



Board of Aldermen Pre-Agenda Meeting
Agenda Packet
September 7, 2023





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

DATE
September 7, 2023

1. **CALL TO ORDER – Mayor Jonathan Williams**
2. **INVOCATION & PLEDGE OF ALLEGIANCE**
3. **PUBLIC HEARING – Hawkins Road Rezoning for Hawkins Meadow Development**
4. **REVIEW OF SEPTEMBER 12, 2023, AGENDA**
 1. ***CALL TO ORDER – Mayor Jonathan Williams***
 2. ***INVOCATION & PLEDGE OF ALLEGIANCE***
 3. ***ADDITIONS/DELETIONS AND ADOPTION OF AGENDA***
 4. ***RECOGNITIONS***
 - a. *Fire Chief Lanning: Fire Department Staff*
 5. ***PUBLIC COMMENT*** *This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen must provide their name, address, and topic to be addressed. The Board will listen and may or may not respond at their discretion or may decide to place a topic on a future agenda. A speaker will be allowed 3 minutes to speak.*
 6. ***CONSENT AGENDA*** *The Consent Agenda is the first order of business. The items listed are believed to be non-controversial and administrative in nature. There will be no separate discussion of the items unless an Alderman or a citizen requests and is granted permission to speak. The item(s) will then be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion.*
 - a. ***APPROVAL OF MINUTES:*** *August 3, 2023, Pre-Agenda Meeting Minutes
August 3, 2023, Joint Meeting Minutes
August 8, 2023, Regular Meeting Minutes
August 22, 2023, Called Meeting Minutes*
 7. ***CONSIDER APPROVING – Hawkinstown Rd Rezoning for Hawkins Meadow Development***
 8. ***CONSIDER APPROVING – Special Event Agreement Between the Town of Spencer and Winterfest***
 9. ***CONSIDER APPROVING – Historic Preservation Incentive (HPI) Grant in the amount of \$2,000 to Randall & Molly Birth of 403 S. Carolina Ave.***
 10. ***CONSIDER PROCEEDING with Stormwater Planning Grant Project***
 - a. ***ADOPT - Resolution 23-18 ARPA Stormwater Planning Grant***
 - b. ***ADOPT - Ordinance 23-14.004 ARPA Stormwater Planning Grant Budget Amendment***

11. CONSIDER ADOPTING– Budget Ordinance Amendment 22-020.001 for the Yadkin River Trailhead Project Budget

12. CONSIDER APPROVING – Resolution 23-19 Stanback Forest Additional Eight Acres

13. CONSIDER APPROVING – Resolution 23-20 Carter House Acquisition

14. DEPARTMENTAL REPORTS

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

15. TOWN MANAGER REPORT

16. REQUESTS & COMMENTS by the Mayor and Board Members

17. EXECUTIVE SESSION per NC General Statute 143-318.11 (if needed)

18. ADJOURNMENT

5. EXECUTIVE SESSION per NC General Statute 143-318.11 (if needed)

6. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
September 7, 2023, Preagenda Meeting

Issue under Consideration:	Public Hearing for Hawkinstown Rd Rezoning for Hawkins Meadow Development
Current Status:	Zoned AG/Does not allow high density residential development
Points to Consider:	Nature of area is changing from rural to residential
Financial Impact:	Increased tax base vs increased service costs
Options:	Hold Public Hearing
Recommendations:	Hold Public Hearing
Department:	Planning



MEMO

Date: 7/27/23

RE: Hawkinstown Road Rezoning

Narrative:

Property owners of parcels 324 279, 324 048, & 324 132 located on the south side of the 900 block of Hawkinstown Road are interested in developing these properties into a townhome subdivision. The property is currently zoned AG which would not allow this type of development. They are requesting these properties be rezoned to RMST which would allow this type of development. Town staff is currently working on a text amendment that would allow higher density development and townhomes in the AG zoning classification, but that amendment proposal is still sometime away, and the developer wanted to proceed with this project now.

Three properties taken together equal about 21.72 acres. The north end of the property abuts Hawkinstown Road, and the south end of the property abuts Grants Creek. Some portion of the south end is in the Creek's floodplain and will not be developable.

Surrounding properties in the area are zoned a mixture of residential classifications including AG, SFR-1, 2, & 3. These are all residential classifications with differing lots sizes and density allowances. In Salisbury's zoning jurisdiction just to the west of this project, much of the current zoning is R-6, which allows 6000 sq ft lots as compared to the requested RMST requested for these properties which allows 5000 sq ft lots. An expansion of an existing development at the west end of Hawkinstown Road will be a mix of single-family detached homes, duplexes, and townhomes. Properties in the nearby and surrounding areas are evolving into higher density residential uses.

Water and sewer for the development on this property will be provided by Salisbury Rowan Utilities.

While this is not a conditional zoning tied to a specific site plan, the currently proposed project includes 153 two story townhomes. The property will be annexed into the Town of Spencer with the town providing fire, police, and garbage services. The roads will be built to town/NCDOT standards and dedicated to the town as a part of our road system. Based on 153 units at \$250,000 per unit, this project would be valued at \$38,250,000 property tax value. At 2.75-3.25 people per unit this would add about between 420-500 people to Spencer's population.

Conclusion:

Based on the town's desire to grow its population and tax base, and recognizing various geographic limitations on this growth, the town must encourage high density population growth on properties within its municipal boundaries and its ETJ. Rezoning this property to RMST is a good first step in accomplishing that goal. The area in question was once rural and agricultural in nature and has seen some sporadic development in the past. It is now seeing pressure increased pressure for high density residential development. This rezoning request is responsive to that housing demand.

Staff recommends approval of this rezoning request and feels it is consistent with the town's comprehensive plan.

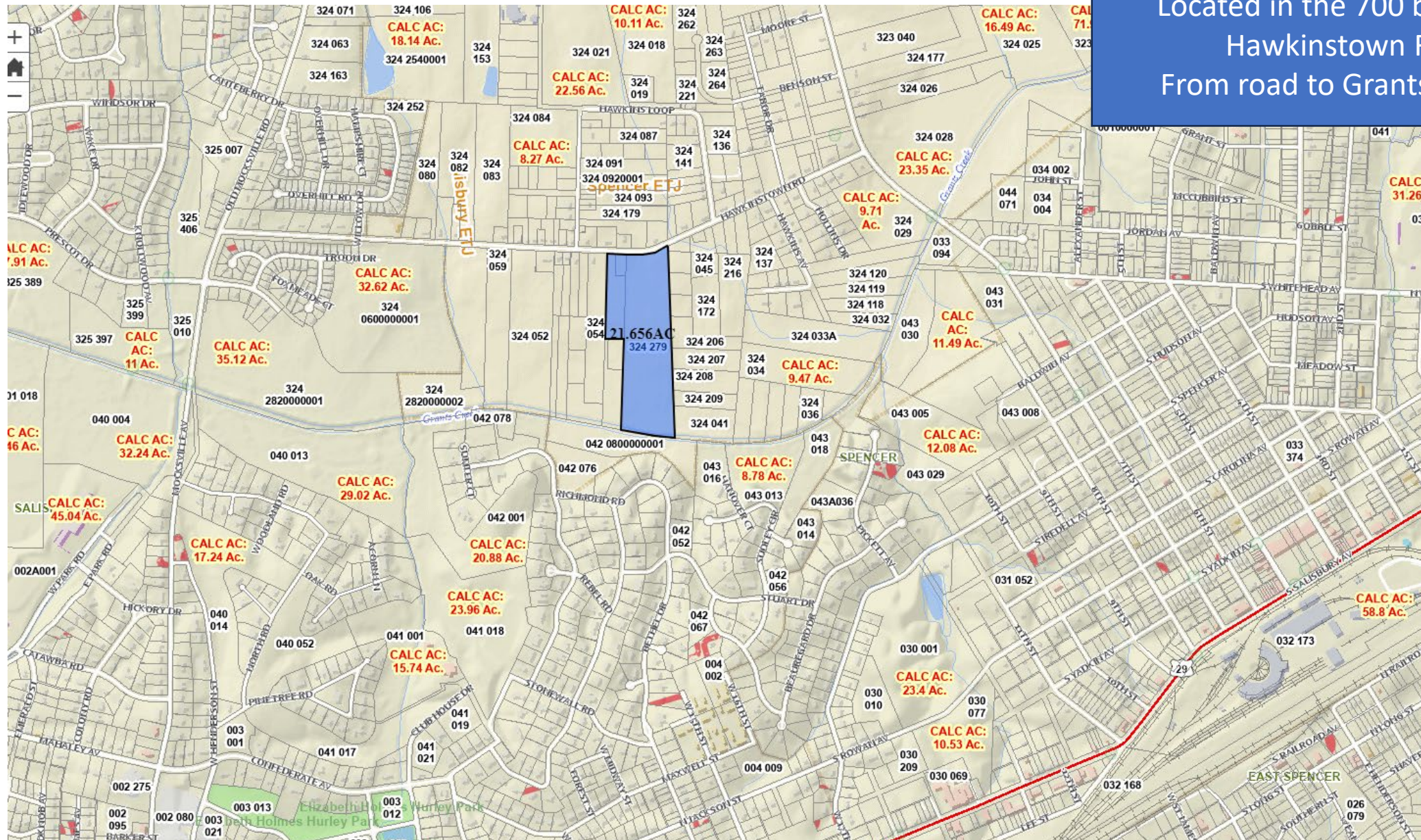
Hawkins Meadows Development

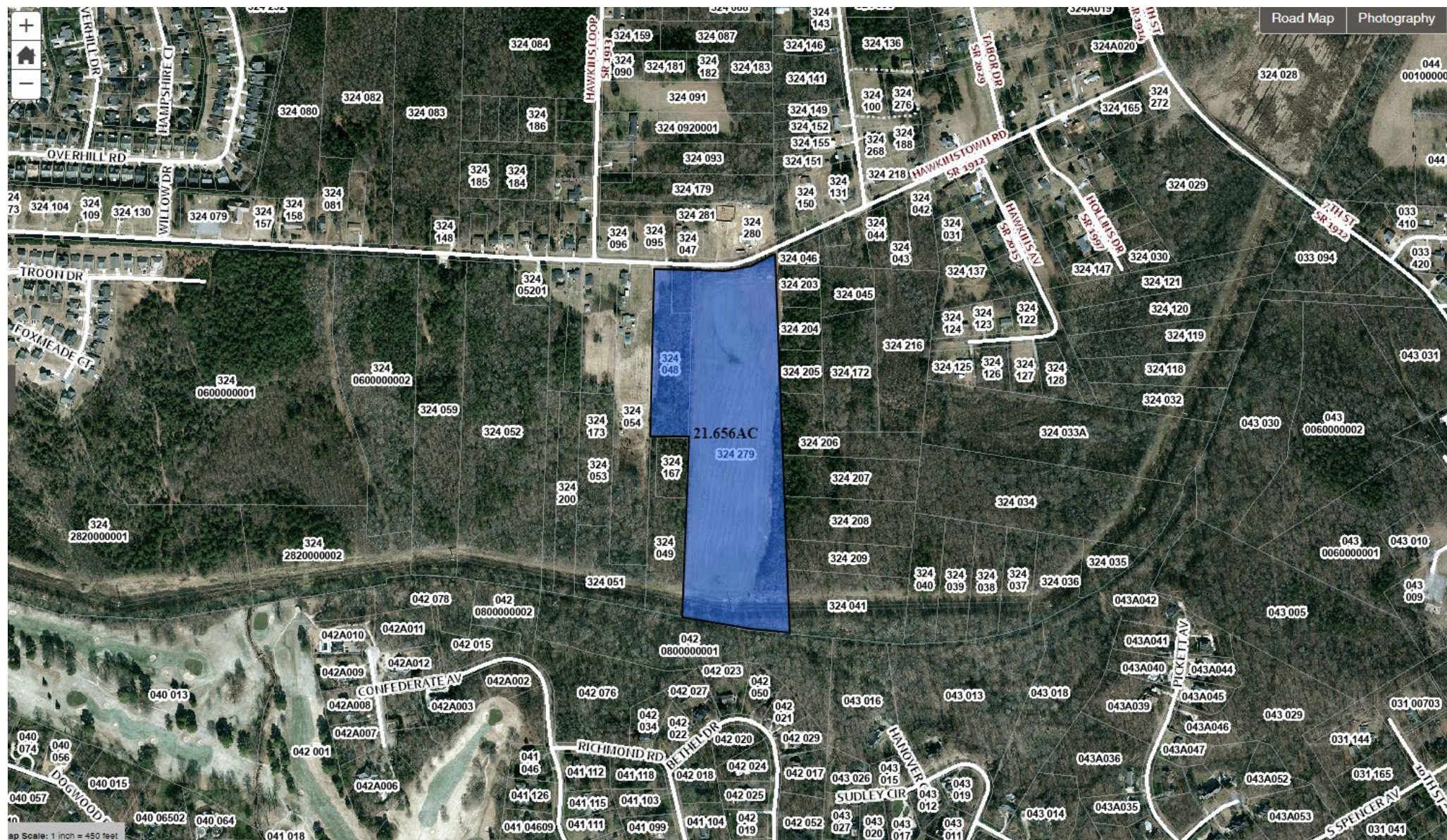
Rezoning Request

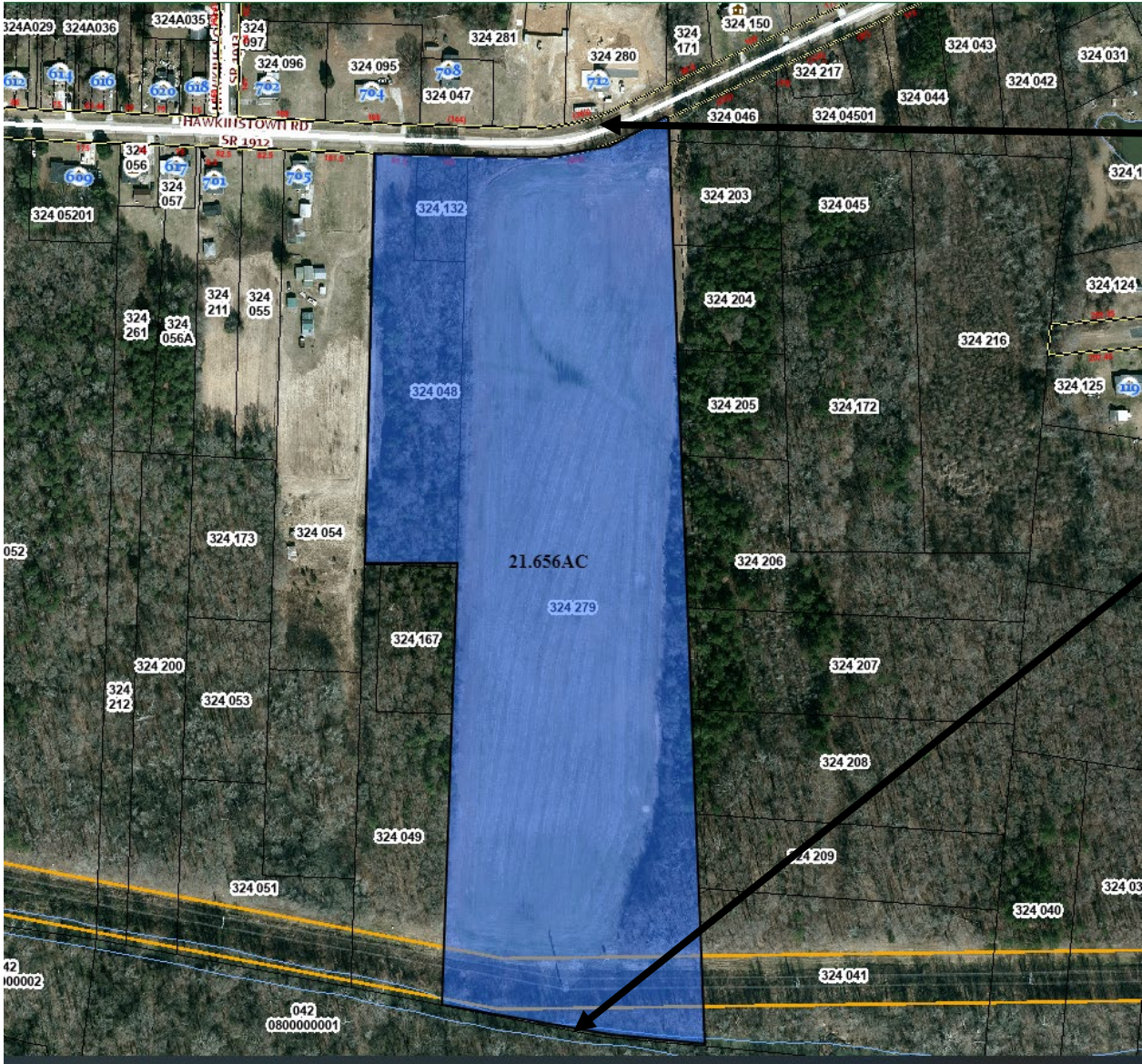
AG to RMST

(to accommodate proposed townhome development)

Located in the 700 block of
Hawkingtown Rd
From road to Grants Creek

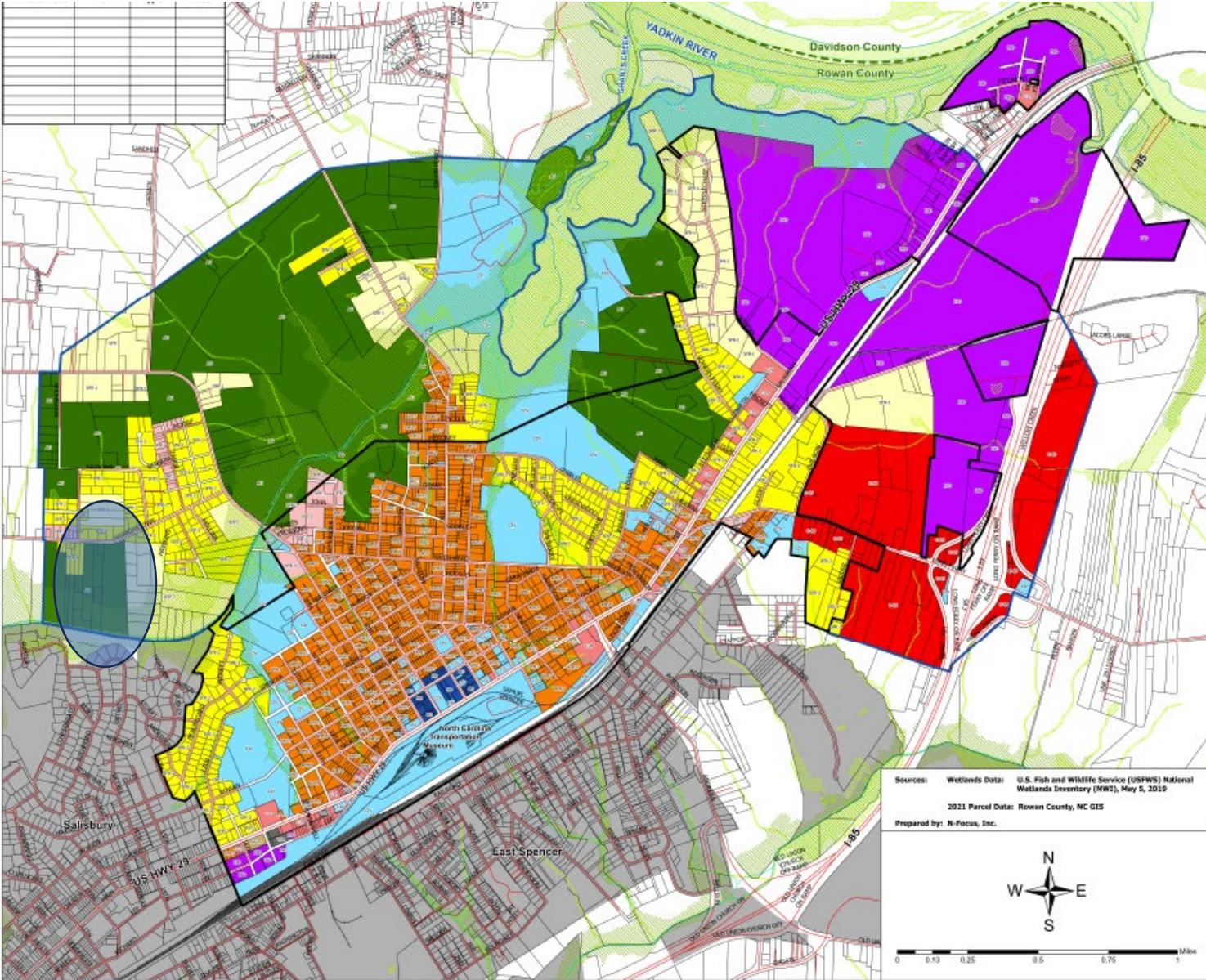






Hawkinstown Road

Grants Creek



OFFICIAL ZONING MAP

June 8, 2021



LEGEND

- Roads
- Railroad
- Stream Centerline
- Outline of Water Bodies
- 2018 Flood Zone
- Wetlands Identified by USFWS

Jurisdictions

- Spencer Town Limit
- Spencer Extraterritorial Jurisdiction (ETJ) Boundary
- Surrounding Municipal Jurisdictions
- 2021 County Tax Parcels

Primary Zoning Districts

- Agriculture (AG)
- Single-Family Residential (SFR-1)
- Single-Family Residential (SFR-2)
- Single-Family Residential (SFR-3)
- Residential Main Street Transition (RMST)
- Main Street (MS)
- Civic (CIV)
- Mixed Use (MU-1)
- Mixed Use (MU-2)
- US Highway 29 Commercial District (C-29)
- I-85 Commercial District (C-85)
- Vehicle Service and Repair (VSR)
- Industrial (IND)

Overlay Zoning Districts

- Traditional Neighborhood Development Overlay (TND0)
- Scenic Corridor Overlay (SCO)
- Heavy Industry Overlay (HIO)
- Mini Farm Overlay (MFO)
- Manufactured Home Overlay (MHO)

Prior Approval

- Conditional / PUD Approvals on File (Ref.#)

Sources: Wetlands Data: U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI), May 5, 2019
2021 Parcel Data: Rowan County, NC GIS
Prepared by: N-Focus, Inc.



