



Board of Aldermen Regular Meeting
Agenda Packet
January 05, 2023





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

DATE:
January 5, 2023

- 1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS**
- 2. INVOCATION & PLEDGE OF ALLEGIANCE**
- 3. CONSIDER APPOINTING BRITTANY DAVIS (445 STEEPLECHASE TRAIL) TO THE SPENCER COMMUNITY APPEARANCE COMMISSION (CAC) FOR A 3-YEAR TERM EXPIRING 12/31/2025**

4. REVIEW OF JANUARY 10, 2023, AGENDA

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES: *December 8, 2022, Pre-Agenda Meeting Minutes*
 December 13, Regular Meeting Minutes

4. ADDITIONS/ DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

6. 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.*

7. 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 request 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).*

8. LEGISLATIVE HEARING TO CONSIDER PROPOSED TEXT AMENDMENT 23-01 BY COMMUNITY APPEARANCE COMMISSION (CAC) TO RE-CODIFY THE CAC, TO INCREASE THE TOTAL MEMBERSHIP OF THE CAC, AND TO CLARIFY RULES ON QUORUM AND VOTING

- A. Legislative hearing
- B. Action

9. **CONSIDER ADOPTING RESOLUTION 23-01 AMENDING THE SALISBURY AVENUE CORRIDOR IMPROVEMENT GRANT PROGRAM GUIDELINES TO PROVIDE FOR CERTAIN EXCEPTIONS TO THE GUIDELINES IN THE CASE OF EXTRAORDINARY CIRCUMSTANCES AND/OR EMERGENCIES**
10. **CONSIDER AWARDING A SALISBURY AVENUE CORRIDOR IMPROVEMENT GRANT IN THE AMOUNT OF \$4,000 TO PAM AND ROGER PINNIX FOR AN EMERGENCY BUILDING REPAIR PROJECT AT 111 5TH STREET**
11. **CONSIDER AWARDING A CONTRACT FOR STREAM RESTORATION PROJECT**
12. **PRESENTATION OF FY 2021-22 AUDIT REPORT – MR. NICHOLAS WICKER, RH CPAs, PLLC**
13. **CONSIDER ACCEPTING A NORTH CAROLINA LEAGUE OF MUNICIPALITIES SAFETY (RISK REDUCTION) GRANT**
14. **CONSIDER ADOPTING A SERIES OF POLICIES FOR THE SPENCER LIBRARY REGARDING MATERIALS SELECTION AND REVIEW, COLLECTION WEEDING POLICY, AND PATRON POLICY**
15. **DEPARTMENTAL REPORTS**
 - a. *Planning*
 - b. *Code Enforcement*
 - c. *Police*
 - d. *Fire*
 - e. *Public Works*
 - f. *Finance*
 - g. *Library*
16. **TOWN MANAGER REPORT**
17. **REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS**
18. **EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)**
19. **ADJOURNMENT**
5. **EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (IF NEEDED)**
6. **ADJOURNMENT**

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Requested for pre-agenda meeting.

Board Meeting Date:

Pre-Agenda Meeting 01/05/2023

Issue under Consideration:	Board to consider appointing Brittany Davis (445 Steeplechase Trail) to the Spencer Community Appearance Commission (CAC) for a 3-year term expiring 12/31/2025.
Current Status:	CAC Chair Amy Ray and Vice-Chair Mary Powell-Carr met with Brittany on Monday, November 21, to conduct a preliminary interview with the candidate. Following a positive interview, staff scheduled a formal interview with the full CAC on Monday, December 5. Following another positive conversation with the candidate, the CAC voted unanimously to recommend to the Board of Aldermen Brittany's appointment to the CAC.
Points to Consider:	Brittany shared her interest and professional experience in public art as a former art gallery manager. She expressed her optimism about the future of Spencer and her hope to participate in upcoming opportunities to expand our public art and mural programs. Brittany has therefore demonstrated her qualifications and special experience in a relevant field and is a qualified candidate. <u>Note:</u> There are currently no vacancies on the CAC (except for one vacant ETJ seat). For Brittany to be appointed, the Board will need to consider amending the CAC by-laws to add one or more seats. Staff will request such an amendment in a separate agenda item.
Financial Impact:	N/A
Options:	The Board can appoint Brittany Davis to the CAC, deny the application, or send the application back to staff or the CAC for further consideration. (Brittany's appointment is contingent upon the Board amending the CAC by-laws, as stated above.)
Recommendations:	Planning & Development Services recommends that the governing board appoint Brittany Davis to the CAC.
Department:	PLANNING & DEVELOPMENT SERVICES

Exhibit A: Candidate's Board Application Form

**TOWN OF SPENCER
BOARDS AND COMMISSIONS APPLICATION**

(Attach any additional sheets necessary)

NAME: Brittany Shea Davis

MAILING ADDRESS:

445 Steeple Chase Trail

Salisbury NC 28144

STREET ADDRESS:

445 Steeple Chase Trail

Salisbury NC 28144

HOME PHONE: _____

WORK
PHONE: _____

CELL PHONE: 910-603-0082

EMAIL: brittany_shea@ymail.com

I AM INTERESTED IN SERVING ON:

☒
☐

COMMUNITY APPEARANCE COMMISSION

PLANNING AND ZONING BOARD

☐

HISTORIC PRESERVATION COMMISSION

PERSONAL INFORMATION

HIGH SCHOOL ATTENDED: Pinecrest High School

COLLEGE ATTENDED: East Carolina University

DEGREE: Bachelor of Arts in Multidisciplinary Studies with a Concentration in Art History

EMPLOYER: Stay at Home Mom

JOB TITLE: _____

SPOUSE NAME: Chris MacIntosh

PRIOR PUBLIC SERVICE

BOARD / COMMISSION / CIVIC GROUP

FROM:

TO:

COMMENT

(Statement of why you want to serve on this group and any experience you have that will be relevant to the group)
My husband and I moved to Spencer NC in October of 2021 just before our daughter was born. We have fallen in
love with the area. I would like to be more involved and help shape the community not just for myself but for my
daughter's future.

December 21, 2022

Mayor Williams, Board of Alderman and Spencer Town Staff,

This letter is to put forth my recommendation for Brittany Davis to join the Community Appearance Commission. Brittany has been interviewed by myself and the commission, we unanimously agree that she will be a good fit. Brittany brings with her a passion for maintaining yet purposefully growing our town in creative and beautiful ways. She expressed during her interview the desire to preserve our small town feel yet see its growth. Brittany has experience in running fine art galleries and has a degree focusing on art history. She had described what she envisions and ways that she plans to facilitate things envisioned. In her application, she states that this is not only for her future here, but for her daughters future as well. On behalf of the Community Appearance Commission, I thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, reading "Amy G. Ray". The signature is written in dark ink and is positioned below the word "Sincerely,".

Amy G. Ray
Chair, Community Appearance Commission.

Exhibit C: Candidate's Cover Letter

To Whom It May Concern,

My name is Brittany Davis and I am looking forward to working with the Community Appearance Committee.

My husband and I moved to Spencer about a year ago, just before our daughter was born. We have grown to love this area and its history. I am thankful for this opportunity to help the town grow and become a place my daughter calls home.

I appreciate your consideration.

Sincerely,
Brittany

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

AGENDA ITEM

Board Meeting Date: 01/10/2022

Issue under Consideration:	Approval of Minutes
Current Status:	Draft Minutes
Points to Consider:	X
Financial Impact:	X
Options:	Approval, Denial, Modification
Recommendations:	Unless there are any changes to be made; I recommend adoption of the December 8, 2022, Pre-Agenda and December 13, 2022, Regular Meeting, Minutes.
Department:	Interim Town Clerk

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
December 8, 2022

The Town of Spencer Board of Aldermen met in regular session to conduct a pre-agenda meeting at the Spencer Town Hall on Thursday, December 8, 2022, at 5:30 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Alderman Andrew Howe
Alderman Steve Miller
Alderman Rashid Muhammed
Alderwoman Patricia Sledge

Alderman Sam Morgan was absent.

Also present were Town Manager Peter Franzese, Interim Town Clerk Tammy Hatley, Planning & Zoning Administrator Steve Blount, Special Projects Planner Joe Morris, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Code Enforcement Officer James Osborne, and NC Lead Fellow Student Skye Allen.

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

PUBLIC HEARINGS

Proposed 7th Street Rezoning from SRF-3 to RMST

Planning and Zoning Administrator, Steve Blount, reviewed the proposed rezoning with the Mayor and Board of Aldermen and answered questions from the Board.

Mayor Williams opened the public hearing for *Proposed 7th Street Rezoning from SRF-3 to RMST*.

Mr. Aaron Shier, representing Nest Communities stated that he was available to answer any question on behalf of the developer.

Being no one else present wishing to speak; Mayor Williams called for a motion to close the public hearing.

Action

Alderman Miller moved to close the public hearing on *Proposed 7th Street Rezoning from SRF-3 to RMST*. Alderman Muhammad seconded the motion which carried by a unanimous vote of 5-0.

Mayor Williams closed the public hearing on *Proposed 7th Street Rezoning from SRF-3 to RMST*.

Proposed Text Amendment on Maintenance of Street Trees in the Public Right-of-Way

Planning and Zoning Administrator, Steve Blount, reviewed the proposed Text Amendment with the Mayor and Board of Aldermen and answered questions from the Board.

Mayor Williams opened the public hearing for *Proposed Text Amendment on Maintenance of Street Trees in the Public Right-of-Way*.

Being no one present wishing to speak; Mayor Williams called for a motion to close the public hearing.

Action

Mayor Pro Tempore Seceast moved to close the public hearing on *Proposed Text Amendment on Maintenance of Street Trees in the Public Right-of-Way*. Alderman Howe seconded the motion which carried by a unanimous vote of 5-0.

Mayor Williams closed the public hearing on *Proposed Text Amendment on Maintenance of Street Trees in the Public Right-of-Way*.

Proposed Text Amendment on Portable On Demand Storage Units (PODS)

Planning and Zoning Administrator, Steve Blount, reviewed the proposed Text Amendment with the Mayor and Board of Aldermen and answered questions from the Board.

Mayor Williams opened the public hearing for *Proposed Text Amendment on Portable On Demand Storage Units (PODS)*

Being no one present wishing to speak; Mayor Williams called for a motion to close the public hearing.

Action

Alderman Sledge moved to close the public hearing on *Proposed Text Amendment on Portable On Demand Storage Units (PODS)*. Alderman Muhammad seconded the motion which carried by a unanimous vote of 5-0.

Mayor Williams closed the public hearing on *Proposed Text Amendment on Portable On Demand Storage Units (PODS)*.

Proposed Text Amendment on allowing the Use of Alternates on the Planning Board

Planning and Zoning Administrator, Steve Blount, reviewed the proposed Text Amendment with the Mayor and Board of Aldermen and answered questions from the Board.

Mayor Williams opened the public hearing for *Proposed Text Amendment on Allowing the Use of Alternates on the Planning Board*.

Being no one present wishing to speak; Mayor Williams called for a motion to close the public hearing.

Action

Alderman Muhammad moved to close the public hearing on *Proposed Text Amendment on Allowing the Use of Alternates on the Planning Board*. Alderman Miller seconded the motion which carried by a unanimous vote of 5-0.

Mayor Williams closed the public hearing on *Proposed Text Amendment on Allowing the Use of Alternates on the Planning Board*.

Proposed Text Amendment on Outdoor Sales

Planning and Zoning Administrator, Steve Blount, reviewed the proposed Text Amendment with the Mayor and Board of Aldermen and answered questions from the Board.

Mayor Williams opened the public hearing for *Proposed Text Amendment on Outdoor Sales*.

Mr. Jody Everhart of 525 Steeple Chase Trail, Salisbury, NC 28144 spoke in favor of the proposed text amendment.

Being no one else present wishing to speak, Mayor Williams called for a motion to close the public hearing.

Action

Alderman Miller moved to close the public hearing on *Proposed Text Amendment on Outdoor Sales*. Alderman Muhammad seconded the motion which carried by a unanimous vote of 5-0.

Mayor Williams closed the public hearing on *Proposed Text Amendment on Outdoor Sales*.

Proposed Long Ferry Annexation

Planning and Zoning Administrator, Steve Blount, reviewed the proposed annexation with the Mayor and Board of Aldermen and answered questions from the Board.

Mayor Williams opened the public hearing for *Proposed Long Ferry Annexation*.

Being no one present wishing to speak; Mayor Williams called for a motion to close the public hearing.

Action

Alderman Muhammad moved to close the public hearing on *Proposed Long Ferry Annexation*. Alderwoman Sledge seconded the motion which carried by a unanimous vote of 5-0.

Mayor Williams closed the public hearing on *Proposed Long Ferry annexation*.

REVIEW OF DECEMBER 8, 2022, AGENDA

Alderman Miller agreed to give the invocation at the December 13, 2022, regular meeting.

RECOGNITIONS

It was the consensus of the Mayor and Board of Aldermen to issue a proclamation recognizing the WinterFest volunteers, sponsors, and town staff; to recognize Terry and Sue Schultz for the Senior Dinner; Todd and Gail Johnson for the Christmas parade; and the Christmas Parade volunteers.

CONSENT AGENDA

The Board agreed by consensus to move the following items to the consent agenda: *Approval of November 3, 2022, Regular Meeting Minutes; Consider Approval of 2023 Board of Aldermen's Meeting Schedule; Consider Appointment/Reappointment of Representatives; Consider Reappointing Bob Bish to the Spencer Historic Preservation Commission for a 4-year Term Expiring 12/31/2026; Consider Issuance of Property Liens for Nuisance Abatement at 704 5th Street.*

**CONSIDER APPROVING A BUDGET AMENDMENT OF A \$5,000 GRASSROOTS ARTS PROGRAM
SUBGRANT FROM ROWAN ARTS COUNCIL AND \$7,000 SALISBURY-ROWAN COMMUNITY
FOUNDATION GRANT**

NC Lead Fellow Skye Allen presented a request for acceptance of two additional grants for Community Appearance mural project totaling \$12,000.

**CONSIDER APPROVING A BUDGET ORDINANCE AMENDMENT FOR THE ADDITIONAL APPROPRIATION
TO PURCHASE A GARBAGE TRUCK; AND CONSIDER AUTHORIZING THE TOWN MANAGER TO EXECUTE
A CONTRACT WITH CAROLINA ENVIRONMENTAL SYSTEMS, INC. FOR THE PURCHASE OF A HIGH
COMPACTION AUTOMATED SIDE LOADING REFUSE BODY MOUNTED ON A CAB/CHASSIS PROCURED
THROUGH THE NC SHERIFFS' ASSOCIATION COOPERATIVE PURCHASING PROGRAM**

Manager Franzese requested that this item be added to the December 13, 2022, regular meeting agenda.

Action

It was the consensus of the Board that this item be placed right before the monthly Departmental Reports.

It was the consensus of the Board to move the Planning Board appointments right after the Consent Agenda.

It was the consensus of the Board to leave all remaining agenda items on the regular agenda.

EXECUTIVE SESSION

It was the consensus of the Mayor and Board that there was no reason to go into Executive Session.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Alderman Miller seconded the motion which carried by a unanimous vote of 5-0. The meeting stood adjourned at 6:31 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Tamara H. Hatley, MMC, NCCNC ret.
Interim Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
December 13, 2022

The Spencer Board of Aldermen met in regular session at the Spencer Town Hall on Tuesday, December 13, 2022, at 6:00 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Alderman Andrew Howe
Alderman Steve Miller
Alderman Sam Morgan
Alderwoman Patricia Sledge

Alderman Rashid Muhammad arrived at 6:03 p.m.

Also present were Town Manager Peter Franzese, Town Attorney Jay Dees, Planning and Zoning Administrator Steve Blount, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Chief of Police Michael File, Code Enforcement Officer James Osborne, and NC Lead Fellow Student Skye Allen. Interim Town Clerk Tammy Hatley and Special Projects Planner Joe Morris attended the meeting via digital means.

Mayor Williams called the meeting to order.

Alderman Miller offered the invocation.

Mayor Williams led the *Pledge of Allegiance*.

ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

Mayor Williams informed the Board that under item 8b, Mr. Macintosh was sick and unable to attend the meeting and asked if the Board wished to proceed with his appointment or wait until he was able to attend. Mayor Williams also noted that under item 8c, Sasha Rabon had withdrawn her application due to work commitments, and asked if the Board wished to delete that item from the agenda .

Alderman Muhammad arrived at the meeting.

Action

Alderwoman Sledge moved to leave item 8b on the agenda and to delete item 8c. Mayor Pro Tempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

RECOGNITIONS

- Mayor Williams read aloud a proclamation recognizing WinterFest volunteers, sponsors, and town staff.
- Alderman Miller recognized Terry and Sue Schultz for their work on the Senior Dinner and Community Garden and Todd and Gail Johnson for their work on the Christmas Parade.

- Mayor Williams recognized all the Christmas Parade volunteers.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment.

Being no one present wishing to speak, Mayor Williams closed the public comment portion of the meeting.

CONSENT AGENDA

Alderman Howe moved to approve the consent agenda as presented. Alderman Muhammad seconded the motion which carried by a unanimous vote of 6-0. Items approved were:

- (a) November 3, 2022, Regular Meeting Minutes
- (b) Consider Approval of 2023 Board of Aldermen's Meeting Schedule
- (c) Consider Appointment/Reappointment of Representatives
- (d) Consider Reappointing Bob Bish to the Spencer Historic Preservation Commission for a 4-year Term Expiring 12/31/2026
- (e) Consider Issuance of property Liens for Nuisance Abatement – 704 5th Street

APPOINTMENTS TO PLANNING BOARD

Alderwoman Sledge move to reappoint Jimm Mosher and appoint Chris Macintosh as regular members of the Spencer Planning Board. Mayor Pro Tempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

CONSIDER APPROVAL OF REZONING REQUEST FOR PARCEL 043 031 AT ABOUT 900 7TH STREET FROM SFR-3 TO RMST

Planning and Zoning Administrator Blount reviewed the rezoning request for Parcel 043 031 and answered questions from the Board.

Action

Alderman Miller moved to approve Ordinance 22-031, an ordinance to amend the Town of Spencer's official zoning map to change the zoning classification of parcel 043 031 located in the 900 block of 7th Street from SFR-3 to RMST as presented, which is incorporated within the body of the minutes below. Mayor Pro Tempore Secreast and Alderwoman Sledge seconded the motion which carried by a vote of 5-1. (Howe-aye, Miller-aye, Morgan-nay, Muhammad-aye, Secreast-aye, Sledge-aye)

Alderwoman Sledge moved to adopt a statement of consistency stating the Board finds this action to be generally consistent with the Town's Comprehensive Land Use Plan, is reasonable and in the public interest. This decision further meets the specific Development Policies #8 (Innovative and flexible land development planning techniques should be supported as a means of encouraging development configurations which are more desirable, and which may better safeguard existing natural land and water resources.), #7a (...multi-family housing should be considered in all areas of Town...). Alderman Morgan seconded the motion which carried by a unanimous vote of 6-0.

TOWN OF SPENCER, NORTH CAROLINA

Ordinance 22-031

AN ORDINANCE TO AMEND the Town's Official Zoning Map to change the zoning classification of Parcel 043 031 located in the 900 block of 7th Street from SFR-3 to RMST

WHEREAS, Staff has reviewed the properly submitted request for the rezoning and found it to be appropriate based on the predominance of RMST zoning around and adjacent to this parcel; and

WHEREAS, the uses allowed in the RMST zoning classification are appropriate to this location; and

WHEREAS, the Town's Comprehensive Land Use Plan recommends the uses allowed in the RMST zoning classification in this area; and

WHEREAS, the developer attended a neighborhood meeting and discussed their planned uses of the property and where the neighbors would prefer the property to remain undeveloped, the developer is sensitive to their concerns and will develop the property with those concerns in mind; and

WHEREAS, the developer is aware of the Town's desire to see adjacent property developed into a low impact trailhead for the trail system to be developed in the adjacent addition to the Town's Stanback Forest;

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

Section 1.

Parcel 043 031 located in the 900 block of 7th Street will have its zoning classification changed from SFR-3 to RMST.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of December 2022.

CONSIDER PROPOSED TEXT AMENDMENT ON MAINTENANCE OF STREET TREES IN PUBLIC RIGHT-OF-WAY

Planning and Zoning Administrator Blount reviewed the proposed Text Amendment on maintenance of Street Trees in Public Right-of-Way and answered questions from the Board.

Action

Alderman Morgan moved to approve the Text Amendment 22-029 an ordinance to add Section 94.12 to the Town's Code of Ordinances to add regulations concerning maintenance of street trees in the public right-of-way (ROW) in the Town of Spencer as presented which is incorporated within the body of the minutes below. Alderman Muhammad seconded the motion which carried by a unanimous vote of 6-0.

TOWN OF SPENCER, NORTH CAROLINA

ORDINANCE 22-029

AN ORDINANCE TO ADD Section 94.12 Public Street Trees to the Town's Code of Ordinances to add regulations concerning maintenance of street trees in the public right-of-way (ROW) in the Town of Spencer

WHEREAS, street trees planted in the public street ROW are of benefit to the public enhancing the appearance of the town and its neighborhoods, and

WHEREAS, Section 94 of the Town's Code of Ordinances regulates various issues dealing with streets and other public infrastructure in the Town, it does not specifically regulate responsibilities for the maintenance of street trees planted in the public ROW, and

WHEREAS, said regulations are needed to more clearly define public versus private responsibilities concerning these trees in the Town; and

WHEREAS, without such regulations, the Town is left to deal with each street tree problem without benefit of a guiding policy, and without such a policy, the Town is subject to losing street trees over time to age, damage or lack of routine maintenance; and

WHEREAS, the addition of street tree maintenance regulations will be of benefit to the private property owner, the Town, and its citizens; and

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

Section 1.

Section 94.12 Public Street Trees will be added to the Town's Code of Ordinances to read as follows:

Section 94.12

Public Street Trees

(A) Enforcement

- a. The Town Manager or his/her authorized representative shall be charged with enforcement of this article.

(B) Tree Planting

- a. All existing plantings of trees and shrubs on public rights-of-way and all future additions and substitutions of such plantings shall be under the authority and direction of the town manager or his/her duly authorized representative.
- b. Trees may be planted on the public street right-of-way of any public street in the Town center districts or any public street or highway shown on the thoroughfare plan provided they comply with any plan for public street trees that has been approved by the Board, and a permit has been issued by the Town Manager or his representative. There shall be no charge for such a permit.
- c. Trees or shrubs may be planted on the public street right-of-way of any ~~other~~ public street of a variety and in a location desired by the abutting property owner except that no trees or shrubs shall be planted in, or interfere with, the space reserved for sidewalks, normally a strip eight (8) feet wide behind the curb or at the edge of the public street, or close enough to any public street intersection to interfere with the sight distance at that intersection.
- d. All plantings of trees and shrubs on public property shall be subject to general considerations of public health, safety and convenience, and the material and aesthetic value accruing to the whole community. Plantings shall be generally restricted to varieties known to be suited to the local climate and environment and shall be intended to preserve and enhance the beauty and variety of the public landscape.
- e. Trees and shrubs planted in the Town's designated Historic District shall meet the requirements of the Spencer Historic District Standards.

