



Board of Aldermen Regular Meeting
Agenda Packet
October 11, 2022





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

DATE:
October 6, 2022

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. REVIEW OF OCTOBER 11, 2022, AGENDA

1. CALL TO ORDER – MAYOR JONATHAN WILLIAMS

2. INVOCATION & PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES:

*September 8, 2022, Pre-Agenda Meeting Minutes
September 13, 2022, Regular Meeting Minutes
September 13, 2022, Closed Session Meeting Minutes
(Attachment 1)*

4. ADDITIONS/ DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

- a. Spencer Womans' Club Proclamation**
- b. NC Museum of Dolls, Toys & Miniatures Proclamation**

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. CONSIDER APPROVING 2022 HEALTH COVERAGE RENEWAL PROPOSAL FROM SNOW BENEFITS GROUP – (Attachment 2)

9. CONSIDER AUTHORIZING THREE DAYS OF PAID ADMINISTRATIVE LEAVE AS PRIZES FOR STAFF PARTICIPATING IN THE ROWAN COUNTY UNITED WAY CAMPAIGN– (Attachment 3)

10. CONSIDER AWARDING A HISTORIC PRESERVATION INCENTIVE GRANT IN THE AMOUNT OF \$323.03 TO PATRICK BONHOMME FOR AN EXTERIOR REHABILITATION PROJECT. – (Attachment 4)

11. CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-022 – (Attachment 5)

12. CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-021– (Attachment 6)

13. CONSIDER AUTHORIZING THE TOWN MANAGER TO EXECUTE A SPECIAL EVENT AGREEMENT WITH THE SPENCER PARTNERSHIP – (Attachment 7)

14. CONSIDER AUTHORIZING STAFF TO APPLY FOR A 2022 NCLM SAFETY GRANT – (Attachment 8)

15. CONSIDER AUTHORIZING THE TOWN MANAGER TO EXECUTE AN INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING. – (Attachment 9)

16. *DEPARTMENTAL REPORTS* – (Attachment 10)

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

17. *TOWN MANAGER REPORT* – (Attachment 11)

18. *REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS*

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

20. *ADJOURNMENT*

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

5. ADJOURNMENT

MINUTES

**Town of Spencer
Board of Aldermen
Pre-Agenda Meeting
September 8, 2022**

The Town of Spencer Board of Aldermen met at Spencer Town Hall in regular session on September 8, 2022, at 5:33 p.m. to conduct a pre-agenda meeting.

Present were:

- Mayor Jonathan Williams
- Mayor ProTempore Patti Secreast
- Aldерwoman Patricia Sledge
- Alderman Rashid Muhammad
- Alderman Steve Miller
- Alderman Sam Morgan
- Alderman Andrew Howe

Also present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Code Enforcement Officer James Osborne, Public Works Director Joel Taylor, Planning & Zoning Administrator Steve Blount, Special Projects Planner Joe Morris, and Fire Chief Michael Lanning. NC Lead Fellow Student Skye Allan attended via digital means.

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

PUBLIC HEARING ON RESTORATION BUSINESS AT 200 S. SALISBURY AVE

Planning & Zoning Administrator Steve Blount briefed the Board with a presentation on the overview of the property and revisions to the proposed conditional zoning limitations list. A detail of conditions was discussed and the suggestion of the removal of the public alley closure. The Board will need to decide to approve the proposed limits, make revisions, or no changes and leave the prior revisions in place.

Mayor Williams opened the floor to the public for any comments.

Action

Mr. Blount read aloud the written correspondence received from Mr. Tyler Weant. No one being present to speak on this topic. Mayor Pro Tempore moved to close public comment and the public hearing for restoration business at 200 S. Salisbury Ave. Alderman Morgan seconded the motion which carried by a vote of 6-0.

PUBLIC HEARING ON STORAGE BUILDINGS IN ALL ZONING CLASSIFICATION

Planning & Zoning Administrator Steve Blount briefed the Board with a presentation on the premise of reviewing the development ordinances and code enforcement violations while showing residential and commercial versions of acceptable storage buildings to help with the understanding of the limitations.

Mr. Blount is proposing additions to Chapter 2 of the development ordinance book by requesting the Board approves the proposed ordinance for further specifications of uses of storage buildings.

Mayor Williams opened the floor to the public for any comments.

Action

No one being present to speak on this topic. Alderman Morgan moved to close public comment and the public hearing for storage buildings in all zoning classification. Alderman Muhammad seconded the motion which carried by a vote of 6-0.

PUBLIC HEARING ON SHORT- TERM RENTALS

Planning & Zoning Administrator Steve Blount briefed the Board of a recap detailing the proposing of how the topic flourished of housing short-term rentals in Downtown buildings in the upper level(s) of the buildings. Modifications are needed to allow this to take place and Mr. Blount is requesting that the Board adopts the ordinance proposed to allow for this to occur above the main floor in the buildings of the Downtown area. In the ordinance the buildings will need to be inspected to ensure they are complying for the upper living residential options.

Mayor Williams opened the floor to the public for any comments.

Action

No one being present to speak on this topic. Alderwoman Sledge moved to close public comment and the public hearing for short-term rentals. Alderman Morgan seconded the motion which carried by a vote of 6-0.

FOLLOW UP DISCUSSION ON AUGUST PRESENTATION RECEIVED FROM U.S. MOTTO ACTION COMMITTEE

Mayor Williams spoke to the Board of the updated conversation request of Mr. Lanier that if the consensus of the Board is to not approve adding "In God We Trust" to not place it on the agenda and vote against it. Discussions of the feeling of the Board were made and the consensus is to not add to the agenda as it does not reflect the unity we would like to have in our community.

REVIEW OF AGENDA ITEMS

The board reviewed the September 13, 2022, draft agenda and took the following actions by consensus:

- Added approval of minutes to *Consent Agenda*.
- Added consider adopting 2021 general records and program records retention schedules for local government agencies to *Consent Agenda*.
- Added consider adopting resolution 22-013 for stormwater capital improvement plan for fiscal years 2023- 2027 to *Consent Agenda*.
- Added consider adopting resolution 22-014 for identifying need for stormwater assessments and planning study with intent to request state grant to *Consent Agenda*.
- Added consider adopting resolution 22-015 for identifying the need for 17th street stormwater improvements with intent to request state grant to *Consent Agenda*.
- Added consider adopting budget amendment ordinance 22-020 for the Yadkin River Trailhead project to *Consent Agenda*.
- Added consider property liens to *Consent Agenda*.

Actions

ADDITIONS/ DELETIONS AND ADOPTION OF AGENDA

Consensus of the Board to not add U.S. Motto Action Committee proposal to the agenda.

Manager Franzese spoke to the Board to request the addition of Consider adopting resolution 22-016 supporting bike/ ped improvements and requesting NCGA discretionary funds to the agenda.

RECOGNITIONS

Alderwoman Sledge would like to acknowledge the Spencer Community Garden.

CONSIDER ADOPTING BUDGET AMENDMENT ORDINANCE 22-020 FOR THE YADKIN RIVER TRAILHEAD PROJECT

Special Projects Planner Joe Morris briefed the Board of the purpose of the budget ordinance, and this is a part of the process due to the bid process that recently occurred, and the bid was higher than the amount we have budgeted. However, the Staff feels confident that we have donations coming in that could help with the gap for the funding of the project. The budget ordinance allows for the anticipated revenue for the project.

DEPARTMENTAL REPORTS

Fire Chief Michael Lanning spoke to the Board of how he will be at training on next week and unable to attend the Board meeting. He plans to have the Deputy Chief to report to the Board, but available for questions tonight. Chief Lanning reported that the part-time staff is better and staffing no longer an issue, with hopes that the SAFER grant will allow for an additional three full time employee. Chief Lanning reported the status of the \$35,000.00 grant from the OSFD will be coming in soon.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Mayor Pro Tempore Secreast seconded the motion which carried by a vote of 6-0. The meeting was adjourned at 7:09 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

MINUTES

**Town of Spencer
Board of Aldermen
Regular Meeting
September 13, 2022**

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

Present were:

- Mayor Jonathan D. Williams
- Mayor Pro Tempore Patricia Secreast
- Alderman Sam Morgan
- Alderman Patricia Sledge
- Alderman Rashid Muhammad
- Alderman Andrew Howe
- Alderman Steve Miller

Also, present were: Town Manager Peter Franzese, Town Clerk Stacy Craven, Town Atty Jay Dees, Public Works Director Joel Taylor, Code Enforcement Officer James Osborne, Planning & Zoning Administrator Steve Blount, Town Planner Kyle Harris, Police Chief Mike File, Fire Deputy Chief Doug Lewis, & Bookkeeper John Sofley. NC Lead Fellow Skye Allan & Special Projects Planner Joe Morris attended via digital means.

Mayor Williams called the meeting to order and led the *Pledge of Allegiance* along with Boy Scout Troop 443. Mayor ProTem Secreast offered the invocation.

ADJUSTMENTS TO AND ADOPTION OF AGENDA

Alderman Sledge moved to approve the agenda. Alderman Miller seconded the motion which carried by a unanimous vote of 6-0.

RECOGNITIONS

Alderman Sledge acknowledged that there will be an "Autumn Afternoon in the Garden" on October 9th at the Spencer Community Garden located in the 300 block of S Salisbury Ave. This will occur from 2:00 p.m.- 5:00 p.m. Come out and enjoy the festivities and direct all questions concerning the event to Kyle Harris.

Mayor Williams acknowledged the Creek Week Events coming up and encouraged all to participate. On Saturday 9/24 the Boy Scout Troop 443 will sell popcorn and there will be a bicycle race to the Yadkin River Bridge.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment.

Joseph Everhart (525 Steeplechase Trail) spoke to the Board and stated that he needs for the Board to understand the front yard parking issues, automobile junk yard, tall grass, brush piles and many other

issues with code enforcement that needs to be resolved. Perhaps the Town should consider hiring more code enforcement officers to aide in resolving the concerns of numerous violations.

Michael Chapman spoke to the Board to inform all he is running for school board in Boston Heights and believes we need more improvements in the school systems.

Sherri Graham & Martha spoke to the Board on the behalf of the "Tis the Season" Parade Committee, and they are trying to get Spencer involved. A review of 2021 parade expenses were listed at \$45,731.50 with \$2,800 from the Town of Spencer with \$2,500 coming from Innospec and \$300 floats for the Town, NR Schools, and KiddieLand. Salisbury contributed \$42,931.50 and they would like to see more funds from Spencer for the parade it takes a lot to have a two-town parade event and they need more volunteers from the line up to the clean-up; at least 30 volunteers for the entire parade event as a joint venture.

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

CONSENT AGENDA

Alderman Sledge 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: (1) August 4, 2022, Pre-Agenda Meeting Minutes; (2) August 9, 2022, Regular Meeting Minutes; (3) Adoption of the 2021 General Records and Program records retention schedules for local government agencies; (4) Adoption resolution 22-013 for stormwater capital improvement plan for fiscal years 2023-2027; (5) Adoption on resolution 22-014 for identifying need for stormwater assessments and planning study with intent to request state grant; (6) Adoption of resolution 22-015 for identifying the need for 17th street stormwater improvements with intent to request state grant; (7) Budget Amendment Ordinance 22-020; (8) Consider Property Lien.

CONSIDER RECEIVING A PRESENTATION ON FY 2020- 2021 AUDIT

Nicholas Wicker presented to the Board the audit process and the results of the findings since it has been submitted to the LGC. An unmodified opinion has been submitted and 1 weakness was found on the general ledger and the Town Staff needs to be closing month-end and other important financials timely. 1 deficiency was discovered and reported as segregation of duties, which is common in small Towns and organizations. The Town has submitted plans to show for corrective action(s) moving forward.

CONSIDER ADOPTING REVISED CONDITIONAL ZONING ON AUTO RESTORATION BUSINESS AT 200 S SALISBURY AVE

Planning & Zoning Administrator Steve Blount briefed the Board on report in agenda packet findings along with a presentation. Mr. Wrenn has provided some feedback on the behalf of his tenant and would like for the Board to consider. Mr. King would like to disassemble vehicles in the parking lot and stack cars out of sight. 10 vehicles stored is the current restriction, but if out of sight we can strike through the number of cars. Hours of operation are 8:00 a.m.-7:00 p.m. Monday- Saturday; the Board will need to decide which modifications they will use to move forward. Suggestion of the Board is to have an 8-foot wood privacy fence with no visibility and for Staff to review the bold print.

Action

Alderman Morgan moved to approve adopting revised restrictions by adding an 8-foot wooden privacy fence by the end of this calendar year; no surface prep, no dust, no paint spray outside or fumes and no

car maximum should be added in conditions by Staff. Alderwoman Sledge seconded the motion which carried by a vote of 6-0.

CONSIDER ADOPTING ORDINANCE 22-023 TO AMEND SECTION 2.13-1 OF TOWN'S DEVELOPMENT ORDINANCE TO CLARIFY STORAGE BUILDINGS IN ALL ZONING CLASSIFICATIONS

Planning & Zoning Administrator Steve Blount briefed the Board and re-presented a presentation for storage and accessory buildings. Four sections to be added in this section and there are two businesses within Town limits with trailers, but Staff believes they are handling it the legal way so changes would not affect them.

Action

Alderman Morgan moved to adopt ordinance 22-023. Alderman Howe seconded the motion, which carried by a vote of 6-0.

Alderwoman Sledge moved to adopt the statement of consistency. Alderman Morgan seconded the motion, which carried by a vote of 6-0.

CONSIDER ADOPTING RESOLUTION 22-016 SUPPORTING BIKE/PED IMPROVEMENTS AND REQUESTING NCGA DISCRETIONARY FUNDS

Manger Franzese briefed the Board this could help extend the bike trail down to the Yadkin River area. NCDOT has an updated alignment with a better concept and perhaps rename from the 3rd Street Greenway to something more fitting. With new alignments and in speaking with our local legislative rep we may be able to have discretionary funds without applying a 20% match and this would be very beneficial to the Town if no match is required.

Action

Alderman Miller moved to adopt ordinance 22-016. Mayor ProTem Secreast seconded the motion, which carried by a vote of 6-0.

CONSIDER RECEIVING AN UPDATE FROM THE WINTERFEST COMMITTEE

Kim Lentz, Corrine Mauldin, and Sherry Mason-Brown spoke to the Board about the status of where the committee is in planning. A discussion of the first two Fridays and Saturdays in December is when the event will take place and there will be lots of new things happening in the event based on feedback from last year's event. There will be more vendors for consumer options. There will be an ice-skating rink this year and it will be FREE for those that would like to participate. You will need to reserve a spot for the rink. Please check the website <https://spencerexperience.org> for more details and if you would like to donate, please visit Town Hall.

DEPARTMENTAL REPORTS

Planning Department

Planning & Zoning Administrator Steve Blount gave the monthly Planning report.

Code Enforcement Department

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

Police Department

Chief Mike File gave the monthly Police Department report; 1,347 call volume year-to-date and we have reduced our shift coverage with RCSO to 4 coverage days with 6–8-hour shifts. Officer Ryoti should be finished with FTO in October and will be on the road. We have identified a new BLET candidate, and he is currently in school and expected to take the state exam in January.

Fire Department

Deputy Fire Chief Doug Lewis gave the Fire Department report; October 15th is the open house event at the Fire Station.

Public Works Department

Public Works Director Joel Taylor gave the monthly Public Works Department report; October 1st will be the Fall mulch give-away from 7:00 a.m.-12:00p.m., delivery is available. Leaf vac will be starting up again October 1st asking all to place leaves on top of curbs in the grass area. Board gave approval for November 12th for Public Works to hang some Christmas decorations earlier for the Polar Express event occurring at the Transportation Museum.

Finance Department

Peter Franzese gave the monthly Finance Department report.

Library Report

Town Clerk Stacy Craven gave the monthly Library report; Winter Wishes event coming up at the Library on October 11th, please join in donating clothing items for Winter for children K-5 grade levels.

TOWN MANAGER REPORT

Manager Franzese gave his monthly report; RFQ received 9 responses and an on-call design/architectural services. Staff would like to establish "on call" contracts for 3 years with option to extend annually 2 additional years.

REQUESTS & COMMENTS BY THE MAYOR AND BOARD MEMBERS

Mayor Williams:

- Would like to express that volunteers are needed for the 9/24 race event and the parade as well. We need at least 30 volunteers and would take more. WinterFest will need volunteers also, if you have any issues in your home, please don't let it linger and reach for assistance.

Alderswoman Sledge:

- I would like to encourage everyone to take a look and do your homework for the upcoming election. Absentee ballots are available, and these roles affect us in our personal lives.

Alderman Muhammad:

- Thanks to Staff and all. We had more residents here tonight than we've had in a while. WinterFest event is coming up and I'm excited to see more happening this year.

Mayor Pro Tempore Secrest:

- Would like to echo employees we have the best all around. I would like to shout out East Spencer and Dunbar reunion. People were in line, and it was a wonderful event lots of rain and I hope for better weather next year.

Alderman Howe:

- No comments currently.

Alderman Morgan:

- Appreciates the efforts of the Mayor for assisting in an issue in my neighborhood area with property owners in Long Ferry Farms, I'm hoping to have good results with this situation.

Alderman Miller:

- Would like to recognize Bob Bish for attending tonight, it's good to see a friendly face. Would like to highlight Skye Allan and the Town murals as people are stopping and looking. Also, thanks to Rob & Beth Nance for the new Mexican restaurant in Town it is really good, and all should try it.

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

Mayor ProTem Secreast moved to adjourn to executive session for the purpose of discussion of personnel matters per N.C. General Statute 143-318.11(a)(6). Alderman Howe seconded the motion which carried by a vote of 6-0. The regular meeting stood in recess at 8:18 p.m.

RECONVENE OPEN SESSION

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

Mayor Williams reconvened the meeting at 9:01 p.m.

ADJOURNMENT

Alderman Muhammad moved to adjourn the regular meeting. Alderman Morgan seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 9:01 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

MINUTES

**Town of Spencer
Board of Aldermen
Closed Session
September 13, 2022**

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

Present were:

- Mayor Jonathan D. Williams
- Mayor Pro Tempore Patti Secreast
- Alderman Andrew Howe
- Alderman Steve Miller
- Alderman Sam Morgan
- Alderwoman Patricia Sledge
- Alderman Rashid Muhammad

Also, present were: Town Manager Peter Franzese, Town Atty Jay Dees, and Town Clerk Stacy Craven.

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

Mayor ProTem Secreast moved to adjourn to executive session for the purpose of discussion of personnel matters per N.C. General Statute 143-318.11 (a) (6). Alderman Howe seconded the motion which carried by a vote of 6-0. The regular meeting stood in recess at 8:18 p.m.

Mayor Williams briefed Board and released the floor to Town Clerk Stacy Craven, she spoke to the Board that she submitted her resignation to the Town Manager on Wednesday, September 7th and her effective last day with the Town will be on Wednesday, October 5th. The Board asked where she will be going and what will be her new role. No other questions or concerns regarding this matter.