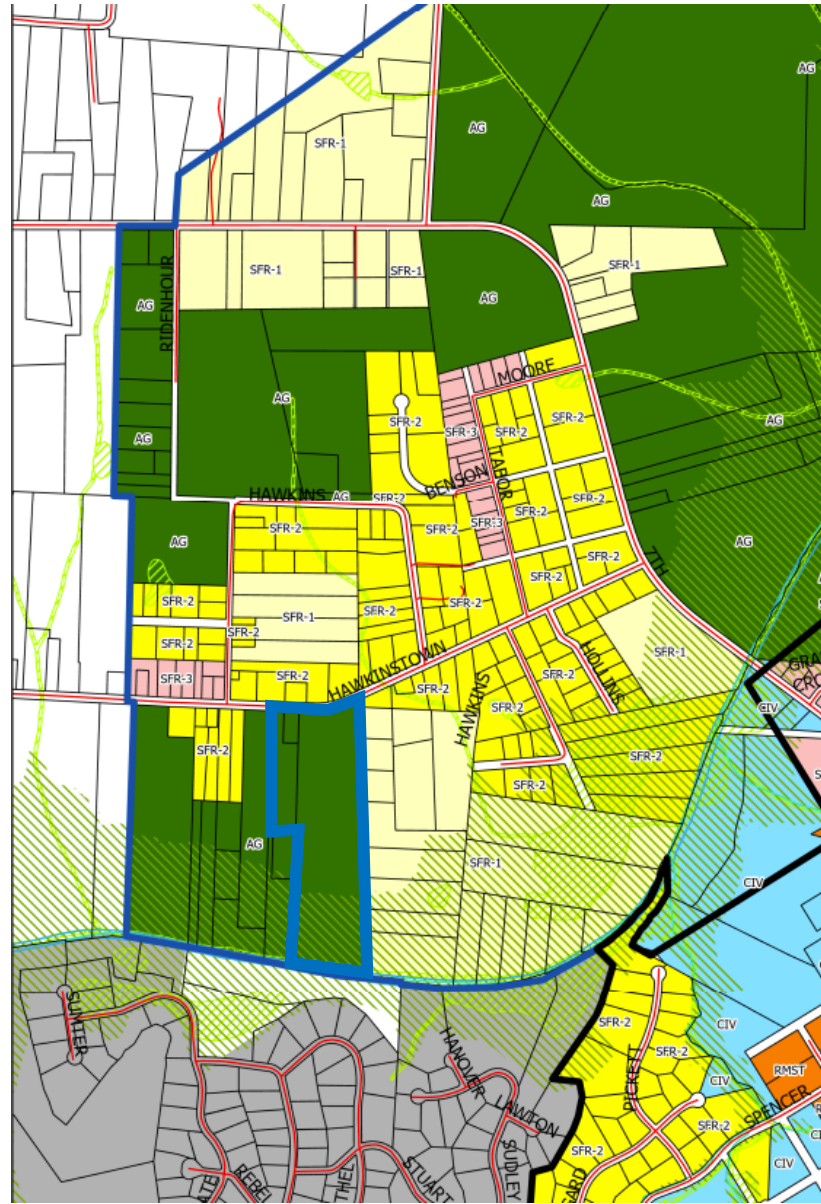
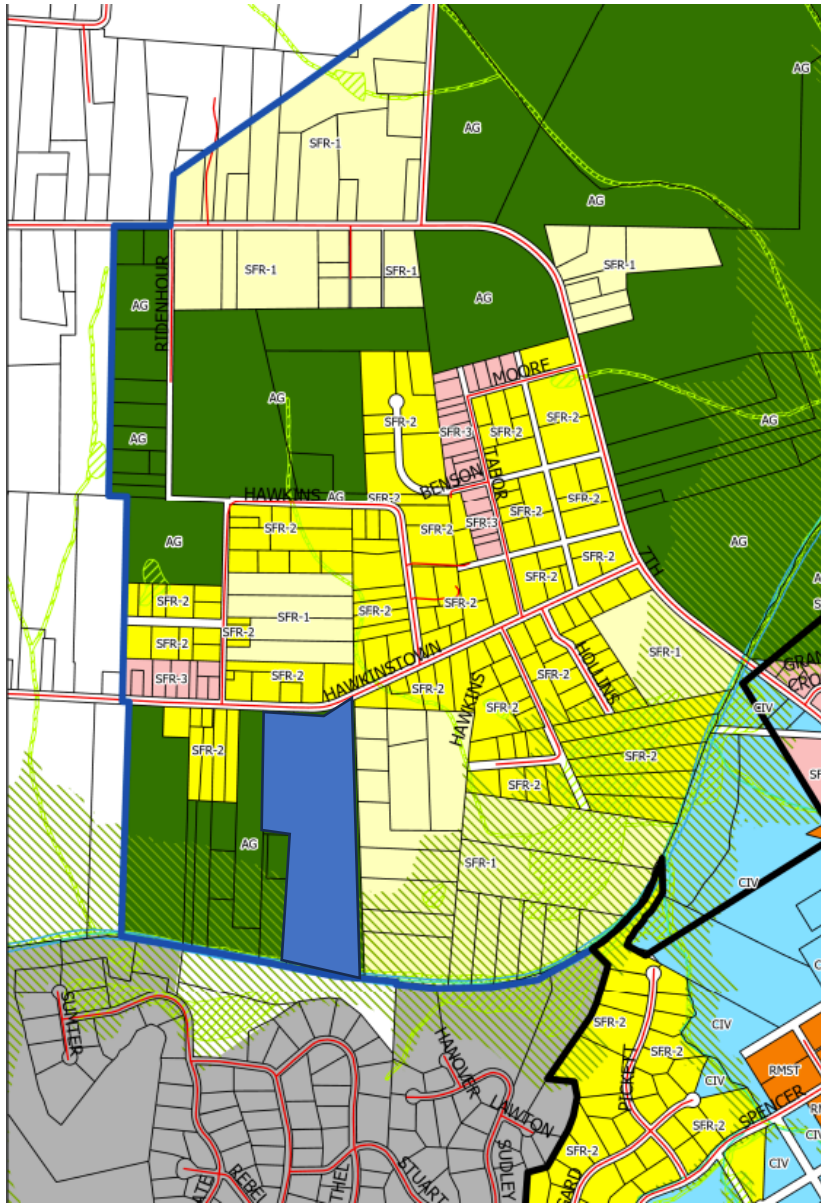
0 0.13 0.25 0.5 0.75 1 Miles

Adopted This The _____ Day of _____, _____

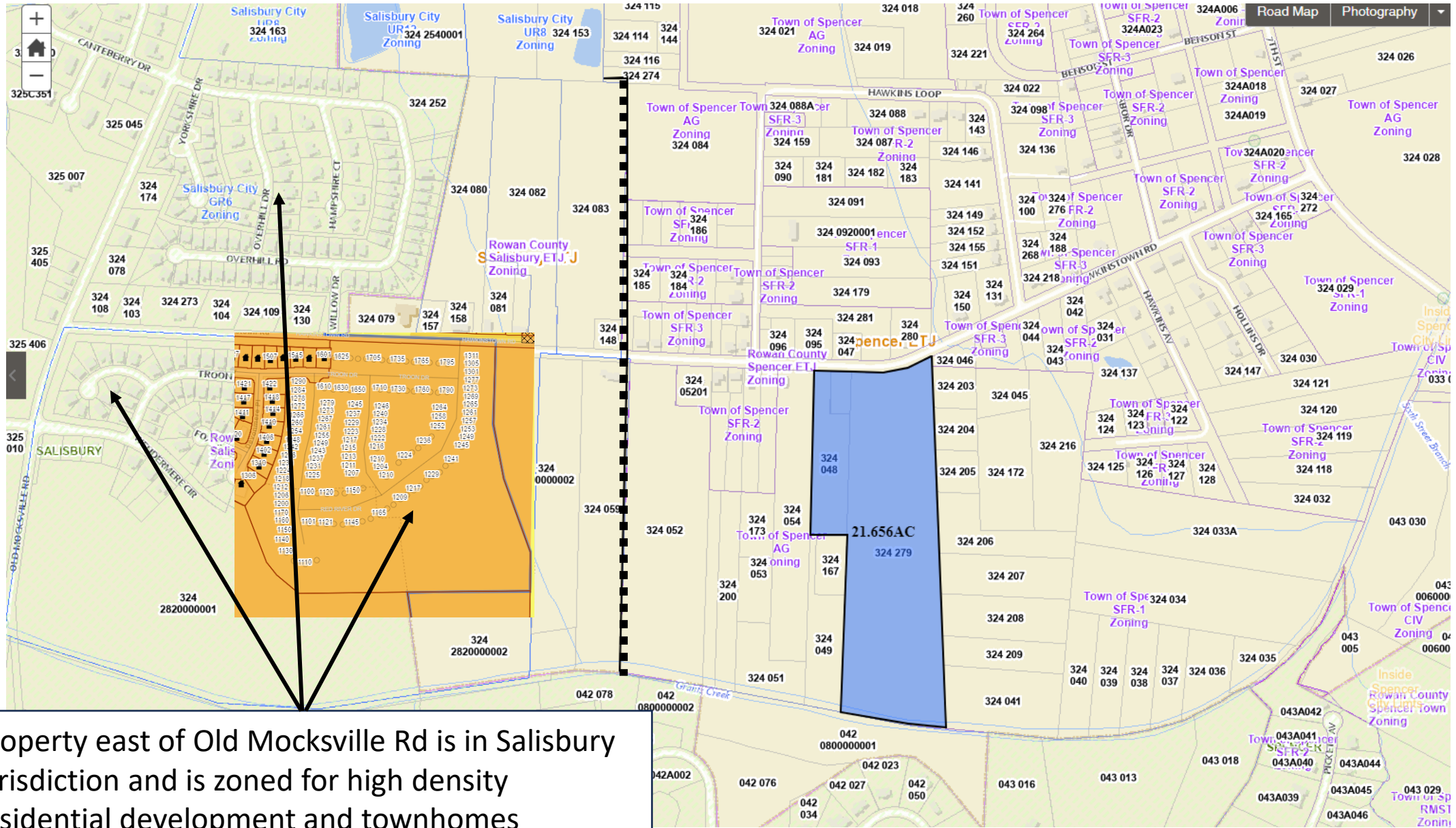
Mayor _____

Town Clerk _____

Planning, Zoning, and Subdivision Administrator _____



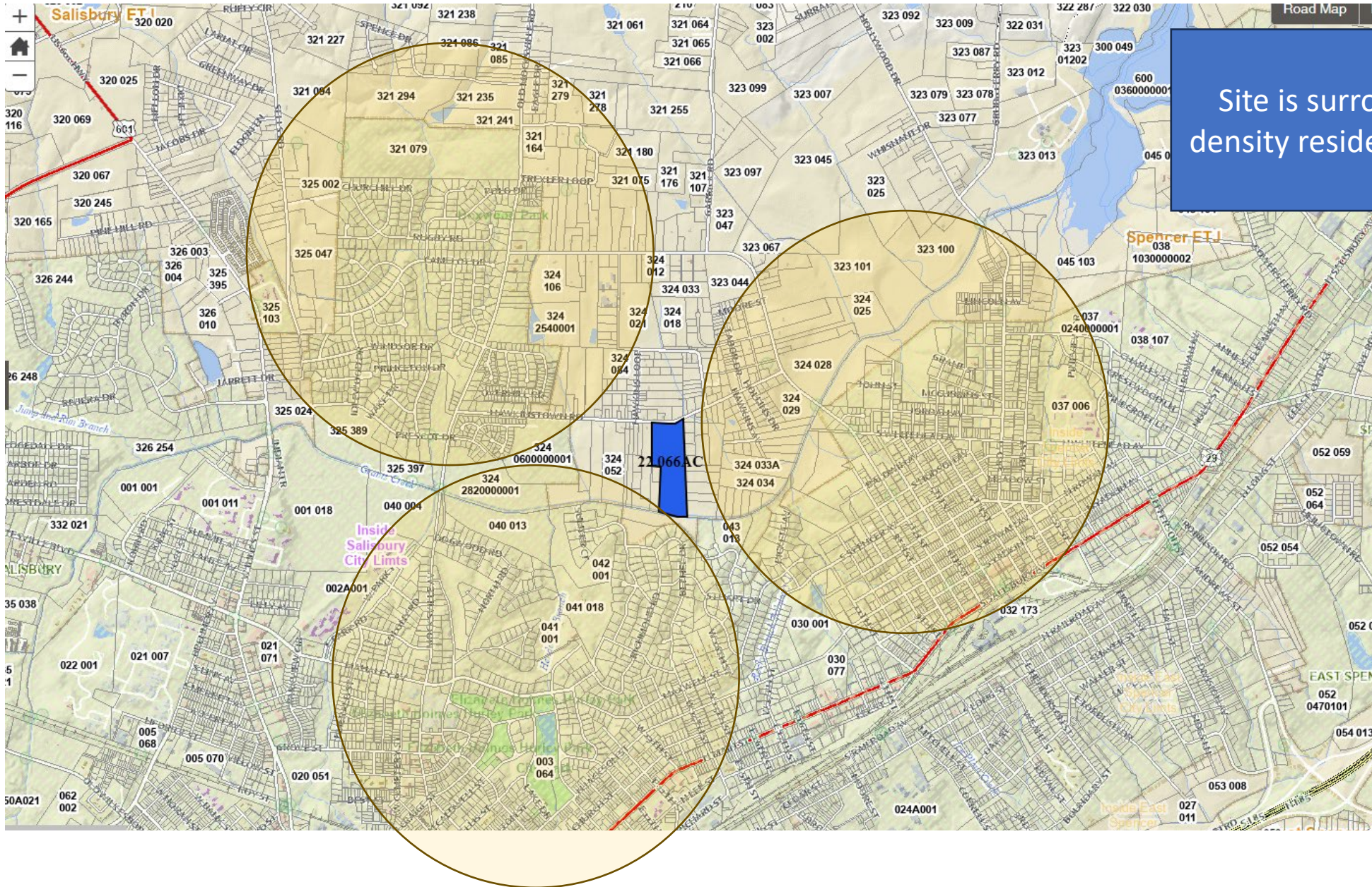
- Currently zoned AG
- Property to west is zoned AG & SFR-2
- Property to east is zoned SFR-1
- Property to north is zoned SFR-1, 2 & 3



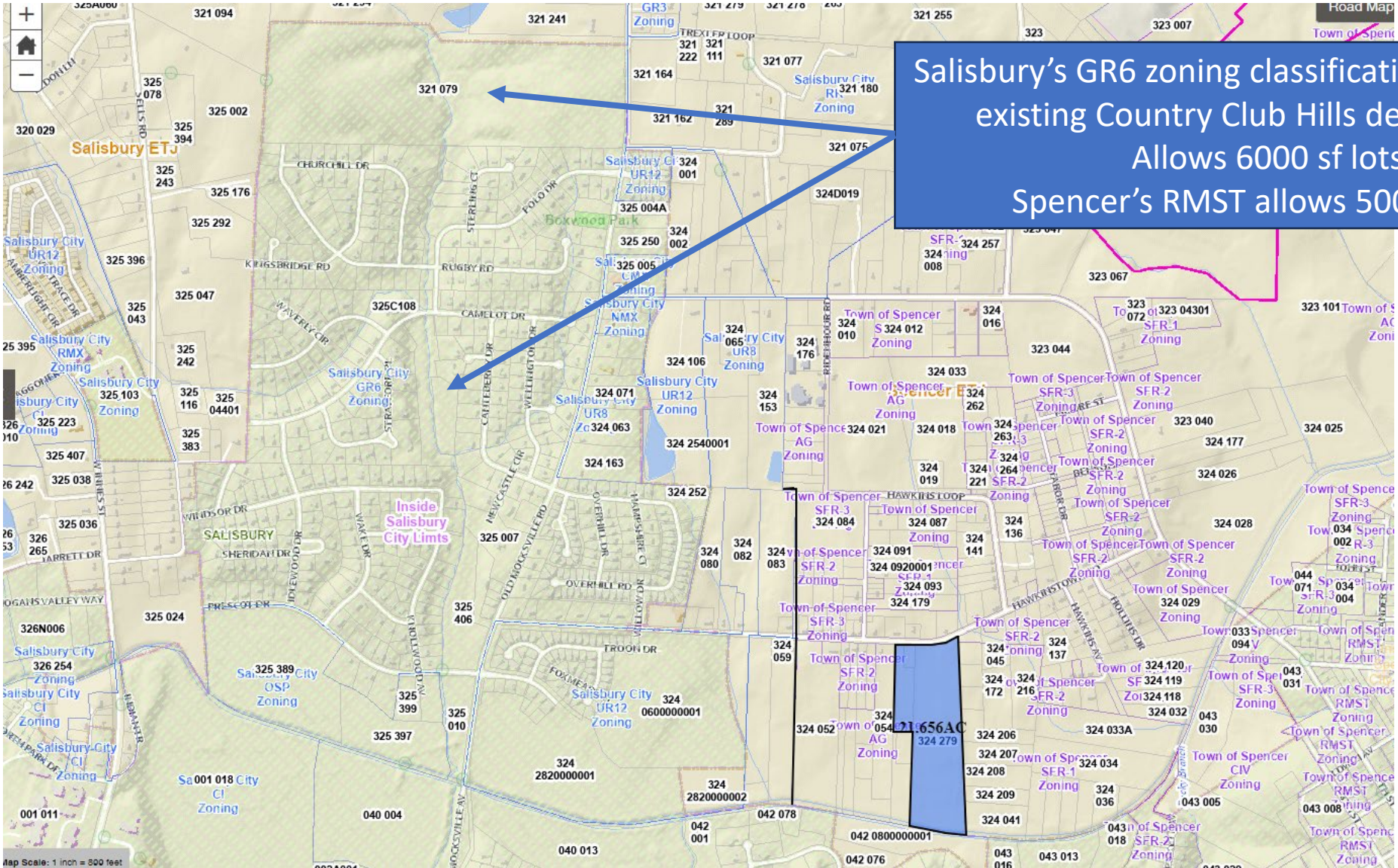
Property east of Old Mocksville Rd is in Salisbury jurisdiction and is zoned for high density residential development and townhomes

Site is currently rural in nature but is an area rapidly transitioning to higher density residential uses





Site is surrounded by higher density residential development



Salisbury's GR6 zoning classification for new and existing Country Club Hills development
Allows 6000 sf lots
Spencer's RMST allows 5000 sf lots

Purpose of AG zoning was to save farms and rural
“feeling” of undeveloped land

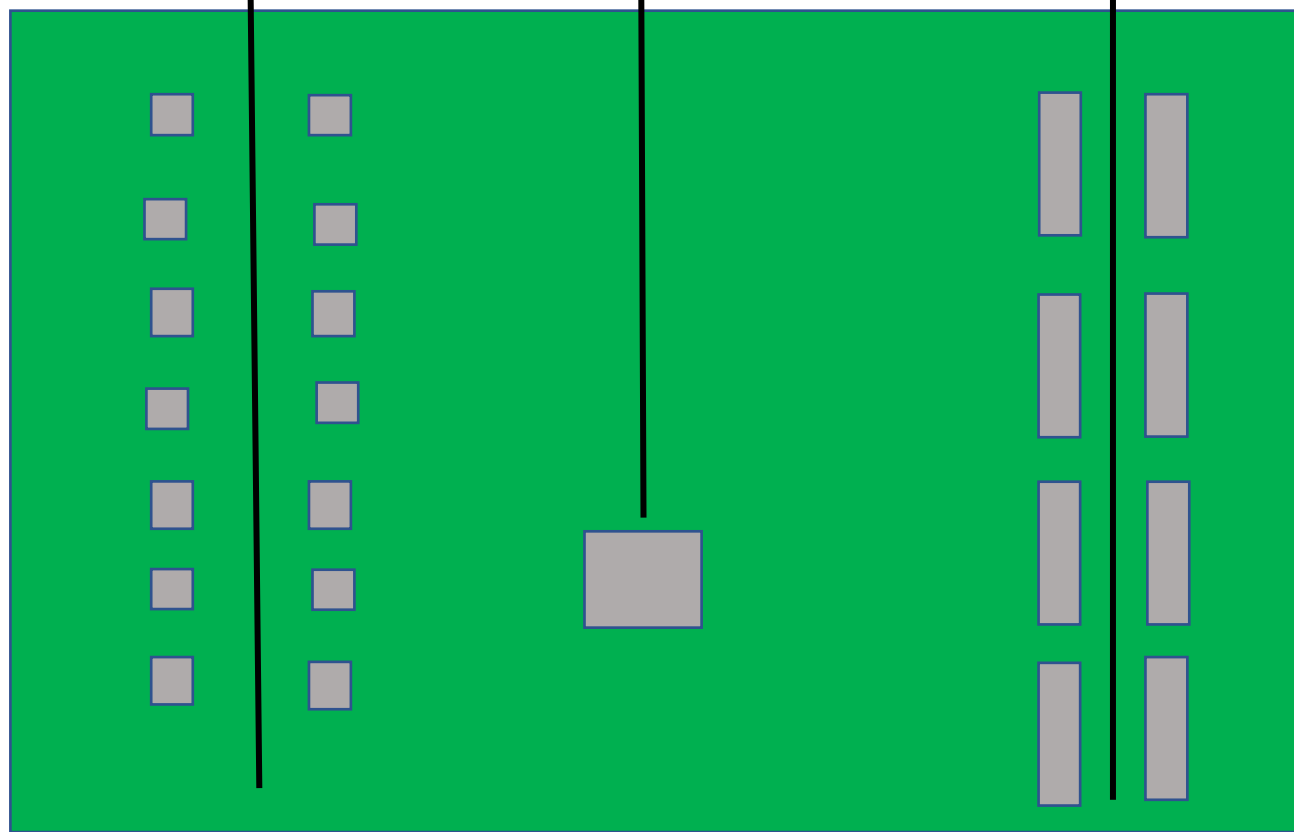




Strip development along frontage changes agricultural viewshed into low density suburban development



Mixed higher density development is supported by this text amendment





Line	Bearing	Distance	Line	Bearing	Distance	Curve	Radius	Chord Bearing and Distance	Arc Length
L69	S 87° 27' 34" E	19.47'	L56	N 1° 00' 18" W	65.86'	C1	20.00'	N 4° 31' 11" 22" W	3.76'
L70	S 88° 19' 23" E	67.81'	L57	N 1° 31' 04" W	75.00'	C2	585.00'	N 4° 55' 03" W	75.45'
L71	N 88° 36' 28" E	49.70'	L58	S 2° 31' 04" W	75.00'	C3	585.00'	N 0° 03' 34" E	26.47'
L72	N 73° 23' 54" E	55.70'	L59	S 2° 21' 21" W	24.01'	C4	50.00'	N 36° 18' 01" W	9.04'
L73	N 67° 59' 13" E	62.60'				C5	25.00'	N 20° 03' 39" W	18.26'
L74	N 66° 07' 03" E	57.84'				C6	50.00'	N 28° 55' 10" E	85.65'
L75	N 66° 38' 52" E	11.02'				C7	50.00'	S 44° 49' 28" E	72.15'
L76	S 7° 39' 58" E	56.42'				C8	25.00'	S 22° 46' 21" W	18.26'
						C9	50.00'	S 22° 46' 21" W	36.51'
						C10	525.00'	S 3° 38' 15" W	91.39'
						C11	20.00'	S 12° 09' 40" E	2.50'
						C12	20.00'	S 53° 33' 55" E	24.53'
						C13	20.00'	N 37° 49' 05" E	23.29'
									24.86'



LEGEND			
□	Existing Stone	⬮	Gas Valve
■	New Conc. Mon.	⬮	Fire Hydrant
○	Existing Iron	⬮	Gas Line
●	New Iron	⬮	Clearcut
△	Point	⬮	Back of Curb
⬮	Ex. P.K. Nail	⬮	Centerline
⬮	Power Pole	⬮	Curb/Vard Inlet
⬮	Light Pole	⬮	Right-of-Way
⬮	Water Valve	⬮	Telephone Riser
		⬮	Post Indicator Valve
		⬮	Sanitary Sewer Line
		⬮	Telephone Line

HAWKINS MEADOWS 142 TWO STORY TOWNHOME UNITS

SITE PLAN



153 CAPITAL, LLC
HAWKINS MEADOWS ROAD AG ZONING
FRANKLIN TOWNSHIP, ROWAN COUNTY, NORTH CAROLINA
REFERENCES: Tax Map 324 Parcel 279
Deed Book 1112 Page No. 168
Book of Maps 9995 Page No. 5153

PROJECT
**HAWKINS MEADOWS
TOWN HOMES**
HAWKINS MEADOWS ROAD, SALISBURY, NC

JULY 14, 2023
Scale: 1" = 60'-0"
L-1

Rezoning Request:

- Rezone parcels 324 279, 324 048, & 324 132 from AG to RMST

Action requested:

- Planning Board to recommend approval of the rezoning to the Board of Aldermen (8/14/23)
- Developer to hold Neighborhood Meeting (8/23/23)
- Board of Aldermen to hold Public Hearing (9/7/23)
- Board of Aldermen to approve rezoning (9/12/23)
- Board of Aldermen to approve Statement of Consistency (9/12/23)



RE: Hawkins Meadows Development
Neighborhood Meeting Notes
8.23.23

At 6:00 PM on August 23, 2023, a neighborhood meeting was held at Town Hall to allow residents of the Hawkinstown Road area to meet with staff and the developer of the proposed Hawkins Meadows townhome development so that the developer and staff could describe and explain the details of the proposed development and the neighbors could ask questions and voice their concerns. About 30 people attended the meeting. Before staff could complete a presentation concerning the proposed development, those in attendance vocally expressed their opposition to the project and to the prescribed rezoning process. The general scope of the participants' objections had to do with the negative impact the project would have on the community which they self-described as "Hawkinstown." Their objections focused on how the type of development (townhomes) differed from the existing development patterns in the area, primarily medium sized, single-story, single-family homes on medium sized lots. The following are specific concerns voiced with staff responses.

