



Board of Aldermen Regular Meeting

**Agenda Packet
January 14, 2025**



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

DATE
January 14, 2025

The Board of Aldermen meets on the second Tuesday of each month at 6:00 p.m., with a pre-agenda meeting the Thursday prior at 5:30 p.m. The primary purpose of the pre-agenda meeting is to review the agenda for the upcoming regular meeting, set the consent agenda, hold public hearings, and receive other presentations. Regular meetings focus on action items, departmental reports, and other business. Both meetings are open to the public and held in the Hilda B. Palmer Board Room in Town Hall, located at 460 South Salisbury Avenue. A printed copy of the entire agenda packet is available in the H. B. Palmer Board Room for public use. Please find meeting agendas, minutes, and a link to view the meetings live or on-demand at spencernc.gov/town-government-and-services/aldermen-meeting-and-agenda.

1. CALL TO ORDER – Mayor Jonathan Williams

2. INVOCATION – Alderman Rashid Muhammad

3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

a. Mayor Jonathan Williams –

i. Proclamation for Mayor Karen Alexander

ii. Proclamation for Winterfest Organizers

iii. Proclamation for Spencer's Holiday Caravan Organizers

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 three (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 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: December 5, 2024, Pre-Agenda Minutes

December 10, 2024, Regular Meeting Minutes

b. CONSIDER AMENDING – Personnel Policy Articles III, V, VI, and VII

c. CONSIDER ADOPTING – Budget Ordinance 24-10.008 Reduction to Appropriated Funds Balance from Fire Truck Purchase

- 8. CONSIDER ACCEPTING – 2024-2025 Grassroots Grant Award to the Downtown Spencer Mural Project**
- 9. CONSIDER ADOPTING – Ordinance 25-01 Amending the Town of Spencer Development Ordinance, Article 5, Section 5.2 to Remove Town’s Authority to Initiate Zoning Map Amendments that Result in a Down-Zoning as defined by NCGS 160D-601**
- 10. CONSIDER ADOPTING – Ordinance 25-02 Amending the Town of Spencer Development Ordinance, Article 2, Section 2.19-1 Concerning Sidewalks; Article 3 Definitions Concerning Minor Subdivisions; Article 16, Section 16.1-2 and Article 7 Concerning Exempt Subdivisions; Article 12, Table 12-1 Concerning Parking Spaces Required for Residential Development; Article 8, Section 8.4-3 Concerning Required Setback in RMST Zoning Classification; Article 2, Section 12.17-1 Concerning Driveway Permits; Town’s Fee Schedule Concerning Driveway Permit Fee for New Home Construction and Payment in Lieu of Sidewalks per Lineal Foot Fee**
- 11. RECEIVE REPORT – Potential Adoption of an Ordinance Amending the Town of Spencer Code of Ordinances, Title III, Chapter 32 to Create a Parks & Recreation Advisory Board**
- 12. CONSIDER APPOINTING – Voting Delegate to Cast the Town’s Vote for the NCLM 2025-2026 Biennium Legislative Goals**
- 13. DEPARTMENTAL REPORTS**
 - a. Planning**
 - b. Code Enforcement**
 - c. Police**
 - d. Fire**
 - e. Public Works**
 - f. Finance**
 - g. Library**
- 14. TOWN MANAGER REPORT**
- 15. REQUESTS & COMMENTS by the Mayor and Board Members**
- 16. EXECUTIVE SESSION per NC General Statute 143-318.11 (if needed)**
- 17. ADJOURNMENT**

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Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 7. a.

Agenda Item Title: Approval of December 2024 Minutes

Category: Consent Agenda

Presenter(s): Anna Ward, Town Clerk

Explanation:

Town Clerk Anna K. Ward has drafted minutes for the Board of Aldermen Pre-Agenda Meeting held on December 5, 2024, and the Regular Meeting held on December 10, 2024. Alderwoman Patricia Sledge has proofread the drafted minutes and Town Clerk Ward has made the suggested grammatical and spelling corrections.

Financial Impact:

None.

Recommended Motion:

Approve the minutes from the Pre-Agenda Meeting held on December 5, 2024, and the Regular Meeting held on December 10, 2024, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. December 5, 2024, Pre-Agenda Meeting Minutes (draft)
2. December 10, 2024, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
December 5, 2024

The Town of Spencer Board of Aldermen met in regular session to conduct a pre-agenda meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, December 5, 2024, at 5:35 p.m.