RECONVENE OPEN SESSION

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

Mayor Williams reconvened the meeting at 9:01 p.m.

ADJOURNMENT

Alderman Muhammad moved to adjourn the regular meeting. Alderman Morgan seconded the motion which carried by a unanimous vote of 6-0. The meeting stood adjourned at 9:39 p.m.

Approved by:

Attest:

Jonathan D. Williams
Mayor

Stacy Craven
Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/11/2022

(Attach relevant documentation)

Issue under Consideration:	Consider approving group insurance renewal rates for 2022-23.
Current Status:	The Town's group insurance runs on a plan year that begins December 1. Our broker, Snow Benefits, recently received the renewal rates for 2022-23 and has met with staff. This year's renewal included a medical coverage quote from NCLM/Medcost.
Points to Consider:	The Town provides group, medical, dental, vision, life and other insurance benefits to full-time staff, with the option for staff to cover eligible dependents through payroll deduction. Staff also have access to other optional, cafeteria benefits provided through AFLAC (not part of this renewal as staff sign up directly with AFLAC if interested). Snow Benefits staff will attend on October 11 to provide a presentation about the renewal proposal for this year.
Financial Impact:	The Town's FY23 budget accommodates a renewal with up to a 8 percent cost increase. The BCBS plan renewal would provide an 18 percent premium decrease from the current rates. The Humana dental/vision/life plans have either no change or small increases.
Options:	
Recommendations:	Consider approving group insurance renewal rates for the plan year beginning December 1, 2023.
Department:	Town Manager/Finance

Benefit/Cost Summary 2022

BCBSNC/ "Grandfathered Plan"

\$10,000/\$10,000

Medical		SBG Renewal
Employee	13	\$323.93
Employee/Spouse	5	\$782.91
Employee/Child(ren)	7	\$675.49
Family	2	\$1,187.95
Monthly Cost		\$15,229.97
Annual Cost		\$182,759.64
Annual Difference		-18.6%

Dental		Humana	
		Ded	
		Employee	50
		Family	100
		Coinsurance	
		Preventive	100%*
		Basic	80%*
		Major	50%*
		Child Orthodontia	50%*
		Annual Max	1000
		Child Ortho Max	1000
		* there is no network for dentists. Benefits are paid on reasonable & customary by zip code.	
	13		\$31.60
	5		\$63.20
	5		\$86.83
	4		\$119.68
Monthly Cost		\$1,639.67	
Annual Cost		\$19,676.04	

Vision		Humana	
		In Network	Out of Network
		Wellvision Exam every 12mo	10 co-pay
		Prescription Glasses	Up to \$30
		Lenses	15 co-pay
		Frames	\$130 allowance
		Contact Lenses	up to \$130 allowance
			15% off up to \$104
	13		\$4.47
	5		\$9.48
	6		\$9.01
	2		\$14.15
Monthly Cost		\$187.87	
Annual Cost		\$2,254.44	

Life		Humana
	27	\$0.350
Monthly Cost		\$236.25
Annual Cost		\$2,835.00

These are our recommendations for the Town of Spencer's benefits for the year 20022-2023.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

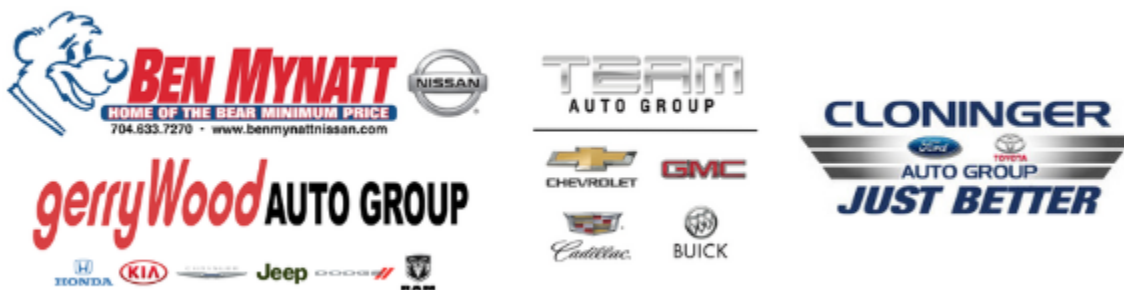
Board Meeting Date: 10/11/2022

(Attach relevant documentation)

Issue under Consideration:	Consider authorizing one day of paid administrative leave for a prize for staff participating in the Rowan County United Way campaign.
Current Status:	Chief Lanning is heading up our staff campaign effort for 2022.
Points to Consider:	The staff leadership team is requesting one day (calculated on the same basis as Holiday Pay as defined in Article VI. Section 1 of the Personnel Policy) of administrative leave as an incentive for staff participating in the Rowan County United Way campaign. All staff who sign up for a payroll deduction of at least \$1 per pay period would be entered in a drawing to win the administrative leave day. The goal is to encourage participation in the fundraiser, which serves to fund local agencies addressing critical needs across the Rowan County community. Peer local government agencies offer a similar incentive as part of their campaign program.
Financial Impact:	The value of the potential impact to the community greatly outweighs the potential value of one day of administrative leave for the winner.
Options:	
Recommendations:	Motion to authorize one day of paid administrative leave for a prize for staff participating in the Rowan County United Way campaign.
Department:	Town Manager

2022-2023 Rowan County United Way Auto Giveaway

Take every possible moment to thank our sponsors:



HERE IS HOW THE CAR GIVEAWAY WORKS

One donor could receive \$25,000 to put towards the purchase of a brand new vehicle by donating to Rowan County United Way! The more donors give, the more chances they get! More entries are put into a random drawing according to giving levels.

At each of the 4 report meetings, 3 names are drawn. The final 12 are in the hot seat at the Campaign Finale Event. Once the final winner is drawn, then the winner draws the name of the Rowan County Car Dealership that will donate the vehicle.

The winner must be at least 18 years of age, hold a valid driver's license and provide proof of auto insurance.

Total Pledge/Gift	Weekly Gift Amount	Ticket Entries
\$78-\$155	\$1.50+	1
\$156-\$233	\$3.00+	2
\$234-\$311	\$3.50+	3
\$312-\$389	\$6.00+	4
\$390-\$467	\$7.50+	5
\$468-\$545	\$9.00+	8
\$546-\$675	\$10.50+	10
\$676-\$749	\$13.00+	12
\$750+	\$14.00+	15

PLUS Entries received by the 2nd Report Meeting (10/11/2022) result in 3-for-1 entries!

↓ SEE NEXT PAGE FOR OTHER ENTRY DEADLINES ↓

CAR GIVEAWAY ENTRY DEADLINES

PLEDGE AMOUNT	# OF TICKETS	# OF TICKETS	# OF TICKETS
DEADLINE	10/11/22	10/25/22	11/8/22
\$78 - \$155	3	2	1
\$156 - \$233	6	4	2
\$234 - \$311	9	6	3
\$312 - \$389	12	8	4
\$390 - \$467	15	10	5
\$468 - \$545	24	16	8
\$546 - \$675	30	20	10
\$676 - \$749	36	24	12
\$750 & OVER	45	30	15



**Whole
Hearted
Harmony**

**YOUR
IMPACT**
IN 2021

**United
Way**



Rowan County

When community leaders **embrace our diversity**, leverage our combined **resources**, and **partner** with other Rowan residents, we extend and expand our ability to **address the adversity that some of our citizens face**.

YOUR Investment (2020-2022)



\$1,006,000
Mental Health



\$495,000
Healthy Lifestyle Behaviors



\$991,000
Substance Use



\$572,000
Basic Needs

71,780

Individuals were served in 2021 by the **19** funded programs that focus on substance use, mental health, healthy lifestyle behaviors and basic needs.



1,750

referrals made by NC 211 to Rowan County health and human service agencies; connecting individuals with necessary resources.

SUBSTANCE USE

1,703 children received education, counseling and treatment for substance use within their families.

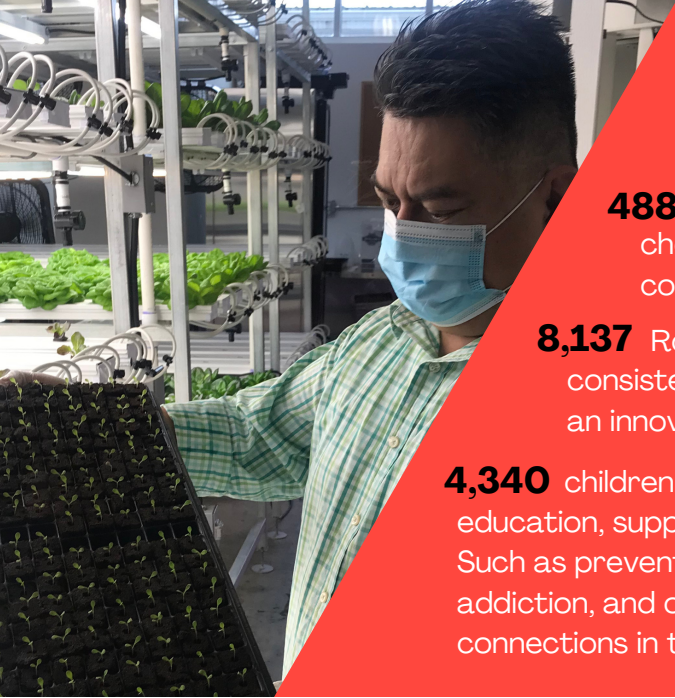
2,105 youth participated in programs providing an alternative to substance use, such as peer recovery and youth support initiatives.

19 individuals have remained substance-free, six months following treatment programs.

10 families restored due to free substance use treatment, counseling and housing.

Making our community a safer place through a partnership which uses strategically placed cameras to deter and combat crime such as narcotic violations.





HEALTHY LIFESTYLE BEHAVIORS

488 Rowan County residents proactively engaged in lifestyle choices that promote emotional well-being and healthy connections within the community.

8,137 Rowan County residents received education and have consistent access to nutritious, healthy, affordable food through an innovative hydroponics and community market program.

4,340 children and their family members received beneficial afterschool education, support and resources to make healthier lifestyle choices. Such as prevention methods for chronic disease, substance use addiction, and obesity AND promote emotional well-being and healthier connections in their community.

MENTAL HEALTH

2,182 families with children accessed free mental health services.

2,064 individuals received beneficial counseling and evidence-based therapy and treatment.

5,869 Rowan County residents received effective family support for mental health and substance use disorders; resulting in improving the overall well-being of their lives.

5 funded programs that provide services to increase the number of individuals who are able to support themselves and their family members regardless of ability to pay or insurance coverage.

1 newly developed Veteran Program that provides Post Traumatic Stress Disorder Treatment for **15** uninsured Veterans. Program provides assessments, treatment, medication management, assistance with obtaining insurance, individual counseling, peer support groups, and case management that identifies other needs in addition to their treatment.



BASIC NEEDS

28 families are now self-sufficient and have increased their income through financial education, job readiness classes and the use of monthly budgets.

89 victims of domestic violence and sexual assault received safe shelter and resources to prevent their homelessness and further abuse.

1 new transportation program that served **120** for local senior citizens and their family members to transport them to their medical appointments.

194 households received utility assistance to prevent families from living in substandard housing situations AND **87** households avoided eviction due to financial assistance.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
Regular Meeting 10/11/22

Issue under Consideration:	Board to consider awarding a Historic Preservation Incentive (HPI) Grant in the amount of \$323.03 to Patrick Bonhomme (701 South Carolina Avenue) for an exterior rehabilitation project.
Current Status:	The HPC approved a permit for the proposed project on September 19. The grant application is scheduled for review by the HPC on October 17. Due to timing, staff are requesting that the Board of Aldermen review the application prior to HPC review, and that any decision to approve a grant be conditional upon the HPC also approving the grant.
Points to Consider:	The applicant is requesting a grant to cover part of the cost of replacing the existing, deteriorated front door with a historically appropriate door. The approved replacement door is a custom wood door featuring TDL ("true divided lite") grilles. See <u>Staff Memorandum</u> for full details.
Financial Impact:	\$323.03 from budgeted line item.
Options:	Approve (conditioned upon HPC approval) / Deny
Recommendations:	Planning staff recommends that the governing board award a \$323.03 grant to the applicant, subject to the following condition: that the HPC also votes to approve the grant.
Department:	PLANNING & DEVELOPMENT SERVICES



Rowan's Original Gateway.

Date: September 29, 2022

To: Peter Franzese, Town Manager; Mayor & Board of Aldermen

From: Kyle Harris, Planner

Re: Historic Preservation Incentive Grant Request

701 South Carolina Avenue (Patrick Bonhomme)

- **Exhibit A: HPI Grant Program Guidelines**
- **Exhibit B: Application Form**
- **Exhibit C: Property Photographs**
- **Exhibit D: Product Specifications**

I. Grant Program Overview

The Historic Preservation Incentive (HPI) Grant Program was established in 2022 to assist owners of historic residential properties with exterior rehabilitation projects. The purpose of the program is to encourage the stabilization, preservation, and maintenance of Spencer's historic homes in accordance with the Town's adopted Historic District Standards. The grant is limited to owner-occupied residences. The Program Guidelines are attached (Exhibit A).

Grants are typically awarded for eligible projects by the Board of Aldermen after initial review and recommendation by the Historic Preservation Commission (HPC). The grant is typically awarded on a 50/50 matching basis with a maximum Town participation of \$2,000 per project. This is a reimbursement grant. Funds are issued at the completion and final inspection and approval of the project.

II. Patrick Bonhomme Request

Mr. Patrick Bonhomme (701 South Carolina Avenue) requests a grant of \$323.03 to help pay for half (50%) the cost of replacing his front door. The historic home features an original wood front door with TDL ("true divided lite") grilles. The door is deteriorated, and the locking mechanism no longer functions properly. (A prior forced entry to the home damaged the door and locks.) The owners are concerned about safety and security. The applicant plans to replace the door with a new custom wood (fir) door in an appropriate design. Due to the higher cost of custom wood doors, including wood doors featuring TDL grilles, the applicant seeks financial assistance to defray half the cost of the project.

Please Note: The HPC has already issued a permit for this project. The COA was issued on September 19. No additional permits are required.

The applicant-submitted grant request form is attached as Exhibit B. Photographs of the property, including photographs of the existing door, are attached as Exhibit C. Product specifications for the new custom wood door are attached as Exhibit D.

III. Next Steps

Due to safety concerns, the applicant wishes to install the new door as soon as possible. Usually, the HPC would review the grant request first and then make a recommendation to the Board of Aldermen. The governing board would then make a final decision on issuing the award. However, because the HPC does not meet again until October 17, staff requests that the Board of Aldermen consider the request first, followed by the HPC's review at their next regular meeting. This process would save the applicant 3 weeks of wait time on installing the new door.

IV. Staff Recommendation

Planning staff recommends that the Board **approve** a Historic Preservation Incentive (HPI) Grant in the amount of **\$323.03** to the applicant Patrick Bonhomme for the proposed front door replacement project, **subject to the following condition**: that the HPC must also make a favorable motion on the grant request for the grant to be awarded. The HPC may also add additional design restrictions to the project, as needed, to conform with the Historic District Standards.

Respectfully submitted,

Thomas Kyle Harris

Kyle Harris, Planner
Town of Spencer, NC



Historic Preservation Incentive Grant

Program Guidelines & Application Form

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

Program Overview & Purpose

The **Historic Preservation Incentive Grant** assists owners of historic residential properties with exterior rehabilitation projects. The purpose of the program is to encourage the stabilization, preservation, and maintenance of Spencer's historic homes in accordance with the Town's adopted Historic District Standards. The grant is limited to owner-occupied primary residences.

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 Historic Preservation Commission (HPC), 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.

Grants are awarded on a competitive basis for exterior maintenance and stabilization projects of primary residence, owner-occupied homes within Spencer's Historic District *and* for any such property *outside* the historic district that was built more than fifty (50) years ago. All exterior work must be approved through the Certificate of Appropriateness (COA) process, either as a Minor Work and reviewed concurrently with this grant application, or previously reviewed as a Major Work by the Historic Preservation Commission (HPC). Projects must meet the adopted *Historic District Standards* and the *Secretary of the Interior's Standards for Rehabilitation*. All proposals must meet all applicable code requirements of the Town of Spencer. Projects begun or completed prior to notification of award cannot be reimbursed. Properties with delinquent taxes cannot be considered.

Who can apply for funding?

- Any residential property owner for whom the subject property is their primary residence (owner-occupied residence).
- The historic home must be located within Spencer's Historic District (map available) or, if located outside the historic district, must have been built more than fifty (50) years ago.
- 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.
- Only one grant may be awarded per every other fiscal year (starting July 1).

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 (www.spencernc.gov) or by contacting town staff. Generally, improvements may include, but are not limited to:

- Replacement/stabilization of deteriorated features (e.g., original or historically accurate siding, windows and doors, masonry, etc.)
- Removal/replacement of non-original, inappropriate features or materials and restoring with original details and materials (e.g., removing vinyl siding to restore to original wood treatment while also restoring any original architectural features or details).
- Exterior painting, repainting, and patching.
- 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.
- Repair, reconstruction, and/or replacement of original architectural details.
- Roof repairs.

Examples of **ineligible** activities include:

- Routine maintenance.
- Tools used for repair work.
- Unapproved exterior alterations to properties in Local Historic District.
- Improvements made prior to grant approval.
- New building construction.
- Application fees, permit fees, and inspection fees.

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.
- Any preservation project is eligible. However, top priority will be given to projects with higher point totals based on the points system. The point system, described below, will be used to prioritize projects. All projects that meet the eligibility requirements would be eligible for grants; however, in the case of limited funds and a competitive process, projects with a higher point total would receive priority. In the case of multiple projects with the same point total, the Historic Preservation Commission (HPC) will recommend awarding the grant to the project that has submitted its complete application first.

What are the requirements?

- All proposals must:
 - Meet applicable zoning and code requirements of the Town of Spencer and comply with the Residential Historic Preservation Program Grant Guidelines set forth herein;
 - Application must receive a favorable recommendation from the Spencer HPC;
 - 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 rehabilitation projects are eligible, and priority is given to projects on primary street-oriented facades. (Side and rear projects are reviewed on a case- by-case basis).
- 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.

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

Priority consideration will be given to proposals that **stabilize severely deteriorated architectural features on historically or architecturally significant structures**. The detailed criteria that are used to rank applications is outlined in Addendum A of these guidelines. **Applicants are encouraged to familiarize themselves with these criteria in order to develop strong and competitive applications.**

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 Town Planner to review application requirements and to determine if the proposed project is eligible. Contact Kyle Harris, kharris@spencernc.gov or (704)-633-2231 ext. 20, or visit Town Hall, 460 South Salisbury Avenue.
2. If the property is located within the Spencer Local Historic District, 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 Town Planner 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 HPC at their next regularly scheduled meeting.
6. If the HPC 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 Town Planner immediately. Grantees are not authorized to make any changes to their approved scope of work without the review and subsequent approval of town staff. Failure to notify staff of desired changes in a

timely manner may result in forfeiture of the grant in its entirety.

