINIMUM HOUSING	117 W fields	150.63 (A) Every abandoned structure within the town shall be deemed in violation when the structure constitutes a hazard to health, safety or welfare due to insects or rodents; fire hazards; dangerous conditions; and/or use by vagrants.	In Progress- ALMOST COMPLETE	
2	MINIMUM HOUSING	512 E Robinson	150.63 (A) Every abandoned structure within the town shall be deemed in violation when the structure constitutes a hazard to health, safety or welfare due to insects or rodents; fire hazards; dangerous conditions; and/or use by vagrants.	In Progress- BOARDED BUT STILL VACANT, TO BE SOLD BY DECEMBER	
3	MINIMUM HOUSING	607 W Main St	150.63 (A) Every abandoned structure within the town shall be deemed in violation when the structure constitutes a hazard to health, safety or welfare due to insects or rodents; fire hazards; dangerous conditions; and/or use by vagrants.	In Progress- COORDINATING WITH CHURCH, FD CAN BURN FOR FREE	
4	MINIMUM HOUSING	522 E Carpenter St	150.43 (A) Certificate of compliance. No person shall occupy or allow another to occupy, or hold out for intended use for human habitation any building, dwelling unit or rooming unit designed or intended to be used for the purpose of human habitation which does not comply with the standards of this Code and for which a valid certificate of compliance has not been issued.	In Progress- OCCUPIED WITHOUT ACCESS TO UTILITIES	
5	MINIMUM HOUSING	406 starr	150.63 (A) Every abandoned structure within the town shall be deemed in violation when the structure constitutes a hazard to health, safety or welfare due to insects or rodents; fire hazards; dangerous conditions; and/or use by vagrants.	In Progress- ORDINANCE TO DEMOLISH ADOPTED	
6	MINIMUM HOUSING	519 e thornburg	150.63 (A) Every abandoned structure within the town shall be deemed in violation when the structure constitutes a hazard to health, safety or welfare due to insects or rodents; fire hazards; dangerous conditions; and/or use by vagrants.	In Progress- ORDINANCE TO DEMOLISH ADOPTED, TO BE BURNED IN SEPTEMBER	
7	MINIMUM HOUSING	514 E Robinson St	150.43 (C) (3) All fixtures, receptacles, equipment and wiring should be maintained in a state of good repair, safe, capable of being used and installed in accordance with the electric code adopted by the town.	150.43 (F) (1) Every foundation wall, exterior wall and exterior roof shall be substantially weather-tight, water-tight and rodent-proof; Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.	In Progress- OWNER GOT PERMITS FOR REMODEL
8	MINIMUM HOUSING	506 N Hill St	150.43 (F) (1) Every foundation wall, exterior wall and exterior roof shall be substantially weather-tight, water-tight and rodent-proof; Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.	150.43 (D) Minimum standards for heating. Every building, dwelling unit and rooming unit shall have facilities for providing heat so as to heat each dwelling unit with minimum temperature of 70°F measured at a point three feet above the floor during ordinary minimum winter conditions, and shall be installed in accordance with the Building Code adopted by the town and shall be maintained in a safe and good working condition.	In Progress- PERMITS OBTAINED, OWNER GIVEN UNTIL AUGUST TO COMPLETE REPAIRS (EXTENSION REQUESTED- GRANTED DUE TO PROGRESS)
9	MINIMUM HOUSING	308 dallas stanley	150.43 (F) (1) Every foundation wall, exterior wall and exterior roof shall be substantially weather-tight, water-tight and rodent-proof; Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.		Investigated- not yet started
10	MINIMUM HOUSING	311 N COLLEGE	150.43 (F) (1) Every foundation wall, exterior wall and exterior roof shall be substantially weather-tight, water-tight and rodent-proof; Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.	150.22 (A)- Zoning permit required. No alteration, remodeling, repair, enclosure, or construction of any building or structure (including fences) shall take place until an application and plans are submitted for review and approval in the form of a zoning permit by the town's Development Services Director.	Investigated- not yet started
11	MINIMUM HOUSING	312 S Holland	150.43 (A) Certificate of compliance. No person shall occupy or allow another to occupy, or hold out for intended use for human habitation any building, dwelling unit or rooming unit designed or intended to be used for the purpose of human habitation which does not comply with the standards of this Code and for which a valid certificate of compliance has not been issued.		Investigated- not yet started
12	MINIMUM HOUSING	511 E PEACHTREE	ABANDONED STRUCTURE- BOARDED		Investigated- not yet started
13	MINIMUM HOUSING	517 E PEACHTREE	ABANDONED STRUCTURE- BOARDED		Investigated- not yet started