(C) Prohibited trees.

- a. It shall be unlawful to plant in any public right-of-way fruit trees (except ornamental varieties), or any other kind of tree which by the nature of its root system, brittleness of its wood, or susceptibility to disease is deemed undesirable.

(D) Tree protection and maintenance.

- a. The Town will provide tree maintenance in the Town center districts and, on the thoroughfares, where the trees have been planted by the Town. The Town will not be responsible for the maintenance of trees or shrubs planted on the right-of-way except those planted by the Town. Shrubs and trees which are planted on the right-of-way of any public street and not properly maintained in a safe, healthy and attractive condition may be removed by the Town.

(E) Abuse or mutilation of trees.

- a. Except to abate a nuisance as defined herein, it shall be a violation of this article to damage, destroy or mutilate any tree, shrub or plant in a public right-of-way or any public place, or to attach or place any rope or wire (other than one used to support a young or broken tree), sign, poster, handbill or any other thing to or on any tree, or cause or permit any wire charged with electricity to come in contact with any such tree.

(F) Public nuisance on public streets.

- a. Trees, plants, shrubs or vegetation which so overhang any sidewalk or public street, or which are growing thereon, (or adjacent thereto), in such a manner as to obstruct or impair the free and full use of the sidewalk or public street by the public, either directly or by obstructing traffic vision, are hereby declared to be public nuisances.
- b. It shall be the duty of the owner of the property wherein or whereupon any such nuisances exist to abate the nuisance by destroying or removing or trimming the growth. Trees on private property whose roots may damage sidewalks, curbs, or public streets, by causing them to buckle or break or whose roots may enter into public sewers or water mains shall also be public nuisances and may be trimmed or removed as deemed necessary by the Town Manager.
- c. Where the roots of a public street or shrub constitute a nuisance to private property, the affected property owner may prune or cut the offending roots at his property line, provided the action will not create an unsafe condition. A permit for such cutting or pruning shall first be obtained from the Town Manager.
- d. Where the growth and limbs of public trees constitute a hazard to private property, the Town, upon notice, shall correct the condition.

(G) Removal of trees.

- a. Trees or shrubs shall not be removed from public property or public street rights-of-way without a permit issued by the Town Manager or his duly authorized representative. Trees and shrubs on public properties may be removed by the Town only when they are dead, dangerous to life and property, seriously diseased or unsightly or constitute a nuisance, or where necessary to accommodate the construction of a public facility.
- b. The Town retains the right to remove any tree on any public street or highway right-of-way which is necessary to permit the proper maintenance or improvement of the public street.
- c. The Town may remove dead or diseased trees from the public street right-of-way on any public street in the town. A tree on the line which is half or more than halfway on the right-of-way at its base will be considered to be on the right-of-way.
- d. Existing public trees in all sections of the town shall be preserved to the extent that is possible and feasible. Once removed, they shall be replaced unless conditions prevailing in the area are adverse to the health of such new plantings.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of December 2022.

CONSIDER PROPOSED TEXT AMENDMENT ON PORTABLE ON DEMAND STORAGE UNITS (PODS)

Planning and Zoning Administrator Blount reviewed the proposed Text Amendment on Portable on Demand Storage Units (PODS) and answered questions from the Board.

Action

Alderman Morgan moved to approve Ordinance 22-028 an ordinance to amend Table 15.1 of the Town's Development Ordinance to modify regulation of Portable On Demand Storage Units (PODS) in the Town of Spencer as presented, which is incorporated within the body of the minutes below. Alderman Muhammad seconded the motion which carried by a unanimous vote of 6-0.

**TOWN OF SPENCER, NORTH CAROLINA
ORDINANCE 22-028**

**AN ORDINANCE TO AMEND Table 15.1 of the Town's Development Ordinance to
modify regulation of portable on demand storage units (PODS) in the Town of Spencer**

WHEREAS, Table 15.1 of the Town's Development Ordinance regulates various types and locations of portable on demand storage units (PODS); and

WHEREAS, said regulations are meant to adequately control the use of PODS located in the Town for the betterment of its citizens; and

WHEREAS, extended use of PODS is considered a detriment to the attractiveness of the Town; and

WHEREAS, additional regulations are desirable to control the use of PODS; and

WHEREAS, controlling the use of PODS is of benefit to our Town's citizens and visitors;

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

Section 1.

Amend Table 15.1 Special Events & Temporary Structures to read as follows,

Special Event and/or Temporary Structures	Maximum Duration	Maximum Frequency	Districts	Permit Required	Additional Standards
Storage container, portable on demand (POD) Non-Residential	90 days	2 per calendar year	Non- residential	Yes	See note 1 below

Special Event and/or Temporary Structures	Maximum Duration	Maximum Frequency	Districts	Permit Required	Additional Standards
Storage container, portable on demand (POD) Residential	30 days	2 per calendar year	All residential	Yes	See note 1 below

(b.) In residential districts, portable on-demand (POD) storage units may be located for a period of time not to exceed ~~ninety~~ **thirty (30)** consecutive days in duration from the time of delivery to the time of removal, two times per calendar year, provided they are placed in a location where sight visibility is not obstructed. Further, these units shall be located in a manner which does not hinder access to the site or to off-street parking spaces. **Time extensions may be granted at the discretion of the Town manager or his/her designee. Permit is issued to current resident of home or rental unit. When that resident permanently vacates the premises, a permit may be issued to a new resident, starting a new frequency/duration calendar for that residence.**

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of December 2022

CONSIDER PROPOSED TEXT AMENDMENT ON ALLOWING THE USE OF ALTERNATES ON THE PLANNING BOARD

Planning and Zoning Administrator Blount reviewed the proposed Text Amendment on Allowing the Use of Alternates on the Planning Board and answered questions from the Board.

Action

Alderwoman Sledge moved to approve Text Amendment 22-027, an ordinance to amend Section 4.2 of the Town's Development Ordinance to clarify regulation concerning appointing alternate members to the Planning Board as presented, which is included within the body of the minutes below. Alderman Miller seconded the motion which carried by a unanimous vote of 6-0.

TOWN OF SPENCER, NORTH CAROLINA ORDINANCE 22-027

AN ORDINANCE TO AMEND Section 4.2 of the Town's Development Ordinance to clarify regulation concerning appointing alternate members to the Planning Board

WHEREAS, Section 4.2 of the Town's Development Ordinance regulates the membership makeup and qualifications for the Town's Planning Board; and

WHEREAS, NCGS 160D-301(a)(1) allows for; "*A planning board of any size or composition deemed appropriate, organized in any manner deemed appropriate*"; and

WHEREAS, Section 4.2 of the Town's Development Ordinance does not allow for the use of alternates in the board's makeup; and

WHEREAS, the use of alternates would allow for extra members to be available at scheduled meetings when regular members are not available, ensuring a needed quorum; and

WHEREAS, the use of alternates on the Planning Board is of benefit to our Town's citizens;

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

Section 1.

Article 4.2 will be amended adding the following language:

(A.) Alternates. The Town Board of Aldermen may, in its discretion, appoint alternate members to serve on the *Planning Board* in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. Alternate members shall be appointed for the same term, at the same time, and in the same manner as regular members. Each alternate member, while attending any regular or special meetings of the board and serving on behalf of any regular member, shall have and may exercise all the powers and duties of a regular member.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of December 2022.

CONSIDER PROPOSED TEXT AMENDMENT ON OUTDOOR SALES

Planning and Zoning Administrator Blount reviewed the Text Amendment on Outdoor Sales and answered questions from the Board.

Action

Alderman Morgan moved to approve Ordinance 22-032, an ordinance to amend Table 15.1 of the Town's Development Ordinance to clarify regulation of outdoor sales events as presented, which is included within the body of the minutes below. Mayor Pro Tempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

TOWN OF SPENCER, NORTH CAROLINA
ORDINANCE 22-032
AN ORDINANCE TO AMEND Table 15.1 of the Town's Development Ordinance
to clarify regulation of outdoor sales events

WHEREAS, Table 15.1 of the Town's Development Ordinance regulates various types and locations of allowable outdoor sales; and

WHEREAS, said regulations are meant to adequately control outdoor sales events located in the Town for the betterment of its citizens; and

WHEREAS, recent outdoor sales events have exceeded the allowable tolerance for these events; and

WHEREAS, additional regulations are desirable to control these events; and

WHEREAS, controlling outdoor sales events is of benefit to our Town's citizens and visitors;

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

Section 1.

Amend *Table 15.1 Special Events & Temporary Structures* to read as follows,

Special Event and/or Temporary Structure(s)	Maximum Duration See note 5.	Maximum Frequency See note 5.	Districts	Permit Required	Additional Standards
Outdoor bazaars and retail sales, with temporary structure(s)	7 days	2 per calendar year	"AG", "MU-2", "MS", "CIV", "C-85", "C-29"	No Yes	Not permitted within public right-of-way
Outdoor sidewalk and retail sales, without temporary structure(s)	unlimited 3 days	unlimited 4 per calendar year	"AG", "MU-2", "MS", "CIV", "C-85", "C-29"	No Yes	See Note 7 below Sidewalks must have a minimum 5'-0" travel-way clear of obstructions at all times All products and advertising shall be limited to the area directly in front of the sponsoring vendor during business hours

See Note 7 below

Note 7 Outdoor Sales Events

- a. For all outdoor sales events, the area of the space used for the event cannot exceed 10% of the area of the property's primary structure (i.e., a 2,500 sq. ft. store can use only 250 sq. ft. for their outdoor sales event).
- b. Outdoor sales events not involving a temporary structure cannot extend into the front or side lots more than 10 feet from the building walls of the lot's primary structure. The events cannot block sidewalks or parking spaces required by town ordinance.
- c. Outdoor sales events cannot be held within the public right-of-way, cannot block driveways or reduce the number of parking spaces required by town ordinance.
- d. Signs for the outdoor sales event shall meet the requirements of Article 17 of the Town's Development Ordinance.

- e. Outdoor sales of seasonal products under permanent awning or permanent building overhang may be permitted with no frequency on duration limitations at the discretion of the Town Manager or his/her designee and shall be so noted on the permit.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of December 2022.

CONSIDER ANNEXATION OF PROPERTY LOCATED IN THE TOWN'S ETJ ALONG LONG FERRY ROAD

Planning and Zoning Administrator Blount reviewed the request to annex property located in the Town's ETJ along Long Ferry Road and answered questions from the Board.

Action

Alderman Miller moved to approve Ordinance 22-030, an ordinance to extend the corporate limits of the Town of Spencer, North Carolina as presented, which is incorporated within the body of the minutes below. Alderman Muhammad seconded the motion which carried by a unanimous vote of 6-0.

Alderman Howe moved to adopt a statement of consistency stating that the Board finds this action to be generally consistent with the Town's Comprehensive Land Use Plan, is reasonable and in the public interest. This decision further meets the specific Development Policies #1 (...encourage new and expanding industries and businesses which diversify the local economy...), #4 (...should encourage the revitalization and reuse of unused or underutilized structures and sites...), and #11 (...major commercial development should be encouraged adjacent to arterial highways...). Alderwoman Sledge seconded the motion which carried by a unanimous vote of 6-0.

**TOWN OF SPENCER, NORTH CAROLINA
ORDINANCE 22-030**

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF SPENCER, NORTH CAROLINA

WHEREAS, the Board of Aldermen of the Town of Spencer has been petitioned under G.S. 160A-31 to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at Town Hall at or about 5:30 PM on December 8, 2022, after due notice by publication on November 20, 2022; and

WHEREAS, the Board of Aldermen of the Town of Spencer finds that the petition meets the requirements of G.S. 160A-31:

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

Section 1.

By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Spencer as of the date and time of this adoption of this ordinance.

Section 2.

The area proposed for annexation is described as follows:

Parcel 1 (Rowan County NC GIS parcel numbers 051 036, 051 045 & 051 03601) Being all of that certain tract or parcel of land located in Salisbury Township, Rowan County, North Carolina, and being more particularly described as follows:

COMMENCING at NGS Monument "M329 4", having grid coordinates of N:714699.85, E:1581331.04 and running South 21°27'24" East, 3,408.37 feet to an existing 2" iron pipe found on the northwesterly assumed 60-foot public right-of-way of Long Ferry Road per Map Book 9995, Page 2578, said iron pipe being the **TRUE POINT OF BEGINNING** and being a common corner of the Robert Gray Grubb property as described in Deed Book 748, Page 693 and being depicted as Tract 2 of Map Book 9995, Page 2578 of the Rowan County Public Registry;

thence with the line of Robert Gray Grubb, South 14°31'48" West, passing a new 1/2" iron rod set on the northeasterly 45-foot public right-of-way at 7.51 feet per NCDOT Project No. 34163.3.10, F. A. Project No. NHF-85-3(173)75, Sheets 13E and 13F, a total distance of 30.03 feet to a point in the center of Long Ferry Road;

thence turning and running within the public right-of-way of Long Ferry Road, the following two (2) bearings and distances:

- 1) North 73°05'21" West, 180.60 feet to a point;
- 2) North 63°20'50" West, 510.83 feet to a new 1/2" iron rod set at the southern corner of the Charles Matthew Hildreth property as described in Deed Book 1364, Page 242 of said registry;

thence with the line of Charles Matthew Hildreth, North 22°35'46" East, 250.08 feet to an existing axle found at the easternmost southeast corner of the Jacob Ray Fitzgerald property being described as Tract 2 of Deed Book 1353, Page 145 and being depicted as Tract 2 of Map Book 9995, Page 9185 of said registry;

thence with the line of Jacob Ray Fitzgerald, North 13°04'38" East, 457.05 feet to a spike in a 15" cherry tree found at the southern corner of the Frances Kesler Driscoll property as described in Deed Book 1353, Page 415, and being depicted as Tract 3 of Map Book 9995, Page 9185 of said registry;

thence with the line of Frances Kesler Driscoll, North 13°04'38" East, 273.49 feet to an existing stone found at the southwest corner of the Velma Louise Heffner property as described in Deed Book 1137, Page 633 and being depicted of Map Book 9995, Page 3509 of said registry;

thence with the line of Velma Louise Heffner, South 81°03'54" East, 207.66 feet to an existing 1/2" iron rod found at the easternmost southwest corner of the Frances K. Driscoll property as described in Deed Book 1281, Page 275 and being depicted as Tract 1 of Map Book 9995, Page 2578 of said registry;

thence with the line of Frances K. Driscoll, South 81°03'54" East, 308.58 feet to a 1" iron pipe found at the northernmost southwest corner of the aforementioned property of Robert Gray Grubb;

thence with the line of Robert Gray Grubb, the following three (3) bearings and distances:

- 3) South 81°03'54" East, 79.15 feet to an existing stone found;
- 4) South 04°47'03" West, 417.97 feet to a new 1/2" iron rod set;
- 5) South 14°31'48" West, 708.78 feet to the **POINT OF BEGINNING**, having an area of 695,207 square feet

or 15.9598 acres, as shown on a survey by R. B. Pharr & Associates, P.A., dated June 13, 2022, Job No. 94176.

Parcel 2 (Rowan County, N parcel# 051 035)

Being all of that certain tract or parcel of land located in Salisbury Township, Rowan County, North Carolina, and being more particularly described as follows:

COMMENCING at NGS Monument "M329 4", having grid coordinates of N:714699.85, E:1581331.04 and running South 26°30'22" East, 3,646.36 feet to a new 1/2" iron rod set on the northeasterly margin of Long Ferry Road (a 100-foot public right-of-way), said iron rod being the **TRUE POINT OF BEGINNING** and being a common corner of the Innospec Active Chemicals LLC property as described in Deed Book 1185, Page 138 of the Rowan County Public Registry;

thence running with the line of Innospec Active Chemicals LLC, South 05°27'33" West, 50.10 feet to a point in the center of Long Ferry Road;

thence with the center of Long Ferry Road, the following four (4) bearings and distances:

- 1) North 73°19'52" West, 18.63 feet to a point;
- 2) North 74°21'03" West, 142.60 feet to a point;
- 3) North 73°42'59" West, 126.10 feet to a point;
- 4) North 73°05'21" West, 111.98 feet to a point located at the southernmost corner of the Amanda Arrants Wyatt, et al property as described in Deed Book 504, Page 665 of said registry;

thence turning and running with the Amanda Arrants Wyatt, et al property, the following three (3) bearings and distances:

- 1) North 14°31'48" East, passing a new 1/2" iron rod found at 22.52 feet, passing an existing 2" iron pipe found at 30.03 feet, a total distance of 738.80 feet to a point;
- 2) North 04°47'03" East, 417.97 feet to an existing stone found;
- 3) North 81°08'05" West, 79.15 feet to an existing 1" iron pipe found at the southeast corner of the Frances K. Driscoll property as described in Deed Book 1281, Page 275 and being depicted as Tract 1 of Map Book 9995, Page 2578 of said registry;

thence with the line of Frances K. Driscoll, North 01°52'41" West, 1130.42 feet to an existing 1/2" iron pipe found in the southerly line of the Gerald L. Edwards property as described in Deed Book 641, Page 114 of said registry;

thence with the line of Gerald L. Edwards, South 84°11'31" East, passing an existing 1" iron pipe found at 525.48 feet, a total distance of 545.01 feet to an existing 1" iron pipe found in the west line of the aforementioned Innospec Active Chemicals LLC property;

thence with the line of Innospec Active Chemicals LLC, the following three (3) bearings and distances:

- 1) South 00°40'22" West, 427.00 feet to an existing 1/2" iron rod found;
- 2) North 87°08'31" West, 76.66 feet to an existing 1/2" iron rod found;
- 3) South 05°27'33" West a distance of 1865.81 feet to the **POINT OF BEGINNING**, having an area of 885,038 square feet or 20.3177 acres, as shown on a survey by R. B. Pharr & Associates, P.A., dated June 13, 2022, Job No. 94176.

Section 3.

Upon and after this date, the above territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Spencer and shall be entitled to the same privileges and benefits as other parts of the Town of Spencer. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4.

The Mayor of the Town of Spencer shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, NC, an accurate map of the annexed territory, described above, together with a duly certified copy of this ordinance. Such map shall also be delivered to the Rowan County Board of Elections, as required by G.S.163-288.1.

Section 5.

Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Spencer.

Section 6.

This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of December 2022.

**CONSIDER APPROVING A BUDGET AMENDMENT OF A \$5,000 GRASSROOTS ARTS PROGRAM
SUBGRANT FROM ROWAN ARTS COUNCIL AND \$7,000 SALISBURY-ROWAN COMMUNITY
FOUNDATION GRANT**

NC Lead Fellow Student Skye Allen informed the Mayor and Board that grant awards were received from the Grassroots Arts Program subgrant from Rowan Arts Council in the amount of \$5,000 and Salisbury-Rowan Community Foundation in the amount of \$7,000 for a total of \$12,000. The Spencer Mural Selection Committee has received and is considering the submitted artist portfolios and will begin working with selected artists to develop concept work in the next month. In the meantime, grant applications will continue.

Action

Alderman Morgan moved to approve Budget Ordinance Amendment 22-026 as presented, which is incorporated within the body of the minutes below. Alderman Muhammad seconded the motion which carried by a unanimous vote of 6-0.

**AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 22-23 ANNUAL BUDGET
ORDINANCE 22-026
DECEMBER 13, 2022**

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2022, and ending on June 30, 2023:

Section 1. The Town has been awarded a \$5,000 Grassroots Arts Program Subgrant from Rowan Arts Council and a \$7,000 Salisbury Rowan Community Foundation Grant.

Section 2. The Town accepts both of the grants identified in Section 1.

Section 3. To amend the FY 22-23 revenue and expense appropriations as follows: Appropriate funds from these two grants for creating new public murals in downtown Spencer.

Section 4. The following line items are amended as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3985-002	Other Grants	\$975	\$12,975	\$12,000

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4110-194	Contract Services	\$57,930	\$69,930	\$12,000

Section 5. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 13th, day of December 2022.

CONSIDER APPROVING A BUDGET AMENDMENT OF A \$35,000 NORTH CAROLINA FIRE MARSHAL'S OFFICE SUPPLEMENTAL GRANT

Fire Chief Lanning informed the Mayor and Board that the Town has been awarded a supplemental grant for \$35,000 from the NC Office of State Fire Marshal. This grant does not have any matching requirements.

Action

Alderman Morgan moved to approve Ordinance 22-027, an ordinance amending the Town of Spencer, North Carolina FY 22-23 Annual Budget, which is incorporated within the body of the minutes below. Alderwoman Sledge seconded the motion which carried by a unanimous vote of 6-0.

**AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 22-23 ANNUAL BUDGET
ORDINANCE 22-027
DECEMBER 13, 2022**

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2022 and ending on June 30, 2023:

Section 1. The Town has been awarded a \$35,000 Grant from NC Office of State Fire Marshal.

Section 2. To amend the FY 22-23 revenue and expense appropriations as follows: Appropriate funds from the grant from the NC Office of State Fire Marshal as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3985-004	State Grants	\$280,251	\$315,251	\$35,000

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4340-212	Uniforms	\$9,655	\$14,655	\$ 5,000
10-4340-352	Maint - Equip	4,000	19,000	15,000
10-4340-395	Training	6,800	11,800	5,000
10-4340-550	CO - Equipment	0	10,000	<u>10,000</u>
	Total			\$35,000

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 13th, day of December 2022.

CONSIDER AUTHORIZING THE TOWN MANAGER TO ACCEPT A PROPOSAL FROM ADAMS + ASSOCIATES ARCHITECTURE FOR THE FIRE STATION EXPANSION SPACE NEEDS UPDATE, CONCEPTUAL DESIGN AND COST ESTIMATE

Manager Franzese informed the Mayor and Board that the Town has received a proposal from Adams + Associates (A+AA) to conduct a space needs assessment update, conceptual design, and conceptual cost estimate for the Fire Station expansion project. The fee for both phases of this project totals \$74,850. Funds for this project are included in the FY23 budget.

Action

Alderman Morgan moved to authorize the Town Manager to accept a proposal from Adams + Associates Architecture as presented and included with these minutes as *Attachment A*. Alderman Howe seconded the motion which carried by a unanimous vote of 6-0.