11. When work is completed, the grantee must contact the Town Planner 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 Historic Preservation 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;
- ☐ 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.

Addendum A: Evaluative Criteria

Each application will receive a score ranging from zero (0) to seventy (70) based on the following evaluative criteria: the historic significance of the property; the project type; and the severity of the deterioration of the element that would be rehabilitated/stabilized as a result of the project. When there are more applications than funds available, higher-scoring projects will receive priority over lower-scoring projects. Additionally, lower-scoring projects are not guaranteed to receive the full 50/50 match. Applicants are therefore encouraged to develop proposals that will score higher in each category.

<i>Table: Evaluative Criteria</i>		POINTS <i>Select one per category</i>
Historic Significance		
Properties within the Spencer Historic District are categorized as <i>contributing</i> , <i>non-contributing</i> , or <i>intrusion</i> based on the historic significance of the structure. Many of the non-contributing structures are due to a non-historic addition or treatment, such as replacement windows or vinyl siding that covers historic features. Intrusion would represent a structure that is a contemporary addition to the district and has no significance whatsoever. For properties older than 50 years outside of the historic district, staff will score the property based on an assessment of its historic significance.		
Contributing Historic Structure		20
Non-Contributing Historic Structure		10
Intrusion (no historic or architectural significance)		0
If changes result in a contributing structure that was previously non-contributing		10
Project Type		
Replacement/stabilization of deteriorated features (e.g., original or historically accurate siding, windows and doors, masonry, etc.)		40
Removal/replacement of non-original, inappropriate features or material and restoring with original details and materials (e.g., removing vinyl siding to restore to original wood treatment while also restoring any original architectural features or details)		30
Painting		20
Repair Work (e.g., repointing/replacing brick or masonry elements, roofs, porches, foundations)		20
Other Non-Routine Maintenance (e.g., safety, utilities/energy retrofit, outbuilding maintenance)		10
Routine Maintenance. (Automatic disqualification.)		0
Severity of Deterioration		
Severe deterioration.		10
Average deterioration.		0
Total Points (0-70)		

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 HPC 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 the program. 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>
70	40-50%
60	35-50%
50	30-50%
40	25-50%
30	20-50%
20	0%
0-10	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.



Historic Preservation Incentive Grant

Application Form & Checklist

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

Note: This is a reimbursement grant. If your application is accepted, you will be responsible for paying for all expenses up front, documenting the expenses, and submitting paid receipts prior to reimbursement. Funds will be provided based on the original grant award. Applicants must read the *Program Guidelines*. If you have any questions, or to schedule a consultation, please contact Kyle Harris, Town Planner, by email at kharris@spencernc.gov or 704-633-2231 ext. 20.

Submit To: Kyle Harris, Town Planner, to: kharris@spencernc.gov.

APPLICANT INFORMATION

Property Owner Name:

Property Owner Email:

Property Owner Phone:

PROPERTY INFORMATION

Address:

Rowan County Parcel ID:

Date of Construction (if known):

GRANT INFORMATION

Total Project Cost (please attach itemized estimate):

Funding Request (Please enter your funding request up to \$2,000):

☑ Checklist

☐

I have read the Program Guidelines in their entirety. I understand that any questions I have regarding this program, including eligible expenses, should be directed by email to Spencer's Town Planner at kharris@spencernc.gov.

☐

I understand that this is a reimbursement grant and that I will be responsible for paying all expenses up front, documenting the expenses, and submitting receipts for approval.

☐

I understand that this grant requires a private match. I acknowledge that I will contribute a 50/50 "dollar-for-dollar" match for every public dollar requested.

☐

The home for which I am seeking a grant is my primary residence (owner-occupied) and is located within the Spencer Historic District. If my home is outside the district, I certify that it was constructed at least 50 years ago.

☐

I have attached the following: (1) photographs showing existing condition of the areas for repair or improvement; (2) itemized estimate or a materials list including total project cost; and (3) project plans and specifications or other appropriate design documentation.

Exhibit A: Program Guidelines

PROJECT TYPE		
☐	Replacement/stabilization of deteriorated features	
☐	Removal/replacement of non-original, inappropriate features or materials and restoring with original details and materials.	
☐	Painting.	
☐	Repair Work.	
☐	Non-Routine Maintenance.	
PROJECT DESCRIPTION		
Using the space below, please provide a clear and detailed description of the full scope of the project for which you are seeking grant funding. For a list of eligible expenses and project types, see Program Guidelines. Priority will be given to projects that stabilize severely deteriorated architectural features on historically or architecturally significant structures. If you need additional space, please attach additional (typed) pages.		
SIGNATURE		
By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the Program Guidelines, the laws of the State of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations. Submission of this application does not constitute award of a grant or issuance of a permit. The Town of Spencer reserves the right to request additional information to ensure complete review.		
Signature of Applicant:	Date:	<i>Town Seal indicates receipt of completed application.</i>
OFFICE USE ONLY		
Received By:	Date:	
Application Completed?	Note:	

SPENCER

NORTH CAROLINA

Rowan's Original Gateway.

Historic Preservation Incentive Grant

Application Form & Checklist

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

Note: This is a reimbursement grant. If your application is accepted, you will be responsible for paying for all expenses up front, documenting the expenses, and submitting paid receipts prior to reimbursement. Funds will be provided based on the original grant award. Applicants must read the *Program Guidelines*. If you have any questions, or to schedule a consultation, please contact Kyle Harris, Town Planner, by email at kyle.harris@spencernc.org or 704-633-2231 ext. 20.

Submit To: Kyle Harris, Town Planner, to:

APPLICANT INFORMATION

Property Owner Name: Patrick Bonhomme

Property Owner Email: pbonhomme@hotmail.com Property Owner Phone: 980-892-2761

PROPERTY INFORMATION

Address: 701 S Carolina Ave

Rowan County Parcel ID:

Date of Construction (if known):

GRANT INFORMATION

Total Project Cost (please attach itemized estimate): \$646⁰⁰

Funding Request (Please enter your funding request up to \$2,000): \$323⁰³

Checklist



I have read the Program Guidelines in their entirety. I understand that any questions I have regarding this program, including eligible expenses, should be directed by email to Spencer's Town Planner at



I understand that this is a reimbursement grant and that I will be responsible for paying all expenses up front, documenting the expenses, and submitting receipts for approval.



I understand that this grant requires a private match. I acknowledge that I will contribute a 50/50 "dollar-for-dollar" match for every public dollar requested.



The home for which I am seeking a grant is my primary residence (owner-occupied) and is located within the Spencer Historic District. If my home is outside the district, I certify that it was constructed at least 50 years ago.



I have attached the following: (1) photographs showing existing condition of the areas for repair or improvement; (2) itemized estimate or a materials list including total project cost; and (3) project plans and specifications or other appropriate design documentation.

Exhibit B: Application Form (Grant Request)

PROJECT TYPE

☒	Replacement/stabilization of deteriorated features
☐	Removal/replacement of non-original, inappropriate features or materials and restoring with original details and materials.
☐	Painting.
☐	Repair Work.
☐	Non-Routine Maintenance.

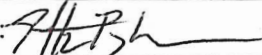
PROJECT DESCRIPTION

Using the space below, please provide a clear and detailed description of the full scope of the project for which you are seeking grant funding. For a list of eligible expenses and project types, see Program Guidelines. Priority will be given to projects that stabilize severely deteriorated architectural features on historically or architecturally significant structures. If you need additional space, please attach additional (typed) pages.

Changing the front door

SIGNATURE

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

Signature of Applicant: 	Date: 09/23/22
---	----------------

OFFICE USE ONLY

Received By: 	Date: 9-29-22
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Application Completed?	Note:
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Exhibit C: Property & Door Photographs



Exhibit C: Property & Door Photographs

Exhibit C: Property & Door Photographs



Exhibit C: Property & Door Photographs

Exhibit C: Property & Door Photographs



Exhibit C: Property & Door Photographs

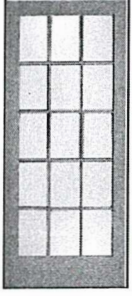
Exhibit D: Product Specifications

9/21/22, 1:04 PM

m2o Quote Form

- **Insulation:** Single Pane Safety Glass
- **Model:** F1515
- **Door Only Machining:** Door Only - NO Machining
- **Hinge Type:** None
- **Bore:** None
- **Carton Wrap:** No

Item Total: \$ 646.06
Item Quantity Total: \$ 646.06

Item: 0002: Ext 36" x 84" F1515	Location:	Quantity: 1
	Fir 36"x84" Door Only	646.06

Configuration Options [Hide](#)

- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Wood Exterior
- **Product Type:** Exterior
- **Region:** East
- **Product Material:** Standard Series Wood
- **Material Type:** Fir
- **Configuration (Units viewed from Exterior):** Door Only
- **Factory Finish Option:** No
- **Slab Width:** 36"
- **Slab Height:** 84"
- **Product Style:** French
- **Raised Molding:** None
- **Glass Type:** Clear
- **Grille Type:** 1-1/4" TDL
- **Insulation:** Single Pane Safety Glass
- **Model:** F1515
- **Door Only Machining:** Door Only - NO Machining
- **Hinge Type:** None
- **Bore:** None - *needed*
- **Carton Wrap:** No

Item Total: \$ 646.06
Item Quantity Total: \$ 646.06

Unit Summary

Item	Description	Quantity	Unit Price	Total Price
<u>0001</u>	Ext 36" x 80" F1515	1	\$ 646.06	\$ 646.06
<u>0002</u>	Ext 36" x 84" F1515	1	\$ 646.06	\$ 646.06

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/11/2022

Issue under Consideration:	Park Plaza Office Budget Ordinance Amendment
Current Status:	As of June 30, the Town has officially closed the Park Plaza Project. All remaining cash and accounts receivable balances of \$46,591 were transferred to the General Fund.
Points to Consider:	The Town is still waiting on a generator to be installed. Of the funds transferred to the General Fund, \$31,200 was designated for the purchase of a generator. The remaining funds were for additional items needed for the facility that contracts have not yet been issued. There are also some additional needs that if incurred may exceed the total funds transferred to the General Fund. The \$31,200 for the generator must be used to purchase one per USDA requirements.
Financial Impact:	The Town had already designated the \$46,591 for Park Plaza improvements. An additional \$3,409 is included for potential increases due to higher contract prices and unanticipated expenses.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve Park Plaza Office Budget Ordinance Amendment 22-022.
Department:	Town Hall

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
GENERAL FUND FY 21-22 BUDGET
ORDINANCE 22-022
OCTOBER 11, 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. To amend the FY 22-23 expense appropriations as follows: Appropriate funds from fund balance in the General Fund to fund the purchase of a generator and other improvements for the Park Plaza Town Office Building.

Section 2. The following General Fund line items are amended as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3991-000	Appropriated Fund Balance	\$510,259	\$560,259	\$50,000

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4130-351	Maintenance-Buildings	\$2,500	\$21,800	\$19,300
10-4130-550	Capital Outlay-Other Equip.	\$ 0	\$31,200	<u>\$31,200</u>
	Total			\$50,000

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 11th day of October 2022.

Tamara Hatley, Interim Town Clerk

Jonathan Williams, Mayor

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/11/2022

Issue under Consideration:	Police Vehicles Budget Ordinance Amendment
Current Status:	The Police Department has been notified that the delivery time for Police vehicles is currently almost a year. It was anticipated that there would be a request in next year's budget for three replacement vehicles. The same issue exists for items required to up-fit them based on current delivery times.
Points to Consider:	If the Town decides to wait till after July 1, 2022 to order any new Police vehicles, it is anticipated they will not be received till after July 1, 2024, With the supply chain issues that have been observed with Police vehicles, it is anticipated the price may be significantly higher if they are ordered nine months from now. In prior years, vehicle manufactures would request customers notify they how many vehicles they planned to order in the next fiscal year with firm commitments. This year, they are requesting a Purchase Order to confirm all purchases.
Financial Impact:	The Town will need to appropriate Fund Balance in the General Fund to have sufficient funds to order the three vehicles. It is not anticipated that the expenditure of these funds will occur prior to July 1, 2023. There is sufficient fund balance in the capital replacement fund to pay for the up-fit cost of these vehicles.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve Police Vehicles Budget Ordinance Amendment 22-022.
Department:	Police Department

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
GENERAL FUND FY 21-22 BUDGET
ORDINANCE 22-021
OCTOBER 11, 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. To amend the FY 22-23 expense appropriations as follows: Appropriate funds from fund balance in the General Fund and transfer the funds to the Capital Reserve Fund for the purchase and equipping of two police vehicles.

Section 2. The following General Fund line items are amended as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3991-001	Appropriated Fund Balance - Capital	\$197,673	\$309,321	\$111,648

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4110-930	Transfer To Capital Reserve Fund	\$197,673	\$309,321	\$111,648

Section 3. The following Capital Reserve and Replacement Fund line items are amended as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-3984-010	General Fund Contribution	\$196,673	\$309,321	\$111,648
30-3991-000	Appropriated Fund Balance	0	10,947	<u>10,947</u>
	Total			\$122,525

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-4310-540	CO-Vehicles	\$76,487	\$188,135	\$111,648
30-4310-550	CO-Other Equip	14,926	25,873	<u>10,947</u>
	Total			\$122,525

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 11th day of October 2022.

Tamara Hatley, Interim Town Clerk

Jonathan Williams, Mayor

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/11/2022

(Attach relevant documentation)

Issue under Consideration:	Consider authorizing the Town Manager to execute a Special Event Agreement
Current Status:	After a successful inaugural year in 2021, the 2022 Winterfest is approaching quickly and staff recommends entering into a Special Event Agreement to outline the responsibilities of the Town and the Spencer Partnership nonprofit.
Points to Consider:	The Winterfest Event is produced by the Spencer Partnership, with key contributions from the Town of Spencer. The Town's contributions include use of property, in-kind services and support, as well as financial sponsorship. The Spencer Partnership focuses on event planning, operational management, and fundraising.
Financial Impact:	In addition to the use of Town property, staff, and services, the event is supported by the Town financially through consideration of an event sponsorship in the budget process. The Town also provides general liability insurance coverage for the event, subject to policy limitations and with insurance coverage required for various vendors.
Options:	
Recommendations:	Motion to authorize the Town Manager to execute a Special Event Agreement with the Spencer Partnership.
Department:	Town Manager

NORTH CAROLINA

ROWAN COUNTY

SPECIAL EVENT AGREEMENT

This Special Event Agreement (“Agreement”) is made this the ____ day of _____, 2022, by and between the Town of Spencer, (“Town”), a North Carolina municipal corporation and the Spencer Partnership, Inc. (“SPI”), a North Carolina non-profit corporation, as follows:

RECITALS:

WHEREAS, SPI is a local non-profit that organizes and promotes special events in the Town, specifically including the event known as Winterfest (the “Event”);

WHEREAS, the Event is held annually over two weekends in December, and planning for upcoming Events is a continual and year-round process.

WHEREAS, the Town has agreed to provide certain real property, services and financial and in-kind contributions to facilitate the Event;

WHEREAS, SPI has agreed to provide event planning and operational management, including additional fundraising in order to secure the success of the Event;

WHEREAS, both the Town and SPI desire to enter into this Agreement to set forth each party’s expectations and obligations;

NOW THEREFORE, in consideration of the mutual promises contained herein the parties hereto agrees as follows:

1. Town and the SPI each represent to the other that it has received the appropriate approval of its respective board and that by signing below each is authorized to enter into this Agreement and the same shall be valid and binding on each of them.
2. The Town shall consider in its annual budget process a sponsorship in the amount of Twenty Thousand Dollars and No Cents (\$20,000.00) for approved expenses related to the Event (the “Sponsorship Amount”).
3. Any and all costs of the Event exceeding the Sponsorship Amount above shall be the exclusive responsibility of SPI. SPI hereby assures the Town and represents and warrants that it has sufficient funds on hand, restricted or otherwise, or shall raise such funds to properly promote and manage the Event.
4. Responsibilities of the Parties:
 - A. Town shall:
 - a. Provide the Sponsorship Amount appropriated in the annual operating budget; and

- b. Provide access to certain real property commonly known as the Town Hall and Police Department, associated parking lot and the park that may be developed on this location in the future, and use of Lease Space that is adjacent to Town Hall, subject to availability, for the Event; and
- c. Provide insurance coverage for general liability of the Event; and
- d. Provide periodic in-kind support with materials and staff for Event set up, security and safety, and maintenance. Law Enforcement Officers requested beyond the Town's available patrol staffing level may be arranged through the Off-Duty Hire process.

B. SPI shall:

- a. Provide turnkey Event planning, including site power supply needs; vendors space such as huts and tents; portable bathrooms, lights, and related infrastructure;
 - b. Provide Event promotions;
 - c. Provide additional fundraising consistent with the financial assurances above;
 - d. Provide Event management, including volunteers, vendors, performers, and day to day operations.
5. Town, during the term hereof and for two (2) years after completion of the Event, shall have the right to audit, either itself or through an independent auditor at Town's expense, all books and records related to the Event.
6. Either Party may terminate this Agreement for breach of its terms by the other Party provided the non-breaching Party has provided notice of such breach and the breach remains uncured for more than ten (10) days or a reasonable longer time consistent with time needed to cure the breach.
7. Notices to each Party:
- | | |
|---|---|
| Town of Spencer
ATTN: Town Manager
460 S. Salisbury Avenue
Spencer, NC 28159 | Spencer Partnership, Inc.
ATTN: C. Nicholas Bishop, Registered Agent
600 S. Salisbury Avenue
Spencer, NC 28159 |
|---|---|
8. This is the entire Agreement between the Parties, and the same may be executed in multiple originals. Any amendments to this Agreement must be in writing and approved by each Party's respective Boards.

9. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina and venue for any and all actions arising out of this Agreement shall be Rowan County, North Carolina.
10. No delay or omission by either Party to exercise any right or power it has under this Agreement shall impair or be construed as a waiver of such right or power, nor shall any such omission or waiver of a covenant or breach operate as a waiver of any succeeding breach.
11. The invalidity of one or more of the provisions contained herein shall not affect the validity of the remaining portions of this Agreement so long as the material purposes of this Agreement can be determined and effectuated.

{Signature Page Follows}

IN WITNESS WHEREOF, each of the parties has duly executed this Special Event Agreement for the operation of Winterfest to be duly executed by its authorized representative as of the date first written above.

TOWN OF SPENCER

BY: _____

Its: Mayor/Manager

Attest:

Its: Clerk

SPENCER PARTNERSHIP, INC.

BY: _____

Its: ____President

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

Name: Christie Hutchinson

Town Interim Finance Officer

2022 NCLM Insurance Pool Safety Grant Rules & Guidelines

A program exclusively for NCLM workers' compensation and property and liability pool members

The Safety Grant program has allotted \$100,000 in each pool to help members purchase equipment and services that will significantly reduce the potential for future workers' compensation, property/casualty, or liability insurance claims. Members are eligible for up to \$5,000 in matching grants for each pool in which they participate. See section V for maximum award amounts based on premium contribution.

