



Board of Aldermen Regular Meeting
Agenda Packet
October 12, 2021





AGENDA
Spencer Board of Aldermen
Regular Meeting
6:00 p.m.

DATE:
October 12, 2021

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. RECOGNITIONS
4. ADJUSTMENTS TO AND ADOPTION OF AGENDA
5. PUBLIC COMMENT This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen are required to provide their name, address, and topic to be addressed. The Board will only listen and not respond but may decide to place a topic on a future agenda. A speaker will be allowed 3 minutes to speak.)
6. CONSENT AGENDA (The Consent Agenda is the first order of business. Items listed are believed to be non-controversial and are administrative in nature. There will be no separate discussion of the items unless an Alderman requests or a citizen request and is granted permission to speak. The item(s) then will be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion).
 - a. APPROVAL OF MINUTES (Attachment 1):
 - August 5, 2021, Pre-Agenda Meeting Minutes
 - September 9, 2021, Pre-Agenda Meeting Minutes
 - September 14, 2021, Regular Meeting Minutes
 - b. Budget Amendment Ordinance 21-019- CSLRF (Attachment 5)
7. CONSIDER RECEIVING AN UPDATE FROM ROWAN EDC ON THE DUKE ENERGY SITE READINESS PROGRAM.
8. CONSIDER RECEIVING PRESENTATION FROM SNOW BENEFITS GROUP FOR GROUP INSURANCE RENEWAL FOR TOWN EMPLOYEES.
9. CONSIDER SETTING A PUBLIC HEARING ON A PROPOSED ORDINANCE TO AMEND CHAPTERS 70 AND 71 OF THE CODE OF ORDINANCES TO REGULATE UTILITY VEHICLES. – (ATTACHMENT 2)
10. DEPARTMENTAL REPORTS – (ATTACHMENT 3)
 - A. Planning
 - B. Code Enforcement
 - C. Police
 - D. Fire

- E. Public Works
- F. Finance
- G. Library

11. TOWN MANAGER REPORT – (ATTACHMENT 4)
12. CONSIDER RECEIVING AN UPDATE ON THE SALISBURY AVENUE CORRIDOR GRANT AND ADOPTING A RESOLUTION ESTABLISHING THE HOMETOWN INNOVATION GRANT. - (ATTACHMENT 6)
13. CONSIDER RECEIVING A STATUS UPDATE ON THE SPENCER COMMUNITY GARDEN PROJECT. – (ATTACHMENT 7)
14. CONSIDER SETTING A PUBLIC HEARING RELATIVE TO A PROPOSED ANNEXATION AGREEMENT WITH THE CITY OF LEXINGTON. - (ATTACHMENT 8)
15. CONSIDER APPROVING GROUP INSURANCE RENEWAL RATES FOR 2021-22. – (ATTACHMENT 9)
16. REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS
17. EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)
18. ADJOURNMENT



AGENDA
Spencer Board of Aldermen
Pre-Agenda Meeting
5:30 p.m.

DATE:
October 7, 2021

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS
2. INVOCATION & PLEDGE OF ALLEGIANCE
3. REVIEW OF OCTOBER 12, 2021, AGENDA

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. RECOGNITIONS

4. ADJUSTMENTS TO AND ADOPTION OF AGENDA

5. **PUBLIC COMMENT** *(This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen are required to provide their name, address, and topic to be addressed. The Board will only listen and not respond but may decide to place a topic on a future agenda. A speaker will be allowed 3 minutes to speak.)*

6. **CONSENT AGENDA** *(The Consent Agenda is the first order of business. Items listed are believed to be non-controversial and are administrative in nature. There will be no separate discussion of the items unless an Alderman requests or a citizen request and is granted permission to speak. The item(s) then will be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion).*

The attachment(s) for this item will be added after the pre-agenda meeting has been held.

7. APPROVAL OF MINUTES:

*August 5, 2021, Pre-Agenda Meeting Minutes
September 9, 2021, Pre-Agenda Meeting Minutes
September 14, 2021, Regular Meeting Minutes
(Attachment 1)*

8. CONSIDER RECEIVING AN UPDATE FROM ROWAN EDC ON THE DUKE ENERGY SITE READINESS PROGRAM.

9. CONSIDER SETTING A PUBLIC HEARING ON A PROPOSED ORDINANCE TO AMEND CHAPTERS 70 AND 71 OF THE CODE OF ORDINANCES TO REGULATE UTILITY VEHICLES - (Attachment 2)

10. DEPARTMENTAL REPORTS – (Attachment 3)

- a. Planning*
- b. Code Enforcement*
- c. Police*
- d. Fire*
- e. Public Works*
- f. Finance*
- g. Library*

11. TOWN MANAGER REPORT – (Attachment 4)

**12. CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 21-019-
(Attachment 5)**

**13. CONSIDER RECEIVING AN UPDATE ON THE SALISBURY AVENUE CORRIDOR
GRANT AND ADOPTING A RESOLUTION ESTABLISHING THE HOMETOWN
INNOVATION GRANT- (Attachment 6)**

**14. CONSIDER RECEIVING A STATUS UPDATE ON THE SPENCER COMMUNITY
GARDEN PROJECT -(Attachment 7)**

**15. CONSIDER SETTING A PUBLIC HEARING RELATIVE TO A PROPOSED
ANNEXATION AGREEMENT WITH THE CITY OF LEXINGTON - (Attachment 8)**

**16. CONSIDER APPROVING GROUP INSURANCE RENEWAL RATES FOR 2021-22
- (Attachment 9)**

17. REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS

18. EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)

19. ADJOURNMENT

- 4. EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)
- 5. ADJOURNMENT

MINUTES
Town of Spencer
Board of Aldermen
Pre-Agenda Meeting
August 5, 2021

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on August 5, 2021, at 5:31 p.m. to conduct a pre-agenda meeting.

Present were: Mayor Jonathan D. Williams
Mayor Pro Tempore Patti Secreast
Alderman Sharon Hovis
Alderman Steve Miller
Alderman Bob Bish
Alderman Patricia Sledge

Absent: Alderman Sam Morgan

Also present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, NC Fellow Student Skye Allan, Town Planner Kyle Harris, Special Projects Planner Joe Morris, Finance Officer Faith Wilson, Police Chief Michael James, Code Enforcement Officer James Osborne, Public Works Director Joel Taylor, Fire Chief Michael Lanning.

Mayor Williams called the meeting to order and led the *Pledge of Allegiance*, and offered the invocation.

Mayor Williams opened the floor for Town Manager Franzese to address items to add to the agenda; Franzese addressed the additions of CCAP 17th Street; a resolution/ recognition of Creek Week; and Spencer Events update. Franzese also introduced the board to NC Fellow Student Skye Allan she will be doing one year of service in Spencer through the program. Skye Allan is very excited to be with the Town of Spencer.

RECOGNITIONS

National Night Out Event; Local Government Federal Credit Union shred event; and a remembrance of Ron Turbyfill will be made at the regular meeting.

REVIEW OF AGENDA ITEMS

The board reviewed the August 10, 2021, draft agenda and took the following actions by consensus:

- Moved Agenda item *Minutes* to the Consent Agenda.
- Moved Agenda item Budget Amendments 21-014 and 21-015 to Consent Agenda.
- Moved Agenda item Rehab Grant to Consent Agenda.
- Moved Agenda item Notice of Liens for 5 properties to Consent Agenda.

CONSIDER UPDATE ON PAVEMENT CONDITION SURVEY RESULTS

Public Works Director Joel Taylor discussed the results of the pavement condition survey of the roads of Spencer. The listing of all the roads were returned in an excel spreadsheet format with a rating of 1 to

100. The worst roads were rated as 0 and gravel roads were rated the same, This is the fairest way to address the needs of the roads in the town.

CONSIDER APPOINTMENT OF JOSHUA JAMES TO HPC

Town Planner Kyle Harris addressed the board on the process of Joshua James's committee selection. There were two formal interviews held and the Chair and Town Planner are pleased with his qualifications and expertise Mr. James is excited and ready to join the committee. Alderman Bish questioned if the HPC was aware a new member had been selected. Mr. Harris explained the process as following: When an application is submitted for the committees it comes to the clerk who then passes the application along to the Town Planner who then reviews the application and interviews the applicant. Then the chair of the committee interviews the applicant, and the information is submitted to the board for the appointment with the recommendation of the chair of the committee. The Board of Aldermen are seeking clarification and a consistent process for the ensuring of equality to the committees. Preference for the process to resemble- application received, passed to Town Planner, Planner sets an interview with the applicant to meet with the chair and planner, if the chair would like to make a recommendation, an interview is set with the committee(s) for which the applicant is seeking seat. Appointment upon their favorable interview the recommendation is then sent to the Board of Aldermen for appointment of the applicant.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL PER NC G.S. 143-318.11(A)(6)

Alderwoman Hovis moved to adjourn to executive session for the purpose of discussion of personnel matters per NC General Statute 143-318.11 (a) (6). Alderman Bish seconded the motion which carried by a vote of 5-0. The regular meeting stood in recess at 6:43 p.m.

RECONVENE OPEN SESSION

Alderwoman Hovis moved to approve motion of reconvening open meeting. Alderwoman Sledge seconded the motion which carried by a vote of 5-0.

Mayor Williams reconvened the meeting at 07:40 p.m.

ADJOURNMENT

Mayor Pro Tempore Secreast moved to adjourn the meeting. Alderman Bish seconded the motion which carried by a vote of 5-0. The meeting was adjourned at 7:40 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

MINUTES
Town of Spencer
Board of Aldermen
Pre-Agenda Meeting
September 9, 2021

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on September 9, 2021, at 5:30 p.m. to conduct a pre-agenda meeting.

Present were: Aldерwoman Sharon Hovis
 Alderman Steve Miller
 Alderman Bob Bish
 Aldерwoman Patricia Sledge
 Alderman Sam Morgan

Digital Means: Mayor Jonathan D. Williams
 Mayor Pro Tempore Patti Secreast

Also present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Town Planner Kyle Harris, Special Projects Planner Joe Morris, Finance Officer Faith Wilson, Police Chief Michael James, Code Enforcement Officer James Osborne, Public Works Director Joel Taylor, Fire Chief Michael Lanning. Also NC Fellow Student Skye Allan, attended via digital means.

Aldерwoman Hovis called the meeting to order and led the *Pledge of Allegiance*. Alderman Steve Miller offered the invocation.

Aldерwoman Hovis opened the floor to Mayor Williams for the discussion of the agenda. Mayor Williams opened the floor for guest speaker Cindy Safrit to discuss designs for storm water drain.

RECOGNITIONS

REVIEW OF AGENDA ITEMS

The board reviewed the September 14, 2021, draft agenda and took the following actions by consensus:

- Moved Agenda item *Minutes* to the Consent Agenda, except for August 5th.
- Moved Agenda item Budget Amendments 21-017 and 21-018 to Consent Agenda.
- Moved Agenda item Liens for properties to Consent Agenda.
- Moved Agenda item Resolution 21-020 surplus property to Consent Agenda.
- Moved Agenda item Resolution 21-021 Ronnie Smith to Recognitions.
- Add draft agreement NCTM to agenda for Police Department.
- Add Resolution for Non-Discrimination for discussion.

CONSIDER UPDATE ON COMMUNITY CONSERVATION ASSISTANCE PROGRAM

Cindy Safrit presented along with Public Works Director Joel Taylor to discuss the updated plans for improving stormwater drainage along 17th Street. The presentation included the original project scope and a broader scope to include more areas along 17th Street. The original project scope would be

funded through the CCAP program, and the broader scope would require more investment from the Town of Spencer. The discussion covered levels of service, stormwater management and maintenance factors, and public engagement. The Board discussed a phased approach, to begin work in the CCAP/grant funded area and continue with a second phase in the additional areas of 17th Street. Staff and consultants will need to work to identify affected property owners for both phases. Town staff will first work to set a meeting with affected property owners in the CCAP phase one section. Based on the Board's level of service discussion, Cindy Safrit will provide a more accurate cost analysis for the second phase.

Action

Alderman Miller moved to proceed with the CCAP-funded portion of the project within the originally proposed area. Alderwoman Hovis seconded the motion which carried by a vote of 6-0.

Alderman Morgan moved to proceed with continuing overall design based on a 10-year/24-hour storm event level of service. Alderwoman Sledge seconded the motion which carried by a vote of 6-0.

EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF PERSONNEL PER NC G.S. 143-318.11(A)(6)

Alderman Bish moved to adjourn to executive session for the purpose of discussion of personnel matters per NC General Statute 143-318.11 (a) (6). Alderwoman Sledge seconded the motion which carried by a vote of 6-0. The regular meeting stood in recess at 7:16 p.m.

RECONVENE OPEN SESSION

Alderman Morgan moved to approve motion of reconvening open meeting. Alderman Bish seconded the motion which carried by a vote of 6-0.

Mayor Williams reconvened the meeting at 8:27 p.m.

ADJOURNMENT

Alderman Morgan moved to adjourn the meeting. Alderman Bish seconded the motion which carried by a vote of 6-0. The meeting was adjourned at 8:28 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

MINUTES
Town of Spencer
Board of Aldermen
Regular Meeting
September 14, 2021

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on September 14, 2021, at 6:00 p.m.

Present were:

- Mayor Jonathan D. Williams
- Mayor Pro Tempore Patti Secreast
- Alderman Bob Bish
- Alderwoman Sharon Hovis
- Alderman Steve Miller
- Alderman Sam Morgan
- Alderwoman Patricia Sledge

Also, present were: Town Manager Peter Franzese, Town Attorney Jay Dees, Town Clerk Stacy Craven, Town Planner Kyle Harris, Special Projects Planner Joe Morris, Finance Officer Faith Wilson, Police Chief Michael James, Code Enforcement Officer James Osborne, Fire Chief Michael Lanning, and Public Works Director Joel Taylor, and NC Fellow Student Skye Allan.

Mayor Williams called the meeting to order, led the *Pledge of Allegiance*, and Alderman Steve Miller offered the invocation.

RECOGNITIONS

Mayor Williams presented a plaque of acknowledgement to Ronnie Smith and the Friends of Rowan on the behalf of the Town of Spencer for his leadership, generosity, and efforts to create and establish the Yadkin River Trailhead.

Action

Alderman Morgan moved to adopt Resolution 21-021 in honor of Mr. Ronnie Smith. Mayor Pro Tempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

ADJUSTMENTS TO AND ADOPTION OF AGENDA

No adjustments needed.

Action

Alderwoman Sledge moved to adopt the agenda. Alderwoman Hovis seconded the motion which carried by a unanimous vote of 6-0.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment.

Ronnie Smith (Friends of Rowan) was present and thanked the board for their service to the community and for the plaque and honoring of his kind acts and enthusiasm. All are invited to the ice cream social on Thursday, September 30th at the Wilcox Bridge from 5:00p.m.-7:00 p.m.

Crystal McRae a liaison for North Rowan High School informed the Board of the school's willingness to assist in events as her role covers a multitude of services to help families and advocate for the success of their family. She is seeking that the Board continue to invest time and talent with NRHS.

David Doby addressed the Board to request more time to continue to clean up his property and also wanted to inform the Board that Code Enforcement Officer James Osborne has been very instrumental and knowledgeable in the process and was very nice to him. He is requesting that the Board continues to pray for David Smith.

Being no one else present for comments, public comment section was closed.

CONSENT AGENDA

Mayor Pro Tempore Secrest moved to approve the consent agenda as presented. Alderman Bish seconded the motion which carried by a unanimous vote of 6-0. Items approved were: (1) July 28, 2021, Emergency Meeting Minutes; (2) August 9, 2021, Public Hearing Minutes; (3) August 10, 2021, Regular Meeting Minutes; (4) Consider Resolution 21-020 to declare a 2004 Ford Crown Victoria as Surplus Property; (5) Consider Notice of Liens for Properties; (6) Budget Amendment Ordinance 21-017; (7) Budget Amendment Ordinance 21-018.

CONSIDER ADOPTING RESOLUTION 21-019 FOR YADKIN RIVER TRAILHEAD

Special Projects Planner Joe Morris updated the Board on the grant funding and phasing for Yadkin River Trailhead project. We could still have a funding gap at minimum of \$13,289.50 depending on grant awards and quotes submitted in our request for bids. This could be a six-month project with groundbreaking occurring February/March 2022 and completing the trail 2022.

Action

Alderman Morgan moved to adopt Resolution 21-019. Alderwoman Sledge seconded the motion which carried by a unanimous vote of 6-0.

DEPARTMENTAL REPORTS

Planning Department

Planning Director Kyle Harris gave the monthly Planning Department report.

Code Enforcement Department

Code Enforcement Officer James Osborne gave the monthly Code Enforcement report.

Police Department

Police Chief Michael James gave the monthly Police Department report; announcement made of Philip Brown, Jr. passed the State Exam and BLET, he is progressing toward becoming a sworn officer of the Town of Spencer.

Fire Department

Fire Chief Michael Lanning gave the Fire Department report; announced he plans to implement "Coffee with the Fire Chief" soon and a CPR training class and fire prevention week open house at the Fire Station.

Public Works Department

Public Works Director Joel Taylor gave the monthly Public Works Department report; updated Board of bus shelter and it should be done in three weeks at 5th Street & Salisbury Avenue. Fall Mulch Giveaway- October 2nd, residents should contact Town Hall if interested.

Finance Department

Finance Officer Faith Wilson gave the monthly Finance Department report; 53% tax collection and still using Bonnie Staffing; considering reconstructing the P/T office assistant position.

Library Report

Town Clerk Stacy Craven gave the monthly Library report.

TOWN MANAGER REPORT

Manager Franzese gave his monthly report; thanked all staff as employees have been out sick with COVID. We have received half of the ARP Funds and it has been booked in a restricted account in the amount of \$518,998.79. The 2020 census population for the Town of Spencer is 3,308 with 1.3% growth. The closing of the lot occurred on August 19th and there will be annual installments over the next 3 years. A local donor has committed \$100,000.00 to help the Town get started on its vision for a central park in the Park Plaza/new Town Hall parking lot. A current timeline of November 19th has been projected for the completion of the Town Hall/ Police Department construction. Plans are in the works to host an open house event as part of the December 3rd Winter Fest kickoff.

CONSIDER ADOPTING RESOLUTION AN ORDINANCE DECLARING A PUBLIC NUISANCE

Code Enforcement Officer James Osborne informed the Board he has made many attempts with speaking with Mr. Doby and notices were sent to both addresses to inform him of the process. He has only 50% cleaned in thirty days and maybe with cooler months to add a timeline for him to clean up the property. We need to ensure he does comply on his own without additional time frame and cost of town to clean up the property. Town Atty Jay Dees suggests the Board of Aldermen to adopt the ordinance declaring the property a nuisance and to give staff a deadline or amend the ordinance with a timeframe.

Action

Alderswoman Hovis moved to adopt ordinance declaring a nuisance. Alderman Morgan seconded the motion, which carried by a vote of 6-0.

Alderswoman Hovis moved to add timeframe of 30-day extension to the nuisance placard. Mayor Pro Tempore Secrest seconded the motion, which carried by a vote of 6-0.

CONSIDER AUTHORIZING TOWN MANAGER TO EXECUTE ON NCTM AGREEMENT

Alderman Bish voiced concern of the compensation for staff in the agreement. Manager Franzese and Chief James suggested that the amount in the contract was reasonable for the amount of service provided to the NCTM.

Action

Mayor Pro Tempore Secrest moved to approve the Town Manager to execute the contract on the behalf of the Town. Alderman Miller seconded the motion, which carried by a unanimous vote of 6-0.

CONSIDER A RESOLUTION TO ADOPT A NON-DISCRIMINATION ORDINANCE

Alderswoman Sledge briefed the Board on the ordinance.

Action

Alderman Bish moved to approve the non-discrimination ordinance. Alderman Hovis seconded the motion, which carried by a vote of 5-1.(Morgan-no; Hovis-yes; Sledge-yes; Miller-yes; Bish-yes; Secreast-yes).

CONSIDER A RESOLUTION AUTHORIZING COVID-19 SICK LEAVE

Town Manager Franzese briefed the Board on the policy script provided, with having vaccination proof tied to approval of leave and depending on doses of vaccination.

Action

Alderman Hovis moved to approve the Covid-19 sick leave policy. Mayor Pro Tempore Secreast seconded the motion, which carried by a unanimous vote of 6-0.

REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS

Mayor Pro Tempore Secreast:

- Reached out to the principals today via email to see how we can assist them. Would like to do a student of the quarter with a donated meal from Pinocchio's. Extends sympathy to families of shooting of 14-year-old.

Alderman Bish:

- No comments.

Alderman Sledge:

- Had contact with a realtor from Salisbury who owns property in Spencer and stated he wished he owned more in Spencer. Feels good about what we are doing and serving the people.

Alderman Miller:

- He had a call from a friend questioning all the development happening in Spencer. He has realtors begging to buy property and he's proud of all happening now.

Alderman Morgan:

- We've come a long ways and people are noticing it. Officer Brown coming on board will be great. New houses are being built and lots of people are losing family members due to Covid. Hope that God continues to give us wisdom and grace to lead us into the future.

Alderman Hovis:

- No comments.

Mayor Williams:

- Student recognitions if Board and Town can go to school and make presentations there instead. Participated in a Mayor's roundtable and he is very proud of what we've accomplished. Still achieving goals from 1 to 1 ½ years. Kudos to staff and appreciative of working with all.

ADJOURNMENT

Alderman Morgan moved to adjourn the regular meeting. Alderman Bish seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 9:17 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

DRAFT



SPENCER POLICE DEPARTMENT

Post Office Box 45 Spencer, NC 28159-0045

704.633.3574 Ofc.

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

AGENDA ITEM

Council Meeting Date: 10/12/2021

(Attach relevant documentation)

Agenda Item No: TBD	Police Department Monthly Report
Issue under Consideration:	Revised Golf Cart Ordinance to Include Utility vehicles
Current Status:	Pending Board Approval
Points to Consider:	Approval Would Allow NRHS, NCTM, Town of Spencer, and Residents to operate UTV's on Streets in Spencer
Financial Impact:	Cost of Permit Stickers May Increase Since More may Be Needed
Options:	Approve or Disapprove Ordinance
Recommendations:	Police Department remains neutral as this is a BOA Decision
Department:	Police Department

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____

Against: _____

Passes: _____

Fails: _____

AMENDED ORDINANCE
TO INCLUDE UTILITY VEHICLES
AUTHORIZED BY SL 2021-97

§ 70.01 DEFINITIONS.

For the purpose of this code, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

COMMERCIAL VEHICLE. Any motor vehicle or vehicle, as defined below, which displays a commercial license plate upon that vehicle, or to which the primary purpose or intent of operating the vehicle is to generate revenue to the operator of the vehicle.

(Ord. 00-03, passed 7-11-00)

GOLF CART. A vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 mph.

MODIFIED UTILITY VEHICLE. - A motor vehicle that (i) is manufactured for off-road use with equipment required by G.S. 20-121.1(2), except a vehicle identification number, and (ii) has four wheels, an engine displacement greater than 2,400 cubic centimeters, an overall length of 142 inches or greater, an overall width of 58 inches or greater, an overall height of 70 inches or greater, a maximum speed capability of 40 miles per hour or greater, and does not require an operator or passenger to straddle a seat. "Modified utility vehicle" does not include an all-terrain vehicle, golf cart, or utility vehicle, as defined in this section, or a riding lawn mower.

MOTOR VEHICLE or VEHICLE. Any machine designed or intended to travel over land by self-propulsion or while attached to any self-propelled vehicle.

(`94 Code, § 15-90)

OPERATE. To drive, or be in physical control of a golf cart that is moving or has its key inserted and in the on position.

OVERSIZED VEHICLE.

(1) Any machine designed or intended to travel over land by self-propulsion or while attached to any self-propelled vehicle that:

- (a) Has more than two axles or four tires; or
- (b) Is designated to carry more than 15 passengers, including the driver; or
- (c) Weighs more than 10,000 pounds with or without load; or
- (d) Requires hazardous materials placards; or
- (e) Measures more than 100 inches in width; or
- (f) Measures more than nine feet in height; or

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(g) Measures more than 22 feet in length.

(2) This definition includes, but is not limited to semi-trailers, tow trucks, buses, limousines, tractors, construction equipment, delivery vans, recreational vehicles, or similar vehicles.