Present were: Mayor Pro Tempore Patti Secreast

Alderman Steve Miller

Alderman Andrew Howe

Alderdwoman Erin Moody

Alderman Rashid Muhammad

Alderdwoman Patricia Sledge

Mayor Jonathan Williams was absent.

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, and Planning & Zoning Administrator Steve Blount.

Special Projects Planner Joe Morris attended via Zoom.

Alderdwoman Sledge called the meeting to order and called for a motion for the present Board members to approve Mayor Williams' request for Alderdwoman Sledge to stand in for him and Mayor Pro Tempore Secreast as he would be absent and Mayor Pro Tempore Secreast was unable to fulfill all the necessary duties that evening.

Action:

Alderman Howe motioned to have Alderdwoman Sledge stand in for Mayor Williams and Mayor Pro Tempore Secreast as Mayor Williams was absent and Mayor Pro Tempore Secreast was unable to preside over the meeting. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

Mayor Pro Tempore Secreast gave the invocation.

Alderdwoman Sledge led the Pledge of Allegiance.

REVIEW OF DECEMBER 10, 2024, AGENDA

INVOCATION

Alderman Miller volunteered to give the invocation at the December 10, 2024, regular meeting.

RECOGNITIONS

Town Manager Peter Franzese wishes to add a recognition for Town Clerk Anna Kanode Ward.

Mayor Pro Tempore Secreast wishes to add a recognition for the North Rowan High School football team.

ADDITIONS/DELETIONS

It was the consensus of the Board to add an item to the agenda to consider authorizing the Town Manager to execute Change Order 4 for the Town Park project as agenda item 10.

CONSENT AGENDA

It was the consensus of the Board to move Resolution 24-18 Prohibiting Viewing of Pornography on Town Networks and Devices to the regular agenda as item 11.

It was the consensus of the Board to move the following items to the consent agenda:

- a. **APPROVAL OF MINUTES:** November 7, 2024, Pre-Agenda Meeting Minutes
 November 12, 2024, Regular Meeting Minutes
- b. **CONSIDER ADOPTING –** Budget Ordinance Amendment 24-10.007 Police Insurance Allocation

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

There was a brief discussion regarding the pros and cons of changing the start time for the pre-agenda meetings, as Alderman Howe will be unable to attend the upcoming regular meeting, during which the Board will set the meeting schedule for the upcoming year.

Alderman Muhammad left the Board Room at 6:02 p.m.

Alderman Muhammad returned to the Board Room at 6:04 p.m.

EXECUTIVE SESSION

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

ADJOURN

Alderman Muhammad moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 6:06 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
December 10, 2024

The Town of Spencer Board of Aldermen met in regular session to conduct a regular meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Tuesday, December 10, 2024, at 6:00 p.m.

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

Mayor Jonathan Williams and Alderman Andrew Howe were absent.

Also present were: Town Manager Peter Franzese, Town Attorney Jay Dees, Town Clerk Anna Kanode Ward, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, Planning & Zoning Administrator Steve Blount, Fire Captain Dakota Anderson, Fire Captain Austin Waller, Fire Engineer Jacob Kever, Fire Engineer William Parrish, Firefighter Kolby Smith, and Firefighter Derek Walker.

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

Alderwoman Sledge called the meeting to order and called for nominations for a board member to preside over the meeting due to Mayor Williams' absence and Mayor Pro Tempore Secreast declaring she was incapable of performing the duties of office.

Action

Alderwoman Moody motioned to have Alderwoman Sledge preside over the meeting. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 5 – 0.

Alderman Miller gave the invocation.

Alderwoman Sledge led the Pledge of Allegiance.

ORGANIZATION AND PROCEDURE OF MAYOR AND BOARD OF ALDERMEN

Establishment of Time and Place for the Board's Regular Meetings in 2025

Action

Alderwoman Moody moved to adopt the time and place for the Board's Regular Meetings in 2025 as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 5 – 0.