Issues raised by those in attendance (Staff response in blue):

1. Everyone in "Hawkinstown" should have been notified of neighborhood meeting, not just contiguous property owners. *Spencer's development ordinance requires adjacent property owners be notified of the meeting by 1st class mail and they were. Per state statute and our ordinance, adjacent property owners were also notified of the legislative hearing which was also advertised in the newspaper and by posting on the property.*
2. When asked about the geographic limits of Hawkinstown, one person responded it was all of Hawkinstown Road and any side roads. Another responded that an ancestor of the Hawkins family had once owned all of the land in this area, had farmed it, and then divided it and left it to his heirs. *See comments on Hawkinstown and neighborhood history below.*
3. Hawkinstown residents should have been consulted before planning process was begun so what they wanted concerning this property could be considered by developer and town staff. *Predevelopment consultation is not suggested or required by our ordinance or state statute.*
4. Development will greatly increase traffic on Hawkinstown Road, leading to more accidents. A traffic impact study should have been done. *Multifamily developments located on state-maintained roads are required to get a driveway permit from NCDOT. If DOT has concerns about traffic volumes and carrying capacity of the road, they may require a traffic study and may ultimately require turn lanes, deceleration lanes, signalization, or other traffic management methods to ensure safe traffic movements.*
5. An environmental impact statement should have been done. *This is not required by state or local ordinance for this type of project on this type of property. The lower portion of the project property is in the floodplain of Grants Creek and thus will be permitted by Rowan County. The project will have an engineer-designed stormwater management system that will remove sediment from the stormwater runoff and will manage the speed of flow into*

Grants Creek, both measures improving the creek's water quality over what it is now. Current use of property is as an agricultural field with uncontrolled runoff of sediment and agricultural chemicals.

6. Townhome type development will lead to rental units which will lead to crime, noise, and other problems. Townhomes are meant to be occupied by owners but there is nothing in state law to prevent owners of any real property from renting to a third party. Homeowner's association bylaws are required for the townhome project to include language controlling the rental process and simplify the code enforcement and eviction process if needed. All common areas and building exteriors will be maintained by the homeowner's association to ensure proper upkeep. (Note: Of 76 homes in Hawkinstown area, 34% are rentals)
7. Increased residential development will lead to increased sewer system problems. As explained above, stormwater sewer system will be provided as a part of the development and should actually improve any current flooding problems. Person alluded to this being a sanitary sewer problem which would be resolved by Salisbury Rowan Utilities if that is the case.
8. Historic nature of Hawkinstown area should be taken into consideration. Similar type and size of homes should be built on this property instead of proposed townhomes. See discussion on the historic nature of this area below. Houses in this area are predominantly single-story brick, siding, or mixed material construction. The quality and upkeep level varies throughout the area, as is true in almost all neighborhoods.
9. Annexation of this property will lead to annexation of surrounding properties. Involuntary annexation is not allowed by state statute. Property owners of adjacent properties can only be annexed if they request annexation for some reason.
10. Development of this property will lead to higher taxes. Revaluation of residential structures is based on a state mandated valuation process and is done by Rowan County every four years. The process basically compares a home to other homes of similar age, construction, upkeep, etc. to other similar homes sale prices in the nearby geographic area. If prices of similar homes increase, it is likely the tax value of your home will go up. Since a new townhome is not similar in any way to a 20-year-old single story brick home, for example, sales histories of the townhomes should in no way affect the valuation of the existing homes. (Note: Of 76 homes in Hawkinstown area, average tax value is \$145,000. Townhomes will likely be priced in the \$225,000-\$250,000 range)
11. Townhome development will be unsightly/visually unpleasant. This is in the eye of the beholder, but proposed townhomes will be built of quality materials, with quality finishes and will have extensive landscaping meant to "soften" the visual impact of the new construction.
12. Large number of people living at this development will require school buses, garbage trucks, etc. to use Hawkinstown Road. There are already a mix of various vehicles on Hawkinstown Road. The impact of buses and garbage trucks stopping and starting as they complete their routes will be internal to the new development and will not affect Hawkinstown Road.
13. Large number of children will have a negative impact on our local schools. I think North Rowan High School is one of the county's smallest high schools and it was my understanding that it and Salisbury High School were both operating under capacity and needed students. Regardless, population growth is coming to Rowan County and as the

school system population grows, the school system will respond to those growth pressures as needed.

14. This type of development would not be considered if this was a white neighborhood. That is simply not true. The town responds to any private property owner's request to develop their property in the same way regardless of its location. If the project fits the requirements of the development ordinance and the town's comprehensive land use plan, staff does everything it can to help that property owner see their project through to fruition.
15. Note: Various comments indicated a lack of understanding of the principle of Extraterritorial Jurisdiction (ETJ). (Note: In early 2023, the town mailed to 83 residences in the Hawkinstown area a post card explaining the Town's ETJ and asking them to serve as ETJ members on our Planning Board. We received no responses.)
16. Note: Various comments indicated that some thought because they had Salisbury addresses that they lived in Salisbury or maybe its ETJ.

Description and History of Hawkinstown Road Area

Current residents of an area self-labeled "Hawkinstown" explained at a recent meeting that a Mr. Hawkins, ancestor of many of the current property owners, owned and farmed the land stretching from 7th St to Old Mocksville Road along Hawkinstown Road. When he died, he left the land to his relatives and they in turn have passed the land down to their children or sold it to other people. The Hawkins name is found on the ownership records of many properties in this area. Several roads in this area include the Hawkins name. While the residents of this area identify as living in Hawkinstown, there doesn't appear to be any official designation using that name. A residential subdivision at the corner of Hawkinstown Road and 7th St, accessed by Tabor Dr was platted in the past with some homes being built, but the access roads were not completed. Many of the lots in this area are inaccessible due to the lack of roads and are thus unbuildable at this time. The same is true of some of the lots in the Hawkins Loop Road area.

Aerial photography of the Hawkinstown road area shows that as late as the mid-1950s, almost all of the property from Grants Creek north, from 7th Street to Old Mocksville Road was in agricultural use. In a 1965 photograph, residential development had begun with about 25 homes being built. A 1985 photograph shows development along Hawkinstown Road, Hawkins Ave, Hawkinstown Loop Road, and other lateral roads at a similar level to the development levels found today. Starting in the mid-1990s, several large residential subdivisions were developed on the west end of Hawkinstown Road with a large expansion of one of those under construction now. On the west side of Old Mocksville Road, there is a large expansion of Country Club Hills now under construction.

For historic perspective, during the 1950s, on the south side of Grants Creek in this same area, much of the Salisbury Country Club and Spencer's Henderson Estates were also undeveloped. The Country Club and related residential areas were developed in the mid-1960s, and Henderson Estates began development in the mid-1980s.

The Town of Spencer

Incorporated in 1903, the Town of Spencer was begun in the late 1890s with the building of the Railroad Maintenance Facility for the Southern Railroad. By 1897, approximately 300 acres of land had been purchased by the railroad and platted into the residential core area of the town included in the Town's Historic District today. The Town grew through the years to include about 2000 acres of land.

In the 1970s, recognizing that geographic growth was beneficial for towns and inevitable due to population growth, the NC State Legislature approved the establishment of extraterritorial jurisdictions (ETJ). These were areas (one mile out from existing municipal boundaries for towns of our size) where towns were granted zoning and subdivision authority so that as the town's municipal limits were expanded through annexation, the development quality and regulation in these areas would match those of the annexing municipality.

During the 2022 update of the Town's Comprehensive Land Use Plan, Spencer recognized the need to grow its population and adopted a revised plan that included planned efforts to increase the residential population in the town's ETJ areas. The plan specifically said,

“Hawkinstown Rd Area- Area north of Hawkinstown Rd, east and south of 7th Street and west to Salisbury ETJ boarder, includes a mixture of small and medium sized parcels with limited residential development. If combined and redivided, and provided with municipal water and sewer, this could be prime area for higher density residential development and annexation.”

The plan also said,

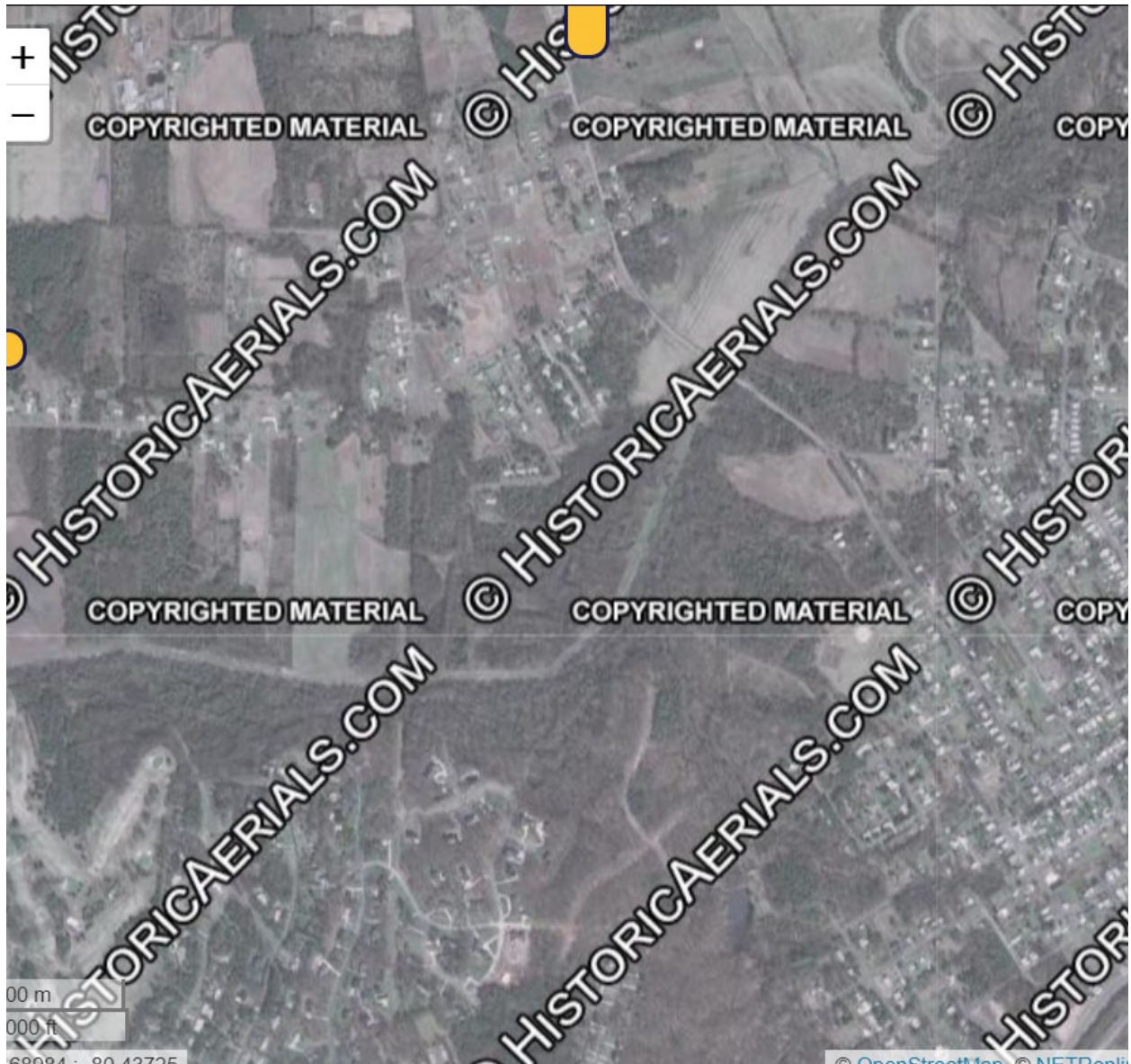
“This area has developed over time, partially though land division as inheritance into a mix of small lots, some served by a system of roads with several interior lots having no road frontage. Property owners in this area should be encouraged to recombine and then subdivide property, creating larger lots more suitable for higher density subdivision. The town could provide logistical support and then rezone the property as needed to the benefit of current property owners and the town's future. In return for attaching to town water and sewer (needed for high density development), this property would be annexed into the town's municipal limits.”



1954



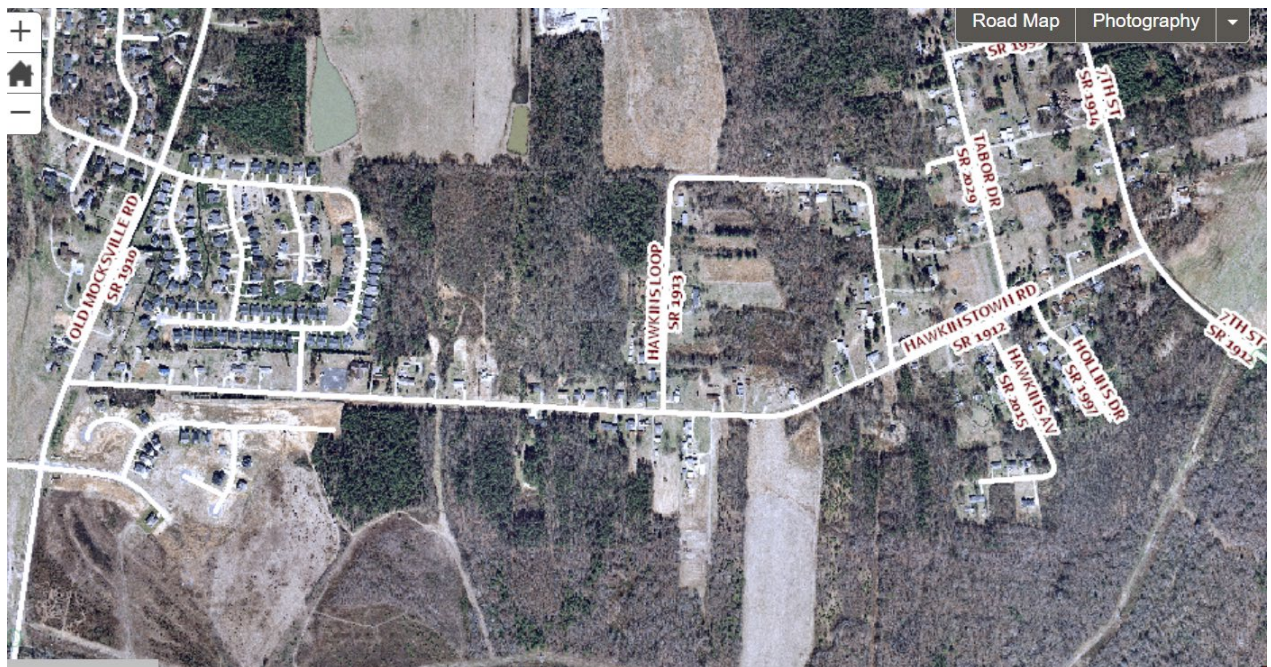
1965



1985



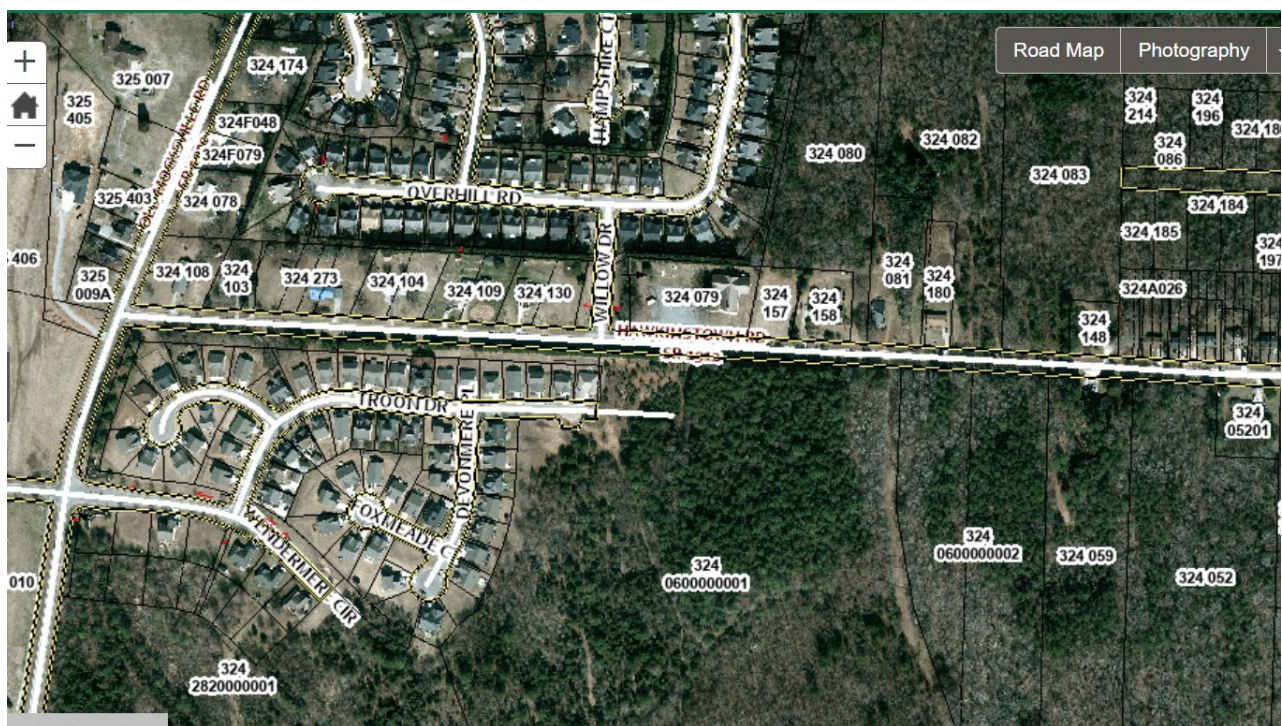
1994



2006



2014



2021 west end



2021 east end

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
August 3, 2023

The Town of Spencer Board of Aldermen met in regular session to conduct a pre-agenda meeting at the Spencer Town Hall on Thursday, August 3, 2023, at 5:34 p.m.

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

Alderman Andrew Howe, Alderman Rashid Muhammad, and Alderman Sam Morgan were absent.

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode, Planning & Zoning Administrator Steve Blount, Special Projects Manager Joe Morris, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, and Planner Kyle Harris.

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

UPDATE FROM STAFF – Status of the Mural Public Art Project

Planner Kyle Harris updated the Mayor and Board on the status of the Mural Public Art Project and answered any questions from the Board.

REVIEW OF August 8, 2023, Agenda

INVOCATION

Mayor Pro Tempore Patti Secreast volunteered to give the invocation at the August 8, 2023, regular meeting.

ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

The Board agreed by consensus to remove the following item from the August 8, 2023, Regular Meeting Agenda.

a. Finance Departmental Report

RECOGNITIONS

It was the consensus of the Board to add the following recognitions to the August 8, 2023, Regular Meeting Agenda:

- a. Town Manager Peter Franzese: Staff Recognition
- b. Mayor Pro Tempore Patti Secreast
 - i. Acknowledge the Passing of Rusty Miller
 - ii. Welcome and Appreciation for Staff and Students Returning to School
- c. Alderwoman Patricia Sledge: Organizers of Spencer's 2023 National Night Out

CONSENT AGENDA

The Board agreed by consensus to move the following items to the consent agenda:

a. APPROVAL OF MINUTES:

- i. July 6, 2023, Pre-Agenda Meeting Minutes
- ii. July 11, 2023, Regular Meeting Minutes
- iii. July 17, 2023, Called Meeting Minutes

b. CONSIDER ADOPTING – Ordinance 23-18 Temporary Lane Closure on US HWY 29

c. CONSIDER ADOPTING – Ordinance 23-14.003 Disposition and Acquisition of Police Vehicles

Action

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

EXECUTIVE SESSION

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

ADJOURNMENT

Motion by Alderman Steve Miller, seconded by Alderwoman Patricia Sledge, which carried by a vote of 3 – 0. The meeting stood adjourned at 5:46 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode, Town Clerk

MINUTES
Spencer Board of Aldermen
Joint Meeting with Rowan County Commissioners
August 3, 2023

The Town of Spencer Board of Aldermen and the Rowan County Commissioners met at the Spencer Town Hall in a called session on Thursday, August 3, 2023, at 6:00 p.m. for the purpose of discussion of a corridor planning partnership initiative for Long Ferry Road and to hear a presentation regarding the proposed project from consulting firm WSP, USA.

Present and representing the Town of Spencer were:

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

Alderman Rashid Muhammad was absent.

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode, Planning & Zoning Administrator Steve Blount, Special Projects Manager Joe Morris, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, and Planner Kyle Harris.

Town and County Attorney Jay Dees was also present.

Present and representing the County of Rowan were:

Chairman Greg Edds
Commissioner Judy Klusman
Commissioner Mike Caskey

Also present were: Deputy Clerk to the Board Rebecca Saleeby and Planning and Development Director Ed Muire.

County Manager Aaron Church and County Finance Director Anna Bumgarner attended via Zoom.

Present and representing the Cabarrus Rowan Metropolitan Planning Organization (MPO) was Transportation Planner Phil Conrad, AICP.

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

INTRODUCTORY REMARKS

Mayor Jonathan Williams and Chairman Greg Edds provided introductory remarks.

LONG FERRY CORRIDOR STUDY OVERVIEW - Ed Muire, Planning and Development Director
Rowan County Planning and Development Director Ed Muire presented an overview of the Long Ferry Corridor Study.

PRESENTATION – WSP USA, Inc., Southeast Traffic Manager Bradley Reynolds, PE

WSP USA, Inc., Southeast Traffic Manager Bradley Reynolds gave a presentation and answered questions from Board and Commission members regarding the Long Ferry Corridor Study.

Rowan County Planning and Development Director Ed Muire; Cabarrus Rowan Metropolitan Planning Organization Transportation Planner Phil Conrad, AICP; and Town of Spencer Planning and Zoning Administrator Steve Blount all added remarks concerning the project and answered questions from the Town of Spencer Board of Aldermen and the Rowan County Commissioners.

DISCUSSION

Mayor Jonathan Williams opened the floor for discussion between the Town of Spencer Board of Aldermen and the Rowan County Commissioners. Topics of discussion included: railroad track grade separations; Jake Alexander Boulevard loop and safety concerns; the condition of Charles Street and the possibility of it declining due to prediction of heavier traffic; roundabouts; traffic signals; intersection solutions; negative and positive impacts of development in the area as well as proposed boundaries for development; reservation of right of way; tourism; timeline for the project and the need to act quickly; and different methods to approach and fund the project.

Town of Spencer Mayor Jonathan Williams and Rowan County Commissioner's Chairman Greg Edds thanked consultants and staff for their presentations and other Board members for working together on this joint project.

ADJOURNMENT

Alderman Sam Morgan moved to adjourn the meeting. Alderman Andrew Howe seconded the motion, which carried unanimously with a vote of 5 - 0. The meeting stood adjourned at 7:23 p.m.

Approved by:

Attest:

Jonathan Williams
Mayor

Anna Kanode
Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
August 8, 2023

The Town of Spencer Board of Aldermen met in regular session at Spencer Town Hall on Tuesday, August 8, 2023, at 6:01 p.m.

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

Also present were: Town Manager Peter Franzese, Town Attorney Jay Dees, Town Clerk Anna Kanode, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Special Projects Manager Joe Morris, Planning & Zoning Administrator Steve Blount, Planner Kyle Harris, and Lead for N.C. Fellow Ryan Ledbetter. Chief of Police Michael File arrived at 6:21 p.m.

MPA Intern Skye Allan attended via Zoom.

Mayor Jonathan Williams called the meeting to order.

Mayor Pro Tempore Patti Secreast offered the invocation.

Mayor Jonathan Williams led the *Pledge of Allegiance*.

ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

Alderwoman Pat Sledge and Alderman Steve Miller each requested to add a recognition to the agenda.

Action

Mayor Pro Tempore Patti Secreast moved to approve the agenda as amended. Alderman Sam Morgan seconded the motion which carried by a unanimous vote of 6 – 0.

RECOGNITIONS

- a. Town Manager Peter Franzese recognized Fire Chief Michael Lanning and the other organizers of the first annual Justin E. Monroe Fire Camp.
- b. Alderman Steve Miller stated that Mr. Franzese had recognized the group that he had planned to.
- c. Mayor Pro Tempore Patti Secreast
 - i. Acknowledged the passing of Mr. Rusty Miller and his service to the youth of Spencer.
 - ii. Welcomed and expressed appreciation for staff and students returning to school, noting several local schools had received grant funding for school enhancement initiatives.
- d. Alderwoman Patricia Sledge

- i. Commended Fire Chief Michael Lanning and other Town staff and citizens for their participation in the Dragon Boat race. Thanked Alderman Steve Miller and his wife, Linda Miller, for hosting the Board and Town staff at High Rock Lake following the event.
- ii. Thanked the organizers of Spencer's 2023 National Night Out for their hard work as well as Whosoever Will Let Them Come Ministries and Kona Ice for donating and serving refreshments.

PUBLIC COMMENT

Mayor Jonathan Williams opened the floor to receive public comment.

- Ms. Leslie Ann Talbot of 308 North Salisbury Avenue
- Mr. Howard Doby, Jr. of 117 North Yadkin Avenue

Mayor Jonathan Williams and Alderman Andrew Howe responded to comments offered.