RECREATIONAL VEHICLE. Any vehicle or portable structure which can be towed, hauled, or driven and is primarily designed as temporary living accommodations for recreational, camping, and travel use. A **RECREATIONAL VEHICLE** shall not be considered as a dwelling unit.

UTILITY VEHICLE. As defined in NCGS 20-4.01(48)(c), Utility Vehicle. - A motor vehicle that is (i) designed for off-road use and (ii) used for general maintenance, security, agricultural, or horticultural purposes. "Utility vehicle" does not include an all-terrain vehicle or golf cart, as defined in this section, or a riding lawn mower.

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(Am. Ord. 10-02, passed 3-9-10; Am. Ord. 16-14, passed 12-13-16)

§ 71.57 POLICY STATEMENT.

This section is adopted in the interest of public safety. Golf carts and Utility Vehicles as defined above in 70.01, together hereinafter "cart(s)", are not designed or manufactured to be used on public streets and roads, hereinafter "street(s)," and the town in no way advocates or endorses their operation on streets. The town, by regulating such operation, is merely addressing safety issues. This section is not to be relied upon as a determination that operation on streets is safe or advisable even if done in accordance with this section. All persons operating carts must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists, and pedestrians. All persons that operate or ride carts on streets inside the town do so at their own risk. The town shall have no liability under any theory of liability, for permitting carts to be operated on streets under legislative authority granted by the State of North Carolina, and pursuant to such legislative authority, such cart operation shall be in accordance with this section.

(Ord. 16-14, passed 12-13-16)

§ 71.58 RULES AND REGULATIONS.

Carts shall only be operated on streets within the municipal limits of the town in accordance with the following rules and regulations:

(A) Any person who operates a cart in the town assumes all liability associated with operating the cart.

(B) Any person who operates a cart must be at least 16 years of age and possess a valid driver's license required by the State of North Carolina for operation of a motor

vehicle. Cart operators must carry their driver's license on their person at all times while operating a cart on the streets in the corporate limits.

(C) Carts shall be driven on streets only from dawn to dusk, unless the cart is equipped with two lighted lamps, one on each side of the front of the cart, visible under normal atmospheric conditions from a distance of at least 300 feet to the front of such cart, and a red lamp on the rear, exhibiting a red light visible under like conditions from a distance of at least 200 feet to the rear of such cart. In lieu of the red lamp, the cart may alternatively be equipped at the rear with two red reflectors of a diameter of not less than three inches, which are designed, located and maintained so that each reflector is visible for at least 500 feet when approached by a motor vehicle displaying lawful undimmed headlights. For added safety a reflectorized triangle may be mounted on the rear of the golf cart but is not required. If the cart does not have electric signals, hand signals should be used by the operator.

(D) Carts shall only be driven on streets in the town with a posted speed limit of 35 miles per hour or less.

(E) Carts shall not be operated on or alongside any portion of Salisbury Avenue but may cross Salisbury Avenue after exercising extreme caution. Driving on Salisbury Avenue may be authorized by the Chief of Police for parades and special events.

(F) Any person who operates a cart on the streets in the town shall adhere to all applicable state laws concerning the possession and use of alcoholic beverages and illegal drugs, and all applicable state traffic laws.

(G) No cart shall be operated in a careless or reckless manner.

(H) Carts shall be operated to the right side of the travel lane unless making a left turn.

(I) The maximum occupancy of a cart traveling on streets shall be one person per bucket seat or two people per bench seat.

(J) Carts shall not be operated on any sidewalk in the town.

(K) Carts shall not be operated on the walking trails of the Stanback Forest.

(L) Carts shall not be operated on or across any public or private properties outside the street right of way without the permission of the property owner.

(M) Carts shall only park in handicapped parking spaces if the driver or at least one passenger has a valid handicap parking placard and such placard is properly displayed in the cart.

(N) No cart shall be operated at a speed greater than is reasonable and prudent for the existing conditions and in no instance at a speed greater than 20 miles per hour.

(O) All cart owners of cart's that operate on the streets within the town shall complete and submit a cart registration/inspection form. The completed forms will be maintained by the Spencer Police Department. All carts operated on the streets must have a valid permit sticker issued by the Police Department. No fee shall be charged for the yearly

registration of the golf cart. A sticker will be provided by the town indicating the golf cart has been inspected and approved for operation on the streets of Spencer. The Chief of Police or his designee retains the right to refuse to issue and/or revoke any permit sticker from any cart at any time for any reason that he feels is appropriate to ensure the safety and well-being of the citizens of the town or the motoring public.

(P) Each owner shall have proof of cart ownership, and must complete a waiver of liability, releasing the town, its employees, and officials from all liability that may arise as a result of operating a cart on streets inside the town. A current waiver of liability must be on file with the Spencer Police Department to operate on streets.

(Q) Lost or stolen permit/stickers are the responsibility of the owner. A police report must be filed in the event of a lost or stolen permit/sticker. The Chief of Police shall have discretion in determining whether a Permit/Sticker may be re-issued in this instance. If no record can be found of a previous application, or the receipt of a permit/sticker, the Chief of Police may direct the applicant to reapply, and pay \$5 for a replacement decal.

(R) Any person who operates a cart on the streets shall have liability insurance coverage in an amount sufficient to cover the risk involved in using the cart on the streets in accordance with requirements mandated by the laws of North Carolina. Proof of such insurance shall be in the possession of the operator of the cart while operating the cart and a copy shall be provided to the Police Department at the time of permitting.

(S) Any act constituting a violation of this section or failure to comply with any of its requirements shall subject the offender to criminal penalties as listed in § [10.99](#) of this code and/or a civil penalty of \$50 for the first offense and \$100 for each subsequent offense, plus any attorney fees incurred by the town.

(T) Offenders are also subject to charges on N. C. Uniform Citations and arrest. If the offenders fail to pay any civil penalty within ten days of its issuance or if there are repeat ordinance violations, the privileges and permit granted by this section may be revoked by the Spencer Police Department. Members of the Spencer Police Department that are designated by the Chief of Police are authorized to inspect golf carts prior to issuance of a permit.

(U) Carts used/owned by the town and operated for special events or official business shall be required to comply with this section.

(Ord. 16-14, passed 12-13-16)

AMENDED ORDINANCE
TO INCLUDE UTILITY VEHICLES
AUTHORIZED BY SL 2021-97,

§ 70.01 DEFINITIONS.

For the purpose of this code, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

COMMERCIAL VEHICLE. Any motor vehicle or vehicle, as defined below, which displays a commercial license plate upon that vehicle, or to which the primary purpose or intent of operating the vehicle is to generate revenue to the operator of the vehicle.

(Ord. 00-03, passed 7-11-00)

GOLF CART. A vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 mph.

MODIFIED UTILITY VEHICLE. - A motor vehicle that (i) is manufactured for off-road use with equipment required by G.S. 20-121.1(2), except a vehicle identification number, and (ii) has four wheels, an engine displacement greater than 2,400 cubic centimeters, an overall length of 142 inches or greater, an overall width of 58 inches or greater, an overall height of 70 inches or greater, a maximum speed capability of 40 miles per hour or greater, and does not require an operator or passenger to straddle a seat. "Modified utility vehicle" does not include an all-terrain vehicle, golf cart, or utility vehicle, as defined in this section, or a riding lawn mower.

MOTOR VEHICLE or VEHICLE. Any machine designed or intended to travel over land by self-propulsion or while attached to any self-propelled vehicle.

(`94 Code, § 15-90)

OPERATE. To drive, or be in physical control of a golf cart that is moving or has its key inserted and in the on position.

OVERSIZED VEHICLE.

(1) Any machine designed or intended to travel over land by self-propulsion or while attached to any self-propelled vehicle that:

- (a) Has more than two axles or four tires; or
- (b) Is designated to carry more than 15 passengers, including the driver; or
- (c) Weighs more than 10,000 pounds with or without load; or
- (d) Requires hazardous materials placards; or
- (e) Measures more than 100 inches in width; or
- (f) Measures more than nine feet in height; or

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(g) Measures more than 22 feet in length.

(2) This definition includes, but is not limited to semi-trailers, tow trucks, buses, limousines, tractors, construction equipment, delivery vans, recreational vehicles, or similar vehicles.

RECREATIONAL VEHICLE. Any vehicle or portable structure which can be towed, hauled, or driven and is primarily designed as temporary living accommodations for recreational, camping, and travel use. A **RECREATIONAL VEHICLE** shall not be considered as a dwelling unit.

UTILITY VEHICLE. As defined in NCGS 20-4.01(48)(c), Utility Vehicle. - A motor vehicle that is (i) designed for off-road use and (ii) used for general maintenance, security, agricultural, or horticultural purposes. "Utility vehicle" does not include an all-terrain vehicle or golf cart, as defined in this section, or a riding lawn mower.

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(Am. Ord. 10-02, passed 3-9-10; Am. Ord. 16-14, passed 12-13-16)

§ 71.57 POLICY STATEMENT.

This section is adopted in the interest of public safety. Golf carts and Utility Vehicles as defined above in 70.01, together hereinafter "cart(s)", are not designed or manufactured to be used on public streets and roads, hereinafter "street(s)," and the town in no way advocates or endorses their operation on streets. The town, by regulating such operation, is merely addressing safety issues. This section is not to be relied upon as a determination that operation on streets is safe or advisable even if done in accordance with this section. All persons operating carts must be observant of, and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists, and pedestrians. All persons that operate or ride carts on streets inside the town do so at their own risk. The town shall have no liability under any theory of liability, for permitting carts to be operated on streets under legislative authority granted by the State of North Carolina, and pursuant to such legislative authority, such cart operation shall be in accordance with this section.

(Ord. 16-14, passed 12-13-16)

§ 71.58 RULES AND REGULATIONS.

Carts shall only be operated on streets within the municipal limits of the town in accordance with the following rules and regulations:

(A) Any person who operates a cart in the town assumes all liability associated with operating the cart.

(B) Any person who operates a cart must be at least 16 years of age and possess a valid driver's license required by the State of North Carolina for operation of a motor

vehicle. Cart operators must carry their driver's license on their person at all times while operating a cart on the streets in the corporate limits.

(C) Carts shall be driven on streets only from dawn to dusk, unless the cart is equipped with two lighted lamps, one on each side of the front of the cart, visible under normal atmospheric conditions from a distance of at least 300 feet to the front of such cart, and a red lamp on the rear, exhibiting a red light visible under like conditions from a distance of at least 200 feet to the rear of such cart. In lieu of the red lamp, the cart may alternatively be equipped at the rear with two red reflectors of a diameter of not less than three inches, which are designed, located and maintained so that each reflector is visible for at least 500 feet when approached by a motor vehicle displaying lawful undimmed headlights. For added safety a reflectorized triangle may be mounted on the rear of the golf cart but is not required. If the cart does not have electric signals, hand signals should be used by the operator.

(D) Carts shall only be driven on streets in the town with a posted speed limit of 35 miles per hour or less.

(E) Carts shall not be operated on or alongside any portion of Salisbury Avenue but may cross Salisbury Avenue after exercising extreme caution. Driving on Salisbury Avenue may be authorized by the Chief of Police for parades and special events.

(F) Any person who operates a cart on the streets in the town shall adhere to all applicable state laws concerning the possession and use of alcoholic beverages and illegal drugs, and all applicable state traffic laws.

(G) No cart shall be operated in a careless or reckless manner.

(H) Carts shall be operated to the right side of the travel lane unless making a left turn.

(I) The maximum occupancy of a cart traveling on streets shall be one person per bucket seat or two people per bench seat.

(J) Carts shall not be operated on any sidewalk in the town.

(K) Carts shall not be operated on the walking trails of the Stanback Forest.

(L) Carts shall not be operated on or across any public or private properties outside the street right of way without the permission of the property owner.

(M) Carts shall only park in handicapped parking spaces if the driver or at least one passenger has a valid handicap parking placard and such placard is properly displayed in the cart.

(N) No cart shall be operated at a speed greater than is reasonable and prudent for the existing conditions and in no instance at a speed greater than 20 miles per hour.

(O) All cart owners of cart's that operate on the streets within the town shall complete and submit a cart registration/inspection form. The completed forms will be maintained by the Spencer Police Department. All carts operated on the streets must have a valid permit sticker issued by the Police Department. No fee shall be charged for the yearly

registration of the golf cart. A sticker will be provided by the town indicating the golf cart has been inspected and approved for operation on the streets of Spencer. The Chief of Police or his designee retains the right to refuse to issue and/or revoke any permit sticker from any cart at any time for any reason that he feels is appropriate to ensure the safety and well-being of the citizens of the town or the motoring public.

(P) Each owner shall have proof of cart ownership, and must complete a waiver of liability, releasing the town, its employees, and officials from all liability that may arise as a result of operating a cart on streets inside the town. A current waiver of liability must be on file with the Spencer Police Department to operate on streets.

(Q) Lost or stolen permit/stickers are the responsibility of the owner. A police report must be filed in the event of a lost or stolen permit/sticker. The Chief of Police shall have discretion in determining whether a Permit/Sticker may be re-issued in this instance. If no record can be found of a previous application, or the receipt of a permit/sticker, the Chief of Police may direct the applicant to reapply, and pay \$5 for a replacement decal.

(R) Any person who operates a cart on the streets shall have liability insurance coverage in an amount sufficient to cover the risk involved in using the cart on the streets in accordance with requirements mandated by the laws of North Carolina. Proof of such insurance shall be in the possession of the operator of the cart while operating the cart and a copy shall be provided to the Police Department at the time of permitting.

(S) Any act constituting a violation of this section or failure to comply with any of its requirements shall subject the offender to criminal penalties as listed in § [10.99](#) of this code and/or a civil penalty of \$50 for the first offense and \$100 for each subsequent offense, plus any attorney fees incurred by the town.

(T) Offenders are also subject to charges on N. C. Uniform Citations and arrest. If the offenders fail to pay any civil penalty within ten days of its issuance or if there are repeat ordinance violations, the privileges and permit granted by this section may be revoked by the Spencer Police Department. Members of the Spencer Police Department that are designated by the Chief of Police are authorized to inspect golf carts prior to issuance of a permit.

(U) Carts used/owned by the town and operated for special events or official business shall be required to comply with this section.

(Ord. 16-14, passed 12-13-16)



Rowan's Original Gateway.

LAND MANAGEMENT – PLANNING & ZONING

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Ext. 28 Ofc.

704.633.3837 Fax

Monthly Report – September 2021

This report provides a summary of all development, planning, and zoning-related activity occurring in the Town of Spencer in the month of September. The report describes the issuance of any zoning permits, event permits, subdivision permits, as well as the activities of the Planning & Zoning Board, Historic Preservation Commission, and Community Appearance Commission. For more information on any of the activities described, please contact the Planning & Zoning Administrator.

Permit Applications (Issued or Pending)

Date Approved	Permit #	Description	Street Address	Permit Type
8/26/21	Z-21-065	Permit for New Permanent Signage – Innospec	500 Hinkle Ln.	Zoning/Signage
9/10/21	Z-21-066	Zoning Permit for New Single-Family Residential	805 S. Carol. Ave.	Zoning
9/09/21	COA-21-020	Certificate of Appropriateness (Site Alteration)	308 N. Salis. Ave.	COA
Pending	COA-21-021	Certificate of Appropriateness (Rehabilitation)	749 4 th Street	COA
9/20/21	COA-21-022	Certificate of Appropriateness (New Fence)	200 S. Salis. Ave.	COA
9/13/21	COA-21-024	Certificate of Appropriateness (Tree Removal)	400 3 rd Street	COA
9/14/21	Z-21-067	Water/Sewer Compliance Permit	605 5 th Street	Water/Sewer
9/22/21	Z-21-068	Zoning Permit for Permanent Signage (Church)	318 8 th Street	Zoning/Signage
Pending	Z-21-069	Zoning Permit for Detached Accessory Structure	453 Steeple. Tr.	Zoning
Pending	Z-21-070	Zoning Permit for New Permanent Dumpster	300 N. Salis. Ave.	Zoning/COA
Pending	CZ-21-001	Rezoning from C-29 to VSR	200 S. Salis. Ave.	Rezoning

Respectfully Submitted,

Kyle Harris
Planning & Zoning Administrator



We're on the Right Track



CODE ENFORCEMENT

Post Office Box 45 Spencer, NC 28159-0045

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<http://www.ci.spencer.nc.us>

AGENDA ITEM

Council Meeting Date: 10/21/2021

(Attach relevant documentation)

Agenda Item No: TBD	Code Enforcement Monthly
Issue under Consideration:	
Current Status:	
Points to Consider:	
Financial Impact:	
Options:	
Recommendations:	
Department:	Police Department/Code Enforcement

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____

Against: _____

Passes: _____

Fails: _____



September Monthly Report

9/1/2021 - 9/27/2021

Case #	Violation Address	Violation Name	Main Status
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Group: JP - Junk Pile

202107097	307 N Yadkin Ave	JP - Junk Pile	Open
202107093	700 3rd St	JP - Junk Pile	Open

Group Total: 2

Group: JV - Junk Vehicle

202107084	1102 Charles St	JV - Junk Vehicle	Open

Group Total: 1

Group: MH - Minimum Housing 160.53

202107085	510 S Yadkin Ave	MH - Minimum Housing 160.53	Open
202107080	408 S Iredell Ave	MH - Minimum Housing 160.53	Open

Group Total: 2

Group: OL - Overgrowth Lot

202107099	912 N Salisbury Ave	OL - Overgrowth Lot	Voluntary Abatement
202107100	116 11th St	OL - Overgrowth Lot	Open
202107101	502 Pineview	OL - Overgrowth Lot	Voluntary Abatement
202107098	501 6th St	OL - Overgrowth Lot	Open
202107094	200 Gobbel St	OL - Overgrowth Lot	Voluntary Abatement
202107095	905 3rd St	OL - Overgrowth Lot	Voluntary Abatement
202107090	414 S Rowan Ave	OL - Overgrowth Lot	Voluntary Abatement
202107091	815 5th St	OL - Overgrowth Lot	Voluntary Abatement
202107092	906 3rd St	OL - Overgrowth Lot	Open
202107089	205 S Carolina Ave	OL - Overgrowth Lot	Voluntary Abatement
202107077	816 5th St	OL - Overgrowth Lot	Open
202107078	1300 Lee St	OL - Overgrowth Lot	Enforced Abatement
202107079	408 S Iredell Ave	OL - Overgrowth Lot	Enforced Abatement
202107081	1103 Charles St	OL - Overgrowth Lot	Voluntary Abatement
202107082	1105 Charles St	OL - Overgrowth Lot	Voluntary Abatement

202107083	1106 Charles St	OL - Overgrowth Lot	Voluntary Abatement
202107076	700 4th St	OL - Overgrowth Lot	Open
202107072	113 7th St	OL - Overgrowth Lot	Open
202107073	709 7th St	OL - Overgrowth Lot	Enforced Abatement
202107074	408 S Spencer Ave	OL - Overgrowth Lot	Voluntary Abatement
202107075	207 N. Yadkin Ave	OL - Overgrowth Lot	Enforced Abatement

Group Total: 21

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Total Records: 26

9/27/2021



Code Enforcement Office

MH - Minimum Housing / OL - Overgrown Lot / HD - Historic District/ JV - Junk Vehicle / JP - Junk Pile / AWG - Abandoned White Goods / AC - Animal Control / IP - Illegal Parking /AB - Abandoned Building / ZV - Zoning Violation / CM - Commercial Maintenance/ Open Red - Open Active Case / Abated Green - Case Closed & Cleared / Unfounded Blue - No Violation Found,

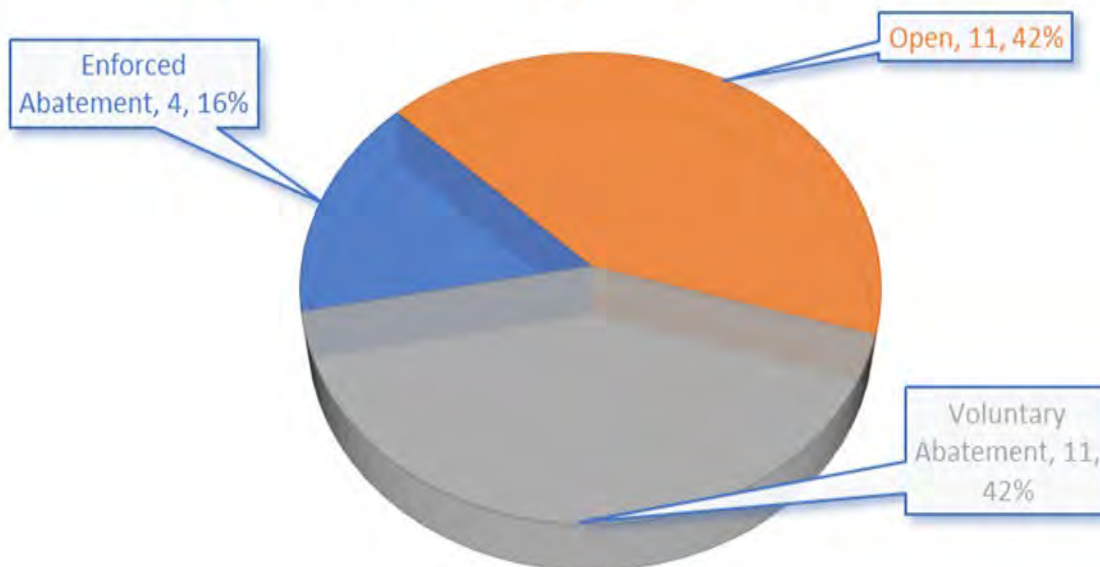
Monthly Report

September Highlights

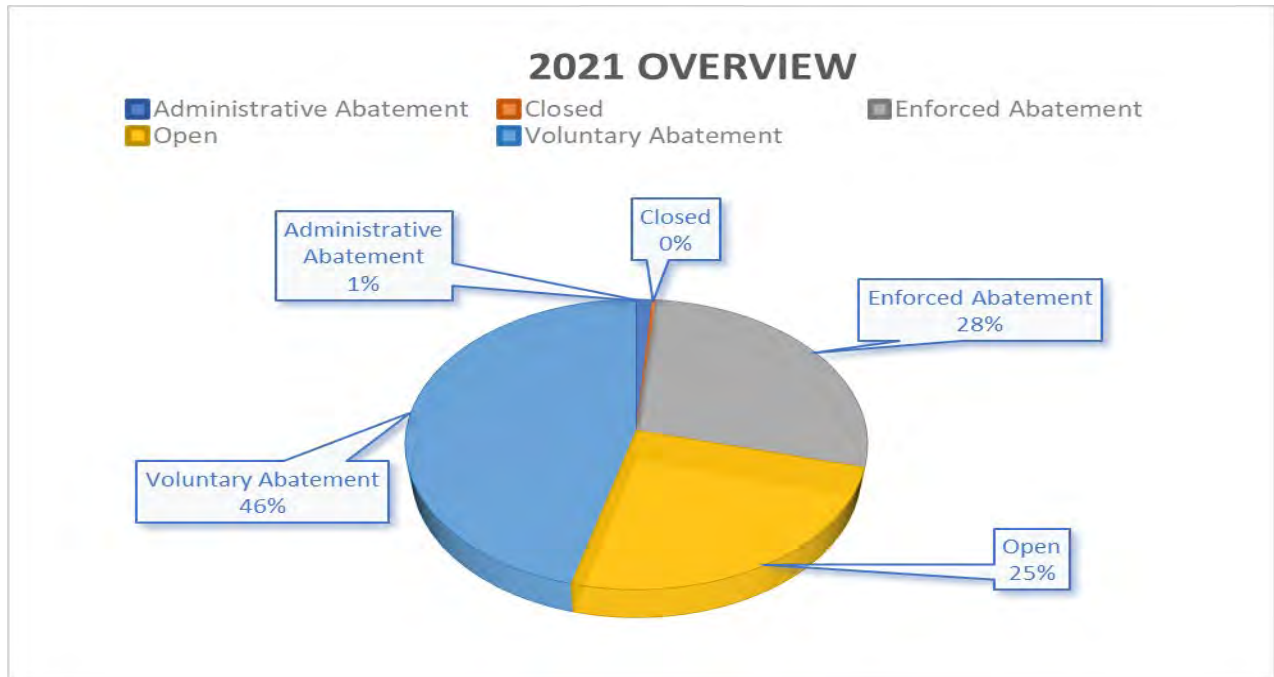
- August: 26 total Cases, 11 Open, 15 Abated
- Enforced Abatement: 4
- 2021 Total Cases: 383
- Notices of Violations Issued: 8
- Code Enforcement Citizen Portal developed, in final revisions