Consider Appointment/Reappointment of Representatives

Action

Aldерwoman Moody moved to reappoint all representatives as presented for the Cabarrus-Rowan Planning Organization committees and the Centralina Council of Government Board of Delegates, which is incorporated in the body of the minutes below. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

- Cabarrus-Rowan Metropolitan Planning Organization (CRMPO) Transportation Advisory Committee (TAC)
 - Alderman Steve Miller
 - Alderman Andrew Howe (alternate)
- CRMPO Transportation Coordinating Committee (TCC)
 - Planning & Zoning Administrator Steve Blount
 - Public Works Director Joel Taylor (alternate)
- Centralina Council of Government (COG) Board of Delegates (BOD)
 - Aldерwoman Patricia Sledge
 - Alderman Andrew Howe (alternate)

Alderman Miller moved to reappoint all representatives as presented for the Town of Spencer Board of Aldermen Liaison Focus Areas, which is incorporated in the body of the minutes below. Aldерwoman Moody seconded the motion, which carried by a vote of 5 – 0.

- Board Member Liaison Assignment Focus Area (BMLAFA) Community Schools
 - Mayor Pro Tempore Patti Secreast
 - Aldерwoman Erin Moody (alternate)
- BMLAFA Non-Profits
 - Alderman Steve Miller
 - Mayor Pro Tempore Patti Secreast (alternate)
- BMLAFA Community Housing
 - Alderman Rashid Muhammad
 - Alderman Andrew Howe (alternate)
- BMLAFA Community Businesses
 - Alderman Andrew Howe
 - Alderman Steve Miller (alternate)
- BMLAFA Community Events, Recreation, and Tourism
 - Aldерwoman Erin Moody
 - Aldерwoman Patricia Sledge (alternate)
- BMLAFA Community Development
 - Aldерwoman Patricia Sledge
 - Mayor Jonathan Williams (alternate)
- BMLAFA Community Partnerships
 - Mayor Jonathan Williams
 - Alderman Rashid Muhammad (alternate)

ADDITIONS/DELETIONS

Action

Alderman Muhammad moved to adopt the agenda as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 5 – 0.

RECOGNITIONS

Mayor Pro Tempore Secreast recognized the 2024 North Rowan High School (NRHS) Cavaliers football team for their overall season record of 11 – 3, making it to the second round of playoffs, and the Central Carolina Conference (CCC) All-Star Team: Jeremiah Alford (CCC Offensive Player of the Year), Donald Horton, Michael Alford, Nick Morrow, Kamahri Feamster, Yasir Wactor, Emari Russell, Jasper Neely, Silas Sophia, and Amir Alexander. She also recognized their dedication to academics and how they serve the community.

Town Manager Franzese recognized Town Clerk Anna Kanode Ward for her achievement of the International Public Management Association for Human Resources (IPMA-HR) certification.

Fire Chief Lanning recognized the Fire Department staff members who served in Western North Carolina (WNC) after it was devastated by Hurricane Helene: Fire Captain Austin Waller, Firefighter Kolby Smith, Fire Captain Dakota Anderson, and Firefighter Derek Walker. He presented each member with a Company Citation Award, and Town Manager Franzese presented Fire Chief Michael Lanning with his Citation Award for his service in WNC. Fire Chief Lanning also recognized the staff members who stayed behind to protect the Town of Spencer: Fire Engineer Stephan Arnold, Firefighter Alexis (Lexi) Collins, Fire Captain Donald (Donnie) Myers, and Deputy Fire Chief Byron (Doug) Lewis.

Fire Chief Lanning also introduced the newest staff member: Fire Engineer Jacob (Jake) Kever.

PUBLIC COMMENT

Alderdwoman Sledge opened the floor to receive public comment. The following person addressed the Board:

1. Heather Resino, on behalf of the Spencer's Holiday Caravan Parade Committee, 310 Harrison Street, Spencer, NC 28159

Being no one else present wishing to speak, Alderdwoman Sledge called for a motion to close the public comment portion of the meeting.

Action

Alderman Muhammad moved to close the public comment portion of the meeting. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 5 – 0.

CONSENT AGENDA

Alderman Miller moved to approve the consent agenda as presented. Alderdwoman Moody seconded the motion, which carried by a vote of 5 – 0. Item b is incorporated in the body of the minutes below. Items approved were:

- a. **APPROVAL OF MINUTES:** November 7, 2024, Pre-Agenda Meeting Minutes

November 12, 2024, Regular Meeting Minutes

b. CONSIDER ADOPTING – Budget Ordinance Amendment 24-10.007 Police Insurance Allocation

ORDINANCE 24-10.007

DECEMBER 10, 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, 2024, and ending on June 30, 2025:

Section 1. The Town received a \$5,696.33 insurance reimbursement payment from claim 3240117482 for the Police 2020 Dodge Durango.