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

CONSENT AGENDA

Alderman Rashid Muhammad moved to approve the consent agenda as presented. Alderwoman Pat Sledge seconded the motion which carried by a unanimous vote of 6 - 0. Items b and c are incorporated in the body of the minutes below. Items approved were:

- a. APPROVAL OF MINUTES:
 - i. July 6, 2023, Pre-Agenda Meeting Minutes
 - ii. July 11, 2023, Regular Meeting Minutes
 - iii. July 17, 2023, Called Meeting Minutes
- b. CONSIDER ADOPTING – Ordinance 23-18 Temporary Lane Closure on US HWY 29
- c. CONSIDER ADOPTING – Ordinance 23-14.003 Disposition and Acquisition of Police Vehicles

TOWN OF SPENCER, NORTH CAROLINA
AN ORDINANCE APPROVING A TEMPORARY LANE CLOSURE ON US HWY 29 FOR THE PURPOSE OF FACILITATING A
SPECIAL EVENT
ORDINANCE 23-18

WHEREAS, N.C.G.S. §29-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; and

WHEREAS, the Town of Spencer is sponsoring a 5K run and bicycling special event on Saturday, September 16, 2023, beginning at 1:00 P.M., which will involve a procession of runners and bicyclists along the US HWY 29 corridor; and

WHEREAS, to ensure public safety, the Town has deemed it necessary to temporarily close one southbound lane on US HWY 29 from 3rd Street to NC Finishing Lane on the date of the event, the closure beginning at 1:00 P.M. and ending at approximately 7:00 P.M., or until the lane is cleared of all participating runners and bicyclists; and

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

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

Section 1. Pursuant to N.C.G.S. §29-169, the Town of Spencer hereby approves the use of US HWY 29 within the Town's jurisdiction for the 5K run and bicycling special event procession as specified in this ordinance. This ordinance is

evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section 2. The Town will place signs giving notice of the special event, in accordance with §29-169, and will provide to Highway Division 9 a copy of this ordinance.

Adopted this 8th day of August, 2023.

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 23-24 ANNUAL BUDGET
ORDINANCE 23-14.003
AUGUST 8, 2023

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, 2023 and ending on June 30, 2024:

Section 1. The Town will be selling a number of used vehicles this year including at least seven former police vehicles that will provide additional funding to purchase a lightly used Ford SUV Police Vehicle.

Section 2. To amend the FY 23-24 revenue and expense appropriations as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-3835-000	Sales - Fixed Assets	\$ 0	\$ 20,500	\$20,500

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-4310-540	CO - Vehicles	\$85,349	\$105,849	\$20,500

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 8th day of August, 2023.

CONSIDER ADOPTING – Resolution 23-17 Health Center Grant

Town Manager Peter Franzese reminded the Mayor and Board that the Board of Aldermen considered support of this project during the FY24 Budget Workshop on May 23, 2023. Part of the Governing Body Contingency account has been earmarked to support this project.

Cabarrus Rowan Community Health Centers, Inc. (CRCHC) provides comprehensive primary and preventive health care in Cabarrus and Rowan Counties. In 2022, CRCHC served 15,860 total patients with 36,333 medical visits, 4,871 dental visits, 5,436 mental health visits, and 736 SUD visits via seven fixed service delivery sites in Concord, Salisbury, Spencer, and China Grove, as well as a mobile unit site based in Concord. CRCHC is planning an expansion of its North Rowan Clinic to add medical, behavioral health, substance abuse, and pharmacy services. CRCHC anticipates an

economic impact in the amount of \$1.3 million dollars while creating seven new jobs through the expansion of services with salaries ranging from \$37,500 to \$110,000. The estimated project cost is \$1,350,000 and is seeking a variety of funding sources including: \$200,000 from Golden Leaf Foundation and a \$1,000,000 USDA Loan. For the remaining \$150,000, CRCHC is seeking an NC Dept of Commerce Rural Economic Development Building Reuse grant to cover half or \$75,000 of the remaining funds. The Grant requires the applicant to match NC Commerce funds with Cash, and for a local government contribution of 5 percent towards the applicant's cash match. Please see the attached project description (written for Golden LEAF grant) for additional project details.

The Local Government contribution towards the \$75,000 grant application is \$3,750, which is being shared by the Towns of Spencer and East Spencer. The Spencer share of \$1,875 is programmed in the FY24 budget.

Chief Executive Officer Don Holloman from the Cabarrus Rowan Community Health Center attended via Zoom and answered any questions from the Mayor and Board.

Action

Alderswoman Pat Sledge moved to adopt Resolution 23-17 as presented, which is incorporated in the body of the minutes below. Alderman Andrew Howe seconded the motion, which carried by a unanimous vote of 6 - 0.

TOWN OF SPENCER, NORTH CAROLINA RESOLUTION 23-17

SUPPORTING AN APPLICATION TO NORTH CAROLINA DEPARTMENT OF COMMERCE RURAL ECONOMIC DEVELOPMENT DIVISION STATE BUILDING REUSE PROGRAM

WHEREAS, the Town of Spencer is committed to advancing and promoting economic development in the Town;

WHEREAS, the North Carolina General Assembly ("General Assembly") has determined that it is the policy of the State to stimulate economic activity and to create new jobs for citizens of the State by providing matching grants or loans to specific local governmental units so as to productively reuse certain buildings and properties or expand rural health care facilities subject to the requirements of N.C.G.S. §§143B-472.127 and .128; and

WHEREAS, N.C.G.S. §§158-7.1(a) authorizes the use of economic development incentives for these purposes;

WHEREAS, Cabarrus Rowan Community Health Centers, Inc has pledged to create seven full time jobs in the Town of Spencer at their North Rowan Family Medicine facility, is eligible to apply for a Building Reuse Grant in the amount of \$75,000 through the North Carolina Department of Commerce, and requires the sponsorship of a unit of local government to make the application; and

WHEREAS, the Town of Spencer and the Town of East Spencer are partnering to share in the local government contribution towards the cash match for this project; and

WHEREAS, the Town of Spencer acknowledges that, if the grant is awarded, it will be required to commit to a cash match of 2.5% of the grant amount toward the project for a total cash match of \$1,875;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer that it does hereby support and endorse the application of Cabarrus Rowan Community Health Centers, Inc. to the North Carolina Department of Commerce's State Building Reuse Grant Program for a grant in the amount of \$75,000.

Adopted this 8th day of August, 2023.

STAFF PRESENTATION – US Highway 29 Zoning Classification & Code Enforcement

Planning & Zoning Administrator Steve Blount gave an update to the Mayor and Board and answered any questions. No action was taken.

DEPARTMENTAL REPORTS

Planning Department

Planning & Zoning Administrator Steve Blount gave the monthly Planning Department report and answered any questions from the Mayor and Board. Special Projects Manager Joe Morris provided updates and answered questions from the Mayor and Board regarding the Yadkin River Park Trailhead and PARTF Grant.

Code Enforcement Department

Chief of Police Michael File gave the monthly Code Enforcement report and answered any questions from the Mayor and Board.

Police Department

Chief of Police Michael File gave the Police Department report and answered any questions from the Mayor and Board.

Fire Department

Fire Chief Michael Lanning gave the Fire Department report and answered any questions from the Mayor and Board.

Public Works Department

Public Works Director Joel Taylor gave the Public Works Department report and answered any questions from the Mayor and Board.

Library Report

Town Clerk Anna Kanode gave the monthly Library report and answered any questions from the Mayor and Board.

TOWN MANAGER REPORT

Town Manager Peter Franzese gave his monthly report and answered any questions from the Mayor and Board. Mr. Franzese then introduced Ryan Ledbetter as the new Lead for NC Fellow and informed the Mayor and Board that Skye Allan would be returning as the remote MPA Intern later this month.

REQUESTS AND COMMENTS BY THE MAYOR AND BOARD MEMBERS

Alderman Steve Miller:

- Expressed his hope that the citizens of Spencer would be able to demonstrate small town values by sharing resources and time to assist their neighbors to recover from the storm.

Alderman Sam Morgan:

- Reiterated Alderman Miller's comments regarding citizens coming together after the storm to assist each other.
- Stated he was proud of Town staff's cleanup efforts, noting that they really came through when the chips were down despite exhaustion.

Alderman Andrew Howe:

- Commended the Town's first responders and public works staff for their quick actions following the severe storm earlier this week; neighbors assisting one another with cleanup, particularly in the Whitehead area, which suffered the brunt of the storm.
- Noted that many homes in the area have been greatly improved recently.

Alderwoman Pat Sledge:

- Thanked Town Manager Peter Franzese for calling to make sure she was alright when the Town lost power earlier this week.
- Announced that she will be attending the Centralina and Rowan County Economic Development Board Meetings later this week.
- Expressed gratitude for Town staff and citizens' willingness to work together after the storm earlier this week.

Alderman Rashid Muhammad:

- Welcomed Ryan Ledbetter and stated that he looks forward to working with him.
- Thanked Town staff and department heads for their work after the storm; Town Manager Peter Franzese for reaching out to him following the power outage; residents that spoke during public comment; and the citizens watching the live stream at home.

Mayor Pro Tempore Patti Secreast:

- Reemphasized how proud she was to see Town residents working together with Town staff to recover after the storm.
- Mentioned events occurring this coming weekend.

Mayor Jonathan Williams:

- Reiterated previous comments by the Board regarding staff and community response to the storm.
- Appreciated Duke Energy's early storm warning.
- Received many compliments from officials in other communities, using Spencer as a positive example for the teamwork between Town staff, elected officials, citizens, and business owners.

EXECUTIVE SESSION PER NC GENERAL STATUTE 143-318.11 (a) (5)

Alderwoman Pat Sledge moved to go into Executive Session per NC General Statute 143-318.11 (a) (5) for the purpose of discussion of negotiations for the purchase of real property. Alderman Andrew Howe seconded the motion which carried unanimously with a vote of 6 – 0. The regular meeting stood at recess at 7:31 p.m.

Alderman Rashid Muhammad moved to reconvene the open session. Alderman Andrew Howe seconded the motion which carried unanimously with a vote of 6 – 0.

Mayor Jonathan Williams reconvened the open session at 8:05 p.m. and announced that no action had been taken in closed session which could be disclosed at this time.

ADJOURNMENT

Alderman Rashid Muhammad moved to adjourn the meeting. Mayor Pro Tempore Patti Secreast seconded the motion, which carried unanimously with a vote of 6 – 0. The meeting stood adjourned at 8:06 p.m.

Approved by:

Attest:

Jonathan Williams
Mayor

Anna Kanode
Town Clerk

DRAFT

**MINUTES
Spencer Board of Aldermen
Called Meeting
August 22, 2023**

The Town of Spencer Board of Aldermen met at the Spencer Town Hall, located at 460 S. Salisbury Avenue, in a called session on Tuesday, August 22, 2023, at 5:31 p.m. for the purpose of:

- (1) Consider adopting a Town Park Project Budget Amendment to include authorizing the Town Manager to enter into a Parks and Recreation Trust Fund (PARTF) Grant Agreement.
- (2) Consider authorizing the Town Manager to enter into a professional services agreement with Benesch for design and construction administration services for the Town Park Project.

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

Alderman Rashid Muhammad was absent.

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode, Special Projects Manager Joe Morris, Interim Finance Director John Sofley, and Planning & Zoning Administrator Steve Blount.

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

CONSIDER ADOPTING – Budget Ordinance 23-19 Town Park Project Budget Amendment to include authorizing the Town Manager to enter into a Parks and Recreation Trust Fund (PARTF) Grant Agreement

The Town has been awarded through the Parks and Recreation Trust Fund of the North Carolina Department of Natural and Cultural Resources a grant of \$500,000.

This grant will allow for the final design and construction to begin on the project. The Town also included in its annual FY23-24 Budget \$225,000 in supplanted ARPA funds for the Project.

This grant does have matching requirements. The Town will provide this match from the ARPA supplanted funds and Rural Transformation Grant. The Town will be required to have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book. The Town was already planning on doing this since the Town has received several grants in excess of \$500,000.

Action

Alderman Sam Morgan moved to adopt Budget Ordinance 23-19, amending the Downtown Park Project Ordinance 22-018. Alderman Andrew Howe seconded the motion, which carried unanimously with a vote of 5 – 0.

CONSIDER AUTHORIZING - Town Manager to enter into a professional services agreement with Benesch for design and construction administration services for the Town Park Project

Mayor Jonathan Williams reviewed the past working relationship of Benesch with the Town of Spencer and discussed the project deadlines in relation to Winterfest. Town Manager Peter Franzese added that Benesch is pre-qualified and has an on-call relationship with the Town, is therefore able to proceed quickly with the project, and this is within the budget submitted to the Parks and Recreation Trust Fund (PARTF).

Action

Alderman Steve Miller moved to authorize Town Manager Peter Franzese to enter into a professional services agreement with Benesch for design and construction administration services for the Town Park Project, which is included as Attachment A to these minutes. Alderman Sam Morgan seconded the motion, which carried unanimously with a vote of 5 - 0.

ADJOURNMENT

Mayor Pro Tempore Patti Secreast moved to adjourn the meeting. Alderman Andrew Howe seconded the motion, which carried unanimously with a vote of 5 - 0. The meeting stood adjourned at 5:47 p.m.

Approved by:

Attest:

Jonathan Williams
Mayor

Anna Kanode
Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
September 12, 2023, Regular Board Meeting

Issue under Consideration:	Hawkinstown Rd Rezoning for Hawkins Meadow Development
Current Status:	Zoned AG/Does not allow high-density residential development
Points to Consider:	Nature of the area is changing from rural to residential
Financial Impact:	Increased tax base vs. increased service costs
Options:	Approve/Reject/Delay decision on rezoning
Recommendations:	Approved rezoning from AG to RMST Approve Statement of Consistency
Department:	Planning

Hawkeinstown Road Rezoning

7.27.23

Suggested Motion Language for rezoning approval:

I move to approve the staff's recommendation as presented to rezone parcels 324 279, 324 048 & 324 132 from AG to the RMST zoning classification.

Suggested motion language for Statement of Consistency and Reasonableness:

I move to adopt a Statement of Consistency and Reasonableness stating that we find that this rezoning is consistent in general with the town's Comprehensive Land Use Plan (per requirements of NCGS 160D-605(a)), said plan stating specifically, "*Hawkeinstown Rd Area- Area north of Hawkeinstown Rd, east and south of 7th Street and west to Salisbury ETJ border, includes a mixture of small and medium-sized parcels with limited residential development. If combined and redivided, and provided with municipal water and sewer, this could be a prime area for higher density residential development and annexation.*" We further find this rezoning to be reasonable in all ways as prescribed by NCGS 160D-605(b). This rezoning will be beneficial to the citizens of the Town of Spencer.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 09/12/2023

(Attach relevant documentation)

Issue under Consideration:	Consider authorizing the Town Manager to execute a Special Event Agreement
Current Status:	A Special Event Agreement was executed in 2022 to outline the responsibilities of the Town and the Spencer Partnership nonprofit related to the annual Winterfest Event.
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. This is an updated agreement to replace the 2022 agreement, to clarify that the event starts on the first Friday in December and continues until the second Saturday in December, with a combination of public and private events on the property during that time; it also states that the agreement will automatically renew unless one party gives the other party 180 days' notice of intent to terminate the agreement.
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 September, 2023, 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 for two weeks in December, and planning for each annual upcoming Event 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. The Term hereof shall be for one (1) year and shall automatically renew each subsequent year unless either party provides written notice to the other party of its intent to terminate this Agreement at least one hundred and eighty (180) days prior to subsequent event date.
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 for at least two weeks 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: Carolyn Barker, Chair
PO Box 585
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.
12. 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.

{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: _____

Peter L. Franzese, Town Manager

Attest:

Anna Kanode, Town Clerk

SPENCER PARTNERSHIP, INC.

BY: _____

Carolyn Barker, Chairman

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

Name: Heather Kann

Town Finance Officer

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:
Regular Meeting 09/12/2023

Issue under Consideration:	Board to consider awarding a Historic Preservation Incentive (HPI) Grant in the amount of \$2,000.00 to Randall & Molly Birth (403 S. Carolina Ave.) for a front porch floor replacement project.
Current Status:	The HPC approved a Certificate of Appropriateness (COA) permit for the proposed project on July 3, 2023. Subsequently, the HPC voted unanimously at their August 21, 2023, meeting to recommend to the Board of Aldermen approval of the HPI grant in the amount of \$2,000.
Points to Consider:	Process is outlined in the Historic Preservation Incentive (HPI) Grant Program Guidelines. The applicant is requesting a grant to cover part of the cost of replacing the existing deteriorated front porch floorboards with a high-quality replacement product. See <u>Staff Memorandum</u> for full details.
Financial Impact:	\$2,000.00 from budgeted line item.
Options:	Approve / Deny
Recommendations:	Planning staff recommends that the governing board award a \$2,000.00 grant to the applicant.
Department:	PLANNING & DEVELOPMENT SERVICES



Date: August 31, 2023

To: Town Manager, Mayor & Board of Aldermen

From: Kyle Harris, Planner

Re: **Historic Preservation Incentive (HPI) Grant Request**

403 South Carolina Avenue (Randy Birth)

- **Exhibit A: HPI Grant Program Guidelines**
- **Exhibit B: Grant Application Form**
- **Exhibit C: Product Specifications (Approved 7/3/23)**

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. \$10,000 budgeted annually.

II. Randall & Molly Birth Request

Randall & Molly Birth (403 South Carolina Avenue) request a grant of \$2,000.00 (maximum request) to help pay for their front porch replacement project. The HPC approved a Certificate of Appropriateness (COA) for this project on July 3, 2023. Specifically, the approved project was to "replace [the] existing [deteriorated] wood tongue-and-groove T&G front porch floorboards with modern synthetic/composite (e.g. polymer) T&G boards substantially similar to original in terms of appearance, quality, texture, and dimensions". Specifically, the approved material is the "Aeratis Heritage" double-sided T&G porch board. The material is PVC polymer. The product is advertised as having the appearance of wood and natural color variation to mimic wood.

The applicant-submitted grant request form is attached as Exhibit B. Product specifications for upgraded floor boards are attached as Exhibit C.

Permit Note: A Certificate of Appropriateness (COA) permit for this project has already been approved and issued by the Historic Preservation Commission (HPC). Permit # COA-23-010.



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:	



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 kharris@spencernc.gov or 704-633-2231 ext. 20.

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

APPLICANT INFORMATION

Property Owner Name: Randy & Molly Ann Birth
 Property Owner Email: rbirth728@gmail.com Property Owner Phone: 919-607-4497

PROPERTY INFORMATION

Address: 403 S. Carolina Ave Spencer NC 28159
 Rowan County Parcel ID:
 Date of Construction (if known): 1898

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.

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.

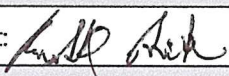
PROJECT DESCRIPTION

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.

Porch decking is rotting, warped & uneven.
 Total replacement of entire floor is needed.
 Foundation is crumbling (mortar) and needs replaced.
 Bricks on C side of foundation are falling out & need to
 be restored. Porch roof needs to be supported in order for
 work to be done.

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: 5-10-2023	Town Seal indicates receipt of completed application.
OFFICE USE ONLY		
Received By:	Date:	
Application Completed?	Note:	

OMZR130A

LOWE'S HOME CENTERS, LLC
SBN 0495

PAGE: 1

PROJECT ESTIMATE

1X4 QUOTE

CONTACT: Birth, Randall
CUST #: 393862135SALESPERSON: PACK, MIKE
SALES #: 747946

PROJECT NUMBER: 778165090

DATE ESTIMATED: 05/10/23

QTY	ITEM #	ITEM DESCRIPTION	VEND PART #	PRICE
14	88918	1X4X20 T&G GREY (B)	TATHTBGTGPP20	1646.40
13	88918	1X4X20 T&G GRE (C)	TATHTBGTGPP20	1528.80
27	88918	1X4X16 T&G GREY (A)	TATHTBGTGPP16	2540.16
TOTAL FOR ITEMS				5715.36
FREIGHT CHARGES				0.00
DELIVERY CHARGES				0.00
TAX AMOUNT				400.08
TOTAL ESTIMATE				6115.44

This Quote is valid until 05/13/23.

MANAGER SIGNATURE_____
DATE

THIS ESTIMATE IS NOT VALID WITHOUT MANAGER'S SIGNATURE.
THIS IS AN ESTIMATE ONLY. DELIVERY OF ALL MATERIALS CONTAINED IN THIS
ESTIMATE ARE SUBJECT TO AVAILABILITY FROM THE MANUFACTURER OR SUPPLIER.
QUANTITY, EXTENSION, OR ADDITION ERRORS SUBJECT TO CORRECTION. CREDIT
TERMS SUBJECT TO APPROVAL BY LOWES CREDIT DEPARTMENT.

LOWES IS A SUPPLIER OF MATERIALS ONLY. LOWES DOES NOT ENGAGE IN THE PRACTICE
OF ENGINEERING, ARCHITECTURE, OR GENERAL CONTRACTING. LOWES DOES NOT ASSUME
ANY RESPONSIBILITY FOR DESIGN, ENGINEERING, OR CONSTRUCTION; FOR THE
SELECTION OR CHOICE OF MATERIALS FOR A GENERAL OR SPECIFIC USE; FOR
QUANTITIES OR SIZING OF MATERIALS; FOR THE USE OR INSTALLATION OF MATERIALS;
OR FOR COMPLIANCE WITH ANY BUILDING CODE OR STANDARD OF WORKMANSHIP.

OMZR130A

LOWE'S HOME CENTERS, LLC
SBN 0495

PAGE: 1

PROJECT ESTIMATE

1X6 QUOTE

CONTACT: Birth, Randall
CUST #: 393862135SALESPERSON: PACK, MIKE
SALES #: 747946

PROJECT NUMBER: 778165091

DATE ESTIMATED: 05/10/23

QTY	ITEM #	ITEM DESCRIPTION	VEND PART #	PRICE
8	88918	1X6X20 T&G GREY (B)	TATLBGTGPP20	1655.44
7	88918	1X6X20 T&G GREY (C)	TATLBGTGPP20	1448.51
14	88918	1X6X16 T&G GREY (A)	TATLBGTGPP16	2317.70
TOTAL FOR ITEMS				5421.65
FREIGHT CHARGES				0.00
DELIVERY CHARGES				0.00
TAX AMOUNT				379.52
TOTAL ESTIMATE				5801.17

This Quote is valid until 05/13/23.

MANAGER SIGNATURE_____
DATE

THIS ESTIMATE IS NOT VALID WITHOUT MANAGER'S SIGNATURE.
THIS IS AN ESTIMATE ONLY. DELIVERY OF ALL MATERIALS CONTAINED IN THIS
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OR FOR COMPLIANCE WITH ANY BUILDING CODE OR STANDARD OF WORKMANSHIP.







Dean Asbury
 Asbury Unlimited
 336-247-3135
 Estimate 5/1/2023

708 Lake Leonard Rd
 Lexington, NC 27295

Randy Birth
 403 S. Carolina Ave.
 Spencer, NC 28159
Rbirth728@gmail.com 919-607-4497

\$3,700.00

Please make check out to Asbury Unlimited.

Item Description	Supply Cost	Labor Cost
Replace mortar in between bricks		\$900.00
Pull brick wall back in place at gas meter plus cost of metal		\$150.00
Paint brick around the house		\$400.00
Front Porch		
Labor for replacing porch boards, to lift roof to change porch flooring		\$2,000.00
Labor for replacing face board around porch		\$250.00
Homeowner is responsible for all supplies.		
	Total for supplies	Total for Labor- \$3700.00
	Subtotal	\$3,700.00
	TOTAL	\$3,700.00



Aeratis Heritage



Aeratis T&G Porch Flooring

Aeratis Heritage is a true double-sided tongue and groove porch plank that comes in three pre-finished colors, Battleship Gray, Weathered Wood and Vintage Slate. These colored boards are made with slight color variation along with subtle, random streaking to match the richness and depth of natural wood. Heritage, like all the other Aeratis products, can be painted or stained any color, any time in the future, by following the steps within the Traditions paint instructions.

The Heritage line of products are ADA slip complaint and carry a Class "B"

fire rating (more flame resistant than any other competitors' product). This double-sided board offers a finished ceiling look from the underside of a porch floor that is visible from underneath.

Aeratis Heritage T&G porch flooring board dimensions are 3-1/8" x 7/8" and are available in 12', 16' and 20' lengths and come 1" longer than published length. As seen above from left to right: Battleship Gray, Weathered Wood and Vintage Slate. The Aeratis products have the appearance of wood and natural color variation.