14	MINIMUM HOUSING	427 S College St	150.43 (C) (3) All fixtures, receptacles, equipment and wiring should be maintained in a state of good repair, safe, capable of being used and installed in accordance with the electric code adopted by the town.	150.43 (D) Minimum standards for heating. Every building, dwelling unit and rooming unit shall have facilities for providing heat so as to heat each dwelling unit with minimum temperature of 70°F measured at a point three feet above the floor during ordinary minimum winter conditions, and shall be installed in accordance with the Building Code adopted by the town and shall be maintained in a safe and good working condition.	Investigated- not yet started
15	NUISANCE- CARS	302 Ingle	93.06 (B) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of public or private property. Single, permitted junked motor vehicle must strictly comply with the location and concealment requirements by this section.		In Progress- Violation sent
16	NUISANCE- CARS	2009 Red Leaf Ct	93.06 (B) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of public or private property. Single, permitted junked motor vehicle must strictly comply with the location and concealment requirements by this section. One junked motor vehicle, in its entirety, can be located in the rear yard if the junked motor vehicle is entirely concealed from public view from a public street and from abutting premises by an acceptable covering.		Investigated- not yet started
17	NUISANCE- CARS	308 W Main St	93.06 (B) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of public or private property. Single, permitted junked motor vehicle must strictly comply with the location and concealment requirements by this section.		Investigated- not yet started
18	NUISANCE- CARS	311 S HOLLAND ST	93.06 (B) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of public or private property. Single, permitted junked motor vehicle must strictly comply with the location and concealment requirements by this section. One junked motor vehicle, in its entirety, can be located in the rear yard if the junked motor vehicle is entirely concealed from public view from a public street and from abutting premises by an acceptable covering.		Investigated- not yet started
19	NUISANCE- CARS	502 N HILL ST	93.06 (B) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of public or private property. Single, permitted junked motor vehicle must strictly comply with the location and concealment requirements by this section. One junked motor vehicle, in its entirety, can be located in the rear yard if the junked motor vehicle is entirely concealed from public view from a public street and from abutting premises by an acceptable covering.		Investigated- not yet started
20	NUISANCE- CARS	608 NORTH ST	93.06 (B) It shall be unlawful to have more than one junked motor vehicle, as defined herein, on the premises of public or private property. Single, permitted junked motor vehicle must strictly comply with the location and concealment requirements by this section. One junked motor vehicle, in its entirety, can be located in the rear yard if the junked motor vehicle is entirely concealed from public view from a public street and from abutting premises by an acceptable covering.		Investigated- not yet started
21	NUISANCE- GENERAL	502 N Poplar	camper and junk		Investigated- not yet started
22	NUISANCE- HEALTH	300 W CHURCH ST	92.01 (A) 1- Noxious weeds and other rank vegetation; any growth of weeds or grass or other vegetation to a height greater than 12 inches; or any accumulation of dead weeds, grass or brush		Investigated- not yet started