Section 2. To amend the FY 24-25 expense appropriations as follows to appropriate the appropriate revenues and expenditures for this reimbursement:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3838-000	Insurance Reimbursement	\$1,000	\$6,697	\$5,697

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4310-353	Maintenance - Vehicles	\$17,556	\$23,253	\$5,697

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.

ANNUAL AUDIT PRESENTATION – RH Senior Audit Manager TD Hill to Present Fiscal Year 2023–2024

Annual Audit

Town Manager Franzese introduced Senior Audit Manager TD Hill of RH CPAs, PLLC. The Town Board received a presentation from Mr. Hill, who stated that the Town’s audit had been completed, and financial statements and notes were prepared and submitted to the LGC on November 15, 2024. Mr. Franzese and Mr. Hill answered questions from the Board. The Board thanked Mr. Hill for his presentation.

CONSIDER AUTHORIZING – Town Manager to Execute Change Order 4 for the Town Park Project

Town Manager Franzese presented information regarding Change Order 4 for the Town Park Project and answered questions from the Board. Ike’s Construction, the General Contractor for the Town Park project, started construction in October with a base bid contract of \$1,950,700. With additional project allowances and \$50,000 project contingency, the total contract is \$2,175,700. To date three, change orders of less than \$10,000 have been approved (two additions and one credit) for a net change of \$1,267.19. The credit change order reduced the signage allowance and increased project contingency by \$5,453.81.

Change Order 4 is proposed to construct required changes after plan review by Rowan County. The additional masonry, door/hardware, HVAC, and electrical work will create a separate room for fountain pump equipment and chemical storage. The original plans proposed everything in one large storage area. The cost of Change Order 4 is \$18,085.10.

This Change Order will not change the overall cost of the contract with Ike's Construction. This Change Order, combined with the first three, will result in a revised base contract amount of \$1,975,506.10, and leave \$30,647.71 remaining in project contingency.

Action

Mayor Pro Tempore Secreast moved to authorize the Town Manager to execute Change Order 4 for the Town Park Project, which is included as attachment A to these minutes. Alderman Miller seconded the motion, which carried by a vote of 5 – 0.

CONSIDER ADOPTING – Resolution 24-18 Prohibiting Viewing of Pornography on Town Networks and Devices

Town Manager Franzese and Town Clerk Ward presented information regarding Resolution 24-18 Prohibiting Viewing of Pornography on Town Networks and Devices and answered questions from the Board with the assistance of Town Attorney Dees. The North Carolina General Assembly passed House Bill 971, which became N.C. General Statute (G.S.) 143-805 earlier this year. This new law prohibits local governments from allowing pornography to be viewed on their networks or devices. Public agencies must adopt a policy governing the use of their networks and devices owned, leased, maintained, or otherwise controlled by them by January 1, 2025.

Pornography is defined in the new law as “any material depicting sexual activity,” and “sexual activity” is defined as in G.S. 14-190.13. It also specifies exceptions to the prohibitions on allowing employees and officials to view pornography if it is necessary for them to carry out their duties (ex. investigating crimes).

Recent clarification from the UNC School of Government revealed that our current policies do not cover certain requirements of this new law. This resolution will take care of those requirements, and next month we will bring the Board a Personnel Policy Amendment.

Action

Alderwoman Moody moved to adopt Resolution 24-18 Prohibiting Viewing of Pornography on Town Networks and Devices, which is incorporated in the body of the minutes below. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

Resolution 24-18

Resolution Prohibiting Viewing of Pornography on Town Networks and Devices

Whereas, House Bill 971/North Carolina General Statute (N.C.G.S.) § 143-805, effective October 1, 2024, states that a public agency shall not permit the viewing of pornography by its employees on a network of that public agency and no public agency shall permit an employee, elected official, or appointee of that public agency to view pornography on a device owned, leased, maintained, or otherwise controlled by that public agency; and

WHEREAS, N.C.G.S. § 143-805 requires public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by that public agency; and

WHEREAS, the Town of Spencer prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

Now, Therefore, be it Resolved that the following policies shall apply to the Town of Spencer:

1. No employees of the Town, its elected officials, or Town appointees shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a device controlled by the Town or on a privately owned, leased, maintained, or otherwise controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, maintained, or otherwise controlled by the Town.
3. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the Town shall remove, delete, or uninstall the pornography no later than January 1, 2025.
4. Paragraphs 1, 2, and 3 shall not apply to Town employees or officials investigating or prosecuting crimes, law enforcement training, or performing actions related to other law enforcement purposes; identifying potential security or cyber security threats, protecting human life, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exemptions as specifically set forth in N.C.G.S. § 143-805(d), but this use shall follow the recommendations for appropriate viewing of pornography issued by the State Chief Information Officer for the purposes under N.C.G.S. § 143-805(d).
5. The terms used herein shall be defined as set forth in N.C.G.S. § 143-805(g).
6. Starting annually in 2025, no later than August 1, and in the format required by the State Chief Information Officer, the Town Clerk shall report information required in N.C.G.S. § 143-805 to the State Chief Information Officer.
7. Any employee of the Town who becomes aware of a violation of any provision of this policy shall report the violation to the Town Manager. If the violation was by an appointee of the Board of Aldermen, the Town Manager shall report the violation to the Board of Aldermen unless the appointee first resigns from the position held.
8. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
9. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Board of Aldermen.
10. Any elected official who violates any provision of this policy shall be subject to censure proceedings.

Be it further resolved that this Resolution shall be effective on the date of its adoption.

Departmental Reports

Planning

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

Code Enforcement

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

Police

Police Chief File gave the monthly Police Department report and answered any questions from the Board.

Fire

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

Public Works

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

Finance

Finance Officer Kann (who was absent) had provided the monthly Finance Department report and answered any questions from the Board during the Pre-Agenda Meeting on Thursday, December 5, 2024.

Library

Town Clerk Ward gave the monthly Library report and answered any questions from the Board.

Town Manager Report

Town Manager Franzese gave his monthly report and answered any questions from the Board.

Action

Alderswoman Moody moved to authorize Town staff to apply for the North Carolina Railroad Company (NCRR) Economic Development Microgrant for the North Carolina Finishing Company/Lambe-Fisher site. Alderman Miller seconded the motion, which carried by a vote of 5 – 0.

Requests and Comments by the Board Members

Alderman Rashid Muhammad

- Recognized the hard work and dedication of staff and department heads throughout the year, but especially during the holiday season, which led to the successful parade and Winterfest.
- Hoped everyone remains safe through the end of the year and has a prosperous new year.
- Pledged to continue to address the concerns of town citizens, encouraging them to come to meetings and speak to board members so the Town can address concerns in an orderly manner.

Alderman Steve Miller

- Expressed gratitude toward Town staff for their extra work this time of year, stating the Town is fortunate to have them.
- Commended Town Manager Franzese for his leadership of Town staff, attendance at community events, and organizing various events to show the Town's appreciation toward staff, volunteers, and board/committee members.

Alderwoman Erin Moody

- Thanked Town staff, volunteers, and citizens for organizing and attending Winterfest and Spencer's Holiday Caravan Parade.
- Wished everyone a safe and happy Holiday Season.

Mayor Pro Tempore Patti Secreast

- Reemphasized that the Town looks wonderful for the holiday season, saying there is a lot to celebrate and be thankful for, that she heard many compliments about Spencer during Winterfest and that volunteers said they had fun volunteering.
- Mentioned the upcoming inaugural Walk and Talk with citizens and the board.
- Stated she would be reaching out to administrators at the North Rowan schools to set up appointments to see what the board can do for them. She encouraged parents who have spoken to board members to make sure administrators know what they need and to put it in writing in emails.

Alderwoman Patricia Sledge

- Reiterated the success of Spencer's Holiday Caravan Parade and Winterfest, saying there were at least 66 volunteers for Winterfest this year. The volunteers told her they had a wonderful time doing it and to call them again next year. Stated it takes more than a village to pull this off and she is very appreciative to everyone who was involved in any way they were able.
- Requested Town Manager Franzese elaborate upon the upcoming Walk and Talk event.
- Noted that the Fire Department staff goes to the North Rowan schools on Wednesdays to have lunch with the students and, while she is unable to attend due to a standing engagement, they would love for Board members to attend.

EXECUTIVE SESSION

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

ADJOURN

Alderman Muhammad moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 7:23 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 7. b.

Agenda Item Title: Consider amending Town of Spencer Personnel Policy and Procedure Manual - Articles III, V, VI, and VII.