Aeratis Heritage T&G Porch Flooring Dimensions



Lengths: 12', 16', or 20'

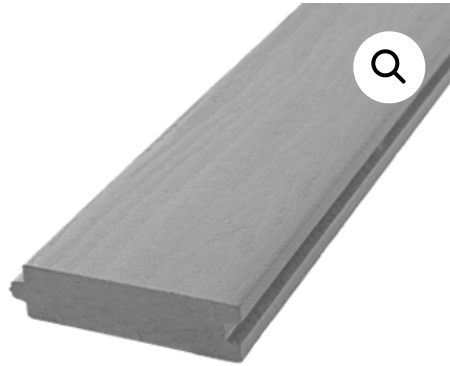
Width: 3-1/8" (3.092)

Thickness: 7/8"



Aeratis Battleship Gray, Weathered Wood and Vintage Slate

AERATIS

[Home](#) / [Uncategorized](#) / [Heritage in Battleship Gray](#)

Heritage in Battleship Gray

Category: [Uncategorized](#)

Description

Description

Aeratis Heritage is a color-through T&G PVC porch plank which has been enhanced with subtle, natural color variation along with a slight grain texture to mimic the richness and depth of wood. It is designed to look like an unpainted, finished wood floor.

This historically accurate double sided profile and historic color offers greater flexibility installers and a finished look to the underside of your porch. Heritage is ADA slip complaint and has been engineered to withstand extreme weather conditions.

Products included in the battleship gray color:

1. Tongue and Groove Porch Flooring (lengths 10's, 12's and 16's)
2. Quarter Round
3. Chamfered Nosing
4. Fascia
5. Universal Porch Plank (5 1/2" x 7/8" x 12')

AERATIS



Natural Color & Wood Grain



Aeratis Classic Tongue-and-Groove Porch Flooring

Aeratis Classic come in 3 standard colors: Weathered Wood, Redwood/Mahogany and White Cedar. Each color was selected to match typical wood species historically used for tongue and groove porch flooring.

Great care and time was spent on creating the perfect surface texture. Historically the porch floor was a smooth, finished board, like the floors on the interior of the home. Carpenters and tradesman went to great lengths with on-site planing and sanding to get this finished look.

Deep embossing on a front porch plank, designed to imitate a rough cut board, collect dirt, mold and mildew and compromise the architectural integrity of the home. Boards with this look and feel and are much better suited for a deck application. The porch floor is supposed to have a refined, finished look... never the look of splintering or aged boards.

With Aeratis, we add just a hint of surface grain to really show the depth and look of wood, but not so deep that it traps dirt and gives mold a place to grow. To add to this finished look, Aeratis's surface is also ADA (American Disability Association) slip compliant. This

makes Aeratis the perfect product for commercial applications, as well as homes with children and seniors where slipping is a concern.

Aeratis Classic can be painted or left natural. You can paint Aeratis any color you would like and still maintain a full warranty (for best results when painting, see paint instructions).

Aeratis Traditions is a paint-ready product specifically formulated for a painted porch application. Both have a 5-A paint adhesion and won't chip or peel.

To see our natural color and wood grain for yourself, request free samples today!

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 9/12/2023

Issue under Consideration:	Stormwater Planning Grant Resolution and Budget Ordinance Amendment
Current Status:	The three top challenges that were identified to request grant funding are aging infrastructure, a lack of mapping, reactive management, and flooding.
Points to Consider:	The Town has been awarded this grant to provide \$400,000 for Stormwater Planning from the Division of Water Infrastructure of North Carolina, State Fiscal Recovery Fund to address these issues. These funds will help develop an Asset Management Plan, update and/or create stormwater maps, develop an Operations and Maintenance (O&M) Plan, and a Stormwater Management Plan. The State DWI has also approved the proposed scope of work with pre-qualified consultant, Hazen and Sawyer. They provided a template for the required resolution in order to accept the grant. The recommended budget ordinance also authorizes the Town Manager to execute Task Order 1 with Hazen and Sawyer to begin this planning project, which will continue through mid-2025.
Financial Impact:	This grant will provide funding that the Town has been unable to receive. There are no matching requirements for the grant.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve Stormwater Planning Grant Resolution 23-18 and Budget Ordinance Amendment 23-14.004.
Department:	Town Hall

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

SHADI ESKAF

Director



NORTH CAROLINA
Environmental Quality

August 23, 2023

Mr. Peter L. Franzese
Town of Spencer
PO Box 45
Spencer, North Carolina 28159

Subject: Preliminary Project-Scope Approval &
Transmittal of Offer-and-Acceptance Funding Award
Stormwater Planning Grant
Spencer Stormwater Assessment and Planning
DWI Project No(s): SRP-SW-ARP-0032

Dear Mr. Franzese:

The Division of Water Infrastructure (**Division**) has reviewed the recently submitted preliminary project scope information, and we have no objections concerning the document(s) provided. Therefore, we are pleased to inform you the preliminary scoping document is approved herein.

In addition, with this document's approval, the above-referenced project, thusly, is now authorized to receive its intended *American Rescue Plan Act (ARPA)* funding, provided from the State Fiscal Recovery Fund (SFRF), as established in Session Law (S.L.) 2021-180 please note projects funded from the SFRF must meet applicable federal law and guidance for the ARPA funds. *The ARPA grant funding will cover one hundred percent (100%) of eligible, stormwater study, design or plan costs from the S.L. 2021-180 appropriation.*

Accordingly, enclosed are two (2) copies of an "offer-and-acceptance" document extending the **Town of Spencer a funding award** in the total amount of **\$400,000**. This award is made by the Division subject to the "Assurances" and "Conditions" set forth in the enclosed offer-and-acceptance document.

Upon your acceptance, please submit the following items to the Division, and addressed directly to the attention of **Pam Whitley**, Division of Water Infrastructure, 1633 Mail Service Center, Raleigh NC 27699-1633 (Pam.Whitley@deq.nc.gov):

1. A resolution (sample copy attached), adopted by your governing body, accepting the ARPA grant offer, and making the applicable assurances contained therein; and
2. One (1) original copy of the "offer-and-acceptance" document, executed by the designated Authorized Representative for the project, along with the signed "Standard Conditions" and "Assurances". Please retain the fully executed, second original copy for your files.

Reimbursement requests must be prepared using our standardized reimbursement-request form. A reference copy of this form has been enclosed for your convenience. You are free to reproduce this form should additional copies be needed. Reimbursement requests shall be forwarded to a DWI Accountant at



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160

Mr. Franzese
Town of Spencer
August 23, 2023
Page 2 of 2

dwi.businessoffice@deq.nc.gov. Once work referenced within the approved scoping document commences, an updated, fully-completed, current and signed/dated copy of our Reimbursement Request Form must be submitted with all reimbursement requests.

Finally, regarding reimbursements, please note the following:

Disbursement is based on the progress made on the project. To obtain payment, you must document the expenditures for which the payment is requested. Final disbursement (10%) will be made only after receiving a final deliverables documenting the completion and findings of the study, as approved herein. **All costs incurred prior to March 3, 2021, are not eligible for ARPA funds, and all ARPA funds must be expended prior to December 31, 2026.**

On behalf of the Department of Environmental Quality, I am pleased to make this offer of ARPA funds, made available by the SFRF. If you have any questions, please contact Jason Robinson, P.E., by telephone at 919.707.3887 or by e-mail at jason.t.robinson@deq.nc.gov.

Sincerely,

DocuSigned by:



6300A872077B4C5...

Shadi Eskaf, Director

Division of Water Infrastructure, NCDEQ

Enclosures: ARPA Grant Offer-and-Acceptance Document (2 copies)
Reimbursement-Request Form
Resolution-to-Accept ARPA Grant Offer (suggested format)
Professional Engineering Services Procurement Certification

cc: Peter L. Franzese, Town of Spencer (via email at pfranzese@spencernc.gov)
Brandon Garner, PE, Hazen and Sawyer, Greensboro (via email at BGarner@hazenandsawyer.com)
Antonio V. Evans, P.E. (DWI, via e-mail)
Mark Hubbard, P.E. (DWI, via e-mail)
Jason Robinson, P.E. (DWI, via e-mail)
Karin Britt (DWI, via e-mail)
DWI Administrative Unit (DWI, via e-mail)
Pam Whitley (DWI, via e-mail)
Jennifer House (DWI, via e-mail)
ARPA File (EREID – ERAL)
Project Agreement #: 2000067460

**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance – Stormwater Planning Grant

Legal Name and Address of Award Recipient (i.e., Applicant): Town of Spencer
PO Box 45
Spencer, North Carolina 28159

Project Number: SRP-SW-ARP-0032
UEID#: C8NLKEMSVJB5
Assistance Listing Number: 21.027

Funding Program:

Drinking Water	☐	Additional Amount for Funding Increases	Previous Total	Total Offered
Stormwater	☒			
Wastewater	☐			
American Rescue Plan Act (ARPA) Grant	☒	--	--	\$400,000

Project Description:

Spencer Stormwater Assessment and Planning

Total Financial Assistance Offer: **\$400,000**
Total Project Cost: **\$400,000**
Estimated Closing Fee: **\$ - 0 -**

Pursuant to North Carolina Session Law 2021-180:

- The Applicant is eligible under Federal and State law;
- The Project is eligible under Federal and State law; and
- The Project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina: **Shadi Eskaf, Director, Division of Water Infrastructure**
North Carolina Department of Environmental Quality

DocuSigned by:



630074872077B4C5...
Signature

8/24/2023

Date

On Behalf of:

Town of Spencer

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

Signature

Date

STANDARD CONDITIONS

1. Acceptance of this funding offer does not exempt the Applicant from complying with requirements stated in the U.S. Treasury's [Final Rule](#) for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and the [SLFRF Compliance and Reporting Guidance](#) (not explicitly referred to in this document) and any future requirements implemented by the U.S. Treasury.
2. Applicants shall comply fully with Subpart C of 2 CFR Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business with Other Persons," as implemented and supplemented by 2 CFR Part 1532. The Applicant is responsible for ensuring that any lower-tier-covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The Applicant is responsible for further requiring the inclusion of a similar term or condition in any subsequent, lower-tier-covered transactions. Applicants may access suspension and debarment information at: <http://www.sam.gov>. This system allows applicants the means to perform searches determining whether an entity or individual is excluded from receiving federal assistance.
3. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines. ARPA-funded projects also must adhere to North Carolina (NC) State law, specifically NC General Statute (NCGS) §143-64.31, Article 3D, Procurement of Architectural, Engineering, and Surveying (A/E) Services. NCGS §143-64.32 cannot be used to exempt funding recipients (i.e., applicants) from a qualification-based selection for A/E. The State provides applicable certification forms that must be completed prior to receiving funds for any engineering services covered under this funding offer.
4. Local government units designated as "distressed" must complete the associated requirements of NCGS §159G-45(b).
5. Funds made available by the ARPA to the entity accepting the funds in this document (i.e., the Applicant) must only cover eligible costs incurred on or after March 3, 2021. Funds that are not disbursed by December 31st, 2026, will no longer be available for the project. Unused federal funds will revert from the State of North Carolina to the U.S. Treasury.

ASSURANCES

- 1. The Applicant intends to complete the project in accordance with the Application approved for financial assistance by the Division of Water Infrastructure.
- 2. The Applicant is responsible for paying for those costs ineligible for ARPA funding including, but not limited to, any amount in excess of the amount of this funding offer. The Applicant agrees to establish and to maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records shall be maintained during the completion of the project, and these records shall be retained and made available for a period of at least three (3) years following completion of the project.
- 3. All ARPA funds shall be expended solely for carrying out the approved project, and an audit shall be performed in accordance with NCGS §159-34. Partial disbursements on this Award will be made promptly, upon request, subject to adequate documentation of incurred eligible costs, and subject to the Applicant’s compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its professional services’ provider(s), and to retain only such amount(s) as allowed by NCGS.
- 4. The Applicant shall expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.
- 5. Funds must be spent fully (i.e., fully reimbursed to the Applicant) by December 31st, 2026.

Acknowledgement of Standard Conditions and Assurances

The Applicant hereby gives assurance to the Department of Environmental Quality that the declarations, assurances, representations, and statements made by the Applicant in the Application, and all documents, amendments, and communications filed with the Department of Environmental Quality by the Applicant in support of its request for financial assistance, shall be fulfilled.

..... Signature	 Date
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REIMBURSEMENT REQUEST FORM					NC Division of Water Infrastructure				
Funding Recipient: _____					Payment No. _____		Page No. _____		
DWI Project No. _____					Period Covered From: _____		To: _____		
CONSTRUCTION (Rename as appropriate)	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order	Subtotal of Payable Cost	Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Contract 1	\$1,200,000	(\$100,000)	(\$100,000)	\$1,000,000	(\$50,000)	(\$50,000)	(\$500,000)	(\$300,000)	\$100,000
Contract 2	\$505,000		(\$5,000)	\$500,000	(\$25,000)	(\$10,000)		(\$400,000)	\$65,000
Contract 3									
Contract 4									
Contract 5									
ENGINEERING (Rename as appropriate)	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previouslsy Paid to Date	Requested For This Pay Request
Item 1	\$250,000							(\$250,000)	\$0
Item 2									
Item 3									
Item 4									
OTHER COSTS (Rename as Appropriate)	Cumulative Cost to Date						Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Requested For This Pay Request
Item 1									
Item 2									
Item 3									
PAY REQUEST TOTALS	Cumulative Cost to Date	Minus Ineligibles	Minus Overruns Not App'd By Change Order		Minus Retainage on Payable Cost	Minus Cumulative Sales Tax	Other Adjustments (Other Funds e.g.)	Minus Previously Paid to Date	Total Requested For This Pay Request
	\$1,955,000	(\$100,000)	(\$105,000)		(\$75,000)	(\$60,000)	(\$500,000)	(\$950,000)	\$165,000
Certification							Grant Percentage for SRP Projects: %		
- I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with terms of the project and that this request represents the monies due which have not been previously received and that an inspection has been performed and all work is in accordance with the terms and conditions of the award.									
- For applicable SRF projects, the project remains in compliance with Davis-Bacon and American Iron and Steel conditions or is the process of remediating noncompliance.									
You must check ONE of the boxes below or your payment will not be processed:									
The funds requested above have already been paid to the respective vendors, consultants & contractors by the funding recipient					☐				
OR									
The funds requested above have not been paid to the respective vendors, consultants & contractors.					☐				
Funds received from the State will be disbursed to these entities within three (3) banking days.					☐				
Type or Print Name and Title					Signature of Authorized Representative			Date	
DWI comments									

Instructions and notes on how to use this form

- Complete guidance for preparing reimbursements can be found in section G.2. of the North Carolina SRF Program Overview and Guidance that was included with your Funding offer (applicable to State grants and loans too) .
- The form, as downloaded, is filled out with sample numbers. It is suggested that the sample be used as a reference (saved or printed).
- Please submit ONE COPY of this form and backup documents when requesting funds.
- Only the Authorized Representative can sign this form, unless declared otherwise in a resolution.
- Construction contract line item overruns and engineering contract overruns must have approved change orders or engineering amendments before those costs will be paid.

(Suggested Format)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

- WHEREAS,** the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater and/or stormwater infrastructure needs, and
- WHEREAS,** the North Carolina Department of Environmental Quality has offered LASII_ARPA funding in the amount of \$ _____ to perform the work detailed in the submitted application, and
- WHEREAS,** the **(unit of local government)** intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY'S NAME) OF THE (UNIT OF LOCAL GOVERNMENT):

That the **(unit of local government)** does hereby accept the ARPA grant offer of \$ _____; and

That the **(unit of local government)** does hereby give assurance to the North Carolina Department of Environmental Quality that any *Conditions* or *Assurances* contained in the *Funding Offer and Acceptance* (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations, and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

That **(name and title of authorized representative)**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the **(date adopted)** at **(place)**, North Carolina.

(Signature of Chief Executive Officer)

Date

NC DEQ Division of Water Infrastructure Professional Engineering Services Procurement

Section 602(b)(14) of the Clean Water Act requires projects receiving Clean Water State Revolving Fund funding to comply with engineering procurement guidelines. North Carolina Session Law 2021-180 authorizes the Division of Water Infrastructure (Division) to award grant funds from the American Rescue Plan Act (ARPA) State Fiscal Recovery Fund for drinking water, wastewater, and stormwater infrastructure projects. The Uniform Guidance 2 CFR 200.317 through 2 CFR 200.327 gives minimum requirements for procurement, with 2 CFR 200.319(b) addressing engineering services procurement guidelines.

To comply, you must follow North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. You cannot exempt yourself using NCGS 143-64.32. Complete and sign this form and provide the information indicated to ensure that engineering services for your project are eligible for reimbursement.

Applicant: [Click or tap here to enter text.](#)

Project Name: [Click or tap here to enter text.](#)

Division Funding Number: [Click or tap here to enter text.](#)

- 1) List the basic services being provided: (i.e., planning, design, inspection etc.)
[Click or tap here to enter text.](#)
- 2) Describe the method of announcement for the project.
[Click or tap here to enter text.](#)
- 3) List the firms the announcement was discussed with or that proposals were received from in order of quality.
[Click or tap here to enter text.](#)
- 4) Was a contract negotiated with the best qualified firm? ☐ Yes ☐ No (Check one)
If no, explain why.
[Click or tap here to enter text.](#)

NOTE: Documentation of Qualification-Based-Selection of Engineering Services shall be provided to the Division upon request (to include announcement and qualifications requested).

By signing below, I [Click or tap here to enter text.](#), the Authorized Representative designated for this project in the project application, attest that the contract pricing, as seen in the attached contract(s), contains pricing that is fair and reasonable based on scope, complexity, professional nature, and the estimated value of the services being provided and the firm selected, was selected based on their qualifications.

(signed name, title and date)

(DWI staff use only – Check and initial here if debarment status checked and firm is NOT debarred ☐ _____)

Clean Water Act, Section 602(b)(14)	(14) a contract to be carried out using funds directly made available by a capitalization grant under this title for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services <u>shall be negotiated in the same manner as a contract for architectural and engineering services is negotiated under chapter 11 of title 40, United States Code, or an equivalent State qualifications-based requirement (as determined by the Governor of the State).</u> From: water resources reform and development act guidance.pdf (epa.gov) <i>The requirements of 40 U.S.C. 1101 et seq. are:</i> • <i>Public announcement of the solicitation (e.g., a Request for Qualifications);</i> • <i>Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation); o Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);</i> • <i>Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;</i> • <i>Selection of at least three firms considered to be the most highly qualified to provide the services required; and</i> • <i>Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered;</i> ▪ <i>In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.</i>
Uniform Guidance 2 CFR 200.319(b)	Competition. The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
NC General Statute 143-64.31	Procurement of Architectural, Engineering, and Surveying Services (NC “Mini-Brooks”) ...It is the public policy of this State... and Local Governmental Units..., to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services,..., to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. ...

NC General Statute 143-64.32	<u>NOTE: CWSRF and ARPA funding: NCGS 143-64.32 cannot be used to exempt a local government unit from abiding by NCGS 143-63.31. This is because there is no minimum dollar exemption allowed in the Federal Brooks Act, the Clean Water Act Section 602(b)(14), or 2 CFR 200.319.</u> Written exemption of particular contracts. Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)
21 NCAC 56.0701(f)	SECTION .0700 – RULES OF PROFESSIONAL CONDUCT, adopted in accordance with NC General Statute 89C-20 (Board Rules for Professional Engineers, etc.) (f) A licensee shall solicit or accept work only on the basis of qualifications and: (1) Shall not offer to pay, either directly or indirectly, any commission, political contribution, gift, or other consideration in order to secure work, exclusive of securing salaried positions through employment agencies; (2) Shall compete for employment on the basis of professional qualification and competence to perform the work. The licensee shall not solicit or submit proposals for professional services containing a false, fraudulent, misleading, deceptive or unfair statement or claim regarding the cost, quality or extent of services to be rendered; (3) Shall, with regard to fee bidding on public projects, comply with the provisions of G.S. 143-64.31 et seq., (or for federal projects, the Brooks Act, 40 U.S. Code 541 et seq.) and shall not knowingly cooperate in a violation of any provision of G.S. 143-64.31 et seq. (or of 40 U.S. Code 541 et seq.); ...

**TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 23-18**

A RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater and/or stormwater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered LASII ARPA funding in the amount of \$400,000 to perform the work detailed in the submitted application, and

WHEREAS, the Town of Spencer intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF SPENCER:

That the Town of Spencer does hereby accept the ARPA grant offer of \$400,000; and

That the Town of Spencer does hereby give assurance to the North Carolina Department of Environmental Quality that any *Conditions* or *Assurances* contained in the *Funding Offer and Acceptance* (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations, and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

That Town Manager Peter Franzese, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Adopted this the 12th day of September 2023, at 460 South Salisbury Avenue, Spencer, North Carolina.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode, Town Clerk

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 23-24 ANNUAL BUDGET
ORDINANCE 23-14.004
September 12, 2023

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, 2023, and ending on June 30, 2024:

Section 1. The Town has been awarded by the Division of Water Infrastructure of North Carolina a \$400,000 grant from the State Fiscal Recovery Fund to perform Stormwater Planning; and

Section 2. To amend the FY 23-24 expense appropriations as follows to appropriate the appropriate revenues and expenditures for this grant:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3985-004	State Grants	\$315,201	\$715,201	\$400,000

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4510-194	Contracted Services	\$ 0	\$400,000	\$400,000

Section 3. The Town Manager is authorized to sign Task Order 1 with Hazen and Sawyer to perform the Stormwater Planning under this grant.

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 12th day of September 2023.

Anna Kanode, Town Clerk

Jonathan Williams, Mayor

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 9/12/2023

Issue under Consideration:	Yadkin River Trailhead Project Budget Ordinance Amendment
Current Status:	Town is close to completing the Project. All funding has been received except a \$100,000 grant from the State of NC.
Points to Consider:	As the Town gets close to this project's completion, without the \$100,000 grant, the Project will require a cash loan from the General Fund to pay outstanding bills. The Town is working to secure the grant, but due to technical issues with the software the State is requiring the Town to use to request the funds, the Town has not yet received them. This Project Budget Ordinance will provide the legal authority to loan these funds.
Financial Impact:	The Town will need to loan funds from the General Fund until the grant is received.
Options:	Accept or decline by vote of the Board of Aldermen
Recommendations:	Motion to approve Yadkin River Trailhead Project Budget Ordinance Amendment 22-020.001.
Department:	Town Hall

YADKIN RIVER TRAILHEAD PROJECT BUDGET ORDINANCE
FOR THE TOWN OF SPENCER,
NORTH CAROLINA
PROJECT BUDGET ORDINANCE AMENDMENT 22-020.001
SEPTEMBER 12, 2023

BE IT ORDAINED by the Governing Board of the Town of Spencer, North Carolina, the following transfer from the General Fund budgeted in the FY23 budget and anticipated additional donations for Yadkin River Trailhead Project are hereby appropriated amending Ordinance 20-012 and

Section 1. The Board of Aldermen approve the use of interfund loans without interest from the General Fund to cover any cash deficits for the Project until the outstanding grant from North Carolina is received.

Section 2. Copies of this project budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Manager for record-keeping.

Adopted this 12th day of September 2023.

Anna Kanode, Town Clerk

Jonathan Williams, Mayor



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

August 2023

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
7.28.23	Anne st	Site visit to confirm buildability of lot	Site visit
7.28.23	Hawkinstown rd	Newspaper adds and notices for rezoning process	Drafted and posted
8.3.23	7 th st	Revised sidewalk plan for townhome project	Reviewed and approved
8.3.23	Salisbury Ave	Dollar general mural/sign issue	Reviewed and approved
8.3.23	Office	Board of Aldermen Preagenda meeting	Attended
8.3.23	Office	Joint Board, County Commissioner meeting on Longs Ferry Rd study	Attended and participated
8.4.23	Various	Responded to 12 different information requests for zoning setbacks on residential lots, several were located in East Spencer	This is not the joke
8.4.23	Longs Ferry Rd	Met with EDC on potential project	Attended
8.4.23	All	Wayfinding Signage submittal	Reviewed and commented
8.4.23	Cain St	Zoning permit for single family home	Issued permit
8.4.23	2 nd st	Zoning permits for two single family homes	Issued permits
8.4.23	All	Dog barking ordinance enforcement review	Discussed with Chief File
8.7.23	7 th st	Questions concerning modification of site plan for townhome project	Answered questions
8.7.23	Pinecroft	Discussion with developer on drainage issues related to lot development	Answered questions
8.7.23	17 th st	Questions concerning front yard parking pad addition	Answered questions
8.8.23	Yadkin River Park	Site map submission	Reviewed and commented
8.8.23	Stanback Forest	Trail map submission	Reviewed and commented
8.8.23	Office	15-minute staff meeting	Yes, the duration is the joke!