SEPTEMBER 2021 TOTAL: 26

■ Enforced Abatement ■ Open ■ Voluntary Abatement



Code Enforcement Office



2020 Open Cases

Case Number	Address	Violation	Status
202001014	403 S Rowan Ave	MH	OPEN
202001016	600 3rd St	MH	OPEN
202001017	409 S Rowan Ave	MH	OPEN
202001055	411 S Iredell	JP ©	OPEN
202002071	414 S Carolina	MH	OPEN
202008018	155 Lee St ©	JP	OPEN
202010017	502 S Carolina	JP	OPEN
202012010	115 Alexander St	AB	OPEN
202012011	504 1st St	MH	OPEN
202012012	116 11th St	MH	OPEN
202012014	155 Lee St	JP	OPEN

2019 Open Cases

Case Number	Address	Violation	Status
201906025	613 5th St (HD)	MH	OPEN
201909032	303 S Iredell (HD)	MH/OL	OPEN
201906004	119 N Salisbury Ave (HD)	MH	OPEN
201909034	509 S Iredell (HD)	MH/OL	OPEN



Year to Date Open Case Report

01/01/2021 - 09/27/2021

Case #	Violation Address	Violation Name	Main Status
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Group: CM - Commercial Maintenance

202105034	712 S Salisbury Ave	CM - Commercial Maintenance	Open
202105004	437 N. Salisbury Ave	CM - Commercial Maintenance	Open
202103026	1411 S Salisbury Ave	CM - Commercial Maintenance	Open
202103027	1216 S Salisbury Ave	CM - Commercial Maintenance	Open
202102013	127 5th St	CM - Commercial Maintenance	Open

Group Total: 5

Group: JP - Junk Pile

202107097	307 N Yadkin Ave	JP - Junk Pile	Open
202107093	700 3rd St	JP - Junk Pile	Open
202107058	611 3rd St	JP - Junk Pile	Open
202107032	611 4th St	JP - Junk Pile	Open
11	321 Grant St	JP - Junk Pile	Open
202107006	101 Sowers Ferry Rd	JP - Junk Pile	Open
202106022	401 N Salisbury Ave	JP - Junk Pile	Open
202105036	315 N Rowan Ave	JP - Junk Pile	Open
202104060	404 S Carolina Ave	JP - Junk Pile	Open
202104020	411 S Iredell Ave	JP - Junk Pile	Open

Group Total: 10

Group: JV - Junk Vehicle

202107084	1102 Charles St	JV - Junk Vehicle	Open
19	601 5th St	JV - Junk Vehicle	Open
202106061	515 7th St	JV - Junk Vehicle	Open
202106044	813 4th St	JV - Junk Vehicle	Open
202104003	511 4th St	JV - Junk Vehicle	Open

Group Total: 5

Group: MH - Minimum Housing 160.52

202107040	610 S. Carolina Ave	MH - Minimum Housing 160.52	Open
202107037	307 S Spencer Ave	MH - Minimum Housing 160.52	Open
12	902 N. Salisbury Ave	MH - Minimum Housing 160.52	Open
202107008	600 2nd St	MH - Minimum Housing 160.52	Open
202105006	1575 Long St	MH - Minimum Housing 160.52	Open
202103013	511 3rd St	MH - Minimum Housing 160.52	Open

Group Total: 6

Group: MH - Minimum Housing 160.53

202107085	510 S Yadkin Ave	MH - Minimum Housing 160.53	Open
202107080	408 S Iredell Ave	MH - Minimum Housing 160.53	Open
202107064	204 S. Iredell Ave	MH - Minimum Housing 160.53	Open
202107053	109 6th St	MH - Minimum Housing 160.53	Open
202107043	202 S Rowan Ave	MH - Minimum Housing 160.53	Open
202107041	603 7th St	MH - Minimum Housing 160.53	Open
202107039	608 S Yadkin Ave	MH - Minimum Housing 160.53	Open
202107030	405 S Hudson Ave	MH - Minimum Housing 160.53	Open
202107031	611 4th St	MH - Minimum Housing 160.53	Open
202107024	507 4th St	MH - Minimum Housing 160.53	Open
202107009	419 S Spencer Ave	MH - Minimum Housing 160.53	Open
16	411 5th St	MH - Minimum Housing 160.53	Open
20	601 5th St	MH - Minimum Housing 160.53	Open
21	510 5th St	MH - Minimum Housing 160.53	Open
13	1106 N. Salisbury Ave	MH - Minimum Housing 160.53	Open
11	321 Grant St	MH - Minimum Housing 160.53	Open
202107002	1107 N Salisbury Ave	MH - Minimum Housing 160.53	Open
202106066	501 6th St	MH - Minimum Housing 160.53	Open
202106056	1104 N Salisbury Ave	MH - Minimum Housing 160.53	Open
202106057	1108 N Salisbury Ave	MH - Minimum Housing 160.53	Open
202106045	306 S Carolina Ave	MH - Minimum Housing 160.53	Open
202106031	803 3rd St	MH - Minimum Housing 160.53	Open
202106023	401 N Salisbury Ave	MH - Minimum Housing 160.53	Open
202106015	318 Grant St	MH - Minimum Housing 160.53	Open
202106008	909 S Carolina Ave Apt #2	MH - Minimum Housing 160.53	Open
202105039	509 5th st	MH - Minimum Housing 160.53	Open
202105038	407 N Salisbury Ave	MH - Minimum Housing 160.53	Open
202105018	706 S Rowan Ave	MH - Minimum Housing 160.53	Open
202104043	107 Alexander St	MH - Minimum Housing 160.53	Open
202104070	411 N Rowan Ave Ext	MH - Minimum Housing 160.53	Open

202103014	509 3rd St	MH - Minimum Housing 160.53	Open
202103006	605 5th St	MH - Minimum Housing 160.53	Open
202103007	500 7th St	MH - Minimum Housing 160.53	Open

Group Total: 33

Group: OL - Overgrowth Lot

202107100	116 11th St	OL - Overgrowth Lot	Open
202107098	501 6th St	OL - Overgrowth Lot	Open
202107092	906 3rd St	OL - Overgrowth Lot	Open
202107077	816 5th St	OL - Overgrowth Lot	Open
202107076	700 4th St	OL - Overgrowth Lot	Open
202107072	113 7th St	OL - Overgrowth Lot	Open
202107066	803 3rd St	OL - Overgrowth Lot	Open
202107060	510 4th St	OL - Overgrowth Lot	Open
202107054	816 5th St	OL - Overgrowth Lot	Open
202107056	704 5th St	OL - Overgrowth Lot	Open
202107057	600 3rd St	OL - Overgrowth Lot	Open
202107051	913 2nd St	OL - Overgrowth Lot	Open
202107018	600 3rd St	OL - Overgrowth Lot	Open
202107012	816 5th St	OL - Overgrowth Lot	Open
202107014	704 5th St	OL - Overgrowth Lot	Open
202107015	700 4th St	OL - Overgrowth Lot	Open
202107004	104 Sower Ferrey Rd	OL - Overgrowth Lot	Open
202106053	702 5th St	OL - Overgrowth Lot	Open
202106030	803 3rd St	OL - Overgrowth Lot	Open
202106010	609 2nd St	OL - Overgrowth Lot	Open
202105003	613 5th St	OL - Overgrowth Lot	Open

Group Total: 21

Group: ZV - Zoning Violation

202104059	419 S Spencer Ave	ZV - Zoning Violation	Open
202103004	1411 S Salisbury Ave	ZV - Zoning Violation	Open

Group Total: 2

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Total Records: 82

9/27/2021



SPENCER POLICE DEPARTMENT

Post Office Box 45 Spencer, NC 28159-0045

704.633.3574 Ofc.

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

AGENDA ITEM

Council Meeting Date: 10/12/2021

(Attach relevant documentation)

Agenda Item No: TBD	Police Department Monthly Report
Issue under Consideration:	NCTM Contract
Current Status:	Pending Board Approval
Points to Consider:	This is a revenue for the Town of Spencer
Financial Impact:	Loss of revenue if not approved
Options:	Approve or Disapprove Town Manager to sign contract
Recommendations:	Approval of contract as written authorizing Town Manager to sign as Town representative
Department:	Police Department

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____

Against: _____

Passes: _____

Fails: _____

Activity Log Event Summary (Totals)

Spencer Police Department

(09/01/2021 - 09/26/2021)

911 Hang-Up	7	Administrative Work	23
Alarm - Other	5	Animal Complaint	1
Assault - In-Progress	1	Assist - East Spencer Police	18
Assist - EMS	2	Assist - Fire Department	14
Assist - Motorist/Public	2	Assist - Other Agency	7
Assist - Other Officer	24	Assist - Sheriff's Office	5
B&E/Burglary - Residential, Report	1	B&E-Vehicle in Progress	1
Business Check-Drive Through	232	Calls For Service (General)	12
Communicating Threats	2	Court	1
Disturbance	2	Disturbance- Verbal	9
Disturbance-Physical	4	Domestic - Property Pick-up	4
Domestic Dispute	3	Fight - In-Progress	3
Follow-up Investigation - Outside Town Limits	3	Follow-up Investigation- Spencer	12
Foot Patrol - Business	130	Foot Patrol - Residential	1
Foot Patrol - School	4	Forgery - Report	1
Found Property	4	Fraud - Report	2
House Check	33	Illegal Dumping	1
Intoxicated Person	1	Involuntary Commitment	1
Juvenile - Runaway	2	Juvenile Complaint	2
Larceny - In-Progress	2	Larceny - Report	4
Magistrate's Office	1	Maintenance - Equipment	1
Maintenance - Vehicle	7	Meal/Personal Break 10-07	2
Meeting	22	Missing Juvenile	2
Missing Person	1	NCTM - Bank Escort	3
NCTM - Drive Through	137	NCTM - Foot Patrol	42
Noise Complaint	4	NRES- School Check Drive Through	15
NRHS-School Check Drive Through	15	NRMS-School Check Drive Through	13
Park Check	202	Property Damage - Report	3
Public Service	9	Security Check/Standby	13
Special Assignment - Other	1	SRO Duties	37
Subpoena Service	14	Suicide Threat	1
Suspicious - Activity	7	Suspicious - Person	6
Suspicious - Vehicle	6	Traffic Accident - PD	6

Activity Log Event Summary (Totals)

Spencer Police Department

(09/01/2021 - 09/26/2021)

Traffic Complaint	2	Training - FD	1
Training - PD	20	Training - Range	1
Training - School	4	Trespassing - In-Progress	1
Unattended Death	1	Unlock Vehicle	2
Vehicle Stop	20	Warrant Service	3
Welfare Check	31		

Total Number Of Events: 1,242



OFFICE OF THE FIRE CHIEF

Post Office Box 45 Spencer, NC 28159-0045

704.637.6135

<http://www.ci.spencer.nc.us/fire>

AGENDA ITEM

Council Meeting Date: 10/12/2021

(Attach relevant documentation)

Agenda Item No: TBD	October 2021 Fire Department Board Report
Issue under Consideration:	October 2021 Monthly Board Report
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	Review Only
Recommendations:	N/A
Department:	Fire Department

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

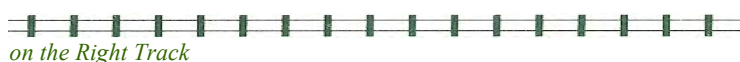
Results of Voting

For: _____

Against: _____

Passes: _____

Fails: _____





OFFICE OF THE FIRE CHIEF

Post Office Box 45 Spencer, NC 28159-0045

704.637.6135

<http://www.ci.spencer.nc.us/fire>

October 2021 Monthly Report

Calls for Service-As of 09/28/21

Fire: 35

EMS: 43

Total: 78

2021 Total: 398

ATTENTION

To avoid unneeded exposure to COVID-19 positive patients, Spencer Fire Department will stage approximately one block away on any call that has a positive screening. We will remain staged unless EMS needs assistance or they clear us from the call.

Apparatus:

N/A

Equipment:

N/A.

Special Events:

Planning several Public Education events.

- Coffee with the Chief- Coordinating a date with Chief James.

Personnel:

Currently staffed with 24 personnel. Still hiring PT staff and Live-In staff.

Remain severely understaffed, even with the recent additions in personnel.

Station:

No Updates.

Special Information:

The fire department continues to practice all CDC recommendations to limit the exposure to COVID-19 during this time. For this reason, the fire department has limited entry to the fire department itself to members only.





Public Works Department

Post Office Box 45 Spencer, NC 28159-0045
 704.633.2231 Ofc.
 704.633.3837 Fax
<http://www.ci.spencer.nc.us>

AGENDA ITEM

Council Meeting Date: 10 /12/2021

(Attach relevant documentation)

Agenda Item No:	Public Works Monthly Report
Issue under Consideration:	Board of Alderman Review
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	No approval needed. This item is for information only.
Recommendations:	N/A
Department:	Public Works Department

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____
 Against: _____
 Passes: _____
 Fails: _____



DIRECTOR OF PUBLIC WORKS

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Ext. 50 Ofc.

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

October 2021 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, and Mowing) are running on schedule.
- 2) The leaf vac will begin running the first full week in October, starting on the 4th. We will be running a limited schedule for the first few weeks, and going to full time by the middle of the month.

NOTE: Please make sure to stack all leaves, and loose material, on top of the curb and not in the gutter. This is so when it rains the leaves do not wash and stop up the storm drains.

- 3) We will be having our Fall Mulch Give-away on Saturday, October 2nd, from 7:00 till 12:00. We will be offering delivery for in Town residents, and the recycling center will also be open. I will give a report at the monthly Board of Alderman meeting on the results of the day.
- 4) We have worked with Cindy Safrit a great deal this month. She has been very helpful in helping us get the driveway culverts for the new houses on 17th Street correct. The upper driveway is complete and ready to pour, but there is still some work that needs to be done on the lower drive before it will be ready. She and I have also been discussing the next steps that need to happen to begin the CCAP project. I will let the board know where we stand in this process at the regular meeting.
- 5) Thomas the Train has been in Town for the last several weeks. We have adjusted our schedule to make sure that we are not working in the area of the Train museum during the hours in which he is running. They have had very good weather and a great turnout from what we can tell.
- 6) We have been working with the events committee, mainly Kim Lentz, in preparation for the Winter Festival that will be located in the parking lot at the new Town Hall. We are making preparations to get the storefronts, and Christmas Tree set up the week after Thanksgiving.
- 7) We continue to run a little shorthanded, with the original Covid cases coming back and another one being out with it. We continue to get the essential services done along with several other projects. **I would like to say a big Thank You to my Staff for stepping up to keep these services running during these trying times.**

- 8) The project that was scheduled to begin on 17th Street is still on hold, waiting on supplies. Donald Rand let me know today that the expected delivery date for the materials is October 22nd. As soon as he can get his hands on the materials, this project will begin.
- 9) We continue to spray curbs, and Town maintained areas as we can. We want to get a good spraying in before winter so the curbs are clear for the Leaf Vacs. We continue to monitor and only spray as needed.
- 10) We have been doing some trimming over streets, sidewalks, and at intersections throughout Town. If you see an area that needs attention, Please, let Public Works or Town Hall know.
- 11) We continue to fix potholes as they are seen or reported to us. We keep a running list of areas that need attention, so if you see one that needs attention please let us or Town Hall know.
- 12) **Since last report:**
There were 4 abatements issued for Chronic Properties.
There were 2 abatements issued for other properties.
- 13) **Work Orders were completed as necessary.**

Monthly Events:

September 24-26	- Thomas the Train at NCTM
October 1-3	- Thomas the Train at NCTM
October 2nd	- Fall Mulch Give-Away
October 4th	- Leaf Vac begins
October 23rd	- Fall Car Show

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-3841-000 STATE SHARED REVENUE	\$14,116.00	\$14,116.00	\$0.00	\$0.00	\$0.00	\$14,116.00	0
10-3920-000 Lease Proceeds-Suntr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-000 PROCEEDS FROM LOAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-050 TRF.FROM SEWER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-060 RES EQTY TRF-SOL WAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-070 TRF FROM CAPITAL RES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-000 FEDERAL GRANT - COPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-001 OTHER FIN.SOR-CAP LE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-002 OTHER GRANTS	\$20,000.00	\$30,000.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	33
10-3985-003 GRANTS-STANBACK FORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-050 RES.EQUITY TRF.-SEWE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-060 TRANSF FROM POWELL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-070 RESTRICTED REVENUE F	\$0.00	\$0.00	\$0.00	\$518,998.79	\$0.00	\$518,998.79	0
10-3986-001 SCHOOL RESOURCE OFFI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3991-000 APPROPRIATED FUND BA	\$287,349.00	\$287,349.00	\$0.00	\$0.00	\$0.00	\$287,349.00	0
10-3991-001 APPROPRIATED CAPITAL	\$185,245.00	\$185,245.00	\$0.00	\$0.00	\$0.00	\$185,245.00	0
0000-10-Revs	\$3,720,649.00	\$3,754,409.00	\$0.00	\$1,367,374.20	\$37,977.81	\$3,425,033.30	36

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4110-10-GOVERNING BODY							
-							
10-4110-121 SALARIES/WAGES-REGUL	\$23,501.00	\$23,501.00	\$0.00	\$5,875.02	\$1,958.34	\$17,625.98	25
10-4110-181 FICA	\$1,798.00	\$1,798.00	\$0.00	\$449.49	\$149.83	\$1,348.51	25
10-4110-185 WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-186 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-191 SERVICES-ACCOUNTING	\$10,100.00	\$10,100.00	\$0.00	\$3,563.00	\$0.00	\$6,537.00	35
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$0.00	\$1,384.44	\$0.00	\$26,115.56	5
10-4110-194 CONTRACT SERVICES	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
10-4110-212 UNIFORMS	\$280.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	0
10-4110-291 SUPPLIES DATA PROCES	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
10-4110-299 SUPPLIES AND MATERIA	\$500.00	\$500.00	\$0.00	\$8.42	\$8.42	\$491.58	2
10-4110-311 TRAVEL	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
10-4110-321 TELEPHONE & INTERNET	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-4110-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-395 TRAINING	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
10-4110-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-451 INSURANCE-PROP/GEN/P	\$1,815.00	\$1,815.00	\$0.00	\$1,815.00	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$11,530.00	\$11,530.00	\$0.00	\$5,504.68	\$0.00	\$6,025.32	48
10-4110-498 Spencer Business Ass	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-550 CO-EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-570 CO-LAND	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	100
10-4110-580 CO-INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-600 NONPROFIT GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-610 COMMUNITY APPEARANCE	\$10,000.00	\$10,000.00	\$0.00	\$500.00	\$500.00	\$9,500.00	5
10-4110-620 HISTORIC PRESERVATIO	\$10,300.00	\$10,300.00	\$0.00	\$0.00	\$0.00	\$10,300.00	0
10-4110-625 DONATION-LIBRARY PAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-630 ROWAN COUNTY ELECTIO	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0
10-4110-631 ROWAN COUNTY TAX COL	\$13,000.00	\$13,000.00	\$0.00	\$6,825.70	\$0.00	\$6,174.30	53
10-4110-640 TOURISM AND EVENTS	\$15,000.00	\$15,000.00	\$0.00	\$8,007.64	\$432.45	\$6,992.36	53
10-4110-645 SPENCER PARTNERSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-650 FACADE GRANT -COMM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-651 FACADE GRANT-RESIDEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-660 TRF.TO SOLID WASTE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-665 RES EQUITY TRF-FLEET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-983 TRF.TO CAP.RES.(FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-999 CONTINGENCIES	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
4110-10-GOVERNING BODY	\$177,024.00	\$177,024.00	\$0.00	\$38,933.39	\$3,049.04	\$138,090.61	22

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
-							
10-4130-121 SALARIES/WAGES-REGUL	\$242,398.00	\$242,398.00	\$0.00	\$52,781.58	\$18,601.54	\$189,616.42	22
10-4130-122 PART-TTIME/TEMPORARY	\$13,476.00	\$13,476.00	\$0.00	\$869.95	\$0.00	\$12,606.05	6
10-4130-127 SALARIES/WAGES-BONUS	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0
10-4130-133 401K Town Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-181 FICA	\$19,785.00	\$19,785.00	\$0.00	\$4,017.05	\$1,392.40	\$15,767.95	20
10-4130-182 RETIREMENT	\$28,050.00	\$28,050.00	\$0.00	\$6,110.82	\$2,147.02	\$21,939.18	22
10-4130-183 GROUP INSURANCE	\$39,800.00	\$39,800.00	\$0.00	\$8,662.76	\$2,434.81	\$31,137.24	22
10-4130-184 401K CONTRIBUTION	\$12,300.00	\$12,300.00	\$0.00	\$2,429.34	\$853.66	\$9,870.66	20
10-4130-185 WORKERS COMPENSATION	\$900.00	\$900.00	\$0.00	\$815.99	\$0.00	\$84.01	91
10-4130-186 UNEMPLOYMENT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
10-4130-191 SERVICES-ACCOUNTING	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0
10-4130-193 MEDICAL SERVICES	\$2,800.00	\$2,800.00	\$0.00	\$360.00	\$360.00	\$2,440.00	13
10-4130-194 CONTRACT SERVICES	\$142,490.00	\$139,190.00	\$45,430.00	\$22,237.48	\$9,132.00	\$71,522.52	16
10-4130-198 SERVICES-ENGINEERING	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
10-4130-211 JANITORIAL SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$179.05	\$142.55	\$820.95	18
10-4130-212 UNIFORMS	\$320.00	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00	0
10-4130-220 FOOD & PROVISIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-260 SUPPLIES-OFFICE	\$4,500.00	\$4,500.00	\$0.00	\$844.62	\$218.58	\$3,655.38	19
10-4130-270 COVID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-291 SUPPLIES-DATA PROCES	\$5,250.00	\$5,250.00	\$0.00	\$0.00	\$0.00	\$5,250.00	0
10-4130-296 SUPPLIES-MEDICAL	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4130-299 MISCELLANEOUS SUPPLI	\$2,300.00	\$2,300.00	\$0.00	\$39.84	\$39.84	\$2,260.16	2
10-4130-311 TRAVEL	\$3,250.00	\$3,250.00	\$0.00	\$16.74	\$16.74	\$3,233.26	1
10-4130-321 TELEPHONE AND INTERN	\$6,235.00	\$6,235.00	\$0.00	\$1,305.10	\$663.63	\$4,929.90	21
10-4130-325 POSTAGE	\$4,800.00	\$4,800.00	\$0.00	\$1,228.00	\$503.50	\$3,572.00	26
10-4130-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-331 UTILITIES	\$19,200.00	\$19,200.00	\$0.00	\$3,517.08	\$2,226.57	\$15,682.92	18
10-4130-332 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-341 PRINTING	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0
10-4130-351 MAINTENANCE-BUILDING	\$2,500.00	\$2,500.00	\$0.00	\$27.56	\$0.00	\$2,472.44	1
10-4130-352 MAINT & REPAIRS - EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-370 ADVERTISING	\$2,000.00	\$2,000.00	\$0.00	\$591.52	\$0.00	\$1,408.48	30
10-4130-394 CLEANING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-395 TRAINING	\$4,200.00	\$4,200.00	\$0.00	\$2,817.00	\$525.00	\$1,383.00	67
10-4130-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-397 TECHNOLOGY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-398 PROFESSIONAL SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-400 DAVID TREME EDUCATIO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4130-439 EQUIPMENT RENTAL	\$0.00	\$3,300.00	\$0.00	\$614.60	\$267.00	\$2,685.40	19
10-4130-440 MAINTENANCE CONTRACT	\$16,200.00	\$16,200.00	\$0.00	\$4,316.75	\$1,752.75	\$11,883.25	27
10-4130-441 LICENSE FEE	\$22,197.00	\$22,197.00	\$4,879.00	\$14,630.00	\$168.00	\$2,688.00	66
10-4130-451 INSURANCE-PROP/GEN/P	\$10,026.00	\$10,026.00	\$0.00	\$9,503.69	\$0.00	\$522.31	95
10-4130-453 INSURANCE - BONDS	\$550.00	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	100
10-4130-491 DUES AND SUBSCRIPTIO	\$1,525.00	\$1,525.00	\$0.00	\$80.00	\$0.00	\$1,445.00	5
10-4130-492 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4130-521 CAPITAL SOFTWARE	\$12,695.00	\$12,695.00	\$3,312.50	\$9,382.50	\$0.00	\$0.00	74
10-4130-540 BOND PRINCIPAL/INTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-550 CAP. OUTLAY-OTHER EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-580 CAP.OUT-BLDG,STRUCT,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-590 PARK PLAZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4130-610 ECONOMIC DEV.COMM.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-620 ECON.DEV.ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-710 PRINCIPAL	\$51,920.00	\$51,920.00	\$0.00	\$0.00	\$0.00	\$51,920.00	0
10-4130-720 INTEREST	\$108,565.00	\$108,565.00	\$0.00	\$0.00	\$0.00	\$108,565.00	0
10-4130-740 PARK PLAZZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-750 LEASE PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-850 TRANSFER TO PARK PLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-999 CREDIT CARD CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4130-10-ADMINISTRATION	\$803,932.00	\$803,932.00	\$53,621.50	\$147,929.02	\$41,445.59	\$602,381.48	25