Award amounts for all applications will be based on how well the applicant has followed up on and completed risk control recommendations over the past two years. Grant applications may be denied or partially awarded based upon this review. This is in addition to the existing requirement that all level "4 and 5" risk control recommendations be completed. See Section IV for more details about these award considerations.

Please read this entire document carefully to review equipment and services eligibility, grant limitations, and other requirements before completing the 2022 application. This will save valuable staff time and help us serve you more efficiently.

The grant process is automated and located on the NCLM website. Included in this guide are the portal/uploading instructions. You are required to contact your Risk Control Consultant (see appendix) or call Tom Anderson, Director of Risk Control, at 704-517-8496 with questions prior to completing your application and for identifying appropriate risk mitigation items and equipment.

I. APPLICANT ELIGIBILITY AND APPLICATION SCHEDULE

Only current NC League of Municipalities Risk Management Services (RMS) workers' compensation or property and liability insurance pool members may apply, according to the schedule below.

Application Period	Application Received by RMS	Grants Awarded
Grant Opens	August 1, 2022 – November 30, 2022	December 2022

- Each member can receive only one grant award (per pool) each fiscal year (July 1st – June 30th). Requests from multiple departments must be combined into a single application.
- Members may apply for up to five (5) individual items on each pool grant submission. Please list the items for reimbursement in the order of priority as not all reimbursement requests are guaranteed. This does not apply to items with multiple required parts for full implementation such as surveillance systems.
- Grant requests including quotes must be submitted by the November 30, 2022 close date.

- There is no guarantee that a grant will be awarded or fully funded. Please keep this in mind if equipment is purchased prior to receiving an award letter. If special circumstances exist where equipment is needed to address a high hazard or imminent danger situation, we encourage you to contact your Risk Control Consultant who can evaluate the issue and bring it to the Awards Committee for immediate consideration. After committee review, we will notify you of the award decision.
- The equipment or service must be associated with the participating member's insurance pool. For example, members who only participate in the RMS workers' compensation pool would not be eligible for a grant to purchase video security equipment for their facility.
- Grant awards are valid for **six months** from the date that the award letter or email was issued to the member. After that time, they expire. Unused grant awards will immediately expire if a member leaves the RMS insurance pool.
- A member who does not use at least some portion of a grant award before it expires will be ineligible for the grant program for a period of one year. Members with unused grant awards must complete their existing grant-related purchase(s) prior to submitting a new grant application.

II. ELIGIBLE EQUIPMENT & SERVICES

The equipment or services being requested in the application must have a legitimate beneficial impact on the member's loss exposure(s). The primary benefit of the item must be to reduce the likelihood of a claim, and/or improve the municipality's risk management efforts. Equipment must directly and primarily benefit the municipality, its employees, facilities, etc., rather than the general public at large. Equipment or items that are required for normal business operations, routine operating expenses, repairs, or disposable personal protective equipment are not eligible for the program. It is preferable to contact Risk Control when considering equipment with limited claims reduction/risk management benefits for feedback on the potential eligibility of items. This can avoid rejection of the application and potentially losing out on grant funds.

With regard to services, the cost of installation for an approved item (e.g. electrical, installation of a security system, etc.) is eligible for the program, as is the consulting fee associated with performing ergonomic functional analysis when done to update a high-risk job description.

The spirit of this program is to help make high-cost risk mitigation items more affordable while ensuring that as many members as possible can apply. In all cases, the total reimbursement request must be at least \$200.

Examples of eligible requests (not a complete list):

- Portable or installed eye wash stations meeting ANSI Z358.1.
- Ergonomics-focused gear for law enforcement such as under-clothing duty-belt harnesses and external carrier vests designed to transfer the weight of the duty belt from the officer's hips to the shoulders. This may not be used in addition to purchases under RMS Body Armor Grant Program that included carrier vests.

- Material handling equipment such as utility cover lifters, hydraulic lifting tailgates, truck cranes, cylinder/tank lifters, powered pallet jacks, miscellaneous lifting equipment, fire hose rolling equipment, wheel dollies, and drum grasps for forklift.
- Portable multi-gas meters. Please contact Risk Control for equipment specifications.
- Portable light towers for work zone and flagger station illumination. These lighting units are only eligible when they can provide down-lighting or are on light stanchions. The stanchion height must be no less than 12 feet and the light output no less than 20,000 lumens. Ground level illumination is typically not eligible.
- General safety equipment such as flammable liquids cabinets, oily waste/shop rag containers, spill containment pallets and equipment related to lockout/tagout, fall protection, and machine guarding.
- Bollards to protect above ground fuel storage tanks, insured structures, etc.
- Fuel nozzle shutoffs and breakaway hose valves for vehicle fuel systems.
- Trench protective systems such as trench boxes, shielding systems, and shoring.
- Video cameras specifically designed for sewer pipeline inspection to prevent sewer back-ups.
- Theft/vandalism deterrent video surveillance systems for buildings. Systems must be able to be viewed via the internet or have proof of secure installation (or with the DVR located offsite) to prevent unit theft. Video surveillance systems that record to DVRs only and have no internet access will only be permitted if the member provides supporting evidence that the DVR is secured in a lock box and cannot be removed from the premises during a burglary.
- Equipment and/or facility upgrades noted in member-specific RMS Risk Control recommendations, except as otherwise prohibited. This includes the cost of professional installation services, such as use of a licensed electrician to address identified electrical hazards.
- Request for training must be reviewed with your RMS Risk Control prior to submitting grant application.
- Police body cameras – The following criteria must be satisfied prior to approving a grant for police body cameras:
 - The agency must complete the Leagues' Law Enforcement Risk Review Program.
 - The agency's budget must include funding for continued operation (maintenance, data storage, replacement units, etc.).
 - All first-responding officers must be equipped with in-car camera systems,
 - Policies must address privacy concerns and data acquisition, storage, and retention.
 - In-car cameras will not be replaced by body cameras
 - NCLM Risk Management must approve the model of body camera
 - Agency must address the 33 recommendations outlined in the U.S. Department of Justice "Implementing a Body-Worn Camera Program, Recommendations and Lessons Learned".

- Ergonomic functional analyses that are intended to document the essential physical functional elements that are associated with a given job. We want to support municipal efforts to update the functional elements in their job descriptions—particularly in higher hazard positions. Updating these elements supports the hiring process, improves ADA compliance and positively impacts the transitional return to work process when an employee is injured at work. To qualify for an award and reimbursement, the following parameters apply:
 - ✓ The functional assessment must be performed by a licensed provider that has a PT, OT, CEES or other appropriate certification and who has demonstrated experience performing these evaluations.
 - ✓ The assessment results must be used to update a high hazard job description. Eligible positions include highway maintenance worker or working road foreman/supervisor, police officer, full time paid firefighter, and transfer station attendant.
 - ✓ The completed functional analysis must be used to update the job description. The completed job description, along with a copy of the functional analysis report must be provided to us at the time reimbursement is requested.
 - ✓ The maximum reimbursement amount is up to \$600 per analysis (subject to the limits noted in section V). This award and reimbursement is also limited by eligibility and reimbursement requirements and limitations that are outlined elsewhere in this document.

Examples of ineligible requests - note that this list is not all inclusive:

- Radio communication equipment
- Flashlights, back up lighting, and strobe lights
- Weapons or ammunition
- Power tools
- Equipment repair or inspections
- Permanent roadside traffic signage
- Electronic speed advisory signage
- Emergency apparatus reflective markings
- Automatic emergency defibrillators (AEDs)
- First aid kits
- Fire extinguishers
- ADA compliance retrofitting
- Emergency standby generators
- **Any personal protective equipment (PPE) OSHA requires the employer to provide to employees**
- Ladders
- Speed bumps
- Licensing fees
- Central station monitoring fees
- Gloves (except puncture resistant gloves for law enforcement and firefighting gloves)
- Jacks and jack stands
- Routine maintenance
- Repairs/maintenance to building, roads, and sidewalks
- Safety vests or reflective clothing
- Police Soft Body Armor (see the soft body armor grant application)

III. VENDOR QUOTES & SUPPORTING INFORMATION

Interested members need to submit applications that specify what is desired, explain its intended purpose, and provide cost details in the form of a quote. We strongly encourage members to control costs (so the program can help more municipalities) by seeking competitive pricing from multiple vendors. Quotes must be uploaded to the grant portal for each of the items to be purchased.

- Requested equipment must meet applicable ANSI, ASTM, NFPA or other applicable performance standards. Product literature must be included with the application to provide documentation that the requested equipment or items meet applicable codes or standards. For example:
- When applying for ergonomic functional analysis, please provide vendor qualifications and experience, along with the quotation for the services desired.
- Photocopied pages from the “USABlueBook” or similar sources will not be considered as an adequate quote, due to the high cost of these vendors. Members that submit quotes from these sources with their application will be asked to obtain alternate quotes, unless they can demonstrate that other quotes are higher.
- You are encouraged to include shipping costs as part of the grant application. To do that, make sure your vendor includes a shipping cost estimate in the quote you submit with your application.
- **Do not include state tax as part of the grant request.**
- The cost of professional installation of equipment is grant eligible. It is crucial that members obtain a quote or estimate of these costs in advance and include that information as part of the application.
- Applications must include actual copies of the vendor quotes with costs itemized. Illustrated product literature must also be included to provide a visual representation of each item and to confirm that each meet the required standards.
- Summarize the vendor’s quote information and write it in the application form. Indicate the cost per item and the number of items requested.

IV. APPLICATION GUIDELINES

Applications will be considered only when they meet the following requirements:

- All uploaded applications **must include a signature page signed by the senior municipal official** (e.g. manager/administrator, mayor, or select board member). For the purpose of this grant, department heads are **NOT** considered senior municipal officials.
- Complete and signed applications must be uploaded to the grant portal and received within the prescribed applications periods outlined in Section I.

- To be considered "complete", all applications must contain the required elements outlined in Section III of this guideline. We strongly encourage you use the checklist located in Section VII to help determine whether you are submitting a complete application.
- To be eligible for a full award, the applicant must have completed all level "3, 4 or 5" RMS Risk Control recommendations, as well as, completed at least 50% of any Risk Control recommendations issued from visits between 1/1/2022 and the present.

Recommendations are considered outstanding when they have not been addressed within 60 days from the date of the risk control visit. Note that this requirement applies to all departments or operating units within a given municipality.

Members with outstanding recommendations may submit applications that include systems and/or equipment that will correct the outstanding recommendation(s). For example, if a member has one outstanding level "3, 4 or 5" recommendation, they may submit an application that includes equipment or services that address the level "3, 4 or 5" recommendation and include other appropriate items as well. This application would be eligible for consideration because it addresses an outstanding level "3, 4 or 5" recommendation that would otherwise render the member ineligible for the program.

You should review recent risk control action plans to determine whether recommendations have been addressed. Alternatively, you may contact your risk control representative to obtain copies of these reports or ask questions about the degree of compliance with risk control recommendations.

- Applications should be completed electronically at www.nclm.org
- All documents must be legible.

Additional application requirements include:

- Funding applied for or received from any other grant sources must be deducted from the cost of the item(s) requested. The member's "net" costs (after consideration of other grant monies) are still eligible for reimbursement under the RMS equipment grant program.
- The application must include supporting documents that provide:
 1. a **clear** description of the equipment requested and vendor price quotations.
 2. Be sure to include additional costs such as shipping and installation as part of the application documentation. **Taxes must be excluded and will not be reimbursed.**
- **IMPORTANT:** In the application, explain why this equipment is needed and how it will aid in reducing the frequency and/or severity of workers' compensation, property, auto or liability claims.

V. AWARD AMOUNTS

Members are eligible for up to 50 percent of the quoted cost of qualifying equipment with a maximum award that is limited by the member's 2021 RMS insurance pool premium. Award amounts are shown in the table below:

2021 RMS Pool Premium	Maximum Award
Minimum contribution to \$1,000	\$250
\$1,001 - \$3,000	\$500
\$3,001 to \$5,000	\$1,000
\$5,001 to \$10,000	\$1,500
\$10,001 to \$15,000	\$2,000
\$15,001 to \$20,000	\$3,000
\$20,001 to \$25,000	\$4,000
\$25,001 +	\$5,000

- Grants will be awarded or declined at the sole discretion of the Awards Committee, which is comprised of NCLM Risk Management Services staff. The Awards Committee will award grants in December of each year, after which the applicant and RMS contact will be notified of the award or rejection.
- Members may apply for up to **five (5) individual items** on each pool grant submission. Please list the items for reimbursement in the order of priority as not all reimbursement requests are guaranteed. This does not apply to items with multiple required parts for full implementation such as surveillance systems.
- Applications are considered on a first come, first serve basis, but consideration can be made according to priority. There is no guarantee that funding will be available for the entirety of the application period.
- All applicants will receive an award letter or email indicating the award amount or a rejection letter indicating why the application was rejected in whole or in part. Amounts noted in the award letter will be based on the quote detail provided in the application and its supporting documents, as well as program limitations. Please contact us if you have any questions about the award or rejection correspondence.
- The grant program will only reimburse up to 50 percent of the member's final (net) costs. Monies anticipated or received from other grant sources will be deducted before calculating awards.

VI. OBTAINING REIMBURSEMENT AFTER THE PURCHASE

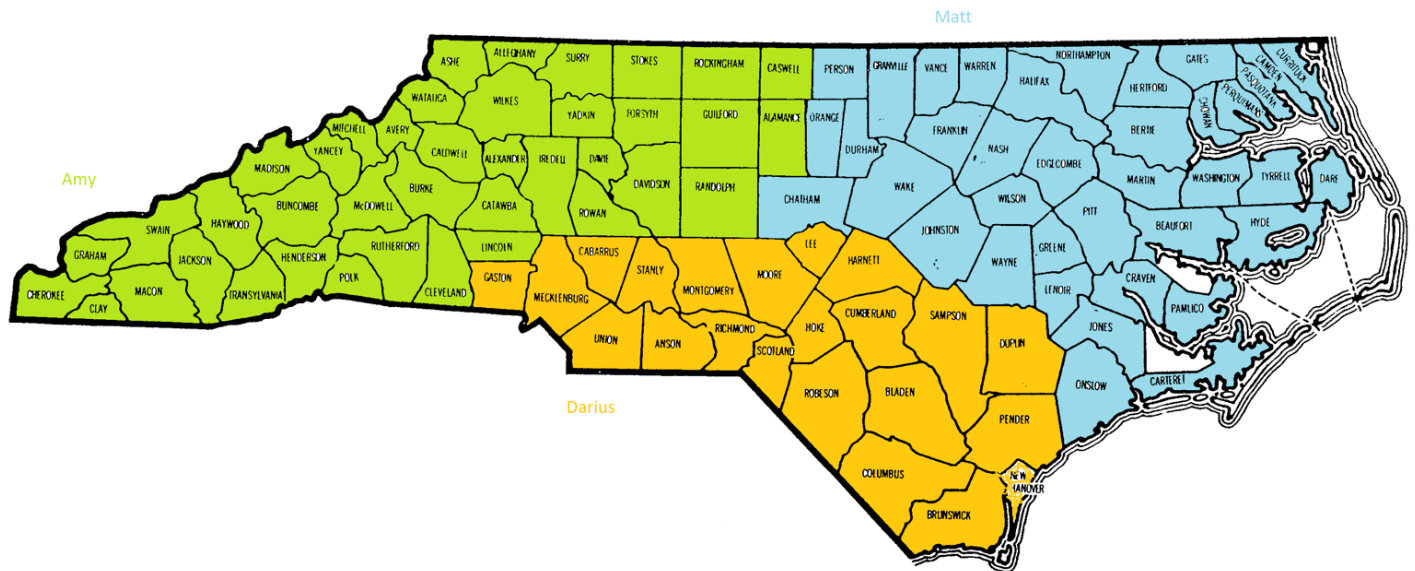
After your municipality has purchased **all** desired qualifying equipment or service within the required timeframe, you must provide proof of purchase **and** payment to obtain reimbursement.

- All purchased items must be identical to or of equivalent or superior quality to items that were approved in the application process; otherwise, they may not qualify for reimbursement. Substituting lesser quality items may result in no reimbursement for those items. Purchasing fewer items than what was proposed in the application will result in a reduction adjustment to any reimbursement. Please contact us if you have any questions.
- If actual expenditures on approved items exceed the quoted costs, reimbursement will be based on the **approved quoted costs** for those items. If the actual purchase costs are less than the quoted costs, the reimbursement will be for the approved actual cost of the items. In no case will the grant pay more than the amount stated in the award letter.
- Grant awards not spent on equipment that was in the grant application may not be “reallocated” to other equipment. If specific items are not purchased, those reimbursement monies are forfeited unless prior approval has been obtained in writing.
- Send the following documentation for all items purchased:
 - A clear description of the items purchased with cost per item and shipping costs clearly shown.
NOTE: (Reimbursements will not be provided if the items and paid proofs are not clear, concise, and verifiable)
 - Vendor paid invoice(s).
 - Proof of payment in the form of a copy of the cleared check(s) used to pay for equipment. Ideally, the check(s) should reference the vendor’s invoice #.
 - For fire and security systems, include evidence that the system is centrally monitored. For onsite DVR/video surveillance systems, submit evidence that the DVR is securely located.
 - Reimbursement for completed ergonomic functional analysis must include the completed functional analysis report and the updated job description that includes the new functional analysis information. This is in addition to the above financial documentation.
- Submit and attach the above documentation to the grant portal as the original quotes were submitted.

NOTICE: Members must review their Safety Grant requests with their associated Risk Control Consultants prior to submission.