CONSIDER AMENDING THE FY22 AUDIT CONTRACT

Manager Franzese informed the Mayor and Board that members of the audit team have had the flu virus which prevented the team from completing the report and submitting it to the Local Government Commission (LGC) for approval. The LGC requires an extension for reports submitted to them for approval during December. The Town anticipates that the draft report will be ready for submittal once the Board approves the extension.

Action

Alderman Sledge moved to approve the extension to the FY22 Audit Contract which is included with these minutes as *Attachment B*. Alderman Muhammad seconded the motion which carried by a unanimous vote of 6-0.

CONSIDER APPROVING A BUDGET ORDINANCE AMENDMENT FOR THE ADDITIONAL APPROPRIATION TO PURCHASE A GARBAGE TRUCK; AND CONSIDER AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT WITH CAROLINA ENVIRONMENTAL SYSTEMS, INC. FOR THE PURCHASE OF A HIGH COMPACTION AUTOMATED SIDE LOADING REFUSE BODY MOUNTED ON A CAB/CHASSIS PROCURED THROUGH THE NC SHERIFF'S ASSOCIATION COOPERATIVE PURCHASING PROGRAM

Manager Franzese informed the Mayor and Board that this is a request to consider an additional appropriation to purchase a garbage truck; and consider authorizing the Town Manager to execute a contract with Carolina Environmental Systems, Inc. for the purchase of a high compaction automated side loading refuse body mounted on a cab/chassis procured through the NC Sheriff's Association Cooperative Purchasing Program.

The Town appropriated \$355,000 in the annual budget for the purchase of a new garbage truck. Staff has identified a new truck to purchase using the piggy-back process as allowed by NC General Statutes. The cost of the truck is more than was initially budgeted. Staff is requesting adoption of Budget Amendment 22-034 to increase the expense budget by \$12,000 to purchase the truck together with tags and bank fees, and increase the proposed financing by the same amount; as well as authorizing the Town Manager to execute a contract with Carolina Environmental Systems, Inc.

Action

Alderman Morgan moved to approve Ordinance 22-034, an Ordinance amending the Town of Spencer, NC FY 22-23 Annual Budget as presented, which is incorporated within the body of the minutes below; and to authorize the Town Manager to execute a contract with Carolina Environmental Systems, Inc. which is included with these minutes as *Attachment C*. Mayor Pro Tempore Secreast seconded the motion which carried by a unanimous vote of 6-0.

**AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA
FY 22-23 ANNUAL BUDGET
ORDINANCE 22-034
DECEMBER 13, 2022**

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2022 and ending on June 30, 2023:

Section 1. The Town desires to purchase a new garbage truck that is being partially funded with ARPA supplanted funds and the balance with financing.

Section 2. To amend the FY 22-23 revenue and expense appropriations as follows: Appropriate funds for the additional cost of the garbage truck beyond the amount appropriated in the annual budget and increase financing for the additional amount.

Section 3. The following line items are amended as follows:

<u>Revenues</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-3920-000	Lease Proceeds	\$273,000	\$12,000	\$285,000
<u>Expenses/Expenditures</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-4710-540	CO – Motor Vehicles	\$355,000	\$12,000	\$367,000

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 13th, day of December 2022

Planning Department

Planning and Zoning Administrator Steve Blount gave the monthly Planning and Zoning Department report.

Code Enforcement Department

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

Police Department

Chief of Police File gave the Police Department report.

Fire Department

Fire Chief Michael Lanning gave the Fire Department report.

Public Works Department

Public Works Director Taylor gave the Public Works Department report.

Finance Department

The Board reviewed the monthly Finance Department report.

Library Report

Manager Franzese gave the monthly Library Report.

TOWN MANAGER REPORT

Manager Franzese gave his monthly report.

REQUESTS AND COMMENTS BY THE MAYOR AND BOARD MEMBERS

Alderwoman Sledge:

- I would just like to say "Thank you" to everyone who was involved with WinterFest
- I was one of the people involved in lining up volunteers for WinterFest and most of the people we contacted were willing to help
- It truly takes a village to put this thing together. It's an incredible amount of people who stepped up to help us. We couldn't have done it without that group and thank you to all the staff for everything that you all have done to make it successful too.
- It has been a pleasure to work with everyone this year and I look forward to a successful January and start of 2023

Alderman Muhammad:

- First of all I wish to piggyback on the comments of Alderwoman Sledge Thanks to all the department heads, employees, and staff of the Town as well as the Mayor and Board of Aldermen for making the events successful from the Christmas Parade to WinterFest and they were safe which is a beautiful thing
- Various residents and people from afar commented that they enjoyed WinterFest last year but this year they stated there were more things to do. They really enjoyed the ice skating and vendors and wished their town had more events like this and said they would be coming back in future years.
- I am looking to a successful New Year's coming in and moving forward

Mayor Pro Tempore Secreast:

- Wanted to piggyback on everything that has been said
- I am especially proud of our Town this year

- I think we had a great year and are headed in the right direction
- The Town ended the year looking absolutely beautiful
- WinterFest was a smashing success and it couldn't have happened without all the help from the Town Hall employees and the committee and the volunteers and we really appreciate everything coming together and making and making us have a very special ending to the season

Alderman Howe:

- The first thing is Mr. Blount and Mr. Morgan have already asked us this week to think about some future planning with WinterFest and the many, many, many things that we have going on this time of year and hopefully other times of the year as we move forward. I brought the 700 block up a few minutes ago just as an example of some opportunities that we have with our old building between the 600-700 block to use land that we already have or facilities that are conceivable open to do some both temporary and maybe more future things to locate to some of those areas. I know none of those solve the issues totally but maybe as a holistic matter they do or they help and I encourage us to look at that and I think that is well worth our time
- The second thing is I just from the bottom of my heart want to thank not only the WinterFest folks, the volunteers, but to build on what Mr. Miller said at the very beginning of the meeting; the folks who helped out with the parade, who strapped on the boots and just went to work both physically and mentally. The axe that we found ourselves under a few months ago was inartful and that is as nice as I will put it but I appreciate the fact that we all put that aside and focused on what needed to be done to the purpose, and Steve and his folks, and Miss Pinkston, and Mayor, and everyone who helped out, and the Johnstons, and everyone else. It was I think tremendous. You know, I think in the history of Spencer something again that Mr. Miller hit on earlier in the meeting, I think that we have always had to have that enterprising go do it, go for it spirit. I think that is why all the great things are happening right now are happening and it is truly inspiring and it's told me and helped me realize that I've got to do more myself. So, thank you truly. I appreciate your help.

Alderman Morgan:

- Again, thanks to all people involved in WinterFest but there is especially a core group that should be acknowledged: Sherry Mason Brown, Corinne Mauldin, Kim Lentz, my wife Sherry Morgan and Lauren West. Those women did a phenomenal job and it wasn't easy believe me.
- Going back to several years ago, this Town was really in pretty bad shape. There wasn't a lot of camaraderie, there wasn't a lot of pride and that has changed. This has been a very busy year for all of us.
- Things are changing and I think a lot for the better because of all the things that have been done to get us here but there's still a lot to do. We still have a community that has a disconnect and we were commenting about it during WinterFest.
- We saw a lot of people from outside of our community at WinterFest but not a lot of people from inside of our community and I wish there were ways of changing that. This also occurs with the Train Museum attendance. We are still working on ways to change that to bring people into the fold and get more volunteers. That's the one thing that really bothered us this

year, not the lack of volunteers, but the low number of volunteers because everybody did double or triple duties.

- I would like to thank Kelly Alexander, she sent out an email, and I think it was also on their FaceBook page asking that all the attendees for the Polar Express to utilize their parking facilities for people to avoid using our area during our WinterFest event and I want to thank her personally for doing that. Going ahead as we get better at doing these things, again our parking downtown is going to become scarcer and scarcer. It will be at a premium.
- I think it would behoove us all to get together maybe sometime in January with the WinterFest Committee and anybody else that would like to get involved and have a round table event where we just throw out ideas to see what we look like in another year, another five years down the road as we continue to host WinterFest and also try other events as well to try to again bring more of our citizens into a participatory, to get them to participate and get them involved in our community and I think if we can get there or work towards that I think the community as a whole would be much better as time goes by.

Alderman Miller:

- I wish to comment on one event that happened last week and I'd like to thank the Town for their involvement. Last Monday night, the Town sponsored a night out for the staff of the Town and it was good. The members of the staff, where they actually got to skate and they had a food allowance and I appreciate what y'all did as far as that goes because I think that our Town Manager tries to stress "Team Spencer". It's good to see the kids out, the families and kids out, and I also saw some Grandparents out and it's good to see that. That's what builds a strong team and I commend the Town for sponsoring this event.

Mayor Pro Tempore Secreast: This will be brief, but I want to give a "Shout Out" to Beth Nance also because she got together for the first time in quite a few years, the Spencer Candlelight Tour of Churches and it was just beautiful, and we probably had 50-60 people and 5 churches participated. Next year we are hoping to have a few more but it really was a wonderful night, and it was a night where I really felt the peace of Christmas. Next year try to mark your calendar and go to that.

Mayor Williams:

- I think you folks have said it all and didn't leave me with anything
- I do want to "piggyback" on Alderman Morgan's comment about Kelly Alexander with the Transportation Museum and also note that in addition to asking folks who attended the Polar Express to make sure that they parked in the Transportation Museum's lot perhaps more importantly she encouraged them to come over and take part in our WinterFest event and I can tell you that I saw a lot of folks in pajamas. I think what we're seeing is a testament of what can be accomplished even in a small town when folks collaborate and work together, when we roll up our sleeves together.
- Some of these things started as grand dreams and ambitions. WinterFest was one of those and that dream and ambition started maybe 3 ½ years ago and its pretty amazing to think what, when somebody came up with an idea that everybody rallied behind, the folks have made it into and again it takes all different, it takes leaders getting together and coordinating

the event, folks with vision to see what it might look like, and then it takes folks with boots on the ground to make it happen and make it successful.

- It is just a pleasure to be a part of it all and see it happening.
- We've heard with great success also comes new challenges so as we move into the new year we need to be thinking long-range not just with our events like this but we've talked about a lot of development and a lot of growth and we need to be thinking, forward thinking.
- I will say that as I have talked with State Legislators and other community leaders around, there's something that we are doing that has people's attention and I think that one of the messages that I heard earlier this week is because we are doing it with forethought and with vision and that's not to say that we can't continue to have some forethought and think about some of these things because things are moving very fast right now and that's good for our community, but as leaders it means we've got to move even faster to make sure that we are ahead of them and making sure that the road is paved for those things to happen and happen in a way that is going to benefit and not negatively impact our entire community.
- I appreciate the time that you all put into working towards those goals and solving those challenges and especially to our staff into making those happen.

Alderwoman Sledge: One more thing, there were a lot of people who made contributions; monetary contribution in addition to their time contributions and Linda Miller was one of them that did a lot for this group. I don't want to overlook anybody so I can't call everybody's names, but so much money was raised and some of it came in very small amounts but it wouldn't have been such a success without the support of the sponsors that we had.

Mayor Williams: The WinterFest is a huge endeavor to put on financially but part of the reason it is, is because the folks that organize it have made a commitment to making sure that they can keep this event free to our community and visitors and I think that is incredibly important and I can't tell you the number of folks that, when I was greeting coming in, were surprised by the fact that there was no entry fee and that you could ice skate for free and those sorts of things and I think the reality is that's what makes us a little different from other places, is that we can roll our sleeves up, work hard together, work with folks within our community and beyond our community to raise the money to put it on so that it benefits folks here and really throughout the country, because we saw people from Virginia and Florida. When kids have a good experience at those types of events, they go home and their parents remember it and they go home and they tell their friends and so, we have people in Florida talking about how great little old Spencer is right now. That's a pretty cool thing.

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

It was the consensus of the Mayor and Board that there was no need to hold an executive session.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Alderman Morgan seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 8:08 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Tamara H. Hatley, MMC, NCCMC (ret)
Interim Town Clerk

DRAFT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
Regular Meeting 01/10/2023

Issue under Consideration:	Board to consider a recommendation by the Community Appearance Commission (CAC) to adopt an ordinance amending the Town Code to re-codify the CAC, to increase the total membership of the CAC, and to clarify rules on quorum and voting.
Current Status:	On June 8, 2021, the Board of Aldermen repealed Chapter 155 (Zoning Ordinance) of the Town Code, which accidentally also repealed the authorizing language for the CAC. Technically, the CAC is not currently an authorized Town commission. At minimum, the Board will need to correct this mistake. Additionally, the CAC has determined that it has too few seats. The CAC has received an application from a candidate who wishes to join the commission, but there are currently no vacancies (except for one vacant ETJ seat). The CAC currently consists of seven members – six members who are residents of the Town and one member from the ETJ. (The ETJ seat remains vacant.) The CAC requests greater flexibility to add new members to get more people involved in its community-building projects and activities. The CAC would benefit from more and diverse membership. At a special meeting on December 5, the CAC voted unanimously to recommend to the Board of Aldermen adoption of the proposed amendments.
Points to Consider:	The proposed amendment would re-codify the CAC in a different section of the Town Code. Additionally, the amendment would also increase the total number of members on the CAC from 7 to 11 to allow greater flexibility in welcoming new members. Finally, the amendment would also clarify rules on quorum and voting to ensure efficient conduct of business.
Financial Impact:	N/A

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Options:	The Board may approve the proposal or send the proposal back to the CAC with comments for further study.
Recommendations:	Planning & Development Services recommends that the governing board approve the proposed ordinance as presented in the agenda materials.
Department:	PLANNING & DEVELOPMENT SERVICES

SUGGESTED MOTION LANGUAGE

CONCERNING A PROPOSED ORDINANCE TO AMEND THE BYLAWS AND
MEMBERSHIP OF THE SPENCER COMMUNITY APPEARANCE COMMISSION (CAC)

Spencer Board of Aldermen

Motion to Approve

(Approve Ordinance # 23-01)

Suggested Motion: “I move to adopt Ordinance 23-01 adding Section 32.60 to the Town Code per the staff recommendation as contained in the agenda materials to re-codify the authorizing language establishing the Spencer Community Appearance Commission as well as to increase the total membership of the commission and to clarify the rules on quorum and voting.”

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO ADD SECTION 32.60 'COMMUNITY APPEARANCE COMMISSION' TO THE TOWN CODE TO RE-CODIFY THE REPEALED SECTION 155.135 AS WELL AS TO INCREASE THE TOTAL MEMBERSHIP OF THE COMMISSION AND TO CLARIFY RULES ON QUORUM AND VOTING

ORDINANCE 23-01

WHEREAS, N.C.G.S. 160D-304 & 160D-960 authorize local governments to create appearance commissions that are empowered, among other powers, to study the visual problems and needs of the local government and to make plans and carry out programs to enhance and improve the visual quality and aesthetic characteristics of the local government; and

WHEREAS, pursuant to N.C.G.S. 160D-960, governing boards may confer to appearance commissions various powers and duties, such as to implement community beautification programs; to provide leadership and guidance in matters of community design and appearance; to make studies of the visual characteristics and programs of the local government, including surveys and inventories of an appropriate nature; and to prepare both general and specific plans for the improved appearance of the local government, among other powers; and

WHEREAS, the Spencer Board of Aldermen ("the Board") has established an appearance commission having all the powers authorized to such commissions by the General Statutes, and has directed the commission to undertake several special projects, including management of the Spencer Community Garden, Community Appearance Awards, and the Façade Grant Program(s), among other projects; and

WHEREAS, the Board has determined that for the appearance commission to continue achieving its goals and objectives, it is necessary to increase the total number of members of the commission and to clarify the rules around quorum and voting to ensure efficient conduct of business; and

WHEREAS, additionally, on June 8, 2021, the Board repealed Chapter 155 (Zoning Ordinance) of the Town Code of Ordinances, which contained the authorizing language establishing Spencer's appearance commission. The appearance commission was therefore erroneously disestablished due to clerical error, and the Board desires to correct such error by re-codifying such authorizing language in the appropriate location in the Town Code.

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

Section 1. The Town's Code of Ordinances is hereby amended as set forth herein. Specifically, under Chapter 32 (Departments, Boards and Commissions), a new section 32.60 'Community Appearance Commission' is added as set forth below:

Section 32.60. Community Appearance Commission.

- (A) The Spencer Community Appearance Commission is hereby created as provided in and governed by G.S. 160D-304. The Commission shall consist of eleven (11) members appointed by the Town Board and who shall reside within the Town's planning and zoning jurisdiction at the time of appointment; however, at least one member shall reside outside the Town's corporate limits, but within the Town's area of extraterritorial jurisdiction, as provided in G.S. 160D-307.
- (B) The term of office of the members shall be for three years, except the terms may be staggered so as to ensure continuity of experience on the Commission. All members shall have equal rights and privileges in all matters. Vacancies shall be filled for the unexpired term only.
- (C) The Commission shall have all powers listed in G.S. 160D-960.
- (D) A quorum to do business shall consist of a majority of the total filled seats of the Commission. Official action by the Commission shall require a majority vote of those present. The Chairperson shall be entitled to vote.

Section 2. Pursuant to N.C.G.S. 160D-308, the Community Appearance Commission is hereby authorized to adopt and/or amend, as needed, its own Rules of Procedure necessary to conduct the affairs of the Commission, provided such rules are consistent with the provisions of N.C.G.S. 160D.

Section 3. This ordinance shall become effective immediately upon adoption.

Adopted this 10th day of January, 2023.

Jonathan Williams, Mayor

Tammy Hatley, Town Clerk

Exhibit B: Proposed Text Revisions

Proposed Amendments to Town Code

Original Version (this section was erroneously repealed on June 8, 2021)

§ 155.135 COMMUNITY APPEARANCE COMMISSION.

(A) A Community Appearance Commission is hereby created as provided in and governed by G.S. § 160A-451. The Commission shall consist of seven members. Six members shall be residents of the town and one member shall be appointed from the extraterritorial jurisdiction area, as provided in G.S. § 160A-362.

(B) The term of office of the members shall be for three years, except the terms may be staggered so as to ensure continuity of experience on the Commission. All members shall have equal rights and privileges in all matters. Vacancies shall be filled for the unexpired term only.

(C) The Commission shall have all powers listed in G.S. § 160A-452, including subsections (6) a-h.

(Ord. 15-04, passed 4-14-15)

Proposed Amended Version (Re-codified into the Town Code, increase membership from 7 to 11 members, and revise rules on quorum and voting)

§ ~~155.135~~ 32.60. COMMUNITY APPEARANCE COMMISSION.

(A) ~~A~~ The Spencer Community Appearance Commission is hereby created as provided in and governed by ~~G.S. § 160A-451~~ G.S. 160D-304. ~~The Commission shall consist of seven members. Six members shall be residents of the town and one member shall be appointed from the extraterritorial jurisdiction area, as provided in G.S. § 160A-362.~~ The Commission shall consist of eleven (11) members appointed by the Town Board and who shall reside within the Town's planning and zoning jurisdiction at the time of appointment; however, at least one member shall reside outside the Town's corporate limits, but within the Town's area of extraterritorial jurisdiction, as provided in G.S. 160D-307.

(B) The term of office of the members shall be for three years, except the terms may be staggered so as to ensure continuity of experience on the Commission. All members shall have equal rights and privileges in all matters. Vacancies shall be filled for the unexpired term only.

(C) The Commission shall have all powers listed in ~~G.S. § 160A-452, including subsections (6) a-h.~~ G.S. 160D-960.

(D) A quorum to do business shall consist of a majority of the total filled seats of the Commission. Official action by the Commission shall require a majority vote of those present. The Chairperson shall be entitled to vote.

Salisbury Post Legal Invoice

Client	TOWN OF SPENCER-LEGALS	Client Phone	(704) 633-2231
Address	KYLE HARRIS PO BOX 45 SPENCER, NC 28159	Client EMail	apclerk@townofspencer.com lmddir@ci.spencer.nc.us
Account #	35025	Price	\$76.32
Ad #	1568278	Purchase Order #	
Start Date	12/27/22	Sales Rep	SNL Legal Desk
End Date	12/27/22	Phone	
Tagline	SP-PH: 1.10.23	EMail	legals@salisburypost.com
Remit to: Salisbury Post, P.O. Box 4639, Salisbury, NC 28145			

No. 1568278

TOWN OF SPENCER**NOTICE OF LEGISLATIVE HEARING**

The Town of Spencer Board of Aldermen has scheduled a legislative hearing at or soon after 6:00 P.M. at their regularly scheduled meeting on Tuesday, January 10, 2023, in the Board Meeting Room at Spencer Town Hall, 460 South Salisbury Avenue, Spencer NC 28159.

The purpose of the hearing is to receive public comment on proposed revisions to the Town Code concerning the establishment of a Community Appearance Commission. The proposed revisions would increase the total membership of the Commission and would clarify rules on quorum and voting. The suggested revisions are available for review at Town Hall or by contacting Kyle Harris, Planner, at 704-633-2231 ext. 20. Public comments may also be submitted in writing or by email to the Town Clerk at thatley@spencernc.gov.

Publish 12/27/22, 1/3/23

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
Regular Meeting 01/10/2023

Issue under Consideration:	Board to consider adopting Resolution 23-01 amending the Salisbury Avenue Corridor Improvement Grant Program Guidelines to provide for certain exceptions to the Guidelines in the case of extraordinary circumstances and/or emergencies.
Current Status:	This is a staff-initiated proposal.
Points to Consider:	Under the current Program Guidelines, the maximum individual grant is \$2,000. Additionally, applicants are required to provide a "dollar-for-dollar" match for every dollar requested from the Town. For example, if an applicant receives \$1,000 from the Town, they must contribute a private "match" of \$1,000 toward the project, raising the total investment to \$2,000. Normally, this is a good practice to leverage and maximize both private and public dollars. However, in some cases, applicants may seek Town assistance on projects, such as emergency repairs, that exceed their financial capacity. In these cases, the Town may wish to have the flexibility to award grants larger than \$2,000.00, and/or to waive the 50/50 matching requirement for owners who cannot afford it. The proposed amendments would allow the Board of Aldermen sole discretion to provide exceptions to the Guidelines under certain limited circumstances. To qualify for an exception, all of the following conditions must be met: 1) The applicant demonstrates extreme financial need or hardship. 2) Failure to fund the project at a higher amount could significantly damage the aesthetic or functional value of Spencer and/or risk public health, safety, and/or the general welfare. 3) Providing an exception is reasonable and in the public interest. Full details can be found in the Resolution 23-01 and attachments.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Financial Impact:	N/A
Options:	The Board may approve the proposal or send the proposal back to staff with comments for further study.
Recommendations:	Planning & Development Services recommends that the governing board approve the proposed resolution as presented in the agenda materials.
Department:	PLANNING & DEVELOPMENT SERVICES

SUGGESTED MOTION LANGUAGE

BOARD TO CONSIDER ADOPTING RESOLUTION 23-01 AMENDING THE SALISBURY AVENUE CORRIDIR IMPROVEMENT GRANT PROGRAM GUIDELINES TO PROVIDE FOR CERTAIN EXCEPTIONS TO THE GUIDELINES IN THE CASE OF EXTRAORDINARY CIRCUMSTANCES AND/OR EMERGENCIES

Spencer Board of Aldermen

Motion to Approve

(Approve Resolution # 23-01)

Suggested Motion: “I move to adopt Resolution 23-01 per the staff recommendation as contained in the agenda materials to amend the Salisbury Avenue Corridor Improvement Grant Program Guidelines to provide for certain exceptions to the Guidelines in the case of extraordinary circumstances and/or emergencies.”