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager; Anna Ward, Town Clerk

Explanation:

The current Personnel Policy for the Town was adopted in March of 2021 and last amended in June of 2024. Staff recommends amendments to Article III: The Pay Plan, Article V: Conditions of Employment, and Article VI: Leave Policies to align with best practices and to improve our ability to recruit and retain talent.

The recommended amendment to Article III builds upon amendments that were adopted in June of 2024 to better clarify how the Holiday Bonus program works, eliminate ambiguity, and align our policy with current practices.

The recommended amendment to Article V brings the Personnel Policy into alignment with Resolution 24-18, adopted in December 2024, and N.C.G.S §143-805, specifically prohibiting viewing of pornography on Town Networks and Devices.

The recommended amendment to Article VI changes the amount of bereavement leave from up to “three days” to “forty hours.” This includes pro-rated amounts to cover commensurate hours for those working other types of schedules.

The recommended amendment to Article VII brings the Personnel Policy into alignment with rewritten N.C.G.S § 135-92(a), which expanded 401(k) membership eligibility to all part-time employees.

Financial Impact: There is no expected financial impact from these changes.

Recommended Motion:

Motion to amend Town of Spencer Personnel Policy and Procedure Manual - Articles III, V, VI, and VII.

Attachment(s): ☒ Yes ☐ No

1. Draft amendments to Articles III, V, VI, and VII.

SECTION 14. OTHER INCREASES (AMENDED TO ADD NEW SECTION 6/11/2024)

The Town Manager is authorized, upon recommendation of a department head, to consider for approval other types of temporary and permanent pay adjustments when special circumstances arise, as follows. Consideration will include review and concurrence from the Finance Officer that funding is available in the applicable departmental budget.

- A. Temporary Increases: In cases where the assignment of work requires an employee to perform in a higher level classification (grade), a temporary pay rate may be established for the period of that assignment. Temporary Increases range from 5-10% depending on the level of responsibility. The incumbent must be working in the higher classification at least 50% of the time for a minimum of 30 days. Temporary increases are effective the beginning of the pay period in which the increase is effective.
- B. Retention Adjustments: In special circumstances and for positions considered critical to accomplishing departmental objectives, department heads may request approval to permanently adjust an employee's salary in response to a bona fide external job offer provided there are no equity issues. The salary will not exceed the maximum of the salary band. This policy will not apply if the employee is transferring within the Town.
- C. Special Administrative Bonuses: The Town Manager may award special administrative bonuses (one-time lump sum) upon continuing, long-term exceptionally meritorious service performed by any Town employee.

SECTION 15. HOLIDAY BONUSES (AMENDED 6/11/2024, RECOMMENDED AMENDMENT 1/14/2025)

On an annual basis, the Board of Aldermen will consider holiday bonuses in the budget process. When funding is appropriated, disbursement checkspayments shall be made to all full and part time employees and pursuant to the following:

- 1. Active staff as of November 30 are eligible for the holiday bonus;
- 2. Holiday bonus payments will be issued on the Friday in between the last pay date in November and the first pay date in December, or on the closest business day if impacted by a holiday schedule;
- 3. The following limitations or eligibility requirements also apply:
 - a. Full-time staff newly hired between September 1 and November 30 will be eligible for the part-time holiday bonus amount;
 - a.b. Reserve (part-time) Police Officers who have met the minimum annual requirements to maintain their status as a reserve officer (at least 8 hours per month);
 - b.c. Part-Time Firefighters who have worked at least one hundred forty-four (144) hours in the twelve (12) month period preceding the issuance of any authorized checks. For any such employee who began employment within that time period, that employee must have averaged at least twelve (12) hours monthly up to the issuance date of such check;
 - e.d. All other Volunteer Fire Department personnel must have met at least the minimum annual requirements for certification as set forth by

N.C.G.S. § 58-86-25 (currently at least thirty-six (36) hours of meetings and drills as determined under the discretion and judgment of the chief of the department). For any such volunteer who began employment within that annual period, that employee must have averaged at least the annual requirement divided by twelve (12) (currently three (3) hours/month). For any volunteer who is also a full-time employee with the Town, that employee's bonus is issued under the position of full-time employment.

SECTION 16. PAY RATES IN PROMOTION, DEMOTION, TRANSFER, AND

RECLASSIFICATION

When an employee is promoted, demoted, transferred, or reclassified, the rate of pay for the new position is determined as follows:

Promotion

When a promotion occurs, if the employee's salary is below the new minimum, it shall be increased to the minimum rate of the salary range assigned to the class to which he or she is promoted (unless in Trainee Status as defined earlier in this Article). If an employee's current salary is already above the new minimum salary rate, his or her salary may be adjusted upward or left unchanged at the discretion of the Town Manager, provided that the adjusted salary does not exceed the maximum of the assigned salary range.

