



Board of Aldermen Pre-Agenda Meeting

**Agenda Packet
March 7, 2024**



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

DATE
March 7, 2024

1. **CALL TO ORDER – Mayor Jonathan Williams**
2. **INVOCATION & PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
3. **PUBLIC HEARING – Hawkins Meadows Annexation**
4. **REVIEW OF MARCH 12, 2024, AGENDA**
 1. ***CALL TO ORDER – Mayor Jonathan Williams***
 2. ***INVOCATION***
 3. ***PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams***
 4. ***ADDITIONS/DELETIONS AND ADOPTION OF AGENDA***
 5. ***RECOGNITIONS***
 6. ***PUBLIC COMMENT*** *This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen 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.*
 7. ***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:*** *February 8, 2024, Pre-Agenda Meeting Minutes
February 13, 2024, Regular Meeting Minutes*
 8. ***CONSIDER ADOPTING – Ordinance 24-05 Hawkins Meadows Annexation***
 9. ***CONSIDER AWARDING – 2024 Town of Spencer School Safety and Support Grant Program***
 10. ***CONSIDER ADOPTING – Various documents for the 17th Street Stormwater Improvements Project (SRP-SW-ARP-0017), establishing the Grant Project Fund, and authorizing the Town Manager to execute a corresponding Task Order with Hazen and Sawyer.***

11. CONSIDER ADOPTING – Resolution 24-07 Directing Town Clerk to Investigate 1840 HWY 29 Annexation Petition

12. TOWN CLERK TO PRESENT – Certificate of Sufficiency for Proposed 1840 HWY 29 Annexation

13. CONSIDER ADOPTING – Resolution 24-08 Setting Public Hearing Date for 1840 HWY 29 Annexation

14. CONSIDER ADOPTING – Resolution 24-09 Authorizing Rural Downtown Economic Development Grant (RDEDG) Application and Committing to 5% Local Match

15. DEPARTMENTAL REPORTS

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

16. TOWN MANAGER REPORT

17. REQUESTS & COMMENTS by the Mayor and Board Members

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

19. ADJOURNMENT

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

6. ANNUAL PLANNING SESSION – Part 1

7. RECESS until Friday, March 8, at 8:30 a.m.

March 8, 2023, at 8:30 a.m.

1. RECONVENE

2. ANNUAL PLANNING SESSION – Part 2

3. ADJOURN

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

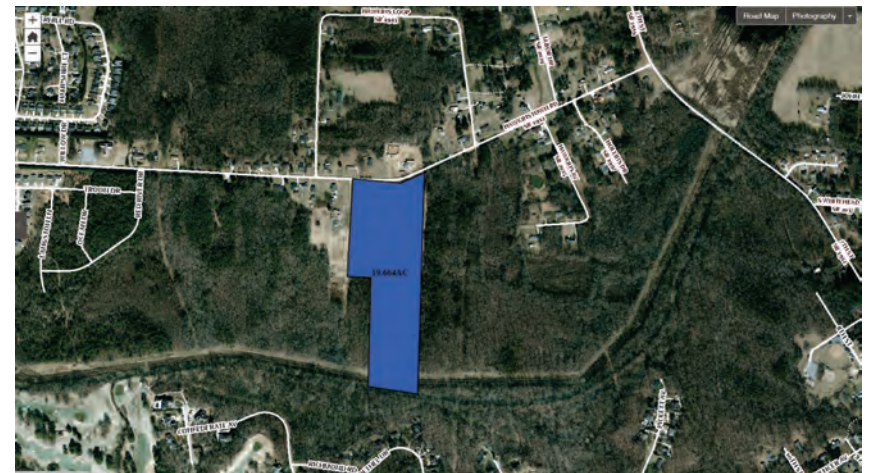
Board Meeting Date: March 7, 2024 Preagenda Meeting

Issue under Consideration:	Public Hearing for Hawkins Meadows Annexation
Current Status:	Property is being developed as a 141-unit townhome project. Property is in Town's ETJ and must be annexed to connect to SRU water & sewer
Points to Consider:	Per Town's Comprehensive Land Use Plan, higher density residential development is desired in this area.
Financial Impact:	Cost for services will be more than offset by increase in property tax revenue.
Options:	Hold Public Hearing
Recommendations:	Motion to Open Public Hearing
Department:	Planning

Hawkins Meadow Annexation

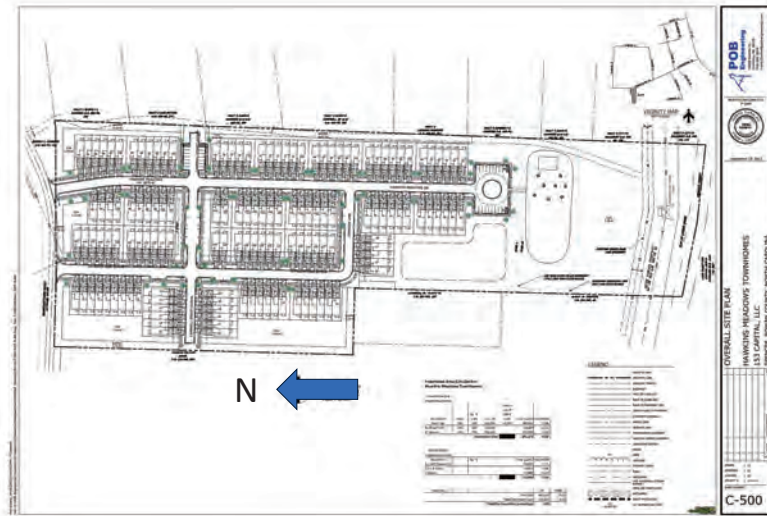
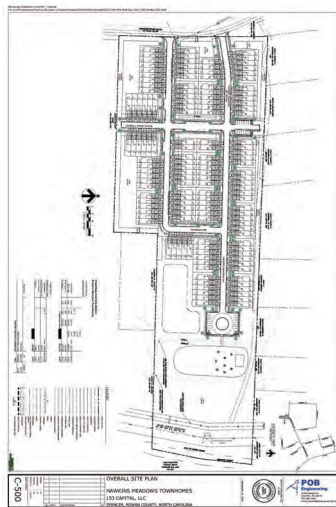
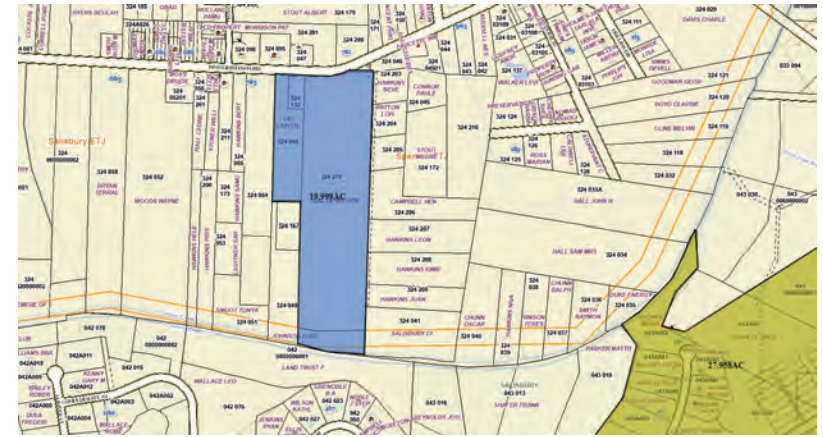
Hawkins Meadows
Subdivision

Privately Owned
Voluntary
Satellite





Property located at
about 900
Hawkestone Rd



Expenses vs Revenues

Property Tax Revenue

$\$35,250,000/\$100 \times \$0.55/\$100 = \$193,875/\text{year}$

Sales Tax Revenue

$\$390/\text{capita} \times 380 \text{ people} = \$148,200/\text{year}$

Fire Dept Cost = \$0000

(no immediate need to increase manpower, stations, or equipment)

Police Dept Cost = \$????

(this coupled with other annexation may require extra manpower, car, equipment)

Garbage & Yard Waste Collection Cost = \$????

(may involve manpower increase to add to existing route but no equipment costs)

Current Status:

1. Preliminary site plan submitted and approved
2. Engineering drawings submitted and approved
3. Outside permitting processes (Rowan County Erosion Control, DEQ Stormwater Management, NCDOT Driveways, Rowan County Floodplain Permit, SRU Water and Sewer, etc. in progress.
4. Rezoning approved by Spencer Board of Aldermen
5. Annexation
 1. Petition received, reviewed by Clerk and deemed “sufficient”
 2. Salisbury / Spencer annexation agreement approved by both bodies
 3. Planning Board voted unanimously to recommend approval of the annexation
 4. Spencer public hearing for annexation 3/8/24
 5. Spencer BoA considers annexation 3/12/24

Suggested Action:

1. Hold Public Hearing on 3/7/2024
2. Consider annexation on 3/12/2024

Understanding the ETJ & Answering Citizen Concerns



The map displays the following features:

- Salisbury ETJ:** Labeled in the upper central part of the map.
- Spencer ETJ:** Labeled in the upper right part of the map.
- Salisbury City Limits:** Labeled in the lower left part of the map.
- Spencer Town Limits:** Labeled in the lower right part of the map.
- Major Roads:** Old Mocksville Rd, 7th Street, Hawkins Loop Rd, and Grants Creek.
- Red Shaded Area:** Located near the intersection of Hawkins Loop Rd and Grants Creek.
- Lot Numbers:** Numerous lot numbers are visible throughout the map, such as 324 104, 324 103, 324 102, 324 101, 324 100, 324 099, 324 098, 324 097, 324 096, 324 095, 324 094, 324 093, 324 092, 324 091, 324 090, 324 089, 324 088, 324 087, 324 086, 324 085, 324 084, 324 083, 324 082, 324 081, 324 080, 324 079, 324 078, 324 077, 324 076, 324 075, 324 074, 324 073, 324 072, 324 071, 324 070, 324 069, 324 068, 324 067, 324 066, 324 065, 324 064, 324 063, 324 062, 324 061, 324 060, 324 059, 324 058, 324 057, 324 056, 324 055, 324 054, 324 053, 324 052, 324 051, 324 050, 324 049, 324 048, 324 047, 324 046, 324 045, 324 044, 324 043, 324 042, 324 041, 324 040, 324 039, 324 038, 324 037, 324 036, 324 035, 324 034, 324 033, 324 032, 324 031, 324 030, 324 029, 324 028, 324 027, 324 026, 324 025, 324 024, 324 023, 324 022, 324 021, 324 020, 324 019, 324 018, 324 017, 324 016, 324 015, 324 014, 324 013, 324 012, 324 011, 324 010, 324 009, 324 008, 324 007, 324 006, 324 005, 324 004, 324 003, 324 002, 324 001, 324 000.

Services Provided in ETJ & Inside Municipal Limits:

- Zoning & Subdivision

Services Provided Inside Municipal Limits Police

- Fire
- Garbage Collection
- Yard Waste
- Water & Sewer (where available through SRU)
- Street Maintenance (on non-ncdot roads)

Same Services Provided in ETJ

- Police- By Rowan County Sheriff's Dept.
- Fire- by Ellis VFD
- Garbage Collection- by private company
- Yard Waste- by property owner
- Water & Sewer- by owner provided well and septic system
- Street Maintenance- by NCDOT on public roads or private property owners on private roads

Service Provider by Location			
Service	Spencer	ETJ	County
Building Inspection	Rowan County	Rowan County	Rowan County
Garbage	Spencer	Private	Private
Fire	Spencer	VFD	VFD
Police	Spencer	Sheriff	Sheriff
Zoning & Subdivision	Spencer	Spencer	Rowan County
Water & Sewer	SRU	Private	Private
EMS	Rowan County	Rowan County	Rowan County

“I will be voting on fire dept saying no extra cost and I was present after the citizens of Hawkinstown and heard the report and off record comments by fire dept and police dept.”

Spencer Fire Department has advised that they will not need to add equipment or a new station to provide coverage for the Hawkins Meadows development. They are having trouble finding enough volunteers to cover their existing shifts and they are working with manager to provide more paid fulltime manpower in next year's budget.

“I also spoke with several firemen from Ellis and they are not in favor of annexation because it will reduce their coverage area, and Spencer said they will send the calls to Ellis.”

The annexation of the undeveloped property where Hawkins Meadows is being developed creates only \$147.63/year in tax revenue for the Ellis VFD out of total tax revenues of \$203,078/year. Statute requires the Town to compensate Ellis VFD for their investments in facilities and equipment until debt for those items has been paid off based on a ratio of the two numbers above which is about .07%. (Payment on \$250,000 of debt would be \$175/year). Mutual aid agreements mean Spencer and Ellis help each other on fires as needed.

“Trash is always terrible here so if the city providing free trash, that is ok.”

Trash collection in the Hawkins Meadow development will be by the Town but it's not free. Owners of the new townhomes will pay municipal taxes that covers the cost of this service. Trash service for the exiting areas of Hawkinstown will stay as is, I assume being picked up by private garbage collection companies.

Continuing Concerns

“My other concern is traffic and foot traffic. If 38% of the condos are subsized, then that means approx. 130 people can possibly be walking to and from . there are no street lights and the street is dark, so that would mean an increase in possible accidents. And how is the state highway patrol already has a slow response time to Hawkinstown and that would increase their workload.”

There will be streetlights, sidewalks, and crosswalks within the new development. The development will cause some increase in automobile traffic on Hawkinstown Road. First response to vehicle accidents in this area now is by the Rowan County Sheriff's Department. Highway Patrol respond to serious accidents at the request of the Sheriff's Dept. Calls within the new development will be answered by the Spencer Police Dept. Calls in the rest of the Hawkinstown area will continue to be answered by the Sheriff's Dept.

“I know North Rowan needs students, but are there enough qualified instructors to meet the increase? Would they just be putting anyone out there to fill a spot?”

Population and student population growth are coming to Rowan County regardless of the Hawkins Meadows development. The schools operate county-wide, so they will have to meet the demand for teachers regardless. North Rowan does need more students, and this is a way to fill that need.

“I assisted a person on another county write a paper and that county stated they weren't looking for residential increases because the tax revenue was not dependable or as much as they needed; they were out scouting commercial and big commercial companies for their tax revenue.”

I agree that commercial and industrial tax base growth brings new revenue without much additional demand and costs for service, and the Town is working with numerous developers to bring that type of growth to our community. That type of development would be inappropriate for this location, however. The town needs new housing options for the families moving to our town to fill the jobs coming with new commercial and industrial growth.

“There is no bus service out here, internet is spotty out here and most young people use cell phones, that would impact young people doing class remotely.”

Internet and cell phone service is poor throughout Spencer and northern Rowan County. We are working with the service providers to get them to improve their service throughout the area.

“I want better facilities, better teachers at the lower level, a means to get transportation out here. Even seniors who no longer drive are having difficulty obtaining services, so adding over 300 more just increases the problems not solves them.”

Mass transit like bus service depends on high population density to justify new bus routes. Hawkins Meadows and other development in the area may increase density to a level that justifies a bus route into this area in the future.

“An apartment or condo alone does not increase tax revenue.”

Each property owner will pay property tax to the county and the Town of Spencer based on the rate set by each. An individual townhome valued at \$250,000 would pay \$1,645/year to Rowan County and \$1,375/year to the Town of Spencer. When all 141 units are built that would result in about \$240,000/year to the County and \$195,000/year to the Town. Sales tax is distributed to the towns based on total population so the 380 +/- people added at buildout would result in substantial sales tax revenue too.



Rowan's Original Gateway.

PUBLIC HEARING NOTICE

The Town of Spencer Board of Aldermen will hold a legislative public hearing at or soon after 5:30 PM at their regularly scheduled meeting on March 7, 2024 in the Board Meeting Room located at 460 S Salisbury Ave., Spencer, NC 28159.

The purpose of the public hearing is to receive public comment on a proposed annexation, specifically annexing all of Rowan County GIS parcels 324 279, 324 048 & 324 132 located at about 900 Hawkinstown Rd, described as follows:

Beginning at an existing railroad spike in the western edge of a 16' wide farm road, the north west corner of Beverly J. Hawkins, deed book 862 page 794, Rowan County Parcel ID # 324 203, thence with Hawkins line, Lois Patton's line, Juanita Hawkin's line and Henry R. Campbell, Jr.'s line, S 02° 09' 41" W, 919.85' to an existing railroad spike in the east edge of the 16' wide farm road, the north west corner of Leonard Hawkins, thence with Leonard Hawkins west line S 02° 07' 43" W, 200.02' to an existing railroad spike on the eastern edge of 16' wide farm road, thence with Kimberly D. Hawkins west line and Juanita Hawkins west line, S 02° 08' 13" W, 340.10' to an existing #6 rebar the north west corner of the City of Salisbury Economic Development Department property (Rowan County PID # 324 041), thence with their line S 02° 10' 03" W, a total of 307.60' to the center of Grants Creek, passing a half inch iron pipe at 257.60', thence two, lines with the center of Grants Creek, one, N 83° 42' 20" W, 213.10' to a point in the center of Grants Creek, two, N 78° 31' 08" W, 203.97' to a point in the center of Grants Creek in the eastern line of Albert W. Johnson, Rowan County PID # 324 049, thence with Johnson's line N 01° 31' 04" E, 52.49' to an existing #5 rebar on the Bank of Grants Creek, thence continuing with Johnson's line N 01° 31' 04" E, 836.19' to a #5 rebar control corner, thence with Johnson's and Albert W. Johnson, Jr's line N 88° 26' 18" W, 181.50' to a 2 ½" iron pipe in the line of Charles W. Davis, Rowan County PID # 324 054, thence with Davis's line N 01 33' 42" E, 811.00' total to a point on the south edge of pavement of Hawkinstown Road (S.R. 1912), passing an existing #5 rebar at 792.38', thence two lines with the south edge of pavement, one, S 88° 26' 18" E, 81.50' to a point, two, S 88° 26' 18" E, 99.38' to a point, thence continuing with an unknown owners property, N 89° 54' 47" E, 411.28' to an existing #5 rebar, Beverly J. Hawkins south west corner of Rowan County PID # 324 046 thence with her line N 83° 06' 27" E, 22.00' to the point and place of Beginning and being 20.246 acres as shown on map tilted 153 Capital, LLC and recorded in Rowan County Register of Deeds in Book of Maps 9995 Page 10641, survey and map by Shulenburger Surveying Company, P.A. dated 09/12/2023.

More information is available for review on the Town's website at www.spencernc.gov or you can see a copy at Town Hall. Contact Steve Blount at 704-633-2231. Ext 28 with any questions. Public comments may also be submitted in writing or by email to the Town Clerk at award@spencernc.gov.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 03/12/2024

Issue under Consideration:	Consider approving the minutes from the Pre-Agenda Board of Aldermen Meeting on February 8, 2024, and the Regular Board of Aldermen Meeting on February 13, 2024.
Current Status:	Alderwoman Patricia Sledge has proofread the three sets of minutes, and Town Clerk Anna Kanode Ward has made the suggested grammatical and spelling corrections.
Points to Consider:	N/A
Financial Impact:	N/A
Options:	Approve both sets of minutes. Approve one set of minutes. Suggest edits to minutes.
Recommendations:	Approve all three sets of minutes.
Department:	Town Clerk
Attachments:	1. February 8, 2024, Pre-Agenda Board of Aldermen Meeting 2. February 13, 2024, Regular Board of Aldermen Meeting

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
February 8, 2024

The Town of Spencer Board of Aldermen met in regular session to conduct a pre-agenda meeting at the Spencer Town Hall on Thursday, February 8, 2024, at 5:32 p.m.

Present were: Mayor Pro Tempore Patti Secreast
Alderman Steve Miller
Alderdwoman Erin Moody
Alderdwoman Patricia Sledge
Alderman Rashid Muhammad

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, Planner Kyle Harris, and Planning & Zoning Administrator Steve Blount.

Alderman Andrew Howe, Special Projects Manager Joe Morris, and MPA Intern Skye Allan attended via Zoom.

Mayor Jonathan Williams was absent.

Mayor Pro Tempore Patti Secreast called the meeting to order, gave the invocation, and led the *Pledge of Allegiance*.

PRESENTATION – Update on the Rowan County Tourism Wayfinding Program in the Town of Spencer (James Meacham and Buzz Bizzell)

Town Manager Peter Franzese introduced James Meacham and Buzz Bizzell who presented the final revised plans for the Town of Spencer Wayfinding Program and answered questions from the Board. Topics discussed included: the inability to have North Carolina Transportation Museum signage, Town limit signage locations, trail signage, costs, and the timeline for the project.

Alderman Rashid Muhammad entered the Hilda B. Palmer Board Room at 5:39 p.m.

PUBLIC HEARING – 707 North Salisbury Avenue Rezoning

Planning & Zoning Administrator Steve Blount gave a presentation regarding the rezoning of parcel 087 084 (707 North Salisbury Avenue) from RMST to VSR and answered questions from the Board.

Being no one else present wishing to speak, Mayor Pro Tempore Patti Secreast called for a motion to close the public hearing on the rezoning of parcel 087 084 (707 North Salisbury Avenue) from RMST to VSR.

Action

Alderdwoman Erin Moody moved to close the public hearing on the rezoning of parcel rezoning of parcel 087 084 (707 North Salisbury Avenue) from RMST to VSR. Alderdwoman Patricia Sledge seconded the motion, which carried by a unanimous vote of 5 – 0.

PUBLIC HEARING – 970 Long Ferry Road Rezoning

Planning & Zoning Administrator Steve Blount gave a presentation regarding the rezoning of parcel 051 035 (970 Long Ferry Road) from C-85 to IND and answered questions from the Board.

Mayor Pro Tempore Patti Secreast opened the public hearing. The following people spoke against the proposed rezoning:

1. Frances Driscoll, 710 Long Ferry Road, Salisbury, NC 28146
2. Jake Fitzgerald, 750 Long Ferry Road, Salisbury, NC 28144

Being no one else present wishing to speak, Mayor Pro Tempore Patti Secreast called for a motion to close the public hearing on the rezoning of parcel 051 035 (970 Long Ferry Road) from C-85 to IND.

Action

Alderman Rashid Muhammad moved to close the public hearing on the rezoning of parcel 051 035 (970 Long Ferry Road) from C-85 to IND. Alderwoman Patricia Sledge seconded the motion, which carried by a unanimous vote of 5 – 0.

PUBLIC HEARING – 1840 North US Highway 29 Rezoning

Planning & Zoning Administrator Steve Blount gave a presentation regarding the rezoning of parcel 047 011 (1840 North US Highway 29) from IND to MU-2 and answered questions from the Board.

Being no one else present wishing to speak, Mayor Pro Tempore Patti Secreast called for a motion to close the public hearing on the rezoning of parcel 047 011 (1840 North US Highway 29) from IND to MU-2.

Action

Alderwoman Erin Moody moved to close the public hearing on the rezoning of parcel 047 011 (1840 North US Highway 29) from IND to MU-2. Alderwoman Patricia Sledge seconded the motion, which carried by a unanimous vote of 5 – 0.

REVIEW OF FEBRUARY 13, 2024, AGENDA

INVOCATION

Alderman Rashid Muhammad volunteered to give the invocation at the February 13, 2024, regular meeting.

ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

It was the consensus of the Board to delete the following items from the February 13, 2024, Regular Meeting Agenda:

- **CONSIDER ADOPTING** – Budget Ordinance Amendment 23-14.014 Accept Salisbury-Rowan Community Foundation Endowment Fund Grant
- **CONSIDER AWARDING** – 2024 Town of Spencer School Safety and Support Grant Program

It was the consensus of the Board to add the following item to the February 13, 2024, Regular Meeting Agenda as number 16:

- **CONSIDER AUTHORIZING** – Town Manager to execute Amendment 1 to the MOA with the NC League of Municipalities for the Municipal Accounting Services and Cybersecurity Grant and the Guidance and Technical Assistance Grant

RECOGNITIONS

Mayor Pro Tempore Patti Secreast corrected her recognitions to Students of the 1st Semester Dontarrance Ambers of North Rowan Elementary School and Lucy Jones of North Rowan High School, and Student-Athletes Rylan Furr and Bailee Goodlett of North Rowan High School.

CONSENT AGENDA

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

- **APPROVAL OF MINUTES:**
 - i. January 4, 2023, Pre-Agenda Meeting Minutes
 - ii. January 9, 2023, Regular Meeting Minutes
 - iii. January 30, 2024, Called Meeting Minutes
- **CONSIDER RATIFYING** – Amended Ordinance 23-24.01 Stanback Forest Annexation
- **CONSIDER ADOPTING** – Budget Ordinance Amendment 23-14.013 North Carolina Transportation Museum (NCTM) donation to the Spencer Fire Department
- **CONSIDER ADOPTING** – Budget Ordinance Amendment 23-14.015 Police Department Cameras

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

Alderman Rashid Muhammad moved to adjourn the meeting. Alderwoman Erin Moody seconded the motion, which carried unanimously with a vote of 5 – 0. The meeting stood adjourned at 6:42 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
February 13, 2024

The Town of Spencer Board of Aldermen met in regular session to conduct a regular meeting at the Spencer Town Hall on Tuesday, February 13, 2024, at 6:31 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Alderman Andrew Howe
Alderdwoman Erin Moody
Alderdwoman Patricia Sledge
Alderman Rashid Muhammad

Also present were: Town Manager Peter Franzese, Town Attorney Jay Dees, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, Police Sergeant Bryan Leonard, Police Sergeant Timothy Everett, Planner Kyle Harris, UNC Lead for NC Fellow Ryan Ledbetter, and Planning & Zoning Administrator Steve Blount.

Special Projects Manager Joe Morris and MPA Intern Skye Allan attended via Zoom.

Alderman Steve Miller and Town Clerk Anna K. Ward were absent.

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

Alderman Rashid Muhammad entered the Hilda B. Palmer Board Room at 6:33 p.m.

ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

Alderdwoman Patricia Sledge requested to add a recognition to the agenda.

Town Manager Peter Franzese requested to add Budget Ordinance Amendment 23-14.016 to accept funds for the NC DOT EB-5861 feasibility study.

Town staff requested to add Ordinances 24-002, 24-003, and 24-004 to agenda items 8, 9, and 10, respectively.

Action

It was the consensus of the Board to accept these additions, placing Budget Ordinance Amendment 23-14.016 on the Consent Agenda.

RECOGNITIONS

Mayor Pro Tempore Patti Secreast recognized Students of the Second Quarter Dontarrance Ambers from North Rowan Elementary School and Lucy Jones from North Rowan High School.

Mayor Pro Tempore Patti Secreast recognized Student Athletes Rylan Furr, Dannielle Smith, and Bailee Goodlett from North Rowan High School.

Alderdwoman Patricia Sledge recognized the first-year anniversary of Town Clerk Anna Ward serving the Town of Spencer.

PUBLIC COMMENT

Mayor Jonathan Williams opened the floor to receive public comment.

1. Jason Greer, 755 Long Ferry Road
2. Sharon Hovis, 401 N. Rowan Ave.

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

CONSENT AGENDA

Aldерwoman Patricia Sledge moved to approve the consent agenda as presented. Alderman Rashid Muhammad seconded the motion which carried by a unanimous vote of 5 - 0. Items b through e are incorporated in the body of the minutes below. Items approved were:

- a. **APPROVAL OF MINUTES:**
 - i. January 4, 2023, Pre-Agenda Meeting Minutes
 - ii. January 9, 2023, Regular Meeting Minutes
 - iii. January 30, 2024, Called Meeting Minutes
- b. **CONSIDER RATIFYING** – Amended Ordinance 23-24.01 Stanback Forest Annexation
- c. **CONSIDER ADOPTING** – Budget Ordinance Amendment 23-14.013 North Carolina Transportation Museum (NCTM) donation to the Spencer Fire Department
- d. **CONSIDER ADOPTING** – Budget Ordinance Amendment 23-14.015 Police Department Cameras
- e. **CONSIDER ADOPTING** – Budget Ordinance Amendment 23-14.016 for NC DOT EB-5861 Feasibility Study

ORDINANCE 23-24.01

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

WHEREAS, the Board of Aldermen has adopted a resolution under G.S. 160A- 31 stating its intent to annex the area described below; and

WHEREAS, a public hearing on the question of this annexation was held at town Hall at 460 S Salisbury Ave at or about 5:30 PM on December 7, 2023; and

WHEREAS, the Board of Aldermen finds that the proposed annexation meets the requirements of G.S. 160A-31;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Spencer as of 01/09/2024:

Tract 1:

Parcel Identification Nos. 043 005 & 043 0060000002

Being a 31.883-acre tract, more or less, identified on the plat recorded in map Book 9995, page 10421, Rowan County Registry.