RESOLUTION FOR THE TOWN OF SPENCER, NORTH CAROLINA

A RESOLUTION AMENDING THE SALISBURY AVENUE CORRIDOR IMPROVEMENT
GRANT PROGRAM GUIDELINES TO PROVIDE FOR EXCEPTIONS IN THE CASE OF
EXTRAORDINARY CIRCUMSTANCES AND/OR EMERGENCIES

RESOLUTION 23-01

WHEREAS, on August 8, 2021, the Spencer Board of Aldermen adopted a resolution establishing the Salisbury Avenue Corridor Improvement Grant Program and repealing the Town's previous Commercial Rehabilitation Grant Policy; and

WHEREAS, the purpose of the new program was to establish a comprehensive strategy to incentivize projects that transform blighted or inactive building façades into ones that capture visitors' attention and support local businesses, improving the visual and functional aspects of Spencer's commercial properties consistent with the Future Land Use Plan, and elevating the economic vitality of the Town by encouraging improved goods and services, economic loyalty, mixed-use development, and infill; and

WHEREAS, due to the advanced age and deteriorated condition of a proportion of Spencer's commercial buildings, certain property owners who are eligible for a grant may own buildings that have extraordinary needs. Certain buildings have significant repair needs that may exceed the financial capacity of the owners even given the Town assistance that is currently available. In some cases, such repair needs directly impact on the health, safety, and general welfare of the Town and/or on the aesthetic or functional value of the Town; and

WHEREAS, under certain limited circumstances, special consideration of grant application may be justified when (1) the applicant demonstrates extreme financial need or hardship; (2) failure to fund the project at a higher amount could significantly damage the aesthetic or functional value of the Town and/or risk the public health, safety, and/or general welfare of the Town; and (3) providing an exception is reasonable and in the public interest.

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

Section 1. The Salisbury Avenue Corridor Improvement Grant Program Guidelines are hereby amended as set forth herein.

An addendum to be entitled 'Addendum B: Extraordinary Circumstances & Emergencies' is to be added to the Program Guidelines. The addendum is to read as follows:

"Under certain limited circumstances, special consideration of a grant application may be justified. At the discretion of the Board of Aldermen, a grant application may be awarded more than the typical maximum award of \$2,000.00, and/or the 50/50 matching requirement may be waived, if all of the following conditions are met: (1)

the applicant demonstrates extreme financial need or hardship; and (2) failure to fund the project at a higher amount could significantly damage the aesthetic or functional value of Spencer and/or risk public health, safety, and/or the general welfare; and (3) providing an exception under this Addendum is reasonable and in the public interest.

Any determination on whether to provide an exception under this Addendum is to be made solely at the discretion of the Board of Aldermen.

When considering a request for an exception under this Addendum, the Board may also choose to award a grant for a project that has already been completed, provided that such work was solely limited to emergency repairs necessary to protect the public health, safety, and/or the general welfare of the Town of Spencer.”

Section 2. Town Staff are authorized to make additional minor administrative modifications to the Program Guidelines to provide guidance and further instruction to applicants concerning Addendum B. Such guidance may specify the documentation requirements for those seeking an exception under Addendum B, such as submittal of income statements and/or other financial records.

Section 3. This ordinance shall become effective immediately upon adoption.

Adopted this 10th day of January, 2023.

Jonathan Williams, Mayor

Tammy Hatley, Town Clerk

Addendum B: Extraordinary Circumstances & Emergencies

Under certain limited circumstances, special consideration of a grant application may be justified. At the discretion of the Board of Aldermen, a grant application may be awarded more than the typical maximum award of \$2,000.00, and/or the 50/50 matching requirement may be waived, if all of the following conditions are met:

1. The applicant demonstrates extreme financial need or hardship; and
2. Failure to fund the project at a higher amount could significantly damage the aesthetic or functional value of Spencer and/or risk public health, safety, and/or the general welfare; and
3. Providing an exception under this Addendum is reasonable and in the public interest.

Any determination on whether to provide an exception under this Addendum is to be made solely at the discretion of the Board of Aldermen.

When considering a request for an exception under this Addendum, the Board may also choose to award a grant for a project that has already been completed, provided that such work was solely limited to emergency repairs necessary to protect the public health, safety, and/or the general welfare of the Town of Spencer.



Community Appearance Commission

Salisbury Avenue Corridor

Improvement Grant – Guidelines

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

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:
 - Meet applicable zoning and code requirements of the Town of Spencer and comply with the Salisbury Avenue Corridor Improvement Grant Guidelines set forth herein;
 - Application must receive a favorable recommendation from the Spencer CAC;
 - Application must 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 *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.

Exhibit C: Existing Program Guidelines

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);
 - 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 Town Planner at (704)-633-2231 ext. 20 or kharris@spencernc.gov.



TOWN OF SPENCER, NC

Community Appearance Commission

Salisbury Avenue Corridor Improvement Grant – Application

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159

Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

APPLICATION CHECKLIST

☐ Grant application ☐ Photographs showing existing conditions of the areas for repair, stabilization, or improvement	☐ Itemized estimate <u>OR</u> 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 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.

Applicant: _____

Date: _____

Exhibit C: Existing Program Guidelines

Addendum A: Evaluative Criteria

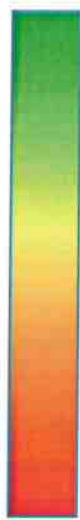
Each application will receive a score ranging from one (1) to six (6) based on project type and quality. When there are more applications than funds available, higher-scoring projects will receive priority over lower-scoring projects. Additionally, lower-scoring projects are not guaranteed to receive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

Project Type		POINTS
		<i>Select one per category</i>
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.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
Regular Meeting 01/10/2023

Issue under Consideration:	Board to consider awarding a Salisbury Avenue Corridor Improvement Grant in the amount of \$4,000.00 to Pam & Roger Pinnix for an emergency building repair project at 111 5 th Street.
Current Status:	The Board budgeted \$10,000 for the 2022-23 "Façade Grant" Program. No awards have yet been issued (\$0 spent).
Points to Consider:	If the Board chooses to adopt Resolution 23-01 amending the Program Guidelines to provide for exceptions in the case of extraordinary circumstances and emergencies, then the Board may grant an exception to Pam & Roger Pinnix. Pam & Roger recently undertook a façade improvement project as part of the Hometown Innovation Grant Program. However, during that project, it was discovered that the building's exterior roof parapet was significantly deteriorated, posing a risk to public health and safety from possible crumbling building elements onto the sidewalk and pedestrians below. Pam & Roger undertook necessary emergency repairs to prevent further damage and risks to safety. Staff's funding recommendation for this project is attached.
Financial Impact:	\$4,000 from budgeted line item.
Options:	The Board may approve a grant of \$4,000 or a different amount (higher or lower), deny the request, or send the request back to staff with comments for further study.
Recommendations:	Planning & Development Services recommends that the governing board approve the grant award per staff's funding recommendation.
Department:	PLANNING & DEVELOPMENT SERVICES

SUGGESTED MOTION LANGUAGE

BOARD TO CONSIDER AWARDING A SALISBURY AVENUE CORRIDOR
IMPROVEMENT GRANT IN THE AMOUNT OF \$4,000.00 TO PAM AND ROGER PINNIX
FOR AN EMERGENCY BUILDING REPAIR PROJECT AT 111 5TH STREET

Spencer Board of Aldermen

Motion to Approve (Staff's Funding Recommendation)

(Award \$4,000 Grant to Pam & Roger Pinnix for Emergency Building Repairs)

Suggested Motion: "I move to award a Salisbury Avenue Corridor Improvement Grant in the amount of \$4,000.00 to Pam & Roger Pinnix for an emergency building repair project at 111 5th Street, and to waive the "dollar-for-dollar" matching requirement, consistent with the Program Guidelines, Addendum B, Extraordinary Circumstances & Emergencies."

"An exception is justified in this case for the following reasons: (1) the applicant has demonstrated an extreme financial need or hardship; (2) failure to fund the project at a higher amount could risk public health, safety, and the general welfare due to deteriorated and crumbling building elements; and (3) providing the exception is reasonable and in the public interest considering public safety."



TOWN OF SPENCER, NC
Community Appearance Commission
Salisbury Avenue Corridor
Improvement Grant – Application

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159
 Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

APPLICATION CHECKLIST

☒ Grant application	☐ Itemized estimate <u>OR</u> a materials list including total project cost	☐ Approved Certificate of Appropriateness Application, if in Local Historic District
☐ Photographs showing existing conditions of the areas for repair, stabilization, or improvement	☐ Project plans and specifications or other appropriate design documentation	☐ Property owner's written permission, if applicable

APPLICANT CONTACT INFO

☒ PROPERTY OWNER ☐ BUSINESS TENANT

Name: Roger Dale Pinnix

Contact Person: Roger Dale Pinnix Telephone: 704-637-7337

Address: 113 5th St, Spencer, N-C 28159 Email: rpinnix123@gmail.com

PROPERTY INFORMATION

Rowan County Parcel ID: 032127 Current Use: Dwelling / Business (Roger-Dogs)

Address: 113 5th St, Spencer, N-C 28159 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: masonry repair, mortar joint repair, re-pointing of brick to upper-level of facade of building.

TOTAL PROJECT COST (Attached Itemized Estimate): \$ 4,000.00

SIGNATURE

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.

Applicant: Roger Dale Pinnix Date: 12-22-22

Note: A typed transcription of the letter below is available on the next page, Exhibit B.

Sapp Construction was beginning to start work on facade that to the front of building. Just so happened they leased lift from Chad Vriessma at Central Piedmont Builders Inc. Chad came over with lift and took them up to the top of building to show them how to operate.

Unexpectedly they saw extruding brick, deteriorated mortar and loose brick. Chad said this issue needed to be fixed right away. Chad lined up his crew and matched mortar and put all brick back in place, pointed mortar across all the top of building. This was a unexpected extra expense which had to be paid to Central Piedmont Builders which did a excellent job.

From the bottom of our hearts we would like to thank you and let you know how much we appreciate all you do for us and our whole town. We are just everyday people and it can be hard to do things and especially with hardship we have faced these last few years with the economy. Hope you will be able to help us, thank again from the bottom of our hearts. Stay Safe. We wish you all Happy Holidays, Good Health to you and your families.

God Bless w Heartfelt Prayers and Love

Roger and Pam Pennix

Exhibit B: Transcription of Pam & Roger Pinnix Letter to Mayor & Board of Aldermen

Mayor & Board of Aldermen:

Sapp Construction was beginning to start work on (our) façade grant (project) to the front of (our) building. (It) just so happened they leased (the) lift from Chad Vriesema at Central Piedmont Builders, Inc. Chad came over with (the) lift and took them up to the top of (the) building to show them how to operate.

Unexpectedly they saw extruding brick, deteriorated mortar and loose brick. Chad said this issue needed to be fixed right away. Chad lined up his crew and matched mortar and put all brick back in place, pointed mortar across all the top of (the) building. This was an unexpected extra expense which had to be paid to Central Piedmont Builders which did an excellent job.

From the bottom of our hearts, we would like to thank you and let you know how much we appreciate all you do for us and our whole Town. We are just everyday people, and it can be hard to do things and especially with (the) hardship we have faced these last few years with the economy. (We) hope you will be able to help us, thanks again from the bottom of our hearts.

Stay safe! We wish you all Happy Holidays (and) Good Health to you and your families.

God Bless with Heartfelt Prayers & Love

Roger & Pam Pinnix

12-20-2022

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Pre-Agenda Meeting Date: 01/05/23
Board Meeting Date: 01/10/23

Issue under Consideration:	Mayor and Board of Aldermen to consider authorizing the Town Manager to execute a professional services agreement for Grants Creek woody debris removal.
Current Status:	Town Staff has solicited Request for Proposals for woody debris removal in sections approximately (11,211 linear feet) of Grants Creek adjacent to the Stanback Educational Forest and the Spencer Town Limits.
Points to Consider:	Town staff is reviewing 2 proposals and conducting due diligence for the apparent low bidder.
Financial Impact:	The cost for the removal will be paid by the Streamflow Restoration Grant from the North Carolina Department of Agriculture. The low bid is well within the grant budget.
Options:	The BOA may accept, deny, or postpone the requested agenda item. The grant program requires that 50% of the grant funds be under contract by February 28, 2023.
Recommendations:	Staff recommends that the Mayor and Board of Aldermen authorize the Town Manager to execute a Professional Services Agreement for woody debris removal in compliance with the Streamflow Rehabilitation Program grant.
Department:	Special Projects Planning

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: **1/10/2023**

Issue under Consideration:	RECEIVE PRESENTATION OF FISCAL YEAR 2021-22 ANNUAL AUDIT FROM RH CPAs
Current Status:	Audit Report for FY22 has been completed.
Points to Consider:	Audit Manager Nick Wicker will make the presentation.
Financial Impact:	None.
Options:	Receive Report.
Recommendations:	No action required.
Department:	Administration



704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

AGENDA ITEM

Board Meeting Date: 1/10/2023

Issue under Consideration:	Consider adopting a series of policies for the Spencer Library regarding Materials Selection and Review, Collection Weeding Policy, and Patron Privacy.
Current Status:	This series of policies to support Spencer Town Library was developed in conjunction with the Spencer librarian Beverly McCraw and the Rowan County Public Library system. Prior to this policy presentation, no formal policy existed, and the Spencer Town Library operated under general best practices.
Points to Consider:	This document will provide a formal series of policies to guide: library materials selection and review, collection weeding, and patron privacy while affirming policies set down by the American Library Association to protect citizens' rights to read and learn. This policy also comes with two forms to assist in material review processes and the limited release of patron reading history.
Financial Impact:	These policies have no anticipated budgetary impact.
Options:	The Board of Alderman may choose to approve the policy or reject the policy with requests for text alterations.
Recommendations:	Staff recommends that the Board of Aldermen approve these policies.
Department:	Special Projects



704-633-2231
townofspencer.com

Post Office Box 45
Spencer, NC 28159-0045

Date: 1/10/2023

To: Board of Aldermen

From: Skye Allan, Lead For North Carolina Fellow

Re: Mayor and Board of Aldermen to Consider Adopting Policies for the Spencer Library Regarding Materials Selection and Review, Collection Weeding, and Patron Privacy

Several months ago, Alderman Andrew Howe made the recommendation to Town Manager Peter Franzese that town staff should develop library policy to guide library materials selection and review, collection weeding, and patron privacy as well as forms to assist these policies. To carry out this instruction, town staff in conjunction with Spencer librarian Beverly McCraw reviewed the current policies of Rowan County Public Library System and the American Library Association and adapted them to meet the needs and circumstances of the Town of Spencer. Staff recommends that the Board of Aldermen choose to adopt this policy to guide library materials selection and review, collection weeding, and patron privacy.

Skye Allan

Lead for North Carolina Fellow

704-633-2231
townofspencernc.com/gov



Post Office Box 45
Spencer, NC 28159-0045

SPENCER TOWN LIBRARY
POLICY STATEMENT

Adopted (Date Pending) by the Spencer Board of Aldermen

Table of Contents

Mission Statement	2
Service Objectives	2
Responsibility for Selection	2
Intellectual Freedom	2
Considerations for Selection	3
Types of Materials Selected	3
Relationships to Other Libraries and Agencies	4
Gifts and Materials	4
Maintaining the Collection	4
Weeding Policy	5
Patron Privacy Statement	5
Appendix A – Freedom to Read	7
Appendix B – Library Bill of Rights	11
Appendix C – Diversity in Collection Development	12
Appendix D – Freedom to View	14
Appendix E – Evaluating Library Collections	15
Appendix F – Challenged Materials	16
Appendix G – Free Access to Libraries for Minors	19
Appendix H – Material Selection Inquiry	21

Style Definition: TOC 2: Tab stops: 7.49",
Right,Leader: ...

Formatted: Left



Mission Statement

The Spencer Town Library aims to provide the residents of the Town of Spencer with ready availability of those library materials and services most wanted by the greatest number of people and to be an access point to needed information.

Service Objectives

The materials selection policy is intended to guide the staff of the Spencer Town Library in the selection of materials and to make available to the public the criteria on which selections are made.

In keeping with the mission statement of Spencer Town Library, the objectives of this policy include, but are not limited to, the following:

- To provide library materials most wanted by the greatest number of people
- To provide a well-balanced collection for all subject areas (see Appendix C, Diversity in Collection Development)

Responsibility for Selection

The Spencer Town Library staff operates within the framework of the policies determined by the Board of Aldermen in delegating the responsibility for the selection of materials to the professional staff of the library. The library staff operates within their areas of expertise in service to adults, young adults, and children. Suggestions from other Town staff members and the public are welcome. The final authority for the determination of policy to guide the selection of library materials is vested in the Board of Aldermen.

Intellectual Freedom

The Spencer Town Library affirms the American Library Association's "FREEDOM TO READ" (Appendix A), "LIBRARY BILL OF RIGHTS" (Appendix B), "FREEDOM TO VIEW" (Appendix D), and its interpretations thereof. These documents and policies affirm that the free and convenient access to ideas, information, and creative experience is of vital importance to every member of the community. If a library patron deems material to be objectionable, they may register a



complaint in writing using a “Spencer Town Library Material Review Form”. The inquiry, completed and signed by the complainant, and the material in question is reviewed by the library staff, who are responsible for reviewing the material in accordance with present selection criteria and the collection development objectives. The complainant receives a reply indicating the library’s position and any action taken or planned. In the event a complainant is dissatisfied with the recommendation of the library staff, they may request that the complaint be reviewed by the Board of Aldermen. Any action taken by the Board of Aldermen is final.

The Spencer Town Library provides materials for all age levels including adults, young adults, and children. Individuals are expected to choose materials for themselves or for their children but cannot exercise censorship on others. Parents who wish to limit or restrict the reading of their own children should personally oversee their material selections.

Considerations for Selection

In selecting materials, the library staff uses professional judgment, based on authoritative reviews and standard sources. The library staff must work within the limits of budget and space. The considerations for selection apply to materials for all age levels including adults, young adults, and children.

The considerations for selection **include**, but are not limited to, the following:

- Relevance of the Subject Matter to the Collection
- Public Demand / Patron Requests
- Contemporary Significance / New Bestsellers
- Permanent Value
- Authoritativeness
- Availability or Scarcity of Material on the Subject
- Format and Appearance
- Accuracy
- Age of Potential Users
- Research Value
- Fills a Specific Need in the Spencer Community



- The Theme of the Current Summer Reading Program

Types of Materials Selected

The Spencer Town Library serves the Town of Spencer and the surrounding areas. The variety and scope of materials required by such a diverse population for information, relaxation, stimulation, and education are as broad as the community itself. The library strives to be responsive to the needs of this ever-changing community.

In selecting and maintaining materials, the library staff recognizes that Spencer Public Library does not attempt to have comprehensive or all-inclusive collections in any subject area as the library is limited by space and budget.

The library does not attempt to furnish materials needed for formal courses of study offered by elementary or secondary schools, or by institutions of higher learning. The library has materials for self-study but is not primarily designed to furnish materials required for academic study.

The types of materials selected include, but are not limited to, the following:

- Adult Fiction Books
- Children Fiction Books
- Adult Non-Fiction Books
- Children Non-Fiction Books
- DVDs

Relationships to Other Libraries and Agencies

Spencer Town Library cooperates with other libraries and community agencies and organizations to meet the information needs of the town. In order to avoid unnecessary duplication of materials, one factor in selection is a consideration of the kinds of materials available to the public through other institutions. The library does not usually acquire the specialized materials owned by college and professional libraries.



704 633-2231
townofspencer.com

Post Office Box 45
Spencer, NC 28159-0045

Gifts and Memorials

Spencer Public Library encourages gifts and donations or the money to purchase them. The library reserves the right to make final disposition of the materials after critical evaluation. The library cannot accept gifts of printed materials, manuscripts, or objects upon which there are conditions or restrictions placed by the donor. Responsibility for monetary appraisal of donations rests solely with the donor.

Maintaining the Collection

Duplication or need for multiple copies of materials is based on a combination of demand, intrinsic or historical value, and perceived need in the community.

Discarding or systematic withdrawal of materials which are no longer useful in maintaining an active, accurate collection is necessary for the library to perform its role in the community. Library materials are discarded based on, but not limited to, the following reasons:

- Irreparable Damage
- Obsolescence
- Insufficient Use
- Limited Space Available for Housing Materials
- Duplications

Replacement of material to take the place of an identical item is based on the existence of adequate coverage of the subject and demand for the specific material withdrawn.

Weeding Policy

Weeding is the withdrawal of damaged or obsolete materials from the library's collection, and all library materials should be examined at least every five years. Weeding is done as a continuous procedure, and materials are considered for withdrawal at any time at which they come to the attention of the selector.



The following guidelines should be used when weeding the collection:

- As a general rule, any material which has not circulated in five years is to be withdrawn. Exceptions to this general rule are classics, items in a series, and works by local authors.
- Multiple copies of seldom used titles are withdrawn.
- Non-fiction works are withdrawn if the subject matter is obsolete or dated.
- In most instances, new editions of works update and supersede the older edition. In these cases, only the current edition will be retained for the reference collection. Earlier editions of reference works with wide popular appeal may be moved to the circulating collection.
- Weeded materials are selected and removed by the library staff and deleted from the online catalogue.

Patron Privacy Policy

Spencer Town Library respects our users' privacy. Town staff developed this privacy statement to inform patrons of the personal information that is collected, how that information is used, and under what circumstances the information is released. This statement applies to the library webpage on the town website, the library Facebook page, library card information, any material patrons review or check out, and the provided electronic services.

Spencer Town Library is committed to the American Library Association's Library Bill of Rights and adheres to the State of North Carolina's General Statutes Chapter 125 Libraries, Article 3 – Library Records, § 125-19 - Confidentiality of Library User Records.