1. Western Region- Amy Whisnant, 828-231-0276, awhisnan@NCLM.ORG
2. Eastern Region- Matt Reid, 919-404-1857, mreid@NCLM.ORG
3. Southern Region- Darius Chisholm, 704-491-9493, dchisholm@nclm.org
4. Fire Department Requests- TJ Deluca, 919-830-6999, tdeluca@nclm.org
5. Police Department Requests- Matthew Selves, 704-902-2692, mselves@nclm.org

Risk Control Consultant Region Map



VII. APPLICATION CHECKLIST

Before you send your application, please use the following checklist to help ensure that your application won't encounter administrative snags. This is a tool for you: do not send it with your application. If you answer "No" to any question, review the application and these guidelines to make sure you qualify for the program and that all requirements have been met. **Incomplete applications are subject to rejection!**

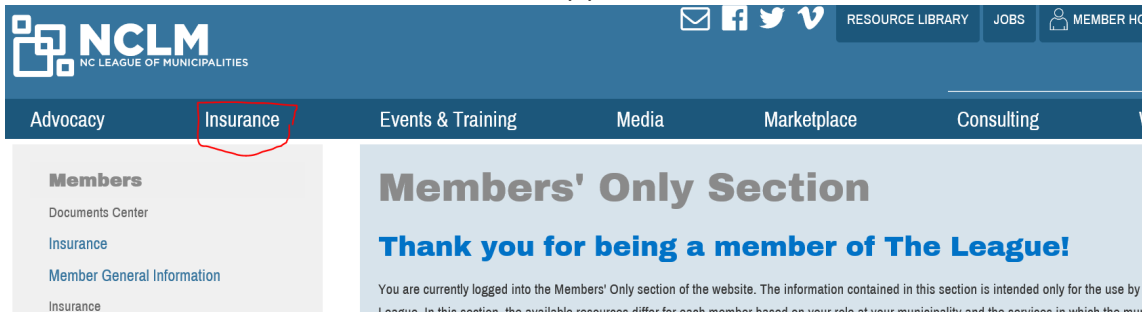
Pre-Application Evaluation Checklist	Yes	No
1. Is your municipality currently a RMS workers' comp or property/liability pool member?	☐	☐
2. Have you read all the grant guidelines?	☐	☐
3. Are requests for equipment from different municipal departments consolidated into a single application?	☐	☐
4. If a RMS Safety Grant was awarded to your municipality in 2018, has it been spent and the reimbursement received? (See Section I above for information.)	☐	☐
5. Has your municipality committed funds for this purchase?	☐	☐
6. Does the equipment itemization section of the application have clear item descriptions and cost per item information, including professional installation (if appropriate)?	☐	☐
7. Has your municipality addressed all level "3, 4 or 5" risk control recommendations? (See Section IV) It is important to check with all municipal departments (and the volunteer fire department if it is covered by RMS). If not, you are ineligible for an award. Contact Risk Control if you are unaware of your status.	☐	☐
8. If any item is not on the list of previously approved items (see Section II above), have you contacted a member of the RMS Risk Control team to discuss the item?	☐	☐
9. Have you obtained a vendor quote for shipping and included the cost in the application excluding taxes?	☐	☐
10. Have you attached vendor quotes and product descriptions to your application?	☐	☐
11. Is the grant award (reimbursement) request more than \$200?	☐	☐
12. Have you provided appropriate contact information (including email addresses) in case we need to obtain additional information about the application or requested equipment?	☐	☐
13. Has the application been signed by the senior municipal official (e.g. manager/administrator, mayor, or select board member)? For the purpose of this grant, department heads are NOT considered senior municipal officials.	☐	☐
I understand that unused grant awards will immediately expire if my organization leaves the RMS insurance pool.	☐	☐

Above all, feel free to contact us with your questions. We encourage you to discuss your application with your Risk Control Consultant (see region map information) or contact:

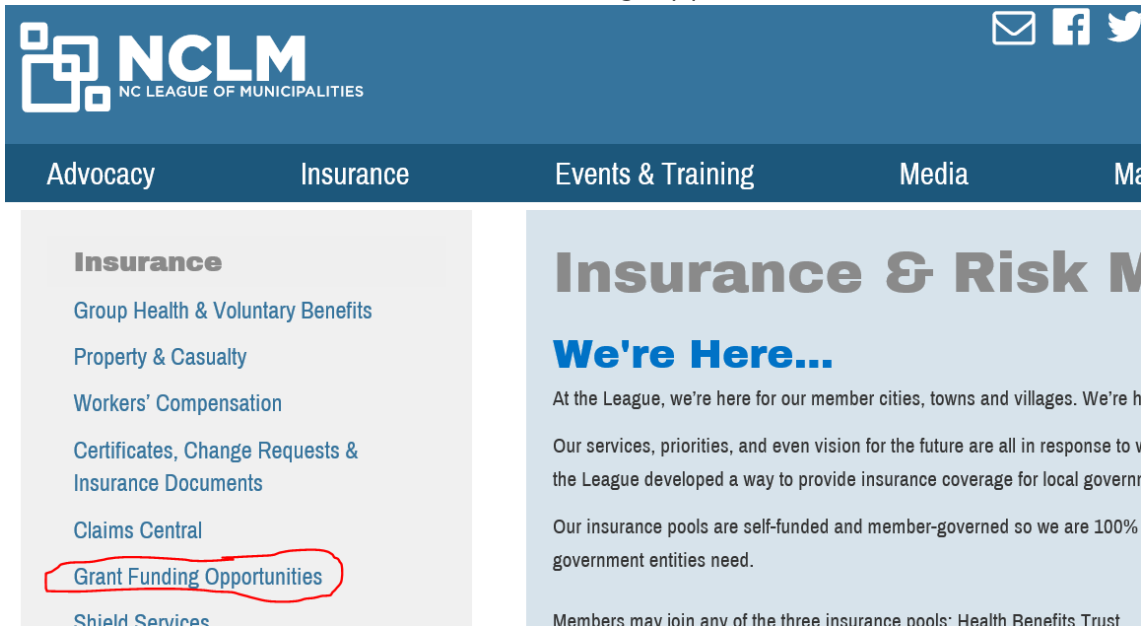
Tom Anderson, Director of Risk Control 704-517-8496 tanderson@nclm.org

NCLM Online Grant Application Process

1. Go to <https://www.nclm.org/members>.
2. If you already have an account, please enter your username and password.
 - a. If you need to create an account, [click here](#).
3. From the Members' Home page, look at the top ribbon to find the Insurance page link. Click on the word "Insurance" on the upper menu.



4. On the left-hand menu, click Grant Funding Opportunities.



5. You have 3 types of grant applications available online: Safety or Soft-Body Armor or Emergency Management. Each section has a link to the appropriate application.

6. Pick the appropriate grant type (Soft-Body Armor, Safety, Emergency Management) and click the following link.

Grant Funding Opportunities

COVID-19 Cleaning Grants

These grants are meant to help defray some of the costs related to professional cleaning/sanitizing of municipal office environments when a positive exposure of COVID-19 has occurred. Members of the Workers' Compensation and Property & Casualty Trusts are eligible to apply for up to \$2,500. Grants will be provided to eligible applicants on a first-come, first-serve basis. Cleaning products and PPE are not covered; [read the full 2020 Grant Guidelines](#).

[Click here to access the application.](#)

RMS Safety Grants

Participants of the Workers' Compensation and Property & Casualty programs are eligible to participate in this grant program whereby the League will help pay the cost of resources intended to reduce injuries and liability claims. Members should work with their Risk Control Consultant prior to submitting the grant application. [Click here to go to the application](#). [Read the 2019 Grant Guidelines](#)

Please contact our Director of Risk Control [Tom Anderson](#) at (704) 517-8496.

Or any of our risk control staff if you have any questions.

Western: Amy Whisnant: 828-231-0276

Central/North: Tony DeLuca: 919-830-6999

Central/South: Darius Chisholm: 704-491-9493

Eastern: Matt Reid: 919-404-1857

To view our Risk Management Field Consulting map, click [here](#).

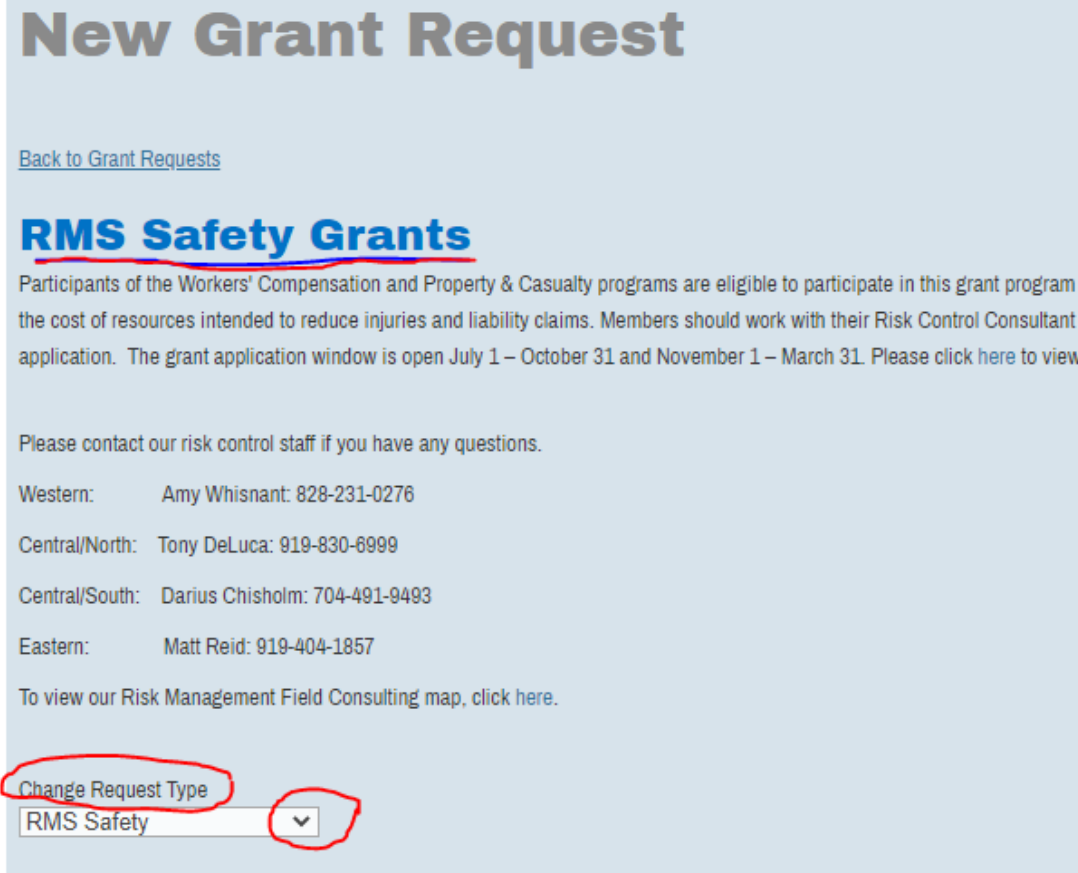
Soft-Body Armor Grants

Participants of the Workers' Compensation program are eligible to participate in this grant program whereby the League will help pay the cost of providing body armor for police officers. The workers compensation program will pay 50% of the cost, up to \$250 for qualified purchases. League members may [apply for a Soft-Body Armor grant online](#).

Please contact our Public Safety Risk Management Consultant Matthew Selves at (704) 902-2692 or mselves@nclm.org.

7. Once the grant application section loads, you may click New Grant Request to complete the form.

8. Update the Grant Request Type question if the header is for the wrong grant type.



New Grant Request

[Back to Grant Requests](#)

RMS Safety Grants

Participants of the Workers' Compensation and Property & Casualty programs are eligible to participate in this grant program the cost of resources intended to reduce injuries and liability claims. Members should work with their Risk Control Consultant application. The grant application window is open July 1 – October 31 and November 1 – March 31. Please click [here](#) to view

Please contact our risk control staff if you have any questions.

Western: Amy Whisnant: 828-231-0276

Central/North: Tony DeLuca: 919-830-6999

Central/South: Darius Chisholm: 704-491-9493

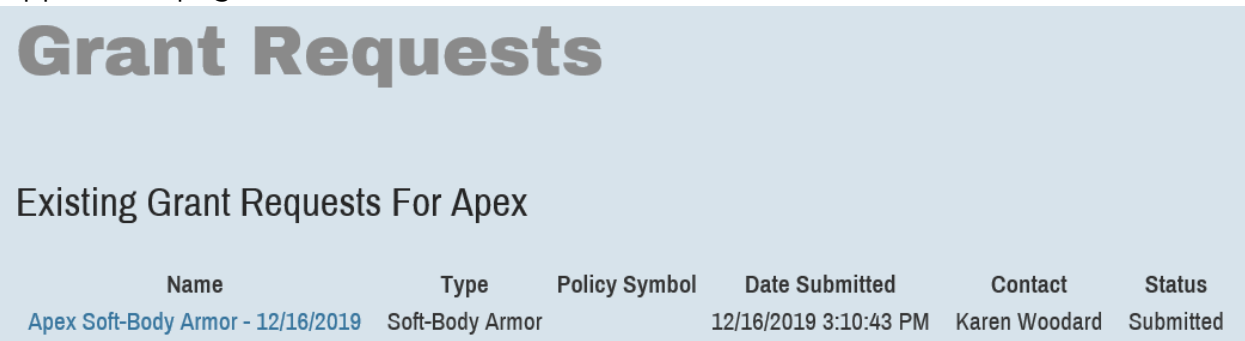
Eastern: Matt Reid: 919-404-1857

To view our Risk Management Field Consulting map, click [here](#).

Change Request Type

RMS Safety

9. Confirm the header has updated to the proper Grant Type. Next, complete required fields on the grant application.
10. Attach invoices, policies, manager signatures, and other documentation.
11. For Safety Grants, you may add multiple items to the grant request for funding.
12. Press the Submit button once complete. You can no longer change grant request types.
13. You may Edit submitted grants to add further documentation using the Grant Application page.



Grant Requests

Existing Grant Requests For Apex

Name	Type	Policy Symbol	Date Submitted	Contact	Status
Apex Soft-Body Armor - 12/16/2019	Soft-Body Armor		12/16/2019 3:10:43 PM	Karen Woodard	Submitted

14. Check this page for changes to the grant request status.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/11/2022

(Attach relevant documentation)

Issue under Consideration:	Consider authorizing the Town Manager to execute an Interlocal Contract for Cooperative Purchasing
Current Status:	Town staff recommends joining the program to facilitate our purchase of a new Fire Engine.
Points to Consider:	The Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program is known as HGACBuy. HGACBuy is a nationwide, government procurement service striving to make the governmental procurement process more efficient. Units of local government are eligible to become participating members of the HGACBuy Cooperative. All contracts available to participating members of HGACBuy have been awarded by virtue of a public competitive procurement process compliant with state statutes. H-GAC has established Interlocal Contracts with thousands of End Users throughout Texas and across the United States. Use of HGACBuy for purchases by any End Users is strictly at the discretion of that entity. End Users issue their purchase orders to and pay directly the HGACBuy Contractor.
Financial Impact:	This program has no cost and provides expedited procurement that satisfies requirements for competitive bids and proposals. HGACBuy offers more than 800 contractors including local dealers and authorized resellers. HGACBuy gives access to volume purchasing pricing and discounts. HGACBuy has more than 40 years of experience in cooperative purchasing and serves more than six thousand local government across the United States.
Options:	
Recommendations:	Motion to authorize the Town Manager to execute an Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (H-GAC).
Department:	Town Manager



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

August 2022

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
8.29.22	EB-5861	“3 rd street greenway project”	Discussed with MPO
8.30.22	4 th st	Possible subdivision	discussions
8.30.22	Hackett st access rd	Property survey information from Innospec	discussions
8.30.22	yadkin	Discussions with developer about sidewalks	discussion
8.30.22	Yadkin Museum	Consideration of options on how this fits with our trailhead project	Staff discussions
8.31.22	US HWY 29	Possible small furniture business	Discussed with interested party
8.31.22	Anne st	Setback questions from builder	Answered questions
9.1.22	Longs ferry rd	Dist center site plan questions	Answered questions
9.1.22	Office	“on-call” engineering application review	Reviewed and commented
9.1.22	office	Began drafting eb-5861 description memo	Drafted memo
9.1.22	Willow Dr	New site plan for industrial development	Review and comment
9.2.22	2 nd st	Questions about lot subdivision	Answered questions
9.6.22	whitehead	Minor subdivision	Review and comment
9.7.22	Office	Drafted new sign text amendment on obscene language	Drafted and sent out for review
9.7.22	Hackett St	Incentive program questions for fisher lamb project	Answered questions
9.7.22	office	On-call engineering staff meeting	attended
9.7.22	Long Ferry Rd	Dist ctr use of new access rd questions from developer	Answered questions
9.7.22	Hackett St	Met with NCDOT to confirm access road details	Answered questions

9.8.22	Office	Pre agenda meeting	attended
9.9.22	2 nd st	Reviewed cond zoning status	Discussed with property owner and manager
9.12.22	6 th st	Setback problems to build garage	Discussions with property owner
9.12.22	Newton st	Zoning permit for bathroom addition	Issued permit
9.12.22	Long Ferry Rd	Zoning permit for fencing	Issued permit
9.12.22	Salisbury ave	Zoning permit for change of use to commissary	Issued permit
9.12.22	willow	Sketch plan review for industrial project site plan	Conference call, answered questions
9.12.22	US HWY 29	Gas and water line concerns at trailhead project	Staff discussions
9.12.22	Office	Planning Board meeting	attended
9.13.22	912 yadkin	Zoning permit for fencing	Issued permit
9.13.22	office	Had some deep thoughts but decided to ignore them	Felt much better
9.15.22	willow	Rezoning issues	Discussed with developer
9.15.22	N Salisbury ave	Noise complaint during events	Staff discussion
9.15.22	200 n salisbury	Revised conditions for zoning	Advised property owner and noted deadline
9.16.22	office	NCDOT and staff meeting on EB-5861	Attended meeting
9.16.22	7 th st	Rezoning needed for townhome project	Discussed with developer
9.19.22	207 anne st	Zoning permit for new home	Issued permit
9.19.22	807 rowan ave	Zoning permit for new home	Issued permit
9.20.22	office	EB-5861 funding memo	Drafted memo and distributed for comment
9.20.22	Clyde st	Subdivision site plan questions	Answered questions
9.20.22	US HWY 29	Preconstruction meeting for trailhead park	attended
9.20.22	US HWY 29	PNG on relocation of gas line	contacted
9.21.22	Various	Developer questions on setback and subdivision on four lots	Answered questions
9.21.22	office	Zoom meeting with TCC on NCDOT projects	Attended meeting
9.23.22	S salisbury	Environmental arts center	Began drafting memo
9.23.22	N salisbury	Zoning permit for storage building	Issued permit
9.26.22	Long St	Zoning permit for demolition	Issued permit
9.27.22	Long Ferry rd	Corridor study meeting	Attended meeting

9.27.22	innospec	Reviewed plans for building addition	Answered questions
9.28.22	2 nd st	POD zoning permit	Issued permit
9.28.22	Hovis property	Calculated size of easement for jay dees	Sent information
9.28.22	pinecroft	Questions on solar panels	Answered questions
9.28.22	Hackett st	Meeting for new access road	Scheduled meeting