Tract 2:

Parcel Identification Nos. 033 094

Being a 3.407-acre tract, more or less, identified as the "Residual Tract" on the plat for Grants Crossing Subdivision, recorded in map Book 9995, page 3596, Rowan County Registry.

Tract 3:

Parcel Identification Nos. 033 426

Being all or parts of Lots 18 and 19, as shown upon the plat for Grants Crossing Subdivision, recorded in map Book 9995, page 3596, Rowan County Registry.

Tract 4:

Parcel Identification Nos. 043 030

Being all of a 8.08 acre tract recorded in map Reference Book 9995, Page 4453, Rowan County Registry. This parcel being further described by the following:

BEGINNING at an existing iron in an old creek channel and at the corner of Lot 15 John S. Henderson Estate as recorded in Book of Maps, page 1767; thence North 35 deg. 40 min. 29 sec. East 14.85 feet to a point; thence North 0 deg. 35 min. 31 sec. West 228.84 feet to a point in the centerline of Grants Creek; thence with the centerline of Grants Creek the following five lines: (1) North 25 deg. 02 min. 18 sec. East 240.93 feet to a point; (2) North 18 deg. 14 min. 23 sec. East 186.08 feet to a point; (3) North 21 deg. 05 min. 29 sec. East 200.00 feet to a point; (4) North 21 deg. 18 min. 43 sec. East 205.59 feet to a point; and (5) North 23 deg. 59 min. 04 sec. East 52.21 feet to a point; thence South 86 deg. 25 min. 27 sec. East 50.00 feet passing over a new iron and continuing 139.78 feet; thence South 0 deg. 21 min. 35 sec. East 240.30 feet to a new iron; thence South 3 deg. 20 min. 49 sec. West 200.74 feet to a new iron; thence South 15 deg. 37 min. 28 sec. West 193.07 feet to a new iron; thence South 4 deg. 50 min. 03 sec. West 130.53 feet to a new iron; then South 34 deg. 53 min. 35 sec. West 189.89 feet to a new iron; thence South 42 deg. 12 min. 39 sec. West 84.47 feet to a new iron; thence South 33 deg. 03 min. 53 sec. West 142.97 feet to a new iron; thence South 47 deg. 16 min. 33 sec. West 53.33 feet to a new iron thence South 64 deg. 14 min. 39 sec. West 186.61 feet to the point of beginning, said tract being a 8.068 acres tract shown as "within new easement" on a certain plat recorded in Book of Maps 9995, page 4453, Rowan County, North Carolina Public Registry, entitled "Property survey for: The Landtrust of Central North Carolina" by Richard L. Shulenburg, PLS, dated 03-15-2002.

Section 2. Of the total acreage of parcels listed above, 23.84 acres are being annexed by this ordinance, the remainder having been previously annexed.

Section 3. The Mayor of the Town of Spencer, NC shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rowan County Board of Elections, as required by G.S. 163-288.1.

Adopted this 9th day of January 2024.

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 23-24 ANNUAL BUDGET
ORDINANCE 23-14.013
February 13, 2024

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 Fire Department has received a \$2,000 donation from the North Carolina Transportation Museum Foundation for Educational Supplies.

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

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3833-002	Donations - Other	\$6,500	\$8,500	\$2,000

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4340-230	Supplies – Educational	\$5,990	\$7,990	\$2,000

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

Adopted this 13th day of February 2024.

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 23-24 ANNUAL BUDGET
ORDINANCE 23-14.015
FEBRUARY 13, 2024

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 signed a Contract with Axon Enterprises, Inc for Police Department cameras, storage, and support with an initial payment and five subsequent annual payments.

Section 2. The Contract under Governmental Accounting standards requires it be treated as a lease purchase for both the cameras that the Town will own and a subscription asset for the storage and support of the cameras.

Section 3. The Town amends the FY 23-24 revenue and expense appropriations as follows to record the Contract as a lease purchase and transfer funds to cover down payment:

<u>Revenues</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10- 3920-000	Lease Proceeds	\$385,000	\$501,840	\$116,840
<u>Expenditures</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-4310-127	Salaries/Wages-Bonus	\$ 22,000	\$ 20,750	\$ (1,250)
10-4310-550	C/O – Other Equipment	37,081	151,171	118,090
	Total			\$116,840

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

Adopted this 13th day of February, 2024.

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 23-24 ANNUAL BUDGET
ORDINANCE 23-14.016
FEBRUARY 13, 2024

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 entered into an agreement with Kimley Horn to perform a feasibility study to assess the potential for a sidewalk from the 7th Street to Salisbury Avenue via Charles Street, Oakwood Drive, and South Whitehead Avenue and to assess the potential for a greenway from 7th Street to existing trails near 8th Street Park.

Section 2. To appropriate revenues and expense appropriations as follows for the NCDOT grant TIP EB-5861 Third Street Greenway Project:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3985-004	State grants	\$619,711	\$655,841	\$36,130

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4130-198	Services-Engineering	\$35,000	\$71,130	\$36,130

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

Adopted this 13th, day of February 2024.

CONSIDER APPROVING –Ordinance 24-004 Rezoning 707 North Salisbury Avenue from RMST to VSR

Planning & Zoning Administrator Steve Blount gave a presentation and answered questions from the Mayor and Board. Parcel 087 084 (707 N. Salisbury Ave.) is currently zoned Residential Main Street Transition (RMST). Staff recommended rezoning the parcel to Vehicle Service and Repair (VSR) to align with the owner's preferred uses, to clean up the property, and to put it to productive use.

Action

Aldерwoman Patricia Sledge moved to approve to rezone parcel 087 084 (707 N. Salisbury Ave.) from RMST to the VSR zoning classification and to adopt Ordinance 24-004, which is included in the body of the minutes below. Alderman Andrew Howe seconded the motion, which carried by a unanimous vote of 5 – 0.

Aldерwoman Patricia Sledge moved 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 about this area, Section 6 Amendments, Item 5f, *"Confirm zoning classifications for potential business sites are correct. Rezone as needed."* Also, Development Policy 1 that states, *"The Town should encourage new and expanding industries and businesses which diversify the local economy, increase resident's job opportunities, and expand the Town's tax base."* 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. Aldерwoman Erin Moody seconded the motion, which carried by a unanimous vote of 5 – 0.

TOWN OF SPENCER, NORTH CAROLINA
ORDINANCE 24-004

AN ORDINANCE TO AMEND the Town's Official Zoning Map dated April 12, 2021, rezoning Rowan County GIS System parcel number 038 084 located at 707 N Salisbury Ave from RMST to VSR zoning classification:

WHEREAS, this property contains a commercial building built for and used by an insulation contractor and has been vacant for several years, falling into disrepair; and

WHEREAS, the property is currently zoned for residential use, but is not a structure meant for that use and this area, near the intersection of Salisbury Ave and Long Ferry Rd is transitioning from a mix of uses to more commercial uses; and

WHEREAS, the current property owner is not willing to make improvements to the building or demolish and rebuild on the site, thus it is likely the condition of the building will continue to deteriorate, becoming an eyesore at this location, critical to the economic development efforts in this transportation corridor; and

WHEREAS, an interested party, the applicant, would like to purchase this building, clean it up and maintain it for use as an automobile repair business, not allowed in the RMST zoning classification; and

WHEREAS, the owner-occupied use of this building will likely improve the appearance of this property and the area, helping with economic and community development efforts in the Salisbury Ave and Long Ferry Rd corridors;

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

Section 1.

The Town's Official Zoning Map dated April 12, 2021, will be revised as follows:

Parcel 038 084 located at 707 N Salisbury Ave will be revised from RMST to VSR zoning Classification

Section 2. This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of February 2024.

CONSIDER APPROVING –Rezoning 970 Long Ferry Road from C-85 to IND Zoning Request

Planning & Zoning Administrator Steve Blount gave a presentation and answered questions from the Mayor and Board. Parcel 051 035 (970 Long Ferry Road) is currently zoned Interstate Highway 85 Commercial (C-85). Staff recommended rezoning the parcel to Industrial (IND) to align with the owner's preferred uses and allow for a wider range of uses. Geordy Johson, CEO and Director of Johnson Development Associates, Inc., the property owner, also answered questions from the Mayor and Board.

Action

Alderdwoman Patricia Sledge moved to approve the staff's recommendation as presented to rezone parcel 051 035 (970 Long Ferry Road) from C-85 to the IND zoning. Alderman Rashid Muhammad seconded the motion, which carried by a unanimous vote of 5 – 0.

Alderman Rashid Muhammad moved 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 about this area, Section 6 Amendments, Item 5f, *"Confirm zoning classifications for potential business sites are correct. Rezone as needed."* Also, Development Policy 1 that states, *"The Town should encourage new and expanding industries and businesses which diversify the local economy, increase resident's job opportunities, and expand the Town's tax base."* 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. Alderdwoman Patricia Sledge seconded the motion, which carried by a unanimous vote of 5 – 0.

Alderdwoman Patricia Sledge moved to adopt Ordinance 24-003 to amend the Town's Official Zoning Map dated April 12, 2021, rezoning Rowan County GIS System parcel number 051 035 located at 970 Long Ferry Rd from C-85 to IND zoning classification, which is included in the body of the minutes below. Alderman Rashid Muhammad seconded the motion, which carried by a unanimous vote of 5 – 0.

TOWN OF SPENCER, NORTH CAROLINA

ORDINANCE 24-003

AN ORDINANCE TO AMEND the Town's Official Zoning Map dated April 12, 2021, rezoning Rowan County GIS System parcel number 051 035 located at 970 Long Ferry Rd from C-85 to IND zoning classification:

WHEREAS, the original proposed use of this property was for a large distribution center which was allowed in the current C-85 zoning classification; and

WHEREAS, the commercial real-estate market has seen a recent shift, recognizing a substantially increased demand for light industrial properties in addition to continued demand for distribution center properties; and

WHEREAS, the property owner and developer would like to benefit from the increased demand for light industrial buildings but cannot, due to the property's current zoning classification; and

WHEREAS, the requested IND classification would allow the recruitment of light industrial businesses that are likely to provide higher tax base and higher paying jobs, benefiting the citizens of Spencer; and

WHEREAS, the use of the property for light industrial businesses using the approved site and building plan would little if any added negative impact from the current C-85 zoning classification as to traffic, noise, hours of operation, etc.;

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

Section 1.

The Town's Official Zoning Map dated April 12, 2021, will be revised as follows:

Parcel 051 035 located at 970 Long Ferry Rd will be revised from C-85 to IND zoning Classification

Section 2. This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of February 2024.

CONSIDER APPROVING –Rezoning 1840 US HWY 29 from IND to MU-2 Zoning Request

Planning & Zoning Administrator Steve Blount gave a presentation and answered questions from the Mayor and Board. Parcel 047 011 (1840 US HWY 29) is currently zoned Industrial (IND). Staff recommended rezoning the parcel to Mixed-Use District 2 (MU-2) to align with the owner's preferred uses and based on the Town's economic development plan.

Action

Alderswoman Erin Moody moved to adopt Ordinance 24-002 to amend the Town's Official Zoning Map dated April 12, 2021, rezoning Rowan County GIS System parcel number 047 011 located at 1840 US HWY 29 from IND to MU-2 zoning classification, which is included in the body of the minutes below. Alderman Rashid Muhammad seconded the motion, which carried by a unanimous vote of 5 – 0.

Alderswoman Patricia Sledge moved 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 about this area, *"This is a strip of mixed development on both sides along N Salisbury Ave (US HWY 29) from about 1625 (the old weigh station site) to about 2175 (Yadkin Baptist Church Rd) that is currently zoned Industrial (IND) for industrial development. These are relatively small lots that over time will likely transition to retail uses, especially if the surrounding properties are developed into industrial uses and the NC Finishing property is developed into some sort of mixed-use development. We would suggest rezoning this to an appropriate commercial zoning classification (C-29) to promote commercial development over time."* 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. Alderman Andrew Howe seconded the motion, which carried by a unanimous vote of 5 – 0.

TOWN OF SPENCER, NORTH CAROLINA

ORDINANCE 24-002

AN ORDINANCE TO AMEND the Town's Official Zoning Map dated April 12, 2021, rezoning Rowan County GIS System parcel number 047 011 located at 1840 US HWY 29 from IND to MU-2 zoning classification:

WHEREAS, the current IND zoning classification is meant for light industrial uses on large parcels and requires large setbacks not available on this parcel; and

WHEREAS, the existing uses of structures on this property are not allowed in the current zoning classification but the business exists by virtue of a conditional use permit issued in the past; and

WHEREAS, the current property owner desires to improve his property and make better use of the property but cannot under the current zoning classification; and

WHEREAS, the requested MU-2 zoning classification would make the current uses conforming with our development ordinance and allow the property owner to expand his business;

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

Section 1.

The Town's Official Zoning Map dated April 12, 2021, will be revised as follows:

Parcel 047 011 located at 1840 US HWY 29 will be revised from IND to MU-2 zoning Classification

Section 2. This ordinance shall become effective immediately upon adoption.

Adopted this 13th day of February, 2024.

TOWN CLERK TO PRESENT – Certificate of Sufficiency for Proposed Hawkins Meadows

Annexation

Planning & Zoning Administrator Steve Blount presented the Mayor and Board with the Certificate of Sufficiency for the proposed annexation of parcels 324 048, 324 132, and 324 279 (Hawkins Meadows).

Action

Alderman Rashid Muhammad moved to accept the Certificate of Sufficiency for the proposed annexations of parcels 324 048, 324 132, and 324 279 (Hawkins Meadows). Alderman Andrew Howe seconded the motion which carried by a unanimous vote of 5 – 0.

CONSIDER ADOPTING – Resolution 24-05 Setting Public Hearing Date for Hawkins Meadows

Annexation

Planning & Zoning Administrator Steve Blount reviewed a presentation on the proposed annexation of parcels 324 048, 324 132, and 324 279 (Hawkins Meadows) and asked the Board to adopt Resolution 24-05 to set a Public Hearing date.

Action

Alderman Andrew Howe moved to adopt Resolution 24-05 to set a Public Hearing date pursuant to NCGS 160A-31 for consideration of annexation request for parcels 324 048, 324 132, and 324 279 (Hawkins Meadows) at Spencer Town Hall on Thursday, March 7, 2024, at 5:30 p.m., which is included in the body of the minutes below. Alderwoman Patricia Sledge seconded the motion which carried by a unanimous vote of 5 – 0.

TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 24-05

A RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on or about 10/2/2023 by the Board of Aldermen of the Town of Spencer; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

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

Section 1.

A public hearing on the question of annexation of the area described herein will be held at Spencer's Town Hall, 460 S Salisbury Ave. in Spencer, NC at 5:30 PM or soon thereafter on March 7, 2024.

Section 2.

The area proposed for annexation is described as follows:

Beginning at an existing railroad spike in the western edge of a 16' wide farm road, the north west corner of Beverly J. Hawkins, deed book 862 page 794, Rowan County Parcel ID # 324 203, thence with Hawkins line, Lois Patton's line, Juanita Hawkin's line and Henry R. Campbell, Jr.'s line, S 02° 09' 41" W, 919.85' to an existing railroad spike in the east edge of the 16' wide farm road, the north west corner of Leonard Hawkins, thence with Leonard Hawkins west line S 02° 07' 43" W, 200.02' to an existing railroad spike on the eastern edge of 16' wide farm road, thence with Kimberly D. Hawkins west line and Juanita Hawkins west line, S 02° 08' 13" W, 340.10' to an existing #6 rebar the north west corner of the City of Salisbury Economic Development Department property (Rowan County PID # 324 041), thence with their line S 02° 10' 03" W, a total

of 307.60' to the center of Grants Creek, passing a half inch iron pipe at 257.60', thence two, lines with the center of Grants Creek, one, N 83° 42' 20" W, 213.10' to a point in the center of Grants Creek, two, N 78° 31' 08" W, 203.97' to a point in the center of Grants Creek in the eastern line of Albert W. Johnson, Rowan County PID # 324 049, thence with Johnson's line N 01° 31' 04" E, 52.49' to an existing #5 rebar on the Bank of Grants Creek, thence continuing with Johnson's line N 01° 31' 04" E, 836.19' to a #5 rebar control corner, thence with Johnson's and Albert W. Johnson, Jr's line N 88° 26' 18" W, 181.50' to a 2 ½" iron pipe in the line of Charles W. Davis, Rowan County PID # 324 054, thence with Davis's line N 01 33' 42" E, 811.00' total to a point on the south edge of pavement of Hawkinstown Road (S.R. 1912), passing an existing #5 rebar at 792.38', thence two lines with the south edge of pavement, one, S 88° 26' 18" E, 81.50' to a point, two, S 88° 26' 18" E, 99.38' to a point, thence continuing with an unknown owners property, N 89° 54' 47" E, 411.28' to an existing #5 rebar, Beverly J. Hawkins south west corner of Rowan County PID # 324 046 thence with her line N 83° 06' 27" E, 22.00' to the point and place of Beginning and being 20.246 acres as shown on map tilted 153 Capital, LLC and recorded in Rowan County Register of Deeds in Book of Maps 9995 Page 10641, survey and map by Shulenburg Surveying Company, P.A. dated 09/12/2023.

Section 3.

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

Section 4.

This ordinance shall become effective immediately upon adoption.

Adopted this 8th day of February, 2024.

CONSIDER APPROVING – Spencer portion of the Rowan County Wayfinding Program and authorizing the Town Manager to execute an encroachment agreement with NCDOT

Town Manager Peter Franzese requested the Mayor and Board consider approving the Spencer portion of the Rowan County Wayfinding Program and authorizing the Town Manager to execute an encroachment agreement with NCDOT. The Rowan Tourism Development Authority, with funding from Rowan County, has been working on a countywide wayfinding program over the past year. The Board received a presentation on the Wayfinding Program on February 8 from James Meacham (Visit Rowan) and program designer Buzz Bizzell.

NCDOT has approved plans for wayfinding signage to be installed on NDOT rights-of-way. In order to proceed, the Town needs to enter into an encroachment agreement with NCDOT and authorize the TDA to work on our behalf to implement the system. We are awaiting final details on what portion of the system will be installed by the TDA and what the Town may have to fund. The Town has requested some additional signage for the Yadkin River District, with early cost estimates at \$22,000. We also committed to Public Works Staff assisting with installation to reduce overall cost and potentially make more funding available for the extra requested signage.

Action

Mayor Pro Tempore Patti Secreast moved to approve the Town of Spencer's portion of the Rowan County Wayfinding Program and authorize the Town Manager to execute an encroachment agreement with NCDOT, which is included with these minutes as Attachment A. Alderman Rashid Muhammad seconded the motion which carried by a unanimous vote of 5 – 0.

CONSIDER AUTHORIZING – Town staff to pursue a Blanche and Julian Robertson Family Foundation (BJRFF) Grant

Special Projects Manager Joe Morris requested the Mayor and Board consider authorizing staff to pursue a grant from the Blanche and Julian Robertson Family Foundation (BJRFF) for design services related to upfitting the property located at 401 11th Street (Former Carter House). The cost of the design services is estimated to be \$35,000 to \$45,000. The grant request will be \$25,000. If awarded, additional funds from the Town operating budget may be needed to accomplish the goals of the design program.

In 2023, the Town of Spencer received a donation of real property located at 401 11th Street from the Three Rivers Land Trust. The donation was made possible by the generosity of a private donor. The house and surrounding 1.16 acres are located adjacent to the Fred and Alice Stanback Educational Forest. The BOA recently re-zoned the property for CIVIC land use.

The residential property is suitable for conversion to a public facility and potential use as an office and maintenance facility for the Stanback Educational Forest. The 2668 sq. ft building is organized with a main floor, a large walkout basement, and an attached 696 sq ft, 2-car garage. There are building code considerations regarding conversion from a residential structure to a commercial /, governmental use that will require design services provided by a professional architect along with supporting engineering analysis.

Action

Alderman Andrew Howe moved to authorize Town staff to pursue a Blanche and Julian Robertson Family Foundation (BJRFF) grant for 401 11th Street design. Alderwoman Patricia Sledge seconded the motion which carried by a unanimous vote of 5 – 0.

CONSIDER AUTHORIZING – Town staff to pursue a Lowe’s Foundation Hometown Improvement Grant

Special Projects Manager Joe Morris requested the Mayor and Board consider authorizing staff to pursue a Hometown Improvement Grant from the Lowe’s Foundation to assist with the construction phase of upfitting 401 11th Street.

Action

Alderman Rashid Muhammad moved to authorize Town staff to pursue a Lowe’s Foundation Hometown Improvement Grant for 401 11th Street construction. Mayor Pro Tempore Patti Secreast seconded the motion which carried by a unanimous vote of 5 – 0.

CONSIDER ADOPTING – Budget Ordinance Amendment 23-14.010 Accept Rowan Arts Council Grassroots Grant and Rowan Arts Council ARPA Grant totaling \$12,500

MPA Intern Skye Allan reviewed a presentation and answered questions from the Mayor and Board on the proposed Budget Ordinance Amendment 23-14.010 to accept the Rowan Arts Council Grassroots Grant for \$7,500 and the Rowan Arts Council ARPA Grant for \$5,000. This will increase the budget by \$12,500 for the purpose of creating new public murals in downtown Spencer.

The Spencer Mural Selection Committee is organizing the installation of the recently approved mural by Amiri Farris and is planning a community input session for the future Max Dowdle mural on the side of Town Hall. The goal of the Downtown Spencer Mural Walk Program is to bring a permanent series of high-quality digitally augmented public murals to downtown Spencer to beautify empty spaces, develop civic engagement, bring attention to our local businesses, and celebrate our unique history while developing the Town’s identity going forward.

Planner Kyle Harris presented information to the Mayor and Board regarding the upcoming Spencer Labor History Storytelling Social Night which will be used by the artist, Max Dowdle, to inform his artwork for the mural on the side of Town Hall.

Action

Mayor Pro Tempore Patti Secreast moved to adopt Budget Ordinance Amendment 23-14.010 accepting the Rowan Arts Council Grassroots Grant for \$7,500 and the Rowan Arts Council ARPA Grant for \$5,000, included in these minutes below. Alderman Andrew Howe seconded the motion which carried by a unanimous vote of 5 – 0.

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 23-24 ANNUAL BUDGET
ORDINANCE 23-14.010
FEBRUARY 13, 2024

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 a \$7,500 Grassroots Grant from Rowan Arts Council.

Section 2. The Town has been awarded a \$5,000 ARPA Grant from Rowan Arts Council.

Section 3. To amend the FY 23-24 revenue and expense appropriations as follows: Appropriate funds from this grant for creating new public murals in downtown Spencer.

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

<u>Revenues</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-3985-002	Other Grants	\$95,050	\$107,550	\$12,500
<u>Expenses/Expenditures</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-4110-194	Contract Services	\$70,860	\$83,360	\$12,500

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

Adopted this 13th day of February, 13, 2024.

CONSIDER AUTHORIZING – Town Manager to execute Amendment 1 to the MOA with the NC League of Municipalities for the Municipal Accounting Services and Cybersecurity Grant and the Guidance and Technical Assistance Grant

Town Manager Peter Franzese and Finance Officer Heather Kann requested the Mayor and Board consider authorizing the Town Manager to execute Amendment 1 to the MOA with the NC League of Municipalities for the Municipal Accounting Services and Cybersecurity Grant and the Guidance and Technical Assistance Grant.

NCLM is making a variety of services available to municipalities across the state with the ARP Service Line. Services are provided through NCLM staff and a network of statewide partnerships. Options include municipal accounting software, legal assistance, strategy and approach, grant funding, cybersecurity, and communication to citizens. The Town and NCLM executed an MOA in January for cybersecurity and grant services. Since then, staff has learned more about the Municipal Accounting Services, including software provided by NCLM's consultant, Black Mountain Software.

After participating in multiple demonstrations, staff recommends joining the NCLM financial software program. The updated software would provide cloud-based hosting and functionality we do not currently have, including a credit card payment manager, ACH payments, electronic check signing, timecard interface for payroll, and more. We believe the added features and productivity improvements made possible by this conversion will be worth the investment. The conversion would take place in January of 2026.

These services will be funded by NCLM's ARP allocation at no expense to the Town for the first 3 years (total value exceeds \$91,000). The Town would be responsible for Annual Fees beginning in year 4, currently estimated at \$11,000-12,000. With a conversion date of January 2026, the year 4 fees would take place in FY2029. For comparison purposes, the multiple software modules from the current vendor total about \$6,200 in annual fees. Our annual expenditures of check stock, envelopes, and stamps for our current process exceed \$1,100. We also anticipate significant productivity improvements in staff time needed to complete our payroll and accounts payable processes.

Action

Alderman Rashid Muhammad moved to authorize Town Manager Peter Franzese to execute Amendment 1 to the MOA with the NC League of Municipalities for the Municipal Accounting Services and Cybersecurity Grant and the Guidance and Technical Assistance Grant, which is included with these minutes as Attachment B. Alderwoman Patricia Sledge seconded the motion which carried by a unanimous vote of 5 – 0.

Alderwoman Patricia Sledge left the Hilda B. Palmer Board Room at 8:01 p.m. and reentered at 8:02 p.m.

DEPARTMENTAL REPORTS

Planning Department

Planning & Zoning Administrator Steve Blount gave the monthly Planning Department report and answered any questions from the Mayor and Board.

Code Enforcement Department

Police Chief Michael File presented certificates to Police Sergeants Bryan Leonard and Timothy Everett for completing a leadership management program.

Police Chief Michael File and Planning & Zoning Administrator Steve Blount then gave the monthly Code Enforcement report and answered any questions from the Mayor and Board.

Police Department

Police Chief 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. The main topic of discussion was department staffing needs.

Public Works Department

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

Finance Department

Finance Officer Heather Kann gave the Finance Department report and answered any questions from the Mayor and Board.

Library Department

Town Manager Peter Franzese 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.

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderwoman Erin Moody:

- Thanked everyone for joining the Board this evening.

Alderman Andrew Howe:

- Encouraged everyone to vote during the Primary Election, reminding them that it is a civic duty and their vote tells the World what we need to be doing.
- Stated he understands residents' concerns about development coming to Spencer, but he does not believe the pressure to develop will diminish. He thinks that is a good problem to have and reminded everyone that Spencer is a Town that was built on industry and commercial activity, so we have to be open to it in the right locations.
- Urged residents to continue to come out and tell the Board how they feel about Town related matters as they did this evening.

Mayor Pro Tempore Patti Secreast:

- Also urged citizens to vote during the Primary Election.
- Requested residents continue to come to meetings, voice their concerns, and ask questions.
- Expressed excitement for where the Town is heading and for the upcoming Spencer Labor History Storytelling Social Night that will focus on the Town's labor history, present, and future.

Alderman Rashid Muhammad:

- Thanked the residents who attended the meeting in person and virtually.
- Reiterated that comments and complaints from residents are important and requested residents to continue to bring them to the Board so they can address them as best they can.
- Expressed gratitude to the staff and department heads for their hard work.
- Thinks the Town is continuing to move in the right direction and hopes it will lead to more residents and more jobs.
- Echoed the importance of voting in the upcoming election.

Alderwoman Pat Sledge:

- Acknowledged residents, citizens, and fellows for Black History Month, that our history is made up of all the people who came here and were brought here, and that every single person in our country is important.
- Thanked the constituents for the opportunity to work with this group of people.
- Stated she is pleased that the Town is making progress, but it is also hard to know which side of the fence to land on since everyone has their side of the story, so she looks at each issue from the standpoint of what is best for our community to find that balance.
- Recognized the work Town staff does and that it is wonderful to have new employees and applicants.