The Spencer Town Library will protect patrons' privacy through the following measures:

- The library staff will only collect the minimum amount of personal information necessary to provide a particular service and will not retain that information any longer than is necessary.
- The library will make the habit of following best practices to de-identify and anonymize records (including circulation records, event attendance records, computer use and activity logs, search records, Wi-Fi connection logs, etc.)
- When patron information is collected, the patron will be notified of the collection.

704-633-2221
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

- The library Wi-Fi network will always be open, and electronic services records are deleted at the end of the patron's session.
- Library staff will not access personal data, unless for the specific purpose of providing users with agreed upon services. The Spencer Town Library will not disclose any personal data collected from users to any other party except where the patron has signed the "Spencer Town Library Material History Wavier and Release Form" or as required by law enforcement with a legally valid order.
 - Note that, without a warrant, court order, or National Security Letter, the Spencer Town Library follows ALA guidelines and will not disclose user information without user consent by signed waiver, or by a court order.
 - While search warrants can be carried out immediately, all government requests for information can be examined by Town of Spencer legal counsel for legal defects.
- The Spencer Library will request any third-party vendors to match library privacy practices for patron data
- Library patrons will be notified of any changes to library privacy policy and given the opportunity to opt out of the affected services



APPENDIX A

The Freedom To Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural in a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silence of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the least able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means of making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original

704.633.2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
 - a. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
 - a. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read



and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
 - a. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
 - a. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters' values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
 - a. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
 - a. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or



group. In free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.
 - a. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for people to read the best that has been thought and spoken. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it possesses enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.



704-633-2221
townofspencer.com

Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

APPENDIX B

Library Bill of Rights



The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.



APPENDIX C

Diversity in Collection Development

Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loans where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- Selecting content in multiple formats;
- Considering resources from self-published, independent, small, and local producers;
- Seeking content created by and representative of marginalized and underrepresented groups;
- Evaluating how diverse collection resources are cataloged, labeled, and displayed;
- Including content in all of the languages used in the community that the library serves, when possible; and



- Providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.



APPENDIX D

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.



APPENDIX E

Evaluating Library Collections

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Reasons for inclusion or removal of materials may include but are not limited to accuracy, currency, budgetary constraints, relevancy, content, usage, and community interest. The collection-development process is not to be used as a means to remove materials or deny access to resources on the grounds of personal bias or prejudice or because the materials may be viewed as controversial or objectionable. Doing so violates the principles of intellectual freedom and is in opposition to the *Library Bill of Rights*.

Some resources may contain views, opinions, and concepts that were popular or widely held at one time but are now considered outdated, offensive, or harmful. Content creators may also come to be considered offensive or controversial. These resources should be subject to evaluation in accordance with collection-development and collection-maintenance policies. The evaluation criteria and process may vary depending on the type of library. While weeding is essential to the collection-development process, the controversial nature of an item or its creator should not be the sole reason to remove any item from a library's collection. Rather than removing these resources, libraries should consider ways to educate users and create context for how those views, opinions, and concepts have changed over time.

Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason. Library workers should consider the cataloging, classification, and display of resources to ensure that they are discoverable and readily available to the populations they are meant to serve.

The American Library Association opposes censorship from any source, including library workers, faculty, administration, trustees, and elected officials. Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.



704 633-2231
townofspencer.com

Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.



APPENDIX F

Challenged Materials

The ALA Office for Intellectual Freedom provides confidential support during censorship challenges to library materials, services, and programs. Anyone can report censorship, even if they do not require assistance. Report censorship by filling out [this online form](#), or contacting OIF via email: oif@ala.org.

As stated in Article III of the *Library Bill of Rights*, "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

- A challenge is an attempt to remove or restrict materials, based upon the objections of a person or group. A ban is the removal of those materials. Challenges do not simply involve a person expressing a point of view; rather, they are an attempt to remove material from the curriculum or library, thereby restricting the access of others.
- Censorship is a change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.
- Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

Personal Support during a Reconsideration Process

- **When should you contact the [Office for Intellectual Freedom](#) for help?**

Anytime. If there are whispers of concern and you want to make sure you're on solid footing and get encouragement from a friendly voice, you can contact the Office for Intellectual Freedom. If you have a question about your current operations and want to make sure they align with best practices, you can contact us. If you witness authorities subverting the policy, you can contact us. If you want to strengthen your defense of the material and support of its inclusion in your collection and need resources, you can contact us. If a concerned adult posted a complaint on social media and you need guidance, you can contact us. If you get a call from a local reporter out of the blue and don't know how to respond, you can contact us. If your committee evaluated the material and recommended to retain it in the



collection and you want to celebrate, you can contact us. If everyone in your life is tired of hearing you talk about this book challenge or you feel you have no one you can confidentially share with, you can contact us.

We get calls and emails every day and it is our priority to be available to you. Don't hesitate to email, call or fill out an [online reporting form](#).

- [How to respond to challenges and concerns about library resources](#)

With such a wide spectrum of ideas and information available, it's inevitable that people will occasionally encounter resources they believe to be offensive or inappropriate. They may complain and request that such resources be removed. This page provides step-by step suggestions about how to respond.

- **What is your institution's policy and procedure?**

Locate your policy. Is it online? In a binder at your service desk? In your director's office? Many libraries have their policies located both within the physical building or accessible through their website. The reconsideration policy may be part of the collection development policy or instructional materials policy. If your library is part of a branch system or school district, this policy may be located at the central headquarters.

- [Formal written requests for reconsideration](#)

If the library receives a completed reconsideration form, the person or group designated in library policy to handle challenges should follow these guidelines from receipt to decision.

- [Guidelines for reconsideration committees](#)

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection policy. Listed are some best practices for Reconsideration Committee members.

- [Challenge hearings](#)



If a challenge rises to the level of an appeal, your library's reconsideration process may call for a public hearing by your governing board as part of the appeal process. If it does, the following tips may be helpful.

- **Working with the media**

When appropriate, as the challenge becomes public, library and school district administrators may seek the support of local media. Informing local civic organizations of the facts and enlisting their support may counter negative, one-sided media coverage with moderate, tempered discussion. These tips will keep you calm and collected while you address the media about the challenge

- **When the reconsideration process is subverted or undermined**

Sometimes the principal or library director does not follow policy and removes the challenged resource or cancels the event. If the administration refuses to follow the reconsideration process, even after discussing the legal and ethical reasons for doing so, how far should library workers go to defend the challenged resource?

This is a personal, ethical decision, and library workers must weigh all factors. If the director or principal is adamant, library workers may be forced to evaluate the risk of retaliation from their supervisor or losing a job against the merits of continuing to oppose the censorship attempt. After considering the situation carefully, they may come to acknowledge that they have done all that is possible at this time, or they may decide that taking a principled stand is worth the risk.

The reconsideration process can also be compromised if the concerned individual or group goes around the policy structure to speak directly to a higher authority such as an elected official, school superintendent, or board members. Although this does not always occur, optimally, higher authorities should be redirected to the reconsideration process and reminded of relevant policies.



APPENDIX G

Free Access to Libraries for Minors

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults



from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School*



Dist., 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ [“Privacy: An Interpretation of the Library Bill of Rights,”](#) adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ [“Libraries: An American Value,”](#) adopted on February 3, 1999, by ALA Council.

⁵ [“Rating Systems: An Interpretation of the Library Bill of Rights,”](#) adopted on June 30, 2015, by ALA Council; amended June 25, 2019.



APPENDIX H

Material Selection Inquiry

Libraries are a cornerstone of the community dedicated to serving the information needs of everyone. As such, they collect and make available a wide variety of information resources representing the range of human thought and experience. With such a broad spectrum of ideas and information available, it is inevitable that people will occasionally encounter resources they believe to be inappropriate or offensive. They may complain and request that such resources be removed.

Below are step-by-step suggestions about how to respond. These suggestions are not enough, however. Every library should have a collection development policy with a resource reconsideration process approved by its governing body. In addition to outlining the process and criteria for selecting resources, the policy should describe the procedure the library workers will follow when a user requests that a resource be reconsidered. Having a policy and procedure in place will help library staff deal confidently and fairly with users who express concerns.

Commented [SAT]: Does this policy exist

Throughout the process, it is critically important that library workers remain calm, respectful, and courteous. There is no reason to become defensive when a complaint is made. Not only is this counterproductive, but it negates the library's efforts to encourage user involvement.

If the library has no collection development policy with a review process, affirm the principles of intellectual freedom found in the *Library Bill of Rights* as you respond to the challenge. Two relevant ALA documents to read are "[Challenged Resources: An Interpretation of the Library Bill of Rights](#)" and "[Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights](#)".

All challenges, regardless of the source, should be handled in the same way and in accordance with policy. Do not make exceptions in the reconsideration process based on whether the challenge is submitted by a member of the public, an administrator, a library staff member, or a volunteer.

Informal Complaints and Expressions of Concern



Informal complaints can occur at any time, and every library should have a process for handling verbal concerns. Library workers and educators who receive expressions of concern should courteously refer them to the person responsible for responding to concerns, who should take the following steps:

1. Acknowledge that every person has the right to question library resources. A library user with a complaint should feel confident that their concerns will be taken seriously. Listen thoughtfully and respectfully. Try to elicit the specific reason for their concern, whether they have read the entire work or only parts, and the specific action they would like the library to take.
2. Do not promise to act or appear to agree with the individual. Instead, offer assistance in finding something else that would better meet the person's needs.
3. If the person requests the item be removed from the library's collection, explain that although the individual may be offended by the library resource, others may not have the same perspective. Describe how library materials are selected. Libraries have diverse collections with resources from many points of view, and a library's mission is to provide access to information for all users. All library users have the First Amendment right to borrow, read, view, and listen to library resources.
4. If the individual is concerned about a children's or young adult resource, explain that parents and guardians play a major role in guiding their child's reading and library use. Often a person's concern about a children's or young adult book involves a desire to "protect all children" by removing that item from the collection or restricting access to it. Explain that each family has the right to determine which library resources are acceptable for its children and must accord the same right to other parents.
5. Many expressions of concern end after the individual has had an opportunity to express personal feelings about a library resource. The person only wanted to be heard and have his opinions acknowledged. No further action is needed. If this is the case, thank the person for their interest, make notes about the conversation, and file them for future reference. Additionally, report the conversation to the library director or principal.
6. If the individual concerned is not satisfied during the discussion and wants the item removed, explain the formal reconsideration process and its timeline. Often people who have a concern would like immediate action and are not aware of the length of time this procedure takes. State what your policy says about the availability of the material during the reconsideration process. Best practice is that the resource under reconsideration will not be removed from use or have access restricted pending completion of the process.



7. Provide a copy of the library's collection development policy and Spencer Library Material Review Form. Stress that no action is taken unless the form is fully completed by the concerned individual. Explain that the submission of a completed form will trigger the formal reconsideration process, and that the document will become part of the public record.
8. After the conversation, make notes, date them, and retain the information to provide background in the event that a request for formal reconsideration form is filed. Remember that all such notes become part of the record of the reconsideration process and may become public records.
9. Keep your director or principal informed of any concerns expressed, whether you feel they have been successfully resolved or not. Knowing that a concern was expressed helps that individual respond knowledgeably if the concerned person contacts them.

FOR ADDITIONAL GUIDANCE on handling informal complaints, refer to the "Guiding Principles for All Types of Libraries" in the "[Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries](#)."



704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

SPENCER TOWN LIBRARY

MATERIAL REVIEW FORM

Title of Material:

Author/Artist/Composer/Presenter of the Material in Question:

Name:

Telephone:

Email:

Address:

City:

Zip Code:

This form represents only the concerns of the individual identified above. If you represent a group or organization, please name them:

If you are making this request on behalf of a minor, please indicate your relationship to the minor:

Your comments will help us understand your concerns. We recommend that you review the library policies and appendices regarding the Freedom to Read, the Library Bill of Rights, Diversity in Collection Development, Freedom to View, Evaluating Library Collections, Challenged Materials, and Free Access To Libraries For Minors prior to filling out this form. Please fill out the questions below, typed responses may be stapled to the form.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

1. Did you read, view, and listen to the entire item? _____ Yes _____ No

If your answer is no, what parts have you read, viewed, or listened to?

2. What did you find objectionable about the material? Please be specific and indicate the chapters, page numbers, phrases, images, or ideas that concern you.

3. What would you like the library to do about the item?

_____ Move the item to another collection/area in the library. If so, where do you recommend that we place it?

_____ Review the item for potential removal from the collection

_____ Other (example: replace with a more current title, different cover art, edition with additional context, etc.). Please elaborate below:

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

4. Are there other materials/titles that you might recommend the library acquire to broaden the scope of our library collection covering the topic of your concern? _____ Yes _____ No

If yes, please list them below:

5. Please feel free to make additional comments or express any additional concerns about the material or program.

Material Review Form Must Be Signed In Order To Be Reviewed

Patron Signature:

Date:

Library Director Signature:

Date Received:

Our mission at the Spencer Library is to have a collection and offer programs that meet the informational, educational, and recreational needs and interests of our diverse population. We appreciate your concerns and recommendations that will help us achieve our goal.



704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

Please return this form to:

Beverly McCraw, Spencer Librarian

460 S. Salisbury Ave. P.O. Box 45

Spencer North Carolina 28159

Implemented on (Date Pending). This form may not be altered without the approval of the Spencer Board of Aldermen.



704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

SPENCER TOWN LIBRARY

MATERIAL HISTORY WAIVER AND RELEASE FORM

Name:

Telephone:

Email:

Address:

City:

Zip Code:

Waiver and Release Form

I, the undersigned library patron being eighteen years of age or older, desire and agree to waive the protection provided under the Spencer Town Library Patron Privacy Statement, and allow library staff to share my reading history with other library patrons for the purpose of improved library services through material recommendations.

This agreement does not extend the permission to share my reading history with any other person, organization, or for any other purpose other than the one specifically expressed.

I assume all risks that come with waiving the protection provided under the Spencer Library Privacy Policy and understand that the Town is not responsible for conditions that I create myself by assuming this risk.

I have carefully read this release and understand and agree with all terms and conditions.

SIGNATURE PAGE TO FOLLOW



704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Patron Signature

Date



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

December 2022

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
11.29.22	S Salisbury Ave	Concerns over grading at new site	Contacted developer
11.30.22	all	NCDOT trails grant webinar	attended
11.30.22	7 th St/Stanback Forest	Contacted Salisbury Planning concerning joint greenway effort	Contacted planning director
11.30.22	Long Ferry Rd	Enquiry on cell tower regulations	Answered questions
12.1.22	Yadkin River Trail	Meeting with Yadkin River Keeper and Bull Hole group concerning coordinated river access efforts	Attended meeting
12.2.22	S Baldwin St	Zoning permit for roof repair	Issued permit
12.2.22	10 th and S Spencer	Concerns about growing pothole	Contacted Joel
12.5.22	505 Whitehead	Questions about fencing	Answered questions
12.5.22	Hawkins Loop Rd	Zoning and subdivision questions	Answered questions
12.5.22	8 th St	Questions on speed limits	Answered questions
12.6.22	3 rd St	Questions about site development	Answered questions
12.6.22	All	Questions about developing growth boundary with East Spencer	Answered questions/draft presentation
12.6.22	PCA	Parking lot project closeout discussion	Answered questions
12.7.22	Long Ferry Rd	Questions concerning parcels proposed for development of Truck Stop	Answered questions
12.7.22	6 th St	preliminary site plan for small townhome project	Reviewed and approved
12.7.22	N Salisbury Ave	Code violation/ site development property owner meeting	Met with property owner and code enf. officer
12.8.22	Hackett St	Questions about new access road	Answered questions
12.8.22	All	Investigate ETJ membership on appointed boards	Drafted memo and distributed for comments

12.8.22	Office	Preagenda meeting	Attended meeting and made several presentations for public hearings
12.9.22	All	Review growth boundary presentation with mayor and manager	Made presentation/discussion
12.9.22	Long Ferry Rd	Met with manager and Miller's Ferry Fire Chief about annexation	Attended meeting
12.12.22	All	Met with Rep Warren and staff concerning EB-5861 urban greenway project	Attended meeting
12.12.22	Office	Planning Board meeting	Attended meeting
12.13.22	Office	Edit POD and Outdoor Sales ordinances language	Revised text amendment language
12.13.22	Office	Planning Board meeting minutes	Drafted minutes
12.13.22	Long Ferry Rd	Questions on annexation from property owner	Answered questions
12.13.22	Willow Creek	Annexation and rezoning questions on Neyer Project	Answered questions
12.13.22	All	Questions concerning open burning ban and SB-300	Answered questions
12.13.22	All	Created list of all residential properties in ETJ	Created list
12.13.22	Office	Board of Aldermen Meeting	Attended meeting and made multiple presentations
12.14.22	Long Ferry Rd	Annexation paperwork	prepared
12.14.22	7 th St	Rezoning notification to Rowan County	notified
12.14.22	Whitehead	Closure of unused road ROW at 7 th St	Began process
12.14.22	4 th st	Questions about subdivision	Answered questions
12.14.22	Yadkin River Trailhead Park	Visited site/work stopped due to weather	Site visit
12.16.22	4 th st	Minor subdivision	Approved subdivision
12.19.22	Clyde st	Addresses for seven new lots	Assigned addresses
12.19.22	Office	Police officer interview process	Participated
12.19.22	Office	Minimum housing ordinance discussion with code enf officer	Discussion
12.19.22	Ferndale	Zoning permit for storage building	Issued permit
12.21.22	Long Ferry	Outdoor storage code limitation questions	Answered questions
12.21.22	7 th st & Long Ferry	Public hearing signs	Retrieved signs
12.22.22	Office	Planner's Birthday	Another year older. Celebrated!!!
12.22.22	All	Tree maintenance ordinance enforcement	Discussed with code enf. officer

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: January 10, 2023

Issue under Consideration:	NA
Current Status:	NA
Points to Consider:	NA
Financial Impact:	NA
Options:	NA
Recommendations:	NA
Department:	Police- Code Enforcement



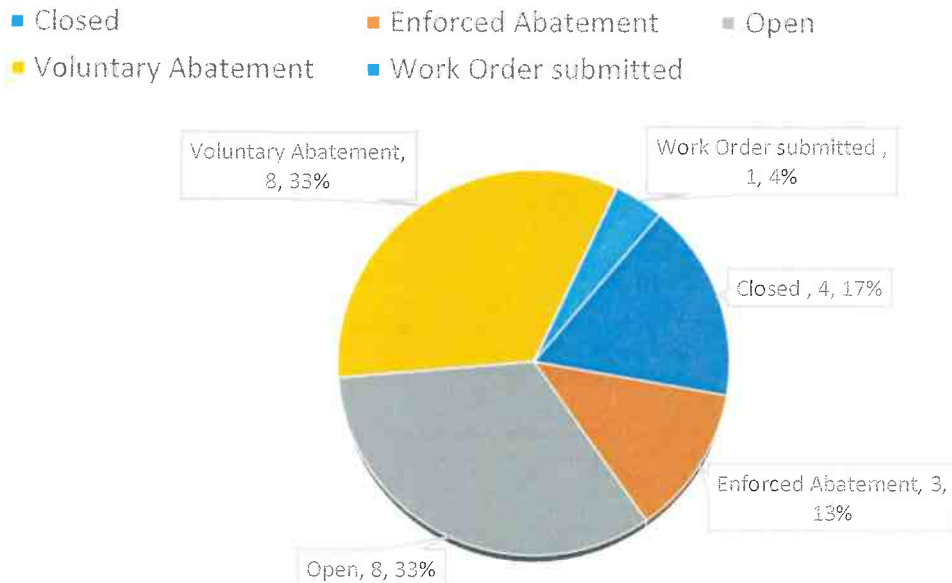
Code Enforcement Office

Monthly Report

December 2022 Highlights

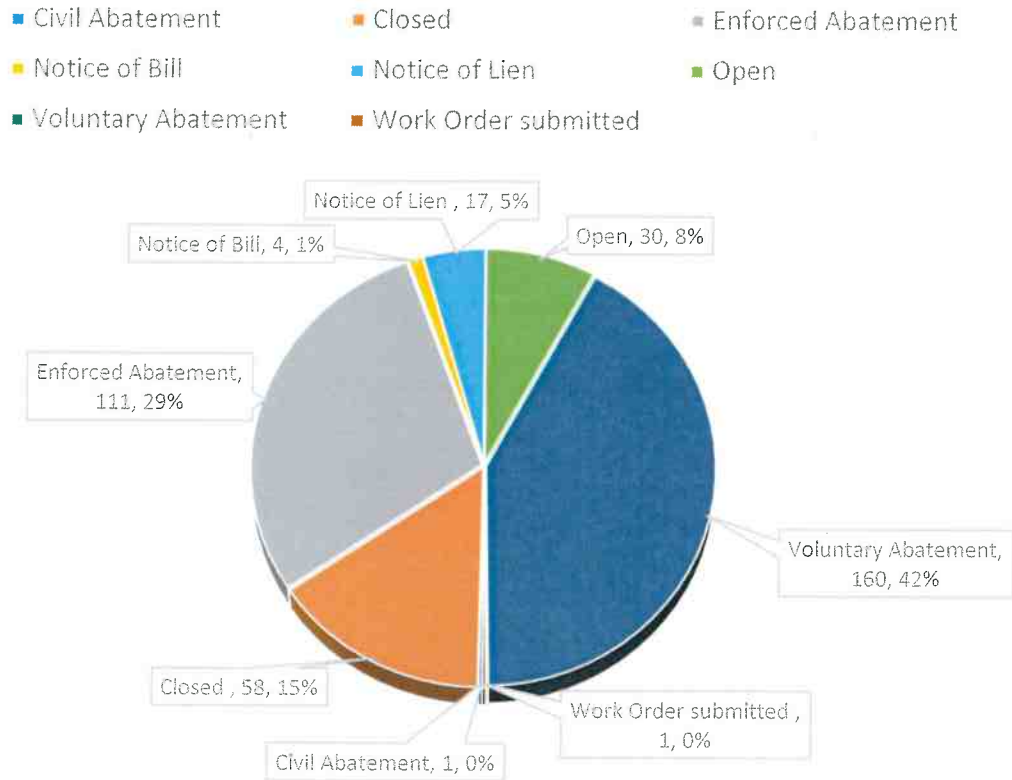
- DECEMBER 2022: 24 total Cases, 8 Open, 15 Closed, 1 Work Order
- Year to Date: 382 Cases
- Notice of Violations for November: 7
- Work Orders: 1
- Hearing: 437 N. Salisbury Ave, Parcel (036-064) *see exhibit A*
- Scheduled Hearings: 3 each; 1030 S. Salisbury Ave, Parcel (030-108); 911 2nd St, Parcel (034-149); 804 S. Salisbury Ave, Parcel (032-086)
- 1 Tax Lien Filed
- Parking Violations: 5 Total, 1 Fine issued