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
10-4310-121 SALARIES/WAGES-REGUL	\$682,118.00	\$677,118.00	\$0.00	\$141,875.77	\$50,291.20	\$535,242.23	21
10-4310-122 SALARIES/WAGES-OVERT	\$0.00	\$5,000.00	\$0.00	\$78.24	\$78.24	\$4,921.76	2
10-4310-126 PART-TIME/TEMPORARY	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
10-4310-127 SALARIES/WAGES-BONUS	\$9,600.00	\$9,600.00	\$0.00	\$0.00	\$0.00	\$9,600.00	0
10-4310-131 SUPPLEMENTAL LAW RET	\$7,108.00	\$7,108.00	\$0.00	\$1,558.24	\$546.76	\$5,549.76	22
10-4310-133 LAW ENF.OFFICERS-401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-181 FICA	\$53,650.00	\$53,650.00	\$0.00	\$10,722.26	\$3,805.15	\$42,927.74	20
10-4310-182 RETIREMENT	\$83,300.00	\$83,300.00	\$0.00	\$16,979.28	\$6,025.20	\$66,320.72	20
10-4310-183 GROUP INSURANCE	\$133,650.00	\$133,650.00	\$0.00	\$29,156.81	\$9,920.28	\$104,493.19	22
10-4310-184 401K CONTRIBUTION	\$34,600.00	\$34,600.00	\$0.00	\$6,869.34	\$2,436.07	\$27,730.66	20
10-4310-185 WORKERS COMPENSATION	\$23,000.00	\$23,000.00	\$0.00	\$16,813.25	\$0.00	\$6,186.75	73
10-4310-193 SERVICES-MEDICAL	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0
10-4310-194 CONTRACT SERVICES	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
10-4310-212 UNIFORMS	\$10,700.00	\$10,700.00	\$634.68	\$168.13	\$98.76	\$9,897.19	2
10-4310-213 SUPPLIES-SAFETY	\$1,900.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0
10-4310-231 DARE PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-241 K-9 PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-251 MOTOR FUEL AND LUBRI	\$24,000.00	\$24,000.00	\$0.00	\$5,990.20	\$2,916.02	\$18,009.80	25
10-4310-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-260 SUPPLIES-OFFICE	\$2,500.00	\$2,500.00	\$0.00	\$29.95	\$29.95	\$2,470.05	1
10-4310-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-299 SUPPLIES AND MATERIA	\$9,600.00	\$9,600.00	\$525.00	\$2,890.73	\$2,890.73	\$6,184.27	30
10-4310-311 TRAVEL	\$1,500.00	\$1,500.00	\$0.00	\$367.80	\$0.00	\$1,132.20	25
10-4310-321 TELEPHONE AND INTERN	\$14,500.00	\$14,500.00	\$0.00	\$1,418.20	\$96.78	\$13,081.80	10
10-4310-329 OTHER COMMUNICATION	\$4,000.00	\$4,000.00	\$0.00	\$2,181.89	\$824.75	\$1,818.11	55
10-4310-352 MAINTENANCE-EQUIPMEN	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
10-4310-353 MAINTENANCE-VEHICLES	\$11,000.00	\$11,000.00	\$0.00	\$571.38	\$440.34	\$10,428.62	5
10-4310-370 ADVERTISING	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4310-395 TRAINING	\$8,025.00	\$8,025.00	\$0.00	\$130.00	\$0.00	\$7,895.00	2
10-4310-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-440 MAINTENANCE CONTRACT	\$24,948.00	\$24,948.00	\$1.68	\$11,629.37	\$6,706.05	\$13,316.95	47
10-4310-441 LICENSE FEE	\$3,204.00	\$3,204.00	\$0.00	\$3,204.00	\$3,204.00	\$0.00	100
10-4310-451 INSURANCE-PROP/GEN/P	\$10,416.00	\$10,416.00	\$0.00	\$10,415.70	\$0.00	\$0.30	100
10-4310-452 INSURANCE-VEHICLES	\$13,208.00	\$13,208.00	\$0.00	\$12,686.32	(\$520.99)	\$521.68	96
10-4310-491 DUES AND SUBSCRIPTIO	\$380.00	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00	0
10-4310-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$32.44	\$32.44	\$967.56	3
10-4310-540 CO-VEHICLES	\$49,100.00	\$49,100.00	\$0.00	\$5,020.00	\$5,020.00	\$44,080.00	10
10-4310-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-560 CAPITAL OUTLAY-BLDG.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-750 LEASE PYMTS-COMPUTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-760 LEASE PYMTS-VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-765 LEASE PYMTS-RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-770 STATE DRUG SEIZURE E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-771 FED DRUG SEIZURE EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4310-10-POLICE OPERATIONS	\$1,237,207.00	\$1,237,207.00	\$1,161.36	\$280,789.30	\$94,841.73	\$955,256.34	23

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4340-10-FIRE OPERATIONS							
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10-4340-121 SALARIES/WAGES-REGUL	\$51,479.00	\$51,479.00	\$0.00	\$11,245.83	\$3,959.88	\$40,233.17	22
10-4340-122 OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-125 SALARIES/WAGES-VOL F	\$18,370.00	\$18,370.00	\$0.00	\$2,565.47	\$770.00	\$15,804.53	14
10-4340-126 PART-TIME/TEMPORARY	\$174,105.00	\$174,105.00	\$0.00	\$25,245.75	\$8,890.09	\$148,859.25	15
10-4340-127 SALARIES/WAGES-BONUS	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0
10-4340-180 FIREFIGHTER LIFE INS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-181 FICA	\$19,034.00	\$19,034.00	\$0.00	\$2,980.95	\$1,038.25	\$16,053.05	16
10-4340-182 RETIREMENT	\$6,046.00	\$6,046.00	\$0.00	\$1,286.52	\$453.02	\$4,759.48	21
10-4340-183 GROUP INSURANCE	\$8,010.00	\$8,010.00	\$0.00	\$1,825.42	\$495.28	\$6,184.58	23
10-4340-184 401K CONTRIBUTION	\$2,645.00	\$2,645.00	\$0.00	\$562.27	\$198.00	\$2,082.73	21
10-4340-185 WORKERS COMPENSATION	\$15,000.00	\$15,000.00	\$0.00	\$13,341.89	\$0.00	\$1,658.11	89
10-4340-194 CONTRACT SERVICES	\$5,600.00	\$5,600.00	\$0.00	\$0.00	\$0.00	\$5,600.00	0
10-4340-211 JANITORIAL SUPPLIES	\$1,800.00	\$1,800.00	\$0.00	\$130.27	\$0.00	\$1,669.73	7
10-4340-212 UNIFORMS	\$5,850.00	\$5,850.00	\$595.00	\$0.00	\$0.00	\$5,255.00	0
10-4340-213 SUPPLIES-SAFETY	\$19,605.00	\$19,605.00	\$0.00	\$281.21	(\$33.99)	\$19,323.79	1
10-4340-214 FEMA-PERS.PROTECTIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-215 PERSONAL PROTECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-220 FOOD & PROVISIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-230 SUPPLIES-EDUCATIONAL	\$1,150.00	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00	0
10-4340-251 MOTOR FUEL AND LUBRI	\$4,500.00	\$4,500.00	\$0.00	\$1,225.78	\$609.43	\$3,274.22	27
10-4340-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-260 SUPPLIES-OFFICE	\$1,000.00	\$1,000.00	\$0.00	\$128.71	\$0.00	\$871.29	13
10-4340-265 POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-270 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-291 SUPPLIES-DATA PROCES	\$1,000.00	\$1,000.00	\$0.00	\$619.99	\$0.00	\$380.01	62
10-4340-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-296 SUPPLIES-MEDICAL	\$2,340.00	\$2,340.00	\$1,000.00	\$0.00	\$0.00	\$1,340.00	0
10-4340-299 SUPPLIES AND MATERIA	\$3,800.00	\$3,800.00	\$0.00	\$971.54	\$712.49	\$2,828.46	26
10-4340-311 TRAVEL	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-4340-321 TELEPHONE AND INTE	\$7,500.00	\$7,500.00	\$0.00	\$1,154.52	\$651.46	\$6,345.48	15
10-4340-329 OTHER COMMUNICATION	\$3,280.00	\$3,280.00	\$0.00	\$0.00	\$0.00	\$3,280.00	0
10-4340-331 UTILITIES	\$7,160.00	\$7,160.00	\$0.00	\$985.44	\$557.56	\$6,174.56	14
10-4340-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-351 MAINTENANCE-BUILDING	\$3,000.00	\$26,760.00	\$3,359.65	\$22,465.32	\$4,000.00	\$935.03	84
10-4340-352 MAINTENANCE-EQUIPMEN	\$5,000.00	\$5,000.00	\$40.62	\$1,409.38	\$1,409.38	\$3,550.00	28
10-4340-353 MAINTENANCE-VEHICLES	\$15,500.00	\$15,500.00	\$72.74	\$1,074.14	\$0.00	\$14,353.12	7
10-4340-354 MAINTENANCE-GROUNDS	\$500.00	\$500.00	\$0.00	\$153.97	\$0.00	\$346.03	31
10-4340-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-375 PUBLIC ED.PREV.MATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-395 TRAINING	\$4,250.00	\$4,250.00	\$1,263.00	\$228.62	\$228.62	\$2,758.38	5
10-4340-396 MEDICAL SERVICES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4340-440 MAINTENANCE CONTRACT	\$2,588.00	\$2,588.00	\$0.00	\$150.89	\$85.89	\$2,437.11	6
10-4340-441 LICENSE FEE	\$2,250.00	\$3,365.00	\$3,365.00	\$0.00	\$0.00	\$0.00	0
10-4340-451 INSURANCE-PROP/GEN/P	\$5,120.00	\$5,120.00	\$0.00	\$3,435.33	\$0.00	\$1,684.67	67
10-4340-452 INSURANCE - VEHICLES	\$4,741.00	\$4,741.00	\$0.00	\$4,741.00	\$0.00	\$0.00	100
10-4340-491 DUES AND SUBSCRIPTIO	\$2,185.00	\$2,185.00	\$0.00	\$0.00	\$0.00	\$2,185.00	0
10-4340-499 MISCELLANEOUS	\$500.00	\$500.00	\$0.00	\$17.88	\$17.88	\$482.12	4
10-4340-540 CAPITAL OUTLAY-MOTOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-550 CO-EQUIPMENT	\$5,000.00	\$5,000.00	\$425.00	\$3,952.87	\$2,691.09	\$622.13	79
10-4340-560 CO-BUILDING AND IMPR	\$20,000.00	\$18,885.00	\$0.00	\$0.00	\$0.00	\$18,885.00	0
10-4340-570 CO-LAND	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0
10-4340-670 MILLER FERRY F.D.CON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4340-750 LEASE PAYMENTS	\$18,251.00	\$18,251.00	\$0.00	\$18,250.71	\$18,250.71	\$0.29	100
10-4340-752 LEASE PMTS-UTILITY T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-753 LEASE PAYMENTS-RADIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-755 LEASE PAYMENTS-FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-765 LEASE PYMT-RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-775 LEASE PYMTS - EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-785 LEASE PAYMT-UTILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-800 FIRE STATION LEASE P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-810 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4340-10-FIRE OPERATIONS	\$528,759.00	\$552,519.00	\$10,121.01	\$120,431.67	\$44,985.04	\$421,966.32	24

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4510-580 CO-INFRASTRUCTURE	\$37,000.00	\$37,000.00	\$0.00	\$0.00	\$0.00	\$37,000.00	0
10-4510-591 ROADWAY & PAVING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-593 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-750 LEASE PAYMENTS-COMPU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-770 LEASE PAYMENTS-BACKH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-775 LEASE PAYMENTS-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4510-10-STREETS OPERATIONS	\$455,230.00	\$455,230.00	\$614.80	\$76,056.33	\$22,437.26	\$378,558.87	17

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4710-10-SOLID/YARD OPERATIONS							
10-4710-121 SALARIES/WAGES-REGUL	\$199,635.00	\$199,635.00	\$0.00	\$39,290.78	\$13,707.09	\$160,344.22	20
10-4710-122 SALARIES/WAGES-OVERT	\$1,500.00	\$1,500.00	\$0.00	\$349.08	\$72.87	\$1,150.92	23
10-4710-127 SALARIES/WAGES-BONUS	\$3,255.00	\$3,255.00	\$0.00	\$0.00	\$0.00	\$3,255.00	0
10-4710-133 401-K MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-181 FICA	\$15,650.00	\$15,650.00	\$0.00	\$2,787.75	\$971.51	\$12,862.25	18
10-4710-182 RETIREMENT	\$23,400.00	\$23,400.00	\$0.00	\$4,552.83	\$1,582.76	\$18,847.17	19
10-4710-183 GROUP INSURANCE	\$59,500.00	\$59,500.00	\$0.00	\$10,289.65	\$2,852.78	\$49,210.35	17
10-4710-184 401K CONTRIBUTION	\$9,800.00	\$9,800.00	\$0.00	\$1,289.87	\$447.52	\$8,510.13	13
10-4710-185 WORKERS COMPENSATION	\$11,000.00	\$11,000.00	\$0.00	\$10,041.20	\$0.00	\$958.80	91
10-4710-193 SERVICES-MEDICAL	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4710-212 UNIFORMS	\$3,250.00	\$3,250.00	\$0.00	\$680.89	\$373.20	\$2,569.11	21
10-4710-213 SAFETY SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4710-230 SUPPLIES-EDUCATIONAL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-240 CONSTRUCT./REPAIR SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-251 MOTOR FUEL AND LUBRI	\$11,000.00	\$11,000.00	\$0.00	\$3,055.57	\$1,982.33	\$7,944.43	28
10-4710-252 TIRES & TUBES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-253 PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-260 OFFICE SUPPLIES/MATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-270 CARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-299 SUPPLIES AND MATERIA	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
10-4710-311 TR AVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-321 TELEPHONE AND INTERN	\$2,250.00	\$2,250.00	\$0.00	\$241.17	\$76.08	\$2,008.83	11
10-4710-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-352 MAINTENANCE-EQUIPMEN	\$4,200.00	\$4,200.00	\$0.00	\$661.92	\$325.16	\$3,538.08	16
10-4710-353 MAINTENANCE-VEHILCES	\$8,100.00	\$8,100.00	\$7,114.94	(\$220.50)	(\$423.68)	\$1,205.56	-3
10-4710-370 ADVERTISING	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
10-4710-395 TRAINING	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4710-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-397 LANDFILL SER TIPPING	\$50,000.00	\$50,000.00	\$0.00	\$10,359.22	\$5,022.72	\$39,640.78	21
10-4710-398 LANDFILL SER RECYCLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-438 TREE WORK	\$1,675.00	\$1,675.00	\$0.00	\$0.00	\$0.00	\$1,675.00	0
10-4710-440 MAINTENANCE CONTRACT	\$10,500.00	\$10,500.00	\$0.00	\$15.00	\$10.00	\$10,485.00	0
10-4710-451 INSURANCE-PROP/GEN/P	\$1,758.00	\$1,758.00	\$0.00	\$792.72	\$0.00	\$965.28	45
10-4710-452 INSURANCE-VEHICLES	\$3,300.00	\$3,300.00	\$0.00	\$1,364.96	\$0.00	\$1,935.04	41
10-4710-499 MISCELLANEOUS	\$325.00	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00	0
10-4710-540 CAP OUT-MOTOR VEH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-580 CAPITAL OUTLAY-BLDG,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-750 LEASE PAYMENTS	\$14,885.00	\$14,885.00	\$0.00	\$2,480.82	\$0.00	\$12,404.18	17
10-4710-760 LEASE PAYMENTS-VEHIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-775 LEASE PAYMENTS-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4710-10-SOLID/YARD OPERATIONS	\$437,733.00	\$437,733.00	\$7,114.94	\$88,032.93	\$27,000.34	\$342,585.13	22

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-121 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-126 PART-TIME/TEMPORARY	\$14,625.00	\$14,625.00	\$0.00	\$3,079.97	\$1,050.46	\$11,545.03	21
10-6110-127 SALARIES/WAGES-BONUS	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
10-6110-181 FICA	\$1,200.00	\$1,200.00	\$0.00	\$235.61	\$80.37	\$964.39	20
10-6110-194 CONTRACT SERVICES	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
10-6110-260 SUPPLIES-OFFICE	\$550.00	\$550.00	\$0.00	\$69.39	\$9.98	\$480.61	13
10-6110-291 SUPPLIES-DATA PROCES	\$1,650.00	\$1,650.00	\$0.00	\$0.00	\$0.00	\$1,650.00	0
10-6110-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-299 SUPPLIES	\$1,600.00	\$1,600.00	\$0.00	\$266.66	\$54.47	\$1,333.34	17
10-6110-321 TELEPHONE AND INTERN	\$2,000.00	\$2,000.00	\$0.00	\$187.79	\$187.79	\$1,812.21	9
10-6110-331 UTILITIES	\$8,300.00	\$8,300.00	\$0.00	\$1,333.08	\$875.89	\$6,966.92	16
10-6110-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-351 MAINTENANCE-BUILDING	\$26,900.00	\$26,900.00	\$0.00	\$0.00	\$0.00	\$26,900.00	0
10-6110-370 ADVERTISING	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-6110-395 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-440 MAINTENANCE CONTRACT	\$1,300.00	\$1,300.00	\$0.00	\$194.75	\$46.50	\$1,105.25	15
10-6110-451 INSURANCE-PRO/GEN/PR	\$1,893.00	\$1,893.00	\$0.00	\$1,892.75	\$0.00	\$0.25	100
10-6110-491 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-495 BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-497 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-550 CAPITAL OUTLAY-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-580 CAPITAL OUTLAY-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-800 LIBRARY REPAIR LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-999 Transfer To Cap. Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
6110-10-LIBRARY	\$62,818.00	\$62,818.00	\$0.00	\$7,260.00	\$2,305.46	\$55,558.00	12

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
10-6120-126 SALARIES-TEMP/PART-T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-181 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-299 SUPPLIES AND MATERIA	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-6120-331 UTILITIES	\$2,500.00	\$2,500.00	\$0.00	\$272.29	\$241.69	\$2,227.71	11
10-6120-355 MAINT & REPAIR-SPENC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-356 MAINT & REPAIR-ROWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-357 MAINTENANCE-PARKS AN	\$8,596.00	\$18,596.00	\$0.00	\$0.00	\$0.00	\$18,596.00	0
10-6120-358 MAINT & REPAIR-LIBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-359 MAINT. & REPAIR - OT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-451 INSURANCE-PROP/GEN/P	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	100
10-6120-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-500 MAINT.LIBRARY PARK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-501 MAINT SPENCER WOODS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-525 SENIOR CITIZEN PROGR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-570 CAP OUT-LAND ACQ & D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-580 CAPITAL OUTLAY-IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-625 SENIOR CITIZENS COUN	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
10-6120-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
6120-10-RECREATION	\$17,946.00	\$27,946.00	\$0.00	\$372.29	\$241.69	\$27,573.71	1

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
FundRevTot	\$3,720,649.00	\$3,754,409.00	\$0.00	\$1,367,374.20	\$37,977.81	\$3,425,033.30	36
FundExpTot	\$3,720,649.00	\$3,754,409.00	\$72,633.61	\$759,804.93	\$236,306.15	\$2,921,970.46	22
Reporting Fund: 20-POWELL BILL							
0000-20-Revs							
-							
20-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-3328-000 POWELL BILL REVENUE	\$92,300.00	\$92,300.00	\$0.00	\$0.00	\$0.00	\$92,300.00	0
20-3831-000 INVESTMENT EARNINGS	\$70.00	\$70.00	\$0.00	\$4.76	\$0.00	\$65.24	7
20-3839-000 MISCELLANEOUS REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-3991-000 APPROPRIATED FUND BA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
0000-20-Revs	\$92,370.00	\$92,370.00	\$0.00	\$4.76	\$0.00	\$92,365.24	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-20-STREETS OPERATIONS							
-							
20-4510-000 TRANS TO/FROM GEN FU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-121 SALARIES/WAGES-REGUL	\$9,680.00	\$9,680.00	\$0.00	\$2,656.37	\$766.10	\$7,023.63	27
20-4510-127 SALARIES/WAGES-BONUS	\$90.00	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00	0
20-4510-181 FICA	\$740.00	\$740.00	\$0.00	\$203.18	\$58.60	\$536.82	27
20-4510-182 RETIREMENT	\$1,079.00	\$1,079.00	\$0.00	\$299.44	\$87.64	\$779.56	28
20-4510-183 GROUP INSURANCE	\$2,167.00	\$2,167.00	\$0.00	\$379.78	\$172.89	\$1,787.22	18
20-4510-184 401K CONTRIBUTION	\$489.00	\$489.00	\$0.00	\$132.81	\$38.30	\$356.19	27
20-4510-191 PROF.SERV.-ENGIN. FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-198 SERVICES-ENGINEERING	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
20-4510-294 STREET SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-299 SUPPLIES AND MATERIA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4510-355 MAINTENANCE-SIDEWALK	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
20-4510-356 MAINTENANCE-STREETS	\$16,000.00	\$16,000.00	\$0.00	\$8,250.00	\$0.00	\$7,750.00	52
20-4510-540 CAP OUTLAY - VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-580 CO-INFRASTRUCTURE	\$44,125.00	\$44,125.00	\$0.00	\$0.00	\$0.00	\$44,125.00	0
4510-20-STREETS OPERATIONS	\$92,370.00	\$92,370.00	\$0.00	\$11,921.58	\$1,123.53	\$80,448.42	13

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$92,370.00	\$92,370.00	\$0.00	\$4.76	\$0.00	\$92,365.24	0
FundExpTot	\$92,370.00	\$92,370.00	\$0.00	\$11,921.58	\$1,123.53	\$80,448.42	13
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
0000-70-Revs							
-							
70-3839-000 Miscellaneous Revenu	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0
0000-70-Revs	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-70-ADMINISTRATION							
-							
70-4130-187 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$13,354.09	\$0.00	(\$13,354.09)	0
4130-70-ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$13,354.09	\$0.00	(\$13,354.09)	0

Town of Spencer

Fiscal Period - FY 2021-2022 Date Range - 2021-07-01 - 2021-09-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
	FundRevTot	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	0
	FundExpTot	\$0.00	\$0.00	\$0.00	\$13,354.09	\$0.00	(\$13,354.09)	0
Grand Totals:	TotalRev	\$3,813,019.00	\$3,846,779.00	\$0.00	\$1,377,378.96	\$37,977.81	\$3,527,398.54	36
	TotalExp	\$3,813,019.00	\$3,846,779.00	\$72,633.61	\$785,080.60	\$237,429.68	\$2,989,064.79	22