Mayor Jonathan Williams:

- Echoed what the rest of the Board had already said and thanked Town staff and the rest of the Board for all the work they do.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderman Rashid Muhammad 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 8:44 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: March 12, 2024 Regular Meeting

Issue under Consideration:	Consider Hawkins Meadows Annexation
Current Status:	Property is being developed as a 141-unit townhome project. Property is in Town's ETJ and must be annexed to connect to SRU water & sewer
Points to Consider:	Per Town's Comprehensive Land Use Plan, higher density residential development is desired in this area.
Financial Impact:	Cost for services will be more than offset by increase in property tax revenue.
Options:	Approve or disapprove requested annexation
Recommendations:	Motion to approve annexation
Department:	Planning



ORDINANCE 24-05

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

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1 to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall, 460 S Salisbury Ave at or about 5:30 PM on March 7, 2024 after due notice by publication in the Salisbury Post on February 18, 2024; and

WHEREAS, the Board of Aldermen finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town and although closer to the City of Salisbury, there is an annexation agreement in place that allows the annexation of the proposed satellite;
- c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town and the Town has a modification to this requirement by virtue of an act of the General Assembly; and

WHEREAS, the Board of Aldermen further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

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

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Spencer as of March 12, 2024

Beginning at an existing railroad spike in the western edge of a 16' wide farm road, the north west corner of Beverly J. Hawkins, deed book 862 page 794, Rowan County Parcel ID # 324 203, thence with Hawkins line, Lois Patton's line, Juanita Hawkin's line and Henry R. Campbell, Jr.'s line, S 02° 09' 41" W, 919.85' to an existing railroad spike in the east edge of the 16' wide farm road, the north west corner of Leonard Hawkins, thence with Leonard Hawkins west line S 02° 07' 43" W, 200.02' to an existing railroad spike on the eastern edge of 16' wide farm road, thence with Kimberly D. Hawkins west line and Juanita Hawkins west line, S 02° 08' 13" W, 340.10' to an existing #6 rebar the north west corner of the City of Salisbury Economic Development Department property (Rowan County PID # 324 041), thence with their line S 02° 10' 03" W, a total of 307.60' to the center of Grants Creek, passing a half inch iron pipe at 257.60', thence two, lines with the center of Grants Creek, one, N 83° 42' 20" W, 213.10' to a point in the center of Grants Creek, two, N 78° 31' 08" W, 203.97' to a point in the center of Grants Creek in the eastern line of Albert W. Johnson, Rowan County PID # 324 049, thence with Johnson's line N 01° 31' 04" E, 52.49' to an existing #5 rebar on the Bank of Grants Creek, thence continuing with Johnson's line N 01° 31' 04" E, 836.19' to a #5 rebar control corner, thence with Johnson's and Albert W. Johnson, Jr's line N 88° 26' 18" W, 181.50' to a 2 ½" iron pipe in the line of Charles W. Davis, Rowan County PID # 324 054, thence with Davis's line N 01 33' 42" E, 811.00' total to a point on the south edge of pavement of Hawkestown Road (S.R. 1912), passing an existing #5 rebar at 792.38', thence two lines with the south edge of pavement, one, S 88° 26' 18" E, 81.50' to a point, two, S 88° 26' 18" E, 99.38' to a point, thence continuing with an unknown owners property, N 89° 54' 47" E, 411.28' to an existing #5 rebar, Beverly J. Hawkins south west corner of Rowan County PID # 324 046 thence with her line N 83° 06' 27" E, 22.00' to the point and place of Beginning and being 20.246 acres as shown on map tilted 153 Capital, LLC and recorded in Rowan County Register of Deeds in Book of Maps 9995 Page 10641, survey and map by Shulenburger Surveying Company, P.A. dated 09/12/2023.

Section 2. Upon and after March 12, 2024 the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Spencer and shall be entitled to the same privileges and benefits as other

parts of the Town of Spencer. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Spencer shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Salisbury Rowan County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Spencer.

Adopted this 12th day of March, 2024

Jonathan Williams, Mayor

ATTEST:

Anna Kanode Ward, Town Clerk

APPROVED AS TO FORM:

Jay Dees, Town Attorney



LA LIBRARY & MUSEUM (LNU) IS OPEN - PLEASE SEE PG. 7 N



—CARL K. HAMMOND, JR., HONORARY
—SUNNY BY DAY CO., DAYTON, N. C.

- DEED AND MAP BY SHALCHIBER SURVEYING COMPANY


 L. HOWARD L. BRANNENBERRY, COUNTY THAT THIS PLAN
 WAS DRAWN UNDER MY SUPERVISION AND THAT ACTUAL
 SURVEY DATA USED BY SUPERVISOR, (SEE INFORMATION)
 THAT THE DOCUMENTS ARE CORRECT AND CLEARLY
 AS DRAWN FROM INFORMATION FORM IN D.S. (N/A) PL. (N/A)
 THAT ALL DATA OF PRECISION ARE CALIBRATED IN 1" VERTICAL
 THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH C.E. 47-35
 AS AMENDED, WHICH IS THE NORTH CAROLINA LICENSE NUMBER
 AND SEAL FOR 10th DIST. OF SEPTEMBER, 2011.

91623

PROPERTY SURVEY FOR:
153 Capital, LLC

SCALE: 1" = 100'
DATE: 9-15-2013

Tract 6 of the William Jackson Property
and an adjacent tract of land

TOWN: TENNESSEE, MARION COUNTY, NORTH CAROLINA
REFERENCES: Book 6, Page 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035,

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Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 03/12/2024

Issue under Consideration:	Consider adopting various documents for the 17th Street Stormwater Improvements Project (SRP-SW-ARP-0017), establishing the Grant Project Fund, and authorizing the Town Manager to execute a corresponding Task Order with Hazen and Sawyer.
Current Status:	In 2023, with the assistance of our on-call stormwater consultants (Hazen), the Town was awarded NCDEQ Local Assistance for Stormwater Infrastructure Investments (LASII) funding for two projects: 1) 17th Street Stormwater Improvements (construction) - \$1,959,462; and 2) Stormwater Assessment and Planning to cover the entire Town - \$400,000. The planning grant kicked off in September. After reviewing the preliminary engineering report submitted last summer, NCDEQ recently provided the documents necessary for us to proceed with the construction improvements grant, to include engineering, design, and other services. We have also received a corresponding Task Order from Hazen, which covers the eligible and necessary services funded in the grant.
Points to Consider:	The Town intends to perform said project in accordance with the agreed scope of work and adhere to applicable Compliance and Reporting Guidance along with NC General Statutes. NCDEQ has provided a variety of documents for the Town to submit. These documents 1) facilitate acceptance of the grant (including assurance to comply with performance, conditions, compliance, and other requirements); and 2) establish our budgetary mechanism to track related revenues and expenditures through a Grant Project Ordinance. Staff also seeks authorization to execute the corresponding Task Order with our consultant, to proceed with project engineering, design, and construction administration.
Financial Impact:	This grant has no matching requirements. The Town will request reimbursement after expenditures are incurred in a timely manner. The Town will advance sufficient funds to cover expenditures from the General Fund until the requested grant funds are received.
Options:	Approve or Decline by vote of the Board of Aldermen.
Recommendations:	Motions to: a) adopt Resolution 24-06; b) adopt Ordinance 24-06; and c) authorize the Town Manager to execute a Task Order with Hazen dated February 28, 2024 in the amount of \$320,000.

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Post Office Box 45
Spencer, NC 28159-0045

Department:	Public Works
Attachments:	1. NCDEQ Funding Offer letter 2. NCDEQ Sample Funding Offer enclosures 3. NCDEQ Water Infrastructure Grants Legal Requirements Quick Reference Guide 4. Resolution 24-06 5. Grant Project Ordinance 24-06 6. Funding Offer and Acceptance Document (to be executed by Town Manager) 7. Hazen Task Order ((to be executed by Town Manager)

ROY COOPER

Governor

ELIZABETH S. BISER

Secretary

SHADI ESKAF

Director



NORTH CAROLINA
Environmental Quality

February 20, 2024

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

SUBJECT: ARPA Funding Offer
Project No. SRP-SW-ARP-0017
17th Street Stormwater Improvements

Dear Mr. Franzese,

The Town of Spencer has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions attached to this document.

To ensure the American Rescue Plan Act (ARPA) funds are expended before the federal deadline of December 2026, the Division is requiring execution and return of the enclosed Offer and Acceptance for ARPA Funding agreement **no later than October 31, 2024**. All project documents including this Offer and Acceptance are to be submitted via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

Upon your acceptance, please also submit the following items to the Division, via email at DEQ.DWI.FundingOffer@deq.nc.gov:

1. One (1) copy of the original Offer and Acceptance Document executed by the Authorized Representative for the project, along with the Conditions and Assurances. **Retain the other copy for your files.**
2. A resolution adopted by the governing body accepting the funding offer and making the applicable Conditions and Assurances contained therein. (Sample copy attached)
3. Federal Identification Number and Unique Entity ID Number of the Recipient (UEID required for federally funded projects)
4. Sales-Tax Certification (attached)



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

5. Professional Engineering Services Procurement Form

The Site Certification, a Capital Project Ordinance (or budget ordinance covering the project), and the Professional Engineering Services Procurement Form (not applicable for DWSRF projects) are due before disbursements begin.

Disbursement requests and other project documents are to be submitted via the Laserfiche link provided above. A reference copy of the Disbursement Request Form (also found on the DWI website) has been enclosed for your convenience. All ARPA funding disbursements must be processed **prior to December 31, 2026.**

Attached is the "Water Infrastructure Grants Legal Requirements Quick Reference Guide" which further explains the ARPA funding agreement requirements.

On behalf of the Department of Environmental Quality, I am pleased to make this funding offer. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Allen Baker at allen.baker@deq.nc.gov or 910-796-7399.

Sincerely,

DocuSigned by:

6300A872077B4C5...

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures: Offer and Acceptance Document (two copies)
Assurances & Conditions
Water Infrastructure Grants Legal Requirements Quick Reference Guide
Federal ID and UEID Number Request Memo
Resolution to Accept Funding Offer (suggested format)
Sales-Tax Certification Form
Disbursement Request Form
Professional Engineering Services Procurement Form
Site Certification
Capital Project Ordinance (Sample)

cc: Peter L. Franzese, (pfranzese@spencernc.gov)
Brandon Garner, Hazen and Sawyer, (bgarner@hazenandsawyer.com)
Mark Hubbard (Via DocuSign)
Allen Baker (Via DocuSign)
DWI Administrative Unit (Via DocuSign)
Carrie Short (Via DocuSign)
Jennifer House (Via DocuSign)
Pam Whitley (Via Email)
FILE: ARP Project File (**COM_LOX**)
Agreement ID#: 2000067380



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

FEDERAL ID & Unique Entity ID # REQUEST MEMO

TO: All Loan and Grant Recipients

SUBJECT: Federal Identification Number

Please be advised that all local government units receiving grant or loan funds from the State of North Carolina must supply their Federal Identification Number to this office upon acceptance of your loan/grant offer. Therefore, please provide the information below and return to:

Division of Water Infrastructure
1633 Mail Service Center
Raleigh, North Carolina 27699-1633

RECIPIENT:

PROJECT NUMBER:

FEDERAL IDENTIFICATION NUMBER:

UNIQUE ENTITY ID:

(Suggested Format)

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the (unit of Government) has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2022-74 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$_____ to perform work detailed in the submitted application, and

WHEREAS, the (unit of government) intends to perform said project in accordance with the agreed scope of work,

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

That (unit of government) does hereby accept the American Rescue Plan Grant offer of \$_____.

That the (unit of government) does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

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 Division of Water Infrastructure.

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

(Signature of Chief Executive Officer)

Date

SALES-TAX REIMBURSEMENT CERTIFICATION FORM
(FOR FUNDING PROGRAMS IN THE DIVISION OF WATER INFRASTRUCTURE)

Applicant: _____

Project Number: _____

☐ Check If Applicant is not a unit of government under North Carolina law

If Applicant noted above is a Unit of Government in North Carolina, check the applicable box below.

Sales Tax **IS** deducted in this scenario. Please show this on the disbursement requests.

☐ The construction contract was bid with sales taxes and the unit of government will request reimbursement from the DOR.

Sales Tax **IS NOT** deducted in either of these scenarios.

☐ The construction contract was bid with sales taxes and the unit of government will not request reimbursement from the DOR.

☐ The construction contract was bid without sales taxes

(Printed Name and Title of Authorized Representative)

(Signature of Authorized Representative)

(Date)

Submit to: NC Dept. of Environmental Quality
Division of Water Infrastructure
Pam Whitley, Grant Management Unit
1633 Mail Service Center
Raleigh, NC 27699-1633

DISBURSEMENT REQUEST FORM

NC Division of Water Infrastructure

Funding Recipient: _____
 DWI Project No. _____

Payment No. _____ Page 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 Previously 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 SRF Projects.

- I certify that to the best of my knowledge and belief the incurred costs being requested for disbursement 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 disbursement requests 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.



CERTIFICATION REGARDING UNIFORM RELOCATION
ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES
(URLAP) ACT OF 1970

Applicant: _____

Project No.: _____

Project Name: _____

Please check appropriate boxes:

- ☐ I certify that all real property (including easements) has been acquired or condemnation proceedings have been entered into for property thereby providing legal access for this project.

AND

- ☐ I certify to the best of my knowledge and belief that the acquisition of property specifically for the above referenced project is in compliance with the URLAP Act of 1970 (the Uniform Act). The acquisition either:
- ☐ Acquisition of real property did not result in the displacement of any person, business or farm operation.
 - ☐ or relocation was involved in the land acquisition, the Federal Highway Administration (FHA) was contacted for technical assistance.

OR

- ☐ Compliance with the Uniform Act does not apply because the land and/or easements associated with the above referenced project were acquired prior to the inception of the project. Date land acquired: _____

I understand that a false statement on this certification may be grounds for rejection or termination of this loan.

Signature of Applicant's Authorized Representative or Attorney

Date

Typed Name and Title

Capital Project Ordinance

Be it ORDAINED by the Governing Board of the (Town of Anywhere), North Carolina, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital Project Ordinance is hereby adopted.

Section 1: The Project authorized is the (construction/rehabilitation of a wastewater treatment/collection System) to be financed by (the sale of general obligation bonds/ARRA loan /federal loan/state loan / state grants and reserves).

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3: The following amounts are appropriated for the project:

Engineering	\$ 120,000
Land	90,000
Construction	<u>1,440,000</u>
	<u>\$ 1,650,000</u>

Section 4: The following revenues are anticipated to be available to complete this project:

Federal/ARRA Loan	\$ 1,100,000
Proceeds from general Obligation Bonds	\$ 500,000
Transfer from Wastewater treatment capital Reserve	<u>\$ 20,000</u>
	<u>\$ 1,650,000</u>

Section 5: The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

Section 5: Funds may be advanced from the General Fund for the purpose of making payments as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner. Section

7: The finance officer is directed to report, on a quarterly basis, on the financial status of each project element in section 3 and on the total grant/loan revenues received or claimed.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

Section 9: Copies of this capital project ordinance shall be furnished to the clerk to the Governing Board, and to the Budget Officer and the Finance officer for direction in carrying out this project.

Duly adopted this __ day of _____ 201__.

Signature, (Authorized Rep)

(Seal)

Attest: _____
Signature (Town Clerk)

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 disbursement.

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) The requirements of 40 U.S.C. 1101 et seq. are: • <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	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. 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.); ...

Department of Environmental Quality
Division of Water Infrastructure

WATER INFRASTRUCTURE GRANTS
LEGAL REQUIREMENTS
QUICK REFERENCE GUIDE



Preface

Subrecipients received funds from the North Carolina Department of Environmental Quality (DEQ) in the form of subawards, the purpose of which was to carry out a portion of NC DEQ's American Rescue Plan Act (ARPA) State Fiscal Recovery Fund (SFRF) grant program in accordance with the applicable law.

As such, Subrecipients must carry out the responsibilities of their subawards in accordance with Section 602 of the Social Security Act (as added by section 9901(a) of the American Rescue Plan Act of 2021), 31 C.F.R. Part 35 (U.S. Treasury's "Final Rule"), as well as any guidance provided by U.S. Treasury including, but not limited to, the CSLFRF Compliance and Reporting Guidance and U.S. Treasury's SLFRF Final Rule Frequently Asked Questions. Subrecipients must also comply with the applicable provisions of 2 C.F.R. Part 200 (the "Uniform Guidance"), as implemented by the U.S. Treasury under 2 C.F.R. Part 1000, and as set forth in the CSLFRF Assistance Listing 21.027.

In addition to the federal requirements for ARPA/SFRF subawards, subrecipients must also comply with applicable state laws and regulations. For the most current guidance from Treasury, please see [US Department of Treasury SLFRF](#).

Pursuant to its responsibilities as a pass-through entity for federal financial assistance, NC DEQ created this document to serve as a quick reference guide regarding the requirements applicable to subrecipients. Subrecipients are responsible for properly complying with all applicable federal, state, and local requirements as they carry out their duties under their subawards.

<u>Requirement</u>	<u>Citation/ Document Name</u>	<u>Description</u>	<u>Location</u>
Pre-Award Costs	2 C.F.R. § 200.458	Pre-award costs as defined in 2 C.F.R. § 200.458, which includes costs incurred prior to the Federal Award Date of March 3, 2021, may not be paid with funding from this award. Per U.S. Treasury guidance, pre-project development costs that are tied to or reasonably expected to lead to an eligible capital expenditure, such as pre-project planning or engineering costs, are reimbursable under this program and not considered prohibited pre-award costs.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd1f39f9b3d4e72/section-200.458 https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #5)
Period of Performance	U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories U.S. Treasury Obligation Interim Final Rule	The period of performance for ARPA/SFRF awards begins on March 3, 2021 and ends on December 31, 2026. All ARPA/SFRF funds must be obligated by December 31, 2024, and expended by December 31, 2026. Per U.S. Treasury guidance in its 2023 Obligation Interim Final Rule, the obligation deadline does not apply to subrecipient. Subrecipients are not required to obligate their ARPA/SFRF funds by December 31, 2024, however, they are still subject to the expenditure deadline of December 31, 2026. All funds that are not expended by December 31, 2026, must be returned to U.S. Treasury.	https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #2) https://home.treasury.gov/system/files/136/Obligation_Interim_Final_Rule_2023.pdf
Indirect Costs	2 C.F.R. § 200.414(f) U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories	Pursuant to the terms and conditions of NC DEQ's award agreement with U.S. Treasury, subrecipients are permitted to charge both direct and indirect costs to their subaward as administrative costs. If a subrecipient has a current Negotiated Indirect Costs Rate Agreement ("NICRA") established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then they may use their current NICRA. Subrecipients who wish to use their NICRA will need to send a copy of it to NC DEQ. If a subrecipient does not have a NICRA, they may use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 C.F.R. § 200.414(f).	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414 https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #6)

Conflicts of Interest	2 C.F.R. § 200.112 2 C.F.R. § 200.318(c) N.C. Gen. Stat. § 14-234 U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories	Subrecipients are required to maintain a conflict-of-interest policy consistent with 2 C.F.R. § 200.318(c) and, if applicable, N.C. Gen. Stat. § 14-234. The conflict-of-interest policy will be applicable to each activity funded under their ARPA/SFRF subaward. Subrecipients who are neither local government units nor public authorities will be required to provide a copy of their conflict-of-interest policy for management employees and their governance body to NC DEQ. Per 2 C.F.R. § 200.112, subrecipients will also need to disclose in writing to NC DEQ any potential conflicts of interest affecting the awarded funds.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-B/section-200.112 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.318 https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-234.html https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See Term #8)
Publications	U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories	If a subrecipient produces a publication using funds from their ARPA subaward, they must display the following language: “This project is being (or was) supported, in whole or in part, by Coronavirus State and Local Recovery Funds, federal award SLFRP0129, awarded to the State of North Carolina by the U.S. Department of Treasury.” This requirement is contained in the terms and conditions of NC DEQ’s award agreement with U.S. Treasury.	https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #13)
Maintenance of and Access to Records	U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories 2 C.F.R. §§ 200.334–38	Pursuant to the terms and conditions of NC DEQ’s award agreement with U.S. Treasury and the relevant Uniform Guidance requirements, subrecipients must preserve and provide access to their programmatic and financial records related to their ARPA-funded projects, including: - records providing a full description of each activity undertaken; - records demonstrating that each activity undertaken meets the objectives of the federal program and state appropriation and related documentation; - records required to determine the allowability of costs; - records required to document the acquisition, improvement, use or disposition of real property acquired or improved with the assistance; - records documenting compliance with federal and local laws; and	https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #4) https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subject-group-ECFR4acc10e7e3b676f

		f. financial records required by program regulations and Uniform Guidance. In accordance with the terms and conditions of NC DEQ's award agreement with U.S. Treasury, subrecipients will be required to maintain records for at least five years after all funds have been expended or returned to U.S. Treasury, whichever is longest. Subrecipients will be required to make all records, books, papers, and other documents that relate to their ARPA subaward available at all reasonable times for inspection, review, and audit by the authorized representatives of NC DEQ, the North Carolina State Auditor, U.S. Treasury, the U.S. Government Accountability Office, and any other authorized state or federal oversight office.	
Nondiscrimination	U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories	Subrecipients of ARPA/SFRF funding are subject to the following laws and regulations that prohibit discrimination in federal financial assistance programs: a. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d), and U.S. Treasury's implementing regulations, 31 C.F.R. Part 22. b. The Fair Housing Act and Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601). c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794). d. The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101), and U.S. Treasury's implementing regulations, 31 C.F.R. Part 23. e. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101). The above require that no person shall, on the basis of race, color, national origin (including limited English proficiency), sex (including sexual orientation and gender identity), age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program for which subrecipients receive ARPA/SFRF funding. The above also require that subrecipients adopt and enact nondiscrimination policies consistent with those requirements.	https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #9(c))

The Uniform Guidance	2 C.F.R. Part 200 2 C.F.R. Part 1000 Assistance Listing Number 21.027	Subrecipients are responsible for complying with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, as adopted by U.S. Treasury in its implementing regulations, 2 C.F.R. Part 1000, and as set forth in the SLFRF Assistance Listing (ALN 21.027). The Uniform Guidance provisions that apply to ARPA/SFRF subawards are as follows: • Subpart A, Acronyms and Definitions • Subpart B, General Provisions • Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards ○ The following do not apply to SLFRF funds: 2 C.F.R. §§ 200.204, .205, .210, & .213 • Subpart D, Post Federal Award Requirements ○ The following do not apply to SLFRF funds: 2 C.F.R. §§ 200.305(b)(8) & (9), .308, .309, & .320(c)(4) • Subpart E, Cost Principles • Subpart F, Audit Requirements • 2 C.F.R. Part 25 (Universal Identifier & System for Award Management) • 2 C.F.R. Part 170 (Reporting Subaward and Executive Compensation Information) • 2 C.F.R. Part 180 (Debarment and Suspension)	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200 https://www.ecfr.gov/current/title-2/subtitle-B/chapter-X/part-1000 https://sam.gov/fal/7cecfdef62dc42729a3fdcd449bd62b8/view
Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment	2 CFR § 200.216,	Pursuant to 2 C.F.R. § 200.216, subrecipients cannot obligate or expend ARPA funds to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services (as described in Public Law 115-232, Section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.216
Procurement	N.C. Gen. Stat. § 143-64.31 N.C. Gen. Stat. § 143-64.32 2 C.F.R. §§ 200.317–27	Subrecipients are subject to applicable state procurement requirements while carrying out the federal award, including N.C. Gen. Stat. § 143-64.31, Article 3D (Procurement of Architectural, Engineering, and Surveying (A/E) Services). N.C. Gen. Stat. § 143-64.32 cannot be used to exempt funding recipients from a qualification-based selection for A/E. In addition to state procurement requirements, subrecipients are subject to the Uniform Guidance procurement provisions as contained in 2 C.F.R. §§ 200.317–27. Consistent with these requirements, subrecipients are required to adopt and enact their own internal procurement procedures. Standards for those	https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_143/Article_3D.pdf https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subject-group-ECFR45ddd4419ad436d

		procedures include, but are not limited to, the following: - All procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 C.F.R. § 200.320(c)(1), (2), (3), and (5), which allows for non-competitive procurements only if either (1) the item is below the micro-purchase threshold; (2) the item is only available from a single source; (3) the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or (4) after solicitation of a number of sources, competition is determined inadequate. - Subrecipients must maintain oversight to ensure that their contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. - Pursuant to 2 C.F.R. § 200.321, subrecipients must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. - Subrecipients must "maintain records sufficient to detail the history of procurement. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price." 2 C.F.R. § 200.318(i).	
Mandatory Contract Provisions	2 C.F.R. § 200.327 2 C.F.R. Part 200, Appendix II U.S. Treasury Final Rule FAQ	Under 2 C.F.R. § 200.327, subrecipients are required to include certain contract provisions in their agreements with contractors and subcontractors to carry out the work required for their ARPA subaward. These may include but are not limited to provisions concerning: - Administrative, contractual, or legal remedies where contractors violate or breach contract terms - Termination of the contract for cause and for convenience, including the manner by which it will be effected and the basis for settlement. - Equal Employment Opportunity - Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) - Procurement of Recovered Materials (2 C.F.R. § 200.323) - Domestic Preferences for Procurement (2 C.F.R. § 200.322) - Prohibition on certain telecommunications and video surveillance services or equipment (2 C.F.R. § 200.216)	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.327 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/appendix-Appendix%20II%20to%20Part%20200 https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf (See section #6.15)

		• Debarment and Suspension (Executive Orders 12549 and 12689) • Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) • Clean Air Act and the Federal Water Pollution Control Act (42 U.S.C. 7401–7671q and 33 U.S.C. 1251–1387) Per U.S. Treasury guidance in the SLFRF Final Rule FAQ, Davis-Bacon Act requirements do not apply to projects funded solely with ARPA/SFRF funds. Such projects will not have to include a provision regarding the Davis-Bacon Act in their agreements with contractors or subcontractors that may otherwise be required under 2 C.F.R. § 200.327.	
Equipment & Property Management	2 C.F.R. §§ 200.310–16	All real property acquired or improved, and equipment or supplies purchased in whole or in part with ARPA funds must be used, insured, managed, and disposed of in accordance with 2 C.F.R. §§ 200.310–16.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D
Closeout	2 C.F.R. § 200.344	Closeout must comply with applicable requirements of 2 C.F.R. § 200.344, including the requirement that subrecipients must, no later than ninety (90) calendar days after the end of the period of performance, submit to NC DEQ all required financial, performance, and other reports. Subrecipients must also promptly refund any unobligated cash that they are not authorized to retain for use in other projects. Completion of closeout does not release subrecipients from their obligations under state and federal compliance, legal, and regulatory requirements. Subrecipients will continue to be subject to post-closeout adjustments and continuing responsibilities in accordance with 2 C.F.R. § 200.345.	eCFR :: 2 CFR 200.344 -- Closeout.