23	NUISANCE- HEALTH	414 S Maple St	92.01 (A) 1- Noxious weeds and other rank vegetation; any growth of weeds or grass or other vegetation to a height greater than 12 inches; or any accumulation of dead weeds, grass or brush	92.01 (A) 4- Accessory building or structure that has become so dilapidated or deteriorated so as to constitute a public nuisance	Investigated- IN PROGRESS
24	NUISANCE- HEALTH	307 S HOLLAND ST	92.01 (A) 1- Noxious weeds and other rank vegetation; any growth of weeds or grass or other vegetation to a height greater than 12 inches; or any accumulation of dead weeds, grass or brush	BLOCKED VISIBILITY	Investigated- not yet started
25	NUISANCE- HEALTH MINIMUM HOUSING	308 S HOLLAND ST	92.01 (A) 1- Noxious weeds and other rank vegetation; any growth of weeds or grass or other vegetation to a height greater than 12 inches; or any accumulation of dead weeds, grass or brush	150.43 (A) Certificate of compliance. No person shall occupy or allow another to occupy, or hold out for intended use for human habitation any building, dwelling unit or rooming unit designed or intended to be used for the purpose of human habitation which does not comply with the standards of this Code and for which a valid certificate of compliance has not been issued.	Investigated- not yet started
26	NUISANCE- HEALTH	321 S HOLLAND ST	92.01 (A) 5-All fences , retaining walls or similar structures that are not firmly anchored to the ground, maintained in good structural condition and free of deterioration. Deteriorated features shall be repaired, replaced or completely removed. Grass, weeds and other vegetation around the fences shall be maintained in compliance with division (A)(1).	BLOCKED VISIBILITY	Investigated- not yet started
27	NUISANCE- HEALTH	403 MONARCH	92.05(C) Persons who cut or trim trees for hire shall, within ten days after the completion of a particular job, remove all tree trimmings and other remaining refuse from the premises upon which the job was performed, and disposed of the same at a landfill or other similar place of disposal.		Investigated- not yet started
28	NUISANCE- HEALTH	611 LEWIS ST	92.01 (A) 1- Noxious weeds and other rank vegetation; any growth of weeds or grass or other vegetation to a height greater than 12 inches; or any accumulation of dead weeds, grass or brush		Investigated- not yet started
29	NUISANCE- HEALTH	510 N Poplar	92.01 (A) 4- Accessory building or structure that has become so dilapidated or deteriorated so as to constitute a public nuisance		Investigated- not yet started
30	NUISANCE- HEALTH ZONING	202 W GIBBS ST	153.016 (E) Maintenance required. All fences and walls shall be kept in good repair, with construction, maintenance, replacement and reconstruction occurring as needed. A fence will be considered dilapidated when, by reason of inadequate maintenance, obsolescence or abandonment, it is deteriorated or decayed, or has bent or broken supports and panels and no longer adequately serves the purpose for which it was originally intended. If vegetative screening is included with the fence/wall, vegetation and shrubs must be trimmed and maintained.	92.01 (A) 5-All fences , retaining walls or similar structures that are not firmly anchored to the ground, maintained in good structural condition and free of deterioration. Deteriorated features shall be repaired, replaced or completely removed. Grass, weeds and other vegetation around the fences shall be maintained in compliance with division (A)(1).	In Progress
31	NUISANCE-GENERAL	103 E Church St	91.05 (A) The use of carports, open porches, decks, open garages and other outdoor areas that are visible to streets or other public areas as a storage or collection place for boxes, appliances, furniture (but not including typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, cardboard containers		In Progress

32	NUISANCE-GENERAL	305 N Davis	91.10 (A) The use of carports, open porches, decks, open garages and other outdoor areas that are visible to streets or other public areas as a storage or collection place for boxes, appliances, furniture (but not including typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, cardboard containers, household goods or any similar condition that increases the likelihood of a fire; may conceal dangerous conditions, may be a breeding place or habitat for mice, rats or other pests; or create an unattractive condition or visually blighted property		Investigated- not yet started
33	NUISANCE-GENERAL	506 E Poplar	91.10 (A) The use of carports, open porches, decks, open garages and other outdoor areas that are visible to streets or other public areas as a storage or collection place for boxes, appliances, furniture (but not including typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, cardboard containers, household goods or any similar condition that increases the likelihood of a fire; may conceal dangerous conditions, may be a breeding place or habitat for mice, rats or other pests; or create an unattractive condition or visually blighted property	92.01 (A) 3- Accumulation of rubbish, trash or junk causing or threatening to cause a fire hazard, or causing or threatening to cause accumulation of stagnant water or the inhabitation thereof by rats, mice, snakes or noxious insects.	Investigated- not yet started
34	NUISANCE-GENERAL NUISANCE- HEALTH	410 N COLLEGE ST	91.10 (A) The use of carports, open porches, decks, open garages and other outdoor areas that are visible to streets or other public areas as a storage or collection place for boxes, appliances, furniture (but not including typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, cardboard containers, household goods or any similar condition that increases the likelihood of a fire; may conceal dangerous conditions, may be a breeding place or habitat for mice, rats or other pests; or create an unattractive condition or visually blighted property	92.01 (A) 3- Accumulation of rubbish, trash or junk causing or threatening to cause a fire hazard, or causing or threatening to cause accumulation of stagnant water or the inhabitation thereof by rats, mice, snakes or noxious insects.	In Progress- active Notice of Violation
35	NUISANCE-GENERAL NUISANCE- HEALTH	301 Lay St	91.09 (A) The use of carports, open porches, decks, open garages and other outdoor areas that are visible to streets or other public areas as a storage or collection place for boxes, appliances, furniture (but not including typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, cardboard containers, household goods or any similar condition that increases the likelihood of a fire; may conceal dangerous conditions, may be a breeding place or habitat for mice, rats or other pests; or create an unattractive condition or visually blighted property	92.01 (A) 3- Accumulation of rubbish, trash or junk causing or threatening to cause a fire hazard, or causing or threatening to cause accumulation of stagnant water or the inhabitation thereof by rats, mice, snakes or noxious insects.	In Progress- active Notice of Violation
36	ZONING	610 BROOKGREEN	91.10 (A) The use of carports, open porches, decks, open garages and other outdoor areas that are visible to streets or other public areas as a storage or collection place for boxes, appliances, furniture (but not including typical outdoor or yard furniture), tools, equipment, junk, garbage, old, worn out, broken or discarded machinery and equipment, cans, containers, cardboard containers, household goods or any similar condition that increases the likelihood of a fire; may conceal dangerous conditions, may be a breeding place or habitat for mice, rats or other pests; or create an unattractive condition or visually blighted property	153.009 (B) (1) No accessory structure for which this section is applicable shall be constructed or placed on a lot without prior issuance of a zoning permit issued by the Development Services Director. No permit will be issued for accessory structures on lots without a principal structure present.	In Progress- COURT ACTION NEEDED
37	ZONING	507 E Poplar	old trailer- occupied? Dilapidated		Investigated- not yet started
38	ZONING	601 SUMMEY FARM	90.02(2) The area wherein the hive(s) are located shall be screened from view by either an opaque ("non see-through") fence of at least four feet in height, and/or an equivalent screening of vegetation. If a vegetative screen is used, such vegetation shall be installed at a minimal height of four feet upon planting. In no case shall a hive be visible from a public street or sidewalk.		Investigated- not yet started
39	PUBLIC WORKS ZONING	612 E TRADE ST	51.04 (A) Every site upon which one or more dumpsters are to be placed shall be located and constructed so as to facilitate collection and minimize any harmful effect on persons occupying the development site, neighboring properties or public rights-of-way.	51.04 (B) (1) All dumpsters shall be screened where, in the absence of screening, they would be clearly visible at dumpster level to Persons located within any dwelling unit on residential property other than that where the dumpster is located	Investigated- not yet started