Code Enforcement Office

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

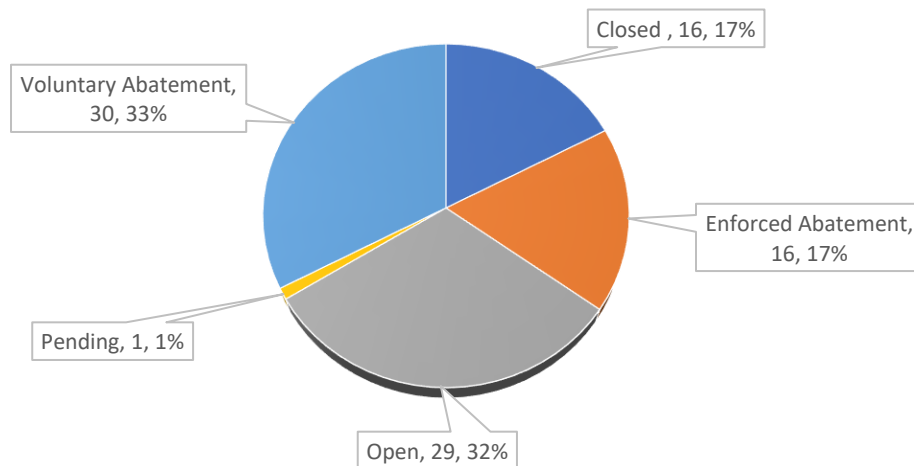
Monthly Report

September 2022 Highlights

- SEPTEMBER 2022: 92 total Cases, 30 Open, 62 Closed
- Year to Date: 332 Cases
- Notice of Violations for August: 39
- Work Orders for Abatement: 6
- Liens Paid: 2 each, 21M 512 & 22M 5, 510 4th St, \$737.00
- Parking in grass: 31 total cases, 4 open, 27 closed: 24 cases submitted via portal by Spencer PD

September 2022 Total Cases: 92

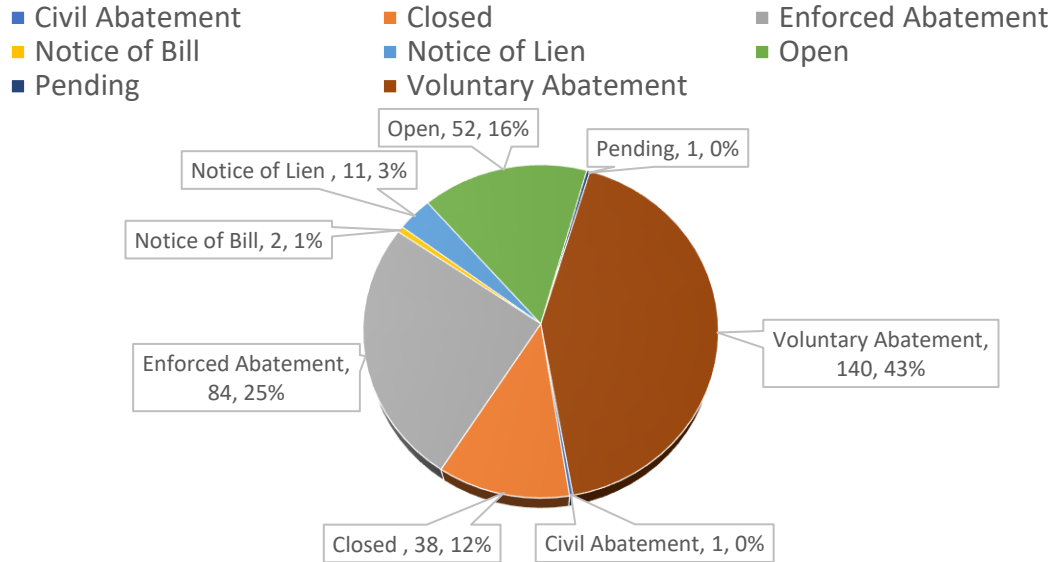
■ Closed ■ Enforced Abatement ■ Open ■ Pending ■ Voluntary Abatement





Code Enforcement Office

2022 Year to Date Breakdown: Total Cases 332



2022 Open Cases

Case Number	Address	Violation	Status
202200337	600 3rd St	High Grass and Weeds	Open
202200336	510 S Salisbury Ave	High Grass and Weeds	Open
202200335	0 S Salisbury Ave	High Grass and Weeds	Open
202200334	611 S Carolina Ave	High Grass and Weeds	Open
202200333	307 N. Yadkin Ave Apt. C	Trash can left out for a week	Open
202200332	1103 Charles St	High Grass and Weeds	Open
202200329	511 S Yadkin Ave	High Grass and Weeds	Open
202200327	510 S Carolina Ave	High Grass and Weeds	Open
202200326	210 N Yadkin Ave	High Grass and Weeds	Open
202200324	709 7th St	High Grass and Weeds	Open
202200322	200 S Rowan Ave	High Grass and Weeds	Open
202200321	204 S Iredell Ave	High Grass and Weeds	Open
202200319	707 N Salisbury Ave	High Grass and Weeds	Open
202200316	510 N Salisbury Ave	Illegally parked in front yard	Open
202200313	508 S. Iredell	This property is in the Historic District. There is black plastic over an upper window	Open



Code Enforcement Office

		opening. This has been in place for some time. There are windows on the porch. Will they be installed soon?	
202200311	113 7th St	High Grass and Weeds	Open
202200310	610 S Yadkin Ave	High Grass and Weeds	Open
202200309	610 S Carolina Ave	High Grass and Weeds	Open
202200306	902 N Salisbury Ave	High Grass and Weeds	Open
202200295	702 3rd St	High Grass and Weeds	Open
202200293	303 N Rowan Ave	Dying tree on side of home at Harrison Ave	Open
202200290	609 North Salisbury Avenue	Prohibited Parking	Open
202200276	331 Grant Street	Prohibited Parking	Open
202200260	1700 S Rowan Ave	Parking on grass next to axillary dwelling	Open
202200258	1017 3rd St	Broken windows and damaged siding	Open
202200257	1017 3rd St	Junk pile of appliances next to home	Open
202200254	706 S. Rowan Ave	High Grass and Weeds	Open
202200253	1017 3rd St	High Grass and Weeds	Open
202200246	110 11th st	Broken window, falling siding, unsafe porch light and screen door falling from hinges	Open
202200234	1216 S Salisbury Ave	High Grass and weeds	Open
202200233	110 Alexander St	cars and campers, building on fence and high weeds	Open
202200227	1002 N. Salisbury Av	Pile of junk and old furniture on the left-hand side of the home	Open
202200224	1002 N. Salisbury Av	High Grass and Weeds	Open
202200207	812 S Yadkin Ave	Pile of construction debris next to home all summer	Open
202200202	604 3rd St	Bamboo taking over the lot and spreading onto other properties	Open
202200201	904 S Salisbury Ave	Front Porch has trash and debris on it	Open
202200189	400 S YADKIN AVE	CAN NOT SEE PAST THE GROWTH FACING WESTERLY TO AVOID AN ACCIDENT	Open
202200174	911 2nd St	Tree on roof	Open



Code Enforcement Office

202200155	1112 Elizabeth Ave	Multiple tractor trailers parked on this parcel. Home on parcel being renovated in order to be occupied	Open
202200145	512 2nd St	Damaged front porch and roof from fallen tree	Open
202200134	200 S Rowan Av	Rat infestation	Open
202200101	315 N Rowan Ave	Trees growing in gutter and backyard looks very trashy, pile of dirt with weeds	Open
202200063	401 W 17th St	Major roof damage from tree falling on the house	Open
202200045	303 S Iredell Ave	Front porch unsafe with missing wood	Open
202200038	119 5th St	Wall in alleyway next to 121 5th may collapse	Open
202200037	222 N. Salisbury Ave	Missing aluminum wrap and fascia board on front of roof.	Open
202200034	613 5th St	Porch roof dilapidated	Open
202200033	704 5th St	Hole in roof	Open
202200027	504 1st street	House caught fire	Open
202200026	705 N Salisbury Ave Apt B	Junk pile in front yard	Open
202200015	804 S. Salisbury Ave	Car crashed into living room	Open
202200002	414 S Carolina Ave	Front porch has large hole left open from recent attempt to repair	Open



September 2022 Case Status Report

9/1/2022 - 9/30/2022

Case #	Case Date	Main Status	Last Status Change Date	Complaint Received	Violation Address	Nature of Complaint
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Group: Closed

202200325	9/23/2022	Closed	9/23/2022	Portal Complaint	707 N Salisbury Ave.	High grass
202200317	9/21/2022	Closed	9/22/2022	Walk In	1595 A Long St Ext	High Grass/issue with house next door
202200314	9/19/2022	Closed	9/21/2022	Portal Complaint	414 S. Carolina	This property is in the Historic District. There is some type of siding/roofing placed on the upper section of the house that was once cedar shakes. Changes to exteriors require a COA.
202200307	9/19/2022	Closed	9/21/2022	Walk In	502 S Carolina Ave	vacant house, infested with roaches, they are infesting surrounding homes.
202200303	9/19/2022	Closed	9/22/2022	Phone Call	804 4th St	High Grass and Weeds
202200299	9/15/2022	Closed	9/22/2022	Portal Complaint	112 Henderson street	Prohibited Parking
202200298	9/15/2022	Closed	9/21/2022	Portal Complaint	902 Fifth Street Ext	Prohibited parking
202200297	9/15/2022	Closed	9/22/2022	Portal Complaint	504 S Iredell Avenue	Prohibited Parking
202200292	9/14/2022	Closed	9/14/2022	Portal Complaint	Salisbury Avenue	Lights out on Salisbury Avenue - all but one of the lights are out on Salisbury Ave between 5th -6th Streets. There are others that are out along the main street. Thank you for replacing them.

202200285	9/13/2022	Closed	9/21/2022	Portal Complaint	406 North Yadkin Avenue	Prohibited Parking
202200284	9/13/2022	Closed	9/22/2022	Portal Complaint	1007 4th Street	Prohibited Parking
202200277	9/10/2022	Closed	9/20/2022	Portal Complaint	605 Grants Crossing Lane	Prohibited Parking
202200273	9/8/2022	Closed	9/9/2022	Walk In	203 W 17th St	Illegal parking of trailers next to home
202200268	9/9/2022	Closed	9/16/2022	Portal Complaint	205 North Yadkin Avenue	Blue corvette parked in front yard next to driveway
202200267	9/9/2022	Closed	9/16/2022	Portal Complaint	203 North Yadkin Avenue	2 trucks parked in front yard
202200263	9/8/2022	Closed	9/9/2022	Portal Complaint	115 17th Street	Mini van parked in yard next to driveway

Group Total: 16

Group: Enforced Abatement

202200331	9/23/2022	Enforced Abatement	9/27/2022	Site Visit	1100 Charles St.	High Grass and Weeds
202200328	9/23/2022	Enforced Abatement	9/26/2022	Site Visit	507 S Yadkin Ave	High Grass and Weeds
202200323	9/21/2022	Enforced Abatement	9/28/2022	Site Visit	812 4th St	High Grass and Weeds
202200318	9/21/2022	Enforced Abatement	9/27/2022	Portal Complaint	206 S IREDELL AVE	The yard is over run with weeds and uncut grass, again. Nothing else has been done since the last time this was addressed through the town.
202200308	9/19/2022	Enforced Abatement	9/26/2022	Site Visit	409 7th St	High Grass and Weeds
202200305	9/19/2022	Enforced Abatement	9/22/2022	Site Visit	905 3rd St	High Grass and Weeds
202200304	9/19/2022	Enforced Abatement	9/22/2022	Site Visit	1053 3rd St	High Grass and Weeds
202200302	9/19/2022	Enforced Abatement	9/28/2022	Phone Call	810 4th St	High Grass and Weeds
202200301	9/19/2022	Enforced Abatement	9/22/2022	Weeds / Tall Grass	1055 3rd Street	this residence has very high grass. hasn't moved in weeks when every other yard has been mowed.

202200294	9/14/2022	Enforced Abatement	9/21/2022	Site Visit	700 3rd St	High Grass and Weeds
202200282	9/13/2022	Enforced Abatement	9/21/2022	Site Visit	1009 4th St	High Grass and Weeds
202200280	9/13/2022	Enforced Abatement	9/19/2022	Site Visit	704 4th St	High Grass and Weeds
202200279	9/13/2022	Enforced Abatement	9/19/2022	Site Visit	702 4th St	High Grass and Weeds
202200271	9/9/2022	Enforced Abatement	9/21/2022	Site Visit	510 4th St	High Grass and Weeds
202200259	9/8/2022	Enforced Abatement	9/29/2022	Site Visit	401 W 17th St	High Grass and Weeds
202200247	9/2/2022	Enforced Abatement	9/14/2022	Site Visit	401 Crestwood Ave	High Grass and Weeds
202200236	8/24/2022	Enforced Abatement	9/19/2022	Site Visit	106 Springhill Ave	High Grass and Weeds
202200231	8/22/2022	Enforced Abatement	9/14/2022	Site Visit	413 S Hudson Ave	High Grass and Weeds
202200226	8/18/2022	Enforced Abatement	9/28/2022	Site Visit	1002 N. Salisbury Av	Front porch has trash and debris
202200225	8/18/2022	Enforced Abatement	9/1/2022	Site Visit	1016 N. Salisbury Ave	High Grass and Weeds
202200221	8/18/2022	Enforced Abatement	9/6/2022	Site Visit	502 Pineview Dr.	High Grass and Weeds
202200172	7/18/2022	Enforced Abatement	9/26/2022	Phone Call	529 Steeplechase Tr	Overgrowth on home, pile of yard debris in backyard and down tree on side yard
202200148	7/1/2022	Enforced Abatement	9/1/2022	Site Visit	1103 Charles St	High Grass and weeds
202200138	6/8/2022	Enforced Abatement	9/2/2022	Site Visit	600 3rd st	High Grass and Weeds
202107112	10/12/2021	Enforced Abatement	9/28/2022	Site Visit	510 4th St	High grass
202107080	9/9/2021	Enforced Abatement	9/21/2022	Site Visit	408 S Iredell Ave	Front porch ceiling shows water damage
202107060	8/25/2021	Enforced Abatement	9/28/2022	Site Visit	510 4th St	High grass
202106053	6/24/2021	Enforced Abatement	9/6/2022	Site Visit	702 5th St	High Grass

Group Total: 28

Group: Notice of Lien

202200198	7/29/2022	Notice of Lien	9/2/2022	Site Visit	704 5th St	High Grass and Weeds
202200197	7/29/2022	Notice of Lien	9/2/2022	Site Visit	816 5th St.	High Grass and Weeds
202200170	7/14/2022	Notice of Lien	9/2/2022	Site Visit	700 4th St	High Grass and Weeds
202200132	6/3/2022	Notice of Lien	9/2/2022	Site Visit	401 Crestwood Ln	High Grass and Weeds
202200120	5/27/2022	Notice of Lien	9/2/2022	Site Visit	415 S Rowan Ave	High Grass and Weeds
202200044	3/31/2022	Notice of Lien	9/6/2022	Site Visit	204 S Iredell Ave	Junk pile on the front porch and in the backyard

Group Total: 6

Group: Open

202200337	9/29/2022	Open	9/29/2022	Site Visit	600 3rd St	High Grass and Weeds
202200336	9/28/2022	Open	9/28/2022	Site Visit	510 S Salisbury Ave	High Grass and Weeds
202200335	9/28/2022	Open	9/28/2022	Site Visit	0 S Salisbury Ave	High Grass and Weeds
202200334	9/27/2022	Open	9/27/2022	Site Visit	611 S Carolina Ave	High Grass and Weeds
202200333	9/27/2022	Open	9/27/2022	Email	307 N. Yadkin Ave Apt. C	Trash can left out for a week
202200332	9/23/2022	Open	9/23/2022	Site Visit	1103 Charles St	High Grass and Weeds
202200329	9/23/2022	Open	9/23/2022	Site Visit	511 S Yadkin Ave	High Grass and Weeds
202200327	9/23/2022	Open	9/23/2022	Site Visit	510 S Carolina Ave	High Grass and Weeds
202200326	9/23/2022	Open	9/23/2022	Site Visit	210 N Yadkin Ave	High Grass and Weeds
202200324	9/22/2022	Open	9/23/2022	Site Visit	709 7th St	High Grass and Weeds
202200322	9/22/2022	Open	9/22/2022	Site Visit	200 S Rowan Ave	High Grass and Weeds
202200321	9/22/2022	Open	9/22/2022	Site Visit	204 S Iredell Ave	High Grass and Weeds
202200319	9/22/2022	Open	9/22/2022	Site Visit	707 N Salisbury Ave	High Grass and Weeds
202200316	9/20/2022	Open	9/20/2022	Site Visit	510 N Salisbury Ave	Illegally parked in front yard
202200313	9/19/2022	Open	9/22/2022	Portal Complaint	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?
202200311	9/19/2022	Open	9/19/2022	Site Visit	113 7th St	High Grass and Weeds
202200310	9/19/2022	Open	9/19/2022	Site Visit	610 S Yadkin Ave	High Grass and Weeds
202200309	9/19/2022	Open	9/19/2022	Site Visit	610 S Carolina Ave	High Grass and Weeds
202200306	9/19/2022	Open	9/19/2022	Site Visit	902 N Salisbury Ave	High Grass and Weeds
202200295	9/14/2022	Open	9/14/2022	Site Visit	702 3rd St	High Grass and Weeds
202200293	9/14/2022	Open	9/14/2022	Walk In	303 N Rowan Ave	Dying tree on side of home at Harrison Ave
202200290	9/13/2022	Open	9/23/2022	Portal Complaint	609 North Salisbury Avenue	Prohibited Parking
202200276	9/10/2022	Open	9/22/2022	Portal Complaint	331 Grant Street	Prohibited Parking
202200260	9/8/2022	Open	9/8/2022	Site Visit	1700 S Rowan Ave	Parking on grass next to axillary dwelling
202200258	9/8/2022	Open	9/8/2022	Site Visit	1017 3rd St	Broken windows and damaged siding
202200257	9/8/2022	Open	9/8/2022	Site Visit	1017 3rd St	Junk pile of appliances next to home
202200254	9/8/2022	Open	9/8/2022	Site Visit	706 S. Rowan Ave	High Grass and Weeds
202200253	9/8/2022	Open	9/8/2022	Site Visit	1017 3rd St	High Grass and Weeds
202200246	9/1/2022	Open	9/2/2022	Site Visit	110 11th st	Broken window, falling siding, unsafe porch light and screen door falling from hinges

Group Total: 29

Group: Pending

202200312	9/19/2022	Pending	9/19/2022	Portal Complaint	300 S. Carolina	This property is Spencer's Historic District. The owner has:boarded up the garage doors, changed a picket gate to black iron and is now building something with 2x4 s over a side garrage door
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Group Total: 1