Universal Identifier and System for Award Management (SAM)	2 C.F.R. Part 25	In accordance with 2 C.F.R. Part 25, subrecipients are required to obtain, and provide to NC DEQ, a Unique Entity Identifier assigned by the SAM.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25
Debarment & Suspension	2 C.F.R. Part 180 31 C.F.R. Part 19	In accordance with 2 C.F.R. Part 180, and U.S. Treasury's implementing regulations at 31 C.F.R. Part 19, subawards may not be issued to anyone listed on the governmentwide exclusions in the SAM.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-180 https://www.ecfr.gov/current/title-31/subtitle-A/part-19
FFATA Required Executive Compensation Information	2 C.F.R. Part 170	Subrecipients will be required to provide NC DEQ with information sufficient to allow us to meet our reporting obligations under the Federal Funds Accountability and Transparency Act (FFATA), which requires public disclosure of executive compensation in certain federally funded organizations. NC DEQ will be required to report the names and total compensation of each of Subrecipient's five most highly compensated executives for the preceding completed fiscal year, if: 1) In Subrecipient's preceding fiscal year, the subgrantee received: i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards) 2) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-170

		compensation filings at http://www.sec.gov/answers/execomp.htm).	
New Restrictions on Lobbying	31 C.F.R. Part 21	Subrecipients are subject to the restrictions on lobbying in 31 C.F.R. Part 21. Pursuant to this regulation, subrecipients cannot use federal funds to pay any person to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. Subrecipients will be required to submit a certification in writing that they have not made, and will not make, any payments prohibited under these requirements. NC DEQ will provide the necessary certification form.	https://www.ecfr.gov/current/title-31/subtitle-A/part-21
Uniform Relocation and Real Property Acquisition Policies Act	42 U.S.C. §§ 4601–55	Any acquisition of real property by a subrecipient using ARPA funds must comply with the applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (42 U.S.C. §§ 4601–55), as amended. Subrecipients will have to certify in writing that they have or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project. NC DEQ will provide the necessary certification form.	https://uscode.house.gov/view.xhtml?path=/prelim%40title42/chapter61&edition=prelim

U.S. Treasury Wage and Labor Requirements	U.S. Treasury SLFRF Compliance & Reporting Guidance	Projects with a total cost of \$10,000,000 or more must meet U.S. Treasury requirements for prevailing wage rates, project labor agreements, and related requirements. Subrecipients can either certify meeting the requirements or provide plans and reports as the SLFRF Compliance and Reporting Guidance specifies.	https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf (See page 31)
Whistleblower Protections	41 U.S.C. § 4712 U.S. Treasury CSFRF Financial Assistance Agreement – States & Territories	These protections require subrecipients to: inform employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform employees in writing of employee whistleblower protections under 41 U.S.C. § 4712 in the predominant native language of the workforce; and include such requirements in any agreement made with subcontractors or subgrantees.	https://www.govinfo.gov/app/details/USCODE-2022-title41/USCODE-2022-title41-subtitleI-divsnC-chap47-sec4712 https://uscode.house.gov/view.xhtml?req=(title:41%20section:4712%20edition:prelim) https://home.treasury.gov/system/files/136/Financial-Assistance-Agreement-States-and-Territories.pdf (See term #16)
Clean Air Act & Federal Water Pollution Control Act	Clean Air Act (42 U.S.C. 7401–7671q) Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).	For subawards in excess of \$150,000, subrecipients are required to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401–7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251–1387).	https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title42-chapter85&saved=%7CKHRpdGx1OjQyIHNIY3Rpb246NzQwMSBIZG10aW9uOnByZWxpYbSk%3D%7C%7C0%7Cfalse%7Cprelim&edition=prelim https://uscode.house.gov/view.xhtml?path=/prelim@title33/chapter26&edition=prelim
Governmentwide Requirements for Drug-Free Workplace	Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq., as amended) 31 C.F.R. Part 20	ARPA/SFRF subrecipients are subject to the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701, as amended) that apply to grants and other financial assistance awards, as well as U.S. Treasury's implementing regulations, 31 C.F.R. Part 20.	https://uscode.house.gov/view.xhtml?req=granuleid:USC-2000-title41-section701&num=0&edition=2000 https://www.ecfr.gov/current/title-31/subtitle-A/part-20

Hatch Act	Hatch Act (5 U.S.C. §§ 1501–08 and 7324–28)	ARPA/SFRF subrecipients are subject to the applicable requirements of the Hatch Act (5 U.S.C. §§ 1501–08 and 7324–28), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.	https://uscode.house.gov/view.xhtml?path=/prelim@title5/part2/chapter15&edition=prelim https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title5-chapter73&edition=prelim
Other State Requirements	N.C. General Statutes Chapters 159, 159G, 143C 09 N.C. Admin. Code 03M	Use of these funds is subject to applicable state laws and regulations including, but not limited to, N.C. General Statutes Chapters 159 (Local Government Finance) and 159G (Water Infrastructure). Subrecipients who are neither local government units nor public authorities must also comply with applicable requirements of the State Budget Act and Title 09, Subchapter 03M of the N.C. Administrative Code.	https://www.ncleg.net/EnactedLegislation/Statutes/PDF/ByChapter/Chapter_159.pdf https://www.ncleg.gov/enactedlegislation/statutes/html/bychapter/chapter_159g.html https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter143C http://reports.oah.state.nc.us/ncac/title%2009%20-%20governor%20and%20lt.%20governor/chapter%2003%20-%20state%20budget%20and%20management/subchapter%20m/subchapter%20m%20rules.pdf
Distressed Units	N.C. Gen. Stat. § 159G-45(b).	Local government units designated as distressed must complete associated requirements of N.C. Gen. Stat. §159G-45(b).	https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_159G/GS_159G-45.pdf

Subrecipient Monitoring and Management	2 C.F.R. §§ 200.331–33 NC DEQ’s Subaward and Monitoring Policy	Pursuant to 2 C.F.R. §§ 200.331–33, subrecipients will be subject to monitoring and management by the pass-through entity, NC DEQ. NC DEQ will monitor, evaluate, and provide guidance and direction to subrecipients as they carry out project activities. NC DEQ is required by U.S. Treasury to determine whether subrecipients have spent funds in accordance with applicable laws, regulations, and agreements and will monitor subrecipients’ activities to ensure they have met such requirements. If deficiencies are found, subrecipients may be asked to take corrective action. The type and degree of monitoring activities depends on the results of the Subrecipient Risk Assessment. Subrecipients are subject to the following procurement monitoring activities by NC DEQ: • NC DEQ review of solicitations. - o Except for micro-purchases made pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if a subrecipient wishes to enter into a contract to carry out an approved activity under their subaward, then the subrecipient will have to send NC DEQ a copy of the applicable solicitation (whether competitive or non-competitive) at least fifteen (15) days prior to the publication or communication of the solicitation. - o Consistent with 2 C.F.R. § 200.325, NC DEQ may review any solicitation for compliance with applicable procurement standards. • NC DEQ review of contracts. - o Except for micro-purchases pursuant to 2 C.F.R. § 200.320(a), if a subrecipient wishes to enter into a contract to carry out an approved activity under their subaward, then the subrecipient will have to send NC DEQ a copy of the written contract prior to contract execution. - o Consistent with 2 C.F.R. § 200.325, NC DEQ may review any unexecuted contract for compliance with the procurement standards outlined in 2 C.F.R. §§ 200.318–27 as well as 2 C.F.R. § 200.327.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.331 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.332 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.333
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Interventions	2 C.F.R. § 200.208 2 C.F.R. § 200.339	If NC DEQ determines that a subrecipient is not in compliance with procurement requirements, NC DEQ may initiate an intervention, in accordance with 2 C.F.R. § 200.208 and 2 C.F.R. § 200.339. The degree of a subrecipient's performance or compliance deficiency will determine the degree of intervention.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.208 https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR86b76dde0e1e9dc
Reporting Requirements	U.S. Treasury Compliance and Reporting Guidance N.C. Sess. L. 2021-180 NC DEQ Subaward Monitoring Plan	Subrecipients are required to send NC DEQ reports and back-up data, including reports which enable NC DEQ to meet its own reporting obligations to U.S. Treasury and as otherwise required by state law. The frequency of reporting will be consistent with the DEQ Subrecipient Monitoring Plan.	https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf https://www.ncleg.gov/enactedlegislation/sessionlaws/html/2021-2022/sl2021-180.html
Audit Requirements	2 C.F.R. Part 200, Subpart F 09 NCAC 03M .0205(a)(3) and (b)(4) 2 C.F.R. § 200.503	Subrecipients that expend more than \$750,000 in federal awards during their fiscal year, with the exception of local governments who choose to undergo an Alternative Compliance Examination Engagement, will be subject to an audit under the Single Audit Act and 2 C.F.R. Part 200, Subpart F. Subrecipients that receive less than \$750,000 in federal awards during their fiscal year are exempt from federal audit requirements (except as noted in 2 C.F.R. § 200.503), but may still be subject to state audit requirements as discussed below. Subrecipients exempt from federal audit requirements are still required to retain and provide records for review or audit upon request by the federal agency, the state, or the Government Accountability Office. Subrecipients who are neither local governments nor public authorities and receive \$500,000 or more in state financial assistance using federal funds are required to provide a single or program-specific audit to the Department of the State Treasurer, or to NC DEQ upon request pursuant to 09 N.C. Admin. Code 03M.0205(a)(3) and (b)(4). Subrecipient local governments and public authorities who expend \$500,000 or more in state financial assistance are also required to have a single audit performed pursuant to N.C. Gen. Stat. § 159-34.	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F https://files.nc.gov/ncgov/documents/files/ncpro/XX-XX-Attachment-B-09-NCAC-03M.pdf https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F/subject-group-ECFRfd0932e473d10ba/section-200.503

RESOLUTION 24-06

**RESOLUTION BY THE BOARD OF ALDERMEN OF THE TOWN OF SPENCER, NORTH CAROLINA,
ACCEPTING ARPA FUNDING OFFER FOR SRP-SW-ARP-0017 AND MAKING THE APPLICABLE
CONDITIONS AND ASSURANCES CONTAINED THEREIN**

WHEREAS, the Town of Spencer has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2022-74 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$ 1,959,462 to perform 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 American Rescue Plan Grant offer of \$ 1,959,462.

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 Award Offer will be adhered to.

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 Division of Water Infrastructure.

Adopted this the 12th day of March 2024 at Spencer, North Carolina.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

GRANT PROJECT ORDINANCE
SRP-SW-ARP-007 17th St. STORMWATER IMPROVEMENTS
THE TOWN OF SPENCER, NORTH CAROLINA
ORDINANCE 24-06
MARCH 13, 2024

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

Section 1. The SRP-SW-ARP-0017 project authorized, is the 17th Street Stormwater Improvements to be financed by the North Carolina Department of Environmental Quality Grant American Rescue Plan (ARP) Grant of \$1,959,462.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the board resolution, loan documents and the budget contained herein.

Section 3. The Town authorizes funds to be advanced to the Stormwater Infrastructure Fund from the General Fund to pay for expenditures as due. Disbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 4. The finance officer is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The finance officer will also report, on a quarterly basis, on the financial status of each expenditure element and the grant revenues received.

Section 5. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 6. Copies of this grant project ordinance shall be furnished to the clerk of the Governing Board, the Budget Officer, and the Finance Officer for direction in carrying out this project.

<u>Revenues</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
96-3985-002	Other Grants	\$0	\$1,959,462	\$1,959,462
<u>Expenses/Expenditures</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
96-4196-198	Services-Engineering	\$0	\$320,000	\$320,000
96-7496-580	Co-Infrastructure	\$0	\$1,490,420	\$1,490,420
96-4196-999	Contingencies	\$0	\$149,042	<u>\$149,042</u>
	Total			\$1,959,462

Adopted this 13th, day of March 2024.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Town of Spencer
PO Box 45
Spencer, North Carolina 28159

Project Number(s): SRP-SW-ARP-0017

Assistance Listing Number: 21.027

Unique Entity ID Number: C8NLKEMSVJB5

Funding Program

Drinking Water	☐	Additional Amount for	Previous Total	Total Offered
Stormwater	☒	Funding Increases		
Wastewater	☐			
State Revolving Fund-Repayable Loan	☐			
State Revolving Fund-Principal Forgiveness	☐			
State Reserve Loan	☐			
State Reserve Grant	☐			
State Reserve Earmark (S.L. 2023-134)	☐			
American Rescue Plan Act - LASII	☒			\$1,959,462

Project Description:

17th Street Stormwater Improvements

Total Financial Assistance Offer: \$1,959,462
Total Project Cost: \$1,959,462
Estimated Closing Fee*: \$0.00
For Loans
Interest Rate:
Maximum Loan Term:

**Estimated closing fee calculated based on grant and loan amount.*

Pursuant to North Carolina General Statute 159G:

- 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:



Signature

2/23/2024

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 attached Assurances and the Standard Conditions.

Signature

Date

APPLICABLE STANDARD CONDITIONS**Project Applicant: Town of Spencer****Project Number(s): SRP-SW-ARP-0017**

1. Acceptance of this Funding Offer does not exempt the Recipient 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. Acquisition of Real Property must comply with all applicable provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (PL 92-646), as amended. The applicant shall certify that it has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, to assure undisturbed use and possession for the purpose of construction and operation for the estimated life of the project using a certification form provided by DEQ.
3. Specific MBE/WBE (DBE) forms and instructions are provided that are to be included in the contract specifications. These forms will assist with documenting positive efforts made by recipients, their consultants and contractors to utilize disadvantaged businesses enterprises. Such efforts should allow DBEs the maximum feasible opportunity to compete for subagreements and subcontracts to be performed. Documentation of efforts made to utilize DBE firms must be maintained by all recipients, and construction contractors, and made available upon request.
4. Subrecipients shall fully comply 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. Recipient 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. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Subrecipients may access suspension and debarment information at: <http://www.sam.gov>. This system allows subrecipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance.
5. Projects with a total cost of \$10,000,000 or more must meet U.S. Treasury requirements for prevailing wage rates, project labor agreements, and related requirements. Recipients can either certify meeting the requirements or provide plans and reports as the [SLFRF Compliance and Reporting Guidance](#) specifies.
6. 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 must also adhere to North Carolina State law, specifically NC General Statute 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 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.
7. Local government units designated as distressed must complete associated requirements of statute §159G-45(b).
8. Funds made available by the ARPA that are not disbursed to the entity accepting the funds in this document 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**Project Applicant: Town of Spencer****Project Number(s): SRP-SW-ARP-0017**

1. The Applicant intends to construct the project or cause it to be constructed to final completion in accordance with the Application approved for financial assistance by the Division. The recipient acknowledges that in the event a milestone contained in the Letter of Intent to Fund is missed, the Department of Environmental Quality will rescind this Funding Offer.
2. The Applicant is responsible for paying for the costs ineligible for ARPA funding.
3. The construction of the project, including the letting of contracts in connection therewith, conforms to the applicable requirements of State and local laws and ordinances.
4. The Applicant will provide and maintain adequate engineering supervision and inspection.
5. The recipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records will be maintained during the construction of the project and these records will be retained and made available for a period of at least three years following completion of the project.
6. All ARPA funds shall be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34. Partial disbursements on this loan will be made promptly upon request, subject to adequate documentation of incurred eligible costs, and subject to the recipient's compliance with the Standard Conditions of this Award. The Applicant agrees to make prompt payment to its contractor, and to retain only such amount as allowed by North Carolina General Statute.
7. The applicant will 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. Please note that the State is not a party to the construction contract(s) and the Applicant is expected to uphold its contract obligations regarding timely payment.
8. Funds must be fully spent (i.e., fully disbursed to the recipient) by December 31, 2026.
9. The applicant acknowledges that loan funds contained in this Funding Offer require approval from the North Carolina Local Government Commission before they can be disbursed.



Hazen and Sawyer
4011 WestChase Boulevard, Suite 500
Raleigh, North Carolina 27607

February 28, 2024

Peter Franzese, Town Manager
Town of Spencer
PO Box 45
Spencer, NC 28159

Re: 17th Street Stormwater Improvements Scope and Fee Proposal

Dear Mr. Franzese:

Hazen and Sawyer (Hazen) is pleased to submit this scope and fee proposal for the following tasks to provide engineering services to the Town for 17th Street Stormwater Improvements.

Background

The 17th Street corridor within the Town of Spencer experiences frequent flooding in a manner that impacts community safety. The roadway is drained on the west side by an existing 30-inch pipe that is significantly undersized and showing signs of structural failure. The existing 30-inch pipe system discharges to an open stream that is spanned by undersized driveway culverts. Many of the driveway culverts and headwalls are showing signs of structural failure. A similar system of open stream and undersized driveway culverts, many of which are in need of repair, span the eastern side of the road. The undersized and poor condition stormwater systems, on both sides of the road, back flood waters onto 17th Street.

In March 2023, the Town received a Letter of Intent to Fund from the North Carolina Department of Environmental Quality Division of Water Infrastructure for a Stormwater Construction Grant. One hundred percent of costs, up to a maximum of \$1,959,462 will be funded from the Local Assistance for Stormwater Infrastructure Investments (LASII) grant from the American Rescue Plan Act (ARPA) for the engineering and construction costs to address the stormwater issues on 17th Street. The Town of Spencer selected Hazen as their on-call engineer in 2022. As such, Hazen is available to provide the engineering services for the 17th Street project.

This task order includes details of some tasks that have already been completed at the time of delivery and acceptance of this document. The details of the scope and the division of the fee for each task have been updated to reflect changes since the ARPA LASII Grant Application and Engineering Report were submitted. The overall fee remains unchanged, as do the key project goals that the proposed work will achieve.

Scope of Work

Hazen shall provide the following services under this scope of work. Services shall be performed in accordance with the latest editions of the:

- NCDENR Erosion and Sediment Control Planning and Design Manual

- NCDOT Standard Specifications for Roads and Structures
- USACE/EPA/NRCS/NCWRC Stream Mitigation Guidelines
- Any other applicable standards

1. Project Administration: Hazen shall provide project management to keep this project moving forward at a reasonable pace to meet the project schedule and budget. Project status meetings shall be held by the Town's project manager and the engineer during the course of the project, on an approximately monthly basis. Items discussed during the status meetings include, but are not limited to, progress reports, invoices, technical/policy interpretations, anticipated project goals/challenges, etc. The meetings may also be used to present, discuss, and/or review work-in-progress as required by the Town's Project Manager. The Engineer or Town's Project Manager shall schedule the meetings. The Town's Project Manager reserves the right to cancel or call for additional meetings as deemed necessary. The meetings shall be on-site, if needed, to discuss computations, watershed conditions/maps, field observations, etc. Otherwise, the meetings shall be virtual.

2. Preliminary Engineering/Alternative Selection and Preparation of Engineering Report:

Initial Hydrologic Models: A HEC-HMS computer model will be developed for the contributing watershed that considers land use, hydrologic soil types, sub-basin timing, watershed storage, etc. to estimate peak discharge and runoff volume at key locations within the 17th Street drainage system. Computations for eight sub-basins will be performed. Three level-pool routings to estimate runoff storage benefits will be performed. Hypothetical storm events and rainfall depths for the 2-, 10-, 25-, 50-, and 100-year storm events will be determined using the *NOAA Atlas-14: Precipitation – Frequency Atlas of the United States*.

Initial Hydraulic Models: The Engineer will perform a HEC-RAS analysis of the existing open channel/culvert storm drainage system. The Engineer will model three improvement alternatives to be developed based on an assessment of constructability, minimizing community impacts, ease of permitting, etc. while maximizing flood reduction benefits.

Engineering Report: The initial hydrologic and hydraulic modeling efforts will be used to prepare the Engineering Report. The Engineering Report is the first deliverable needed for the ARPA funding process. The report must include information on the existing conditions, design basis and future conditions, the need for the project, alternatives analysis and project costs, the proposed project description, permitting needs of the project, financials relating to the project, and the public participation components of the project.

H&H Model Updates: Refinement of the initial hydraulic modeling efforts will be performed as design progresses. PCSWMM software will be used to model the existing and proposed open and closed stormwater systems. Refinements to the hydrologic computations will be performed for use in creating the PCSWMM model. The field survey will be used to facilitate these design efforts. The design goal is to decrease the frequency and severity of flooding in the roadway. Where possible, a 10-year or 5-year level of service will be achieved.

3. 60% Design: Hazen shall prepare preliminary construction plans of recommended proposed storm drainage improvements. The preliminary construction plans (60%) and supporting cost estimate shall be based on refinement of the improvements recommended during the preliminary engineering phase.

4. Public Involvement: Signage is planned to describe the function of the proposed project and acknowledge the source of the project funds as ARPA LASII funds. The signage is planned to be located within the project site and include information to help educate the public about the stormwater quality and quantity issue that the proposed project will resolve.

After 60% design is completed, an initial public meeting will be held. The public meeting will present the overall project improvements and seek feedback from the community. The public meeting will be advertised at least two weeks prior to the meeting via a publishing on the Town of Spencer's website and all social media accounts. The advertisement will include the time and location of the public meeting.

The following information will be presented at the meeting:

- The need and purpose of the project
- A discussion of the alternatives considered, including the No-Action Alternative and the Recommended Alternative.
- Potential construction impacts to the community.
- Private property impacts including the need for easements, right-of-entry, etc.
- An identification of the funding utilized and the amount of funding sought.

Once the meeting is complete, the following information will be collected for reporting.

- A copy of the affidavit of publication, publication on website, or pictures of notification posted at different locations.
 - A copy of the advertisement
 - A copy of any presentation made (e.g., PowerPoint slides or handouts)
 - Minutes or a detailed summary of the meeting
5. Detailed Design: The Engineer shall refine/complete the design of recommended proposed storm drainage improvements and develop construction plans and supporting documents.

The Engineer shall prepare and complete construction plans and supporting documents for the recommended storm drainage improvements based on the refinement of the improvements during the Preliminary Engineering Phase. The improvements shall be identified on 1/2 plan/1/2 profile sheets at a scale of 1"=20' horizontal and 1"=4' vertical, and cross-sections sheets at a scale of 1" = 5', or as directed by the Town. Changes to existing subdivision streets, storm drainage and Town-owned utilities as required for the construction of the Project shall be designed by the Engineer to assure a level of service acceptable to the Town.

The proposed storm drainage improvement construction plans and documents shall be sealed by a registered Professional Engineer and shall include, but not limited to, the following:

- a. Cover Sheet listing the project name, Town project number, vicinity map, project features, scale, legend, sheet layout, index of sheets, specification reference; and approvals;
- b. General Notes sheet including general notes for physical features, materials, etc.; abbreviations; standards; standard notes provided by the Town; etc.;
- c. The Engineer shall use NCDOT standard details and plans for normal culverts and roadway storm drainage systems.
- d. Drainage Details and other design items for endwalls, junction boxes, footings, channel improvement typical details, driveway tie-in, asphalt replacement, pipe trench,

- etc. Structural details for non-NCDOT standard drainage structures are not anticipated to be needed.
- e. Plan and Profile sheets with the location (plan and profile) of all proposed storm drainage features (channels, pipes, structures, manholes, drop inlets, energy dissipaters, etc.). Plans to include:
 - i. Existing and proposed improvements identified and labeled on the plans and include length, size, type of material, slope, and detail number.
 - ii. For culverts or bridges, the culvert opening size or span arrangement for the site shall be indicated on the plans, along with overall plan and elevation views and typical section(s);
 - iii. All existing and proposed conditions including construction work areas, roadways, structures, utilities, vegetation, fences, etc. Plans shall also indicate which existing features may be impacted by construction (fences, trees, sheds, etc.) and the party responsible for removal and/or re-establishment.
 - iv. Identification of proposed removal, replacements, or installations for existing and proposed features that will be affected by the construction of proposed improvements such as curb and gutter, sidewalk, fence, driveway, asphalt replacement, vegetation, sheds, etc. Labels must be included indicating the responsible party for removal and/or re-establishment that include length, size, material, and detail number (if applicable). Vegetation and trees greater than 6" in diameter and all ornamental vegetation within the easement and work areas shall be designated as removed or protected.
 - v. The plans shall show the existing deed title lines, existing and proposed right-of-way lines, proposed property lines, existing and proposed easements, proposed temporary construction easements, etc. based on GIS database information. For each property, the Town tax code designation, the deed book and page number, parcel number, and street address as well as names of all property owners shall be shown.
 - vi. Establish and complete the limits of construction, cut/fill lines, temporary construction easements, and permanent easements, if present.
- f. Cross-sections and typical cross sections of open channels showing existing and proposed dimensions and stabilization techniques to determine cut and fill quantities.

Traffic Control Plans: Traffic impacts during construction are anticipated for 17th Street that will require detailed detour plans. The Engineer shall prepare traffic control plans that include a phasing sequence listing work to be done in each phase, traffic control diagrams and details of each phase, and any special considerations, such as time limitations, hour of day limitations, or intermediate completion times/liquidated damages to construct the proposed improvements. The design must also address and include all traffic control devices, signs, restrictions, and pavement markings required during construction of the recommended improvements. The construction traffic control plans and documents will be submitted for team and agency review to gain approvals and permits.

The traffic control construction plans shall be sealed by a registered Professional Engineer and conform to the Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD), current as of the date Final Traffic Control plans are begun as prepared by the National Advisory Committee on Uniform Traffic Control Devices, including subsequent

revisions. The proposed traffic control construction plans and supporting documents shall include, but are not limited to, the following:

- a. Traffic Control General Notes sheet;
- b. Traffic Control Phasing sheet(s);
- c. Traffic Control Diagrams at a scale to be approved by the Town's Project Manager.

Erosion Control Plans and Details: The Engineer shall coordinate with the Town of Spencer and NCDEQ, to develop Erosion and Sedimentation Control construction plans, and obtain approvals and applicable permits for the project.

The Engineer shall design, specify, and include in the construction plans erosion control measures that meet or exceed all applicable regulatory requirements and prevent off-site sedimentation during construction of the Project.

The Engineer shall prepare erosion control construction plans, calculations, and supporting documents for the team and agency review to gain approvals and permits. The Engineer shall show all erosion control measures and details on the plans.

6. Permitting and Regulatory Approval:

401/404 Permit: Relatively minor impacts to jurisdictional streams are anticipated associated with construction of the improvements, therefore, a permitting approach that uses General 401/404 permits is anticipated.

Erosion Control Permit: Hazen shall prepare an erosion control application and submit it to NCDEQ to gain approval for land disturbance. The engineer shall show all erosion control measures and details on the plans.

Town of Spencer / Rowan County Floodplain Development Permit: Hazen shall prepare a floodplain development permit since much of the project area is within the 100-year floodplain.

7. Easement Acquisition Assistance: The Town will perform storm drainage easement (SDE) and temporary construction easement (TCE) acquisitions, if needed. The Engineer aims to avoid the need for easements if at all possible. The Engineer shall assist the Town as necessary to obtain needed easements. Easement acquisition shall be supported with graphical diagrams of the property boundaries and easements based on GIS-based property line information. Legal descriptions and easement plats that use property lines reconciled with field survey property corners/pins are not included with this scope.
8. Bid Phase Services: Assist the owner in advertising, bidding, and awarding of the proposed project.
 - a. Issue Bid Documents – Deliver an electronic copy of the Contract Documents to the Town and issue additional electronic copies of the documents to prospective bidders, subcontractors, major equipment vendors, and others authorized by the Town. The Engineer shall be permitted to recover the reproduction cost of hard copy Contract

- Documents, if required, through nonrefundable plan deposits to interested contractors and equipment vendors.
- b. Pre-Bid Meeting – Attend a pre-bid meeting to describe the project and the requirements of the Contract Documents to interested bidders and respond to questions concerning the project requirements.
 - c. Bid Documents Interpretation – During the bid period, the Engineer will be available to answer any questions concerning the requirements of the Contract Documents. If required, the Engineer will develop and distribute to all plan holders such addenda as may be deemed necessary to clarify or modify the requirements of the Contract Documents.
 - d. Bid Opening – Attend the bid opening and prepare a tabulation of all bids received. The Engineer will analyze bids received and prepare and certify a bid tabulation and prepare and submit a recommendation for award.
 - e. Official Notices – Upon Town approval of contract award, the Engineer will issue official “Notice of Award” to the successful bidder and prepare construction contracts for execution by the Town and the successful bidder. The Engineer will also issue official “Notice to Proceed” upon execution of the Contract Documents.
9. Office Construction Administration: The Engineer will provide conformed contract documents to the contractor, attend a pre-construction conference, review and approve submittals from the contractor, respond to RFIs and issue RFPs, conduct monthly progress meetings, prepare record drawings, and conduct a final walkthrough.
10. Construction Administration: Construction inspection is anticipated to be provided by the Town. The Engineer shall be available to support the Town’s inspection effort, as needed. Approximately monthly visits to the project site by Hazen staff are anticipated for the duration of the estimated six-month construction duration.
11. Subconsultants: No geotechnical investigations or subsurface utility locates are anticipated, but an allowance has been included in the budget in case these services are needed.

A detailed survey shall be performed which includes sufficient data within the limits of the existing drainage system area shown on **the survey scope map** and labeled as “Detailed Survey” to:

- i. Produce a digital topographic map with contours at a minimum of 1’ intervals; and
- ii. Produce detailed floodplain mapping of analyzed storm events.

At a minimum, the survey shall include the following:

- a. Elevations at all inverts and other dimensions of any significant hydraulic restriction or system element including culverts, bridges, pedestrian bridges, and low water crossings;
- b. Location, height, and profiles of all elements, such as guardrail or handrail, adequate to perform overtopping analysis on all significant hydraulic elements;
- c. Channel/floodplain information including centerline, low point (thalweg), toe and top of bank elevation, any major change in slope of bank at locations (minimum every 50 feet) such that an accurate channel/floodplain plan view and profile can be generated (all major changes in slope, cross-section, and direction of the channel/floodplain must be

captured). Each channel cross-section shall have at least five points within and inclusive of the channel banks and shall have a minimum of two points outside the channel banks on each side of the channel;

- d. Elevations along the road centerlines, edge of pavement, and curb lines (left and right) adequate to produce profiles suitable for accurate modeling and design;
- e. Locations of storm drainpipes and drainage structures including sizes, shapes, material, invert elevations, and rim/grate elevations;
- f. Location of all hydraulic outlet devices (i.e. weirs, standpipes, risers, drains, conduits, siphons, valves, etc.);
- g. Locations of sanitary sewer pipes and sewer structures including sizes, materials, invert elevations, and rim elevations;
- h. Horizontal locations and sizes of all underground and overhead utilities (water, sewer, gas, electric, telephone, cable, fiber optic, etc.) including poles, lines, boxes, etc. The Surveyor should contract with an underground utility locating service to ensure accurate locations;
- i. Corners of all buildings, first floor location and elevations, all vent opening locations and elevations, HVAC unit location and elevations, all crawl space door locations and elevations, and spot elevations and locations of the lowest adjacent grade to the permanent structure for all buildings that may be flooded and/or may be impacted by proposed improvements. Note whether the structure has a crawl space or a slab foundation.
- j. Locations of other physical features that may be affected by construction of possible alternatives including driveways (type), fences (type), walls, signs, planters, sheds, rock outcroppings, etc. For sheds, note whether the structure is a permanent structure and if it has electricity;
- k. Locations of all trees greater than, or equal to, 6" diameter (labeled with size and variety, ornamental trees of any size, any landscaped areas and/or any forested areas/tree lines within the projected work area;
- l. Locations of property irons to the extent necessary for purposes of overlaying and verifying legal descriptions and plats; and
- m. Description, book, and page number of the official registry of all properties affected by the Project, including current property owner name(s), tax parcel identification number, street address, existing property acquisitions, right-of-ways, and all existing recorded easements associated with the Project from the Register of Deeds.