40

ZONING	112 N SUMMEY ST	§ 153.003 (A) No building or land shall be used or occupied and no building or part thereof shall be erected, moved or altered except in conformity with the regulations herein for the zone in which it is located. Use: Commercial/vehicle storage lot in an R-8	§ 153.060 The outdoor storage of any motor vehicles or used appliances shall be screened from the public street and from any adjoining lots by a chain link fence at least five feet in height, and by a row of hedge or other natural planting of comparable opacity.	Investigated- not yet started
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CODE ENFORCEMENT OFFICER – PART-TIME

General Statement of Duties

Performs responsible work in the enforcement of zoning and other Town ordinances.

Distinguishing Features of the Class

An employee in this class is responsible for carrying out a consistent program of enforcement of various Town codes within the Town limits, and the ETJ where appropriate. The employee responds to and investigates issues concerning zoning or public nuisance-types, as well as following up on potential problems discovered during regular patrolling of the community. Initiative and collaborative conflict resolution is required in ensuring property owners, residents, and business owners comply with regulations. Duties are performed under the supervision of the Development Services Director and are evaluated through observation, reports, and feedback from the public.

Duties and Responsibilities

Essential Duties and Tasks

Tracks and responds to complaints regarding zoning, nuisance, or minimum housing violations.

Conducts code enforcement operations within the Town to identify and address zoning, nuisance, and minimum housing code violations.

Interprets the Town's ordinances and regulations to individuals.

Conducts the necessary research into various matters and coordinates activities with other departments, as applicable.

Issues violations, notices, warnings, and citations.

Coordinates abatement actions as needed and verifies work is complete.

Creates and processes invoices and/or liens related to code enforcement activities.

Serves as a Town Representative at Town Board meetings and/or court proceedings as needed

Removes illegal signs from rights-of-way.

Works with other Town employees, including those within the Police Department and Fire Department, to further identify problem/blighted areas and affect a complete enforcement strategy.

Assists in the development of new policies, procedures, and ordinances as needed.

Additional Job Duties

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Skills to operate equipment/software/photography devices, typically used within an enforcement environment; including Microsoft Office applications, enforcement/planning software programs, personal computers, tablets, fax machines, and phone systems.

Ability to learn and apply aspects of federal, state, and local laws, regulations, policies, procedures, and standards pertinent to assigned areas of responsibility.

Ability to interpret codes and ordinances and their application to specific situations.