December 2022 Total Cases: 24



Code Enforcement Office

2022 Year to Date Breakdown: Total 382



MH - Minimum Housing / OL - Overgrown Lot / JV - Junk Vehicle / JP - Junk Pile / AC - Animal Control / IP - Illegal Parking / ZV - Zoning Violation / CM - Commercial Maintenance/

2022 Open Cases

Case Number	Address	Nature of Complaint	Violation Type
202200360	514 S Salisbury Ave	Fire escape without hand rails	CM - Commercial Maintenance
202200361	437 N Salisbury Ave	Building has no roof and was have cracks in the joints	CM - Commercial Maintenance
202200038	119 5th St	Wall in alleyway next to 121 5th may collapse	CM - Commercial Maintenance
202200376	815 2nd St	Car parked in front yard	IP- Illegally Parked 72.04
202200387	204 10th St	Trash and debris in backyard	JP - Junk Pile 93.22
202200384	415 Pinecroft Ln	Junk pile	JP - Junk Pile 93.22
202200383	185 Hackett	Junk piles in the yard	JP - Junk Pile 93.22
202200375	705 N. Salisbury Ave	Trash and debris in the front and backyard of property	JP - Junk Pile 93.22



Code Enforcement Office

202200350	610 S. Carolina Ave	Pile of debris in carport and in backyard	JP - Junk Pile 93.22
202200233	110 Alexander St	cars and campers, building on fence and high weeds	JP - Junk Pile 93.22
202200026	705 N Salisbury Ave	Junk pile in front yard	JP - Junk Pile 93.22
202200386	405 S Iredell Ave	Home has leaking water lines	MH - Minimum Housing 160.52
202200357	305 S Iredell Ave	Chimney separating from primary structure	MH - Minimum Housing 160.52
202200174	911 2nd St	Tree on roof	MH - Minimum Housing 160.52
202200033	704 5th St	Hole in roof	MH - Minimum Housing 160.52
202200027	504 1st street	House caught fire	MH - Minimum Housing 160.52
202200015	804 S. Salisbury Ave	Car crashed into living room	MH - Minimum Housing 160.52
202200363	904 S Salisbury Ave	Broken window on the front porch	MH - Minimum Housing 160.53
202200356	305 S Iredell Ave	Dilapidated storage building in the backyard with rotted corner vertical support	MH - Minimum Housing 160.53
202200354	505 N Salisbury Ave	Damaged brick work on right side of home from impact of vehicle	MH - Minimum Housing 160.53
202200344	604 S. Carolina Ave	Leaking roof potentially causing mold	MH - Minimum Housing 160.53
202200313	508 S. Iredell	This property is in the Historic District. There is black plastic over an upper window opening. This has been in place for some time. There are windows on the porch. Will they be installed soon?	MH - Minimum Housing 160.53
202200246	110 11th st	Broken window, falling siding, unsafe porch light and screen door falling from hinges	MH - Minimum Housing 160.53
202200045	303 S Iredell Ave	Front porch unsafe with missing wood	MH - Minimum Housing 160.53
202200037	222 N. Salisbury Ave	Missing aluminum wrap and fascia board on front of roof.	MH - Minimum Housing 160.53
202200034	613 5th St	Porch roof dilapidated	MH - Minimum Housing 160.53



Code Enforcement Office

202200202	604 3rd St	Bamboo taking over the lot and spreading onto other properties	OL - Overgrowth Lot
202200360	514 S Salisbury Ave	Fire escape without hand rails	CM - Commercial Maintenance
202200377	106 8th St	Accessory structure being erected without a town permit	ZV - Zoning Violation
202200368	1030 S Salisbury Ave	Use of property doesn't align with zoning	ZV - Zoning Violation

Code Enforcement Office

Exhibit A

437 N. Salisbury Ave, Parcel (036-064) Front wall



437 N. Salisbury Ave, Parcel (036-064) North facing wall





December 2022 Case Status Report

12/1/2022 - 12/30/2022

Case #	Case Date	Main Status	Last Status Change Date	Complaint Received	Violation Address	Nature of Complaint
--------	-----------	-------------	-------------------------	--------------------	-------------------	---------------------

Group: Closed

202200382	12/7/2022	Closed	12/29/2022	Site Visit	1503 S. Rowan Ave	Possible Hoarding inside home
202200379	12/19/2022	Closed	12/28/2022	Email	106 S. Yadkin Ave	Suspected of building an Accessory Structure without a permit
202200370	12/11/2022	Closed	12/12/2022	Portal Complaint	605 2nd St	A German Shepherd is tethered to a tree in the backyard more than two hours in a 24-hour period. The dog is tethered constantly most days. (I have only seen the dog untethered a couple of times in the past year.) The dog is kept tethered outside in all weather conditions, and I am concerned for the dog's welfare.
202200364	12/1/2022	Closed	12/21/2022	Site Visit	106 8th St	In ground fire pit to close to home and excessive ashes
202200346	10/17/2022	Closed	12/1/2022	Site Visit	604 3rd St	High Grass and Weeds
202200293	9/14/2022	Closed	12/22/2022	Walk In	303 N Rowan Ave	Dying tree on side of home at Harrison Ave
202200189	7/25/2022	Closed	12/9/2022	Walk In	400 S YADKIN AVE	CAN NOT SEE PAST THE GROWTH FACING WESTERLY TO AVOID AN ACCIDENT
202105004	4/30/2021	Closed	12/7/2022	Site Visit	437 N. Salisbury Ave	Building has a collapsed roof and unsafe

Group Total: 8

Group: Enforced Abatement

202200385	12/27/2022	Enforced Abatement	12/29/2022	Site Visit	721 N Salisbury Ave	Parking in front yard on grass
202200374	12/14/2022	Enforced Abatement	12/29/2022	Site Visit	701 N. Salisbury Ave	Exterior of business with debris and trash
202200367	12/5/2022	Enforced Abatement	12/13/2022	Site Visit	909 S Carolina Ave	Flag pole leaning may fall
202200134	6/6/2022	Enforced Abatement	12/6/2022	Phone Call	200 S Rowan Av	Rat infestation

Group Total: 4

Group: Open

202200387	12/29/2022	Open	12/29/2022	Site Visit	204 10th St	Trash and debris in backyard
202200386	12/28/2022	Open	12/28/2022	Phone Call	405 S Iredell Ave	Home has leaking water lines
202200384	12/27/2022	Open	12/27/2022	Site Visit	415 Pinecroft Ln	Junk pile
202200383	12/21/2022	Open	12/21/2022	Site Visit	185 Hackett	Junk piles in the yard
202200377	12/15/2022	Open	12/15/2022	Site Visit	106 8th St	Accessory structure being erected without a town permit
202200376	12/15/2022	Open	12/15/2022	Site Visit	815 2nd St	Car parked in front yard
202200375	12/14/2022	Open	12/14/2022	Site Visit	705 N. Salisbury Ave	Trash and debris in the front and backyard of property
202200368	12/6/2022	Open	12/6/2022	Site Visit	1030 S Salisbury Ave	Use of property doesn't align with zoning

Group Total: 8

Group: Voluntary Abatement

202200381	12/2/2022	Voluntary Abatement	12/19/2022	Site Visit	1503 S. Rowan Ave	Larger pile of boxes on the front porch
202200380	12/15/2022	Voluntary Abatement	12/28/2022	Site Visit	603 7th St	Large pile of trash bags on the right side of the home
202200378	12/15/2022	Voluntary Abatement	12/19/2022	Site Visit	416 Forestdale Dr	Accessory Structure erected in the backyard without a town permit
202200373	12/13/2022	Voluntary Abatement	12/30/2022	Site Visit	200 N. Salisbury Ave	Parking on the grass between the curb and sidewalk
202200372	12/13/2022	Voluntary Abatement	12/14/2022	Site Visit	120 N. Salisbury Ave	Parking on grass in the front yard
202200371	12/13/2022	Voluntary Abatement	12/27/2022	Site Visit	105 W. Newton St	Parking on grass and on sidewalk

202200369	12/7/2022	Voluntary Abatement	12/12/2022	Site Visit	606 S Yadkin Ave	Porch with bags of old clothes
202200365	12/1/2022	Voluntary Abatement	12/12/2022	Site Visit	106 S Yadkin Ave	Indoor furniture on the front porch
202200362	11/30/2022	Voluntary Abatement	12/5/2022	Site Visit	904 S Salisbury Ave	Trash bags next home and on porch not in container
202200351	10/24/2022	Voluntary Abatement	12/6/2022	Walk In	404 S.ROWAN	RATS
202200349	10/5/2022	Voluntary Abatement	12/2/2022	Walk In	603 3rd St	3 people living in a tent in the backyard

Group Total: 11

Group: Work Order submitted

202200366	12/1/2022	Work Order submitted	12/27/2022	Site Visit	1108 N Salisbury Ave	Junk pile in backyard

Group Total: 1

--	--	--	--	--	--	--

Total Records: 32

12/30/2022

Activity Log Event Summary (Totals)

Spencer Police Department

(12/01/2022 - 12/29/2022)

<No Event Type Specified>	2	8th Street Ballpark Check	65
911 Hang-Up	9	Administrative Work	51
Alarm - Hold-up	4	Alarm - Other	9
Animal Complaint	1	Assault - In-Progress	2
Assist - East Spencer Police	25	Assist - EMS	2
Assist - Fire Department	9	Assist - Motorist/Public	2
Assist - Other Agency	7	Assist - Other Officer	40
Assist - Sheriff's Office	23	B&E/Burglary - Residential, Report	1
Business Check-Drive Through	163	Calls For Service (General)	3
Community Event	4	Court	1
Disturbance	3	Disturbance- Verbal	6
Disturbance-Physical	2	Domestic - Property Pick-up	1
Domestic Dispute	4	Domestic Violence	1
Escort - Motorist/Public	1	Follow-up Investigation - Outside Town Limits	1
Follow-up Investigation- Spencer	1	Foot Patrol - Business	61
Fraud - Report	1	House Check	18
Involuntary Commitment	3	Larceny - In-Progress	1
Larceny - Report	3	Maintenance - Equipment	3
Maintenance - Vehicle	10	Meeting	1
Missing Juvenile	2	NCTM - Bank Escort	1
NCTM - Drive Through	109	NCTM - Foot Patrol	30
Noise Complaint	1	Norfolk Southern Railroad-Drive Through	1
Park Check	88	Property Damage - Report	1
Public Service	6	School Activities	1
School Check - NRES	39	School Check - NRHS	49
School Check - NRMS	45	Security Check/Standby	6
Shots Fired	6	Special Assignment - Other	10
SRO Duties	25	Suspicious - Activity	2
Suspicious - Person	7	Suspicious - Vehicle	4
Tether Education	1	Traffic - Parking Control	2
Traffic Accident - PD	11	Traffic Complaint	2
Traffic Enforcement	8	Training - PD	14
Trespassing - In-Progress	4	Trespassing - Report	2

Activity Log Event Summary (Totals)

Spencer Police Department

(12/01/2022 - 12/29/2022)

Unattended Death	2	Unlock Vehicle	3
Vehicle Stop	27	Warrant Service	5
Welfare Check	6	Yadkin River Park Check - Davidson County	33
Yadkin River Park Check - Spencer	28		

Total Number Of Events: 1,125

January 2023 Monthly Report

Calls for Service-As of 12/01/22-12/27/22

Fire: 47

EMS: 55

Monthly Total: 102

2022 Total: 997

Apparatus:

All remain in service.

Equipment:

- Received the NCLM grant. This is a 50/50 grant that will provide staff with 6 ballistic vests and 6 helmets.

Special Events:

- **2nd Annual Spreading Holiday Joy**- Fri Dec. 23rd, staff will travel town handing out treats to children. - **Cancelled due to weather and call volume**
- **Annual FD Awards Banquet**- Jan 7th at 1800-Spencer Moose Lodge
- **Coffee with the Chiefs**- January 10th at 0900-Bojangles

Personnel:

- FT employee Jason Ussery submitted his resignation effective Jan 9th. Working with Tammy to get position reposted and filled as quickly as possible.
- Have 3 potential PT candidates to interview.

Station:

No Updates.

Special Information:

- Currently working with NCLM Risk Manager TJ Deluca to undergo a departmental risk review program. This will consist of a review of departmental policies,

procedures, and practices to ensure we are practicing the best risk reduction strategies and ensure we are adhering to industry standards. Completion of this will not only aid us in providing the best service to our citizens but will also result in the reduction of insurance premium costs provided by NCLM.

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: **1/10/2023**

Issue under Consideration:	Public Works Monthly Report
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



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>

January 2023 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, and Leaf pick-up) are running on schedule.
- 2) **Reminder:** Due to the wet weather we have been having, we will be running the leaf vacs for several weeks into January, on a "as needs basis".
- 3) **Reminder:** Town offices will be closed on January 16th, to observe the Martin Luther King Jr. Holiday.

Holiday Trash Schedule for 2023			
Holidays	**Town Hall Closed**		
Martin Luther King	Monday	January 16th	*** Monday will run on Tuesday (January 17th)
			*** Tuesday will run on Wednesday (January 18th)
			*** Wednesday will run on Thursday (January 19th)

- 4) The 2023 Holiday Trash Schedule will be posted to the Town's website, and we have also included a copy in your packet for quick reference. We have found that by posting this schedule in advance, it seems to cause less confusion among citizens.
- 5) We had an engine failure on the trash truck this month that put it out of service for three days. The turbo and actuator failed which sent the truck into derate making the truck inoperable. We worked through the issue as quickly as possible and the truck is currently back in service. We would like to thank Fire Chief Lanning for using his connections to get us a Cummins mechanic as quick as he did. We also want to express a HUGE THANK YOU to the City of Concord for sending us a truck and driver so that we could get everyone's trash picked-up before Christmas. And last but not least to Chad and Johnny for working with the mechanics, and the rest of the guy's for doing what needed to be done that week to make sure the residents trash was collected before the holiday.
- 6) The majority of time this month has been spent with clean-up after Winterfest, removing Christmas decorations, picking up the last of the leaves, and doing final clean-ups on our parks and buildings.
- 7) We have been in touch with an engineering firm and will begin to get the Paving process started in January, so that we will be ready to pave in early spring.
- 8) **Note:** We still currently have a Sanitation Laborer position open, so if you know of anyone that may be interested, please have them contact Town Hall or Public Works for more information.
- 9) We continually do trimming over streets, sidewalks and intersections throughout Town. If anyone sees an area that needs attention, please let Public Works or Town Hall know. We will begin trimming the Crepe Myrtles downtown, once we have removed all of the Christmas Decorations.

10) CCAP update:

We have been in touch with Bill Godley to see if we can work out a plan for installation, which will allow us to assign a true cost to the buffer portion of **this** project. We are trying to get this together so that we can share it with the **Board** on our regular meeting night. This will allow us to see if it is feasible for us to do this portion of the project, which is not covered by the grant, before we take the **plan** to the property owners.

11) Since last report:

There was 1 abatement issued this month.

12) Work Orders were completed as necessary, along with several citizen engagement requests.

Monthly Events:

January 2nd

- Town Holiday (New Year's)

January 16th

- Town Holiday (Martin Luther King Jr.)



Holiday Trash Schedule for 2023				
Holidays	**Town Hall Closed**			
Martin Luther King	Monday	January 16th	***	Monday will run on Tuesday (January 17th)
			***	Tuesday will run on Wednesday (January 18th)
			***	Wednesday will run on Thursday (January 19th)
Good Friday	Friday	April 7th	Town Hall Closed, No change in Trash Schedule	
Memorial Day	Monday	May 29th	***	Monday will run on Tuesday (May 30th)
			***	Tuesday will run on Wednesday (May 31st)
			***	Wednesday will run on Thursday (June 1st)
July 4th	Tuesday	July 4th	No Change in Trash Schedule	
			***	Tuesday will run on Wednesday (July 5th)
			***	Wednesday will run on Thursday (July 6th)
Labor Day	Monday	September 4th	***	Monday will run on Tuesday (September 5th)
			***	Tuesday will run on Wednesday (September 6th)
			***	Wednesday will run on Thursday (September 7th)
Veteran's Day	Friday	November 10th	Town Hall Closed, No change in Trash Schedule	
Thanksgiving	Thursday /	November 23rd	Town Hall Closed, No change in Trash Schedule	
	Friday	& 24th	*** NO BULKY ITEM PICK-UP THIS WEEK***	
Christmas	Monday	December 25th		
	Tuesday	December 26th	***	Monday will run on Wednesday (December 27th)
			***	Tuesday will run on Thursday (December 28th)
			***	Wednesday will run on Friday (December 29th)
			*** NO BULKY ITEM PICK-UP THIS WEEK ***	
New Year's	Monday	January 1st	***	Monday will run on Tuesday (January 2nd)
			***	Tuesday will run on Wednesday (January 3rd)
			***	Wednesday will run on Thursday (January 4th)

*** Denotes change from regular schedule

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
0000-10-Revs							
10-3100-000 TAXES, PRIOR YEARS	\$3,700.00	\$3,700.00	\$0.00	\$7,744.43	\$2,281.42	\$4,044.43	209
10-3194-000 TAXES, 3RD PRIOR YR	\$3,200.00	\$3,200.00	\$0.00	\$1,794.94	\$380.55	\$1,405.06	56
10-3195-000 TAXES, 2ND PRIOR YR	\$8,000.00	\$8,000.00	\$0.00	\$3,565.17	\$367.24	\$4,434.83	45
10-3196-000 TAXES, FIRST PRIOR Y	\$39,000.00	\$39,000.00	\$0.00	\$8,820.24	\$385.12	\$30,179.76	23
10-3197-100 AD VALOREM TAXES CUR	\$1,475,094.00	\$1,475,094.00	\$0.00	\$1,109,930.20	\$28,350.44	\$365,163.80	75
10-3197-101 AD VALOREM TAXES VEH	\$156,167.00	\$156,167.00	\$0.00	\$63,337.09	\$11,159.09	\$92,829.91	41
10-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$6,917.23	\$1,859.91	\$8,082.77	46
10-3197-190 DOG TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3231-000 1% SALES TAX (ART 39	\$362,118.00	\$362,118.00	\$0.00	\$126,889.60	\$33,353.09	\$235,228.40	35
10-3232-000 1/2% SALES TAX (ART	\$226,639.00	\$226,639.00	\$0.00	\$81,435.49	\$19,896.72	\$145,203.51	36
10-3233-000 1/2% SALES TAX (ART	\$178,446.00	\$178,446.00	\$0.00	\$62,554.40	\$16,433.78	\$115,891.60	35
10-3234-000 TELECOMM.SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3235-000 1/2% SALES TAX (ART	\$310,033.00	\$310,033.00	\$0.00	\$112,896.28	\$27,067.13	\$197,136.72	36
10-3260-000 PRIVILEGE LICENSE FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3261-000 CABLE TV FRANCHISE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3314-004 FED.DRUG SEIZURE REV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3317-004 STATE DRUG SEIZURE R	\$0.00	\$0.00	\$0.00	\$13.33	\$0.00	\$13.33	0
10-3318-000 INTANGIBLES TAX REIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3322-000 BEER & WINE TAX	\$13,706.00	\$13,706.00	\$0.00	\$0.00	\$0.00	\$13,706.00	0
10-3324-000 UTILITY FRANCHISE TA	\$195,000.00	\$195,000.00	\$0.00	\$51,425.13	\$51,425.13	\$143,574.87	26
10-3325-000 FOOD STAMP REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3326-000 SOLID WASTE DISPOSAL	\$2,587.00	\$2,587.00	\$0.00	\$578.68	\$0.00	\$2,008.32	22
10-3327-000 INVENTORY TAX REIMBU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3431-000 COURT, PKG FEES, REP	\$2,000.00	\$2,000.00	\$0.00	\$241.70	\$43.20	\$1,758.30	12
10-3436-000 FIRE PROTECT.-EAST S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3437-000 FIRST RESPONDER FEES	\$4,020.00	\$4,020.00	\$0.00	\$2,010.00	\$335.00	\$2,010.00	50
10-3437-001 Rowan County Fire De	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3438-000 ROWAN-SALIS SCHOOLS	\$134,518.00	\$134,518.00	\$0.00	\$134,518.93	\$0.00	\$0.93	100
10-3439-000 NCTM PAYMENTS	\$29,247.00	\$29,247.00	\$0.00	\$14,623.98	\$2,437.33	\$14,623.02	50
10-3440-000 WATER BOND FROM SALI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3491-000 ZONING FEES	\$8,000.00	\$8,000.00	\$0.00	\$9,970.50	\$5,962.00	\$1,970.50	125
10-3491-001 LIEN PAYMENTS	\$9,000.00	\$9,000.00	\$0.00	\$39,382.08	\$15,938.50	\$30,382.08	438
10-3500-510 SOL/WASTE COLLECTION	\$220,000.00	\$220,000.00	\$0.00	\$94,726.49	\$54,865.66	\$125,273.51	43
10-3500-530 BULKY ITEM COLLECTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3500-540 RECYCLING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3500-550 YARD WASTE SALES	\$1,000.00	\$1,000.00	\$0.00	\$103.00	\$0.00	\$897.00	10
10-3831-000 INVESTMENT EARNINGS	\$16,800.00	\$16,800.00	\$0.00	\$29,115.03	\$0.00	\$12,315.03	173
10-3833-001 Donations-Police Dep	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	0
10-3833-002 Donations-Other	\$5,000.00	\$5,000.00	\$0.00	\$10,885.00	\$0.00	\$5,885.00	218
10-3833-003 FIRE DEPT MEMORIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-004 DONATIONS-FIRE DEPAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-005 Donations-Arbor Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3835-000 SALES-FIXED ASSETS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
10-3837-000 ABC REVENUES	\$14,000.00	\$14,000.00	\$0.00	\$7,596.46	\$0.00	\$6,403.54	54
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	\$2.00	0
10-3839-000 MISCELLANEOUS REVENU	\$30,000.00	\$30,000.00	\$0.00	\$43.01	\$2.00	\$29,956.99	0
10-3839-001 CIVIL CITATIONS - PO	\$100.00	\$100.00	\$0.00	\$115.00	\$0.00	\$15.00	115
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-3840-000 LIBRARY PARK RES.FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-3840-001 STANBACK FOREST RES.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$273,000.00	\$285,000.00	\$0.00	\$0.00	\$0.00	\$285,000.00	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 - ARPA	\$586,000.00	\$586,000.00	\$0.00	\$206,948.28	\$0.00	\$379,051.72	35
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	\$975.00	\$12,975.00	\$0.00	\$35,000.00	\$0.00	\$22,025.00	270
10-3985-003 GRANTS-STANBACK FORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-004 STATE GRANTS	\$0.00	\$315,251.00	\$0.00	\$24,487.92	\$0.00	\$290,763.08	8
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	\$0.00	\$0.00	\$0.00	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	\$320,000.00	\$569,196.00	\$0.00	\$0.00	\$0.00	\$569,196.00	0
10-3991-001 APPROPRIATED CAPITAL	\$197,673.00	\$309,321.00	\$0.00	\$0.00	\$0.00	\$309,321.00	0
0000-10-Revs	\$4,874,339.00	\$5,574,434.00	\$0.00	\$2,248,171.59	\$272,543.31	\$3,480,569.01	40