Town of Spencer

Fiscal Period - Park Plaza Municipal Project Date Range - 2020-12-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 80-PARK PLAZA MUNICIPAL COMPLEX PROECT							
0000-80-Revs							
-							
80-3894-010 CANNON FOUNDATION GR	\$222,974.00	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	100
80-3984-000 INSTALLMENT DEBT PRO	\$2,826,202.00	\$2,826,202.00	\$0.00	\$2,820,302.00	\$0.00	\$5,900.00	100
0000-80-Revs	\$3,049,176.00	\$3,059,176.00	\$0.00	\$2,995,495.35	\$0.00	\$64,067.35	98

Town of Spencer

Fiscal Period - Park Plaza Municipal Project Date Range - 2020-12-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4200-80-PARK PLAZA							
-							
80-4200-192 PROFESSIONAL SERV-LE	\$20,000.00	\$20,000.00	\$0.00	\$6,759.37	\$0.00	\$13,240.63	34
80-4200-193 ADMINISTRATIVE SERVI	\$10,000.00	\$10,000.00	\$0.00	\$2,000.00	\$0.00	\$8,000.00	20
80-4200-555 FURNISHINGS AND EQUI	\$274,900.00	\$274,900.00	\$214,320.64	\$43,171.58	\$5,337.00	\$17,407.78	16
80-4200-580 CAPITAL OUTLAY-BLDG,	\$2,526,489.00	\$2,636,359.00	\$1,189,566.78	\$1,365,931.22	\$266,681.75	\$80,861.00	52
80-4200-585 ARCHITECT FEES	\$27,130.00	\$27,130.00	\$6,947.05	\$20,182.95	\$2,281.41	\$0.00	74
80-4200-780 INTEREST	\$50,657.00	\$50,657.00	\$0.00	\$0.00	\$0.00	\$50,657.00	0
80-4200-999 CONTINGENCY	\$140,000.00	\$24,409.00	\$0.00	\$0.00	\$0.00	\$24,409.00	0
4200-80-PARK PLAZA	\$3,049,176.00	\$3,059,176.00	\$1,410,834.47	\$1,446,491.87	\$274,300.16	\$201,849.66	93

Town of Spencer

Fiscal Period - Park Plaza Municipal Project Date Range - 2020-12-01 - 2021-09-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 80-PARK PLAZA MUNICIPAL COMPLEX PROECT								
	FundRevTot	\$3,049,176.00	\$3,059,176.00	\$0.00	\$2,995,495.35	\$0.00	\$64,067.35	98
	FundExpTot	\$3,049,176.00	\$3,059,176.00	\$1,410,834.47	\$1,446,491.87	\$274,300.16	\$201,849.66	93
Grand Totals:								
	TotalRev	\$3,049,176.00	\$3,059,176.00	\$0.00	\$2,995,495.35	\$0.00	\$64,067.35	98
	TotalExp	\$3,049,176.00	\$3,059,176.00	\$1,410,834.47	\$1,446,491.87	\$274,300.16	\$201,849.66	93

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 90-YADKIN RIVER TRAIL							
0000-90-Revs							
-							
90-3985-240 YADKIN RIVER TRAIL D	\$20,559.00	\$270,659.00	\$0.00	\$271,059.13	\$0.00	\$400.13	100
90-3985-850 GENERAL FUND TRANSFE	\$114,258.00	\$114,258.00	\$0.00	\$114,258.00	\$0.00	\$0.00	100
0000-90-Revs	\$134,817.00	\$384,917.00	\$0.00	\$385,317.13	\$0.00	\$400.13	100

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2021-09-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4910-90-LAND MANAGEMENT							
-							
90-4910-194 CONTRACT SERVICES	\$4,800.00	\$7,550.00	\$2,500.00	\$5,050.00	\$250.00	\$0.00	67
90-4910-580 CO-INFRASTRUCTURE	\$130,017.00	\$377,367.00	\$0.00	\$1,643.75	\$0.00	\$375,723.25	0
4910-90-LAND MANAGEMENT	\$134,817.00	\$384,917.00	\$2,500.00	\$6,693.75	\$250.00	\$375,723.25	2

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2021-09-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 90-YADKIN RIVER TRAIL								
	FundRevTot	\$134,817.00	\$384,917.00	\$0.00	\$385,317.13	\$0.00	\$400.13	100
	FundExpTot	\$134,817.00	\$384,917.00	\$2,500.00	\$6,693.75	\$250.00	\$375,723.25	2
Grand Totals:								
	TotalRev	\$134,817.00	\$384,917.00	\$0.00	\$385,317.13	\$0.00	\$400.13	100
	TotalExp	\$134,817.00	\$384,917.00	\$2,500.00	\$6,693.75	\$250.00	\$375,723.25	2

September News from the Library



*The highlight of our September was the hosting of the entire Essie Academy from East Spencer on September 14th. Twenty students were divided into two groups and different books were read aloud to each age group. Since someone had generously donated twenty-one leis after our summer reading *Island Adventure* was over, we were able to give each child one. We read the story *Luka's Quilt* to the older students and they created their own paper quilt with paper flowers and silk flowers from the leis. The younger students were able to play and look for books while the older ones were listening to stories and learning Hawaiian words.*

After thirty minutes, we switched groups and the librarian read stories about pumpkin seeds and gardening to the younger ones. They created a pumpkin craft with googly eyes and candy corn as seeds. Each child was given a drink and snack and they ate outside in the gazebo. Everyone checked out at least one book. The school will hopefully consider our library as their own and come on a regular basis.

Just this week ten new residents and children signed up for library cards. We are advertising the availability of our new computer, however so far only two people have used it. We are working with several professional people who plan to serve as role

models for our youth at our Career Field Trip on October 19th. We expect around 20 seventh graders from North Middle School and twelve older students from Essie Academy that day. Teresa Moore-Mitchell, music professor at Livingstone College will share her musical journey. Rebecca Stinson, a local singer will share her love of music, also. Betty Sedberry and Sam Morgan, will share respectively the art of landscape drawing and commercial and graphic art. Patti Secreast will represent the teaching profession and share her long history with the local school district. Chief Michael James and possibly one other officer will inform students on how to prepare for a career in law enforcement and the steps to take in order to make this a reality.

We are discussing the possibility of future field trips with the high school art and drama teacher, Leigh Alexander. We have recently discovered the artistic and dramatic talents of newcomers to Spencer who are interested in sharing these gifts with the older art students. This will be planned for January or February. Check out our FB page as we are trying new graphics and trendy technology to



attract more attention to our library. We have attached a demographic chart which will show who is watching our page and from what nearby cities. We, currently, have 430 followers to this page.

September 1 - Sept. 23rd

DAY		Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/Tutors	Corres. Due Date
MONTH NAME 2021 STATISTICS									
	Mon.	0	0	0	0	0	0	0	
	Tues.	0	0	0	0	0	0	0	
9/1/2021	Wed.	6	0	0	0	0	0	0	9/15/2021
9/2/2021	Thurs.	0	0	0	0	0	0	0	9/16/2021
9/3/2021	Fri.	0	0	0	0	0	0	0	9/17/2021
WEEK TOTAL:		6	0	0	0	0	0	0	
9/6/2021	Mon.	closed	0	0	0	0	0	0	9/20/2021
9/7/2021	Tues.	5	0	0	3	0	0	0	9/21/2021
9/8/2021	Wed.	6	0	0	2	0	0	0	9/22/2021
9/9/2021	Thurs.	5	0	10	2	4	0	0	9/23/2021
9/10/2021	Fri.	0	0	0	0	0	0	0	9/24/2021
WEEK TOTAL:		16	0	10	7	4	0	0	
9/13/2021	Mon.	2	0	0	0	0	0	0	9/27/2021
9/14/2021	Tues.	2	0	0	0	0	0	0	9/28/2021
9/15/2021	Wed.	26	0	16	0	14	0	1	9/29/2021
9/16/2021	Thurs.	0	0	0	0	0	0	0	9/30/2021
9/17/2021	Fri.	0	0	0	0	0	0	0	10/1/2021
WEEK TOTAL:		30	0	16	0	14	0	1	
9/20/2021	Mon.	2	0	0	0	0	0	0	10/4/2021
9/21/2021	Tues.	2	0	0	0	0	0	0	10/5/2021
9/22/2021	Wed.	6	8	0	0	2	1	1	10/6/2021
9/23/2021	Thurs.	0	0	0	0	0	0	0	10/7/2021
9/24/2021	Fri.	0	0	0	0	0	0	0	10/8/2021
WEEK TOTAL:		10	8	0	0	2	1	1	
9/27/2021	Mon.	0	0	0	0	0	0	0	10/11/2021
9/28/2021	Tues.	0	0	0	0	0	0	0	10/12/2021
9/29/2021	Wed.	0	0	0	0	0	0	0	10/13/2021
9/30/2021	Thurs.	0	0	0	0	0	0	0	10/14/2021
10/1/2021	Fri.	0	0	0	0	0	0	0	10/15/2021
WEEK TOTAL:		0	0	0	0	0	0	0	
MONTH TOTAL:		62	8	26	7	20	1	2	

$$\begin{array}{r} 8 \\ 5 \end{array}$$

$$\begin{array}{r} 8 \\ 16 \end{array}$$

$$\begin{array}{r} 11 \\ 37 \end{array}$$

$$\begin{array}{r} 5 \\ 12 \end{array}$$

$$\begin{array}{r} 3 \\ 23 \end{array}$$

$$\begin{array}{r} 1 \\ 2 \end{array}$$

$$\begin{array}{r} 1 \\ 3 \end{array}$$

(75)

Final numbers after adding 8/23 - 9-3

8/23-9-3 Add to Sept. report

DAY	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/Tutors	Corres. Due Date
August 2021								
8/2/2021 Mon.	3	0	5	0	0	0	0	8/16/2021
8/3/2021 Tues.	7	0	4	0	0	0	0	8/17/2021
8/4/2021 Wed.	10	0	0	0	0	0	0	8/18/2021
8/5/2021 Thurs.	0	0	0	0	0	0	0	8/19/2021
8/6/2021 Fri.	0	0	0	0	0	0	0	8/20/2021
WEEK TOTAL:	20	0	9	0	0	0	0	_____
8/9/2021 Mon.	2	0	0	0	0	0	0	8/23/2021
8/10/2021 Tues.	3	0	0	0	0	0	0	8/24/2021
8/11/2021 Wed.	7	2	6	0	1	1	1	8/25/2021
8/12/2021 Thurs.	0	0	0	0	0	0	0	8/26/2021
8/13/2021 Fri.	0	0	0	0	0	0	0	8/27/2021
WEEK TOTAL:	12	2	6	0	1	1	1	_____
8/16/2021 Mon.	2	0	0	0	0	0	0	8/30/2021
8/17/2021 Tues.	4	2	6	0	0	0	0	8/31/2021
8/18/2021 Wed.	6	0	17	2	1	0	0	9/1/2021
8/19/2021 Thurs.	0	0	0	0	0	0	0	9/2/2021
8/20/2021 Fri.	0	0	0	0	0	0	0	9/3/2021
WEEK TOTAL:	12	2	23	2	1	0	0	_____
8/23/2021 Mon.	3	0	0	0	0	0	0	9/6/2021
8/24/2021 Tues.	3	0	0	2	1	0	0	9/7/2021
8/25/2021 Wed.	2	1	0	1	0	0	0	9/8/2021
8/26/2021 Thurs.	0	0	0	0	0	0	0	9/9/2021
8/27/2021 Fri.	0	0	0	0	0	0	0	9/10/2021
WEEK TOTAL:	8	1	0	3	1	0	0	_____
8/30/2021 Mon.	2	0	0	0	0	0	0	9/13/2021
8/31/2021 Tues.	3	3	11	0	0	0	0	9/14/2021
9/1/2021 Wed.	0	0	0	0	0	0	0	9/15/2021
9/2/2021 Thurs.	0	0	0	0	0	0	0	9/16/2021
9/3/2021 Fri.	0	0	0	0	0	0	0	9/17/2021
WEEK TOTAL:	5	3	11	0	0	0	0	_____
MONTH TOTAL:	57	8	49	5	3	1	1	_____

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/12/2021

(Attach relevant documentation)

Issue under Consideration:	Town Manager Report
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	N/A
Recommendations:	For Information & Discussion
Department:	Town Manager

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

To: Mayor Williams and Members of the Board of Aldermen
From: Peter Franzese, Town Manager
Date: September 29, 2021
Re: October 2021 Town Manager Report

COVID-19 sick leave for vaccinated/medically exempt staff implemented

We have communicated to ensure all full-time staff are aware of the resolution adopted by the Board of Aldermen in September authorizing a special allowance of COVID-19 sick leave for vaccinated full-time staff who need to quarantine or isolate due to exposure/infection. This resolution is effective retroactively beginning June 1, 2021. The goal is to allow full-time, vaccinated staff who are out of work and unable to telework some relief from using their leave accruals, and incentivizing receiving a covid vaccine in line with public health goals. Those with a medical exemption from the COVID-19 vaccine provided by physician may also qualify.

Any full-time staff who believes they can qualify for COVID-19 sick leave should provide the required documentation and a completed employee leave request form to the Town Clerk. The Town Clerk will maintain all documents in the confidential personnel file and If the Town Clerk is able to confirm eligibility, the request form will be reviewed and approved by the Town Clerk, Finance Officer, and Town Manager. The approved COVID-19 sick leave will be processed and maintained in the payroll system by Finance staff.

Update from US Treasury on Status of ARPA CSLFRF Interim Final Rule

In September, the [US Treasury published an update](#) about the status of Final Rule on allowable expenditures of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF). In short, Treasury received many comments on the Interim Final Rule and needs more time to analyze them and formulate the Final Rule. It anticipates its review of all the comments to "continue into the fall." The [Interim Final Rule \(IFR\)](#) became effective when it was published and remains the definitive guidance until a Final Rule is adopted. According to US Treasury: *Until Treasury adopts a final rule and the final rule becomes effective, the Interim Final Rule is, and will remain, binding and effective. This means that recipients can and should rely on the Interim Final Rule to determine whether uses of funds are eligible under this program. Treasury encourages recipients to use funds to meet needs in their communities. Funds used in a manner consistent with the Interim Final Rule while the Interim Final Rule is effective will not be subject to recoupment.*

Local governments may proceed with expenditure decisions for CSLFRF according to the parameters set in the IFR and consistent with state law authority. However, SOG experts advise that we continue to proceed cautiously for several reasons...including compliance provisions, the probability that the Final Rule will expand some allowable expenditure categories, and perhaps most importantly for us in NC, we are still waiting on our first state budget in several years. All indications show that the budget may provide additional state law expenditure authority for NC local governments and opportunities to leverage the CSLFRF monies. In addition, Mayor Williams and I have a meeting set with Centralina on October 4 to learn about and discuss assistance they may be able to provide to the town in administering our funding. I have also signed up for a free six-day course (spread across several weeks) from the School of Government on ARPA funding.



FINANCE DEPARTMENT

Post Office Box 45 Spencer, NC 28159-0045
 704.633.2231 Ofc.
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<http://www.ci.spencer.nc.us>

AGENDA ITEM

Council Meeting Date: 10/12/2021

(Attach relevant documentation)

Agenda Item No: TBD	Budget Ordinance 21-019
Issue under Consideration:	To establish a Grant Project Ordinance for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds (CSLRF)
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	To record grant proceeds in the total amount of \$1,037,997. The first payment received in the amount of \$518,998 in Fiscal Year 2022
Options:	(Approve/Amend/Deny/NA)
Recommendations:	Approve
Department:	Finance Department

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____
 Against: _____
 Passes: _____
 Fails: _____

GRANT PROJECT ORDINANCE FOR THE
TOWN OF SPENCER
CORONAVIRUS STATE AND LOCAL
FISCAL RECOVERY FUNDS.

BE IT ORDAINED, by the Town of Spencer, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLRF). The Town of Spencer has received the first tranche in the amount of \$518,998 of CSLRF funds. The total allocation is \$1,037,997, with the remainder to be distributed to the town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigations efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to worker, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

CSLRF Funds	\$1,037,997*
-------------	--------------

[*Once it determines how it will spend all or a portion of the ARP funds, the governing board will amend this section to authorize appropriations for specific programs, services, projects, and activities. A board also may appropriate some or all of these funds to an enterprise fund in the annual budget ordinance for a water, wastewater, or stormwater infrastructure project.]

Section 3: The following revenues are anticipated to be available to complete the project:

CSLRF Funds	\$1,037,997
-------------	-------------

Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: The Finance officer is hereby directed to report the financial status of the project to the governing board on a [monthly/quarterly]] basis.

Section 6: Copies of the grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to Town Council.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLRF funds have been obligated and expended by the town, whichever occurs sooner.

Adopted this 12th day of October, 20____.

/s/_____
Jonathan Williams, Mayor

/s/_____
Stacy Craven, Town Clerk

AGENDA ITEM

Council Meeting Date: 10/12/2021

Agenda Item No: TBD	INSERT AGENDA ITEM HERE
Issue under Consideration:	Board to receive information on a Duke Energy Foundation grant of \$25,000 that was awarded to the Salisbury Community Development Corporation (SCDC). The SCDC will partner with the Town of Spencer for the purpose of administering a special Small Business Innovation Grant for small businesses and other eligible organizations in Spencer. Concurrently, the Board will consider adopting a resolution amending the FY 21-22 commercial façade grant program guidelines to reflect the additional funds available through this award. (See <i>attached memo for further details.</i>)
Current Status:	The SCDC has formally received notice of the award.
Points to Consider:	The \$25,000 award to the SCDC will supplement the existing \$10,000 budget for the Salisbury Avenue Grant. In order to streamline the application process, the Duke Energy funds and the Town's funds will be awarded through the same process.
Financial Impact:	N/A
Options:	The Board can adopt a resolution amending the FY 21-22 commercial façade grant program guidelines, as presented.
Recommendations:	Planning & Development Services recommends that the governing board adopt a resolution amending the FY 21-22 commercial façade grant program guidelines to reflect the additional funds available through the Duke Energy Foundation award. (See <i>attachments.</i>)
Department:	PLANNING & DEVELOPMENT SERVICES

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____

Against: _____

Passes: _____

Fails: _____





Rowan's Original Gateway.

Date: September 29, 2021

To: Peter Franzese, Town Manager

From: Kyle Harris, Planning & Zoning Administrator

Re: 2021-22 Duke Energy "Hometown Innovation" Grant

Attachments: Exhibit A: Resolution Establishing the Salisbury Avenue Corridor Improvement Grant (adopted August 10, 2021)

Exhibit B: Salisbury Avenue Grant Program Guidelines (adopted August 10, 2021, *pending certain revisions directed by the Board*)

Exhibit C: Draft Hometown Innovation Grant Program Guidelines

Exhibit D: Draft Hometown Innovation Grant Application Form

Exhibit E: Resolution Establishing the 2021-22 Hometown Innovation Grant

The Salisbury Community Development Corporation (SCDC), in partnership with the Town of Spencer, has received a generous \$25,000 grant from the Duke Energy Foundation for the purpose of administering a special Small Business Innovation Grant for small businesses in Spencer. The program will provide grant assistance to eligible small businesses and organizations (<50 employees) for storefront beautification projects and other innovative exterior improvements.

This award represents a unique opportunity for Spencer to leverage its existing façade grant program to incentivize even greater investment into Spencer's commercial properties. However, the Duke Energy grant comes with one important caveat that the Town will need to work around. That is, the deadline set by the Duke Energy Foundation for the Town to select award recipients is January 30, 2021. This tight schedule will require the Town to make certain modifications to its usual grant administration processes.

The purpose of this Memorandum is to communicate planning staff's view on how the Duke Energy Foundation grant should be administered. The award was issued to the SCDC (an eligible nonprofit) because municipalities were not eligible to apply. However, in practice, the SCDC will defer to the Town to establish program guidelines and to facilitate the application review and selection process. Staff's recommendation would be for the Town to have one unified application process for commercial façade grants in FY 21-22. This process would combine and harmonize the existing Salisbury Avenue Grant process with the Duke Energy grant process. As a consequence, the Board will need to consider amending the Town's FY 21-22 commercial façade grant program to reflect the unique requirements of this special, one-time opportunity.

You will remember that in August, the Board adopted a resolution establishing the “Salisbury Avenue Corridor Improvement Grant” (see Exhibit A). When that program was adopted, it was anticipated that approximately five (5) grants of \$2,000 each would be awarded in FY 21-22 on a 50/50 matching basis. These grants would be awarded to projects demonstrating creative and innovative façade improvements, per the adopted Program Guidelines (see Exhibit B). Importantly, the typical annual commercial grant program allows applicants to submit applications on a “rolling basis”, that is, applications are considered as they are received; there is typically no “application window” or “application deadline”.

However, the receipt of the Duke Energy grant complicates the usual process. Specifically, there will be a firm application deadline. All applications will be reviewed simultaneously at the end of a set application period, and the highest quality projects will receive priority for funding.

Therefore, planning staff is recommending that the Board adopt a resolution amending the FY 21-22 commercial façade grant program (e.g., the “Salisbury Avenue Corridor Improvement Grant”) as follows:

- ✓ For the FY 21-22 period, the “Salisbury Avenue Corridor Improvement Grant” will be renamed the “2021-22 Hometown Innovation Grant” to reflect the special, one-time nature of this opportunity and to emphasize the focus on innovative storefront projects.
- ✓ For the FY 21-22 period, the Program Guidelines and Application Form will be amended as presented in the attached draft guidelines and application (see Exhibit C & D).
- ✓ For the FY 21-22 period, the maximum façade grant will be increased from \$2,000 to \$4,500, within the following parameters:
 - Eligible business will be able to apply for a grant of \$500 up to \$4,500 to assist with eligible improvements. Thanks to the generosity of the Duke Energy Foundation, there is no match required for the first \$2,500 of assistance. (That is, the first \$2,500 is covered 100% by the Duke Energy Foundation, with no private contribution of funds required.) However, for requests above \$2,500, eligible businesses can apply for up to another \$2,000, provided the applicant contributes a 50/50 “dollar-for-dollar” match in private funds for every public dollar requested above \$2,500. (See *Exhibit C: Draft Program Guidelines* for full details.)
- ✓ (Tentative Timeline) For the FY 21-22 period, applications will be accepted until Wednesday, December 1, 2021, at 12:00 (Noon) after a 2-month application window (beginning October 1). Subsequently, the Community Appearance Commission (CAC) will evaluate all applications simultaneously at a special meeting in December (date to be determined) and will make recommendations to the Board of Aldermen. Applications will be selected for awards by the Board of Aldermen at its regular meeting on Tuesday, January 11, 2022, or at a special meeting in January (to be determined).
- ✓ For the FY 21-22 period, applications will be selected, and awards announced, no later than January 30, 2022.

- ✓ Program will incorporate the Board's previous recommend amendment to expand eligible businesses to include not only commercial property owners and business tenants, but also non-profit, civic, and other community-oriented organizations that have a storefront space.

The changes recommend above will allow the Town partner with the SCDC to administer available façade grant funds in a timely and efficient manner. By having a single application process for both sources of funds, eligible small businesses can more easily plan and implement their projects.

Finally, to accomplish the above, the Board will consider adopting a resolution (see *Exhibit E: A Resolution Establishing the 2021-22 Hometown Innovation Grant Program for Small Businesses in Spencer*). The language of the resolution reflects the points outlined in this memo.

I will be happy to answer any questions posed by the Board and will be available for support and guidance throughout the administration of this unique program.

Respectfully submitted,

Kyle Harris
Planning & Zoning Administrator
Town of Spencer, NC



MAYOR & BOARD OF ALDERMEN

Post Office Box 45 Spencer, NC 28159-0045

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704.633.3837 Fax

<http://www.ci.spencer.nc.us>

RESOLUTION 21-022 FOR THE TOWN OF SPENCER

A RESOLUTION ESTABLISHING A SALISBURY AVENUE CORRIDOR IMPROVEMENT GRANT

WHEREAS, on June 8, 2021, the Spencer Board of Aldermen adopted the Town's FY 2021-22 Annual Budget, which included \$10,000 for a new commercial property façade grant program to support improvements along the Salisbury Avenue Corridor and in Downtown Spencer; and

WHEREAS, on June 28, 2021, the Spencer Community Appearance Commission (CAC) voted unanimously to recommend to the Board of Aldermen the adoption of a new Salisbury Avenue Corridor Improvement Grant; and

WHEREAS, the implementation of the Salisbury Avenue Corridor Improvement Grant is necessary to encourage improvements to the visual and functional aspects of commercial properties consistent with the Spencer Future Land Use plan; and

WHEREAS, Salisbury Avenue is a primary gateway into downtown Spencer for many thousands of residents and visitors annually. With population forecasts projecting rapid growth in the Charlotte metropolitan area over the coming decades, it is likely that an increasing number of visitors will utilize the Salisbury Avenue Corridor and that their perceptions of Spencer – and their willingness to return and patronize local businesses – will be shaped in accordance with the corridor's quality and character; and

WHEREAS, strengthening the visual and functional aspects along Salisbury Avenue and in Downtown Spencer will elevate the economic vitality of the Town by encouraging improved goods and services, economic loyalty, mixed-use development, and in-fill,

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen that the Salisbury Avenue Corridor Improvement Grant Guidelines, as recommended by the Community Appearance Commission, are hereby adopted, and that the Town's previous Commercial (Historic District and Non-Historic District) Rehabilitation Grant policy is hereby repealed.