Ability to develop legal citations and warnings.

Ability to prioritize, manage, and organize a variety of enforcement activities.

Ability to work collaboratively to resolve problems and to enforce regulations tactfully and firmly in a consistent manner.

Ability to express ideas effectively in oral and written forms.

Ability to conduct themselves in a professional manner, regardless of the situation.

Ability to establish and maintain effective working relationships with Town and State officials, developers, property owners and the general public.

Ability to perform varied assignments under appropriate degrees of supervision.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, reaching, standing, walking, climbing stairs, pulling, pushing, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess visual acuity to perform reviews, field inspections; prepare and analyze data and statistics, operate a computer and do extensive reading.

Desirable Education and Experience

Requires graduation from High School and two years of experience in inspections or enforcement; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Special Requirements

Possession of a valid North Carolina driver's license.

Town of Dallas
Budget Amendment

Date: September 10, 2019

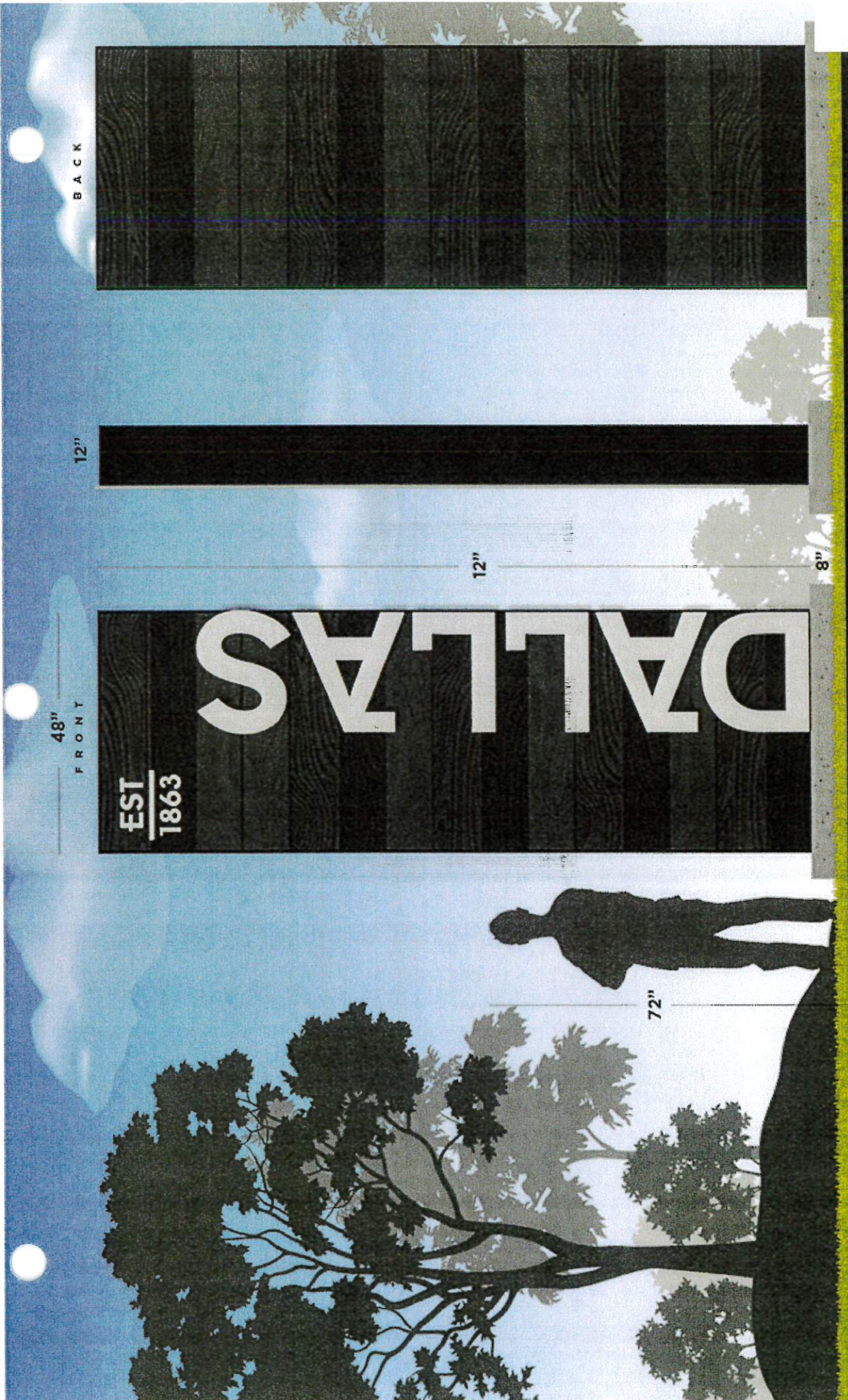
Action: Community Development

Purpose: To Appropriate Funds for Part-Time Code Enforcement Officer

Number: CD-001

Fund	Dept	Line Item	Item Description	Original Amount	Amended Amount	Difference
10	3999	0000	Fund Balance Appropriated	\$224,049	\$243,411	\$19,362
10	4110	0200	Salaries	\$62,101	\$77,301	\$15,200
10	4110	0250	FICA	\$3,900	\$4,842	\$942
10	4110	0251	Medicare	\$913	\$1,133	\$220
10	4110	3400	Equipment	\$120	\$1,920	\$1,800
10	4110	3500	Furnishings	\$0	\$1,200	\$1,200

Approval Signature
(Town Manager)



BACK

12"

48"
FRONT

12"

8"

72"

EST
1863

DALLAS

1" THICK GRAY STAINED WOOD PANELS
 ALUMINUM BREAKAWAY FRAME
 8" H CONCRETE SUPPORT STANCHIONS
 .25" CNC ROUTED LETTERS | PAINTED- DOVE GRAY

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 INCEPTION™**

ESTIMATE



261 TREY TRAIL, LINCOLNTON NC 28092
 980.333.1047
 ASHLEE@VISUAL-INCEPTION.COM

City of Dallas
 Bill Trudnak
 700 E. Ferguson Street
 Dallas, NC 28034

Date	Estimate #
3/21/19	1308

Item	Description	Qty	Rate	Total
SIGNAGE	CITY OF DALLAS HWY 321 MONUMENT SIGN: 12'h X 4'w metal frame, powdercoated black with chared stained hardwood panels + custom routed 1.5" H DU painted letters, Sign bolted to a 6' X 4' X 4' concrete rebar slab	2	9,298.00	18,596.00T
SHIPPING & HANDLING		2	300.00	600.00