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$24,675.00	\$24,675.00	\$0.00	\$12,337.50	\$2,056.25	\$12,337.50	50
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$944.10	\$157.35	\$943.90	50
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	\$12,875.00	\$21,812.00	\$0.00	\$18,312.00	\$0.00	\$3,500.00	84
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$0.00	\$9,625.00	\$9,625.00	\$17,875.00	35
10-4110-194 CONTRACT SERVICES	\$35,000.00	\$69,930.00	\$14,689.00	\$9,741.00	\$760.00	\$45,500.00	14
10-4110-212 UNIFORMS	\$280.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	0
10-4110-291 SUPPLIES DATA PROCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-299 SUPPLIES AND MATERIA	\$1,200.00	\$1,200.00	\$0.00	\$116.17	\$14.50	\$1,083.83	10
10-4110-311 TRAVEL	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4110-321 TELEPHONE & INTERNET	\$539.00	\$539.00	\$0.00	\$224.50	\$44.90	\$314.50	42
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	\$2,900.00	\$2,900.00	\$1,100.15	\$327.06	\$0.00	\$1,472.79	11
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	\$2,710.00	\$2,710.00	\$0.00	\$2,710.00	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$11,238.00	\$11,238.00	\$0.00	\$11,789.07	\$165.20	(\$551.07)	105
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	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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	\$12,000.00	\$22,000.00	\$7,000.00	\$4,000.00	\$1,700.00	\$11,000.00	18
10-4110-620 HISTORIC PRESERVATIO	\$13,300.00	\$13,300.00	\$0.00	\$0.00	\$0.00	\$13,300.00	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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-631 ROWAN COUNTY TAX COL	\$16,052.00	\$16,052.00	\$0.00	\$10,588.16	\$445.08	\$5,463.84	66
10-4110-640 TOURISM AND EVENTS	\$26,000.00	\$26,000.00	\$580.50	\$18,181.44	\$1,334.50	\$7,238.06	70
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
10-4110-930 TRANSFER TO CAPITAL	\$0.00	\$308,321.00	\$0.00	\$308,321.00	\$0.00	\$0.00	100
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	\$267,157.00	\$579,345.00	\$23,369.65	\$407,217.00	\$16,302.78	\$148,758.35	74

Page 4 Of 15

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
10-4130-121 SALARIES/WAGES-REGUL	\$294,334.00	\$294,334.00	\$0.00	\$92,761.06	\$21,420.31	\$201,572.94	32
10-4130-122 SALARIES/WAGES-OVERT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-126 SALARIES/WAGES/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-127 SALARIES/WAGES-BONUS	\$4,000.00	\$4,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	50
10-4130-133 401K Town Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-181 FICA	\$21,478.00	\$21,478.00	\$0.00	\$7,060.40	\$1,754.19	\$14,417.60	33
10-4130-182 RETIREMENT	\$34,197.00	\$34,197.00	\$0.00	\$10,113.28	\$2,200.12	\$24,083.72	30
10-4130-183 GROUP INSURANCE	\$45,669.00	\$45,669.00	\$0.00	\$13,431.12	\$1,195.26	\$32,237.88	29
10-4130-184 401K CONTRIBUTION	\$12,960.00	\$12,960.00	\$0.00	\$3,682.82	\$777.06	\$9,277.18	28
10-4130-185 WORKERS COMPENSATION	\$524.00	\$524.00	\$0.00	\$468.91	\$0.00	\$55.09	89
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-193 MEDICAL SERVICES	\$2,765.00	\$2,765.00	\$348.00	\$1,099.50	\$317.50	\$1,317.50	40
10-4130-194 CONTRACT SERVICES	\$130,009.00	\$130,759.00	\$23,986.28	\$95,501.12	\$18,314.56	\$11,271.60	73
10-4130-198 SERVICES-ENGINEERING	\$25,000.00	\$25,000.00	\$6,800.00	\$0.00	\$0.00	\$18,200.00	0
10-4130-211 JANITORIAL SUPPLIES	\$900.00	\$900.00	\$0.00	\$522.96	\$0.00	\$377.04	58
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	\$3,000.00	\$3,000.00	\$706.43	\$1,589.38	\$381.59	\$704.19	53
10-4130-270 COVID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-291 SUPPLIES-DATA PROCES	\$3,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-296 SUPPLIES-MEDICAL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4130-299 SUPPLIES AND MATERIA	\$3,000.00	\$3,000.00	\$0.00	\$2,273.11	\$469.46	\$726.89	76
10-4130-311 TRAVEL	\$3,250.00	\$3,250.00	\$852.14	\$720.28	\$71.83	\$1,677.58	22
10-4130-321 TELEPHONE AND INTERN	\$6,052.00	\$6,052.00	\$0.00	\$2,976.63	\$500.85	\$3,075.37	49
10-4130-325 POSTAGE	\$4,014.00	\$4,014.00	\$0.00	\$563.54	\$209.43	\$3,450.46	14
10-4130-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-331 UTILITIES	\$23,200.00	\$23,200.00	\$0.00	\$13,739.03	\$2,847.85	\$9,460.97	59
10-4130-332 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-341 PRINTING	\$800.00	\$800.00	\$0.00	\$129.29	\$8.00	\$670.71	16
10-4130-351 MAINTENANCE-BUILDING	\$2,500.00	\$21,300.00	\$9,278.57	\$3,549.10	\$237.50	\$8,472.33	17
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	\$120.69	\$2,563.10	\$1,030.96	(\$683.79)	128
10-4130-394 CLEANING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-395 TRAINING	\$4,800.00	\$4,800.00	\$371.00	\$835.00	\$0.00	\$3,594.00	17
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	\$6,897.00	\$6,897.00	\$1,602.00	\$1,413.05	\$267.00	\$3,881.95	20
10-4130-440 MAINTENANCE CONTRACT	\$20,464.00	\$20,464.00	\$7,128.10	\$10,501.40	\$1,325.30	\$2,834.50	51
10-4130-441 LICENSE FEE	\$26,651.00	\$29,810.00	\$10,006.50	\$22,474.50	\$255.00	(\$2,671.00)	75
10-4130-451 INSURANCE-PROP/GEN/P	\$8,337.00	\$8,337.00	\$0.00	\$10,478.38	\$0.00	(\$2,141.38)	126
10-4130-453 INSURANCE - BONDS	\$550.00	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	100
10-4130-491 DUES AND SUBSCRIPTIO	\$1,813.00	\$1,813.00	\$447.20	\$780.54	\$447.20	\$585.26	43
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	\$885.00	\$0.00	\$115.00	89
10-4130-521 CAPITAL SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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	\$31,200.00	\$0.00	\$0.00	\$0.00	\$31,200.00	0
10-4130-580 CAP.OUT-BLDG,STRUCT,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4130-590 PARK PLAZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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 PRINICPAL	\$68,340.00	\$68,340.00	\$0.00	\$0.00	\$0.00	\$68,340.00	0
10-4130-720 INTEREST	\$60,057.00	\$60,057.00	\$0.00	\$0.00	\$0.00	\$60,057.00	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
10-4130-851 TRANSFER TO CORONAVI	\$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	\$6,927.14	\$6,927.14	(\$6,927.14)	0
4130-10-ADMINISTRATION	\$827,206.00	\$877,890.00	\$61,646.91	\$309,589.64	\$62,958.11	\$506,653.45	42

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$734,065.00	\$709,357.00	\$0.00	\$273,725.34	\$71,415.45	\$435,631.66	39
10-4310-122 SALARIES/WAGES-OVERT	\$5,000.00	\$5,000.00	\$0.00	\$3,102.51	\$164.84	\$1,897.49	62
10-4310-126 PART-TIME/TEMPORARY	\$4,385.00	\$4,385.00	\$0.00	\$1,528.00	\$296.00	\$2,857.00	35
10-4310-127 SALARIES/WAGES-BONUS	\$12,800.00	\$12,800.00	\$0.00	\$11,600.00	\$11,600.00	\$1,200.00	91
10-4310-131 SUPPLEMENTAL LAW RET	\$7,135.00	\$7,135.00	\$0.00	\$3,444.59	\$820.14	\$3,690.41	48
10-4310-133 LAW ENF.OFFICERS-401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-181 FICA	\$54,298.00	\$54,298.00	\$0.00	\$21,565.50	\$6,231.87	\$32,732.50	40
10-4310-182 RETIREMENT	\$90,729.00	\$90,729.00	\$0.00	\$36,867.87	\$10,587.59	\$53,861.13	41
10-4310-183 GROUP INSURANCE	\$141,508.00	\$141,508.00	\$0.00	\$53,554.31	\$6,848.91	\$87,953.69	38
10-4310-184 401K CONTRIBUTION	\$34,634.00	\$34,634.00	\$0.00	\$14,122.06	\$3,951.67	\$20,511.94	41
10-4310-185 WORKERS COMPENSATION	\$16,848.00	\$16,848.00	\$0.00	\$15,017.34	\$0.00	\$1,830.66	89
10-4310-193 SERVICES-MEDICAL	\$3,395.00	\$3,395.00	\$0.00	\$835.00	\$0.00	\$2,560.00	25
10-4310-194 CONTRACT SERVICES	\$12,750.00	\$37,458.00	\$4,600.00	\$4,531.68	\$31.68	\$28,326.32	12
10-4310-212 UNIFORMS	\$11,400.00	\$12,780.00	\$4,976.35	\$2,457.59	\$533.04	\$5,346.06	19
10-4310-213 SUPPLIES-SAFETY	\$1,900.00	\$1,900.00	\$0.00	\$179.68	\$18.20	\$1,720.32	9
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	\$35,000.00	\$35,000.00	\$9,183.61	\$15,882.67	\$2,329.00	\$9,933.72	45
10-4310-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-260 SUPPLIES-OFFICE	\$2,000.00	\$2,000.00	\$0.00	\$382.51	\$44.98	\$1,617.49	19
10-4310-291 SUPPLIES-DATA PROCES	\$12,641.00	\$3,440.00	\$1,569.96	\$3,647.24	\$0.00	(\$1,777.20)	106
10-4310-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-296 SUPPLIES-MEDICAL	\$990.00	\$990.00	\$0.00	\$0.00	\$0.00	\$990.00	0
10-4310-299 SUPPLIES AND MATERIA	\$11,640.00	\$11,640.00	\$1,474.42	\$1,406.55	\$1,003.11	\$8,759.03	12
10-4310-311 TRAVEL	\$1,500.00	\$1,500.00	\$0.00	\$1,586.65	\$24.99	(\$86.65)	106
10-4310-321 TELEPHONE AND INTERN	\$16,652.00	\$16,652.00	\$0.00	\$7,454.03	\$1,614.54	\$9,197.97	45
10-4310-329 OTHER COMMUNICATION	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4310-341 PRINTING	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4310-352 MAINTENANCE-EQUIPMEN	\$2,500.00	\$2,500.00	\$169.21	\$1,119.52	\$0.00	\$1,211.27	45
10-4310-353 MAINTENANCE-VEHICLES	\$8,000.00	\$8,000.00	\$338.00	\$305.16	\$24.90	\$7,356.84	4
10-4310-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-395 TRAINING	\$8,100.00	\$8,100.00	\$370.25	\$1,075.57	\$0.00	\$6,654.18	13
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	\$7,282.00	\$15,868.27	\$2,072.15	\$1,797.73	64
10-4310-441 LICENSE FEE	\$3,204.00	\$3,204.00	\$0.00	\$3,204.00	\$0.00	\$0.00	100
10-4310-451 INSURANCE-PROP/GEN/P	\$14,269.00	\$14,269.00	\$0.00	\$14,269.00	\$0.00	\$0.00	100
10-4310-452 INSURANCE-VEHICLES	\$14,360.00	\$14,360.00	\$0.00	\$14,360.00	\$0.00	\$0.00	100
10-4310-491 DUES AND SUBSCRIPTIO	\$510.00	\$510.00	\$0.00	\$0.00	\$0.00	\$510.00	0
10-4310-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$128.43	\$88.51	\$871.57	13
10-4310-540 CO-VEHICLES	\$76,487.00	\$54,665.00	\$13,734.30	\$37,197.00	(\$1,529.62)	\$3,733.70	68
10-4310-550 CAP.OUTLAY-OTHER EQU	\$14,926.00	\$16,168.00	\$0.00	\$16,168.00	\$0.00	\$0.00	100
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	\$1,383,674.00	\$1,355,273.00	\$43,698.10	\$576,586.07	\$118,171.95	\$734,988.83	46

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4340-10-FIRE OPERATIONS							
10-4340-121 SALARIES/WAGES-REGUL	\$197,683.00	\$197,683.00	\$0.00	\$115,465.92	\$27,281.45	\$82,217.08	58
10-4340-122 OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-125 SALARIES/WAGES-VOL F	\$0.00	\$0.00	\$0.00	\$6,688.13	\$2,114.10	(\$6,688.13)	0
10-4340-126 PART-TIME/TEMPORARY	\$147,000.00	\$147,000.00	\$0.00	\$53,638.56	\$12,872.38	\$93,361.44	36
10-4340-127 SALARIES/WAGES-BONUS	\$8,800.00	\$8,800.00	\$0.00	\$8,800.00	\$8,800.00	\$0.00	100
10-4340-180 FIREFIGHTER LIFE INS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-181 FICA	\$26,052.00	\$26,052.00	\$0.00	\$14,053.78	\$3,887.80	\$11,998.22	54
10-4340-182 RETIREMENT	\$21,638.00	\$21,638.00	\$0.00	\$13,357.70	\$3,396.89	\$8,280.30	62
10-4340-183 GROUP INSURANCE	\$29,460.00	\$29,460.00	\$0.00	\$13,505.29	\$1,544.08	\$15,954.71	46
10-4340-184 401K CONTRIBUTION	\$9,398.00	\$9,398.00	\$0.00	\$4,783.05	\$1,174.72	\$4,614.95	51
10-4340-185 WORKERS COMPENSATION	\$11,174.00	\$11,174.00	\$0.00	\$9,958.08	\$0.00	\$1,215.92	89
10-4340-194 CONTRACT SERVICES	\$4,754.00	\$4,754.00	\$0.00	\$0.00	\$0.00	\$4,754.00	0
10-4340-211 JANITORIAL SUPPLIES	\$1,200.00	\$1,200.00	\$0.00	\$824.08	\$259.13	\$375.92	69
10-4340-212 UNIFORMS	\$7,055.00	\$14,655.00	\$2,682.26	\$1,583.81	\$0.00	\$10,388.93	11
10-4340-213 SUPPLIES-SAFETY	\$22,035.00	\$22,035.00	\$0.00	\$70.00	\$70.00	\$21,965.00	0
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	\$6,000.00	\$6,000.00	\$694.45	\$1,119.27	\$0.00	\$4,186.28	19
10-4340-251 MOTOR FUEL AND LUBRI	\$8,000.00	\$8,000.00	\$1,973.11	\$6,329.26	\$928.45	(\$302.37)	79
10-4340-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-260 SUPPLIES-OFFICE	\$1,500.00	\$1,500.00	\$0.00	\$431.20	\$117.92	\$1,068.80	29
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	\$2,075.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4340-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-296 SUPPLIES-MEDICAL	\$2,000.00	\$2,000.00	\$0.00	\$1,257.99	\$0.00	\$742.01	63
10-4340-299 SUPPLIES AND MATERIA	\$6,200.00	\$6,200.00	\$0.00	\$1,289.43	\$216.24	\$4,910.57	21
10-4340-311 TRAVEL	\$1,800.00	\$1,800.00	\$0.00	\$1,521.76	\$60.79	\$278.24	85
10-4340-321 TELEPHONE AND INTE	\$8,280.00	\$8,280.00	\$0.00	\$3,085.84	\$725.81	\$5,194.16	37
10-4340-329 OTHER COMMUNICATION	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4340-331 UTILITIES	\$8,000.00	\$8,000.00	\$0.00	\$2,995.58	\$702.97	\$5,004.42	37
10-4340-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-351 MAINTENANCE-BUILDING	\$15,000.00	\$15,000.00	\$0.00	\$430.16	\$0.00	\$14,569.84	3
10-4340-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$19,000.00	\$468.66	\$4,420.64	\$468.66	\$14,110.70	23
10-4340-353 MAINTENANCE-VEHICLES	\$18,000.00	\$22,837.00	\$7,636.32	\$5,497.90	\$0.00	\$9,702.78	24
10-4340-354 MAINTENANCE-GROUNDS	\$500.00	\$11,263.00	\$0.00	\$10,763.00	\$0.00	\$500.00	96
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	\$6,800.00	\$11,800.00	\$0.00	\$616.41	\$0.00	\$11,183.59	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	\$933.80	\$165.00	\$1,654.20	36
10-4340-441 LICENSE FEE	\$3,365.00	\$3,365.00	\$0.00	\$3,454.10	\$0.00	(\$89.10)	103
10-4340-451 INSURANCE-PROP/GEN/P	\$5,844.00	\$5,844.00	\$0.00	\$5,844.00	\$0.00	\$0.00	100
10-4340-452 INSURANCE - VEHICLES	\$5,503.00	\$5,503.00	\$0.00	\$5,503.00	\$0.00	\$0.00	100
10-4340-491 DUES AND SUBSCRIPTIO	\$2,100.00	\$2,100.00	\$0.00	\$2,195.88	\$0.00	(\$95.88)	105
10-4340-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$591.32	\$328.32	\$408.68	59
10-4340-540 CO-VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-550 CO-EQUIPMENT	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
10-4340-560 CO-BUILDING AND IMPR	\$245,000.00	\$245,000.00	\$74,850.00	\$0.00	\$0.00	\$170,150.00	0
10-4340-570 CO-LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$0.00	\$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	\$859,055.00	\$911,180.00	\$88,304.80	\$319,259.65	\$65,114.71	\$503,615.55	45

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-10-STREETS OPERATIONS							
10-4510-121 SALARIES/WAGES-REGUL	\$169,839.00	\$169,839.00	\$0.00	\$57,041.52	\$16,207.06	\$112,797.48	34
10-4510-122 SALARIES/WAGES-OVERT	\$1,500.00	\$1,500.00	\$0.00	\$1,036.16	\$397.16	\$463.84	69
10-4510-126 PART-TIME/TEMPORARY	\$15,112.00	\$15,112.00	\$0.00	\$6,987.17	\$1,707.19	\$8,124.83	46
10-4510-127 SALARIES/WAGES-BONUS	\$3,960.00	\$3,960.00	\$0.00	\$4,051.05	\$3,900.00	(\$91.05)	102
10-4510-133 401-K MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-181 FICA	\$13,708.00	\$13,708.00	\$0.00	\$4,894.31	\$1,617.43	\$8,813.69	36
10-4510-182 RETIREMENT	\$20,076.00	\$20,076.00	\$0.00	\$7,558.28	\$2,448.69	\$12,517.72	38
10-4510-183 GROUP INSURANCE	\$46,119.00	\$46,119.00	\$0.00	\$16,722.15	\$1,906.19	\$29,396.85	36
10-4510-184 401K CONTRIBUTION	\$7,846.00	\$7,846.00	\$0.00	\$2,322.15	\$652.79	\$5,523.85	30
10-4510-185 WORKERS COMPENSATION	\$8,370.00	\$8,370.00	\$0.00	\$7,461.37	\$0.00	\$908.63	89
10-4510-194 CONTRACTED SERVICES	\$0.00	\$280,251.00	\$0.00	\$0.00	\$0.00	\$280,251.00	0
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-4510-212 UNIFORMS	\$3,750.00	\$3,750.00	\$0.00	\$1,433.88	\$582.96	\$2,316.12	38
10-4510-213 SUPPLIES-SAFETY	\$2,250.00	\$2,250.00	\$0.00	\$398.05	\$0.00	\$1,851.95	18
10-4510-230 SUPPLIES-EDUCATIONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-240 CONSTRUCT./REPAIR SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-251 MOTOR FUEL AND LUBRI	\$18,000.00	\$18,000.00	\$1,304.81	\$10,753.84	\$167.32	\$5,941.35	60
10-4510-252 TIRES & TUBES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-253 PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$57.90	\$0.00	\$192.10	23
10-4510-291 SUPPLIES-DATA PROCES	\$1,075.00	\$0.00	\$0.00	\$31.25	\$0.00	(\$31.25)	0
10-4510-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-299 SUPPLIES AND MATERIA	\$5,000.00	\$5,000.00	\$0.00	\$3,058.39	\$397.08	\$1,941.61	61
10-4510-311 TRAVEL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4510-321 TELEPHONE AND INTERN	\$2,172.00	\$2,172.00	\$0.00	\$848.91	\$187.15	\$1,323.09	39
10-4510-329 OTHER COMMUNICATION	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4510-331 UTILITIES	\$41,500.00	\$41,500.00	\$0.00	\$24,154.16	\$5,497.16	\$17,345.84	58
10-4510-332 FUEL OIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-339 OTHER UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$4,000.00	\$1,230.88	\$2,714.14	\$131.72	\$54.98	68
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$199.92	\$2,168.62	\$183.84	\$1,631.46	54
10-4510-353 MAINTENANCE-VEHICLES	\$8,000.00	\$8,000.00	\$0.00	\$1,025.44	\$74.07	\$6,974.56	13
10-4510-354 MAINTENANCE GROUNDS	\$1,000.00	\$1,000.00	\$0.00	\$2,035.00	\$0.00	(\$1,035.00)	204
10-4510-356 MAINTENANCE-STREETS	\$2,500.00	\$2,500.00	\$0.00	\$160.00	\$160.00	\$2,340.00	6
10-4510-359 MAINT. & REPAIRS - O	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-395 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-397 PAVING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-398 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-439 EQUIPMENT RENTAL	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4510-440 MAINTENANCE CONTRACT	\$1,000.00	\$1,000.00	\$0.00	\$409.40	\$90.80	\$590.60	41
10-4510-451 INSURANCE-PRO/GEN/PR	\$3,895.00	\$3,895.00	\$0.00	\$3,895.00	\$0.00	\$0.00	100
10-4510-452 INSURANCE - VEHICLES	\$2,506.00	\$2,506.00	\$0.00	\$2,506.00	\$0.00	\$0.00	100
10-4510-480 INDIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-491 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-499 MISCELLANEOUS	\$1,600.00	\$1,600.00	\$0.00	\$533.57	\$189.90	\$1,066.43	33
10-4510-510 CAP.OUT.-OFFICE FURN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-540 CO-VEHICLES	\$36,169.00	\$32,667.00	\$32,667.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4510-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-580 CO-INFRASTRUCTURE	\$120,000.00	\$120,000.00	\$3.75	\$11,996.25	\$0.00	\$108,000.00	10
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	\$546,397.00	\$822,071.00	\$35,406.36	\$176,253.96	\$36,498.51	\$610,410.68	26