Deliverables

The project will provide the Town with the following deliverables:

- Engineering Report for Grant Funding
- Hydrologic and Hydraulic Modeling Report
- 60% Design Drawings and Cost

- Presentation for Public Meeting
- Environmental Permit Applications
- Erosion Control Permit Application
- Final Design Drawings, Cost, and Specifications including Traffic Control and Erosion Control Plans and Details
- Conformed Bid Documents

Assumptions

- Work will remain within the Right-of-Way or on Town-owned property to the extent possible so that easement acquisition will be minimal, if needed at all.
- This proposal does not include structural evaluation or design. NCDOT standard details will be provided where applicable.
- Engineer is not responsible for delays outside of control such as Client or third-party review and permitting.
- Note that Hazen assumes that the need for FEMA permitting is not required; this scope excludes services in conjunction with FEMA “No Rise”, LOMR or CLOMR certifications. A local floodplain permit is included in the scope.

We propose billing on an hourly rate basis in accordance with the following hourly rates associated with each employee category. These rates apply from August 1, 2023-July 31, 2024.

\$290.00 per hour for Vice President and Associate Vice President
\$240.00 per hour for Senior Associate
\$200.00 per hour for Associate
\$175.00 per hour for Senior Principal Engineer and Senior Principal Scientist
\$160.00 per hour for Principal Engineer
\$135.00 per hour for Assistant Engineer II
\$120.00 per hour for Assistant Engineer I
\$115.00 per hour for Designer
\$80.00 per hour for Administrator and Technician

The project will be invoiced on an hourly rate, not to exceed basis. Expenses will be billed at cost, including travel expenses at the current federal IRS rate. Subconsultants, should they be required, will be billed at a rate of cost plus 10%.

The maximum compensation to the engineer for all services performed under the proposed Funding Application Assistance Project shall not exceed THREE HUNDRED AND TWENTY THOUSAND DOLLARS (\$320,000). A summary of the not to exceed fee by task is provided below.



Hazen and Sawyer
4011 WestChase Boulevard, Suite 500
Raleigh, North Carolina 27607

Task	Fee
1- Project Administration	\$ 16,000.00
2- Preliminary Engineering/Alternative Selection	\$ 43,500.00
3- 60% Design	\$ 38,500.00
4- Public Involvement	\$ 3,800.00
5- Detailed Design	\$ 43,500.00
6- Permitting	\$ 46,700.00
7- Easement Acquisition	\$ 5,400.00
8- Bid Phase Services	\$ 16,000.00
9- Office Construction Administration	\$ 33,500.00
10- Construction Observation	\$ 26,500.00
11- Subconsultants	\$ 46,600.00
<i>Detailed Location and Design Survey</i>	<i>\$ 31,400.00</i>
<i>SUE Level B</i>	<i>\$ 5,500.00</i>
<i>Underground Utility Locates (Allowance)</i>	<i>\$ 6,200.00</i>
<i>Geotechnical Investigation (Allowance)</i>	<i>\$ 3,500.00</i>
Total	\$ 320,000.00

Schedule

Hazen's work on this project is ongoing. The Engineering Report was due by July 3, 2023. A revised report will be delivered in the coming weeks. Modeling, 60% design, and permitting efforts are ongoing. Bid Design Documents are due on June 1, 2024. This date was negotiated and agreed upon with NC DEQ. Bid Advertisement is planned for August 14, 2024. The Bid Opening will occur on September 20, 2024. The Bid Recommendation will be delivered as a Town Council Agenda Item by September 27, 2024. Authority to Award shall be received at the Town Council meeting on October 8, 2024, or at a special meeting before November 1, 2024. The Construction Contract shall be executed on or before December 31, 2024. Construction shall be completed, and all funds must be disbursed by December 31, 2026.

Please call if you have any questions about our proposal. We look forward to continuing our work with you.

Respectfully,
HAZEN AND SAWYER

Laura Saleeby, PE
Senior Principal Engineer

Accepted by: _____

(Signature)

Date: _____

704-633-2231
townofspencer.com



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date:3/12/24 Regular Board Meeting

Issue under Consideration:	Actions Required for Annexation 1840 US HWY 29
Current Status:	Property not currently in municipal limits. Town has been petitioned by property owner to have this property annexed
Points to Consider:	Certain ordinances can only be enforced, and services provided by the town if property is within our municipal limits.
Financial Impact:	Increase property tax revenue. Services are already provided to adjacent property so negligible additional costs to town.
Options:	a. Adopt resolution requesting Clerk to examine petition for sufficiency b. Accept certification report from Clerk on annexation petition per NCGS guidelines c. Adopt resolution setting date for public hearing
Recommendations:	See above
Department:	Planning



TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 24-07

A RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER
NCGS 160A-31 FOR ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received on
2/5/2024 by the Board of Aldermen of the Town of Spencer; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town
Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the Town of Spencer deems it advisable to proceed in response to
this request for annexation;

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

Section 1.

The Town Clerk is hereby directed to investigate the sufficiency of the above-described
petition and to certify as soon as possible to the Board of Aldermen the results of her
investigation.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 12th day of March, 2024.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



CERTIFICATE OF SUFFICIENCY

To Board of Aldermen of the Town of Spencer of North Carolina:

I, Anna Kanode Ward, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.
- b. The area described in the petition is contiguous to the Town's primary corporate limits, as defined by G.S. 160A-31.
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Spencer, this _____ day of _____, 2024

(SEAL)

Anna Kanode Ward, Town Clerk



PETITION REQUESTING ANNEXATION

Date: 2/5/24

To the Board of Aldermen of the Town of Spencer, NC:

1. We the undersigned owners of the real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Spencer.
2. The area to be annexed is non-contiguous to the Town of Spencer and the boundaries of such territory are as follows:

Being all of parcel number 047 011 as shown on the Rowan County, NC GIS system further described as follows:

Being lots 171, 172, 173, 174, 175, 176, 178, 179, 180, 181, 182, 183, and 184 of the subdivision known as BROWN ESTATE PROPERTY located near US HWY 29 near Yadkin Village, NC, as shown by map of aforesaid Brown Estate Property made by G. Sam Rowe, Reg. Civil Engineer, and recorded in the office of the Register of Deeds for rowan County, NC in Books of Maps, page 517, copy of said map is attached.

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on the petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Do you declare vested rights?	Signature	
1.	1220 south Fulton St	NO		
2.	1222 south Fulton St	NO		
3.				
4.				

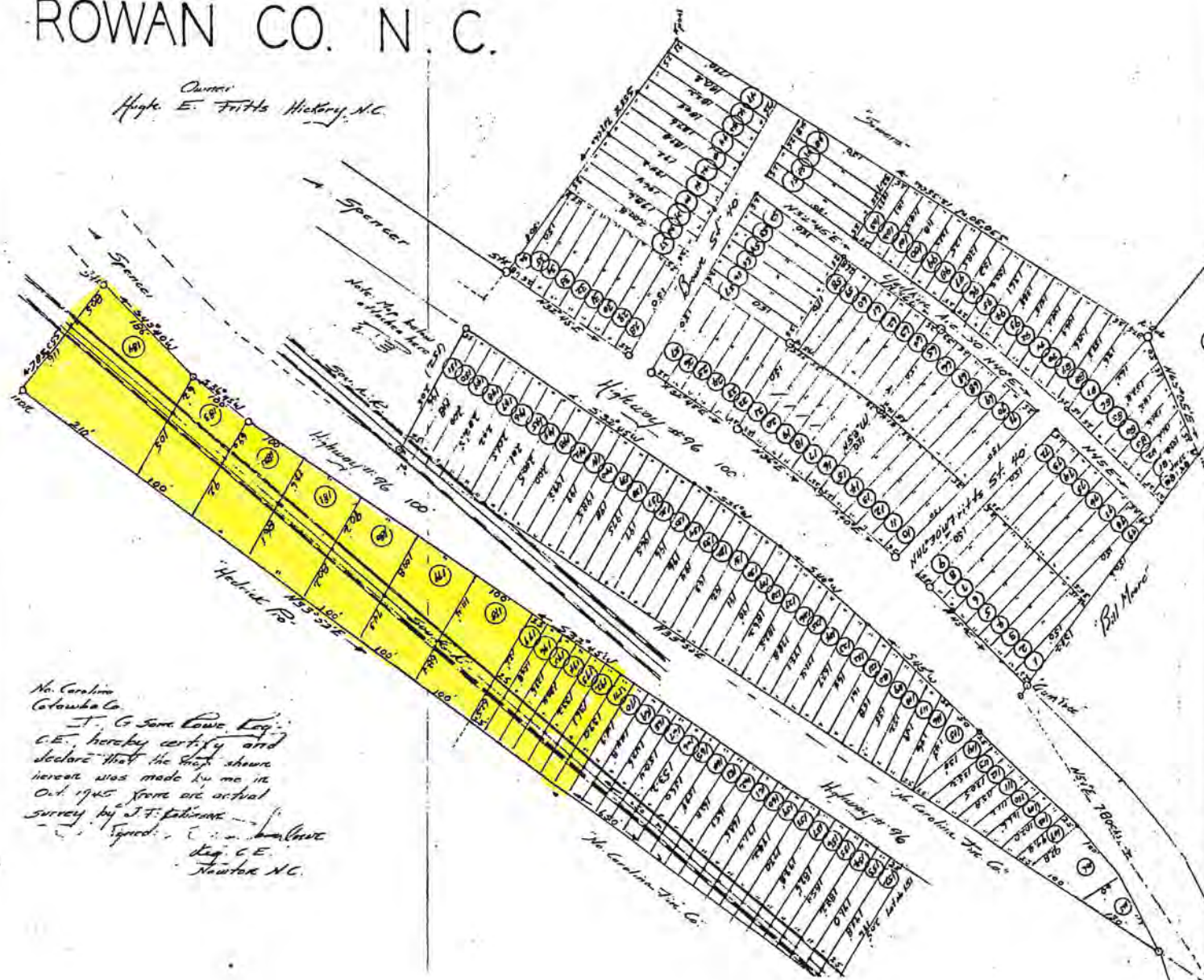
10 30:45 11 a.m.

SUB-DIVISION BROWN EST. LANDS ROWAN CO. N. C.

OFFICE OF REGISTER OF DEEDS
FOR ROWAN COUNTY
Salisbury, N. C.

Filed for registration at 11 o'clock A.M.
Oct. 30 1945 and registered
in Book 517
Virginia H. Hester
Register of Deeds for Rowan County, N. C.

Owner
Hugh E. Fritts Hickory, N.C.



No. Carolina
Columbia Co.

J. G. Somers, Esq.
C.E. hereby certify and
declare that the map shown
hereon was made by me in
Oct. 1945 from an actual
survey by J. T. Fritts.

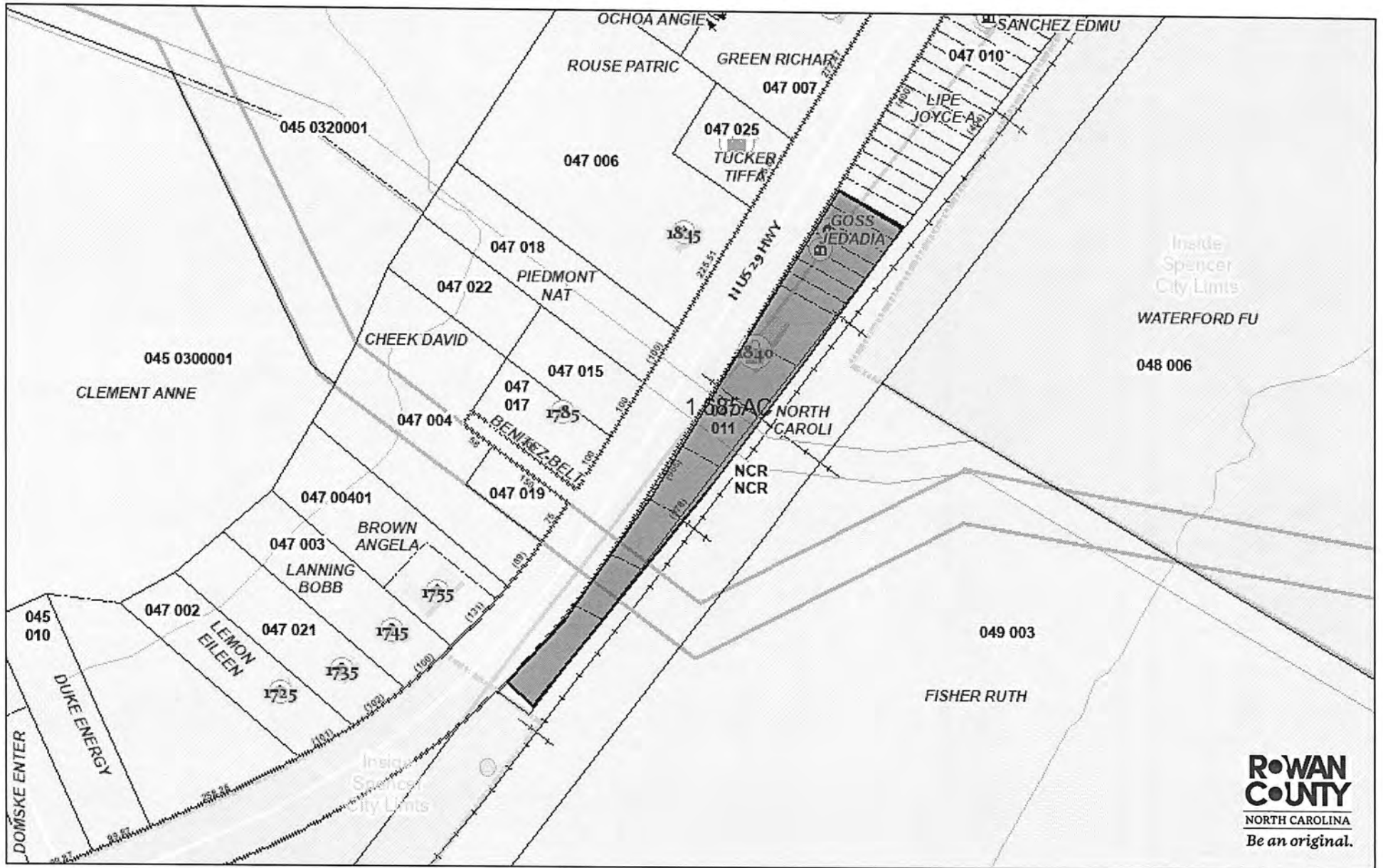
Signed: J. G. Somers
Esq. C.E.
Newton, N.C.

Subscribed and sworn to before
me this 27 day of Oct 1945.

Signed: R. R. Morris
Notary Public
My Com. Exp. 2-28-48



Rowan County



February 6, 2024

Addressing Points



BUSINESS



CHURCH



SCHOOL



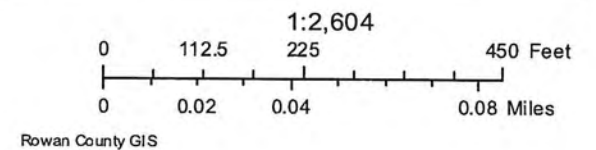
Other



RESIDENCE



911 STATIONS





TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 24-08
RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO G.S. 160A-31

WHEREAS, a petition requesting annexation of the area described herein has been received; and

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

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at Town Hall at or about 5:30 PM on April 4, 2024.

Section 2.

The area proposed for annexation is described as follows:

BEING all of Lots Nos. 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183 and 184 of the Subdivision known as the BROWN ESTATE PROPERTY, located on and near Highway 29, near Yadkin, North Carolina, as shown by map of aforesaid Brown Estate Property made by G. Sam Rowe, Reg. Civil Engineer, and recorded in the office of the Register of Deeds for Rowan County, N. C. in Book of Maps, page 517.

The property herein described was acquired by Grantor by instrument recorded as follows: Deed Book 1048, page 565, Rowan County Registry.

All or a portion of the property herein conveyed does not include the primary residence of a Grantor. A map showing the above described property is recorded in Plat Book 9995, page 517.

Section 3.

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

Section 4.

This ordinance shall become effective immediately upon adoption.

Adopted this 12th day of March, 2024.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Date 10.16.23

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 03/17/24.
Please send billing by return email and confirmation that the ad was run after running.

Contact me with any questions.

Steve Blount
Town of Spencer
PO Box 45
Spencer, NC 28159
704-633-2231, ext 28

TEXT

The Town of Spencer Board of Aldermen will hold a legislative public hearing at or soon after 5:30 PM at their regularly scheduled meeting on April 4, 2024 in the Board Meeting Room located at 460 S Salisbury Ave., Spencer, NC 28159.

The purpose of the public hearing is to receive public comment on a proposed annexation, specifically Rowan County GIS parcel 047 011 at 1840 US HWY 29. more specifically defined as:

BEING all of Lots Nos. 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183 and 184 of the Subdivision known as the BROWN ESTATE PROPERTY, located on and near Highway 29, near Yadkin, North Carolina, as shown by map of aforesaid Brown Estate Property made by G. Sam Rowe, Reg. Civil Engineer, and recorded in the office of the Register of Deeds for Rowan County, N. C. in Book of Maps, page 517.

The property herein described was acquired by Grantor by instrument recorded as follows: Deed Book 1048, page 565, Rowan County Registry.

All or a portion of the property herein conveyed does not include the primary residence of a Grantor. A map showing the above described property is recorded in Plat Book 9995, page 517.

More information is available for review on the Town's website at www.spencernc.gov or you can see a copy at Town Hall. Contact Steve Blount at 704-633-2231. Ext 28 with any questions. Public comments may also be submitted in writing or by email to the Town Clerk at akanode@spencernc.gov .

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: March 12, 2024
Pre Agenda Meeting Date: March 7, 2024

Issue under Consideration:	Consider adopting Resolution 24-09 authorizing staff to apply for the Rural Downtown Economic Development Grant and committing to a 5% local match.
Current Status:	The NC Department of Commerce has issued a notice of available funding to towns, like Spencer, that have met certain criteria, including: participation in the CORE Strategic Planning Process, having been previously awarded a Rural Transformation Grant and location within in a Tier 1 or Tier 2 designated economic distress county. Rowan County is designated as Tier 2 economic distress county. The grant application is due April 1, 2024.
Points to Consider:	The planning and design phase of the Spencer Town Park has revealed potential construction cost overruns due to inflation and market forces. In anticipation of these concerns, staff is seeking additional funding. Staff also recommends including the proposed Park Plaza Pylon Sign with Electronic Message Center and Town Lease Space shell upfit in the grant funding request.
Financial Impact:	The maximum request allowed by the grant program is \$850,000. A 5% match would equate to \$42,500. The Town Board has previously budgeted \$225,000 in local funds for the Town Park project. The grant criteria allow these currently budgeted funds to fulfill the local match requirement.
Options:	The BOA has the option to direct staff to pursue the Rural Downtown Economic Development Grant and to adopt the resolution committing to a 5% local match or decline the funding opportunity.
Recommendations:	Motion to adopt Resolution 24-09 authorizing staff to apply for the Rural Downtown Economic Development Grant and committing to a 5% local match.
Department:	Administration / Special Projects Planning
Attachments:	1. NC Commerce RDEDG Program Information 2. Spencer RDEDG Project and Funding summary 3. Resolution 24-09



**NC DEPARTMENT
of COMMERCE**
**RURAL ECONOMIC
DEVELOPMENT**

Rural Downtown Economic Development Grants

The Rural Economic Development Division, as authorized under N.C.G.S 143B-472.127, administers grants to local government units awarded by the Rural Infrastructure Authority to support downtown revitalization/economic development activity. The program gives priority to projects located in the 80 most distressed counties in the state, and local units of government working with the Rural Economic Development Division's NC Main Street & Rural Planning Center.

I. PROGRAM CATEGORY

RURAL DOWNTOWN ECONOMIC DEVELOPMENT:

The purpose of the program is to support downtown revitalization and economic development initiatives that are intended to help local governments grow and leverage downtown districts as assets for economic growth, economic development, and prosperity.

This program will support projects that:

- Provide **public improvements that help retain businesses** and attract customers to business districts.
- Support publicly owned **downtown economic development** initiatives that leverage main streets and downtown districts as economic engines.
- Facilitate **publicly owned building improvements** that are used for community-wide uses or mixed-use development in or on properties that are publicly owned and controlled.

II. HOW TO APPLY

ELIGIBLE APPLICANTS & PROJECTS:

Eligible applicants are units of local government located in Tier 1 or Tier 2 counties, and rural census tracts in Tier 3 counties. For the purposes of this program, units of local government are defined as municipal or county governments within the state of North Carolina.

Eligible projects are located in the downtown or central business district within [Tier 1 and Tier 2 Counties](#), and [Rural Census Tracts in Tier 3 Counties](#), are eligible for funding. A rural census tract* is an area having a population density of less than 500 people per square mile in accordance with the most recent decennial federal census.

FUNDING AVAILABILITY:

The potential funding available for each project will be assessed through analysis of the project and will be based upon the project's location in the downtown district, its community-wide use, the anticipated economic impact of the project, and at the discretion of the Rural Infrastructure Authority.



**NC DEPARTMENT
of COMMERCE**
**RURAL ECONOMIC
DEVELOPMENT**

Rural Downtown Economic Development Grants

The maximum grant amount is \$850,000 per grantee and may not exceed \$12,500 per projected job created or retained. There is no minimum grant amount. Applicants should consider feasibility as it relates to the overall cost of any project. Grant administration costs are limited to five percent (5%) of the awarded grant total. No costs incurred prior to grant awards are eligible for reimbursement.

Projects that meet the criteria below may receive the highest priority consideration:

- Located in a Tier 1 or Tier 2 county.
- Working with the NC Main Street & Rural Planning Center in one or more of the following capacities:
 - Designated as a NC Main Street or Small-Town Main Street community,
 - Engaged with the NC Rural Planning Program on Strategic Economic Development Planning or the Community Economic Resiliency and Recovery Initiative (CERRI)
 - Selected to participate in the Rural Community Capacity (RC2) program,
 - Awarded Rural Transformation Grant Funds (RTGF) for a project in a downtown district.
 - OR selected to participate in the Creating Outdoor Recreation Economies (CORE) program

ELIGIBLE ACTIVITIES:

Projects funded under the Rural Downtown Economic Development Category may include the following types of activities:

Category	Description
Public Infrastructure	Improvements to publicly owned infrastructure in a downtown district, that serve a community-wide use, such as lots, alleys, streetscapes, waterfront developments, and parks.
Public Buildings (Renovation or Additions)	Improvements to publicly owned buildings in a downtown district that serve a public, community-wide use, such as a community center, theater, civic center, recreation center, or library.
Mixed-Use Downtown Development (Renovation or Additions)	Improvements to publicly owned property in a downtown district that may be zoned and developed for a mix of uses. The mix of uses may include two or more of the following: retail, restaurant, service, professional, nonprofit, governmental, institutional, or residential.



III. MATCH REQUIREMENTS

- A cash match equivalent to at least 5% of the grant amount is required for all projects.
- The cash match shall come from local resources and may not be derived from other State or Federal grant funds.
- Costs that are ineligible for grant funding may not be considered for the match. The only exception is paid grant administration when paid to an organization separate from the applicant organization.
- In-kind match is not allowable.

IV. APPLICATION PROCESS

Units of local government seeking funds from the Rural Downtown Economic Development Grant category are required to submit a formal application to the North Carolina Department of Commerce through the online grants management portal, [Rural Connect Portal](#).

A full and complete application, including all necessary supporting documentation, should be submitted by **5:00 p.m. on April 1, 2024**.

Applicants will be notified in writing if their project has been awarded. Following the award, the Rural Economic Development Division will provide grantees with grant administration contracts to execute the terms of the grant. Projects must be completed within 36 months of the award.

V. APPLICATION REQUIREMENTS

DEFINE THE PROJECT AREA:

Clearly and fully describe the scope of the project area.

- Description should identify the local government where the proposed project will take place.
- Identify the qualified census tract and the NC Department of Commerce County tier designation.
- Attach detailed color maps or schematics that show the project area. This may include diagrams of building sites, and floorplans of buildings to be constructed/improved.
- On the map, clearly identify any properties listed on the National Register of Historic Places, National Register Districts, downtown district boundaries, neighborhood boundaries, etc. that are in the project area. For projects involving National Register properties, review by the State Historic Preservation Office must be completed before a grant can be awarded, though an application may be submitted prior to completing the SHPO process.
- Include details, such as linear feet to be constructed, square footage built, acreage served, and timelines for starting and completing each component.
- Please attach any historical and current photographs that are pertinent to the project area.



DESCRIBE THE SCOPE OF THE PROPOSED PROJECT

Provide a detailed work plan that includes a description of all major project activities. Describe in detail how the anticipated investments will promote economic vitality in the project area.

- Include a detailed description of all programs, services, or capital expenditures.
- Include a detailed description of all major construction components.

DESCRIBE THE PROJECT TIMELINE:

Please provide a timeline that includes a description of all major project activities.

DESCRIBE THE PROJECT TEAM:

Demonstrate the ability for the project team to undertake/accomplish the proposed scope of work including, but not limited to, the project teams' qualifications and experience managing sizeable grants and state/federal awards; familiarity with state/federal grant regulations; and organizational policies, procedures, and systems. The project team is defined as local government staff, grant administrators, and any consultants under contract at the time of application that are needed to complete the project.

DESCRIBE THE ANTICIPATED OUTCOMES

Identify the anticipated outcomes that will result in improved economic impacts, as a direct result of the project.

- Outcomes must include projected Job Creation and/or Retention. This may include both direct employees of the project team as well as employees of private businesses reasonably anticipated to benefit from the project. As noted above, no grant shall be awarded more than \$12,500 per job reasonably anticipated to be created or retained as a result of the project.
- Outcomes could include but are not limited to the amount of linear feet of streetscape improvements, number of small businesses improved/assisted, number of households improved, number of publicly owned properties improved.

DESCRIBE THE PROJECT SUSTAINABILITY

Describe the commitment of the proposed project's stakeholders/partners to sustaining activities and impacts beyond this investment. Describe if this project will provide long-term sustainability in your community.

VI. COMPLIANCE REQUIREMENTS

Administration of awards is also subject to the same regulations, restrictions, and requirements as other state awards. These include but are not limited to [09 NCAC 03M](#):

- **Single Audit Requirement** - Grantees must comply with [09 NCAC 03M .0205\(a\)\(3\) and \(b\)\(4\)](#).



Rural Downtown Economic Development Grants

- **Environmental Review** - Grantees are required to comply with the requirements of the [NC State Environmental Policy Act](#).
- Awards will be contingent upon completion and compliance of Environmental Review (ER). The ER form should be included as an attachment to be considered for the final grant award.
- **Labor Standards** - Grantees will be encouraged to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. They should prioritize in their procurements procedures employers with high labor standards and prioritize employers without recent violations of federal and state labor and employment laws. Grantees should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.
- **Conflict of Interest** - The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract, or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the project, and (2) officials of the recipient including members of the governing body.

VII. PROCUREMENT

The grantee must have a written Procurement Policy that meets the requirements specified in [09 NCAC 03M](#). The procurement procedures must reflect applicable State and local laws, should promote free and open competition, and describe efforts to encourage minority and female owned businesses to submit bids/proposals. Grantees must contract for the procurement of goods, services, and construction projects.

Grantees must enter procurement solicitation for any contract over \$50,000 in the [Statewide Interactive Purchasing System](#) (IPS) as well as provide the information to the Rural Economic Development Division Compliance Office. All notices must be posted in IPS at least three days before the procurement process begins. Only the local government must set up IPS to post solicitation documents electronically.

VIII. MONITORING

The Rural Economic Development Division will monitor the project through mechanisms, including review of annual reports received from the grant recipient, through phone/email/letter

Rural Downtown Economic Development Grants

correspondence, through receipt of all published press articles about the project as provided to the Division by the local government, and through on-site monitoring visits.