INSTALLATION-LOCATION		2	1,600.00	3,200.00T
	***Please see attached blue print for sign specifications - We need 60% deposit to start sign production			
NOTE; PERMITS NOT INCLUDED			Subtotal	\$22,396.00
			Sales Tax (7.0%)	\$1,525.72
			Total	\$23,921.72

UTILITY BILLING TIMETABLE

- Utility bills are mailed out the last business day of each month. When billed, usage could be for two months prior based on the reading cycles. Example – Bill received the first of October could be for usage during the month of August.
- Bills paid after 5:00 pm on the 15th of the month are considered late and are assessed a \$6.00 late fee. NOTE – If the 15th falls on a weekend, the date is moved to the first business day after that weekend. All accounts not paid by this date are mailed a 2nd/Reminder Notice, which includes the \$6.00 late fee. This fee may be rolled over to the next month's bill and will not subject the account to cut off.
- Bills not paid by 5:00 pm on the 24th of the month are assessed a \$30.00 service charge/cut-off fee, placed on the cut-off list, and are subject to disconnection. Disconnection is scheduled for the 25th of each month. If the 25th falls on a weekend or holiday, then accounts will be cut off the next business day.
- If an account is paid prior to being physically cut off, the \$30.00 service charge can be rolled over to the next month's bill. BUT, if an account is physically cut off then the account must be paid in full (including all fees and charges) prior to being reconnected.

OTHER BILLING AND CUT OFF INFORMATION

- ◆ Two extensions are allowed in any rolling twelve-month period. The Account Holder must sign an extension request by 5:00 pm on the last business prior to the 25th that will allow an additional 7 days after cut off to pay the account, including the service charge.
- ◆ The Town has an Extreme Weather Policy that is taken into account before conducting a cut off.
- ◆ Accounts that are paid by 5:00 pm after being cut off are reconnected the same business day as the payment is received, even if the meter reader must stay after 5:00 pm to reconnect the account. It is not delayed until the next day, as long as the payment is received by 5:00 pm that business day. Staff also checks all online payments and both drop boxes before leaving for the day.
- ◆ There is currently no provision to add an additional fee to an account for after-hours turn on. When an after-hours turn on is authorized an employee is paid 2 hours of overtime pay for the call-in, plus there are costs to mobilizing the vehicle. The approximate total cost for an after-hours turn on is \$70 - \$75.