8.8.23	Office	SB300 issues with Lanning	Met and discussed
8.8.23	Winterfest	Reviewed special event permit	Reviewed and commented
8.8.23	Office	Jay Dees on SB 300 requirements	Discussion
8.8.23	Office	Board of Aldermen meeting	Attended and participated
8.10.23	7 th st	Proposal to expand 7 th st townhome project	Discussed
8.11.23	Office	Yadkin river district planning effort	Discussed and distributed information
8.11.23	1200 s Salisbury ave	Questions on site development	Answered questions
8.14.23	ETJ	Junked car complaint	responded
8.14.23	Office	Staff meeting on code enforcement contractor	Participated
8.14.23	Grants crossing	Questions on carport location	Answered questions
8.14.23	Office	Planning Board meeting	Attended and participated
8.15.23	Office	Planning board meeting minutes	Drafted
8.16.23	802 2 nd st	Dead tree code enforcement efforts	Started enforcement process
8.16.23	Office	TCC meeting	Participated
8.16.23	807 n rowan	Deck and fence permit questions	Answered questions
8.16.23	Office	Consultant on phase 2 environmental study for nc finishing co site	Met and discussed
8.16.23	Office	Met with File on outdoor lighting ordinance	Met and discussed
8.16.23	Office	Met with Susan to review citation process	Met and discussed
8.16.23	Office	Met with anna to review codification process	Met and discussed
8.17.23	Rowan st	Zoning permit for roofing work	Issued permit
8.17.23	Office	CORE planning group meeting	Attended and participated
8.17.23	Hackett st	Discussion with developer of proposed new property development	Answered questions
8.18.23	2 nd st	Sewer easement questions from developer	Answered questions
8.18.23	Clydes corner	Addressing questions	Answered questions
8.18.23	Hawkinstown rd	Met with property owner about possible development of his property	Answered questions
8.21.23	Pinecroft	Met at site concerning site drainage issues	Answered questions
8.21.23	2010 N Salisbury ave	Questions on use use of property	Answered questions

8.21.23	2 nd st	Zoning permit for single family home	Issued permit
8.21.23	Adams st	Zoning permit for single family home	Issued permit
8.21.23	Hollywood ave	Zoning permit for single family home	Issued permit
8.22.23	Hawkinstown rd	Various contacts with questions prior to scheduled neighborhood meeting	Answered questions
8.22.23	Hawkinstown rd	Signs for sept 7 public hearing	Posted sign
8.22.23	Office	Lons ferry rd study open house meeting planning with rowan county	Met and discussed
8.22.23	Office	BoA called meeting on town hall park project	Attended
8.23.23	Office	Developer/property owner meeting on nc finishing co property development	Attended and participated
8.23.23	110 17 th st	Questions about property	Answered questions
8.23.23	Office	Hawkin's meadows project rezoning neighborhood meeting	Attended and participated
8.24.23	Mags Office	Neighborhood meeting notes and responses	Drafted
8.25.23	Hawkinstown rd	Sent pdf of neighborhood meeting presentation to meeting attendees	Review and begin process
8.25.23	Hackett st	Innospec building addition	Review plans
8.27.23	Office	Staff meeting on codification and sb300	Attended and participated
8.27.23	Office	Review and comment on Yadkin River planning project submission	Review and comment
8.27.23	Hawkinstown rd	Staff response to neighborhood meeting concerns and comments	Drafted and distributed
8.30.23	Pinecroft	Resolved drainage issues and issued zoning permit for single family home	Issued permit
8.30.23	Longs ferry rd	Annexation information on truck stop project	Reviewed information
8.30.23	Hawkinstown rd	Questions on rezoning and townhome project	Answered questions
8.30.23	Office	Questions on CORE mapping	Answered questions
8.30.23	N Salisbury ave	Questions on allowing used car dealership	Answered questions



August Monthly Case Status Report

8/1/2023 - 8/31/2023

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

202300327	8/10/2023	Closed	8/22/2023	Site Visit		High Grass and Furniture/Debris in Yard
202300326	8/4/2023	Closed	8/22/2023		307 north yadkin avenue apartment C	Trash piles in front and back yard.
202300325	7/27/2023	Closed	8/22/2023	Site Visit	1105 Charles St	High Grass and Weeds
202300324	7/27/2023	Closed	8/22/2023	Site Visit	1103 Charles St.	High Grass and Weeds
202300308	7/24/2023	Closed	8/22/2023	Site Visit	113 7th St	High Grass and Weeds
202300235	5/23/2023	Closed	8/25/2023	Site Visit	0 S Whitehead Ave	High Grass and Weeds
202300232	5/19/2023	Closed	8/25/2023	Site Visit	801 7th St	Fire damage to home and carport in rear of property with 4 totaled cars
202300226	5/15/2023	Closed	8/25/2023	Phone Call	315 N. Rowan Ave	Junk in the backyard where she has seen rats come from
202300095	2/28/2023	Closed	8/25/2023	Site Visit	707 N. Salisbury Av	Falling Fence
202200361	11/17/2022	Closed	8/25/2023	Site Visit	437 N Salisbury Ave	Building has no roof and was have cracks in the joints
202200357	11/3/2022	Closed	8/25/2023	Site Visit	305 S Iredell Ave	Chimney separating from primary structure
202200101	5/10/2022	Closed	8/1/2023	Portal Complaint	315 N Rowan Ave	Trees growing in gutter and backyard looks very trashy, pile of dirt with weeds
202107009	7/22/2021	Closed	8/1/2023	Site Visit	419 S Spencer Ave	Roof has shingles missing and falling

12	7/14/2021	Closed	8/1/2023	Phone Call	902 N. Salisbury Ave	Electrical issues, damaged walls and toilet will not flush

Group Total: 14

Group: Enforced Abatement

202300332	8/29/2023	Enforced Abatement	8/29/2023		407 Crestwood Ln	Hazardous Trees
202300322	7/26/2023	Enforced Abatement	8/1/2023	Site Visit	607 S whitehead Ave	High Grass and Weeds
202300321	7/26/2023	Enforced Abatement	8/1/2023	Site Visit	816 5th St	High Grass and Weeds
202300320	7/26/2023	Enforced Abatement	8/1/2023	Site Visit	608 Grants Crossing Ln	High Grass and Weeds
202300317	7/25/2023	Enforced Abatement	8/1/2023	Site Visit	209 N. Yadkin Ave	High Grass and Weeds
202300311	7/25/2023	Enforced Abatement	8/1/2023	Site Visit	410 Jordan Ave	High Grass and Weeds
202300304	7/21/2023	Enforced Abatement	8/1/2023	Site Visit	804 S Salisbury Ave	High Grass and Weeds
202300270	6/21/2023	Enforced Abatement	8/1/2023	Site Visit	2038 N US 29 HWY	Use of property not compliant with zoning, parking in Right of way
202200344	10/7/2022	Enforced Abatement	8/1/2023	Phone Call	604 S. Carolina Ave	Leaking roof potentially causing mold
202200174	7/15/2022	Enforced Abatement	8/1/2023	Site Visit	911 2nd St	Tree on roof
202107122	10/21/2021	Enforced Abatement	8/1/2023	Site Visit	406 N. Salisbury Ave	Junk pile in backyard
202107032	8/6/2021	Enforced Abatement	8/1/2023	Site Visit	611 4th St	Appliances and trash accumulated around home and a large pile of wood in the backyard
202106023	6/14/2021	Enforced Abatement	8/1/2023	Site Visit	401 N Salisbury Ave	Leaking Roof, damaged ceilings from water damage, plumbing issues in first floor bathroom, wiring issues, 2nd floor air conditioning not operational, chipping paint in hallways, basement stays wet, tree next to Jefferson Ave infested with carpenter ants

202105018	5/10/2021	Enforced Abatement	8/1/2023	Phone Call	706 S Rowan Ave	Yard is trashy and home give access to rats
202103027	3/23/2021	Enforced Abatement	8/1/2023	Site Visit	1216 S Salisbury Ave	Roof requires repair and broken windows

Group Total: 15

Group: Notice of Bill

202300297	7/17/2023	Notice of Bill	8/2/2023	Site Visit	204 S Iredell Ave	High Grass and Weeds
202300290	7/13/2023	Notice of Bill	8/2/2023	Site Visit	416 S Spencer Ave	High Grass and Weeds

Group Total: 2

Group: Open

202300331	8/16/2023	Open	8/28/2023	Fallen Tree / Broken Limbs	801 2nd St	Hazardous Trees
202300328	8/25/2023	Open	8/25/2023	Site Visit	704 5th St.	Tall grass and weeds

Group Total: 2

Group: Pending

202300301	7/20/2023	Pending	8/22/2023	Site Visit	215 W 17th St	Silver Honda parked on unimproved surface
202300300	7/20/2023	Pending	8/22/2023	Site Visit	215 W 17th St	Blue Toyota parked on unimproved surface
202300271	6/21/2023	Pending	8/22/2023	Site Visit	2110 N. US 29 HWY	Property not compliant with zoning
202300269	6/21/2023	Pending	8/22/2023	Site Visit	1785 N US 29 Hwy	No screening for vehicles storage awaiting repair
202300268	6/21/2023	Pending	8/22/2023	Site Visit	1303 N. Salisbury Ave	Zoning violation for screening of junk vehicles

Group Total: 5

Group: Voluntary Abatement

202300330	8/25/2023	Voluntary Abatement	8/29/2023	Site Visit	216 N. Rowan Ave.	Tall Grass and weeds
202300329	8/25/2023	Voluntary Abatement	8/29/2023	Site Visit	900 4th St	Tall grass and weeds
202300319	7/26/2023	Voluntary Abatement	8/10/2023	Site Visit	401 W 17th St	High Grass and Weeds
202300313	7/25/2023	Voluntary Abatement	8/10/2023	Site Visit	605 4th St	Parked on an Unimproved surface. Car under a silver cover parked in the front yard.

202300306	7/21/2023	Voluntary Abatement	8/10/2023	Site Visit	400 S Yadkin Ave	Hydrangea bush creates a visibility issue at corner
202300302	7/20/2023	Voluntary Abatement	8/10/2023	Portal Complaint	305 1st St.	Debris in yard, broken screen door, trash, suspicious activity
202300289	7/13/2023	Voluntary Abatement	8/10/2023	Site Visit	613 5th St	High Grass and Weeds
202300274	6/28/2023	Voluntary Abatement	8/10/2023	Site Visit	245 Hackett St.	High Grass and Weeds
202300245	6/9/2023	Voluntary Abatement	8/2/2023	Phone Call	311 S. Rowan Ave	High Grass and Weeds and pile of limbs
202103014	3/15/2021	Voluntary Abatement	8/1/2023	Site Visit	509 3rd St	Front porch has slats pulling up and the front porch roof had water damage behind the gutter
202103006	3/9/2021	Voluntary Abatement	8/1/2023	Site Visit	605 5th St	Front porch ceiling with falling wood and a deep deflection of roof

Group Total: 11

Group: Work Order submitted

202300278	7/5/2023	Work Order submitted	8/22/2023	Junk Pile	401 S Rowan Ave	Piles of trash outside of trash containers.

Group Total: 1

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Total Records: 50

8/31/2023

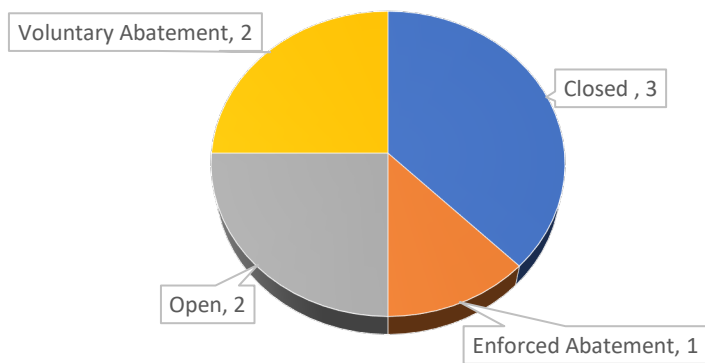
Monthly Report

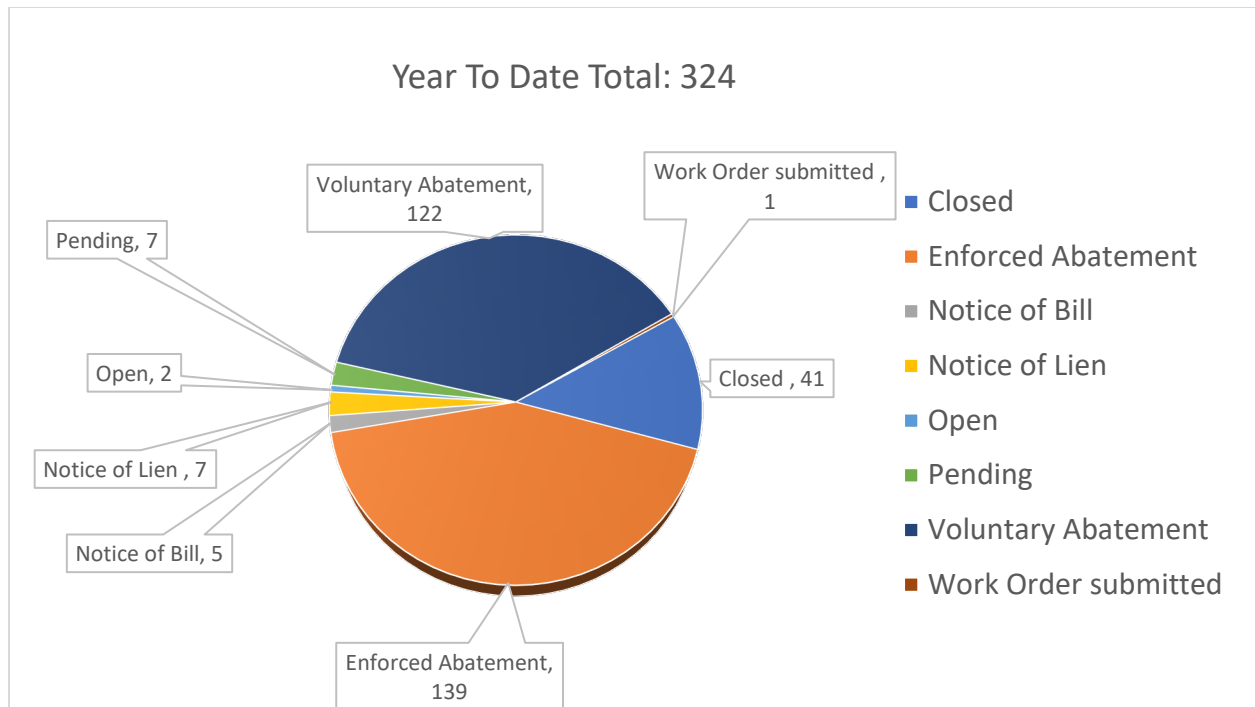
August 2023 Highlights

- 7 total Cases, 2 Open, 5 Closed
- Year to Date: 326 Cases
- Notice of Violations: 3
- Notice of Bill: 0
- Notice of Lien: 0

August 2023 Total Cases: 8

■ Closed ■ Enforced Abatement ■ Open ■ Voluntary Abatement





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

2023 Open Cases

Case Number	Address	Nature of Complaint	Violation Type
202300331	801 2nd St	Hazardous Trees	NOV - Notice of Violation
202300328	704 5th St.	Tall grass and weeds	OL - Overgrowth Lot

Activity Log Event Summary (Totals)

Spencer Police Department

(07/29/2023 - 08/31/2023)

<No Event Type Specified>	3	8th Street Ballpark Check	80
911 Hang-Up	7	Administrative Work	84
Alarm - Hold-up	3	Alarm - Other	22
Animal Complaint	2	Assault - In-Progress	1
Assist - East Spencer Police	41	Assist - EMS	2
Assist - Fire Department	17	Assist - Motorist/Public	3
Assist - NCHP	3	Assist - Other Agency	7
Assist - Other Officer	40	Assist - Sheriff's Office	13
B&E/Burglary - Residential, In-Progress	1	B&E/Burglary - Residential, Report	1
Business Check-Drive Through	288	Calls For Service (General)	5
Checkpoint	5	Communicating Threats	1
Community Event	6	Court	6
Directed Patrol	20	District Attorney's Office	1
Disturbance	8	Disturbance- Verbal	7
Disturbance-Physical	1	Domestic - Property Pick-up	1
Domestic Dispute	8	Escort - Funeral	1
Escort - Motorist/Public	2	Follow-up Investigation - Outside Town Limits	2
Follow-up Investigation- Spencer	14	Foot Patrol - Business	39
Foot Patrol - Residential	1	Fraud - Report	3
Harrassment-Stalking	2	House Check	17
Illegal Dumping	1	Interview	2
Involuntary Commitment	3	Larceny - In-Progress	1
Larceny - Report	8	Magistrate's Office	1
Maintenance - Vehicle	22	Meeting	21
Missing Juvenile	2	Missing Person	1
NCTM - Drive Through	161	NCTM - Foot Patrol	41
Noise Complaint	5	Norfolk Southern Railroad-Drive Through	8
Ordinance Violation	1	Park Check	138
Property - Lost/Missing	1	Property Damage - Report	4
Public Service	16	Robbery - Report	1
School Activities	2	School Check - NRES	53
School Check - NRHS	69	School Check - NRMS	67
Search	1	Security Check/Standby	4

Activity Log Event Summary (Totals)

Spencer Police Department

(07/29/2023 - 08/31/2023)

Shots Fired	2	Special Assignment - Other	5
SRO Duties	67	Subpoena Service	5
Suspicious - Activity	12	Suspicious - Person	14
Suspicious - Vehicle	10	Traffic - Parking Control	1
Traffic Accident - PD	8	Traffic Complaint	1
Traffic Control	3	Traffic Enforcement	10
Training - PD	48	Training - School	6
Trespassing - In-Progress	2	Trespassing - Report	2
Unlock Vehicle	4	Vehicle Stop	135
Warrant Service	18	Welfare Check	9
Yadkin River Park Check - Davidson County	116	Yadkin River Park Check - Spencer	126

Total Number Of Events: 2,006

September 2023 Monthly Report

Calls for Service-As of 7/31/23-8/31/23.

Fire: 74

EMS: 65

Monthly Total: 139

2023 Total: 822

Apparatus:

- All remains in service.
- Listing the 2006 Crown Vic on Gov Deals in September

Equipment:

- No updates.

Special Events:

- **Coffee with the Chiefs-** August 12th at 0900-Bojangles
- **Open House-** October 14th, 1100-1400- Spencer Fire Dept.

Personnel:

- Actively seeking additional part-time personnel to assist with shift vacancies. Currently experiencing a 25% vacancy rate.

Station:

- No updates

Special Information:

- Currently working with NCLM Risk Manager TJ Deluca to undergo a departmental risk review program. This will consist of reviewing departmental policies, procedures, and practices to ensure we practice the best risk-reduction strategies and adhere to industry standards. Completing this will not only aid us in providing the

best service to our citizens but will also reduce insurance premium costs provided by NCLM.

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: **09/12/2023**

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



DIRECTOR OF PUBLIC WORKS

Post Office Box 45 Spencer, NC 28159-0045

704.633.2231 Ext. 50 Ofc.

704.633.3837 Fax

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

September 2023 Board of Alderman Meeting

- 1) Regular services (Sanitation and Mowing) are running on schedule. The brush route is finally getting back into its normal schedule..
Note: We would like to remind citizens that all small debris and leaves must be bagged for pick-up at this time. This makes it easier for the guy's to pick it up, and it keeps the loose debris at the curb from ending up in the drains during thunder storms.
- 2) Brush has been extremely heavy for the past several weeks because of the two thunderstorms that rolled through our area. Most of our time this month has been spent on removing the debris left by these storms.
- 3) **Reminder:** Trash Service will be running one day late the week of September 4th through September 8th, due to observing the Labor Day Holiday.
- 4) It is already that time of year again, the Leaf Vac will start the first week of October and will continue to run until the New Year.
- 5) The date for the fall mulch give-away has been set for October 7th, from 7:00 am until 12:00 pm. Delivery for in-town residents will be available, and residents can call ahead to request delivery. **Three loads per residence maximum.** The recycling center at the Public Works Garage will also be open.
- 6) We have received three estimates to remove the remaining tree in Library Park, and they are all expensive. We have checked with our insurance, and they will not cover taking this tree down. We are working to find a solution to take this tree down. We will be planting a tree or trees back once all work is completed.
- 7) We have been in contact with Carolina Siteworks Inc., and they are running behind on their other jobs due to weather, so the planned schedule is for them to get started is the week of Labor Day or early the following week. They will be repairing and completely paving Grant Street, 4th Street from Grant to McCubbins, Jordan Avenue from 4th Street to Alexander, Alexander from Jordan Avenue to Whitehead Avenue, and Yadkin Avenue from 9th Street to 11th Street.



We're on the Right Track

- 8) The new sanitation truck is in Cornelius, at Tier One Graphics having the graphics installed. They should complete the install, and we will get the truck back the week of Labor Day. We are hosting a community information session on September 13th from 6:00 until 8:00 at Town Hall to discuss the changeover to automated trash service with citizens who want to attend. The planned start date for the new truck is Monday, September 25th.



- 9) We have started our third, and hopefully final round, of spraying for the year. As always we only spray what is needed to keep the curb lines clear for storm water runoff.
- 10) **CCAP update:**
We are still working to get a few of the remaining authorization forms from the land owners so that we can file for the construction permits. We have successfully filed for an extension with the Rowan County to make sure that we have time to complete the project.

- 11) **Since last report:**

There were 7 abatements issued and completed this month.