Division staff will notify the grantee at least 30 days before on-site monitoring visits and the monitoring forms are located on the website. Complete the monitoring forms per the approved application activities and have the prepared forms ready for the monitoring visit. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

IX. REPORTING REQUIREMENTS

Division staff will provide grantees with detailed reporting requirements when a project grant agreement is issued.

X. LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

The local government is responsible for managing the day-to-day operations of the activities funded by the Rural Downtown Economic Development Grant to ensure the funds are used in accordance with all program requirements and written agreements and taking action when performance problems arise. Specifically, the local government is responsible for the following:

- **Management and Oversight:** The elected officials are legally, financially, contractually, and programmatically responsible for the project. The local government is responsible to the State of North Carolina even if they have a contract administrator or sub-recipient relationship.
- **Financial Management:** The local government must ensure proper accounting of funds to avoid disallowed costs. This includes accurate identification of project costs and cash balances and proper internal controls.
- **Statement of Assurances and Certifications:** The local government elected officials and administrators should read and understand these documents and the implementation obligations.
- **Grant Agreement:** If awarded, the local government will receive a grant agreement and funding approval from the State. These documents are contractually binding and cannot be changed without State approval.

XI. PROJECT AMENDMENTS, BUDGET AMENDMENTS AND BUDGET REVISIONS

When making any change to the approved application, grantees should contact the representative assigned to the grant to discuss the proposed changes. The representative will assist the grantee with the program amendment, budget amendment, and/or budget revision process.



When changing activities or scope of the project, the environmental review record must be updated. After revisions, the environmental review must be submitted to the Main Street Grants Administrator.

XII. FINANCIAL MANAGEMENT REQUIREMENTS

Division staff will monitor the grantee to determine compliance with the financial management requirements. The review will determine if records are maintained in compliance with the State of North Carolina requirements. This monitoring is performed through a desktop audit and at least one on-site visit. Typically, ledgers, invoices, canceled checks, bank statements and requisitions are reviewed to see that the grantee has an adequate system of financial management. Division staff may also make specific requests to review information or documentation relating to financial management of a grant.

XIII. RECORD KEEPING REQUIREMENTS

If awarded, grantees must provide access to all records. Records must be retained for 5 years after the Rural Downtown Economic Development Grant closes. Records must comply with the State requirements.

XIV. CONTACTING WITH SMALL AND MINORITY-OWNED BUSINESSES, WOMEN AND VETERAN OWNED BUSINESSES, AND LABOR SURPLUS AREA FIRMS

Grantees must ensure actions are taken to use minority businesses, women and veteran owned businesses, and labor surplus area firms when possible.

XV. USE OF NC LICENSED PROFESSIONALS

While not mandatory, the Rural Division strongly recommends the use of North Carolina licensed professionals on construction projects. This includes inspectors, electricians, HVAC installers and repairers, plumbers, and general contractors. However, it is important to note that bids and dwellings that are \$40,000 and greater can ONLY BE ACCEPTED BY A LICENSED GENERAL CONTRACTOR, licensed by the [State of North Carolina per Article 1 of Chapter 87 of the General Statute](#).

XVI. COMMUNITY ENGAGEMENT REQUIREMENTS

Annually, grantees should provide a summary of community engagement and public participation activities conducted to solicit input from and/or partner with communities from the past year that informed projects. Summary should also provide for future community engagement and public



participation activities planned for the upcoming year that will continue to shape program and project selection, implementation, and operation.

XVII. OTHER REQUIREMENTS AND ATTACHMENTS

Recipients will also be required to comply with any subsequent requirements issued by the Division. Consult the Required Attachments section in the application. Please note that if key items are not submitted with the application, they will be returned to the local government.

XVIII. APPLICATION CHECKLIST

Applicants should review the Grant Application Checklist to verify the information and documentation needed to apply for funds.

1. Local Government Information

- Local Government name
- Local Government contact name, title, telephone, address, email
- Federal Employer Identification Number
- Unique Entity ID

2. External Administrator Information (if applicable)

- Project Administrator name
- Project Administrator title, telephone, address, email

3. Project Information

- Project Title
- Project Description

4. Property Information (if applicable)

- Census Tract Number
- Property Address
- Legal Name of Property Owner
- Listed on the National Register of Historic Places?
- Month/Date/Year of Building/Lot Became Vacant (if applicable)
- Building Square Footage
- Lot Size
- Year Constructed
- Description of property's condition

5. Narrative Questions

Refer to section V. for details that should be included in the narrative answers.

ATTACHMENT CHECKLIST:

In addition to the above attachment requirements, also include:

- Define the Project Area
- Scope of Project Proposed
- Description of Project Team



**NC DEPARTMENT
of COMMERCE**
**RURAL ECONOMIC
DEVELOPMENT**

Rural Downtown Economic Development Grants

- Local Resolution
- Local Resolution committing to a 5% match using local resources
- Property Deed/Evidence of Site Control
- Environmental Review Form- Grantees are required to comply with the requirements of the NC State Environmental Policy Act. Awards will be contingent upon completion and compliance of Environmental Review (ER). The ER form should be included as an attachment to be considered for the final grant award.
- Environmental Review Correspondence
- Cost Estimates/Budget with matching funding sources identified. The budget should identify the required 5% local resource match.
- Project Timeline
- 10-Year Pro Forma, New Construction
- Architectural Renderings for New Construction/Historic Rehabilitation
- Photos of project site

APPLICATION SUBMISSION

Applicants should submit the application package via the [Rural Connect Portal](#).

Liz Parham, Director, NC Main Street & Rural Planning Center

Questions, contact: Lisa Rueh, Main Street Grants Administrator

Lisa.rueh@commerce.nc.gov

919-817-3999

Rural Downtown Economic Development Grant project and funding summary - March 2024

Idea	Funding Request	Town Match	Jobs needed	Notes	Additional Grant Funding in hand	Additional Sources	Total
Town Park Gap Funding	\$ 685,000.00	\$ 225,000.00	55	Previous base proj. est \$1.7m. Current base est \$2.344m. Add Alts est. \$407k Potential to cover base bid coming in high or some project alternates	\$ 1,500,000.00	Private Donation, RTGF, PARTF	\$ 2,410,000.00
Shell upfit of Park Plaza lease space	\$ 120,000.00	\$ 10,000.00	10	Restroom installations and basic finishes to allow 2 vacant town-owned lease spaces to be marketable for private or nonprofit use, and 1 additional space to support Town operations and public events.			\$ 130,000.00
Pylon sign for Park Plaza with Electronic Message Center	\$ 44,000.00	\$ 25,000.00	4	FY24 operating budget includes \$25k. \$69k sign est makes \$44k gap.			\$ 69,000.00
Total	\$ 849,000.00	\$ 260,000.00	68				\$ 2,609,000.00

TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 24-09

SUPPORTING THE APPLICATION FOR AN NC DEPARTMENT OF COMMERCE
RURAL DOWNTOWN ECONOMIC DEVELOPMENT GRANT
AND
COMMITTING TO AT LEAST A FIVE PERCENT MATCH USING LOCAL RESOURCES
FOR THE PURPOSE OF GAP FUNDING FOR THE SPENCER TOWN PARK PROJECT, SHELL
UPFIT FOR TOWN-OWNED COMMERCIAL LEASE SPACE, AND RELATED SIGNAGE

WHEREAS, the Town of Spencer has actively participated in the NC Department of Commerce's Creating Outdoor Recreation Economies (CORE) Strategic Planning Process, working with the NC Main Street & Rural Planning Center staff to subsequently adopt a 2023 CORE Strategic Plan; and

WHEREAS, the Town of Spencer has successfully been awarded an NC Department of Commerce Rural Transformation Grant for the Spencer Town Park Project; and

WHEREAS, the Town of Spencer is located in Rowan County, which, in 2024, is designated as a Tier 2 economic distress county by the NC Department of Commerce and is therefore eligible to apply for the recently announced Rural Downtown Economic Development Grant; and

WHEREAS, the Town of Spencer seeks additional grant funding to address unanticipated and increased costs associated with the development of the park, as well as shell upfit costs for town-owned property to be available for lease, and related signage, all in furtherance of a CORE strategy to promote downtown economic development; and

WHEREAS, the Town of Spencer submits that provision of additional funding will support public improvements that help efforts toward local jobs creation and retention, supporting proven downtown economic development initiatives and will facilitate publicly owned building improvements for the purpose of economic development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Spencer, North Carolina, does hereby support the application for a Rural Downtown Economic Development Grant; and

BE IT FURTHER RESOLVED that the Board commits to the provision of a five percent local match, up to \$42,500, contingent upon the successful award of up to \$850,000 to provide gap funding for the Spencer Town Park Project, shell upfit of town-owned property to be available for lease, and related signage.

Adopted this 12th day of March 2024.

BOARD OF ALDERMEN
TOWN OF SPENCER
NORTH CAROLINA

ATTEST:

Jonathan D Williams, Mayor

Anna Kanode Ward, Town Clerk



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

January 2024

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
2.1.24	Longs Ferry Rd	Johnson Dev on new access rd options	Answered questions
2.1.24	Stanback Forest	Questions on annexation map	Discussion
2.1.24	2 nd st	Questions storage bldg. and fence	Answered questions
2.1.24	Stanback Forest	Landtrust questions about easement	Answered questions
2.5.24	All	Planning Board packet	Prepared and sent out
2.5.24	US HWY 29	Annexation request for 1840	Received and preped
2.5.24	Office	Safe street funding meeting	Attended
2.5.24	970 salisbury ave	Neighborhood meeting	Attended
2.6.24	Office	Meeting with rowan county planning on various issues	Attended meeting
2.6.24	Office	Work on fee & fine schedule	Edit
2.8.24	1204 salisbury ave	Driveway permit	Issued permit
2.8.24	Meadow st	Driveway questions	Answered questions
2.8.24	Hawkins meadows	Scheduling questions	Answered questions
2.8.24	Longs ferry	Access rd information to MPO	Provided information
2.8.24	Grubb ferry rd	Questions on perk tests	Answered questions
2.8.24	Office	Preagenda meeting	Attended meeting
2.9.24	201 s yadkin	Flood zone info	Provided information
2.9.24	Office	Various issues discussed with manager	Answered questions
2.9.24	Hawkins loop rd	Development questions	Answered questions
2.12.24	Baldwin st	Street name change questions	Answered questions

2.12.24	Hawkinstown rd	Dog grooming business questions	Answered questions
2.12.24	Office	Code of ordinance questions from citizen	Answered questions
2.12.24	Office	Planning board meeting	Attended
2.12.24	Office	Review for proper ordinance procedure on rezonings	Review and list
2.13.24	Office	Wayfinding sign package	Reviewed with mgr
2.13.24	Office	Staff meeting	Attended
2.13.24	Office	Drafted ordinances for proposed rezonings	Drafted and submitted
2.13.24	Longs ferry	Parking lot landscaping questions	Answered questions
2.13.24	1030 s Salisbury ave	VSR use questions	Answered questions
2.13.24	Office	BoA meeting	Attended
2.15.24	1785 hwy 29	Code enf discussion concerning stored cars	Participated
2.15.24	Hawkins meadows	Notice to proceed	Drafted and sent
2.15.24	1840 hwy 29	Met with owner about planned uses	Met, reviewed, responded
2.15.24	Us hwy 29	Meeting with surveyor on possible subdivision	attended
2.15.24	Local restaurant	Complaint about little guy with wings shooting love arrows into patrons	Cited for illegal use
2.15.24	511 yadkin	Driveway permit questions	Answered questions
2.15.24	1840 hwy 29	Questions about propane refill operation	Answered questions
2.19.24	Lincolnton st	Questions on subdivision	Answered questions
2.19.24	Office	Preparation of strategic planning session presentation	Created presentation
2.19.24	Office	Neighborhood meeting for johnson dev rezoning	Attended meeting
2.19.24	Hawkinstown rd	Reviewed plan for U-Haul trailer rental operation plan	Reviewed and commented
2.20.24	5 th st	HPC code violation questions	Discussion with Kyle
2.20.24	Office	Population growth projections for MPO	Calculated and provided
2.20.24	Hawkinstown rd	Sidewalk idea	Discussed with mgr
2.22.24	S yadkin	Driveway permit	Issued permit
2.22.24	Long ferry	Lighting plan for truckstop	Answered questions
2.22.24	3 rd st	Alleyway closure questions	Answered questions
2.22.24	N Salisbury ave	Possible subdivision plan submitted	Reviewed and commented
2.22.24	7 th st	Use questions	Answered questions

2.22.24	Hackett st	Two site plan reviews and two zoning permits for Innospec	Approved four permits
2.22.24	Office	Grant priorities discussion with mgr	discussed
2.22.24	Hawkinstown rd	Preconstruction meeting for Hawkins meadows	attended
2.29.24	Long Ferry	Questions on development process	Answered questions
2.29.24	Salisbury ave	Annexation request process	Providd forms to clerk
2.29.24	Yadkin River District	Draft plan	Reviewed and commented
2.29.24	Hawkins Lane	Questions on keeping livestock	Answered questions
2.29.24	2 nd st	Fence permit	Issued permit
2.29.24	2 nd st	Questions on renting out basement space	Attended



704-633-2231
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AGENDA ITEM

Board Meeting Date: 3/12/2024

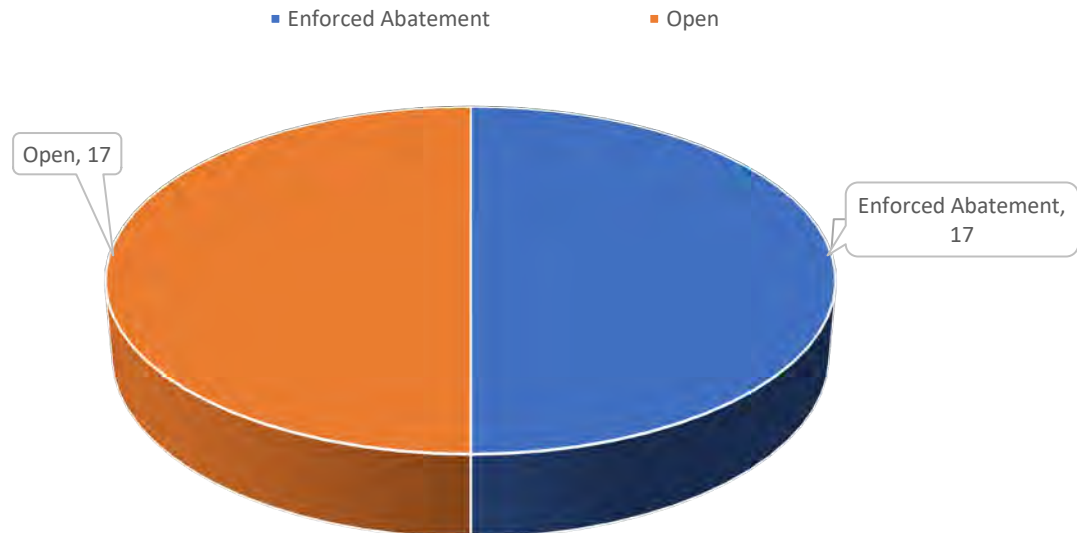
Issue under Consideration:	Code Enforcement Monthly Report
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	No approval needed. This item is for information only.
Recommendations:	N/A
Department:	Police Department

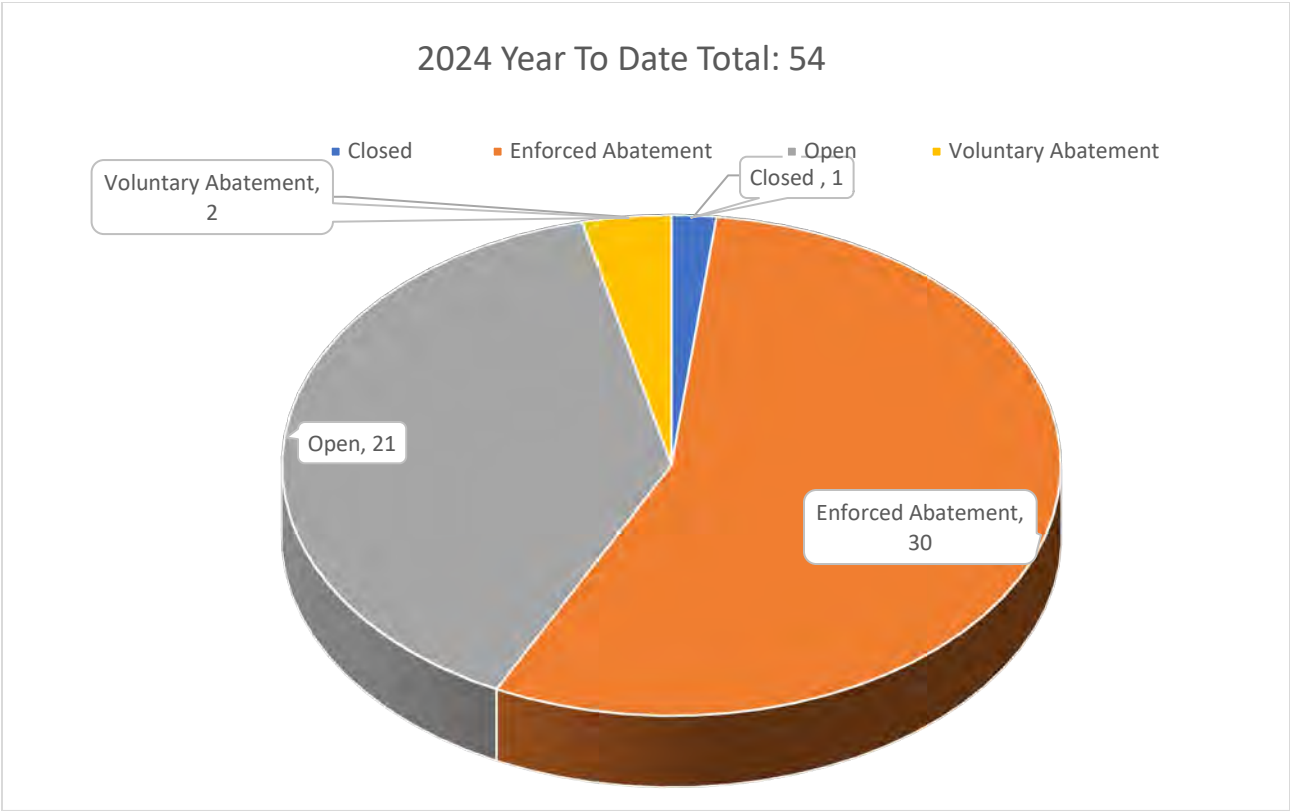
Monthly Report

February 2024 Highlights

- 34 total Cases, 17 Open
- Year to Date: 55 Cases
- Notice of Violations: 19
- Notice of Bill: 0
- Notice of Lien: 0

February 2024 Total Cases





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

2024 Open Cases

Case Number	Address	Nature of Complaint	Violation Type
202400068	606 S Yadkin Ave	illegally parked	IP- Illegally Parked 72.04
202400069	513 7th St	illegally parked	IP- Illegally Parked 72.04
202400070	1107 Elizabeth Ave	Illegally parked	IP- Illegally Parked 72.04
202400072	506 Oakwood Dr	Illegally parked	IP- Illegally Parked 72.04
202400074	215 N Rowan Ave	Illegal parking	IP- Illegally Parked 72.04
202400060	202 N Salisbury Ave	Illegally Parking	IP- Illegally Parked 72.04
202400062	210 Gobble St	Illegally Parked	IP- Illegally Parked 72.04
202400049	1100 Charles St	Illegally parked	IP- Illegally Parked 72.04
202400057	503 5th St	Junk	JP - Junk Pile 93.21
202400058	416 S. Iredell Ave.	Junk	JP - Junk Pile 93.21
202400059	419 S Iredell Ave	0	JP - Junk Pile 93.21
202400063	811 4th St	Junk	JP - Junk Pile 93.22
202400050	303 S. Yadkin Ave.	Junk Pile	JP - Junk Pile 93.22
202400051	460 S. Salisbury Ave.	Junk Pile	JP - Junk Pile 93.22
202400052	411 S. Iredell Ave.	Junk	JP - Junk Pile 93.22

[illegible]



Monthly Report

02/01/2024 - 02/29/2024

Case #	Violation Address	Nature of Complaint	Violation Name	Main Status
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Group: GP- Garbage Pile 50.05

202400044	809 S. Carolina Ave	Trash	GP- Garbage Pile 50.05	Enforced Abatement

Group Total: 1

Group: IP- Illegally Parked 72.04

202400068	606 S Yadkin Ave	illegally parked	IP- Illegally Parked 72.04	Open
202400069	513 7th St	illegally parked	IP- Illegally Parked 72.04	Open
202400074	215 N Rowan Ave	Illegal parking	IP- Illegally Parked 72.04	Open
202400072	506 Oakwood Dr	Illegally parked	IP- Illegally Parked 72.04	Open
202400070	1107 Elizabeth Ave	Illegally parked	IP- Illegally Parked 72.04	Open
202400062	210 Gobble St	Illegally Parked	IP- Illegally Parked 72.04	Open
202400060	202 N Salisbury Ave	Illegally Parking	IP- Illegally Parked 72.04	Open
202400055	110 W 17th St	Illegal parking	IP- Illegally Parked 72.04	Enforced Abatement
202400047	605 4th St	Illegally Parked	IP- Illegally Parked 72.04	Enforced Abatement
202400049	1100 Charles St	Illegally parked	IP- Illegally Parked 72.04	Open
202400045	501 9th St	Illegally Parked	IP- Illegally Parked 72.04	Enforced Abatement

Group Total: 11

Group: JP - Junk Pile 93.21

202400058	416 S. Iredell Ave.	Junk	JP - Junk Pile 93.21	Open
202400059	419 S Iredell Ave		JP - Junk Pile 93.21	Open
202400057	503 5th St	Junk	JP - Junk Pile 93.21	Open

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Group Total: 3

Group: JP - Junk Pile 93.22

202400073	151 Pinecroft Ln	Junk	JP - Junk Pile 93.22	Enforced Abatement
202400071	202 Sower Ferry Rd	Junk	JP - Junk Pile 93.22	Enforced Abatement
202400067	708 4th ast	Junk/Debris	JP - Junk Pile 93.22	Open
202400063	811 4th St	Junk	JP - Junk Pile 93.22	Open
202400046	611 3rd St	Junk Pile	JP - Junk Pile 93.22	Enforced Abatement
202400054	414 S. Iredell Ave.	Junk	JP - Junk Pile 93.22	Open
202400048	202 Soowers Ferry Rd	Junk Pile	JP - Junk Pile 93.22	Enforced Abatement
202400051	460 S. Salisbury Ave.	Junk Pile	JP - Junk Pile 93.22	Open
202400050	303 S. Yadkin Ave.	Junk Pile	JP - Junk Pile 93.22	Open
202400053	412 S. Iredell Ave.	Junk	JP - Junk Pile 93.22	Open
202400052	411 S. Iredell Ave.	Junk	JP - Junk Pile 93.22	Open

Group Total: 11

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Total Records: 26

3/1/2024



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townofspencer.com

Post Office Box 45
Spencer, NC 28159-0045

AGENDA ITEM

Board Meeting Date: 3/12/2024

Issue under Consideration:	Police Department 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:	Police Department

Activity Log Event Summary (Totals)

Spencer Police Department

(02/01/2024 - 02/29/2024)

<No Event Type Specified>	1	8th Street Ballpark Check	74
911 Hang-Up	7	Administrative Work	76
Alarm - Hold-up	1	Alarm - Other	14
Assault - In-Progress	4	Assault - Report	3
Assault - Sexual	1	Assist - East Spencer Police	47
Assist - EMS	1	Assist - Fire Department	14
Assist - Motorist/Public	1	Assist - NCHP	1
Assist - Other Agency	3	Assist - Other Officer	84
Assist - Sheriff's Office	14	B&E/Burglary - Commercial, In-Progress	1
B&E/Burglary - Residential, In-Progress	2	B&E/Burglary - Residential, Report	2
B&E-Vehicle, Report	1	Business Check-Drive Through	417
Calls For Service (General)	13	Communicating Threats	2
Court	2	Directed Patrol	4
District Attorney's Office	1	Disturbance	7
Disturbance- Verbal	13	Disturbance-Physical	4
Domestic - Property Pick-up	1	Domestic Dispute	7
Domestic Violence	2	Drug Offense Not on School Property	1
Drug Offense on School Property	1	Escort - Funeral	1
Fight - In-Progress	1	Follow-up Investigation- Spencer	5
Foot Patrol - Business	64	Foot Patrol - Residential	11
Foot Patrol - School	2	Found Property	1
Fraud - Report	4	House Check	13
Illegal Dumping	1	Involuntary Commitment	7
Juvenile - Runaway	1	Juvenile Complaint	4
Larceny - In-Progress	2	Larceny - Report	2
Maintenance - Equipment	7	Maintenance - Vehicle	26
Meal/Personal Break 10-07	1	Meeting	22
Missing Juvenile	2	Missing Person	3
NCTM - Bank Escort	2	NCTM - Drive Through	212
NCTM - Foot Patrol	54	Noise Complaint	4
Norfolk Southern Railroad-Drive Through	2	Park Check	173
Public Service	19	School Activities	2
School Check - NRES	84	School Check - NRHS	93

Activity Log Event Summary (Totals)

Spencer Police Department

(02/01/2024 - 02/29/2024)

School Check - NRMS	80	Security Check/Standby	14
Shots Fired	3	Special Assignment - Other	1
SRO Duties	57	Subpoena Service	2
Suspicious - Activity	5	Suspicious - Person	7
Suspicious - Vehicle	11	Traffic Accident - PD	10
Traffic Accident - PI	3	Traffic Complaint	1
Traffic Control	2	Traffic Enforcement	19
Training - PD	32	Training - School	3
Trespassing - In-Progress	1	Trespassing - Report	1
Unattended Death	1	Unlock Vehicle	1
Vehicle Stop	228	Warrant Service	18
Weapon Possession (Not Firearm) on School Pro	1	Welfare Check	1
Yadkin River Park Check - Davidson County	120	Yadkin River Park Check - Spencer	121

Total Number Of Events: 2,395

SPENCER POLICE ACE TEAM REPORT

FEBRUARY 2024

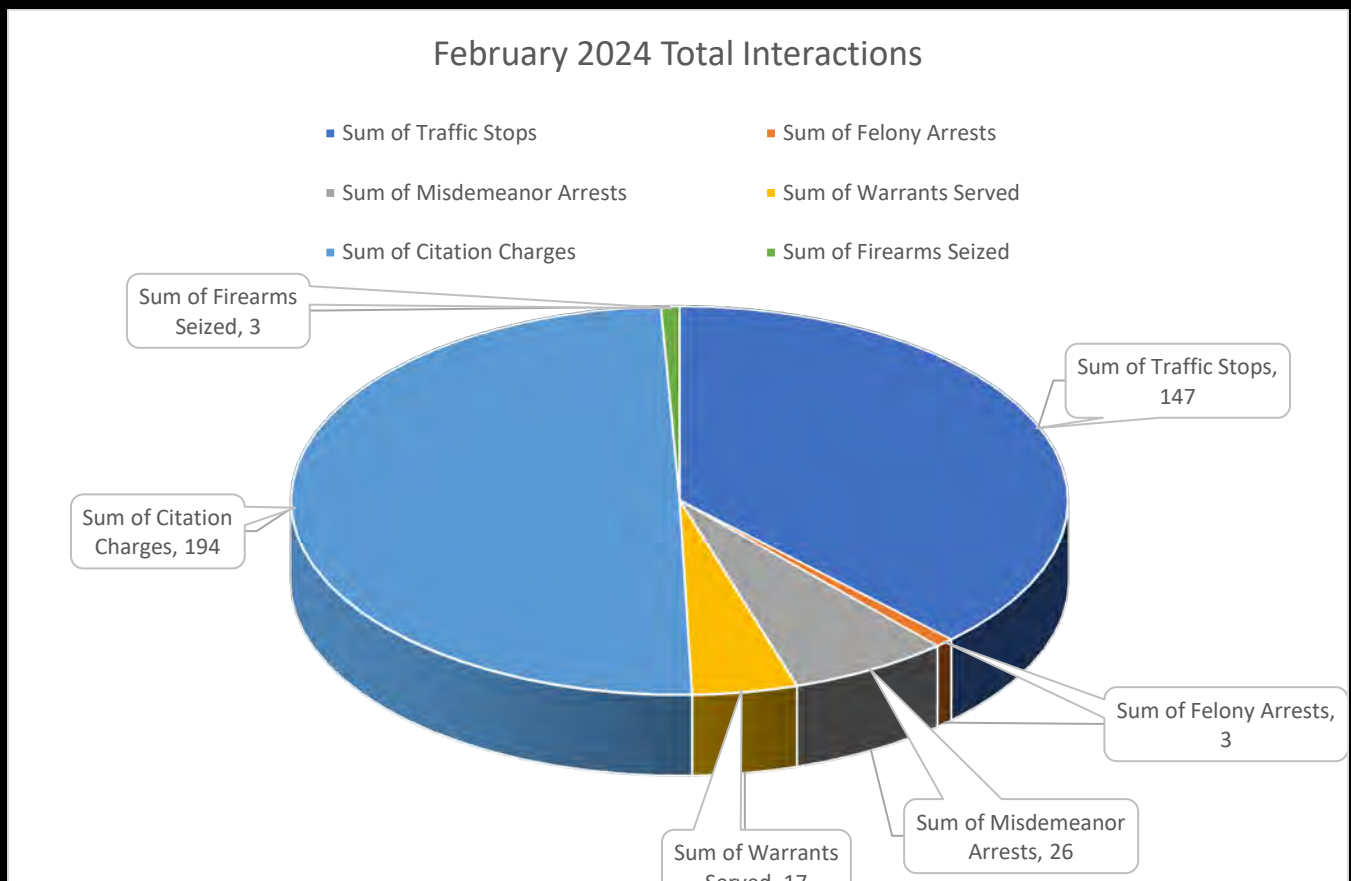


SPENCER POLICE ACE TEAM REPORT

FEBRUARY 2024

FEBRUARY 2024 HIGHLIGHTS

- FEBRUARY 2024 CASES: 21 (16 CLOSED)
- TRAFFIC STOPS: 147
- TOTAL ARRESTS: 29 FELONY (3)
- CITED CHARGES: 194
- WARRANTS SERVED: 17
- FIREARMS SEIZED: 3