Demotion

If an employee is demoted because of a reclassification, and the employee's current salary falls above the maximum of the range for the lower class, the employee's salary will remain the same until general schedule adjustments or range revisions bring it back within the lower range. If an employee is demoted for cause or if an employee requests and is granted a voluntary demotion, the employee's salary will be reduced to an amount within the lower salary range as long as the reduced salary does not fall below the minimum salary rate of that range.

Transfer

When a transfer occurs from a position in one class to a position in another class assigned the same pay range, the employee shall continue to receive the same salary.

Reclassification

When a reclassification occurs and an employee's position is reclassified to a class having a higher salary range, the employee's salary shall be increased to the minimum of the new pay range. If the employee's current salary is already above the minimum salary rate, his or her salary may be adjusted upward or left unchanged at the discretion of the Town Manager, provided that the adjusted salary does not exceed the maximum of the assigned salary range. If the position is reclassified to a lower pay range and the employee is receiving a salary above the maximum amount established for the new class, the salary of the employee shall be maintained at that level until such time as the employee's pay range is increased above the employee's current salary.

employees should always be well-groomed and dressed in a manner suitable for the public service environment and in attire that allows the employee to work comfortably in the workplace. Employees required to wear a uniform should reference that section in this Article.

SECTION 10. ATTENDANCE AND PUNCTUALITY

Town services are essential and continuous and therefore an employee shall avoid unnecessary absences and tardiness. Employees shall be required to keep their supervisor informed, to the extent possible, when illness prevents the employee from reporting to work or when the employee expects to be late for work because of unusual and unavoidable circumstances.

SECTION 11. CONFIDENTIAL INFORMATION

During the course of employment, employees may learn, see or acquire confidential information about the Town, other employees or our citizens. Such information is to be handled in strict confidence and is to be shared only with those persons within the Town who need to know such information. Employees are expected to deal with confidential information in a manner which complies with state and federal laws and regulations. Unauthorized access to confidential information is prohibited. Confidential information may include, but is not limited to, public safety incident information, citizen related discussions, employee records, other personal information regarding Town employees or former employees, utility billing records and business or financial records. Employees must recognize the unauthorized disclosure of confidential information could cause irreparable harm and be detrimental to the Town. Any violation may result in disciplinary action, up to and including termination. Employees who violate confidentiality laws may also be subject to sanctions as imposed by federal or state law.

SECTION 12. USE OF TOWN OWNED EQUIPMENT – (AMENDED 2/14/2023, RECOMMENDED AMENDMENT 1/14/2025)

The Town specifically forbids the personal use of any Town owned equipment or supplies by any employee, elected or appointed official or individual. In addition, Town equipment should not be removed from Town property except in the conduct of official Town business.

Employees in possession of Town equipment are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) may bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and not in good standing as defined in this manual and may be subject to withholding of the value of the item from final pay.

Technological Resources

The Town utilizes technological resources to enhance our operations and systems of communication. Technological resources may include, but are not limited to, office phones, cell phones, fax machines, copying machines, computers, laptops, electronic mail, the Internet, hardware, radios, software and data.

All communications and information sent, received or stored on Town equipment are considered the property of the Town. Personal privacy cannot be expected and utilization of these resources may not be conducted in any way that disrupts Town operations or may be in violation of Town policy or state and/or federal laws. The Town, in its discretion, reserves the right to monitor, access, retrieve and delete any material stored in, created, received or sent on Town equipment, for any reasons and without the permission of any employee. If an employee does not want a communication viewed by the Town, the employee should not utilize resources provided by the Town.

Internet

Employees who are provided with computers have access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment. Employees who abuse their privilege to use the Internet may be subject to disciplinary action, up to and including termination.

Pornography on Government Networks and Devices

Pursuant to N.C. Gen. Stat. § 143-805, the Town does not permit employees, elected officials, or appointees of the Town to view pornography on:

1. Devices owned, leased, maintained, or otherwise controlled by the Town.
2. Town networks, whether on a device controlled by the Town or on a privately controlled device.