Adopted this the 10th day of August 2021 in Spencer, North Carolina.

Jonathan Williams, Mayor

Stacy Craven, Town Clerk





Community Appearance Commission

Salisbury Avenue Corridor Improvement Grant – Guidelines

Spencer Town Hall • 600 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 28 • kharris@townofspencer.com

Program Overview

The Salisbury Avenue Corridor Improvement Grant assists commercial property owners and business tenants, including non-profit, civic, and other community-oriented organizations, along the Salisbury Avenue Corridor and within the Main Street (MS) District (map available) with enhancements to building façades, landscapes, driveways, and parking lots. These projects can range from minor repairs and repainting to substantial façade and landscape rehabilitation projects and the installation of new pedestrian amenities such as outdoor seating, planters, awnings, café fences, and lighting.

Applications may be submitted at any time, but funds are limited each year (starting July 1). Submitting an application does not guarantee that the grant will be awarded. Grants are awarded for eligible projects by the Spencer Board of Aldermen after initial review and recommendation by the Spencer Community Appearance Commission (CAC), as funds are available. The grant is typically awarded on a 50/50 matching basis with a maximum Town participation of \$2,000.00 per project. This is a reimbursement grant. Funds are issued at the completion and final inspection and approval of the project.

All proposed projects must be reviewed and approved by the Board of Aldermen before any work has begun in order to be eligible for the grant. The Board of Aldermen reserves the right to accept or reject any request, require modifications deemed appropriate to meet the guidelines, and/or reduce the award amount from the full 50/50 match based on specific considerations outlined herein. The Board of Aldermen will not promote or reward poor design and execution, inappropriate alterations, etc.

Background & Purpose

The Spencer Board of Aldermen has approved funding for the implementation of an incentive grant program to encourage property owners and tenants along the Salisbury Avenue Corridor to make improvements to the visual and functional aspects of their properties consistent with the Spencer Future Land Use Plan.

Salisbury Avenue is a primary gateway into downtown Spencer for many thousands of residents and visitors. With population forecasts projecting rapid growth in the Charlotte metropolitan area over the coming decades, it is likely that an increasing number of visitors will utilize the Salisbury Avenue Corridor and that their perceptions of Spencer – and their willingness to return and patronize local businesses - will be shaped in accordance with the corridor's quality and character. Strengthening the visual and functional aspects along Salisbury Avenue will elevate the economic vitality of the Town by encouraging improved goods and services, economic loyalty, mixed-use development, and new infill.

Who can apply for funding?

- Any commercial property owner or business tenant located along the Salisbury Avenue Corridor and within the Main Street (MS) District (map available) is eligible to apply. A business tenant applicant must obtain the property owner's written permission as part of the application.
- Non-profit, civic, and other community-oriented organizations are also eligible to apply. A tenant applicant must obtain the property owner's written permission as part of the application.
- A project is deemed ineligible for funding if work begins at any point before the application is reviewed and approved by the Board of Aldermen.
- Owners of any property for which an application is submitted must be up to date on their property tax payments.
- If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units, the tenant is eligible for one application per façade.
- Only one grant may be awarded for each façade per every other fiscal year (starting July 1).
- A property does not have to be occupied at the time a grant application is submitted. However, applicants for projects at unoccupied properties must submit a written plan and timeline of expected occupancy.

What type of improvements are eligible for funding?

The type of improvements that are permitted will depend on the historic status of the property. If a property is located in the Spencer Local Historic District, any exterior alteration must comply with Spencer's Historic District Standards, which can be found on the town's website or by contacting town staff. Generally, improvements may include, but are not limited to:

- Exterior painting, repainting, and patching.
- Installation of upper-level façade elements such as awnings, signage, flower boxes, lighting, etc.
- Introduction of pedestrian amenities such as street furniture, planters, café fences, umbrellas, lighting, etc.
- Safe cleaning of brick/stone fronts or wall surfaces. (Method of cleaning must be pre-approved.)
- Masonry repair, mortar joint repair, re-pointing of brick.
- Repair and replacement of windows and doors.
- Removal of siding and exterior false façades and metal canopies.
- Repair, reconstruction, and/or replacement of original architectural details.
- Structural and cornice repair and/or replacement.
- Historic reconstructions, rehabilitation or compatible reconstruction of a storefront.
- Landscaping including sidewalks, lawns, and plantings.
- Painting of murals (including artist fees, labor/material/construction costs, and equipment rental).
- Roof repairs.
- Addition of a patio or an outdoor eating space (including furniture).
- Design services (architect, etc.) for façade rehabilitation.
- Parking lot and driveway improvements.
- Removal of non-compliant signs.
- Removal of dilapidated buildings.
- Limited interior alterations such as display window changes that are a necessary part of the façade design.

Examples of **ineligible** activities include:

- Routine maintenance.
- Tools used for repair work.
- Intellectual property that is not solely purposed for renovation (e.g., logo design, etc.).
- Unapproved exterior alterations to properties in Local Historic Districts, including Downtown.
- Improvements made prior to grant approval.
- Interior rehabilitation/improvements that are not a necessary part of the façade design.
- New building construction.
- Application fees, permit fees, and inspection fees.

What are the requirements?

- All proposals must:
 - o Meet applicable zoning and code requirements of the Town of Spencer and comply with the Salisbury Avenue Corridor Improvement Grant Guidelines set forth herein;
 - o Application must receive a favorable recommendation from the Spencer CAC;
 - o Application must be approved by the Board of Aldermen prior to beginning work;
 - o Adhere to all applicable sections of Spencer's Historic District Standards.
- Only exterior enhancements are eligible, and priority is given to improvements on primary street-oriented facades and landscapes. (Rear façades and landscapes are reviewed on a case-by-case basis). The cost of limited interior alterations such as display window changes may be included only if they are a necessary part of the façade design.
- Any proposed project within a local historic district must receive a Certificate of Appropriateness from the Historic Preservation Commission *prior* to review by the CAC.
- Improvements to specific properties are considered part of the real estate value of said property and shall not be removed or relocated. Failure to comply with this criterion may subject the property owner to financial reimbursement to the Town of Spencer.
- All projects must be completed before the end of the fiscal year (June 30). Any request for an extension beyond the end of the fiscal year must be approved by the Board of Aldermen. Requests for extensions must be submitted by May 1 and must be accompanied by 1) invoices of completed work equal to or greater than twice the dollar amount of the grant, 2) a notarized letter of intent and/or signed construction contract for work described in the original grant application, and 3) a statement from lending institution financing project, if applicable.

How much funding can I receive from the Town?

- Competitive grants are typically awarded by the Board of Aldermen on a 50/50 matching basis with a maximum Town participation of \$2,000.00 per project. **However, given the limited availability of municipal funds per fiscal year, applicants are not guaranteed to receive the full 50/50 match. The amount awarded is determined by total eligible project costs and by specific considerations as outlined in the following section.**
- The final award amount is based on documentation of actual costs. Grants are paid only when the approved project is completed in accordance with the plans submitted with the proposal.
- A project that alters submitted plans without prior approval will be disqualified from payment. Designs not completed as submitted will also be disqualified.
- Due to limited funding, a single property owner submitting multiple applications for separate façades may receive lower than the maximum award allowed for each façade. This will be determined on a case-by-case basis given the availability of funds.

Given limited resources, how will the Town prioritize projects to fund?

Priority consideration will be given to proposals that make **highly visible and significant design contributions** and which best exemplify the goals set forth in the Town of Spencer's Future Land Use Plan. The detailed criteria that are used to rank applications is outlined in Addendum A of these guidelines. These criteria may be amended annually in order that they continue to encourage best practices in streetscape enhancement. **Applicants are encouraged to familiarize themselves with these criteria in order to develop strong and competitive applications.**

How do I apply?

Applications may be submitted at any time. Applications will be reviewed by the in the order in which they are received beginning on an announced date in the first quarter of the fiscal year and continuing periodically as needed until all available funding has been awarded. Grants will be awarded based on the comparative merit of submitted projects as determined by the review committee and the criteria outlined in these guidelines.

In most cases, the process is as follows:

1. Applicant consults with the Planning & Zoning Administrator to review application requirements and to determine if the proposed project is eligible.
2. If the property is located within the Spencer Local Historic District (which includes Downtown), the applicant receives a Certificate of Appropriateness from Development Services staff (for Minor Works) or the Historic Preservation Commission (for Major Works).
3. Applicant submits application to the Planning & Zoning Administrator and attaches all necessary supporting materials (see checklist on the following page).
4. Town staff reviews application for code compliance.
5. Applications are reviewed by the CAC at their next regularly scheduled meeting.
6. If the CAC makes a favorable recommendation, then the application proceeds to the final step in the award process, which is to be reviewed and awarded by the Board of Aldermen at their next regularly scheduled meeting.
7. The Town of Spencer will notify the applicant in writing that the proposed project has been approved as submitted or rejected with recommendations. If project is rejected, applicant may resubmit with recommended modifications.
8. An agreement must be signed between the applicant and the Planning & Development Services department, which is authorized to sign on behalf of the Town. The agreement will detail all work to be done and specify a time frame in which the work is to be completed, as well as procedures in the event the agreement is not followed.
9. Applicant may begin work.
10. If, at any point during the grant process, the scope of work changes (for example: the applicant desires for the approved design/materials/size/color to change, the project is unable to be completed as approved, etc.), the applicant must contact the Planning & Zoning Administrator immediately. Grantees are not authorized to make any changes to their approved scope of work without the review and subsequent approval of town staff. Failure to notify staff of desired changes in a timely manner may result in forfeiture of the grant in its entirety.

11. When work is completed, the grantee must contact the Planning & Zoning Administrator and schedule an on-site inspection. Same-day inspections cannot be guaranteed.
12. Grant monies are ultimately awarded upon successful completion of approved work within the allotted time frame. Approved applicants will be reimbursed for the amount approved in the application process. Applicant must submit documentation (e.g. invoices) of all actual project costs before any reimbursements can be made.
13. If completed work is in accordance with the application, town staff requests that a check be issued. The reimbursement grant check will typically be issued within 30 business days of the final inspection and approval of the completed project.
14. Check is mailed to applicant at address provided on application.

A complete application must include the following:

- ☐ A completed application form with detailed explanation of project;
- ☐ Any design schematics, site plans, drawings or renderings, color charts, artwork or materials samples necessary for the Community Appearance Commission to fully understand the scope of the proposal. The burden is on the applicant to provide all necessary design documentation relative to the project;
- ☐ Price quotes from contractors (or a list of materials with price estimates) covering the full extent of the work;
- ☐ Certificate of Appropriateness (if the property is in the Spencer Local Historic District);
 - o Projects classified as Minor Works may be approved by Staff
 - o Projects classified as Major Works will require full HPC review and approval. If this level of review is necessary, please be aware that the HPC has a separate deadline schedule which may prevent concurrent review and approvals of both the Certificate of Appropriateness and the grant application.
- ☐ Timetable for completion of the work;
- ☐ Photographs depicting the current condition of the project area (façade or landscape);
- ☐ Property owner's written permission, if applicable.

If you have any questions or need additional information, please contact the Planning & Zoning Administrator at (704)-633-2231 ext. 28 or kharris@townofspencer.com.



TOWN OF SPENCER, NC

Community Appearance Commission

Salisbury Avenue Corridor

Improvement Grant – Application

Spencer Town Hall • 600 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 28 • kharris@townofspencer.com

APPLICATION CHECKLIST		
☐ Grant application ☐ Photographs showing existing conditions of the areas for repair, stabilization, or improvement	☐ Itemized estimate OR a materials list including total project cost ☐ Project plans and specifications or other appropriate design documentation	☐ Approved Certificate of Appropriateness Application, if in Local Historic District ☐ Property owner's written permission, if applicable
APPLICANT CONTACT INFO		
☐ PROPERTY OWNER ☐ BUSINESS TENANT		
Name: _____		
Contact Person: _____	Telephone: _____	
Address: _____	Email: _____	
PROPERTY INFORMATION		
Rowan County Parcel ID: _____	Current Use: _____	
Address: _____	Local Historic District (if applicable): _____	
PROJECT TYPE & DESCRIPTION		
☐ Introduction of new elements (e.g. outdoor seating and dining, awnings, planters, signage) ☐ Landscaping or parking improvements ☐ Replacement/stabilization of deteriorated features and elements (e.g. doors, windows, masonry, pre-existing awnings) ☐ Removal and replacement of non-original, inappropriate features or material and restoring with original ☐ Painting and minor repairs		
Description: _____ _____ _____ _____		
TOTAL PROJECT COST (Attached Itemized Estimate): _____		
SIGNATURE		
<i>I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, the laws of the State of North Carolina, the standards of the Spencer Development Ordinance, and the Spencer Historic District Standards (if applicable). Submission of this application does not constitute award of a grant or issuance of a permit. The Town of Spencer reserves the right to request additional information to ensure complete review.</i>		
Applicant: _____ Date: _____		

Addendum A: Evaluative Criteria

Each application will receive a score ranging from one (1) to six (6) based on project type and quality. When there are more applications than funds available, higher-scoring projects will receive priority over lower-scoring projects. Additionally, lower-scoring projects are not guaranteed to receive the full 50/50 match. Applicants are therefore encouraged to develop proposals that will score higher in each category.

<i>Table: Evaluative Criteria</i>		POINTS
		<i>Select one per category</i>
Project Type		
Introduction of new elements: ▪ Pedestrian amenities such as: ○ Outdoor seating and dining, signage, art, planters, café fences, umbrellas and canopies, lighting, awnings, utility screens, and other street furniture. ▪ Upper-level façade elements such as: ○ Art and signage; window planters <u>Or...</u> Major landscaping, parking improvements	3	
Replacement/stabilization of deteriorated features and elements: ▪ Doors; windows and transoms; masonry ▪ Awnings and other previously-existing pedestrian amenities ▪ Other architectural elements and ornamentation <u>Or...</u> Minor landscaping, parking improvements <u>Or...</u> (for historic properties) removal and replacement of non-original, inappropriate features or material and restoring with original details and materials	2	
Painting & minor repairs	1	
Routine maintenance. (Automatic disqualification.)	0	
Project Quality		
• Project represents an <i>exceptional</i> improvement to the quality, character, and economic development potential of the Salisbury Avenue Corridor by <i>transforming</i> a severely blighted/inactive façade or landscape into a vibrant, active one with appropriate and high-quality materials/elements; <u>or...</u> • Demonstrates <i>creative and innovative</i> design solutions that promise to enhance social, cultural and economic activity and expand business within the Corridor.	3	
• Project represents a <i>noteworthy</i> improvement to the quality, character, and economic development potential of the Corridor by <i>improving</i> the vibrancy and active elements of a façade or landscape using appropriate and high-quality materials/elements; <u>or...</u> • Project demonstrates <i>best-practice</i> design solutions that promise to enhance social, cultural, and economic activity and expand business within the Corridor.	2	
• Project does not introduce new pedestrian amenities or façade/landscape elements but does represent more-than-routine maintenance or stabilization of existing elements.	1	
• Project is inconsistent with the goals of promoting economic development, business expansion, and job creation and would damage, or not affirmatively promote, the visual and functional utility of the Corridor. (Automatic disqualification.)	0	
Total Points (1-6)		

Award Determination

Disclaimer: Given the limited availability of municipal funds per fiscal year, the Spencer Board of Aldermen reserves the right to award lower-scoring projects an amount smaller than the typical 50/50 match and/or lower than the maximum Town participation of \$2,000.00. The CAC strives to ensure that the funding allocated by the Spencer Board of Aldermen is invested in those projects that most affirmatively promote the goals of economic development, business expansion, and job creation along the Salisbury Avenue Corridor. The guide below illustrates the general percentage match ranges that an applicant may (without guarantee) anticipate upon receiving based on the score that his or her project is assigned.

Award Determination Guide



<i>Project Score</i>	<i>Matching Grant</i>
6	40-50%
5	35-50%
4	30-50%
3	25-50%
2	20-50%
1	0%
0	0%

Please note that as annual program funds reach their point of depletion, the Board of Aldermen may be unable to award full funding to even the highest scoring projects.



Announcing a Special Opportunity!

The 2021-22 Hometown Innovation Grant for Small Businesses in Spencer

Spencer Town Hall • 600 South Salisbury Ave, Spencer NC 28159
Contact: Kyle Harris, Spencer Planning & Zoning Administrator
Office: (704)-633-2231 ext. 28 • kharris@townofspencer.com

The Salisbury Community Development Corporation (CDC), in partnership with the Town of Spencer, has received a generous \$25,000 grant from the Duke Energy Foundation for the purpose of administering a special Small Business Innovation Grant for small businesses in Spencer. The program will provide grant assistance to eligible small businesses and organizations (<50 employees) for storefront beautification projects and other innovative exterior improvements (see: “Program Guidelines” for full details on eligible improvements).

Eligible businesses can apply for a grant of **\$500 up to \$4,500.00** to assist with eligible improvements. Thanks to the generosity of the Duke Energy Foundation, there is no match required for the first \$2,500 of assistance. However, for requests above \$2,500, eligible businesses can apply for up to another \$2,000, provided the applicant contributes a 50/50 “dollar-for-dollar” match in private funds for every public dollar requested above \$2,500.

Please note this is a **competitive grant**. Applicants are not guaranteed to receive an award. Applications will be reviewed by the Spencer Board of Aldermen and grants will be awarded to projects that make the highest quality and most significant design contributions to Spencer. Applications will be ranked based on established review criteria (see “Evaluative Criteria”). Given limited funds, certain projects may receive less than the total eligible award. For this reason, applicants are encouraged to design projects that make exceptional, highly visible, and innovative improvements to facades and storefronts.

Hometown Innovation Grant Program Guidelines

Program Overview

The 2021-22 Hometown Innovation Grant is a special, one-time grant program resulting from a unique collaboration between the Town of Spencer, the Duke Energy Foundation, and the Salisbury Community Development Corporation (CDC). The program is made possible by a \$10,000 contribution from the Spencer Board of Aldermen and a \$25,000 contribution from the Duke Energy Foundation.

The program is designed to assist commercial property owners and business tenants, including non-profit, civic, and other community-oriented organizations, along the Salisbury Avenue Corridor and within the Main Street (MS) District (map available) with enhancements to building façades, landscapes, driveways, and parking lots. These projects can range from minor repairs and repainting to substantial façade and landscape rehabilitation projects and the installation of new pedestrian amenities such as outdoor seating, planters, awnings, café fences, art, lighting, and beyond. Get creative!

The purpose of this program is to provide grant funding to small businesses who make exceptional improvements to the quality, character, and economic development potential of Spencer through innovative façade/storefront projects. Projects should transform inactive facades into vibrant, active ones with quality design work, materials, and approaches. Projects should demonstrate creative and innovative design solutions that enhance social, economic, and cultural activity and business expansion in Spencer.

Applications must be submitted to Kyle Harris, Planning & Zoning Administrator, via email to kharris@townofspencer.com, by 12:00 (noon) on Wednesday, December 1, 2021. Funds are limited. Submitting an application does not guarantee that the grant will be awarded. Grants are awarded for eligible projects by the Spencer Board of Aldermen after initial review and recommendation by the Spencer Community Appearance Commission (CAC) and are evaluated based on established Evaluative Criteria outlined in these Guidelines.

All proposed projects must be reviewed and approved by the Board of Aldermen before any work has begun in order to be eligible for the grant. The Board of Aldermen reserves the right to accept or reject any request, require modifications deemed appropriate to meet the guidelines, and/or reduce the award amount from the full 50/50 match based on specific considerations outlined herein. The Board of Aldermen will not promote or reward poor design and execution, inappropriate alterations, etc.

Recovering from COVID-19:

Small business grants are intended to help small business recover or “pivot” as a result of the COVID-19 pandemic. A pivot may include adding enhanced outdoor service, modifying physical space, façade improvements, signage, and other methods of creative adaptation.

Who can apply for funding?

- ✓ Any individual small business with less than 50 employees is eligible to apply.
- ✓ Applicants can include commercial property owners or business tenants. Non-profit, civic, and other community-oriented organizations are also eligible to apply if they have a storefront space. A tenant applicant must obtain the property owner’s written permission as part of the application.
- ✓ Business must be located along the Salisbury Avenue Corridor and within the Downtown “Main Street” (MS) District (map available). The business must be located within the Town’s corporate limits. Businesses in Spencer’s area of extraterritorial jurisdiction (ETJ) are ineligible to apply.
- ✓ A project is deemed ineligible for funding if work begins at any point before the application is reviewed and approved by the Board of Aldermen.
- ✓ Owners of any property for which an application is submitted must be up to date on their property tax payments.
- ✓ If a building has multiple storefronts, each tenant with a separate storefront or façade may apply.
- ✓ A property does not have to be occupied at the time a grant application is submitted. However, applicants for projects at unoccupied properties must submit a written plan and timeline of expected occupancy, and must meet all other eligibility requirements. The Board of Aldermen reserves the right to disqualify such projects.

What type of improvements are eligible for funding?

The type of improvements that are permitted will depend on the historic status of the property. If a property is located in the Spencer Local Historic District, any exterior alteration must comply with Spencer's Historic District Standards, which can be found on the town's website or by contacting town staff. Generally, improvements may include, but are not limited to:

- Exterior painting, repainting, and patching.
- Installation of upper-level façade elements such as awnings, signage, flower boxes, lighting, etc.
- Introduction of pedestrian amenities such as street furniture, planters, café fences, umbrellas, lighting, etc.
- Safe cleaning of brick/stone fronts or wall surfaces. (Method of cleaning must be pre-approved.)
- Masonry repair, mortar joint repair, re-pointing of brick.
- Repair and replacement of windows and doors.
- Removal of siding and exterior false façades and metal canopies.
- Repair, reconstruction, and/or replacement of original architectural details.
- Structural and cornice repair and/or replacement.
- Historic reconstructions, rehabilitation, or compatible reconstruction of a storefront.
- Landscaping including sidewalks, lawns, and plantings.
- Painting of murals (including artist fees, labor/material/construction costs, and equipment.)
- Roof repairs.
- Addition of a patio or an outdoor eating space (including furniture).
- Design services (architect, etc.) for façade rehabilitation.
- Parking lot and driveway improvements.
- Removal of non-compliant signs.
- Removal of dilapidated buildings.
- Limited interior alterations such as display window changes that are a necessary part of the façade design.

Examples of **ineligible** activities include:

- Routine maintenance.
- Tools used for repair work.
- Intellectual property that is not solely purposed for renovation (e.g., logo design, etc.).
- Unapproved exterior alterations to properties in Local Historic Districts, including Downtown.
- Improvements made prior to grant approval.

- Interior rehabilitation/improvements that are not a necessary part of the façade design.
- New building construction.
- Application fees, permit fees, and inspection fees.
- Payroll, rent, and utilities are excluded, meaning they are not eligible expenses.

What are the requirements?

- All proposals must:
 - Meet applicable zoning and code requirements of the Town of Spencer and comply with the 2021 Hometown Innovation Grant Guidelines set forth herein;
 - Be approved by the Board of Aldermen prior to beginning work;
 - Adhere to all applicable sections of Spencer's Historic District Standards.
- Only exterior enhancements are eligible, and priority is given to improvements on primary street-oriented facades and landscapes. (Rear façades and landscapes are reviewed on a case- by-case basis). The cost of limited interior alterations such as display window changes may be included only if they are a necessary part of the façade design.
- Any proposed project within a local historic district must receive a Certificate of Appropriateness from the Historic Preservation Commission.
- Improvements to specific properties are considered part of the real estate value of said property and shall not be removed or relocated. Failure to comply with this criterion may subject the property owner to financial reimbursement to the Town of Spencer for any portion of the grant awarded by the Town.