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

Monthly Events:

September 4th	- Labor Day
September 8th	- Yadkin Trail-head Dedication
September 9th	- Circus Train (Library Park)
September 13th	- Trash Conversion Info Session
September 16th	- 5K Race to the River (Creek Week)
September 25th	- New Trash Truck Starts
October 7th	- Fall Mulch Give-Away

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
0000-10-Revs							
-							
10-3100-000 TAXES, PRIOR YEARS	\$12,000.00	\$12,000.00	\$0.00	\$603.66	\$603.66	\$11,396.34	5
10-3194-000 TAXES, 3RD PRIOR YR	\$4,500.00	\$4,500.00	\$0.00	\$365.73	\$365.73	\$4,134.27	8
10-3195-000 TAXES, 2ND PRIOR YR	\$6,000.00	\$6,000.00	\$0.00	\$1,185.46	\$1,185.46	\$4,814.54	20
10-3196-000 TAXES, FIRST PRIOR Y	\$30,000.00	\$30,000.00	\$0.00	\$2,220.79	\$2,220.79	\$27,779.21	7
10-3197-100 AD VALOREM TAXES CUR	\$1,864,765.00	\$1,864,765.00	\$0.00	\$899,322.44	\$899,322.44	\$965,442.56	48
10-3197-101 AD VALOREM TAXES VEH	\$131,918.00	\$131,918.00	\$0.00	\$14,010.90	\$14,010.90	\$117,907.10	11
10-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$586.96	\$586.96	\$14,413.04	4
10-3197-190 DOG TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3231-000 1% SALES TAX (ART 39	\$429,710.00	\$429,710.00	\$0.00	\$0.00	\$0.00	\$429,710.00	0
10-3232-000 1/2% SALES TAX (ART	\$258,245.00	\$258,245.00	\$0.00	\$0.00	\$0.00	\$258,245.00	0
10-3233-000 1/2% SALES TAX (ART	\$211,842.00	\$211,842.00	\$0.00	\$0.00	\$0.00	\$211,842.00	0
10-3234-000 TELECOMM.SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3235-000 1/2% SALES TAX (ART	\$350,693.00	\$350,693.00	\$0.00	\$0.00	\$0.00	\$350,693.00	0
10-3260-000 PRIVILEGE LICENSE FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3261-000 CABLE TV FRANCHISE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3314-004 FED.DRUG SEIZURE REV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3317-004 STATE DRUG SEIZURE R	\$0.00	\$0.00	\$0.00	\$10.21	\$0.00	\$10.21	0
10-3318-000 INTANGIBLES TAX REIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3322-000 BEER & WINE TAX	\$14,059.00	\$14,059.00	\$0.00	\$0.00	\$0.00	\$14,059.00	0
10-3324-000 UTILITY FRANCHISE TA	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	0
10-3325-000 FOOD STAMP REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3326-000 SOLID WASTE DISPOSAL	\$2,600.00	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00	0
10-3327-000 INVENTORY TAX REIMBU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3431-000 COURT, PKG FEES, REP	\$1,500.00	\$1,500.00	\$0.00	\$256.50	\$121.50	\$1,243.50	17
10-3436-000 FIRE PROTECT.-EAST S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3437-000 FIRST RESPONDER FEES	\$4,020.00	\$4,020.00	\$0.00	\$1,680.00	\$1,345.00	\$2,340.00	42
10-3437-001 Rowan County Fire De	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3438-000 ROWAN-SALIS SCHOOLS	\$152,662.00	\$229,074.00	\$0.00	\$0.00	\$0.00	\$229,074.00	0
10-3439-000 NCTM PAYMENTS	\$29,248.00	\$29,248.00	\$0.00	\$4,874.66	\$2,437.33	\$24,373.34	17
10-3440-000 WATER BOND FROM SALI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3491-000 ZONING FEES	\$10,000.00	\$10,000.00	\$0.00	\$1,442.50	\$205.00	\$8,557.50	14
10-3491-001 LIEN PAYMENTS	\$12,000.00	\$12,000.00	\$0.00	\$293.50	\$293.50	\$11,706.50	2
10-3500-510 SOL/WASTE COLLECTION	\$220,000.00	\$220,000.00	\$0.00	\$30,247.96	\$30,247.96	\$189,752.04	14
10-3500-530 BULKY ITEM COLLECTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3500-540 RECYCLING FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3500-550 YARD WASTE SALES	\$1,000.00	\$1,000.00	\$0.00	\$163.00	\$64.00	\$837.00	16
10-3831-000 INVESTMENT EARNINGS	\$120,000.00	\$120,000.00	\$0.00	\$9,944.74	\$0.00	\$110,055.26	8
10-3833-001 Donations-Police Dep	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-002 Donations-Other	\$6,000.00	\$6,000.00	\$0.00	\$9,882.43	\$8,882.43	\$3,882.43	165
10-3833-003 FIRE DEPT MEMORIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-004 DONATIONS-FIRE DEPAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3833-005 Donations-Arbor Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3835-000 SALES-FIXED ASSETS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
10-3837-000 ABC REVENUES	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$2,835.88	\$2,835.88	\$2,835.88	0
10-3839-000 MISCELLANEOUS REVENU	\$25,000.00	\$25,000.00	\$0.00	\$144.00	\$140.00	\$24,856.00	1
10-3839-001 CIVIL CITATIONS - PO	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-3840-000 LIBRARY PARK RES.FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3840-001 STANBACK FOREST RES.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-3841-000 STATE SHARED REVENUE	\$13,800.00	\$13,800.00	\$0.00	\$0.00	\$0.00	\$13,800.00	0
10-3920-000 LEASE PROCEEDS	\$0.00	\$285,000.00	\$0.00	\$291,000.00	\$0.00	\$6,000.00	102
10-3984-000 PROCEEDS FROM LOAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-050 TRF.FROM SEWER FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-060 RES EQTY TRF-SOL WAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3984-070 TRF FROM CAPITAL RES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-000 FEDERAL GRANT - ARPA	\$226,997.00	\$226,997.00	\$0.00	\$0.00	\$0.00	\$226,997.00	0
10-3985-001 OTHER FIN.SOR-CAP LE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-002 OTHER GRANTS	\$90,050.00	\$90,050.00	\$0.00	\$0.00	\$0.00	\$90,050.00	0
10-3985-003 GRANTS-STANBACK FORE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
10-3985-004 STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-005 FEDERAL GRANT	\$414,588.00	\$414,588.00	\$0.00	\$0.00	\$0.00	\$414,588.00	0
10-3985-050 RES.EQUITY TRF.-SEWE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-060 TRANSF FROM POWELL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3985-070 RESTRICTED REVENUE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3986-001 SCHOOL RESOURCE OFFI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-3991-000 APPROPRIATED FUND BA	\$369,583.00	\$604,687.00	\$0.00	\$0.00	\$0.00	\$604,687.00	0
10-3991-001 APPROPRIATED CAPITAL	\$210,298.00	\$210,298.00	\$0.00	\$0.00	\$0.00	\$210,298.00	0
0000-10-Revs	\$5,475,478.00	\$6,071,994.00	\$0.00	\$1,271,071.32	\$964,868.54	\$4,826,379.72	21

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4110-10-GOVERNING BODY							
-							
10-4110-121 SALARIES/WAGES-REGUL	\$24,675.00	\$24,675.00	\$0.00	\$4,112.50	\$2,056.25	\$20,562.50	17
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$314.70	\$157.35	\$1,573.30	17
10-4110-185 WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-186 UNEMPLOYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-191 SERVICES-ACCOUNTING	\$20,000.00	\$20,000.00	\$0.00	\$8,450.00	\$8,450.00	\$11,550.00	42
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$0.00	\$0.00	\$0.00	\$27,500.00	0
10-4110-194 CONTRACT SERVICES	\$49,000.00	\$65,860.00	\$60,237.81	\$4,181.75	\$1,181.75	\$1,440.44	6
10-4110-212 UNIFORMS	\$280.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	0
10-4110-291 SUPPLIES DATA PROCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-299 SUPPLIES AND MATERIA	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4110-311 TRAVEL	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4110-321 TELEPHONE & INTERNET	\$539.00	\$539.00	\$0.00	\$0.00	\$0.00	\$539.00	0
10-4110-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-395 TRAINING	\$3,225.00	\$3,225.00	\$0.00	\$30.00	\$30.00	\$3,195.00	1
10-4110-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-451 INSURANCE-PROP/GEN/P	\$2,772.00	\$2,772.00	\$0.00	\$2,772.00	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$13,835.00	\$13,835.00	\$0.00	\$6,712.29	\$100.00	\$7,122.71	49
10-4110-498 Spencer Business Ass	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-550 CO-EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-570 CO-LAND	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	100
10-4110-580 CO-INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-600 NONPROFIT GRANTS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
10-4110-610 COMMUNITY APPEARANCE	\$13,000.00	\$22,500.00	\$9,500.00	\$0.00	\$0.00	\$13,000.00	0
10-4110-620 HISTORIC PRESERVATIO	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$14,500.00	0
10-4110-625 DONATION-LIBRARY PAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-630 ROWAN COUNTY ELECTIO	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4110-631 ROWAN COUNTY TAX COL	\$22,052.00	\$22,052.00	\$0.00	\$10,853.59	\$10,853.59	\$11,198.41	49
10-4110-640 TOURISM AND EVENTS	\$29,000.00	\$29,000.00	\$500.00	\$395.00	\$0.00	\$28,105.00	1
10-4110-645 SPENCER PARTNERSHIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-650 FACADE GRANT -COMM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-651 FACADE GRANT-RESIDEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-660 TRF.TO SOLID WASTE F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-665 RES EQUITY TRF-FLEET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-930 TRANSFER TO CAPITAL	\$210,298.00	\$210,298.00	\$0.00	\$0.00	\$0.00	\$210,298.00	0
10-4110-983 TRF.TO CAP.RES.(FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-999 CONTINGENCIES	\$25,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
4110-10-GOVERNING BODY	\$486,564.00	\$512,924.00	\$70,237.81	\$47,821.83	\$22,828.94	\$394,864.36	23

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
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10-4130-121 SALARIES/WAGES-REGUL	\$321,873.00	\$321,873.00	\$0.00	\$29,898.69	\$17,136.73	\$291,974.31	9
10-4130-122 SALARIES/WAGES-OVERT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-126 SALARIES/WAGES/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-127 SALARIES/WAGES-BONUS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
10-4130-133 401K Town Match	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-181 FICA	\$24,137.00	\$24,137.00	\$0.00	\$2,251.37	\$1,297.02	\$21,885.63	9
10-4130-182 RETIREMENT	\$38,586.00	\$38,586.00	\$0.00	\$3,508.96	\$2,003.54	\$35,077.04	9
10-4130-183 GROUP INSURANCE	\$36,830.00	\$36,830.00	\$0.00	\$4,608.55	\$1,280.12	\$32,221.45	13
10-4130-184 401K CONTRIBUTION	\$13,889.00	\$13,889.00	\$0.00	\$1,294.41	\$742.07	\$12,594.59	9
10-4130-185 WORKERS COMPENSATION	\$736.00	\$736.00	\$0.00	\$736.00	\$0.00	\$0.00	100
10-4130-186 UNEMPLOYMENT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
10-4130-191 SERVICES-ACCOUNTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-193 MEDICAL SERVICES	\$2,765.00	\$2,765.00	\$0.00	\$0.00	\$0.00	\$2,765.00	0
10-4130-194 CONTRACT SERVICES	\$286,985.00	\$286,985.00	\$116,775.90	\$23,326.64	\$18,410.25	\$146,882.46	8
10-4130-198 SERVICES-ENGINEERING	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
10-4130-211 JANITORIAL SUPPLIES	\$1,100.00	\$1,100.00	\$0.00	\$642.20	\$642.20	\$457.80	58
10-4130-212 UNIFORMS	\$320.00	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00	0
10-4130-220 FOOD & PROVISIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-260 SUPPLIES-OFFICE	\$3,000.00	\$3,000.00	\$0.00	\$20.00	\$0.00	\$2,980.00	1
10-4130-270 COVID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-291 SUPPLIES-DATA PROCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-296 SUPPLIES-MEDICAL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4130-299 SUPPLIES AND MATERIA	\$3,500.00	\$5,300.00	\$1,800.00	\$0.00	\$0.00	\$3,500.00	0
10-4130-311 TRAVEL	\$6,636.00	\$6,636.00	\$2,001.56	\$121.11	\$108.27	\$4,513.33	2
10-4130-321 TELEPHONE AND INTERN	\$6,076.00	\$6,076.00	\$0.00	\$423.40	\$166.14	\$5,652.60	7
10-4130-325 POSTAGE	\$2,322.00	\$2,322.00	\$0.00	\$0.00	\$0.00	\$2,322.00	0
10-4130-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-331 UTILITIES	\$25,728.00	\$25,728.00	\$0.00	\$3,616.46	\$2,070.37	\$22,111.54	14
10-4130-332 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-341 PRINTING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4130-351 MAINTENANCE-BUILDING	\$22,500.00	\$24,795.00	\$0.00	\$2,745.00	\$0.00	\$22,050.00	11
10-4130-352 MAINT & REPAIRS - EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-370 ADVERTISING	\$4,300.00	\$4,300.00	\$399.00	\$66.41	\$0.00	\$3,834.59	2
10-4130-394 CLEANING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-395 TRAINING	\$10,653.00	\$10,653.00	\$1,255.00	\$3,693.28	\$0.00	\$5,704.72	35
10-4130-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-397 TECHNOLOGY SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-398 PROFESSIONAL SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-400 DAVID TREME EDUCATIO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4130-439 EQUIPMENT RENTAL	\$5,275.00	\$5,275.00	\$2,937.00	\$327.92	\$327.92	\$2,010.08	6
10-4130-440 MAINTENANCE CONTRACT	\$22,096.00	\$22,096.00	\$12,581.69	\$2,513.49	\$597.40	\$7,000.82	11
10-4130-441 LICENSE FEE	\$29,903.00	\$29,903.00	\$0.00	\$19,657.00	\$0.00	\$10,246.00	66
10-4130-451 INSURANCE-PROP/GEN/P	\$8,942.00	\$8,942.00	\$0.00	\$8,942.00	\$0.00	\$0.00	100
10-4130-453 INSURANCE - BONDS	\$1,248.00	\$1,248.00	\$0.00	\$1,248.00	\$0.00	\$0.00	100
10-4130-491 DUES AND SUBSCRIPTIO	\$3,408.00	\$3,408.00	\$239.88	\$162.00	\$0.00	\$3,006.12	5
10-4130-492 WATER/SEWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-499 MISCELLANEOUS	\$1,463.00	\$1,463.00	\$0.00	\$3.00	\$3.00	\$1,460.00	0
10-4130-521 CAPITAL SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-540 BOND PRINCIPAL/INTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-550 CAP. OUTLAY-OTHER EQ	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
10-4130-580 CAP.OUT-BLDG.STRUCT.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4130-590 PARK PLAZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-610 ECONOMIC DEV.COMM.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-620 ECON.DEV.ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-710 PRINICPAL	\$69,631.00	\$69,631.00	\$0.00	\$0.00	\$0.00	\$69,631.00	0
10-4130-720 INTEREST	\$58,765.00	\$58,765.00	\$0.00	\$0.00	\$0.00	\$58,765.00	0
10-4130-740 PARK PLAZZA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-750 LEASE PAYMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-850 TRANSFER TO PARK PLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-851 TRANSFER TO CORONAVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4130-999 CREDIT CARD CHARGES	\$0.00	\$0.00	\$0.00	\$2,456.37	\$2,661.31	(\$2,456.37)	0
4130-10-ADMINISTRATION	\$1,060,267.00	\$1,064,362.00	\$137,990.03	\$112,262.26	\$47,446.34	\$814,109.71	24

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
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10-4310-121 SALARIES/WAGES-REGUL	\$904,575.00	\$952,843.00	\$0.00	\$110,906.21	\$65,455.86	\$841,936.79	12
10-4310-122 SALARIES/WAGES-OVERT	\$5,000.00	\$5,000.00	\$0.00	\$2,415.67	\$1,747.82	\$2,584.33	48
10-4310-126 PART-TIME/TEMPORARY	\$19,314.00	\$19,314.00	\$0.00	\$1,343.63	\$1,003.63	\$17,970.37	7
10-4310-127 SALARIES/WAGES-BONUS	\$21,000.00	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	0
10-4310-131 SUPPLEMENTAL LAW RET	\$7,135.00	\$7,135.00	\$0.00	\$956.83	\$546.76	\$6,178.17	13
10-4310-133 LAW ENF.OFFICERS-401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-181 FICA	\$69,362.00	\$73,131.00	\$0.00	\$8,641.60	\$5,185.98	\$64,489.40	12
10-4310-182 RETIREMENT	\$122,505.00	\$129,422.00	\$0.00	\$15,925.63	\$9,493.32	\$113,496.37	12
10-4310-183 GROUP INSURANCE	\$138,884.00	\$147,733.00	\$0.00	\$17,827.81	\$4,885.46	\$129,905.19	12
10-4310-184 401K CONTRIBUTION	\$43,612.00	\$46,075.00	\$0.00	\$5,437.62	\$3,129.64	\$40,637.38	12
10-4310-185 WORKERS COMPENSATION	\$23,807.00	\$24,984.00	\$0.00	\$23,807.00	\$0.00	\$1,177.00	95
10-4310-193 SERVICES-MEDICAL	\$2,425.00	\$2,425.00	\$0.00	\$800.00	\$100.00	\$1,625.00	33
10-4310-194 CONTRACT SERVICES	\$13,750.00	\$13,750.00	\$0.00	\$0.00	\$0.00	\$13,750.00	0
10-4310-212 UNIFORMS	\$17,410.00	\$17,910.00	\$318.00	\$280.00	\$280.00	\$17,312.00	2
10-4310-213 SUPPLIES-SAFETY	\$3,725.00	\$3,725.00	\$0.00	\$0.00	\$0.00	\$3,725.00	0
10-4310-231 DARE PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-241 K-9 PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-251 MOTOR FUEL AND LUBRI	\$40,360.00	\$42,360.00	\$35,327.83	\$7,032.17	\$4,022.64	\$0.00	17
10-4310-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-260 SUPPLIES-OFFICE	\$1,700.00	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0
10-4310-291 SUPPLIES-DATA PROCES	\$5,284.00	\$5,284.00	\$0.00	\$0.00	\$0.00	\$5,284.00	0
10-4310-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-296 SUPPLIES-MEDICAL	\$1,420.00	\$1,420.00	\$0.00	\$0.00	\$0.00	\$1,420.00	0
10-4310-299 SUPPLIES AND MATERIA	\$15,441.00	\$18,001.00	\$3,039.96	\$0.00	\$0.00	\$14,961.04	0
10-4310-311 TRAVEL	\$1,500.00	\$1,500.00	\$534.60	\$65.94	\$0.00	\$899.46	4
10-4310-321 TELEPHONE AND INTERN	\$17,672.00	\$17,672.00	\$0.00	\$1,079.91	\$587.32	\$16,592.09	6
10-4310-329 OTHER COMMUNICATION	\$4,240.00	\$4,240.00	\$3,630.00	\$660.00	\$330.00	(\$50.00)	16
10-4310-341 PRINTING	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-4310-352 MAINTENANCE-EQUIPMEN	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4310-353 MAINTENANCE-VEHICLES	\$6,000.00	\$6,500.00	\$0.00	\$130.00	\$130.00	\$6,370.00	2
10-4310-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-395 TRAINING	\$7,100.00	\$7,600.00	\$1,054.09	\$0.00	\$0.00	\$6,545.91	0
10-4310-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-440 MAINTENANCE CONTRACT	\$26,947.00	\$26,947.00	\$6,254.85	\$6,055.69	\$2,935.24	\$14,636.46	22
10-4310-441 LICENSE FEE	\$8,774.00	\$9,243.00	\$0.00	\$882.30	\$882.30	\$8,360.70	10
10-4310-451 INSURANCE-PROP/GEN/P	\$22,198.00	\$22,198.00	\$0.00	\$22,198.00	\$0.00	\$0.00	100
10-4310-452 INSURANCE-VEHICLES	\$17,982.00	\$17,982.00	\$0.00	\$17,981.30	\$0.00	\$0.70	100
10-4310-491 DUES AND SUBSCRIPTIO	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
10-4310-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4310-521 CO-SOFTWARE	\$3,060.00	\$3,060.00	\$0.00	\$0.00	\$0.00	\$3,060.00	0
10-4310-540 CO-VEHICLES	\$0.00	\$51,712.00	\$51,712.41	\$0.00	\$0.00	(\$0.41)	0
10-4310-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$37,081.00	\$37,080.54	\$0.00	\$0.00	\$0.46	0
10-4310-560 CAPITAL OUTLAY-BLDG.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-750 LEASE PYMTS-COMPUTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-760 LEASE PYMTS-VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-765 LEASE PYMTS-RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-770 STATE DRUG SEIZURE E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-771 FED DRUG SEIZURE EXP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4310-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4310-10-POLICE OPERATIONS	\$1,577,182.00	\$1,744,947.00	\$138,952.28	\$244,427.31	\$100,715.97	\$1,361,567.41	22

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4340-750 LEASE PAYMENTS	\$18,251.00	\$18,251.00	\$0.00	\$0.00	\$0.00	\$18,251.00	0
10-4340-752 LEASE PMTS-UTILITY T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-753 LEASE PAYMENTS-RADIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-755 LEASE PAYMENTS-FIRE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-765 LEASE PYMT-RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-775 LEASE PYMTS - EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-785 LEASE PAYMT-UTILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-800 FIRE STATION LEASE P	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4340-810 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4340-10-FIRE OPERATIONS	\$1,110,583.00	\$1,139,231.00	\$34,641.54	\$107,880.42	\$49,851.76	\$996,709.04	13

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-10-STREETS OPERATIONS							
-							
10-4510-121 SALARIES/WAGES-REGUL	\$213,364.00	\$213,364.00	\$0.00	\$17,152.86	\$10,421.87	\$196,211.14	8
10-4510-122 SALARIES/WAGES-OVERT	\$2,000.00	\$2,000.00	\$0.00	\$273.04	\$224.50	\$1,726.96	14
10-4510-126 PART-TIME/TEMPORARY	\$16,088.00	\$16,088.00	\$0.00	\$2,014.40	\$1,201.96	\$14,073.60	13
10-4510-127 SALARIES/WAGES-BONUS	\$5,900.00	\$5,900.00	\$0.00	\$0.00	\$0.00	\$5,900.00	0
10-4510-133 401-K MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-181 FICA	\$17,164.00	\$17,164.00	\$0.00	\$1,413.92	\$860.76	\$15,750.08	8
10-4510-182 RETIREMENT	\$28,965.00	\$28,965.00	\$0.00	\$2,249.70	\$1,374.45	\$26,715.30	8
10-4510-183 GROUP INSURANCE	\$45,174.00	\$45,174.00	\$0.00	\$6,073.63	\$1,574.65	\$39,100.37	13
10-4510-184 401K CONTRIBUTION	\$7,471.00	\$7,471.00	\$0.00	\$831.44	\$492.48	\$6,639.56	11
10-4510-185 WORKERS COMPENSATION	\$10,413.00	\$10,413.00	\$0.00	\$10,413.00	\$0.00	\$0.00	100
10-4510-194 CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-4510-212 UNIFORMS	\$4,000.00	\$4,000.00	\$0.00	\$484.92	\$330.42	\$3,515.08	12
10-4510-213 SUPPLIES-SAFETY	\$3,150.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$3,150.00	0
10-4510-230 SUPPLIES-EDUCATIONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-240 CONSTRUCT./REPAIR SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-251 MOTOR FUEL AND LUBRI	\$19,440.00	\$19,440.00	\$15,966.65	\$3,473.34	\$84.21	\$0.01	18
10-4510-252 TIRES & TUBES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-253 PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-259 OTHER VEHICLE SUPPLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4510-291 SUPPLIES-DATA PROCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-299 SUPPLIES AND MATERIA	\$6,600.00	\$6,600.00	\$0.00	\$218.78	\$218.78	\$6,381.22	3
10-4510-311 TRAVEL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4510-321 TELEPHONE AND INTERN	\$2,244.00	\$2,244.00	\$0.00	\$66.01	\$39.48	\$2,177.99	3
10-4510-329 OTHER COMMUNICATION	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0
10-4510-331 UTILITIES	\$53,844.00	\$53,844.00	\$0.00	\$4,690.50	\$4,194.47	\$49,153.50	9
10-4510-332 FUEL OIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-339 OTHER UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$4,000.00	\$0.00	\$57.97	\$22.44	\$3,942.03	1
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$55.00	\$868.04	\$785.04	\$3,076.96	22
10-4510-353 MAINTENANCE-VEHICLES	\$9,500.00	\$9,500.00	\$605.00	\$246.71	\$184.72	\$8,648.29	3
10-4510-354 MAINTENANCE GROUNDS	\$18,000.00	\$18,000.00	\$0.00	\$910.00	\$0.00	\$17,090.00	5
10-4510-356 MAINTENANCE-STREETS	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
10-4510-359 MAINT. & REPAIRS - O	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-370 ADVERTISING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-395 TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-397 PAVING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-398 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
10-4510-550 CAP.OUTLAY-OTHER EQU	\$18,300.00	\$18,300.00	\$4,039.99	\$13,579.32	\$8,609.43	\$680.69	74
10-4510-580 CO-INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-591 ROADWAY & PAVING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-593 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-750 LEASE PAYMENTS-COMPU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-770 LEASE PAYMENTS-BACKH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-775 LEASE PAYMENTS-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4510-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4510-10-STREETS OPERATIONS	\$502,402.00	\$502,402.00	\$20,666.64	\$70,944.43	\$30,642.66	\$410,790.93	18