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$204,417.00	\$204,417.00	\$0.00	\$90,042.22	\$23,551.16	\$114,374.78	44
10-4710-122 SALARIES/WAGES-OVERT	\$1,500.00	\$1,500.00	\$0.00	\$704.39	\$216.05	\$795.61	47
10-4710-127 SALARIES/WAGES-BONUS	\$4,360.00	\$4,360.00	\$0.00	\$2,800.00	\$2,800.00	\$1,560.00	64
10-4710-133 401-K MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-181 FICA	\$15,151.00	\$15,151.00	\$0.00	\$6,680.24	\$1,924.66	\$8,470.76	44
10-4710-182 RETIREMENT	\$24,123.00	\$24,123.00	\$0.00	\$11,557.40	\$3,246.00	\$12,565.60	48
10-4710-183 GROUP INSURANCE	\$54,667.00	\$54,667.00	\$0.00	\$25,694.13	\$2,709.02	\$28,972.87	47
10-4710-184 401K CONTRIBUTION	\$6,639.00	\$6,639.00	\$0.00	\$2,645.99	\$787.77	\$3,993.01	40
10-4710-185 WORKERS COMPENSATION	\$9,230.00	\$9,230.00	\$0.00	\$8,226.43	\$0.00	\$1,003.57	89
10-4710-193 SERVICES-MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-194 CONTRACT SERVICES	\$16,832.00	\$16,832.00	\$0.00	\$12,500.00	\$0.00	\$4,332.00	74
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4710-212 UNIFORMS	\$2,750.00	\$2,750.00	\$0.00	\$1,900.73	\$772.74	\$849.27	69
10-4710-213 SAFETY SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	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	\$14,000.00	\$14,000.00	\$536.54	\$6,449.89	\$111.54	\$7,013.57	46
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	\$11,650.00	\$11,650.00	\$0.00	\$11,275.00	\$0.00	\$375.00	97
10-4710-311 TR AVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-321 TELEPHONE AND INTERN	\$1,292.00	\$1,292.00	\$0.00	\$637.89	\$130.24	\$654.11	49
10-4710-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$1,173.53	\$2,234.23	\$0.00	\$542.24	57
10-4710-353 MAINTENANCE-VEHICLES	\$5,000.00	\$5,000.00	\$1,043.54	\$2,797.02	\$333.01	\$1,159.44	56
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	\$55,000.00	\$55,000.00	\$0.00	\$23,854.14	\$4,904.96	\$31,145.86	43
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-440 MAINTENANCE CONTRACT	\$168.00	\$168.00	\$0.00	\$47.40	\$0.00	\$120.60	28
10-4710-451 INSURANCE-PROP/GEN/P	\$2,935.00	\$2,935.00	\$0.00	\$2,935.00	\$0.00	\$0.00	100
10-4710-452 INSURANCE-VEHICLES	\$3,474.00	\$3,474.00	\$0.00	\$3,474.00	\$0.00	\$0.00	100
10-4710-499 MISCELLANEOUS	\$325.00	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00	0
10-4710-540 CAP OUT-MOTOR VEH	\$355,000.00	\$367,000.00	\$0.00	\$0.00	\$0.00	\$367,000.00	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	\$7,442.46	\$1,240.41	\$7,442.54	50
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	\$809,948.00	\$821,948.00	\$2,753.61	\$223,898.56	\$42,727.56	\$595,295.83	28

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$16,043.00	\$16,043.00	\$0.00	\$7,284.11	\$1,676.70	\$8,758.89	45
10-6110-127 SALARIES/WAGES-BONUS	\$400.00	\$400.00	\$0.00	\$400.00	\$400.00	\$0.00	100
10-6110-181 FICA	\$1,167.00	\$1,167.00	\$0.00	\$587.81	\$158.87	\$579.19	50
10-6110-194 CONTRACT SERVICES	\$1,700.00	\$1,700.00	\$0.00	\$190.50	\$158.00	\$1,509.50	11
10-6110-260 SUPPLIES-OFFICE	\$600.00	\$600.00	\$0.00	\$306.71	\$34.65	\$293.29	51
10-6110-291 SUPPLIES-DATA PROCES	\$1,075.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-299 SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$1,204.13	\$75.17	\$795.87	60
10-6110-311 TRAVEL	\$100.00	\$100.00	\$0.00	\$124.41	\$0.00	(\$24.41)	124
10-6110-321 TELEPHONE AND INTERN	\$2,249.00	\$2,249.00	\$0.00	\$750.96	\$187.74	\$1,498.04	33
10-6110-331 UTILITIES	\$8,448.00	\$8,448.00	\$0.00	\$2,994.29	\$717.16	\$5,453.71	35
10-6110-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-351 MAINTENANCE-BUILDING	\$53,000.00	\$79,900.00	\$26,900.00	\$291.08	\$121.08	\$52,708.92	0
10-6110-370 ADVERTISING	\$400.00	\$400.00	\$0.00	\$14.00	\$0.00	\$386.00	4
10-6110-395 TRAINING	\$200.00	\$200.00	\$0.00	\$249.00	\$0.00	(\$49.00)	125
10-6110-440 MAINTENANCE CONTRACT	\$1,300.00	\$1,300.00	\$0.00	\$909.20	\$181.20	\$390.80	70
10-6110-451 INSURANCE-PRO/GEN/PR	\$320.00	\$320.00	\$0.00	\$320.00	\$0.00	\$0.00	100
10-6110-491 DUES & SUBSCRIPTIONS	\$260.00	\$260.00	\$0.00	\$0.00	\$0.00	\$260.00	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	\$89,262.00	\$115,087.00	\$26,900.00	\$15,626.20	\$3,710.57	\$72,560.80	37

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

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	\$1,498.82	\$355.88	\$1,001.18	60
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	\$11,100.00	\$11,100.00	\$0.00	\$4,611.91	\$0.00	\$6,488.09	42
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	\$290.00	\$290.00	\$0.00	\$290.00	\$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	\$2,062.33	\$2,062.33	\$3,937.67	34
10-6120-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-850 TRANSFER TO DOWNTOWN	\$71,000.00	\$71,000.00	\$0.00	\$0.00	\$0.00	\$71,000.00	0
6120-10-RECREATION	\$91,640.00	\$91,640.00	\$0.00	\$8,463.06	\$2,418.21	\$83,176.94	9

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND								
	FundRevTot	\$4,874,339.00	\$5,574,434.00	\$0.00	\$2,248,171.59	\$272,543.31	\$3,480,569.01	40
	FundExpTot	\$4,874,339.00	\$5,574,434.00	\$282,079.43	\$2,036,894.14	\$347,902.40	\$3,255,460.43	42
Grand Totals:								
	TotalRev	\$4,874,339.00	\$5,574,434.00	\$0.00	\$2,248,171.59	\$272,543.31	\$3,480,569.01	40
	TotalExp	\$4,874,339.00	\$5,574,434.00	\$282,079.43	\$2,036,894.14	\$347,902.40	\$3,255,460.43	42

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
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	\$110,000.00	\$110,000.00	\$0.00	\$110,927.37	\$55,463.68	\$927.37	101
20-3831-000 INVESTMENT EARNINGS	\$200.00	\$200.00	\$0.00	\$3,254.47	\$0.00	\$3,054.47	162
							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	\$59,362.00	\$59,362.00	\$0.00	\$0.00	\$0.00	\$59,362.00	0
0000-20-Revs	\$169,562.00	\$169,562.00	\$0.00	\$114,181.84	\$55,463.68	\$63,343.84	67
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	\$10,826.00	\$10,826.00	\$0.00	\$5,234.39	\$1,248.27	\$5,591.61	48
20-4510-127 SALARIES/WAGES-BONUS	\$100.00	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00	100
20-4510-181 FICA	\$772.00	\$772.00	\$0.00	\$408.07	\$103.14	\$363.93	53
20-4510-182 RETIREMENT	\$1,230.00	\$1,230.00	\$0.00	\$655.39	\$164.22	\$574.61	53
20-4510-183 GROUP INSURANCE	\$2,129.00	\$2,129.00	\$0.00	\$962.81	\$142.67	\$1,166.19	45
20-4510-184 401K CONTRIBUTION	\$505.00	\$505.00	\$0.00	\$261.67	\$62.40	\$243.33	52
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	\$1,500.00	\$1,500.00	\$14,500.00	9
20-4510-540 CAP OUTLAY - VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-580 CO-INFRASTRUCTURE	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	0
4510-20-STREETS OPERATIONS	\$169,562.00	\$169,562.00	\$0.00	\$9,122.33	\$3,320.70	\$160,439.67	5
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$169,562.00	\$169,562.00	\$0.00	\$114,181.84	\$55,463.68	\$63,343.84	67
FundExpTot	\$169,562.00	\$169,562.00	\$0.00	\$9,122.33	\$3,320.70	\$160,439.67	5

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
0000-30-Revs							
-							
30-3984-010 GENERAL FUND CONTRIB	\$0.00	\$308,321.00	\$0.00	\$308,321.00	\$0.00	\$0.00	100
30-3991-000 APPROPRIATED FUND BA	\$0.00	\$10,947.00	\$0.00	\$0.00	\$0.00	\$10,947.00	0
0000-30-Revs	\$0.00	\$319,268.00	\$0.00	\$308,321.00	\$0.00	\$10,947.00	97
4110-30-GOVERNING BODY							
-							
30-4110-570 CO - LAND	\$0.00	\$50,000.00	\$0.00	\$9,950.00	\$4,200.00	\$40,050.00	20
30-4110-999 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4110-30-GOVERNING BODY	\$0.00	\$50,000.00	\$0.00	\$9,950.00	\$4,200.00	\$40,050.00	20
4130-30-ADMINISTRATION							
-							
30-4130-291 SUPPLIES - DATA PROC	\$0.00	\$3,225.00	\$0.00	\$0.00	\$0.00	\$3,225.00	0
4130-30-ADMINISTRATION	\$0.00	\$3,225.00	\$0.00	\$0.00	\$0.00	\$3,225.00	0
4310-30-POLICE OPERATIONS							
-							
30-4310-291 SUPPLIES - DATA PROC	\$0.00	\$12,641.00	\$0.00	\$0.00	\$0.00	\$12,641.00	0
30-4310-540 CO - VEHICLES	\$0.00	\$188,135.00	\$111,647.10	\$71,113.53	\$1,026.51	\$5,374.37	38
30-4310-550 CO - OTHER EQUIP	\$0.00	\$25,873.00	\$0.00	\$0.00	\$0.00	\$25,873.00	0
4310-30-POLICE OPERATIONS	\$0.00	\$226,649.00	\$111,647.10	\$71,113.53	\$1,026.51	\$43,888.37	81
4340-30-FIRE OPERATIONS							
-							
30-4340-291 SUPPLIES - DATA PROC	\$0.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4340-30-FIRE OPERATIONS	\$0.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4510-30-STREETS OPERATIONS							
-							
30-4510-291 SUPPLIES - DATA PROC	\$0.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
30-4510-540 CO - VEHICLES	\$0.00	\$36,169.00	\$0.00	\$0.00	\$0.00	\$36,169.00	0
4510-30-STREETS OPERATIONS	\$0.00	\$37,244.00	\$0.00	\$0.00	\$0.00	\$37,244.00	0
6110-30-LIBRARY							
-							
30-6110-291 SUPPLIES - DATA PROC	\$0.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
6110-30-LIBRARY	\$0.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
FundRevTot	\$0.00	\$319,268.00	\$0.00	\$308,321.00	\$0.00	\$10,947.00	97
FundExpTot	\$0.00	\$319,268.00	\$111,647.10	\$81,063.53	\$5,226.51	\$126,557.37	60

Town of Spencer

Fiscal Period - FY 2022-23 Date Range - 2022-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
0000-70-Revs							
-							
70-3839-000 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0
0000-70-Revs	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0
4130-70-ADMINISTRATION							
-							
70-4130-187 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$26,191.72	\$2,217.30	(\$26,191.72)	0
4130-70-ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$26,191.72	\$2,217.30	(\$26,191.72)	0
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
FundRevTot	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$26,191.72	\$2,217.30	(\$26,191.72)	0
Grand Totals:							
TotalRev	\$169,562.00	\$488,830.00	\$0.00	\$447,502.84	\$55,463.68	\$99,290.84	92
TotalExp	\$169,562.00	\$488,830.00	\$111,647.10	\$116,377.58	\$10,764.51	\$260,805.32	47

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2022-12-30

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	\$631,974.00	\$0.00	\$535,824.40	\$11,500.00	\$96,149.60	85
90-3985-850 GENERAL FUND TRANSFE	\$114,258.00	\$185,258.00	\$0.00	\$114,258.00	\$0.00	\$71,000.00	62
0000-90-Revs	\$134,817.00	\$817,232.00	\$0.00	\$650,082.40	\$11,500.00	\$167,149.60	80
4130-90-ADMINISTRATION							
-							
90-4130-370 ADVERTISING	\$0.00	\$457.00	\$0.00	\$156.35	\$0.00	\$300.65	34
4130-90-ADMINISTRATION	\$0.00	\$457.00	\$0.00	\$156.35	\$0.00	\$300.65	34
4910-90-LAND MANAGEMENT							
-							
90-4910-193 ADMINISTRATIVE SERVI	\$0.00	\$0.00	\$0.00	\$52.00	\$26.00	(\$52.00)	0
90-4910-194 CONTRACT SERVICES	\$4,800.00	\$57,050.00	\$4,410.19	\$53,679.81	\$4,023.00	(\$1,040.00)	94
90-4910-580 CO-INFRASTRUCTURE	\$130,017.00	\$759,725.00	\$0.00	\$1,643.75	\$0.00	\$758,081.25	0
4910-90-LAND MANAGEMENT	\$134,817.00	\$816,775.00	\$4,410.19	\$55,375.56	\$4,049.00	\$756,989.25	7
Reporting Fund: 90-YADKIN RIVER TRAIL							
FundRevTot	\$134,817.00	\$817,232.00	\$0.00	\$650,082.40	\$11,500.00	\$167,149.60	80
FundExpTot	\$134,817.00	\$817,232.00	\$4,410.19	\$55,531.91	\$4,049.00	\$757,289.90	7
Grand Totals:							
TotalRev	\$134,817.00	\$817,232.00	\$0.00	\$650,082.40	\$11,500.00	\$167,149.60	80
TotalExp	\$134,817.00	\$817,232.00	\$4,410.19	\$55,531.91	\$4,049.00	\$757,289.90	7

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
0000-91-Revs							
-							
91-3831-000 INVESTMENT EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
91-3984-000 CSLRF FUNDS-GRANT	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
0000-91-Revs	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
4210-91-CORONAVIRUS ARPA							
-							
91-4210-121 SALARIES/WAGES-REGUL	\$0.00	\$451,997.00	\$0.00	\$0.00	\$0.00	\$451,997.00	0
91-4210-580 CO-INFRASTRUCTURE-CS	\$1,037,997.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	0
91-4210-910 TRANSFER TO GENERAL	\$0.00	\$586,000.00	\$0.00	\$206,948.28	\$0.00	\$379,051.72	35
4210-91-CORONAVIRUS ARPA	\$1,037,997.00	\$1,037,997.00	\$0.00	\$206,948.28	\$1,500.00	\$831,048.72	20
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
FundRevTot	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
FundExpTot	\$1,037,997.00	\$1,037,997.00	\$0.00	\$206,948.28	\$1,500.00	\$831,048.72	20
Grand Totals:							
TotalRev	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
TotalExp	\$1,037,997.00	\$1,037,997.00	\$0.00	\$206,948.28	\$1,500.00	\$831,048.72	20

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2022-12-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
0000-92-Revs							
-							
92-3985-002 OTHER GRANTS	\$0.00	\$900,000.00	\$0.00	\$0.00	\$0.00	\$900,000.00	0
92-3985-241 DOWNTOWN PARK DONATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
92-3985-850 GENERAL FUND TRANSFE	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100
0000-92-Revs	\$100,000.00	\$1,000,000.00	\$0.00	\$100,000.00	\$0.00	\$900,000.00	10
6120-92-RECREATION							
-							
92-6120-580 CO-INFRASTRUCTURE	\$100,000.00	\$1,000,000.00	\$8,700.00	\$60,875.00	\$0.00	\$930,425.00	6
6120-92-RECREATION	\$100,000.00	\$1,000,000.00	\$8,700.00	\$60,875.00	\$0.00	\$930,425.00	7
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
FundRevTot	\$100,000.00	\$1,000,000.00	\$0.00	\$100,000.00	\$0.00	\$900,000.00	10
FundExpTot	\$100,000.00	\$1,000,000.00	\$8,700.00	\$60,875.00	\$0.00	\$930,425.00	7
Grand Totals:							
TotalRev	\$100,000.00	\$1,000,000.00	\$0.00	\$100,000.00	\$0.00	\$900,000.00	10
TotalExp	\$100,000.00	\$1,000,000.00	\$8,700.00	\$60,875.00	\$0.00	\$930,425.00	7

<u>DAY</u>		Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corres. Due Date
Dec. 2022									
12/5/2022	Mon.	4	5	0	0	0	0	0	12/19/2022
12/6/2022	Tues.	6		3	0	0	0	1	12/20/2022
12/7/2022	Wed.	5	0	0	0	0	0	0	12/21/2022
12/8/2022	Thurs.	0	0	0	0	0	0	0	12/22/2022
12/9/2022	Fri.	35	0	0	0	0	0	0	12/23/2022
WEEK TOTAL:	Event	50	5	3	0	0	0	1	-----
								10	
12/12/2022	Mon.	4	1	0	2	2	0	0	12/26/2022
12/13/2022	Tues.	6	1	0	1	2	0	0	12/27/2022
12/14/2022	Wed.	4	3	5	0	0	0	0	12/28/2022
12/15/2022	Thurs.	0	0	0	0	0	0	0	12/29/2022
12/16/2022	Fri.	0	0	0	0	0	0	0	12/30/2022
WEEK TOTAL:		14	5	5	3	4	0	0	-----
12/19/2022	Mon.	4	6	0	0	0	0	0	1/2/2023
12/20/2022	Tues.	8	5	7	0	0	0	0	1/3/2023
12/21/2022	Wed.	2	9		0	0	0	0	1/4/2023
12/22/2022	Thurs.	0	0	0	0	0	0	0	1/5/2023
12/23/2022	Fri.	0	0	0	0	0	0	0	1/6/2023
WEEK TOTAL:		14	20	7	0	0	0	0	-----
12/26/2022	Mon.	Closed	0	0	0	0	0	0	1/9/2023
12/27/2022	Tues.	5	2	0	2		0	0	1/10/2023
12/28/2022	Wed.				0	0	0	0	1/11/2023
12/29/2022	Thurs.	0	0	0	0	0	0	0	1/12/2023
12/30/2022	Fri.	0	0	0	0	0	0	0	1/13/2023
WEEK TOTAL:		5	2	0	2	0	0	0	-----
1/2/2023	Closed-holiday	0	0	0	0	0	0	0	1/16/2023
1/3/2023	Tues.	0	0	0	0	0	0	0	1/17/2023
1/4/2023	Wed.	0	0	0	0	0	0	0	1/18/2023
1/5/2023	Thurs.	0	0	0	0	0	0	0	1/19/2023
1/6/2023	Fri.	0	0	0	0	0	0	0	1/20/2023
WEEK TOTAL:		0	0	0	0	0	0	0	-----
MONTH TOTAL:		83	32	15	5	4	0	1	-----

Old-Fashioned Christmas Event in December Spencer Public Library Report



Mr. Ken Bloom of Pilot Mountain, maker of Bowed dulcimers , musical artist and historian, performed for a crowd of families, children and individuals of all ages on December 9th from 6-8 pm. After an hour of Mr. Bloom's playing solo and explaining the origin of each song played, Val Burlachenko joined him in several duets of Christmas classics such as **Silent Night** and **What Child is This?**. Meanwhile, the children created vintage Christmas ornaments using burlap and buttons of all colors and sizes. Wooden Santas and Bells covered with glitter were other decorating options. Moravian sugar and ginger cookies were enjoyed by all. A hot chocolate bar was available in the library foyer. Children enjoyed several stories featuring the Grinch and Santa before meeting Santa and his elf who gave each child a

goody bag. Towards the end of the evening, the adults who had remained gathered around the piano and sang traditional carols by candlelight. Around thirty-five people attended from our local Spencer community, Salisbury and Matthews ,NC.

The library was decorated for the holidays with two lit trees outside our front entrance and wreaths, trees and winter doll scenes inside. A Christmas display of all of our children's holiday-themed books added to the ambiance of the children's area.



704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 1/10/2023

(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
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

To: Mayor Williams and Members of the Board of Aldermen
From: Peter Franzese, Town Manager
Date: December 30, 2022
Re: January 2023 Town Manager Report

Staff update

I am pleased to share that Candice Brown joined us as a full-time office assistant in late December. Candice will continue her customer service and support of finance functions, and expand her role supporting our planning staff and boards. Please join me in officially welcoming Candice to the team!

Our Town Clerk process is proceeding, and we have scheduled candidates to come in on Friday, January 13.

Thank you to our Public Works team and the City of Concord

In the days leading up to the Christmas holiday, our Public Works team handled the challenge of being without a garbage truck for several days of an already short week while the garbage truck was out of service needing repairs. Joel and his team used every resource they had available to locate parts and expertise to repair the truck, which was a multi-day process. The entire staff in Public Works pitched in by collecting trash by hand as much as feasible using dump trucks and other equipment.

We were only able to catch up before the Holiday because of the assistance of the City of Concord. After contacting the City Manager, Concord's team quickly responded to our request for assistance and provided a large rear-loader with a driver to work with us on Thursday, December 23. You may recall the cold and very wet weather that day. Our team members took turns riding on the back of that truck for several hours to collect all remaining trash for the week. I want to express the Town of Spencer's sincere appreciation to the City of Concord for assisting us and commend our staff for their determination through the challenging situation. This would not have been possible without teamwork from within and from our neighbors.

Winter/Spring newsletter

We will publish a combined Winter/Spring newsletter in February that will cover events from mid-February through the end of June. Please be sure to submit any information, updates, or events to cover by January 17 to Tammy Hatley or me.