Group: Voluntary Abatement

202200330	9/23/2022	Voluntary Abatement	9/28/2022	Site Visit	105 W Newton St	Parking on front lawn
202200320	9/22/2022	Voluntary Abatement	9/30/2022	Site Visit	701 N Salisbury Ave	Illegal signs posted on property
202200315	9/19/2022	Voluntary Abatement	9/21/2022	Portal Complaint	522 S. Spencer	There is a business being run out of this residential property
202200300	9/16/2022	Voluntary Abatement	9/23/2022	Site Visit	207 N Yadkin Ave	Blue Dodge pick up truck parked in the grass in the front yard
202200296	9/15/2022	Voluntary Abatement	9/28/2022	Portal Complaint	127 Fifth Street	Prohibited Parking
202200291	9/13/2022	Voluntary Abatement	9/23/2022	Portal Complaint	611 North Salisbury Avenue	Prohibited Parking
202200289	9/13/2022	Voluntary Abatement	9/23/2022	Portal Complaint	607 North Salisbury Avenue	Prohibited Parking
202200288	9/13/2022	Voluntary Abatement	9/28/2022	Portal Complaint	1009 Elizabeth Avenue	Prohibited Parking
202200287	9/13/2022	Voluntary Abatement	9/28/2022	Portal Complaint	1007 Elizabeth Avenue	Prohibited Parking
202200286	9/13/2022	Voluntary Abatement	9/28/2022	Portal Complaint	1003 Elizabeth Avenue	Prohibited Parking
202200283	9/13/2022	Voluntary Abatement	9/15/2022	Site Visit	1015 4th St	High Grass and Weeds
202200281	9/13/2022	Voluntary Abatement	9/15/2022	Site Visit	1007 4th St	High Grass and Weeds
202200278	9/13/2022	Voluntary Abatement	9/15/2022	Site Visit	912 N Salisbury Ave	High Grass and Weeds
202200275	9/10/2022	Voluntary Abatement	9/23/2022	Portal Complaint	907 2nd Street	Prohibited Parking
202200274	9/10/2022	Voluntary Abatement	9/23/2022	Portal Complaint	905 2nd Street	Prohibited Parking
202200272	9/9/2022	Voluntary Abatement	9/12/2022	Site Visit	601 4th St	High Grass and Weeds
202200270	9/9/2022	Voluntary Abatement	9/23/2022	Portal Complaint	209 North Yadkin Avenue	White van parked in front yard

202200269	9/9/2022	Voluntary Abatement	9/28/2022	Portal Complaint	208 North Yadkin Avenue	Rig/Tractor parked in front yard
202200266	9/9/2022	Voluntary Abatement	9/26/2022	Portal Complaint	100 South Yadkin Avenue	Red Charger parked in front yard
202200265	9/8/2022	Voluntary Abatement	9/14/2022	Portal Complaint	613 4th Street	SUV parked in front yard at front porch
202200264	9/8/2022	Voluntary Abatement	9/28/2022	Portal Complaint	501 10th Street	I vehicle parked in front yard 2 parked in front yard near street
202200262	9/8/2022	Voluntary Abatement	9/19/2022	Walk In	113 W 17th St	SUV Parked on grass in front yard
202200261	9/8/2022	Voluntary Abatement	9/9/2022	Site Visit	304 S Carolina Ave	High Grass and Weeds
202200256	9/8/2022	Voluntary Abatement	9/9/2022	Site Visit	702 S Rowan Ave	High Grass and Weeds
202200255	9/8/2022	Voluntary Abatement	9/15/2022	Site Visit	707 S. Rowan Ave	High Grass and Weeds
202200252	9/8/2022	Voluntary Abatement	9/14/2022	Site Visit	210 N Salisbury Ave	Parking Van on the grass in the front yard.
202200251	9/8/2022	Voluntary Abatement	9/14/2022	Site Visit	406 Forestdale Dr.	High Grass and Weeds
202200250	9/2/2022	Voluntary Abatement	9/6/2022	Site Visit	501 6th St	High Grass and Weeds
202200249	9/2/2022	Voluntary Abatement	9/6/2022	Site Visit	107 Alexander St	High Grass and Weeds
202200248	9/2/2022	Voluntary Abatement	9/6/2022	Site Visit	508 S Whitehead Ave	High Grass and Weeds
202200245	8/31/2022	Voluntary Abatement	9/6/2022	Site Visit	200 S Salisbury Ave	High Grass and Weeds
202200146	6/27/2022	Voluntary Abatement	9/1/2022	Site Visit	508 2nd St	Backyard covered with vegetation and unkept
202200141	6/15/2022	Voluntary Abatement	9/6/2022	Portal Complaint	204 s rowan av	High grass/rear yard

Group Total: 33

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Total Records: 113

9/30/2022

Activity Log Event Summary (Totals)

Spencer Police Department

(08/30/2022 - 09/30/2022)

<No Event Type Specified>	1	8th Street Ballpark Check	50
911 Hang-Up	1	Administrative Work	46
Alarm - Other	9	Animal Complaint	2
Assault - Sexual	2	Assist - East Spencer Police	40
Assist - EMS	2	Assist - Fire Department	9
Assist - Motorist/Public	3	Assist - Other Agency	6
Assist - Other Officer	11	Assist - Sheriff's Office	4
B&E/Burglary - Commercial, Report	1	B&E/Burglary - Residential, Report	1
B&E-Vehicle in Progress	1	B&E-Vehicle, Report	2
Business Check-Drive Through	175	Calls For Service (General)	6
Communicating Threats	1	Court	2
Disturbance	7	Disturbance- Verbal	5
Disturbance-Physical	6	Domestic - Property Pick-up	2
Domestic Dispute	3	Follow-up Investigation - Outside County	1
Follow-up Investigation - Outside Town Limits	3	Follow-up Investigation- Spencer	19
Foot Patrol - Business	63	Found Property	2
Fraud - Report	3	House Check	10
Illegal Dumping	1	Involuntary Commitment	4
Juvenile - Runaway	1	Juvenile Complaint	1
Larceny - Report	11	Maintenance - Equipment	1
Maintenance - Vehicle	8	Meeting	5
Missing Juvenile	1	Missing Person	1
NCTM - Bank Escort	2	NCTM - Drive Through	134
NCTM - Foot Patrol	38	Noise Complaint	6
Ordinance Violation	5	Park Check	74
Processing Evidence/Person	1	Property - Found	1
Property Damage - Report	3	Public Service	21
School Activities	1	School Check - NRES	47
School Check - NRHS	50	School Check - NRMS	40
Security Check/Standby	6	Special Assignment - Other	7
SRO Duties	44	Subpoena Service	2
Suicide Threat	1	Suspicious - Activity	7
Suspicious - Person	7	Suspicious - Vehicle	8

Activity Log Event Summary (Totals)

Spencer Police Department

(08/30/2022 - 09/30/2022)

Traffic - Parking Control	4	Traffic Accident - PD	8
Traffic Accident - PI	3	Traffic Complaint	1
Traffic Control	6	Traffic Enforcement	16
Training - PD	9	Training - Range	1
Training - School	3	Trespassing - In-Progress	1
Trespassing - Report	2	Unlock Vehicle	3
Vehicle Stop	33	Warrant Service	10
Welfare Check	9		

Total Number Of Events: 1,147

October 2022 Monthly Report

Calls for Service-As of 08/29/22-09/30/2022

Fire: 57

EMS: 54

Monthly Total:111

2022 Total: 694

Apparatus:

- Met with Atlantic Emergency Solutions representative on 09/29/2022. He advised that there will be another 7% price increase on November 1st. As of 9/30/2022 there would also be an increase for Cummins, this equals a \$20,000.00 increase for the motor. The current lead time for production is now 28 months.

Equipment:

- Notified on 09/29/2022 that we successfully received the NCOSFM grant for \$35,000. This will be utilized to purchase various equipment for the apparatus and station.

Special Events:

- **Thomas the Train-** During the first weekend of Thomas we successfully met and discussed fire safety tips with over 600 children.
- **Fire Prevention Week Open House-** October 15th 11am-2pm, see attached flyer. In addition to this, staff will provide fire prevention presentations to each student at NRES during Fire Prevention Week.
- **Lunch at NRES-** For the past month, staff has gone to the elementary school for lunch every Wednesday. During this time, we eat with grade's Pre-K through 5th. Thus far the students and staff alike have enjoyed our presence.

Personnel:

- Interviewed 2 potential Pt staff members.
- As of 8/26/2022 FEMA began announcing award winners of SAFER grant. Would we be unsuccessful in receiving this grant, staffing will once again be a huge concern.

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.



DIRECTOR OF PUBLIC WORKS

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Ext. 50 Ofc.

704.633.3837 Fax

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

October 2022 Board of Alderman Meeting

- 1) Regular services (Sanitation and Mowing) are running on schedule. Brush is running a little behind due to all of the debris from the storm. We will be working diligently to get all of the debris picked up and plan to be back on schedule by the end of the week.
- 2) The Leaf Vac will begin running the first week of October on a limited schedule at first and picking up as demand calls for it. **A reminder that all loose material needs to be in bags for pick up until this time.**
- 3) The Date for the fall mulch give-away has been **POSTPONED** until October 15th, from 7:00 am until 12:00 pm due to weather from hurricane Ian. Delivery for in town residents will be available, and residents can call ahead to request delivery. **Three loads per residence Max.** The recycling center will also be open on this Saturday.
- 4) We had the remainder of the tree in Rowan Park removed last week before the storm. A large portion of this tree fell during a previous storm, and we felt it necessary to remove the rest of it, due to its proximity to the playground.
- 5) All of our Departments are working to put together a Trunk or Treat for our Town. It will be held in the parking lot in front of Town Hall, with the date and time to be determined. Please let any of us know of anyone interested in participating.
- 6) The planter has been rebuilt on the corner of 4th Street and Salisbury Ave. We will be filling this planter and reconditioning the other one on the corner at the same time. We will be working with the CAC and Mr. Miller to transplant some of the plants from other beds to fill them.
- 7) The 5K Run to the River was held on September 24th. There were 40 runners entered into the race and it could not have gone any better. We want to thank Mr. TJ Brown with Rowan County again for allowing us to borrow the large number of cones needed, and the Police and Fire Department for keeping the runners safe during the race. **A special Thank You from Public Works to the PD and FD for keeping us safe while we picked up the cones, after the race, and opened the lane back up on Salisbury Avenue.**

- 8) Our recent hire for the Sanitation position has resigned, so we have another vacant position. All of us have been taking turns to make sure that this service continues as scheduled. If you know of anyone looking for employment please have them to contact Public Works or Town Hall.
- 9) We had minimal damage from Hurricane Ian, with most of it being small limbs and leaves scatter throughout Town. We had one large tree that fell across Jordan Avenue, which was cleaned up on Monday to make sure that the road was back open for traffic.
- 10) We are still working to complete our final round of curb spraying for the season. We want to get a good spraying in before leaf pick-up begins to make sure that the curb lines remain clear. As always, we will only spray what is necessary, and will not spray in front of a property that is maintained.
- 11) **CCAP update:**
We have spoken to Bill Godley about plant selection, spacing, and pricing for these plants. He has provided us with a planting diagram, which I have passed along to Cindy, for her to inform us on how many plants will be necessary for the buffer. He has specified native plants so that we can plant within the work zone, so as not to encroach on their property any further. The planting of this buffer line is not part of the grant, so the Town will be responsible for funding this if we can find a reasonable solution. Once we get these numbers together, we will bring it to the board for approval, then set up another meeting with the property owners.
- 12) **Since last report:**

There were 5 abatements issued this month.
- 13) **Work Orders were completed as necessary, along with several citizen engagement requests.**

Monthly Events:

September 24 th & 25 th	- Thomas the Train at NCTM
October 8 th and 9 th	- Thomas the Train at NCTM
October 15 th	- Fall Mulch Give-away
October ?	- Trunk of Treat
November 11 th	- Veteran's Day Holiday



We're on the Right Track

September Monthly Report for Spencer Public Library



On September 13th the Compass Nursing Home residents participated in a program of art and fall crafts. A local artist Sarah Sorkin shared her passion for art, portraying flowers and animals. This accomplished artist brought a special animal friend named Chou-Chou to the delight of the older guests. Sarah explained to the guests that her dog was a trained service animal and she knew if people around her were friendly or not. Much comfort was derived from the company of Chou-Chou. Two portraits shown portrayed Chou-Chou in her calm mood and her wild, party mood. A group of four S.O.A.R students from Rowan-Cabarrus Community College came to aid each older visitor with three different fall crafts. Everyone was excited to take the crafts home with them. Each guest received a cup full of pumpkin candies.

Several new families have visited the library this month and we hope to see many of them at our October 11th Winter Wishes program. The CIS directors from Hanford-Dole and North Elementary will present the purpose and vision of the Community in Schools program. The entire

month of October the library is accepting donations of winter hats, scarves and gloves for children ages K-8th grade. The library will in turn give these items to the North Schools for distribution to those who need them.

This month eighty-six patrons visited us and sixty-nine books were checked out. Visit our online catalog in order to see our newest books at librarycat.org/lib/bevmccraw. Follow our FB page to see the latest events and pictures of our guests.



704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 10/11/2022

(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: September 30, 2022
Re: October 2022 Town Manager Report

Town Hall and Police Department Generator Update

We continue to await our backup generator to be installed at the Town Hall and Police Department. After the original unit arrived misconfigured, it was sent back to the manufacturer. We heard in the last week that another unit was received by the electrician, but it also was configured for propane rather than natural gas and was sent back to the manufacturer. I have asked Vertex Construction to identify alternative backup generators from other manufacturers that might be available to us, and to find out what the timeframes and costs would be so we can compare to the ordered unit that effectively has no identified delivery date.

November 8 General Election conflict with Board of Aldermen meeting schedule

In light of Town Hall serving as a polling place for the November 8 General Election, and with the election date being the same as the scheduled November regular Board of Alderman meeting, I have discussed with Mayor Williams the need to alter the meeting schedule for November. The recommendation is to cancel the November 8 meeting and conduct business for the month at the previously scheduled November 3 pre-agenda meeting. Feedback from the Board on whether to start the November 3 meeting at 5:30 or 6:00 p.m. would be helpful so we can make the appropriate notices about the meeting schedule change.

Yadkin River Trailhead construction update

On September 20, staff met on site with Benesch and Hall Contracting for a pre-construction conference for the trailhead project. In the pre-construction conference, we made some very minor changes to the paving unit and retaining wall block selection, which were virtually indiscernible to our eyes, but will alleviate the contractor's concerns about custom orders and supply chain timelines. The overall appearance will seamlessly match design aesthetics on the Davidson County side. Please see the attached summary for more information about the pre-construction conference.

We have agreed to issue a Notice to Proceed with a start date of October 24, based on the contractor's ability to mobilize and begin receiving supplies. With the duration of the construction timeline at 150 days, that puts the final completion date at Thursday, March 23, 2023. We have asked the contractor for feedback on a time window for a groundbreaking ceremony related to when the heavy equipment will be on site but prior to major digging. We will share this time window and seek feedback from you on a desired date and time for the groundbreaking ceremony.

Pre-Construction Mtg Notes – Yadkin River Park Trailhead

Project Name: Yadkin River Park Trailhead
Highway 29, Spencer NC
Project Number: 17000361.01
Date/Time: September 20, 2022 – 11:00 AM to 12:30 PM
Place: Project Site
Contract: NTP – TBD; Contract end date – TBD

1. Attendees

Town of Spencer (TOS):

Peter Franzese – Town Manager
Joe Morris – Special Projects Manager
Steve Blount – Planning & Zoning Administrator
Joel Taylor – Public Works Director

Hall Contracting:

Jay Brito

Benesch:

Jon Wood

2. Contracts, NTP & Schedule

- a. NTP date still needs to be confirmed but estimating the beginning of October. Final completion date would then be the beginning of March 2023. 150 calendar day contract / 120 days until Substantial Completion. Contract between Hall and TOS has been executed and delivered to Hall.
- b. Hall to provide a construction start date week of 9/26 from which Benesch will issue the NTP.

3. Review scope of work; coordination items between Hall Contracting/Town of Spencer (TOS)

- a. Signage
 - i. Joe will coordinate with Davidson County on sign language/history to tell so as to compliment the sign on the Davidson County side of the bridge.
 - ii. TOS also to determine type of granite monument to be fabricated and coordinate with Benesch for location on site.
- b. Water Tap
 - i. It was determined that the existing water line shown on the survey is an active line extending through the site. The Town will provide a tap at Hall's proposed staging area, then extend a line (coordinated with Hall's construction schedule) to the plaza for landscape watering.
 - ii. The Town has asked about using the \$2500 permit fee allowance from the construction contract (determined not to be needed) to assist with the cost of the tap.

4. Coordination on site preparation operations
 - a. Signage/Control for trucks entering/leaving site; work hours
 - i. Contractor plans to keep planned work hours (7am-6pm); may adjust based on weather conditions; will notify Benesch/TOS if planning to work any part of a weekend
 - b. Fencing off project area from Wil-Cox Bridge.
 - i. A 6' chain link fence will be installed at the Wil-Cox Bridge connection with "Construction Area, No Trespassing Signage"
 1. Peter asked about TOS also adding a sign with the 3D rendering showing the final condition.
 - c. Construction traffic access routes
 - i. Hall to use existing dirt drive cut for construction access and staging area.
 - ii. Contractor parking to occur in the staging area
 - d. Confirm demolition/clearing items – completed
 - e. Utilities
 - i. TOS was just notified by the gas company that the existing gas line extending through the site is to be abandoned. TOS is to get further information on scheduling for the abandonment and whether the line will simply be capped at NC Finishing Lane or removed altogether. Initial indications are that this work will be completed by early October.
5. Submittals- submittal schedule, timeliness, completion, format, who reviews, submittal log
 - a. Substitutions (see below)
 - b. Confirm delivery format
 - i. Email currently being used; Benesch requests at least seven (7) days to review submittals.
 - c. Hall to closely review and approve submittals before sending to Benesch
 - d. Submittals and approvals to date
 - i. Temp. Project Sign
 - ii. Asphalt Mix
 - iii. Bike Racks & Trash Receptacles
 1. TOS would like to see samples of the two green colors (from Thomas Steele/Madrax) before deciding on final colors.
 - iv. Drainage Pipe
 1. Inlet grate specified does not come in 18" x 18" cast iron. Decision was made to use 15" x 15" grate at no additional cost.
 - v. Flag Poles
 1. Solar lighting will be mounted at an 8' hgt.
 - vi. Information Station
 - vii. Permeable Pavers
 1. Decision made to go with the Belgard "Savannah" color for the pavers, as per the samples provided at the meeting at no additional cost.
 2. Decision made to use the standard 4" x 9" pavers for the soldier course along the plaza edges in lieu of the paver mix, as per the samples provided at the meeting at no additional cost.
 - viii. Stone Columns & Seat Walls
 1. Decision made to go with the 14" stone cap for the seat wall, as per the samples provided at the meeting at no additional cost.
 - ix. Project Sign
 - x. ABC Aggregate
6. Schedule of Values (SOV), Pay Application Procedures,

- a. SOV still needs to be submitted.
 - b. Pay apps. - Establish dates for drafts, final pay app approved to TOS by...
 - i. TOS will provide payment on Fridays as long as pay applications are submitted by the previous Monday.
 - ii. Please allow up to 7-day consultant review for pay applications (standard AIA forms used); optional - draft pay apps may be provided before final submission
7. Testing and/or Inspections - Notify Benesch/TOS, but testing will be provided by Hall's Geotech consultant.
8. Permits
- a. NCDOT – Commercial Driveway Permit (approved); copy of permit has been provided to Hall
9. Changes, Use of Contingency and Directives – How they will work.
- a. Keep a contingency log documenting value and time impacts. Final change order at end of project to credit back any unused funds if needed.
 - b. Notify Benesch/TOS - Reach agreement before commencing any work.
10. Construction Meetings: Monthly; establish meeting day and time
- a. Meetings to be held in-person; attendees from this meeting will submit available dates so monthly meeting interval can be determined.
 - b. Tuesdays are preferred by Joe.
11. Claims for weather delays or time – requirements will be strictly enforced. Superintendent to keep a daily diary and log of all activities and items of note.
- a. Hall will keep a rain gauge on site and maintain a rain log.
12. Job Site Safety - GC's responsibility.
13. Action Items - Submit list of sub-contractors, schedule, schedule of values.
14. Work forecast: What work will be accomplished by the next meeting? Are there any obstacles to prevent you from meeting your schedule? Provide a 30-60 day look ahead
15. Other items for discussion
- For the retaining wall, the 12" straight face block is being phased out in favor of the more popular bevel face. TOS, Benesch have agreed to use the RidgeRock II block (8"x9"x18" Straight Face color Desert Buff) to substitute the proposed block on the engineer plans (8"x12"x18" at plan detail) The new block brochure is attached.
 - Pending is the shop drawing submittal & engineer drawing certification for approval

cc: All attendees
Richard Callahan/Jeff Ashbaugh/Dave Scott

SRW Units – 9"



14" Seat Wall Cap and Stone Samples



Belgard "Savannah" Pavers

RIDGE ROCK II

Strong + Beautiful + Versatile



RidgeRock
Retaining Walls, Inc.