Timeline:

- ✓ Applications are due to Kyle Harris, Planning & Zoning Administrator, via email to kharris@townofspencer.com by 12:00 Noon on **Wednesday, December 1, 2021**;
- ✓ Applications will be reviewed by the Community Appearance Commission (CAC) at a special meeting in December (date to be determined);
- ✓ Applications will be reviewed by the Historic Preservation Commission (HPC) at a regular or special meeting in December or January (date to be determined);
- ✓ Applications will be selected for awards by the Spencer Board of Aldermen at its regular meeting on **Tuesday, January 11, 2022** or at a special meeting in January;
- ✓ In the case of any delay in the process outlined above, the Town will aim to announce grant recipients no later than January 30, 2022.

How much funding can I receive from the Town?

- Please note that this is a reimbursement grant. If your application is accepted, you will be responsible for paying for all expenses up front, documenting the expenses, and submitting receipts for approval prior to being reimbursed. Instructions to do so will be provided. Funds will be provided based on original grant award amounts. All receipts and expenses must be submitted simultaneously.
- Eligible businesses can apply for a grant of up to **\$4,500.00** to assist with eligible improvements. Thanks to the generosity of the Duke Energy Foundation, there is no match required for the first \$2,500 of assistance. However, for funding requests above \$2,500, eligible businesses can apply for up to another \$2,000, provided the applicant contributes a 50/50 “dollar-for-dollar” match in private funds for every public dollar requested above \$2,500. (See below.)
- **For example:** If an applicant applies for a \$2,500 grant, then the applicant will not be required to contribute any private funds toward the project. The Duke Energy Foundation will cover the entire cost of that request. However, if an applicant applies for a \$4,500 grant, then the applicant would be required to contribute a 50/50 “dollar-for-dollar” match on every dollar requested above \$2,500. In the case of a \$4,500 grant request, the amount above \$2,500 is \$2,000. Therefore, the applicant would be required to contribute \$2,000 toward the project to receive the total grant of \$4,500. The total project cost would be \$6,500 (\$2,000 private match + \$4,500 grant = \$6,500). (See “Program Guidelines” for a helpful Award Chart Guide.)
- **The amount awarded is determined by total eligible project costs and by specific considerations as outlined in these Guidelines.** The final award amount is based on documentation of actual costs. Grants are paid only when the approved project is completed in accordance with the plans submitted with the proposal.
- A project that alters submitted plans without prior approval will be disqualified from payment. Designs not completed as submitted will also be disqualified.
- Due to limited funding, a single property owner submitting multiple applications for separate façades may receive lower than the maximum award allowed for each façade. This will be determined on a case-by-case basis given the availability of funds.

Given limited resources, how will the Town prioritize projects to fund?

Priority consideration will be given to proposals that make **highly visible and significant design contributions** and which best exemplify the goals set forth in the Town of Spencer's Future Land Use Plan. The detailed criteria that are used to rank applications is outlined in Addendum A of these guidelines. **Applicants are encouraged to familiarize themselves with these criteria in order to develop strong and competitive applications.**

Award Chart Guide (Examples)

<u>Total Grant Request</u>	<u>Duke Energy Foundation Award</u>	<u>Town of Spencer Award</u>
This figure represents the total amount of grant funding you are requesting. <i>Min. Request: \$500</i> <i>Max Request: \$4,500</i> <i>Note: You can request any amount between \$500-\$4,500, e.g., \$2,750.</i>	(No Private Match Required) This figure represents the amount of funding that will be awarded by the Duke Energy Foundation. <i>Does not require any private match by applicant.</i> Max Award: \$2,500	(50% Private Match Required) This figure represents the amount of funding that will be awarded by the Town of Spencer. <i>Requires a 50/50 private match by applicant.</i> Max Award: \$2,000
\$500 (min. request)	\$500	N/A
\$1,000	\$1,000	N/A
\$2,000	\$2,000	N/A
\$2,500	\$2,500 (max. award)	N/A
\$3,000	\$2,500 (max. award)	\$500 (requires \$500 private match)
\$4,000	\$2,500 (max. award)	\$1,500 (requires \$1,500 private match)
\$4,500 (max. request)	\$2,500 (max. award)	\$2,000 (requires \$2,000 private match)

For Example: If your project will cost \$4,500, then you can apply for a maximum grant of \$4,500 through this program. You would reference the bottom row of the above chart. The Duke Energy Foundation will provide \$2,500 toward your project. The Town will provide another \$2,000 toward your project, but you would be required to contribute a 50/50 “dollar-for-dollar” private match of \$2,000 in order to receive any funding from the Town. The purpose of the 50/50 match is to encourage business owners to make a minimum investment of their own funds into the project. So, if you are requesting a \$4,500 grant, then you should prepare to invest at least \$2,000 in your own funds toward the project, with the remainder being reimbursed as a grant after successful completion of the project. Therefore, the total project cost for a \$4,500 grant request would be at least \$6,500.

How do I apply?

Grants will be awarded based on the comparative merit of submitted projects as determined by the reviewing boards and the criteria outlined in these guidelines.

In most cases, the process is as follows:

1. Applicant consults with the Planning & Zoning Administrator to review application requirements and to determine if the proposed project is eligible.
2. If the property is located within the Spencer Local Historic District (which includes Downtown), the applicant receives a Certificate of Appropriateness from Development Services staff (for Minor Works) or the Historic Preservation Commission (for Major Works). (This step may happen later in the process.)
3. Applicant submits application to the Planning & Zoning Administrator and attaches all necessary supporting materials (see checklist on the following page).
4. Town staff reviews application for code compliance.
5. Applications are reviewed by the CAC at their next regularly scheduled meeting.
6. If the CAC makes a favorable recommendation, then the application proceeds to the final step in the award process, which is to be reviewed and awarded by the Board of Aldermen at their next regularly scheduled meeting.
7. The Town of Spencer will notify the applicant in writing that the proposed project has been approved as submitted or rejected.
8. An agreement must be signed between the applicant and the Planning & Development Services department, which is authorized to sign on behalf of the Town. The agreement will detail all work to be done and specify a time frame in which the work is to be completed, as well as procedures in the event the agreement is not followed.
9. Applicant may begin work.
10. If, at any point during the grant process, the scope of work changes (for example: the applicant desires for the approved design/materials/size/color to change, the project is unable to be completed as approved, etc.), the applicant must contact the Planning & Zoning Administrator immediately. Grantees are not authorized to make any changes to their approved scope of work without the review and subsequent approval of town staff. Failure to notify staff of desired changes in a timely manner may result in forfeiture of the grant in its entirety.
11. When work is completed, the grantee must contact the Planning & Zoning

Administrator and schedule an on-site inspection. Same-day inspections cannot be guaranteed.

12. Grant monies are ultimately awarded upon successful completion of approved work within the allotted time frame. Approved applicants will be reimbursed for the amount approved in the application process. Applicant must submit documentation (e.g. invoices) of all actual project costs before any reimbursements can be made.
13. If completed work is in accordance with the application, town staff requests that a check be issued. The reimbursement grant check will typically be issued within 30 business days of the final inspection and approval of the completed project.
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A complete application must include the following:

- A completed application form with detailed explanation of project;
- Any design schematics, site plans, drawings or renderings, color charts, artwork, or materials samples necessary for the Community Appearance Commission to fully understand the scope of the proposal. The burden is on the applicant to provide all necessary design documentation relative to the project;
- Price quotes from contractors (or a list of materials with price estimates) covering the full extent of the work;
- Certificate of Appropriateness (if the property is in the Spencer Local Historic District);
 - ☐ Projects classified as Minor Works may be approved by Staff
 - ☐ Projects classified as Major Works will require full HPC review and approval. If this level of review is necessary, please be aware that the HPC has a separate deadline schedule which may prevent concurrent review and approvals of both the Certificate of Appropriateness and the grant application.
- Timetable for completion of the work;
- Photographs depicting the current condition of the project area (façade or landscape);
- Property owner's written permission, if applicable.

If you have any questions or need additional information, please contact the Planning & Zoning Administrator at (704)-633-2231 ext. 28 or kharris@townofspencer.com. (Email preferred.)

Addendum A: Evaluative Criteria

Each application will receive a score ranging from one (1) to six (6) based on project type and quality. When there are more applications than funds available, higher-scoring projects will receive priority over lower-scoring projects. Additionally, lower-scoring projects are not guaranteed to receive the full 50/50 match. Applicants are therefore encouraged to develop proposals that will score higher in each category.

POINTS	
<i>Table: Evaluative Criteria</i>	<i>Select one per category</i>
Project Type	
Introduction of new elements: ▪ Pedestrian amenities such as: ○ Outdoor seating and dining, signage, art, planters, café fences, umbrellas and canopies, lighting, awnings, utility screens, and other street furniture. ▪ Upper-level façade elements such as: ○ Art and signage; window planters <u>Or...</u> Major landscaping, parking improvements	3
Replacement/stabilization of deteriorated features and elements: ▪ Doors; windows and transoms; masonry ▪ Awnings and other previously-existing pedestrian amenities ▪ Other architectural elements and ornamentation <u>Or...</u> Minor landscaping, parking improvements <u>Or...</u> (for historic properties) removal and replacement of non-original, inappropriate features or material and restoring with original details and materials	2
Painting & minor repairs	1
Routine maintenance. (Automatic disqualification.)	0
Project Quality	
• Project represents an <i>exceptional</i> improvement to the quality, character, and economic development potential of the Salisbury Avenue Corridor by <i>transforming</i> a severely blighted/inactive façade or landscape into a vibrant, active one with appropriate and high-quality materials/elements; <u>or...</u> • Demonstrates <i>creative and innovative</i> design solutions that promise to enhance social, cultural and economic activity and expand business within the Corridor.	3
• Project represents a <i>noteworthy</i> improvement to the quality, character, and economic development potential of the Corridor by <i>improving</i> the vibrancy and active elements of a façade or landscape using appropriate and high-quality materials/elements; <u>or...</u> • Project demonstrates <i>best-practice</i> design solutions that promise to enhance social, cultural, and economic activity and expand business within the Corridor.	2
• Project does not introduce new pedestrian amenities or façade/landscape elements but does represent more-than-routine maintenance or stabilization of existing elements.	1
• Project is inconsistent with the goals of promoting economic development, business expansion, and job creation and would damage, or not affirmatively promote, the visual and functional utility of the Corridor. (Automatic disqualification.)	0
Total Points (1-6)	

Award Determination

Disclaimer: Given the limited availability of municipal funds per fiscal year, the Spencer Board of Aldermen reserves the right to award lower-scoring projects an amount smaller than the typical 50/50 match and/or lower than the maximum Town participation of \$2,000.00. The CAC strives to ensure that the funding allocated by the Spencer Board of Aldermen is invested in those projects that most affirmatively promote the goals of economic development, business expansion, and job creation along the Salisbury Avenue Corridor. The guide below illustrates the general percentage match ranges that an applicant may (without guarantee) anticipate upon receiving based on the score that his or her project is assigned.

Award Determination Guide



<i>Project Score</i>	<i>Matching Grant</i>
6	40-50%
5	35-50%
4	30-50%
3	25-50%
2	20-50%
1	0%
0	0%

Please note that as annual program funds reach their point of depletion, the Board of Aldermen may be unable to award full funding to even the highest scoring projects.

2021-22 Hometown Innovation Grant

For Small Business in Spencer – Application Form

Spencer Town Hall • 600 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 28 • kharris@townofspencer.com

Note: This is a reimbursement grant. If your application is accepted, you will be responsible for paying for all expenses up front, documenting the expenses, and submitting paid receipts prior to reimbursement. Funds will be provided based on the original grant award. Applicants must read the *Program Guidelines*. If you have any questions, or to schedule a consultation, please contact Kyle Harris, Planning & Zoning Administrator, by email at kharris@townofspencer.com.

Application Deadline: Wednesday, December 1, 2021, by 12:00 Noon.

Submit To: Kyle Harris, Planning & Zoning Administrator, to: kharris@townofspencer.com.

GENERAL INFORMATION

Business/Organization Name:	☐ Property Owner	☐ Business Tenant
Storefront Address:	Rowan County Parcel ID:	
Property Owner Name:	Property Owner Phone:	
Property Owner Email:		
Property Owner Mailing Address (City, State, Zip):		

APPLICANT INFORMATION (if different from owner)

Applicant Name:	Applicant Phone:
Applicant Email:	
Property Owner Mailing Address (City, State, Zip):	

GRANT INFORMATION

Total Project Cost (please attach itemized estimate):
Funding Request (Please enter your funding request from \$500 to \$4,500):

☑ Checklist

☐	I have read the Program Guidelines in their entirety. I understand that any questions I have regarding this program, including eligible expenses, should be directed <u>by email</u> to Spencer's Planning & Zoning Administrator at kharris@townofspencer.com .
☐	I understand that this is a <u>competitive</u> grant, and that I am not guaranteed to receive an award. I understand that the competitiveness of my application will be based on the quality of my project and the creativity, persuasiveness, and thoroughness of my written proposal.
☐	I understand that this is a <u>reimbursement grant</u> and that I will be responsible for paying all expenses up front, documenting the expenses, and submitting receipts for approval.
☐	I understand that there is no private match required for the first \$2,500 of assistance. However, for requests above \$2,500, I must contribute a 50/50 "dollar-for-dollar" match for every public dollar requested above \$2,500.
☐	I am the owner of a small business or other eligible organization in Spencer with less than fifty (50) employees and which has a physical storefront in Spencer.
☐	My business is located along the Salisbury Avenue Corridor or within Spencer's Main Street ("Downtown") District (map available on request).
☐	I have attached the following: (1) photographs showing existing condition of the areas for repair or improvement; (2) itemized estimate or a materials list including total project cost; (3) project plans and specifications or other appropriate design documentation; and (4) property owner's written permission, if applicable.

Exhibit D: Draft Hometown Innovation Grant Application Form

PROJECT DESCRIPTION

Using the space below, please provide a clear and detailed description of the full scope of the project for which you are seeking grant funding. For a list of eligible expenses and project types, see Program Guidelines. Please keep in mind that the Spencer Board of Aldermen will consider awarding a grant based, in part, on the creativity, persuasiveness, and thoroughness of your application. Priority will be given to projects that make an exceptional improvement to the quality, character, and economic development potential of Spencer. Projects should demonstrate creative and innovative design improvements. If you need additional space, please attach additional (typed) pages.

[illegible]

SIGNATURE

By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the Program Guidelines, the laws of the State of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations. Submission of this application does not constitute award of a grant or issuance of a permit. The Town of Spencer reserves the right to request additional information to ensure complete review.

Signature of Applicant:	Date:	Town Seal indicates receipt of completed application.
OFFICE USE ONLY		
Received By:	Date:	
Application Completed?	Note:	



MAYOR & BOARD OF ALDERMEN

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Ofc.

704.633.3837 Fax

<http://www.ci.spencer.nc.us>

RESOLUTION 21-023 FOR THE TOWN OF SPENCER

A RESOLUTION ESTABLISHING THE 2021-22 HOMETOWN INNOVATION GRANT PROGRAM FOR SMALL BUSINESSES IN SPENCER

WHEREAS, on June 8, 2021, the Spencer Board of Aldermen adopted the Town's FY 2021-22 Annual Budget, which included \$10,000 for a new commercial property façade grant program to support improvements along the Salisbury Avenue Corridor and in Downtown Spencer; and

WHEREAS, on August 10, 2021, the Spencer Board of Aldermen adopted a resolution establishing the Salisbury Avenue Corridor Improvement Grant to encourage improvements to the visual and functional aspects of commercial properties consistent with the Spencer Future Land Use plan; and

WHEREAS, in September 2021, the Salisbury Community Development Corporation (SCDC), in partnership with the Town of Spencer, was awarded \$25,000 from the Duke Energy Foundation for the purpose of administering a special Small Business Innovation Grant for small business in Spencer; and

WHEREAS, the purpose and objectives of the Salisbury Avenue Corridor Improvement Grant and the Duke Energy Foundation's Small Business Innovation Grant are substantially similar insofar as they are both designed to offer support to Spencer's small businesses for storefront improvement projects; and

WHEREAS, the Spencer Board of Aldermen recognizes the need to establish a streamlined, uniform, and easily navigable application process for small businesses seeking to benefit from these two sources of funding; and

WHEREAS, the Spencer Town Manager has recommended that for the FY 2021-22 period, the Salisbury Avenue Corridor Improvement Grant Program Guidelines should be amended to reflect the additional funds and special requirements of the Duke Energy Foundation's program, thereby allowing small business owners to apply for funding from both sources using a single application process.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen that for the FY 21-22 period, the previously adopted Salisbury Avenue Corridor Improvement Grant Program Guidelines are hereby amended as recommended by the Town Manager, and that the program will be renamed the "2021-22 Hometown Innovation Grant" to reflect the special, one-time nature of this unique collaboration between the Town of Spencer, the Duke Energy Foundation, and the Salisbury Community Development Corporation (CDC).

Adopted this the 12th day of October 2021 in Spencer, North Carolina.

Jonathan Williams, Mayor

Stacy Craven, Town Clerk

AGENDA ITEM

Council Meeting Date: 10/12/2021

Agenda Item No: TBD	INSERT AGENDA ITEM HERE
Issue under Consideration:	Board to receive an update on the status of the Spencer Community Garden Project.
Current Status:	The Spencer Presbyterian Church and Town staff are negotiating final language for a Memorandum of Understanding (MOU) and a liability waiver. Volunteers intend to proceed with construction of the first phase of the project in Fall 2021.
Points to Consider:	N/A
Financial Impact:	N/A
Options:	N/A
Recommendations:	N/A
Department:	PLANNING & DEVELOPMENT SERVICES

ACTION TAKEN BY THE BOARD OF ALDERMEN

Motion Made By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Motion Seconded By:

- ☐ B. Bish
- ☐ S. Hovis
- ☐ S. Miller
- ☐ S. Morgan
- ☐ P. Secreast
- ☐ P. Sledge

Results of Voting

For: _____
Against: _____

Passes: _____
Fails: _____

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/12/2021

(Attach relevant documentation)

Issue under Consideration:	Consider setting a public hearing relative to a proposed annexation agreement with the City of Lexington
Current Status:	The City of Lexington is beginning the process of considering a satellite annexation of approximately 773 acres along the southern border of Davidson County. Due to the proximity of this land to Spencer's Town limits, an annexation agreement between the two municipalities is required by state law.
Points to Consider:	The City of Lexington is drafting a proposed agreement in coordination with Town Attorney Jay Dees. Final language is pending but will be provided as soon as possible.
Financial Impact:	
Options:	
Recommendations:	Due to this property being in Davidson County, staff recommends setting a public hearing for November 9, 2021 to receive feedback and consider adopting an annexation agreement with the City of Lexington.
Department:	Town Manager/Town Attorney

ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT (this "Agreement"), by and between the City of Lexington, a body corporate and politic of the State of North Carolina (hereinafter the "City of Lexington"), and the Town of Spencer, a duly incorporated municipality under the laws of the State of North Carolina (hereinafter the "Town of Spencer") (collectively hereinafter referred to as the "Participating Municipalities");

WITNESSETH:

WHEREAS, the City of Lexington and the Town of Spencer, duly incorporated municipalities under the laws of the State of North Carolina, desire to eliminate uncertainty among residents and property owners in unincorporated areas adjacent to the Participating Municipalities and also to improve planning by public and private interests in such areas; and

WHEREAS, Chapter 160A, Article 4A, Part 6 of the General Statutes of North Carolina (hereinafter referred to as the "Act") authorizes municipalities to enter into binding annexation agreements concerning future annexation in order to enhance orderly planning by such municipalities as well as residents and property owners in areas adjacent to such municipalities;

NOW, THEREFORE, THE PARTICIPATING MUNICIPALITIES AGREE AS FOLLOWS:

1. This Agreement is executed pursuant to the authority of the Act, codified as G.S. Chapter 160A, Article 4A, Part 6.
2. This Agreement shall be in effect until November 9, 2041.
3. The Town of Spencer may not annex the area as described on attached Exhibit A, which is incorporated herein by reference.
4. **See attached map labeled "CITY OF LEXINGTON/TOWN OF SPENCER ANNEXATION AGREEMENT MAP" marked as Exhibit B and incorporated herein by reference for a general description.**
5. The effective date of this Agreement shall be November 9, 2021, or the date of adoption of the approving ordinance by the last Participating Municipality to do so, whichever is later.
6. At least sixty (60) days before the adoption of any annexation ordinance, the Participating Municipality which is proposing any annexation in the area(s) subject to this Agreement shall give written notice to the other Participating Municipality of the proposed annexation. Such notice shall

describe the area to be annexed by a legible map, clearly and accurately showing the boundaries of the area to be annexed in relation to the area described in this Agreement; roads, streams and any other prominent geographical features. The 60-day notice of the annexation ordinance may be waived by a mutual written waiver of the Participating Municipalities. Such notice shall not be effective for more than 180 days.

7. This Agreement may be modified or terminated by a subsequent agreement entered into by the Participating Municipalities. Any subsequent agreement shall be approved by ordinance after public hearings as required by law.
8. This Agreement may be terminated unilaterally by a Participating Municipality or a Participating Municipality may withdraw from this Agreement by repealing the ordinance which approved this Agreement and providing five years' written notice to the other Participating Municipality. Upon the expiration of the five-year period, this Agreement shall terminate.
9. From and after the effective date of this Agreement, neither the City of Lexington nor the Town of Spencer may adopt an annexation ordinance as to all or any portion of an area in violation of this Agreement.
10. Nothing in this Agreement shall be construed to authorize the annexation of any area that is not otherwise subject to annexation under applicable law.
11. This writing contains the entire agreement between the Participating Municipalities.

[Remainder of page intentionally blank. Signature page(s) follow.]

IN WITNESS WHEREOF, the mayors of the Participating Municipalities execute this Agreement, in duplicate, to become effective as provided in paragraph 5 above.

This the _____ day of _____, 2021.