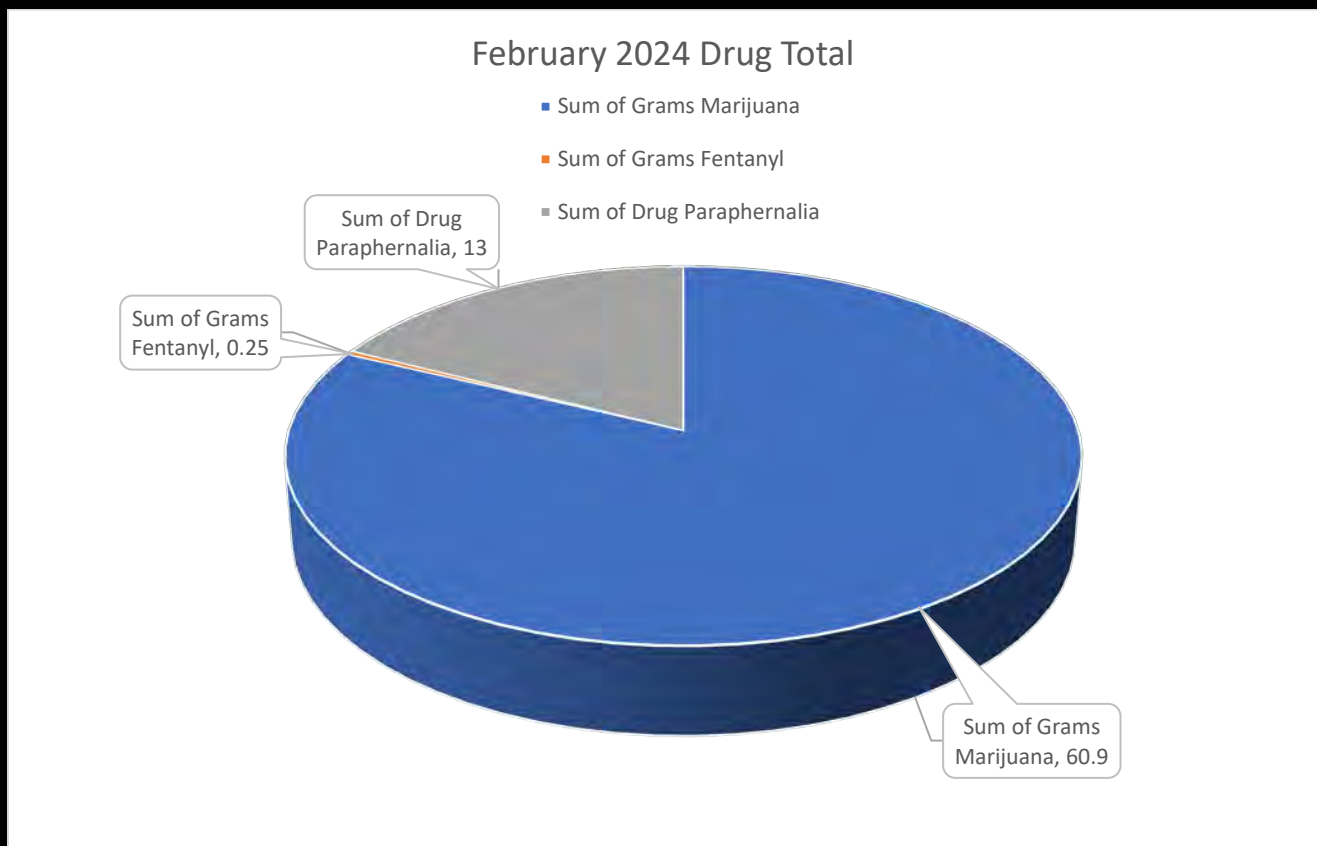


SPENCER POLICE ACE TEAM REPORT

FEBRUARY 2024

February 2024 Drug Totals

- Marijuana: 60.9 Grams
- Fentanyl: .25 Grams
- Cocaine: 0 Grams
- Methamphetamine: 0 Grams
- Drug Paraphernalia: 13 Items



the best service to our citizens and reduce insurance premium costs provided by NCLM.



We're on the Right Track



AGENDA ITEM

Board Meeting Date: 3/12/2024

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
Attachments:	



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>

March 2024 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush) are running on schedule.
- 2) With the recent warm weather the mowers have been out this month doing clean-ups on parks and Town properties. They have also been doing some spraying to get a head start on the weeds in curb lines and flowerbeds. This will continue as needed throughout the spring, until the demand calls for them to go to their full schedule.
- 3) The leaf vacs will begin running again starting March 11th and will run through April 12th for spring clean-up.
- 4) We will be observing the Good Friday holiday on March 29th. All Town offices will be closed, but there will be no change to the normal trash schedule.

Holiday Trash Schedule for 2024		
Holidays	**Town Hall Closed**	
Good Friday	Friday March 29 th	Town Hall Closed, No change in Trash Schedule

- 5) We have scheduled our Spring Mulch Give-away for April 20th from 7:am until 12:00 pm, for the citizens of Spencer. **Delivery will be available for In-Town residents only. Three deliveries per household maximum.** This corresponds with the normal recycling Saturday, so the recycling center will also be open.
- 6) We are arranging for another annual Spring Clean-Up day to be held in April. This year we are working in conjunction with the United Way, to help one of the schools in Town give an existing nature trail a makeover. We are in the planning process at this time, so be on the look out for more information.
- 7) Horizons Unlimited has made plans to bring school groups back to Stanback Forest again this year. They will be at the park for six days in March and two days in April with students from several of the Middle Schools in Rowan County.
- 8) We continue to do trimming over streets and sidewalks, specifically for the new garbage truck, as time and weather allows.
- 9) We have repaired numerous potholes this month, and we have placed an order for more patching material. We will continue once this material is received.

- 10) We are in the process of fixing several storm water issues in Town. We are working on Hudson Avenue between 6th and 7th Street, repairing a pipe that goes under Hudson Avenue. We will then begin work on a ditch issue, which is allowing water to get in the Street, on Spencer Avenue at 8th Street.
- 11) Chad Eagle has announced that he will be retiring at the end of March. He has been a great asset to the Town of Spencer for the last 4.5 years as a mechanic and labor foreman. We definitely will miss him, and he will be hard to replace, but we wish him the best in his future endeavors.
- 12) **We currently have a job opening for a Fleet Mechanic as well as a Labor Foreman. If anyone knows of somebody who would be interested in either of these positions, please let us know.**
- 13) **Update on Chicken Springs Dam:**
We are staying in touch with our engineer's and completing tasks as they let us know. The EAP that was submitted to the state was excepted, and our grant application was submitted. We are awaiting news of the outcome of our grant application. In the meantime we are keeping the water level down, using the existing siphon, and constantly monitoring the situation with the outfall and boil. We are in the process of setting a meeting with the adjoining property owner's, The Willifords, to make sure that they stay informed of all of the happenings with the pond. This meeting will take place in the next few weeks depending on everyone's schedule.
- 14) We are still working out several issues with the new garbage collection. We have submitted an article to be placed in the next newsletter reminding citizens of such things as placement of cans, not overfilling cans, and making sure that the can is turned correctly for pick-up. We will soon be doing some rearranging of pick-up days, to shorten routes to make sure that they can get to the landfill every afternoon.
- 15) **CCAP update:**
We have spoken with Chris Sloop and with his permission, we have sent info to potential contractors, (list from Cindy Safrit) to begin the selection process even though we have not received our permits yet. Chris is fine with us selecting the contractor and moving forward up to the pre-con meeting without the permits. We are trying our best to get the leg work done so that we can complete this project within the given timeline.
- 16) **Since last report:**
There were no abatement's issued and completed this month.
- 17) **Work Orders were completed as necessary, along with several citizen engagement requests.**

Monthly Events:

- | | |
|---|--|
| March 7 th & 8 th | - Planning Retreat |
| March 29 th | - Good Friday Holiday |
| March 31 st | - Easter |
| April 11 th | - Potential Date for Spring Clean-up event |
| April 20 th | - Spring Mulch Give-Away |

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

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	\$7,912.18	\$0.00	\$4,087.82	66
10-3194-000 TAXES, 3RD PRIOR YR	\$4,500.00	\$4,500.00	\$0.00	\$1,706.28	\$0.00	\$2,793.72	38
10-3195-000 TAXES, 2ND PRIOR YR	\$6,000.00	\$6,000.00	\$0.00	\$4,282.60	\$0.00	\$1,717.40	71
10-3196-000 TAXES, FIRST PRIOR Y	\$30,000.00	\$30,000.00	\$0.00	\$12,169.77	\$0.00	\$17,830.23	41
10-3197-100 AD VALOREM TAXES CUR	\$1,864,765.00	\$1,864,765.00	\$0.00	\$1,586,304.29	\$0.00	\$278,460.71	85
10-3197-101 AD VALOREM TAXES VEH	\$131,918.00	\$131,918.00	\$0.00	\$78,693.90	\$0.00	\$53,224.10	60
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$7,761.59	\$0.00	\$7,238.41	52
10-3231-000 1% SALES TAX (ART 39	\$429,710.00	\$429,710.00	\$0.00	\$189,756.59	(\$19,277.76)	\$239,953.41	44
10-3232-000 1/2% SALES TAX (ART	\$258,245.00	\$258,245.00	\$0.00	\$122,551.09	\$20,301.44	\$135,693.91	47
10-3233-000 1/2% SALES TAX (ART	\$211,842.00	\$211,842.00	\$0.00	\$93,502.16	(\$9,596.08)	\$118,339.84	44
10-3235-000 1/2% SALES TAX (ART	\$350,693.00	\$350,693.00	\$0.00	\$172,808.51	\$41,779.19	\$177,884.49	49
10-3317-004 STATE DRUG SEIZURE R	\$0.00	\$0.00	\$0.00	\$10.21	\$0.00	\$10.21	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	\$51,457.87	\$0.00	\$148,542.13	26
10-3326-000 SOLID WASTE DISPOSAL	\$2,600.00	\$2,600.00	\$0.00	\$1,350.60	\$675.80	\$1,249.40	52
10-3431-000 COURT, PKG FEES, REP	\$1,500.00	\$1,500.00	\$0.00	\$895.50	\$117.00	\$604.50	60
10-3437-000 FIRST RESPONDER FEES	\$4,020.00	\$4,020.00	\$0.00	\$5,655.00	\$960.00	\$1,635.00	141
10-3438-000 ROWAN-SALIS SCHOOLS	\$152,662.00	\$229,074.00	\$0.00	\$229,712.27	\$0.00	\$638.27	100
10-3439-000 NCTM PAYMENTS	\$29,248.00	\$29,248.00	\$0.00	\$20,823.54	\$2,702.31	\$8,424.46	71
10-3491-000 ZONING FEES	\$10,000.00	\$10,000.00	\$0.00	\$6,892.50	\$675.00	\$3,107.50	69
10-3491-001 LIEN PAYMENTS	\$12,000.00	\$12,000.00	\$0.00	\$17,820.55	\$0.00	\$5,820.55	149
10-3500-510 SOL/WASTE COLLECTION	\$220,000.00	\$220,000.00	\$0.00	\$127,369.01	\$53,839.24	\$92,630.99	58
10-3500-550 YARD WASTE SALES	\$1,000.00	\$1,000.00	\$0.00	\$2,776.00	\$138.00	\$1,776.00	278
10-3831-000 INVESTMENT EARNINGS	\$120,000.00	\$120,000.00	\$0.00	\$65,631.72	\$0.00	\$54,368.28	55
10-3833-002 Donations-Other	\$6,000.00	\$8,500.00	\$0.00	\$30,305.16	\$227.13	\$21,805.16	357
10-3835-000 SALES-FIXED ASSETS	\$20,000.00	\$20,000.00	\$0.00	\$21,962.67	\$0.00	\$1,962.67	110
10-3837-000 ABC REVENUES	\$12,000.00	\$12,000.00	\$0.00	\$12,450.29	\$0.00	\$450.29	104
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$3,810.00	\$0.00	\$5,975.68	\$0.00	\$2,165.68	157
10-3839-000 MISCELLANEOUS REVENU	\$25,000.00	\$25,000.00	\$0.00	\$5,944.01	\$4,904.00	\$19,055.99	24
10-3839-001 CIVIL CITATIONS - PO	\$300.00	\$300.00	\$0.00	\$50.00	\$0.00	\$250.00	17
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
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	\$401,840.00	\$0.00	\$291,000.00	\$0.00	\$110,840.00	72
10-3985-000 FEDERAL GRANT - ARPA	\$226,997.00	\$226,997.00	\$0.00	\$226,997.00	\$132,537.18	\$0.00	100
10-3985-002 OTHER GRANTS	\$90,050.00	\$107,550.00	\$0.00	\$18,500.00	\$6,000.00	\$89,050.00	17
10-3985-003 GRANTS-STANBACK FORE	\$5,000.00	\$5,000.00	\$0.00	\$4,870.26	\$4,870.26	\$129.74	97
10-3985-004 STATE GRANTS	\$0.00	\$655,841.00	\$0.00	\$220,952.58	\$0.00	\$434,888.42	34
10-3985-005 FEDERAL GRANT	\$414,588.00	\$1,625.00	\$0.00	\$745.46	\$745.46	\$879.54	46
10-3991-000 APPROPRIATED FUND BA	\$369,583.00	\$654,745.00	\$0.00	\$0.00	\$0.00	\$654,745.00	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	\$6,505,580.00	\$0.00	\$3,647,596.84	\$241,598.17	\$2,930,510.82	56

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

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	\$16,450.00	\$2,056.25	\$8,225.00	67
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$1,258.80	\$157.35	\$629.20	67
10-4110-191 SERVICES-ACCOUNTING	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	100
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$0.00	\$9,989.50	\$0.00	\$17,510.50	36
10-4110-194 CONTRACT SERVICES	\$49,000.00	\$83,360.00	\$44,052.81	\$23,924.98	\$401.08	\$15,382.21	29
10-4110-212 UNIFORMS	\$280.00	\$280.00	\$0.00	\$0.00	\$0.00	\$280.00	0
10-4110-299 SUPPLIES AND MATERIA	\$1,000.00	\$1,000.00	\$0.00	\$616.88	\$304.41	\$383.12	62
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	\$269.40	\$89.80	\$269.60	50
10-4110-395 TRAINING	\$3,225.00	\$3,225.00	\$0.00	\$3,144.00	\$394.00	\$81.00	97
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	\$14,221.95	\$142.48	(\$386.95)	103
10-4110-570 CO-LAND	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	100
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	\$7,030.00	\$2,345.00	\$0.00	\$13,125.00	10
10-4110-620 HISTORIC PRESERVATIO	\$14,500.00	\$14,500.00	\$0.00	\$2,000.00	\$0.00	\$12,500.00	14
10-4110-630 ROWAN COUNTY ELECTIO	\$4,000.00	\$4,000.00	\$0.00	\$3,493.79	\$0.00	\$506.21	87
10-4110-631 ROWAN COUNTY TAX COL	\$22,052.00	\$22,052.00	\$0.00	\$19,619.22	\$0.00	\$2,432.78	89
10-4110-640 TOURISM AND EVENTS	\$29,000.00	\$29,000.00	\$3,000.00	\$11,504.47	\$749.55	\$14,495.53	40
10-4110-930 TRANSFER TO CAPITAL	\$210,298.00	\$210,298.00	\$0.00	\$105,149.00	\$0.00	\$105,149.00	50
10-4110-999 CONTINGENCIES	\$25,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4110-10-GOVERNING BODY	\$486,564.00	\$520,424.00	\$54,082.81	\$246,758.99	\$4,294.92	\$219,582.20	58

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
-							
10-4130-121 SALARIES/WAGES-REGUL	\$321,873.00	\$311,466.00	\$0.00	\$167,503.11	\$23,172.76	\$143,962.89	54
10-4130-127 SALARIES/WAGES-BONUS	\$5,000.00	\$5,000.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	80
10-4130-181 FICA	\$24,137.00	\$24,137.00	\$0.00	\$12,950.79	\$1,725.90	\$11,186.21	54
10-4130-182 RETIREMENT	\$38,586.00	\$38,586.00	\$0.00	\$20,014.13	\$2,834.34	\$18,571.87	52
10-4130-183 GROUP INSURANCE	\$36,830.00	\$36,830.00	\$0.00	\$23,473.41	\$2,332.51	\$13,356.59	64
10-4130-184 401K CONTRIBUTION	\$13,889.00	\$13,889.00	\$0.00	\$6,841.73	\$1,019.14	\$7,047.27	49
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	\$3,323.72	\$0.00	(\$1,323.72)	166
10-4130-193 MEDICAL SERVICES	\$2,765.00	\$2,765.00	\$0.00	\$2,925.00	\$409.00	(\$160.00)	106
10-4130-194 CONTRACT SERVICES	\$286,985.00	\$297,392.00	\$107,234.43	\$145,928.87	\$20,507.63	\$44,228.70	49
10-4130-198 SERVICES-ENGINEERING	\$35,000.00	\$71,130.00	\$63,560.21	\$10,101.79	\$0.00	(\$2,532.00)	14
10-4130-211 JANITORIAL SUPPLIES	\$1,100.00	\$1,100.00	\$0.00	\$984.41	\$139.61	\$115.59	89
10-4130-212 UNIFORMS	\$320.00	\$320.00	\$0.00	\$0.00	(\$236.00)	\$320.00	0
10-4130-260 SUPPLIES-OFFICE	\$3,000.00	\$3,000.00	\$0.00	\$2,877.02	\$707.75	\$122.98	96
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	\$0.00	\$2,451.36	\$143.27	\$2,848.64	46
10-4130-311 TRAVEL	\$6,636.00	\$6,636.00	\$1,291.23	\$1,435.19	\$703.98	\$3,909.58	22
10-4130-321 TELEPHONE AND INTERN	\$6,076.00	\$6,076.00	\$0.00	\$4,132.38	\$742.85	\$1,943.62	68
10-4130-325 POSTAGE	\$2,322.00	\$2,322.00	\$0.00	\$1,005.87	\$198.86	\$1,316.13	43
10-4130-331 UTILITIES	\$25,728.00	\$25,728.00	\$0.00	\$17,300.43	\$1,578.00	\$8,427.57	67
10-4130-341 PRINTING	\$1,000.00	\$1,000.00	\$0.00	\$220.00	\$220.00	\$780.00	22
10-4130-351 MAINTENANCE-BUILDING	\$22,500.00	\$24,795.00	\$0.00	\$4,966.78	\$0.00	\$19,828.22	20
10-4130-370 ADVERTISING	\$4,300.00	\$4,300.00	\$399.00	\$3,292.49	\$743.60	\$608.51	77
10-4130-395 TRAINING	\$10,653.00	\$10,653.00	\$750.00	\$5,669.28	\$0.00	\$4,233.72	53
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	\$843.74	\$2,441.18	\$395.00	\$1,990.08	46
10-4130-440 MAINTENANCE CONTRACT	\$22,096.00	\$22,096.00	\$5,133.50	\$15,839.23	\$756.00	\$1,123.27	72
10-4130-441 LICENSE FEE	\$29,903.00	\$29,903.00	\$239.88	\$19,932.00	\$275.00	\$9,731.12	67
10-4130-451 INSURANCE-PROP/GEN/P	\$8,942.00	\$8,942.00	\$0.00	\$6,746.11	\$0.00	\$2,195.89	75
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	\$0.00	\$1,221.00	\$0.00	\$2,187.00	36
10-4130-499 MISCELLANEOUS	\$1,463.00	\$1,463.00	\$0.00	\$248.00	\$0.00	\$1,215.00	17
10-4130-550 CAP. OUTLAY-OTHER EQ	\$1,500.00	\$32,700.00	\$0.00	\$30,199.00	\$0.00	\$2,501.00	92
10-4130-710 PRINICIPAL	\$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
10-4130-999 CREDIT CARD CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,146.20)	\$0.00	0
4130-10-ADMINISTRATION	\$1,060,267.00	\$1,131,692.00	\$179,451.99	\$520,008.28	\$48,223.00	\$432,231.73	62

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
-							
10-4310-121 SALARIES/WAGES-REGUL	\$904,575.00	\$952,843.00	\$0.00	\$559,473.29	\$65,975.33	\$393,369.71	59
10-4310-122 SALARIES/WAGES-OVERT	\$5,000.00	\$5,000.00	\$0.00	\$2,579.44	\$0.00	\$2,420.56	52
10-4310-126 PART-TIME/TEMPORARY	\$19,314.00	\$19,314.00	\$0.00	\$10,422.51	\$2,594.63	\$8,891.49	54
10-4310-127 SALARIES/WAGES-BONUS	\$21,000.00	\$20,750.00	\$0.00	\$18,500.00	\$0.00	\$2,250.00	89
10-4310-131 SUPPLEMENTAL LAW RET	\$7,135.00	\$7,135.00	\$0.00	\$4,510.77	\$546.76	\$2,624.23	63
10-4310-181 FICA	\$69,362.00	\$73,131.00	\$0.00	\$43,999.34	\$5,118.67	\$29,131.66	60
10-4310-182 RETIREMENT	\$122,505.00	\$129,422.00	\$0.00	\$78,018.11	\$9,203.79	\$51,403.89	60
10-4310-183 GROUP INSURANCE	\$138,884.00	\$147,733.00	\$0.00	\$81,429.59	\$8,068.51	\$66,303.41	55
10-4310-184 401K CONTRIBUTION	\$43,612.00	\$46,075.00	\$0.00	\$26,320.72	\$3,158.11	\$19,754.28	57
10-4310-185 WORKERS COMPENSATION	\$23,807.00	\$24,984.00	\$0.00	\$24,568.27	\$0.00	\$415.73	98
10-4310-193 SERVICES-MEDICAL	\$2,425.00	\$2,425.00	\$0.00	\$2,445.00	\$100.00	(\$20.00)	101
10-4310-194 CONTRACT SERVICES	\$13,750.00	\$13,750.00	\$0.00	\$1,535.00	\$750.00	\$12,215.00	11
10-4310-212 UNIFORMS	\$17,410.00	\$17,910.00	\$3,236.00	\$4,647.77	\$738.84	\$10,026.23	26
10-4310-213 SUPPLIES-SAFETY	\$3,725.00	\$3,725.00	\$0.00	\$1,172.94	\$288.07	\$2,552.06	31
10-4310-251 MOTOR FUEL AND LUBRI	\$40,360.00	\$42,360.00	\$7,670.24	\$27,267.36	\$3,291.34	\$7,422.40	64
10-4310-260 SUPPLIES-OFFICE	\$1,700.00	\$1,700.00	\$0.00	\$747.57	\$475.43	\$952.43	44
10-4310-291 SUPPLIES-DATA PROCES	\$5,284.00	\$5,284.00	\$1,655.46	\$2,289.95	\$0.00	\$1,338.59	43
10-4310-296 SUPPLIES-MEDICAL	\$1,420.00	\$1,420.00	\$0.00	\$215.97	\$215.97	\$1,204.03	15
10-4310-299 SUPPLIES AND MATERIA	\$15,441.00	\$18,001.00	\$2,560.00	\$1,834.04	\$284.11	\$13,606.96	10
10-4310-311 TRAVEL	\$1,500.00	\$1,500.00	\$534.60	\$956.29	\$71.56	\$9.11	64
10-4310-321 TELEPHONE AND INTERN	\$17,672.00	\$17,672.00	\$0.00	\$7,978.17	\$2,934.46	\$9,693.83	45
10-4310-329 OTHER COMMUNICATION	\$4,240.00	\$4,240.00	\$1,650.00	\$2,640.00	\$330.00	(\$50.00)	62
10-4310-341 PRINTING	\$300.00	\$300.00	\$0.00	\$220.80	\$220.80	\$79.20	74
10-4310-352 MAINTENANCE-EQUIPMEN	\$3,000.00	\$3,000.00	\$0.00	\$852.81	\$29.99	\$2,147.19	28
10-4310-353 MAINTENANCE-VEHICLES	\$6,000.00	\$10,310.00	\$0.00	\$9,653.59	\$1,678.45	\$656.41	94
10-4310-395 TRAINING	\$7,100.00	\$7,600.00	\$0.00	\$1,925.69	\$13.87	\$5,674.31	25
10-4310-440 MAINTENANCE CONTRACT	\$26,947.00	\$26,947.00	\$1,558.55	\$18,274.95	\$1,242.00	\$7,113.50	68
10-4310-441 LICENSE FEE	\$8,774.00	\$9,243.00	\$0.00	\$8,616.27	\$39.98	\$626.73	93
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	\$371.68	\$21,284.30	\$0.00	(\$3,673.98)	118
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	\$3,060.00	\$0.00	\$0.00	100
10-4310-540 CO-VEHICLES	\$0.00	\$51,712.00	\$49,048.25	\$2,552.16	\$0.00	\$111.59	5
10-4310-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$155,171.00	\$18,570.69	\$19,483.11	\$1,250.12	\$117,117.20	13
4310-10-POLICE OPERATIONS	\$1,577,182.00	\$1,865,597.00	\$86,855.47	\$1,011,673.78	\$108,620.79	\$767,067.75	59