Strength & Versatility

The RidgeRock II Retaining Wall System has the added advantages of smaller block size, lower costs, and easier installation. All of this with no compromise in structural stability, appearance or longevity.

RIDGE ROCK II

Strong+Beautiful+Versatile

Remarkable Value & Superior Structural Integrity

RidgeRock II is lighter weight, lower cost, and easier to install than other competitive products. Its superior shear mechanism, balanced center of gravity, and open-core design provide increased stability resulting in superior structural integrity.

Integral Shear Key System

The bottom of each RidgeRock II unit features a built-in concrete shear key that creates positive block-to-block shear. The user-friendly shear mechanism eliminates the need for separate pins or clips which can be easily forgotten or misplaced during the construction process.

Flexible Wing Positioning System

First introduced in the RidgeRock System, the Flexible Wing Positioning System (FWPS) provides greater flexibility in block positioning for easier installation of curved walls. The positioning wings, located on either side of the RidgeRock II units, deliver additional shear resistance between the integral shear key and the underlying course of blocks.

Options in Appearance

RidgeRock II is available in beveled face to offer increased shadowing effects or in straight face for clean lines. A variety of color options are available at most locations and vary by geographical region. Contact your local RidgeRock supplier for available options.

Proven Product

The first choice of engineers, architects, municipalities and homeowners since 1998, RidgeRock can be found in thousands of projects across the country. Now RidgeRock II follows in its predecessor's footsteps with the added advantages of smaller block size, lower costs, and easier installation, with no compromise in structural integrity.



STRAIGHT UNIT	
Weight (empty)	Approx. 64 lbs.
Height	8 inches
Depth	9 inches
Width	18 inches
Face Coverage	1.0 square ft.
Setback per Course	1 inch*



BEVELED UNIT	
Weight (empty)	Approx. 62 lbs.
Height	8 inches
Depth	9 inches
Width	18 inches
Face Coverage	1.0 square ft.
Setback per Course	1 inch*

CAP UNIT	
Weight	Approx. 50 lbs.
Height	4 inches
Depth	9 inches
Width	18 inches
Face Coverage	0.5 square ft.



** Weight and other dimensions may vary by location. Please contact your local RidgeRock representative for information.*

Beveled tan block allowed the entrance of this development to be constructed through a narrow easement.



Gray beveled block was used to allow building construction without encroaching into the stormwater pond.

Installation Steps

STEP 1 - Base Course Preparation

Beginning at the point of lowest elevation, excavate a trench the length of the wall that will accommodate a minimum of 6" of base material and 6" of block embedment. As a rule of thumb for level areas, 1" of block should be embedded for every 8 ft. of wall with a minimum of 6" embedded below grade. If your wall is placed on a slope, check with a local design engineer for requirements. The width of the trench should be a minimum of 21" and your trench depth will vary with wall embedment requirements.

STEP 2 - Leveling Pad Installation

Place and compact a minimum of 6" of base material to 95% of Standard Proctor. Base material should consist of ¾" to 1" washed stone or crushed road base. This material will vary from region to region.

STEP 3 - Base Course Installation

Place the base course of block end-to-end and use a string line along the back of the block to align straight walls. Center the blocks on the pad to allow a minimum of 6" of pad in front of and behind the blocks. Using a 4 ft. level, level the blocks from side-to-side and front-to-back. Level across 3 full blocks to ensure level from block-to-block. Use a rubber mallet to seat the blocks into the leveling pad rather than attempting to push small amounts of material under the blocks.

STEP 4 - Core and Drainage Fill

Place ¾" to 1" clean aggregate within the cores, the area between blocks and a minimum of 12" behind the back of the blocks. Fill 1 block course at a time as wall construction proceeds.

STEP 5 - Geogrid Placement

Level the drainage stone with the top of the block and ensure fill dirt has been placed and compacted to this same elevation. Clean all debris from the top of the block course. Cut the proper geogrid to the correct length and install with the strength direction of the geogrid perpendicular to the wall face. The strength direction is normally the roll direction, but check with the geogrid manufacturer for clarification. Extend geogrid to the front of the block. Place next course of RidgeRock II on wall in a running bond configuration to hold geogrid in place. Pull geogrid taut from the back, removing any wrinkles. Pin or stake to hold in place while placing fill. Place and compact backfill soils leaving 12" behind blocks for drainage fill. Place and compact drainage fill inside and 12" behind blocks.

STEP 6 - Successive Course Installation

Prior to adding successive courses, the block should be swept free of debris. Starting in the center of the wall, center the block in a running bond pattern and pull it forward until the Shear Key engages the positioning wings. Place backfill material in maximum 12" loose lifts and compact to 95% of standard proctor leaving 12" of space behind the block for drainage fill. Place drainage fill behind and in blocks one course at a time and compact. Only hand operated compaction equipment such as a vibrating plate compactor should be used within 3 ft. of the back of the block. Continue with successive courses placing geogrid as required by design until full height is reached.

STEP 7 - Capping the Wall

Top caps are generally 4" in height and should be placed with the split edge forward. Adhere top caps with construction adhesive specifically manufactured for masonry use. Cap styles may vary by region. Check with your local representative for options.

STEP 8 - Top of Wall Stepping

Where steps must occur in the top of the wall to follow finished grades, double capping at each step can be used to provide a finished appearance.

Installation Notes

These installation steps are applicable to most situations. However, special design considerations must be given in some instances to ensure hydrostatic forces do not develop and that conditions behind of and in front of the wall are handled correctly. These instances include but are not limited to ponding water, sloping grades, surcharge conditions, fences and guardrails, tiered walls, driveways and roads, groundwater, culverts, bridges, drainage structures and streams or creeks.

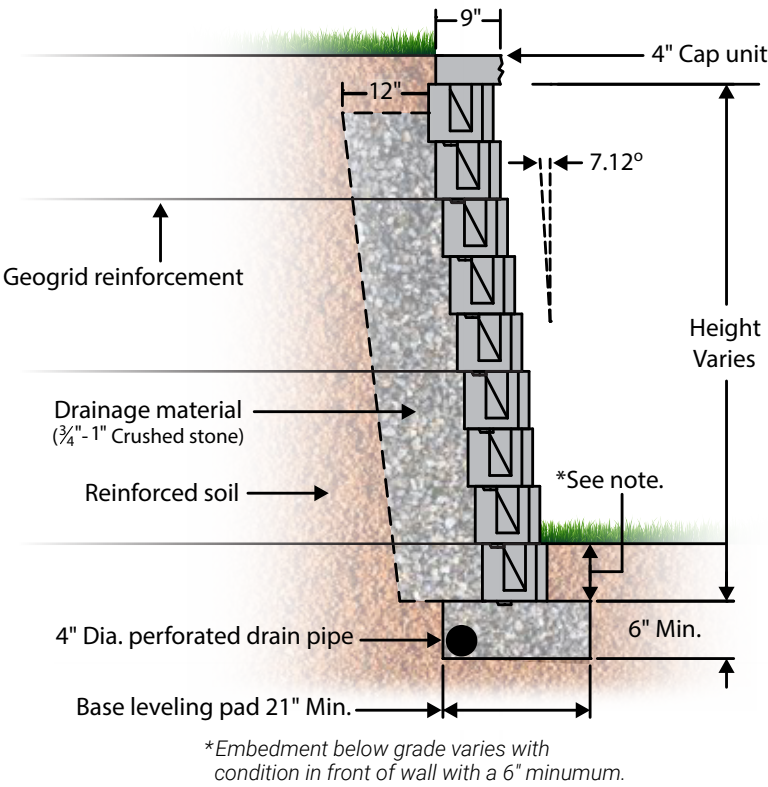


Straight face tan block gave the architect the look he desired for this common area focalpoint.

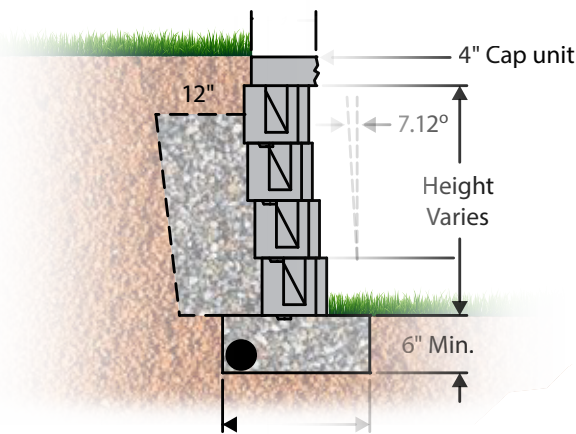


Beveled face natural gray was chosen to increase the usable space for apartment buildings.

Reinforced Wall Detail



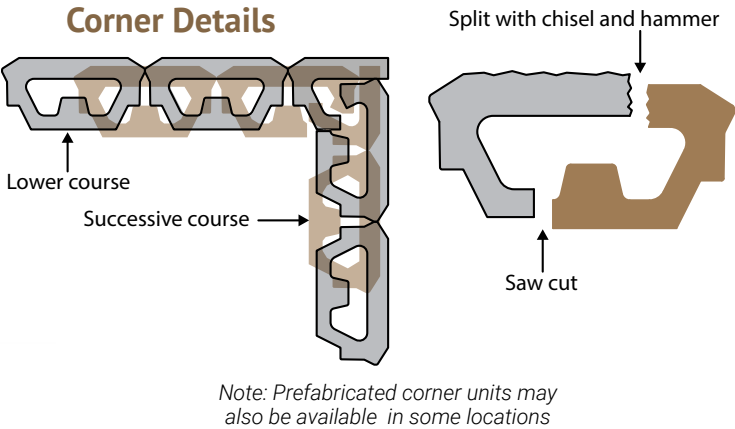
Unreinforced Gravity Wall Detail



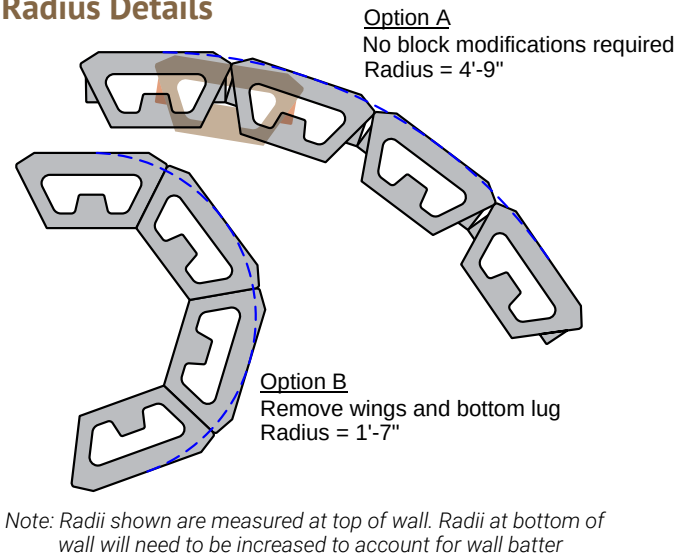
Gravity Walls

Maximim Unreinforced Wall Height 7.12° Batter		
Soil Type	Level fill	3H:1V Slope
Sand/Gravel* $\Phi=34^\circ$	2'-8" (4 block courses)	2'-0" (3 block courses)
*See design assumption notes		

Corner Details



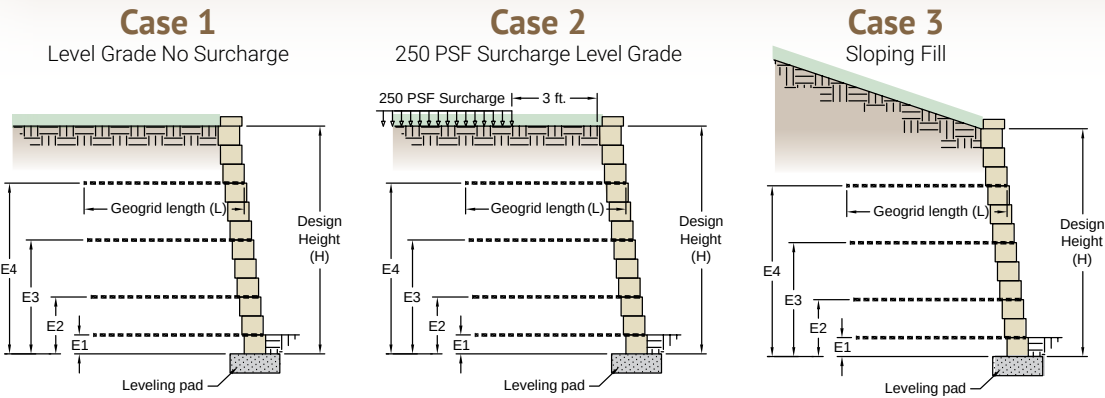
Radius Details



Interlocking back view of RidgeRock II blocks shown below

Our patented Flexible Wing Positioning System, shown in this photo, allows for quick and accurate positioning of each unit.

Geogrid Reinforced Walls



Silt/Lean Clay: $\Phi=26^\circ$ $Y=120$ pcf

Case 1, Level fill, No loading								
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)						
		E-1	E-2	E-3	E-4	E-5	E-6	E-7
4	4.5	2						
6	5.0	2	4					
8	6.5	2	4	6				
10	7.5	0.67	2	4	6	8		
12	9.0	0.67	2	4	6	8	10	
Case 2, Level fill, 250 psf surcharge								
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)						
		E-1	E-2	E-3	E-4	E-5	E-6	E-7
4	4.5	0.67	2					
6	6.5	2	4					
8	8.0	0.67	2	4	6			
10	9.5	0.67	2	4	6	8		
12	10.5	0.67	2	4	6	8	10	
Case 3, 3H:1V sloping fill								
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)						
		E-1	E-2	E-3	E-4	E-5	E-6	E-7
4	4.5	0.67	2.67	4.67				
6	6.5	0.67	2.67	4.67				
8	8.5	0.67	2.67	4.67	6.67			
10	10.0	0.67	2	3.33	4.67	6	8	
12	12.0	0.67	2	3.33	4.67	6	8	10

Design Assumptions & Notes

- Design charts are applicable only to soils possessing an angle of internal friction (PHI) of 26°, 30° and 34° and a moist unit weight of 120 lbs./cu.ft. For other soil types consult a local design engineer.
- It is assumed that wall construction is in accordance with RidgeRock specifications and industry standards. All backfill soils are assumed compacted to 95% of standard proctor and placed in maximum 8" compacted lifts.
- Gravity wall calculations assume no surcharges are located within a distance of two times the wall height behind the wall.
- Gravity wall calculations assume the use of free draining ¾" to 1" stone for the leveling pad and within a horizontal distance of one-half of the wall height behind the back of the block.
- The geogrid charts are based on a standard block unit setback of 1" per course.
- Geogrid lengths shown are measured from the face of the block to the tails of the geogrid.
- Wall heights shown in the design charts are measured from the top of the leveling pad to the top of the top-most 8" block course.
- Design charts provide geogrid requirements in 2 ft. wall height increments. Judgment will be required when interpolating between these heights.
- Geogrid charts are based on the use of GridLok 270 coated polyester geogrid with a design strength (LTDS) of 1475 lb/ft. per the NCMA Design Manual for Segmental Retaining Walls, 3rd Edition. Information on other specific geogrid is available through the geogrid manufacturer.
- Information provided in the design charts is for informational purposes only. A qualified engineer should be consulted for final wall design purposes. RidgeRock Retaining Walls, Inc. accepts no liability for the use of these charts or any results thereof.

Silty Sand: $\Phi=30^\circ$ $Y=120$ pcf

Case 1, Level fill, No loading							
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)					
		E-1	E-2	E-3	E-4	E-5	E-6
4	4.0	2					
6	4.5	2	4				
8	5.5	2	4	6			
10	7.0	2	4	6	8		
12	8.0	0.67	2	4	6	8	10
Case 2, Level fill, 250 psf surcharge							
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)					
		E-1	E-2	E-3	E-4	E-5	E-6
4	4.0	0.67	2				
6	5.5	2	4				
8	6.5	2	4	6			
10	8.0	0.67	2	4	6	8	
12	9.0	0.67	2	4	6	8	10
Case 3, 2H:1V sloping fill							
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)					
		E-1	E-2	E-3	E-4	E-5	E-6
4	4.0	2					
6	5.0	2	4				
8	6.5	0.67	2	4	6		
10	8.5	0.67	2	4	6	8	
12	10.0	0.67	2	4	6	8	10

Sand/Gravel: $\Phi=34^\circ$ $Y=120$ pcf

Case 1, Level fill, No loading							
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)					
		E-1	E-2	E-3	E-4	E-5	E-6
4	4.0	2					
6	4.0	2	4				
8	5.5	2	4	6			
10	6.5	2	4	6	8		
12	7.5	2	4	6	8	10	
Case 2, Level fill, 250 psf surcharge							
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)					
		E-1	E-2	E-3	E-4	E-5	E-6
4	4.0	2					
6	4.5	2	4				
8	6.0	2	4	6			
10	7.0	2	4	6	8		
12	8.0	0.67	2	4	6	8	10
Case 3, 2H:1V sloping fill							
Design Height (ft.)	Geogrid length (ft.)	Geogrid Elevations (Feet above base)					
		E-1	E-2	E-3	E-4	E-5	E-6
4	4.0	2					
6	5.0	2	4				
8	6.5	2	4	6			
10	8.0	0.67	2	4	6	8	
12	10.0	0.67	2	4	6	8	10

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RidgeRock II's smaller block size features the same structural stability, design flexibility and Flexible Wing Positioning System as its larger RidgeRock predecessor. A technological breakthrough, RidgeRock II's smaller format results in lower costs and easier installation.



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