CITY OF LEXINGTON

ATTEST:

By:

Emily M. Jackson,
City Clerk, CMC, NCCMC

Newell Clark, Mayor

APPROVED AS TO FORM:

Stephen C. Holton, City Attorney

TOWN OF SPENCER

ATTEST:

By:

Name: _____

Stacy Craven, Town Clerk

Name: _____
Jonathan D. Williams, Mayor

APPROVED AS TO FORM:

Jay Dees, Town Attorney

Exhibit A

Annexation Area

THIS MAP IS NOT A CERTIFIED SURVEY
INFORMATION TAKEN FROM DEEDS AND MAPS
NO FIELD WORK PERFORMED AT THIS TIME

EXHIBIT A
ANNEXATION AREAS

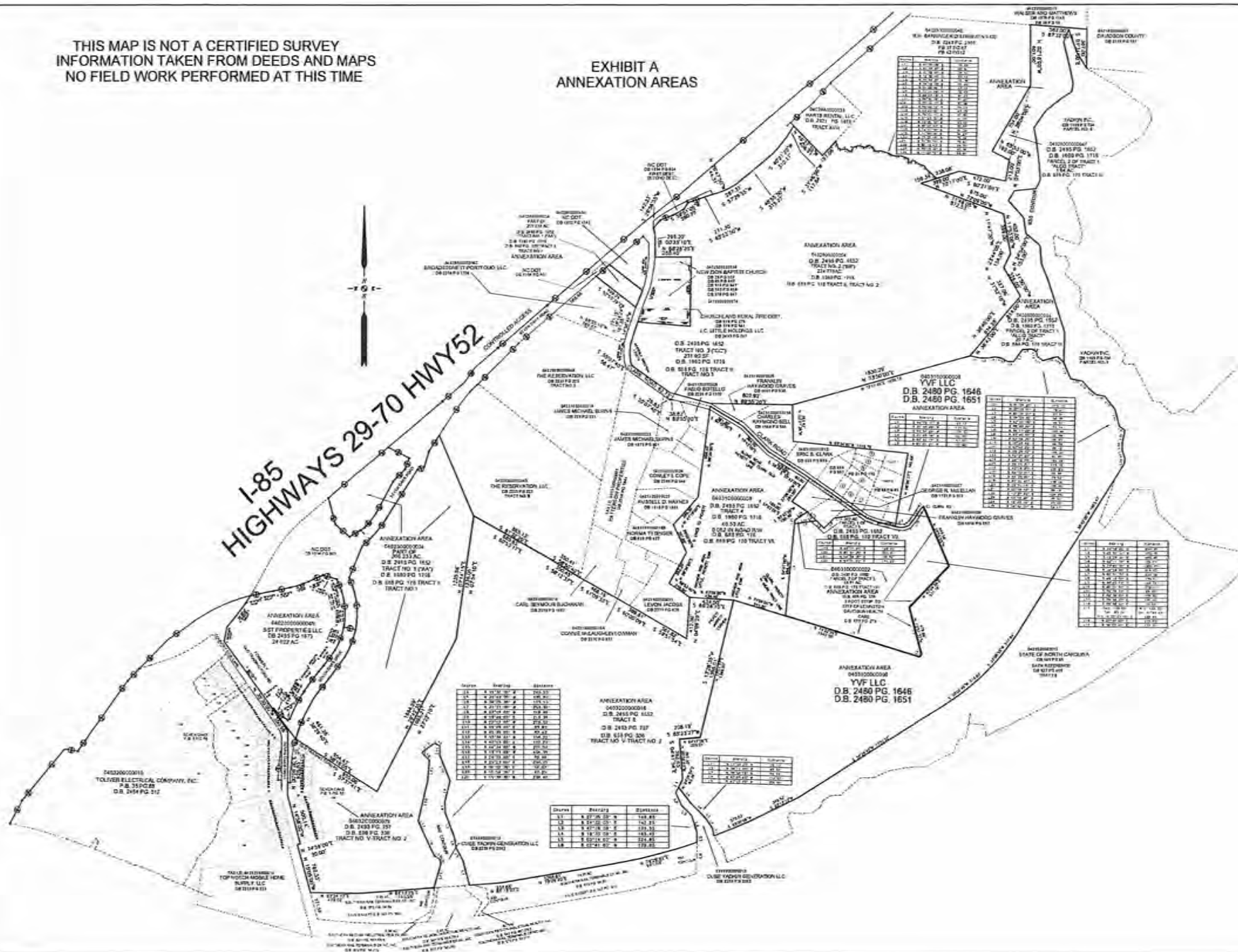


EXHIBIT B
ANNEXATION AREAS

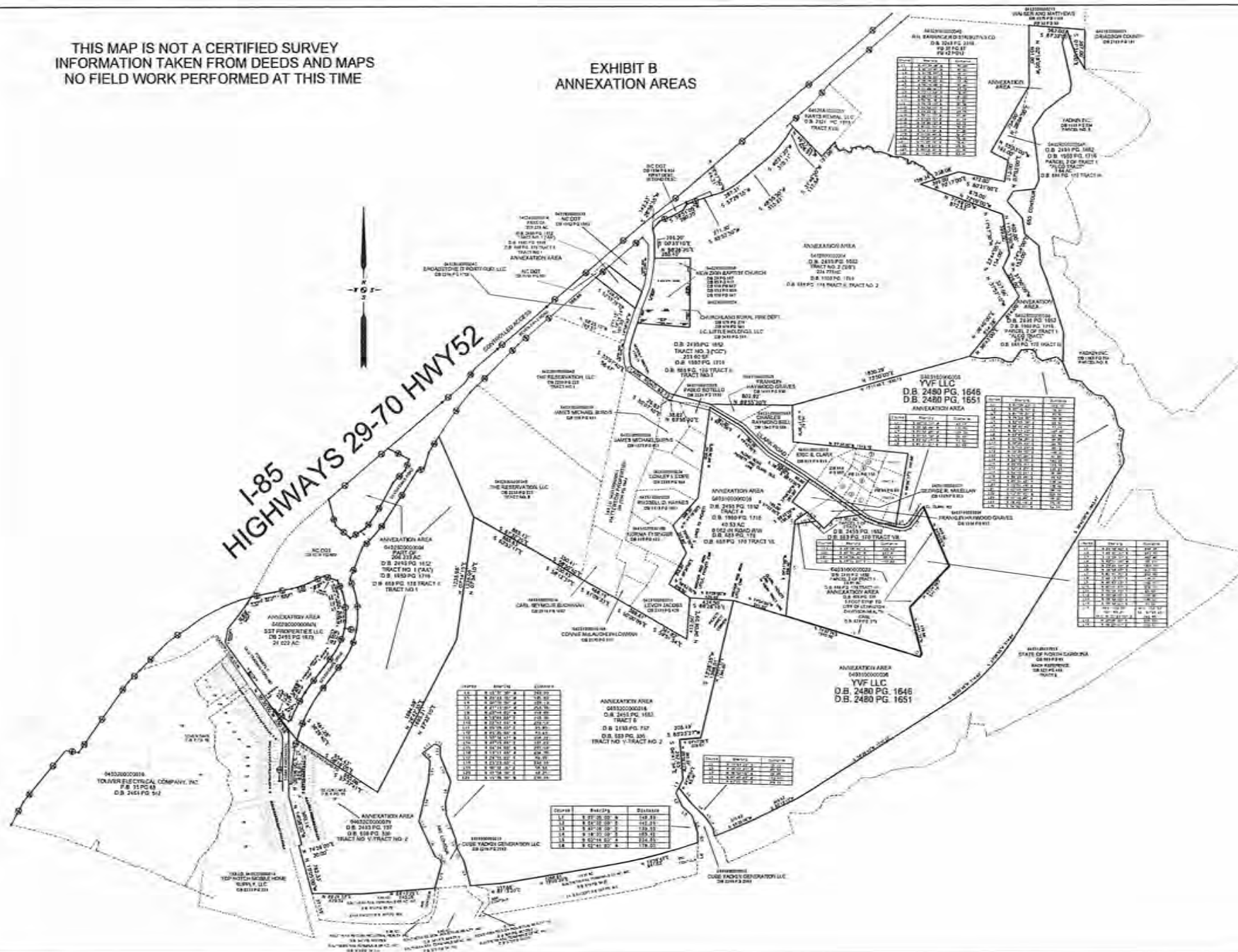


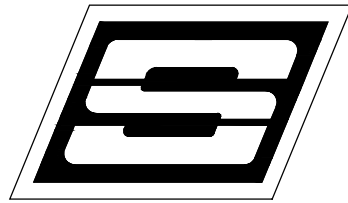
Exhibit B

CITY OF LEXINGTON/TOWN OF SPENCER ANNEXATION AGREEMENT MAP

Davidson County Park

	# lots	Davidson County Parcel #	Davidson County Pin ID	Acres
A	2	403100000006	5792-04-82-1730	207.83
B	4	402800000004	5792-03-23-2273	260.44
C	1	402800000004N		24.02
D	2	403200000016	5792-03-31-7605	178.96
E	1	403100000002	5792-04-52-5445	12.72
F	1	403100000008	5792-04-63-0922	40.53
G	1	403100000022	5792-04-73-2411	36.74
H	1	04032C0000079	5792-03-11-8188	10.25
I	1	0402800000004F	5792-02-87-5890	1.64

773.13



SAMET
CORPORATION

P.O. Box 8050
Greensboro, NC
27419
(336) 544-2600
FAX:
(336) 544-2638

PRELIMINARY SKETCH PLAN
DAVIDSON COUNTY CORP. PARK
DAVIDSON COUNTY, NORTH CAROLINA

REVISIONS	BY

DRAWN BY: DR
CHECKED BY: BH
DATE: 7-12-21
SCALE: 1"=500'
JOB NUMBER:
SHEET NUMBER:

THIS DRAWING IS THE PROPERTY OF
SAMET CORPORATION AND IS NOT TO
BE MODIFIED OR REPRODUCED IN PART
OR WHOLE WITHOUT EXPRESSED
WRITTEN PERMISSION.
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ORDINANCE NO. 21-025

**AN ORDINANCE TO APPROVE AN ANNEXATION AGREEMENT
BETWEEN THE CITY OF LEXINGTON, NORTH CAROLINA
AND THE TOWN OF SPENCER, NORTH CAROLINA**

WHEREAS, N.C.G.S. §160A-58.24 authorizes participating cities to enter into annexation agreements concerning future annexation in order to enhance orderly planning by such cities; and

WHEREAS, N.C.G.S. §160A-58.23 provides that two or more cities may enter into annexation agreements in order to designate one or more areas which are not subject to annexation by one or more of the participating cities; and

WHEREAS, the City of Lexington, as a participating city, has requested that the Town of Spencer, as a participating city, enter into an annexation agreement concerning the annexation area set forth in the Annexation Agreement attached hereto as Exhibit A and incorporated herein by reference; and

WHEREAS, the Annexation Agreement provides that the Town of Spencer may not annex the area as described in paragraph 3 of the Annexation Agreement (hereinafter the “Annexation Area”); and

WHEREAS, annexation agreements are approved by the adoption of an ordinance by the Board of Aldermen; and

WHEREAS, the Board of Aldermen held a first reading of this Ordinance and called for a public hearing on the question of adoption of this Ordinance at their regular meeting on the 12th day of October, 2021; and

WHEREAS, notice of the public hearing was published in the Salisbury Post as required by N.C.G.S. §160A-31; and

WHEREAS, the Board of Aldermen held a second reading of this Ordinance and a public hearing on the question of the approval of the Annexation Agreement at Town Hall at 6:00 p.m. on November 9, 2021 after due notice as required by law; and

WHEREAS, the Board of Aldermen finds that the Town of Spencer does not oppose the annexation by the City of Lexington of the Annexation Area as described in the Annexation Agreement, and further finds that the terms and conditions of the Annexation Agreement should be approved by the adoption of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Spencer, North Carolina that:

1. The Annexation Agreement attached hereto as Exhibit A by and between the Town of Spencer and the City of Lexington is hereby approved.
2. The Board of Aldermen hereby authorizes the Mayor to execute the Annexation Agreement in the form attached hereto as Exhibit A.
3. This Ordinance approving the attached Annexation Agreement shall be effective immediately.

Adopted this the 9th day of November, 2021.

TOWN OF SPENCER

By: _____
Jonathan D. Williams, Mayor

ATTEST:

Stacy Craven, Town Clerk

**RESOLUTION 21-024 FIXING DATE OF PUBLIC HEARING ON ADOPTION OF AN
ANNEXATION AGREEMENT PURSUANT TO G.S. 160A-58.24**

WHEREAS, the City of Lexington has requested that the Town of Spencer enter into an annexation agreement concerning the annexation area as set forth in the proposed Annexation Agreement attached hereto as Exhibit A; and

WHEREAS, no annexation agreement may be entered into unless each Participating Municipality has held a public hearing on the agreement prior to adopting the ordinance approve the agreement; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Aldermen of the Town of Spencer, North Carolina that:

Section 1. A public hearing on the question of the adoption of an ordinance approving the proposed Annexation Agreement between the Town of Spencer and the City of Lexington be held at Town Hall 600 South Salisbury Avenue, Spencer, NC at 6:00 P.M. on Tuesday November 9, 2021.

Section 2. Notice of the public hearing shall be published in Salisbury Post a newspaper having general circulation in the Town of Spencer, North Carolina, at least ten (10) days prior to the date of the public hearing.

Section 3. Notice shall also be published on the Town's website together with the Town's policies and remote access information during Covid.

Adopted this the 12th day of October, 2021.

TOWN OF SPENCER

By: _____
Jonathan D. Williams, Mayor

ATTEST:

Stacy Craven, Town Clerk

**NOTICE OF PUBLIC HEARING ON THE ADOPTION OF AN ORDINANCE
APPROVING AN ANNEXATION AGREEMENT
IN ACCORDANCE WITH N.C.G.S. §160A-58.24
TOWN OF SPENCER, NORTH CAROLINA**

The public is hereby notified that the Town Council of the Town of Spencer, North Carolina, will hold a public hearing on Tuesday, November 9, 2021, at 6:00 p.m. at Town Hall 600 South Salisbury Avenue, Spencer, North Carolina. The purpose of the public hearing is to receive comments related to the Town's plans to adopt an ordinance approving an annexation agreement with the City of Lexington in accordance with N.C.G.S. §160A-58.24. The annexation agreement provides that the Town of Spencer may not annex the real estate area located in Davidson County and being more particularly described as follows:

Consisting of approximately 772 acres in Davidson County more particularly shown on the attached map.

All persons interested in speaking on the proposed ordinance approving the said annexation agreement will be given an opportunity to speak at the public hearing. Anyone who needs an accommodation to participate at the meeting should notify Town Administration at (704) 633-2231 at least forty-eight (48) hours prior to the meeting. To access the live stream audio, visit the following link or type the link into your internet browser: <https://us02web.zoom.us/j/87535047764?pwd=SjN4eCtJcHEydkNFQU1tUjNxQUd2UT09>.

Published this the 12th day of October, 2021.

By: _____, Town Manager

_____, Town Clerk

NOTE: Notice of the Public Hearing is to be given as provided in G.S. 160A-31(c).

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/12/2021

(Attach relevant documentation)

Issue under Consideration:	Consider approving group insurance renewal rates for 2021-22.
Current Status:	The Town's group insurance runs on a plan year that begins December 1. Our broker, Snow Benefits, recently received the renewal rates for 2021-22 and will meet with staff on Monday, October 4. We will provide the renewal package as soon as it is available.
Points to Consider:	The Town provides group, medical, dental, vision, life and other insurance benefits to full-time staff, with the option for staff to cover eligible dependents through payroll deduction. Staff also have access to other optional, cafeteria benefits provided through AFLAC (not part of this renewal as staff sign up directly with AFLAC if interested).
Financial Impact:	The Town's FY22 budget accommodates a renewal with up to a 10 percent cost increase. While we have not seen the rates as of the agenda publishing deadline, we anticipate this to be well within the budgeted amount.
Options:	
Recommendations:	Consider approving group insurance renewal rates for the plan year beginning December 1, 2021.
Department:	Town Manager/Town Clerk/Finance

A Proposal Designed for

Town of Spencer December 1, 2021



Town of Spencer
Group Health Quote
December 1, 2021

Carrier	BCBS	
Plan Description: Network:	Blue Options BCBS	
Lifetime Maximum	Unlimited	
Deductible (Individual)	\$10,000	
Deductible (Family)	\$10,000	
Coinurance	100%	
Ind. Out of Pocket	\$0	
Physicians Copay	N/A	
Specialists Copay	N/A	
Primary Visit Required	No	
Well Visits Included	100%	
Hospital Ded/Copay	N/A	
Urgent Care Copay	N/A	
Emergency Room Copay	N/A	
Prescription Copay	\$10/0%	
Premiums	Current	Renewal
Employee Only	17 \$440.31	\$411.51
Employee/Spouse	4 \$1,007.08	\$950.67
Employee/Child	7 \$855.83	\$822.16
Family	1 \$1,485.78	\$1,423.74
Total	29 \$18,990.18	\$17,977.21
Annual	\$227,882.16	\$215,726.52
		-5.3%



**Town of Spencer
Group Health Quote
December 1, 2021**

Carrier	BCBSNC	BCBSNC	BCBSNC	BCBSNC	BCBSNC	BCBSNC	BCBSNC
Plan Description:	PB90044	PB90057	PB90068	PB90069	PB90070	PB90011	BCBSNC
Network:	Blue Options Platinum 1000 CA	Blue Options Platinum 1000 CB	Blue Options Gold 1500 C	Blue Options Gold 2000 C	Blue Options Gold 2500 C	Blue Options Silver 2500 CA	Blue Value Silver 2500 CA
Lifetime Maximum Deductible (Individual)	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Deductible (Family)	\$1,000	\$1,000	\$1,500	\$2,000	\$2,500	\$2,500	\$2,500
Coinurance	90%	90%	70%	80%	80%	70%	70%
Ind. True Out of Pocket	\$3,000	\$4,000	\$5,000	\$6,000	\$6,000	\$8,550	\$8,550
Family True Out of Pocket	\$6,000	\$8,000	\$10,000	\$12,000	\$12,000	\$17,100	\$17,100
Physicians Copay	\$15	\$20	\$35	\$25	\$25	\$30	\$30
Specialists Copay	\$30	\$40	\$70	\$50	\$50	\$150	\$150
Primary Visit Required	No	No	No	No	No	No	No
Well Visits Included	100%	100%	100%	100%	100%	100%	100%
Hospital Ded/Copay	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Urgent Care Copay	\$30	\$40	\$70	\$50	\$50	\$150	\$150
Emergency Room Copay	\$300	\$300	\$500	\$600	\$750	\$1,500	\$1,500
MAC	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescription Copay	\$4/\$15/\$35/\$50/ 25%(100)/50%(200)	\$4/\$15/\$35/\$50/ 25%(100)/50%(200)	\$4/\$15/\$35/\$50/ 25%(100)/50%(200)	\$4/\$15/\$35/\$50/ 25%(100)/50%(200)	\$4/\$15/\$35/\$50/ 25%(100)/50%(200)	\$15/\$35/\$45/\$90/ 25%(200)/50%(300)	\$15/\$35/\$45/\$90/ 25%(200)/50%(300)
Premiums							
Employee Only	17	17	17	17	17	17	17
Employee/Spouse	4	4	4	4	4	4	4
Employee/Child	7	7	7	7	7	7	7
Family	1	1	1	1	1	1	1
Total	29	29	29	29	29	29	29
Annual							
	\$838.47	\$828.82	\$719.41	\$716.47	\$711.67	\$594.54	\$541.41
	\$1,676.94	\$1,657.64	\$1,438.82	\$1,432.94	\$1,423.34	\$1,189.08	\$1,082.82
	\$1,551.17	\$1,533.32	\$1,330.91	\$1,325.47	\$1,316.59	\$1,099.90	\$1,001.61
	\$2,599.26	\$2,569.34	\$2,230.17	\$2,221.06	\$2,206.18	\$1,843.07	\$1,678.37
	\$34,419.20	\$34,023.08	\$29,531.79	\$29,411.10	\$29,214.06	\$24,405.87	\$22,224.89
	\$413,030.40	\$408,276.96	\$354,381.48	\$352,933.20	\$350,568.72	\$292,870.44	\$266,698.68



Town of Spencer
Group Health Quote
December 1, 2021

Carrier	UHC	UHC	UHC	UHC	UHC
Plan Description: Network:	Gold 25/1000/80% CD-DA w E82 HMO	Gold 25/1500/80% CD-CT w E82 HMO	Gold 30/2000/80% CD-C4 w E82 HMO	Gold 25/2500/80% CD-C8 w B17 INS	Gold 25/1000/80% CC-97 w F12L Navigate
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Deductible (Individual)	\$1,000	\$1,500	\$2,000	\$2,500	\$1,000
Deductible (Family)	\$2,000	\$3,000	\$4,000	\$5,000	\$2,000
Coinurance	80%	80%	80%	80%	80%
Ind. True Out of Pocket	\$6,000	\$7,500	\$6,000	\$5,000	\$7,500
Family True Out of Pocket	\$12,000	\$15,000	\$12,000	\$10,000	\$15,000
Physicians Copay	\$25	\$25	\$30	\$25	\$25
Specialists Copay	\$75	\$50	\$60	\$50	\$50
Primary Visit Required	No	No	No	No	Yes
Well Visits Included	100%	100%	100%	100%	100%
Hospital Ded/Copay	N/A	N/A	N/A	N/A	N/A
Urgent Care Copay	\$50	\$50	\$50	\$50	\$50
Emergency Room Copay	N/A	\$500	20%	\$500	80%
Prescription Copay	\$0	\$0	\$0	\$0	\$0
	\$10/\$40/\$125/\$300	\$10/\$40/\$125/\$300	\$10/\$40/\$125/\$300	\$10/\$35/\$75/\$150	\$10/\$50/\$125/\$250
Premiums					
Employee Only	17	\$750.54	\$703.65	\$712.15	\$718.35
Employee/Spouse	4	\$1,501.08	\$1,407.30	\$1,424.30	\$1,436.70
Employee/Child	7	\$1,388.50	\$1,301.75	\$1,317.48	\$1,328.95
Family	1	\$2,326.66	\$2,181.30	\$2,207.66	\$2,226.88
Total	29	\$30,809.66	\$28,884.80	\$29,233.77	\$29,488.28
Annual		\$369,715.92	\$346,617.60	\$350,805.24	\$353,859.36



Town of Spencer		
2021-2022 Closest ACA plan to Current	2020-2021 Blue Options "Current"	2021-2022 Blue Options "Renewal"
Monthly:	Monthly:	Monthly:
Annual Premium	Annual Premium	Annual Premium
\$34,419.20	\$18,990.18	\$17,977.21
\$413,030.40	\$227,882.16	\$215,726.52
	IEB Fees	IEB Fees
	Bucket One \$1000	Bucket One \$1000
	Bucket Three \$4,200	Bucket Three \$4,200
	As of September 28, 2021	As of September 28, 2021
	HRA total disbursements:	HRA total disbursements:
	\$38,331.50	\$38,331.50
SAVED		
	HRA total disbursements:	HRA total disbursements:
\$158,972.38	\$266,213.66	\$254,058.02

Enrollee Account Balance
Innovative Employee Benefits, Inc-T00861
TOWN OF SPENCER-IEBSPENCER
Account Balances as of: 9/28/2021

Acct Type	Annual Election	Employee Deposits	Employer Deposits	Deposits	Other Deposits	Total Disbursed	Forfeiture Balance	Available Balance	Balance Due
Total: HR2 (Prefunded)	\$198,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,459.25	(\$22,459.25)	\$175,940.75	\$0.00
Total Enrollees:	31								
Acct Type	Annual Election	Employee Deposits	Employer Deposits	Deposits	Other Deposits	Total Disbursed	Forfeiture Balance	Available Balance	Balance Due
Total: HRA (Prefunded)	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,313.25	(\$10,313.25)	\$20,686.75	\$0.00
Total Enrollees:	31								
Acct Type	Annual Election	Employee Deposits	Employer Deposits	Deposits	Other Deposits	Total Disbursed	Forfeiture Balance	Available Balance	Balance Due
Total: RX1 (Prefunded)	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,000.00	\$0.00
Total Enrollees:	31								
Totals For TOWN OF SPENCER-IEBSPENCER	\$260,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,772.50	(\$32,772.50)	\$227,627.50	\$0.00

Town of Spencer

2020-2021 Closest ACA plan to Current

2019-2020 Blue Options "Current"

2020-2021 Blue Options "Renewal"

Monthly:		Monthly:		Monthly:	
Annual Premium	\$30,552.38	Annual Premium	\$16,710.50	Annual Premium	\$16,422.69
	\$366,628.56		\$200,526.00		\$197,072.28
SAVED		IEB Fees	\$4,117.09	IEB Fees	\$4,117.09
		Bucket One \$1000	\$12,141.21	Bucket One \$1000	\$12,141.21
		Bucket Three \$4,200	\$38,537.25	Bucket Three \$4,200	\$38,537.25
		As of September 11, 2020 HRA total disbursements:	\$54,795.55	As of September 11, 2020 HRA total disbursements:	\$54,795.55
	\$114,760.73	HRA total disbursements:	\$255,321.55	HRA total disbursements:	\$251,867.83

Rate Detail For Renewing Plans

Coverage Type	Dental NC TRP 01K U&C + 100/80/50 In 100/80/50 Out			Life/AD&D Basic Life/AD&D 2012			Vision NC Humana Vision 130		
	Number Enrolled	Current Rates	New Rates	Number Enrolled	Current Rates	New Rates	Number Enrolled	Current Rates	New Rates
Employee	20	\$27.00	\$28.73	30	\$0.26	\$0.32	21	\$4.47	\$4.74
Employee & Spouse	3	\$54.00	\$57.46	N/A	N/A	N/A	3	\$8.93	\$9.48
Employee & Child(ren)	4	\$75.09	\$79.51	N/A	N/A	N/A	4	\$8.49	\$9.01
Family	3	\$103.34	\$109.49	N/A	N/A	N/A	2	\$13.34	\$14.15
Totals	30	\$1,312.38	\$1,393.49	30	\$195.00	\$240.00	30	\$181.30	\$192.32

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