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4710-10-SOLID/YARD OPERATIONS							
-							
10-4710-121 SALARIES/WAGES-REGUL	\$185,941.00	\$185,941.00	\$0.00	\$32,141.96	\$18,503.18	\$153,799.04	17
10-4710-122 SALARIES/WAGES-OVERT	\$2,500.00	\$2,500.00	\$0.00	\$65.22	\$27.80	\$2,434.78	3
10-4710-127 SALARIES/WAGES-BONUS	\$4,400.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$4,400.00	0
10-4710-133 401-K MATCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-181 FICA	\$13,947.00	\$13,947.00	\$0.00	\$2,331.70	\$1,342.10	\$11,615.30	17
10-4710-182 RETIREMENT	\$23,537.00	\$23,537.00	\$0.00	\$4,170.46	\$2,399.49	\$19,366.54	18
10-4710-183 GROUP INSURANCE	\$38,143.00	\$38,143.00	\$0.00	\$5,741.51	\$1,608.65	\$32,401.49	15
10-4710-184 401K CONTRIBUTION	\$5,557.00	\$5,557.00	\$0.00	\$1,125.80	\$646.83	\$4,431.20	20
10-4710-185 WORKERS COMPENSATION	\$8,348.00	\$8,348.00	\$0.00	\$8,348.00	\$0.00	\$0.00	100
10-4710-193 SERVICES-MEDICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-194 CONTRACT SERVICES	\$24,000.00	\$28,995.00	\$710.55	\$4,284.03	\$4,284.03	\$24,000.42	15
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-4710-212 UNIFORMS	\$5,000.00	\$5,000.00	\$0.00	\$642.78	\$437.98	\$4,357.22	13
10-4710-213 SAFETY SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4710-230 SUPPLIES-EDUCATIONAL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-240 CONSTRUCT./REPAIR SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-251 MOTOR FUEL AND LUBRI	\$13,452.00	\$13,452.00	\$11,136.45	\$2,315.55	\$56.14	\$0.00	17
10-4710-252 TIRES & TUBES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-253 PARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-260 OFFICE SUPPLIES/MATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-270 CARTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-299 SUPPLIES AND MATERIA	\$12,000.00	\$12,000.00	\$11,395.00	\$0.00	\$0.00	\$605.00	0
10-4710-311 TR AVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-321 TELEPHONE AND INTERN	\$1,304.00	\$1,304.00	\$0.00	\$162.92	\$94.86	\$1,141.08	12
10-4710-329 OTHER COMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$0.00	\$2,267.62	\$2,267.62	\$1,682.38	57
10-4710-353 MAINTENANCE-VEHILCES	\$6,000.00	\$6,000.00	\$0.00	\$480.72	\$0.00	\$5,519.28	8
10-4710-370 ADVERTISING	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
10-4710-395 TRAINING	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
10-4710-396 MEDICAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-397 LANDFILL SER TIPPING	\$57,000.00	\$57,000.00	\$0.00	\$5,626.10	\$5,140.94	\$51,373.90	10
10-4710-398 LANDFILL SER RECYCLI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-438 TREE WORK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-440 MAINTENANCE CONTRACT	\$200.00	\$200.00	\$0.00	\$46.00	\$23.00	\$154.00	23
10-4710-451 INSURANCE-PROP/GEN/P	\$2,073.00	\$2,073.00	\$0.00	\$2,073.00	\$0.00	\$0.00	100
10-4710-452 INSURANCE-VEHICLES	\$3,764.00	\$3,764.00	\$0.00	\$3,763.80	\$0.00	\$0.20	100
10-4710-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-540 CAP OUT-MOTOR VEH	\$0.00	\$360,814.00	\$0.00	\$361,396.67	\$0.00	(\$582.67)	100
10-4710-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-580 CAPITAL OUTLAY-BLDG,	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-750 LEASE PAYMENTS	\$37,909.00	\$37,909.00	\$0.00	\$1,240.41	\$0.00	\$36,668.59	3
10-4710-760 LEASE PAYMENTS-VEHIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-775 LEASE PAYMENTS-EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4710-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4710-10-SOLID/YARD OPERATIONS	\$452,375.00	\$818,184.00	\$23,242.00	\$438,224.25	\$36,832.62	\$356,717.75	56

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-121 SALARIES & WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-126 PART-TIME/TEMPORARY	\$16,835.00	\$16,835.00	\$0.00	\$1,958.35	\$1,076.83	\$14,876.65	12
10-6110-127 SALARIES/WAGES-BONUS	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
10-6110-181 FICA	\$1,260.00	\$1,260.00	\$0.00	\$149.82	\$82.38	\$1,110.18	12
10-6110-194 CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$500.00	\$0.00	\$1,500.00	25
10-6110-260 SUPPLIES-OFFICE	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
10-6110-291 SUPPLIES-DATA PROCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-293 SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-299 SUPPLIES	\$2,050.00	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00	0
10-6110-311 TRAVEL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-6110-321 TELEPHONE AND INTERN	\$2,249.00	\$2,249.00	\$0.00	\$0.00	\$0.00	\$2,249.00	0
10-6110-331 UTILITIES	\$9,264.00	\$9,264.00	\$0.00	\$763.93	\$763.93	\$8,500.07	8
10-6110-333 NATURAL GAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-351 MAINTENANCE-BUILDING	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	100
10-6110-370 ADVERTISING	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-6110-395 TRAINING	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-6110-440 MAINTENANCE CONTRACT	\$1,791.00	\$1,791.00	\$0.00	\$74.40	\$37.20	\$1,716.60	4
10-6110-451 INSURANCE-PRO/GEN/PR	\$2,292.00	\$2,292.00	\$0.00	\$2,292.00	\$0.00	\$0.00	100
10-6110-491 DUES & SUBSCRIPTIONS	\$360.00	\$360.00	\$300.00	\$0.00	\$0.00	\$60.00	0
10-6110-495 BOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-497 PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-550 CAPITAL OUTLAY-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-580 CAPITAL OUTLAY-BLDG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-800 LIBRARY REPAIR LEASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6110-999 Transfer To Cap. Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
6110-10-LIBRARY	\$39,951.00	\$42,451.00	\$300.00	\$8,238.50	\$1,960.34	\$33,912.50	20

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
10-6120-126 SALARIES-TEMP/PART-T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-181 SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-299 SUPPLIES AND MATERIA	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-6120-331 UTILITIES	\$5,172.00	\$5,172.00	\$0.00	\$403.08	\$260.42	\$4,768.92	8
10-6120-355 MAINT & REPAIR-SPENC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-356 MAINT & REPAIR-ROWAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-357 MAINTENANCE-PARKS AN	\$11,100.00	\$12,439.00	\$2,388.74	\$289.00	\$289.00	\$9,761.26	2
10-6120-358 MAINT & REPAIR-LIBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-359 MAINT. & REPAIR - OT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-399 OTHER SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-451 INSURANCE-PROP/GEN/P	\$132.00	\$132.00	\$0.00	\$132.00	\$0.00	\$0.00	100
10-6120-499 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-500 MAINT.LIBRARY PARK	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-501 MAINT SPENCER WOODS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-525 SENIOR CITIZEN PROGR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-570 CAP OUT-LAND ACQ & D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-580 CAPITAL OUTLAY-IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-625 SENIOR CITIZENS COUN	\$4,000.00	\$4,000.00	\$0.00	\$395.00	\$0.00	\$3,605.00	10
10-6120-800 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-850 TRANSFER TO DOWNTOWN	\$225,000.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	0
6120-10-RECREATION	\$246,154.00	\$247,493.00	\$2,388.74	\$1,219.08	\$549.42	\$243,885.18	1

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Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND								
	FundRevTot	\$5,475,478.00	\$6,071,994.00	\$0.00	\$1,271,071.32	\$964,868.54	\$4,826,379.72	21
	FundExpTot	\$5,475,478.00	\$6,071,994.00	\$428,419.04	\$1,031,018.08	\$290,828.05	\$4,612,556.88	24
Grand Totals:	TotalRev	\$5,475,478.00	\$6,071,994.00	\$0.00	\$1,271,071.32	\$964,868.54	\$4,826,379.72	21
	TotalExp	\$5,475,478.00	\$6,071,994.00	\$428,419.04	\$1,031,018.08	\$290,828.05	\$4,612,556.88	24

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL							
0000-20-Revs							
-							
20-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-3328-000 POWELL BILL REVENUE	\$111,000.00	\$111,000.00	\$0.00	\$0.00	\$0.00	\$111,000.00	0
20-3831-000 INVESTMENT EARNINGS	\$13,000.00	\$13,000.00	\$0.00	\$1,388.17	\$0.00	\$11,611.83	11
20-3839-000 MISCELLANEOUS REVENU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-3991-000 APPROPRIATED FUND BA	\$50,000.00	\$270,000.00	\$0.00	\$0.00	\$0.00	\$270,000.00	0
0000-20-Revs	\$174,000.00	\$394,000.00	\$0.00	\$1,388.17	\$0.00	\$392,611.83	0
4510-20-STREETS OPERATIONS							
-							
20-4510-000 TRANS TO/FROM GEN FU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-121 SALARIES/WAGES-REGUL	\$11,512.00	\$11,512.00	\$0.00	\$1,539.65	\$887.74	\$9,972.35	13
20-4510-127 SALARIES/WAGES-BONUS	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
20-4510-181 FICA	\$846.00	\$846.00	\$0.00	\$117.79	\$67.92	\$728.21	14
20-4510-182 RETIREMENT	\$1,428.00	\$1,428.00	\$0.00	\$198.76	\$114.60	\$1,229.24	14
20-4510-183 GROUP INSURANCE	\$1,838.00	\$1,838.00	\$0.00	\$64.37	\$17.00	\$1,773.63	4
20-4510-184 401K CONTRIBUTION	\$553.00	\$553.00	\$0.00	\$76.97	\$44.38	\$476.03	14
20-4510-191 PROF.SERV.-ENGIN. FE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-198 SERVICES-ENGINEERING	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
20-4510-294 STREET SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-299 SUPPLIES AND MATERIA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4510-355 MAINTENANCE-SIDEWALK	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
20-4510-356 MAINTENANCE-STREETS	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0
20-4510-540 CAP OUTLAY - VEHICLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
20-4510-580 CO-INFRASTRUCTURE	\$115,623.00	\$335,623.00	\$220,000.00	\$0.00	\$0.00	\$115,623.00	0
4510-20-STREETS OPERATIONS	\$174,000.00	\$394,000.00	\$220,000.00	\$1,997.54	\$1,131.64	\$172,002.46	56
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$174,000.00	\$394,000.00	\$0.00	\$1,388.17	\$0.00	\$392,611.83	0
FundExpTot	\$174,000.00	\$394,000.00	\$220,000.00	\$1,997.54	\$1,131.64	\$172,002.46	56

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
0000-30-Revs							
-							
30-3835-000 SALES - FIXED ASSETS	\$0.00	\$20,500.00	\$0.00	\$0.00	\$0.00	\$20,500.00	0
30-3920-000 LEASE FINANCING	\$0.00	\$893,821.00	\$0.00	\$0.00	\$0.00	\$893,821.00	0
30-3984-010 GENERAL FUND CONTRIB	\$210,298.00	\$210,298.00	\$0.00	\$0.00	\$0.00	\$210,298.00	0
30-3991-000 APPROPRIATED FUND BA	\$0.00	\$58,163.00	\$0.00	\$0.00	\$0.00	\$58,163.00	0
0000-30-Revs	\$210,298.00	\$1,182,782.00	\$0.00	\$0.00	\$0.00	\$1,182,782.00	0
4110-30-GOVERNING BODY							
-							
30-4110-570 CO - LAND	\$59,000.00	\$59,000.00	\$0.00	\$0.00	\$0.00	\$59,000.00	0
30-4110-999 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4110-30-GOVERNING BODY	\$59,000.00	\$59,000.00	\$0.00	\$0.00	\$0.00	\$59,000.00	0
4130-30-ADMINISTRATION							
-							
30-4130-291 SUPPLIES - DATA PROC	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4130-30-ADMINISTRATION	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4310-30-POLICE OPERATIONS							
-							
30-4310-291 SUPPLIES - DATA PROC	\$7,325.00	\$7,325.00	\$0.00	\$0.00	\$0.00	\$7,325.00	0
30-4310-540 CO - VEHICLES	\$85,349.00	\$148,185.00	\$56,557.00	\$42,336.00	\$42,336.00	\$49,292.00	29
30-4310-550 CO - OTHER EQUIP	\$50,149.00	\$67,977.00	\$9,293.55	\$12,508.88	\$12,508.88	\$46,174.57	18
4310-30-POLICE OPERATIONS	\$142,823.00	\$223,487.00	\$65,850.55	\$54,844.88	\$54,844.88	\$102,791.57	54
4340-30-FIRE OPERATIONS							
-							
30-4340-291 SUPPLIES - DATA PROC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
30-4340-540 CO - VEHICLES	\$0.00	\$891,820.00	\$891,820.00	\$0.00	\$0.00	\$0.00	0
30-4340-550 CO-OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4340-30-FIRE OPERATIONS	\$0.00	\$891,820.00	\$891,820.00	\$0.00	\$0.00	\$0.00	0
4510-30-STREETS OPERATIONS							
-							
30-4510-291 SUPPLIES - DATA PROC	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
30-4510-540 CO - VEHICLES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
4510-30-STREETS OPERATIONS	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4710-30-SOLID/YARD OPERATIONS							
-							
30-4710-550 CO-OTHER EQUIPMENT	\$6,325.00	\$6,325.00	\$0.00	\$0.00	\$0.00	\$6,325.00	0
4710-30-SOLID/YARD OPERATIONS	\$6,325.00	\$6,325.00	\$0.00	\$0.00	\$0.00	\$6,325.00	0
6110-30-LIBRARY							
-							
30-6110-291 SUPPLIES - DATA PROC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
6110-30-LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
FundRevTot	\$210,298.00	\$1,182,782.00	\$0.00	\$0.00	\$0.00	\$1,182,782.00	0
FundExpTot	\$210,298.00	\$1,182,782.00	\$957,670.55	\$54,844.88	\$54,844.88	\$170,266.57	86

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
0000-70-Revs							
-							
70-3839-000 Miscellaneous Revenu	\$0.00	\$0.00	\$0.00	\$20,000.00	\$10,000.00	\$20,000.00	0
0000-70-Revs	\$0.00	\$0.00	\$0.00	\$20,000.00	\$10,000.00	\$20,000.00	0
4130-70-ADMINISTRATION							
-							
70-4130-187 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$8,993.84	\$7,887.21	(\$8,993.84)	0
4130-70-ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$8,993.84	\$7,887.21	(\$8,993.84)	0
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
FundRevTot	\$0.00	\$0.00	\$0.00	\$20,000.00	\$10,000.00	\$20,000.00	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$8,993.84	\$7,887.21	(\$8,993.84)	0
Grand Totals:							
TotalRev	\$384,298.00	\$1,576,782.00	\$0.00	\$21,388.17	\$10,000.00	\$1,595,393.83	1
TotalExp	\$384,298.00	\$1,576,782.00	\$1,177,670.55	\$65,836.26	\$63,863.73	\$333,275.19	79

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 90-YADKIN RIVER TRAIL							
0000-90-Revs							
-							
90-3985-240 YADKIN RIVER TRAIL D	\$20,559.00	\$631,974.00	\$0.00	\$537,474.40	\$250,100.00	\$94,499.60	85
90-3985-850 GENERAL FUND TRANSFE	\$114,258.00	\$185,258.00	\$0.00	\$185,258.00	\$0.00	\$0.00	100
0000-90-Revs	\$134,817.00	\$817,232.00	\$0.00	\$722,732.40	\$250,100.00	\$94,499.60	88
4130-90-ADMINISTRATION							
-							
90-4130-370 ADVERTISING	\$0.00	\$405.00	\$0.00	\$156.35	\$156.35	\$248.65	39
4130-90-ADMINISTRATION	\$0.00	\$405.00	\$0.00	\$156.35	\$156.35	\$248.65	39
4910-90-LAND MANAGEMENT							
-							
90-4910-193 ADMINISTRATIVE SERVI	\$0.00	\$52.00	\$0.00	\$52.00	\$0.00	\$0.00	100
90-4910-194 CONTRACT SERVICES	\$4,800.00	\$69,350.00	\$2,432.00	\$67,398.05	\$12,051.81	(\$480.05)	97
90-4910-580 CO-INFRASTRUCTURE	\$130,017.00	\$747,425.00	\$62,665.91	\$657,505.18	\$114,757.70	\$27,253.91	88
4910-90-LAND MANAGEMENT	\$134,817.00	\$816,827.00	\$65,097.91	\$724,955.23	\$126,809.51	\$26,773.86	97
Reporting Fund: 90-YADKIN RIVER TRAIL							
FundRevTot	\$134,817.00	\$817,232.00	\$0.00	\$722,732.40	\$250,100.00	\$94,499.60	88
FundExpTot	\$134,817.00	\$817,232.00	\$65,097.91	\$725,111.58	\$126,965.86	\$27,022.51	97
Grand Totals:							
TotalRev	\$134,817.00	\$817,232.00	\$0.00	\$722,732.40	\$250,100.00	\$94,499.60	88
TotalExp	\$134,817.00	\$817,232.00	\$65,097.91	\$725,111.58	\$126,965.86	\$27,022.51	97

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
0000-91-Revs							
-							
91-3831-000 INVESTMENT EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
91-3984-000 CSLRF FUNDS-GRANT	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$518,998.78	\$0.22	100
0000-91-Revs	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$518,998.78	\$0.22	100
4210-91-CORONAVIRUS ARPA							
-							
91-4210-121 SALARIES/WAGES-REGUL	\$0.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	0
91-4210-580 CO-INFRASTRUCTURE-CS	\$1,037,997.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
91-4210-910 TRANSFER TO GENERAL	\$0.00	\$812,997.00	\$0.00	\$586,000.00	\$0.00	\$226,997.00	72
4210-91-CORONAVIRUS ARPA	\$1,037,997.00	\$1,037,997.00	\$0.00	\$586,000.00	\$0.00	\$451,997.00	56
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
FundRevTot	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$518,998.78	\$0.22	100
FundExpTot	\$1,037,997.00	\$1,037,997.00	\$0.00	\$586,000.00	\$0.00	\$451,997.00	56
Grand Totals:							
TotalRev	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$518,998.78	\$0.22	100
TotalExp	\$1,037,997.00	\$1,037,997.00	\$0.00	\$586,000.00	\$0.00	\$451,997.00	56

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2023-08-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
0000-92-Revs							
-							
92-3985-002 OTHER GRANTS	\$0.00	\$1,400,000.00	\$0.00	\$0.00	\$0.00	\$1,400,000.00	0
92-3985-241 DOWNTOWN PARK DONATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
92-3985-850 GENERAL FUND TRANSFE	\$100,000.00	\$325,000.00	\$0.00	\$100,000.00	\$0.00	\$225,000.00	31
0000-92-Revs	\$100,000.00	\$1,725,000.00	\$0.00	\$100,000.00	\$0.00	\$1,625,000.00	6
6120-92-RECREATION							
-							
92-6120-580 CO-INFRASTRUCTURE	\$100,000.00	\$1,725,000.00	\$6,364.23	\$69,610.77	\$3,190.00	\$1,649,025.00	4
6120-92-RECREATION	\$100,000.00	\$1,725,000.00	\$6,364.23	\$69,610.77	\$3,190.00	\$1,649,025.00	4
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
FundRevTot	\$100,000.00	\$1,725,000.00	\$0.00	\$100,000.00	\$0.00	\$1,625,000.00	6
FundExpTot	\$100,000.00	\$1,725,000.00	\$6,364.23	\$69,610.77	\$3,190.00	\$1,649,025.00	4
Grand Totals:							
TotalRev	\$100,000.00	\$1,725,000.00	\$0.00	\$100,000.00	\$0.00	\$1,625,000.00	6
TotalExp	\$100,000.00	\$1,725,000.00	\$6,364.23	\$69,610.77	\$3,190.00	\$1,649,025.00	4

August Monthly Report



At the library park in the gazebo, three alumni from North Rowan Elementary had collected back-packs and school supplies to hand out to local residents on August 3rd. These alumni named Kassandra White, Brandon Case and Taeya Teasley had contacted the librarian concerning the possibility of doing this at the library gazebo. That day from 2-6 over seventy-eight people were given over thirty-nine back-packs for local school-children. This proved to be the high-light of the month of August as many people were either on vacation or preparing for the new school year. We would welcome anyone in the community with exciting ideas such as this to contact the library for any volunteer or philanthropic activity.

We welcome anyone needing a quiet place for tutoring a student or using our desktop computer for research or any other need to come by during our hours of Monday-11-6, Tuesday 11-6 and Wednesday 12-5. Ten new books have been ordered that were requested by local residents and should arrive by September 5th-7th. Come by and see what good books you can find to read!

Our Facebook page has gained three new followers this past month and our total amount totals 645 people from Rowan County and beyond. Programs have been planned through December so follow our page for updated details and dates!

August Monthly Statistics

		Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corres. Due Date
August 2023									
7/31/2023	Mon.	12	0	2	0	0	0	0	8/14/2023
8/1/2023	Tues.	4	0	0	0	0	0	0	8/15/2023
8/2/2023	Wed.	72	1	2	0	2	2	4	8/16/2023
8/3/2023	Thurs.	0	0	0	0	0	0	0	8/17/2023
8/4/2023	Fri.	0	0	0	0	0	0	0	8/18/2023
WEEK TOTAL:		88	1	4	0	2	2	4	
8/7/2023	Mon.	closed	0	0	0	0	0	0	8/21/2023
8/8/2023	Tues.	7	1	0	0	0	0	0	8/22/2023
8/9/2023	Wed.	3	5	0	0	0	0	0	8/23/2023
8/10/2023	Thurs.	2	0	0	0	0	0	0	8/24/2023
8/11/2023	Fri.	0	0	0	0	0	0	0	8/25/2023
WEEK TOTAL:		12	6	0	0	0	0	0	
8/14/2023	Mon.	9	1	0	0	0	0	0	8/28/2023
8/15/2023	Tues.	6	2	0	0	1	0	0	8/29/2023
8/16/2023	Wed.	2	0	0	0	0	0	0	8/30/2023
8/17/2023	Thurs.	0	0	0	0	0	0	0	8/31/2023
8/18/2023	Fri.	0	0	0	0	0	0	0	9/1/2023
WEEK TOTAL:		17	3	0	0	1	0	0	
8/21/2023	Mon.	9	0	0	2	0	0	0	9/4/2023
8/22/2023	Tues.	8	1	3	0	0	0	0	9/5/2023
8/23/2023	Wed.	0	0	0	0	0	0	0	9/6/2023
8/24/2023	Thurs.	0	0	0	0	0	0	0	9/7/2023
8/25/2023	Fri.	0	0	0	0	0	0	0	9/8/2023
WEEK TOTAL:		17	1	3	2	0	0	0	
8/28/2023	Mon.	7	2	2	0	0	0	0	9/11/2023
8/29/2023	Tues.	5	3	1	0	0	0	0	9/12/2023
8/30/2023	Wed.	3	4	1	0	0	0	0	9/13/2023
8/31/2023	Thurs.	0	0	0	0	0	0	0	9/14/2023
9/1/2023	Fri.	0	0	0	0	0	0	0	9/15/2023
WEEK TOTAL:		15	9	4	0	0	0	0	
MONTH TOTAL:		149	20	11	2	3	2	4	

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AGENDA ITEM

Board Meeting Date: 9/12/2023

(Attach relevant documentation)

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

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To: Mayor Williams and Members of the Board of Aldermen
From: Peter Franzese, Town Manager
Date: September 1, 2023
Re: September 2023 Town Manager Report

Staff update – welcome to Heather Kann

Welcome to Heather Kann, who has joined us as our new Finance Officer. Heather has over 25 years of accounting experience, including many years in the private sector. She most recently worked as a Senior Accountant for the City of Kannapolis and has a bachelor of Business Management and Information Systems degree from Catawba College. Her first week has been busy getting up to speed on our Finance activities here in Spencer. Welcome aboard, Heather!

Generator Update (again)

Unfortunately, our generator is currently out of service. The USDA has clarified inspection requirements for the contractor, which helped us understand that the architect/engineer-provided inspection was not in line with USDA requirements. In the meantime, we had several instances in August where the generator was needed. While the generator was functional and provided backup power, there were issues with it automatically coming on and also an instance of it running while there was a normal source of power available. The electricians have taken the generator offline as a result. The funding for this generator remains in the USDA escrow account until the issues are resolved and the contractor has satisfied all requirements.

Town Park moving to final design and bidding later this year

We received the outstanding news in August and Governor Cooper's official announcement of this year's PARTF awards, which includes Spencer's Town Park project for \$500,000. The Governor's announcement is available at: governor.nc.gov/news/press-releases/2023/08/15/local-communities-receive-85-million-parks-and-recreation-projects-gov-cooper-announces and other local coverage at the following links:

- salisburypost.com/2023/08/17/spencer-receives-grant-to-tackle-creation-of-city-park
- neighborhoodtv.com/vod/spencers-new-park-08-17-2023-north-of-charlotte-nc.html
- neighborhoodtv.com/vod/spencers-big-plan-08-24-2023-north-of-charlotte-nc.html

Thank you to the Board of Aldermen for your action at a Special meeting on August 22 to expedite our process of finishing the Town Park design and getting the project out to bid. The goal is to have the project start construction after this year's Winterfest and finish in time for Winterfest 2024 to take place in the new park. Our consultant, Benesch, is one of our pre-qualified on-call design firms and we have worked extensively with them on this and other recreation projects. Staff is also formulating a stakeholder involvement process so that we can be assured that our park design will be finalized with involvement from neighboring businesses/museums, and input from our Historic Preservation Commission.