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4340-10-FIRE OPERATIONS							
-							
10-4340-121 SALARIES/WAGES-REGUL	\$462,913.00	\$248,109.00	\$0.00	\$147,689.33	\$18,044.08	\$100,419.67	60
10-4340-122 OVERTIME	\$20,000.00	\$20,500.00	\$0.00	\$12,474.73	\$2,573.99	\$8,025.27	61
10-4340-126 PART-TIME/TEMPORARY	\$151,481.00	\$133,481.00	\$0.00	\$76,982.63	\$9,863.25	\$56,498.37	58
10-4340-127 SALARIES/WAGES-BONUS	\$15,500.00	\$10,700.00	\$0.00	\$11,000.00	\$0.00	(\$300.00)	103
10-4340-181 FICA	\$48,265.00	\$32,063.00	\$0.00	\$18,740.50	\$2,306.03	\$13,322.50	58
10-4340-182 RETIREMENT	\$61,185.00	\$33,841.00	\$0.00	\$19,121.25	\$2,455.03	\$14,719.75	57
10-4340-183 GROUP INSURANCE	\$96,100.00	\$31,545.00	\$0.00	\$26,554.12	\$1,834.89	\$4,990.88	84
10-4340-184 401K CONTRIBUTION	\$23,235.00	\$12,645.00	\$0.00	\$6,267.87	\$828.45	\$6,377.13	50
10-4340-185 WORKERS COMPENSATION	\$20,950.00	\$18,490.00	\$0.00	\$18,489.95	\$0.00	\$0.05	100
10-4340-194 CONTRACT SERVICES	\$7,071.00	\$7,071.00	\$0.00	\$630.00	\$0.00	\$6,441.00	9
10-4340-211 JANITORIAL SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$1,652.28	\$916.60	(\$152.28)	110
10-4340-212 UNIFORMS	\$27,725.00	\$17,675.00	\$267.09	\$4,988.12	\$4,320.56	\$12,419.79	28
10-4340-213 SUPPLIES-SAFETY	\$35,250.00	\$24,175.00	\$6,325.00	\$7,663.62	\$554.07	\$10,186.38	32
10-4340-230 SUPPLIES-EDUCATIONAL	\$5,490.00	\$7,990.00	\$0.00	\$6,916.13	\$0.00	\$1,073.87	87
10-4340-251 MOTOR FUEL AND LUBRI	\$14,400.00	\$14,400.00	\$3,254.86	\$9,777.84	\$1,082.17	\$1,367.30	68
10-4340-260 SUPPLIES-OFFICE	\$1,500.00	\$1,500.00	\$0.00	\$555.44	\$58.95	\$944.56	37
10-4340-270 DUES & SUBSCRIPTIONS	\$425.00	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00	0
10-4340-296 SUPPLIES-MEDICAL	\$3,000.00	\$5,146.00	\$0.00	\$617.71	\$394.37	\$4,528.29	12
10-4340-299 SUPPLIES AND MATERIA	\$2,200.00	\$2,200.00	\$0.00	\$2,180.03	\$2,015.44	\$19.97	99
10-4340-311 TRAVEL	\$2,300.00	\$2,300.00	\$0.00	\$308.12	\$0.00	\$1,991.88	13
10-4340-321 TELEPHONE AND INTE	\$8,410.00	\$8,410.00	\$0.00	\$5,106.59	\$1,557.11	\$3,303.41	61
10-4340-331 UTILITIES	\$10,392.00	\$10,392.00	\$0.00	\$6,525.12	\$1,345.75	\$3,866.88	63
10-4340-351 MAINTENANCE-BUILDING	\$12,000.00	\$12,000.00	\$0.00	\$1,599.10	\$225.00	\$10,400.90	13
10-4340-352 MAINTENANCE-EQUIPMEN	\$5,000.00	\$5,000.00	\$0.00	\$3,278.92	\$1,759.96	\$1,721.08	66
10-4340-353 MAINTENANCE-VEHICLES	\$23,000.00	\$23,916.00	\$0.00	\$11,762.16	\$2,797.34	\$12,153.84	49
10-4340-354 MAINTENANCE-GROUNDS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4340-395 TRAINING	\$11,300.00	\$13,447.00	\$2,147.00	\$2,455.61	\$1,176.99	\$8,844.39	18
10-4340-440 MAINTENANCE CONTRACT	\$2,580.00	\$2,580.00	\$0.00	\$1,227.00	\$98.00	\$1,353.00	48
10-4340-441 LICENSE FEE	\$3,766.00	\$3,766.00	\$0.00	\$3,313.80	\$1,518.80	\$452.20	88
10-4340-451 INSURANCE-PROP/GEN/P	\$6,509.00	\$6,509.00	\$0.00	\$6,509.00	\$0.00	\$0.00	100
10-4340-452 INSURANCE - VEHICLES	\$4,349.00	\$4,349.00	\$0.00	\$4,348.53	\$0.00	\$0.47	100
10-4340-491 DUES AND SUBSCRIPTIO	\$2,536.00	\$2,536.00	\$0.00	\$359.99	\$300.00	\$2,176.01	14
10-4340-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$750.75	\$0.00	\$249.25	75
10-4340-550 CO-EQUIPMENT	\$0.00	\$17,114.00	\$0.00	\$17,068.22	\$0.00	\$45.78	100
10-4340-750 LEASE PAYMENTS	\$18,251.00	\$18,251.00	\$0.00	\$18,250.71	\$0.00	\$0.29	100
4340-10-FIRE OPERATIONS	\$1,110,583.00	\$756,026.00	\$11,993.95	\$455,165.17	\$58,026.83	\$288,866.88	62

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-10-STREETS OPERATIONS							
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10-4510-121 SALARIES/WAGES-REGUL	\$213,364.00	\$213,364.00	\$0.00	\$85,084.38	\$10,157.03	\$128,279.62	40
10-4510-122 SALARIES/WAGES-OVERT	\$2,000.00	\$2,000.00	\$0.00	\$1,336.36	\$0.00	\$663.64	67
10-4510-126 PART-TIME/TEMPORARY	\$16,088.00	\$16,088.00	\$0.00	\$9,106.76	\$1,118.38	\$6,981.24	57
10-4510-127 SALARIES/WAGES-BONUS	\$5,900.00	\$5,900.00	\$0.00	\$5,800.00	\$0.00	\$100.00	98
10-4510-181 FICA	\$17,164.00	\$17,164.00	\$0.00	\$7,299.79	\$804.56	\$9,864.21	43
10-4510-182 RETIREMENT	\$28,965.00	\$28,965.00	\$0.00	\$11,131.15	\$1,309.72	\$17,833.85	38
10-4510-183 GROUP INSURANCE	\$45,174.00	\$45,174.00	\$0.00	\$28,392.07	\$2,700.41	\$16,781.93	63
10-4510-184 401K CONTRIBUTION	\$7,471.00	\$7,471.00	\$0.00	\$3,737.48	\$427.75	\$3,733.52	50
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	\$619,711.00	\$377,863.17	\$222,482.41	\$0.00	\$19,365.42	36
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$298.15	\$0.00	\$451.85	40
10-4510-212 UNIFORMS	\$4,000.00	\$4,000.00	\$0.00	\$2,789.89	\$291.06	\$1,210.11	70
10-4510-213 SUPPLIES-SAFETY	\$3,150.00	\$3,150.00	\$0.00	\$612.13	\$0.00	\$2,537.87	19
10-4510-251 MOTOR FUEL AND LUBRI	\$19,440.00	\$19,440.00	\$317.59	\$16,523.66	\$1,753.37	\$2,598.75	85
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$84.75	\$0.00	\$165.25	34
10-4510-299 SUPPLIES AND MATERIA	\$6,600.00	\$6,600.00	\$570.00	\$3,773.56	\$1,138.25	\$2,256.44	57
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	\$1,225.82	\$514.66	\$1,018.18	55
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	\$36,825.65	\$6,160.54	\$17,018.35	68
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$4,000.00	\$0.00	\$1,126.47	\$898.00	\$2,873.53	28
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$0.00	\$3,407.99	\$360.87	\$592.01	85
10-4510-353 MAINTENANCE-VEHICLES	\$9,500.00	\$9,500.00	\$0.00	\$11,909.92	\$746.82	(\$2,409.92)	125
10-4510-354 MAINTENANCE GROUNDS	\$18,000.00	\$18,000.00	\$0.00	\$9,297.00	\$0.00	\$8,703.00	52
10-4510-356 MAINTENANCE-STREETS	\$2,500.00	\$2,500.00	\$727.50	\$485.00	\$0.00	\$1,287.50	19
10-4510-440 MAINTENANCE CONTRACT	\$1,304.00	\$1,304.00	\$0.00	\$625.85	\$112.00	\$678.15	48
10-4510-451 INSURANCE-PRO/GEN/PR	\$2,690.00	\$2,690.00	\$0.00	\$2,690.00	\$0.00	\$0.00	100
10-4510-452 INSURANCE - VEHICLES	\$3,191.00	\$3,191.00	\$0.00	\$3,190.85	\$0.00	\$0.15	100
10-4510-491 DUES & SUBSCRIPTIONS	\$400.00	\$400.00	\$0.00	\$375.00	\$0.00	\$25.00	94
10-4510-499 MISCELLANEOUS	\$1,480.00	\$1,480.00	\$0.00	\$1,056.78	\$323.22	\$423.22	71
10-4510-550 CAP.OUTLAY-OTHER EQU	\$18,300.00	\$18,300.00	\$0.00	\$17,579.31	\$0.00	\$720.69	96
4510-10-STREETS OPERATIONS	\$502,402.00	\$1,122,113.00	\$379,478.26	\$498,661.18	\$28,816.64	\$243,973.56	78

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

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	\$144,789.69	\$16,800.57	\$41,151.31	78
10-4710-122 SALARIES/WAGES-OVERT	\$2,500.00	\$2,500.00	\$0.00	\$1,542.55	\$13.90	\$957.45	62
10-4710-127 SALARIES/WAGES-BONUS	\$4,400.00	\$4,400.00	\$0.00	\$3,500.00	\$0.00	\$900.00	80
10-4710-181 FICA	\$13,947.00	\$13,947.00	\$0.00	\$10,849.50	\$1,209.40	\$3,097.50	78
10-4710-182 RETIREMENT	\$23,537.00	\$23,537.00	\$0.00	\$18,974.78	\$2,177.90	\$4,562.22	81
10-4710-183 GROUP INSURANCE	\$38,143.00	\$38,143.00	\$0.00	\$26,000.75	\$2,407.65	\$12,142.25	68
10-4710-184 401K CONTRIBUTION	\$5,557.00	\$5,557.00	\$0.00	\$4,977.80	\$562.66	\$579.20	90
10-4710-185 WORKERS COMPENSATION	\$8,348.00	\$8,348.00	\$0.00	\$8,348.00	\$0.00	\$0.00	100
10-4710-194 CONTRACT SERVICES	\$24,000.00	\$28,995.00	\$0.00	\$22,571.96	\$0.00	\$6,423.04	78
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$298.15	\$0.00	\$201.85	60
10-4710-212 UNIFORMS	\$5,000.00	\$5,000.00	\$0.00	\$3,698.19	\$385.82	\$1,301.81	74
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
10-4710-251 MOTOR FUEL AND LUBRI	\$13,452.00	\$13,452.00	\$211.73	\$11,015.76	\$1,168.91	\$2,224.51	82
10-4710-299 SUPPLIES AND MATERIA	\$12,000.00	\$12,000.00	\$0.00	\$11,905.86	\$0.00	\$94.14	99
10-4710-321 TELEPHONE AND INTERN	\$1,304.00	\$1,304.00	\$0.00	\$943.19	\$120.09	\$360.81	72
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$0.00	\$3,146.36	\$41.71	\$803.64	80
10-4710-353 MAINTENANCE-VEHILCES	\$6,000.00	\$6,000.00	\$4,585.97	\$3,776.52	\$728.24	(\$2,362.49)	63
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
10-4710-397 LANDFILL SER TIPPING	\$57,000.00	\$57,000.00	\$0.00	\$35,673.70	\$5,084.00	\$21,326.30	63
10-4710-440 MAINTENANCE CONTRACT	\$200.00	\$200.00	\$0.00	\$61.80	\$0.00	\$138.20	31
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	\$5,443.94	\$0.00	(\$1,679.94)	145
10-4710-540 CAP OUT-MOTOR VEH	\$0.00	\$360,814.00	\$0.00	\$363,402.67	\$0.00	(\$2,588.67)	101
10-4710-750 LEASE PAYMENTS	\$37,909.00	\$37,909.00	\$0.00	\$2,314.59	\$0.00	\$35,594.41	6
4710-10-SOLID/YARD OPERATIONS	\$452,375.00	\$818,184.00	\$4,797.70	\$685,308.76	\$30,700.85	\$128,077.54	84

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-126 PART-TIME/TEMPORARY	\$16,835.00	\$16,835.00	\$0.00	\$10,040.33	\$1,212.65	\$6,794.67	60
10-6110-127 SALARIES/WAGES-BONUS	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	100
10-6110-181 FICA	\$1,260.00	\$1,260.00	\$0.00	\$806.36	\$92.77	\$453.64	64
10-6110-194 CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	50
10-6110-260 SUPPLIES-OFFICE	\$600.00	\$600.00	\$0.00	\$111.70	\$0.00	\$488.30	19
10-6110-299 SUPPLIES	\$2,050.00	\$2,050.00	\$0.00	\$1,326.83	\$242.27	\$723.17	65
10-6110-311 TRAVEL	\$200.00	\$200.00	\$0.00	\$214.32	\$0.00	(\$14.32)	107
10-6110-321 TELEPHONE AND INTERN	\$2,249.00	\$2,249.00	\$0.00	\$1,124.38	\$563.55	\$1,124.62	50
10-6110-331 UTILITIES	\$9,264.00	\$9,264.00	\$0.00	\$5,651.28	\$1,042.89	\$3,612.72	61
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	\$13.99	\$5.99	\$286.01	5
10-6110-395 TRAINING	\$250.00	\$250.00	\$0.00	\$135.00	\$0.00	\$115.00	54
10-6110-440 MAINTENANCE CONTRACT	\$1,791.00	\$1,791.00	\$0.00	\$1,518.40	\$201.00	\$272.60	85
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	\$0.00	\$300.00	\$0.00	\$60.00	83
6110-10-LIBRARY	\$39,951.00	\$42,451.00	\$0.00	\$27,534.59	\$3,361.12	\$14,916.41	65

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
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	\$1,943.66	\$370.89	\$3,228.34	38
10-6120-357 MAINTENANCE-PARKS AN	\$11,100.00	\$14,039.00	\$578.37	\$3,160.17	\$0.00	\$10,300.46	23
10-6120-359 MAINT. & REPAIR - OT	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	(\$900.00)	0
10-6120-451 INSURANCE-PROP/GEN/P	\$132.00	\$132.00	\$0.00	\$132.00	\$0.00	\$0.00	100
10-6120-625 SENIOR CITIZENS COUN	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00	(\$395.00)	\$0.00	100
10-6120-850 TRANSFER TO PROJECTS	\$225,000.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	0
6120-10-RECREATION	\$246,154.00	\$249,093.00	\$578.37	\$10,135.83	(\$24.11)	\$238,378.80	4

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	\$6,505,580.00	\$0.00	\$3,647,596.84	\$241,598.17	\$2,930,510.82	56
	FundExpTot	\$5,475,478.00	\$6,505,580.00	\$717,238.55	\$3,455,246.58	\$282,020.04	\$2,333,094.87	64
Grand Totals:	TotalRev	\$5,475,478.00	\$6,505,580.00	\$0.00	\$3,647,596.84	\$241,598.17	\$2,930,510.82	56
	TotalExp	\$5,475,478.00	\$6,505,580.00	\$717,238.55	\$3,455,246.58	\$282,020.04	\$2,333,094.87	64

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL							
0000-20-Revs							
-							
20-3328-000 POWELL BILL REVENUE	\$111,000.00	\$111,000.00	\$0.00	\$123,205.74	\$0.00	\$12,205.74	111
20-3831-000 INVESTMENT EARNINGS	\$13,000.00	\$13,000.00	\$0.00	\$6,055.73	\$0.00	\$6,944.27	47
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	\$129,261.47	\$0.00	\$289,150.01	33
4510-20-STREETS OPERATIONS							
-							
20-4510-121 SALARIES/WAGES-REGUL	\$11,512.00	\$11,512.00	\$0.00	\$7,309.96	\$887.74	\$4,202.04	63
20-4510-127 SALARIES/WAGES-BONUS	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	100
20-4510-181 FICA	\$846.00	\$846.00	\$0.00	\$574.57	\$67.92	\$271.43	68
20-4510-182 RETIREMENT	\$1,428.00	\$1,428.00	\$0.00	\$943.66	\$114.60	\$484.34	66
20-4510-183 GROUP INSURANCE	\$1,838.00	\$1,838.00	\$0.00	\$1,069.50	\$149.03	\$768.50	58
20-4510-184 401K CONTRIBUTION	\$553.00	\$553.00	\$0.00	\$365.44	\$44.38	\$187.56	66
20-4510-198 SERVICES-ENGINEERING	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	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
20-4510-580 CO-INFRASTRUCTURE	\$115,623.00	\$335,623.00	\$0.00	\$293,504.95	\$0.00	\$42,118.05	87
4510-20-STREETS OPERATIONS	\$174,000.00	\$394,000.00	\$0.00	\$303,968.08	\$1,263.67	\$90,031.92	77
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$174,000.00	\$394,000.00	\$0.00	\$129,261.47	\$0.00	\$289,150.01	33
FundExpTot	\$174,000.00	\$394,000.00	\$0.00	\$303,968.08	\$1,263.67	\$90,031.92	77
Grand Totals:							
TotalRev	\$174,000.00	\$394,000.00	\$0.00	\$129,261.47	\$0.00	\$289,150.01	33
TotalExp	\$174,000.00	\$394,000.00	\$0.00	\$303,968.08	\$1,263.67	\$90,031.92	77

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

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	\$105,149.00	\$0.00	\$105,149.00	50
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	\$105,149.00	\$0.00	\$1,077,633.00	9
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
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	\$1,917.00	\$4,873.27	\$823.99	\$534.73	67
30-4310-540 CO - VEHICLES	\$85,349.00	\$148,185.00	\$2,377.43	\$140,346.76	\$862.21	\$5,460.81	95
30-4310-550 CO - OTHER EQUIP	\$50,149.00	\$67,977.00	\$23,486.19	\$36,175.18	\$12,223.99	\$8,315.63	53
4310-30-POLICE OPERATIONS	\$142,823.00	\$223,487.00	\$27,780.62	\$181,395.21	\$13,910.19	\$14,311.17	94
4340-30-FIRE OPERATIONS							
-							
30-4340-540 CO - VEHICLES	\$0.00	\$891,820.00	\$891,820.00	\$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
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	\$1,200.00	\$0.00	(\$1,200.00)	0
6110-30-LIBRARY	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)	0
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
FundRevTot	\$210,298.00	\$1,182,782.00	\$0.00	\$105,149.00	\$0.00	\$1,077,633.00	9
FundExpTot	\$210,298.00	\$1,182,782.00	\$919,600.62	\$182,595.21	\$13,910.19	\$80,586.17	93
Grand Totals:							
TotalRev	\$210,298.00	\$1,182,782.00	\$0.00	\$105,149.00	\$0.00	\$1,077,633.00	9
TotalExp	\$210,298.00	\$1,182,782.00	\$919,600.62	\$182,595.21	\$13,910.19	\$80,586.17	93

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
0000-70-Revs							
-							
70-3839-000 Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0
0000-70-Revs	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0
4130-70-ADMINISTRATION							
-							
70-4130-187 INSURANCE REIMBURSEM	\$0.00	\$0.00	\$0.00	\$37,598.03	\$0.00	(\$37,598.03)	0
4130-70-ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$37,598.03	\$0.00	(\$37,598.03)	0
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT							
FundRevTot	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$37,598.03	\$0.00	(\$37,598.03)	0
Grand Totals:							
TotalRev	\$0.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$45,000.00	0
TotalExp	\$0.00	\$0.00	\$0.00	\$37,598.03	\$0.00	(\$37,598.03)	0

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2027-06-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT								
0000-91-Revs								
-								
-								
91-3984-000 CSLRF FUNDS-GRANT		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
0000-91-Revs		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
4210-91-CORONAVIRUS ARPA								
-								
-								
91-4210-121 SALARIES/WAGES-REGUL		\$0.00	\$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	(\$1,500.00)	\$0.00	0
91-4210-910 TRANSFER TO GENERAL		\$0.00	\$812,997.00	\$0.00	\$812,997.00	(\$12,003.00)	\$0.00	100
4210-91-CORONAVIRUS ARPA		\$1,037,997.00	\$1,037,997.00	\$0.00	\$812,997.00	(\$13,503.00)	\$225,000.00	78
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT								
FundRevTot		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
FundExpTot		\$1,037,997.00	\$1,037,997.00	\$0.00	\$812,997.00	(\$13,503.00)	\$225,000.00	78
Grand Totals:								
TotalRev		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
TotalExp		\$1,037,997.00	\$1,037,997.00	\$0.00	\$812,997.00	(\$13,503.00)	\$225,000.00	78

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2025-06-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 92-DOWNTOWN PARK PROJECT								
0000-92-Revs								
-								
92-3985-002 OTHER GRANTS		\$0.00	\$1,400,000.00	\$0.00	\$0.00	\$0.00	\$1,400,000.00	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								
-								
92-6120-194 TOWN PARK CONTRACTED		\$0.00	\$160,000.00	\$99,800.00	\$60,200.00	\$0.00	\$0.00	38
92-6120-580 CO-INFRASTRUCTURE		\$100,000.00	\$1,565,000.00	\$67.83	\$75,907.17	\$5,731.77	\$1,489,025.00	5
6120-92-RECREATION		\$100,000.00	\$1,725,000.00	\$99,867.83	\$136,107.17	\$5,731.77	\$1,489,025.00	14
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	\$99,867.83	\$136,107.17	\$5,731.77	\$1,489,025.00	14
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	\$99,867.83	\$136,107.17	\$5,731.77	\$1,489,025.00	14

Town of Spencer

Fiscal Period - COMMUNITY DEV BLOCK GRANT Date Range - 2023-10-10 - 2025-10-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
0000-95-Revs								
-								
95-3985-095 CDBG NR		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
0000-95-Revs		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
4195-95-CDBG GRANT								
-								
95-4195-194 CDBG NR REHAB		\$680,000.00	\$675,000.00	\$0.00	\$5,300.00	\$0.00	\$669,700.00	1
95-4195-695 CDBG NR ADMIN		\$70,000.00	\$75,000.00	\$0.00	\$6,322.50	\$0.00	\$68,677.50	8
4195-95-CDBG GRANT		\$750,000.00	\$750,000.00	\$0.00	\$11,622.50	\$0.00	\$738,377.50	2
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
FundRevTot		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
FundExpTot		\$750,000.00	\$750,000.00	\$0.00	\$11,622.50	\$0.00	\$738,377.50	2
Grand Totals:								
TotalRev		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
TotalExp		\$750,000.00	\$750,000.00	\$0.00	\$11,622.50	\$0.00	\$738,377.50	2

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AGENDA ITEM

Board Meeting Date: 03/12/2024

Issue under Consideration:	Library Report
Current Status:	N/A
Points to Consider:	N/A
Financial Impact:	N/A
Options:	N/A
Recommendations:	For Information & Discussion
Department:	Town Clerk
Attachments:	1. Library February Report 2. Library February Statistics

February Library Report

Three major events happened in February. On February 13th, several families and children joined together to hear three stories about love and hugs. Each child was given a wooden heart on which to paint and decorate with jewels and stamps. Valentine cupcakes and juice helped celebrate the holiday. Next on February 22nd, The Town of Spencer held the storytelling circle event for longtime citizens of Spencer and town officials. Kyle Harris, our Town Planner and Skye Allan, Masters of Public Administration Intern, moderated the exciting event which introduced the audience to our muralist for the blank wall on Town Hall as Max Dowdle.

Mr. Dowdle presented a slideshow of his previous muralist artistry for other North Carolina locations. He explained his vision for Spencer's town mural which would feature the rich labor history of the town. Of course, the railroad would be a prominent factor, as well as teachers, blacksmiths, secretaries, clerks and carpenters, just to name a few. After each group was assigned to be in a certain place in the library, one could hear laughter, serious discussions and memories shared among them. Afterwards, several people spoke from each group of four people. Then there was an informal fellowship time for everyone with a delightful charcuterie tray offered by Pinocchio's restaurant. The librarian had the opportunity to give several interested citizens a tour of the library's various rooms. One citizen even found a book that they wanted to read and check-out. All in all, it was a successful event for the community.

On February 26th, the Director of Journalism of Wake Forest University, Phoebe Zerwick, spoke to the African-American studies' class led by Marcus Hamilton. Phoebe had investigated an injustice that had been done in the 1980's in Winston-Salem which led to the writing of her book Beyond Innocence . An African-American male of 19 years old had been accused of the rape and murder of a white woman. He spent 20 years in jail before being exonerated. The students listened attentively to the details of Darryl Hunt's case as recorded by Phoebe Zerwick in her recent book. Afterwards, she asked each group of students to answer several key questions relating to personal experiences of injustice. The students ate a sack lunch and were able to interact personally with Ms. Zerwick. This event at the library was in honor of black history month. Around twenty-five students were able to attend this special program.



	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corres. Due Date
Nov. 2023								
2/5/2024 Mon.	7	2		2	1			
2/6/2024 Tues.	9	1	5	1	2			2/20/2024
2/7/2024 Wed.	3	9	33	1				2/21/2024
2/8/2024 Thurs.								2/22/2024
2/9/2024 Fri.								2/23/2024
WEEK TOTAL:	19	12	38	4	3			-----
2/12/2024 Mon.	12	1		1				2/26/2024
2/13/2024 Tues.	16	1	18					2/27/2024
2/14/2024 Wed.	3	1		2				2/28/2024
2/15/2024 Thurs.								2/29/2024
2/16/2024 Fri.								3/1/2024
WEEK TOTAL:	31	3	18	3				-----
2/19/2024 Mon.	5							3/4/2024
2/20/2024 Tues.	11	4	1					3/5/2024
2/21/2024 Wed.	3		5			1		3/6/2024
2/22/2024 Thurs.	34	1						3/7/2024
2/23/2024 Fri.								3/8/2024
WEEK TOTAL:	53	5	6			1		-----
2/26/2024 Mon.	28	7	8					3/11/2024
2/27/2024 Tues.	5	5		2	1			3/12/2024
2/28/2024 Wed.	7	2						3/13/2024
2/29/2024 Thurs.								3/14/2024
3/1/2024 Fri.								3/15/2024
WEEK TOTAL:	37	14	8	2	1			-----
3/4/2024 Mon.								3/18/2024
3/5/2024 Tues.								3/19/2024
3/6/2024 Wed.								3/20/2024
3/7/2024 Thurs.								3/21/2024
3/8/2024 Fri.								3/22/2024
WEEK TOTAL:								-----
MONTH TOTAL:	143	32	70	11	6			-----

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AGENDA ITEM

Board Meeting Date: 3/1/2024

(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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Post Office Box 45
Spencer, NC 28159-0045

To: Mayor Williams and Members of the Board of Aldermen
From: Peter Franzese, Town Manager
Date: March 1, 2024
Re: March 2024 Town Manager Report

Asbestos sampling/testing in 6th Street building and demolition considerations

It has been approximately two years since we vacated the former Town building at 600 S. Salisbury Avenue. The Board of Aldermen has expressed a desire for this structure to be demolished due to its inability for reuse. However, we have not yet determined whether the site should be sold for redevelopment or reused by the Town for another purpose. Staff has attempted to get several demolition quotes, but they have ranged in price drastically due to an unknown factor of the presence of asbestos. The age of and materials used in the building present a high likelihood of hazardous materials. Determining to what extent asbestos or other hazardous materials would have to be mitigated through the demolition process will allow us to get better estimates for this work. We have received two estimates for this service and are proceeding with the lowest-cost approach, which our current operating budget can cover. We hope to have results from this within 60 days.

Additionally, we are considering the availability of NC Commerce grant funding to assist with demolition expenses. We would only be eligible for this if the property will not be used for government/public use, parking, recreation, or housing for at least three years after the award date. We will study this grant opportunity as relates to considering the 6th Street site for the proposed Fire Station project. There are several factors to balance, such as the cost of expanding the current station versus constructing something new in another location, versus the potential revenue that would be possible from selling the current station for private redevelopment.

Budget calendar

Please see the following dates for our FY25 budget calendar between now and the end of June.

Note there are a few proposed timeframes for extra budget workshops/special meetings if needed.

- March 7-8 – Annual Planning Session
- April 12 – Departmental Requests submitted for FY25
- April 15-30 – Town Manager and Finance Officer budget meetings with Departments
- *April 22/23 (if needed) – opportunity for Special meeting for Budget Workshop (high level revenue/expenditure/tax rate scenarios)*
- May 14 – FY25 Budget recommendation provided at May regular Board of Aldermen meeting
- *Week of May 20 (If needed) - opportunity for Special meeting for Budget Workshop*
- June 6 – Public Hearing on FY25 recommended budget and Budget Workshop opportunity at June Pre-Agenda
- June 11 – Target FY25 budget adoption date *(if needed, this could be another budget workshop with a special meeting to follow prior to June 30 for adoption)*

Spencer Cares in partnership with United Way Day of Caring

For several years, the Town has organized a Spencer Cares event to allow those in town who need assistance with projects to ask for help, and also allow those interested in helping to volunteer. We have typically had a combination of Town staff, officials, and community members working on a Saturday (usually a total of 15-20 helping). Last year, we had a different approach, with our project focusing on a historic cemetery: wbvt.com/2023/03/14/spencer-cares-2023-historic-new-hope-ame-zion-cemetery-clean-up.

We are exploring a partnership with Rowan County United Way this year to see if we can fold this effort into the April 11 Day of Caring. The United Way staff have identified a potential project at one of the schools in Town, and we are confirming the project scope. We anticipate publicizing the opportunity soon to encourage any interested community member to join our team. There are additional volunteer and sponsorship opportunities with RC United Way to support the overall Day of Caring effort. More information about the Day of Caring is available at rowanunitedway.org/day-of-caring.