This section is not applicable to an official or employee who is engaged in any of the following activities in the course of that official's or employee's official duties:

- Investigating or prosecuting crimes, offering or participating in law enforcement training, or performing actions related to other law enforcement purposes.
- Identifying potential security or cybersecurity threats.
- Protecting human life.
- Establishing, testing, and maintaining firewalls, protocols, and otherwise implementing this section.
- Participating in judicial or quasi-judicial proceedings.
- Conducting or participating in an externally funded research project at one of the constituent institutions of The University of North Carolina.
- Researching issues related to the drafting or analysis of the laws of this State as necessary to fulfill the requirements of the employee's official duties.

Annually, no later than August 1 and in the format required by the State Chief Information Officer, the Town shall report information to the State Chief Information Officer on the number of incidences of unauthorized or attempted viewing of pornography on the Town's networks.

Security

Security is expected to be of primary concern to all employees. All passwords must remain confidential. User ID's and passwords may not be shared with fellow employees. Further, the hardware and software used by the Town is covered by agreements and copyrights concerning its use. Thus, employees may not install or copy any software, hardware or accessories stored on any office computer or attempt to modify existing settings or configurations that have been previously set.

Cell Phones

The Town may issue a cellular phone or provide a personal phone reimbursement to Town employees who are required to be in close contact with Town business at all times. While cell phones are a necessary convenience, we require that employees adhere to the following specific guidelines for their own and others safety. This policy establishes guidelines for monitoring and controlling cell phone costs, cell phone use, and other administrative issues related to cell phones.

Department heads may request a Town-issued cell phone or a cell phone stipend for positions within their department based on the needs of the Town and Department via the Cell phone/Phone Stipend Request Form. -Such requests are to be considered judiciously before submittal: generally only for FLSA-exempt status positions whose job responsibilities expect and require the employee to be accessible at all times, such as a department head and possibly other positions approved by the Town Manager who may be needed after hours in emergency call-back situations. Convenience is not a criterion for a cell phone or stipend, and expectations of how available "nonexempt" employees should be for after-hours business intrusions should be given very careful consideration.

It is the preference of the Town to provide stipends, but certain situations may necessitate a Town provided cell phone. Employees receiving a stipend to compensate for the reasonably anticipated amount of business use of a personal cell phone-will be subject to the guidelines outlined below:

Cell Phone Stipend Guidelines

1. This is a non-accountable (taxable) plan.
2. The stipend rate for a cell phone shall be determined each July 1 as part of the budget process, depending on a review of carrier rates.
3. Employees who accept a monthly stipend agree to:
 - a. Allow the Town to publish their number internally;
 - b. Accept and respond to business calls, texts and/or emails of an urgent nature on their phones at all times, as applicable to the stipend level provided;
 - c. Provide their cell number (as needed) to citizens for follow-ups, questions, etc;

to work at all or who choose to come late or leave early will use accrued leave. The Town Manager determines essential/non-essential employees per event.

SECTION 5. BEREAVEMENT LEAVE (RECOMMENDED AMENDMENT 1/14/2025)

When a death occurs in an employee's immediate family (defined in Article 1), an employee may be granted up to ~~three (3)~~forty (40) hours (42 hours for 12-hour personnel and 53 hours for fire suppression personnel) days leave with pay per incident. When a death occurs, the employee is to contact his or her supervisor as soon as possible, but no later than the next business day following the death, to arrange the necessary time off. Bereavement leave will not be considered as time actually worked for purposes of calculating overtime pay or the accrual of compensatory time off. The supervisor will immediately notify the Town Manager and/or Town Clerk of the absence. The Town may request supporting documentation (obituary or death certificate) to support the request for bereavement leave.

Additional time to settle affairs of the family may be taken with the approval of the department head and must be taken as compensatory, sick or vacation leave.

SECTION 6. MILITARY LEAVE

- A. A regular employee who is a member of the National Guard or the Armed Forces Reserve will be allowed military training leave annually without being forced to utilize accrued compensatory leave or vacation leave days. The employee may elect to use compensatory or vacation leave or take the leave without pay.
- B. While on military leave with or without pay, the employee's leave credits and other benefits shall continue to accrue as if the employee remained with the Town during this period. Regular employees who are guardspersons and reservists have all job rights specified in the Veterans Readjustment Assistance Act.
- C. Reinstatement following Military Service– Upon release from military service, regular employees who wish to return to employment with the Town are generally entitled to reinstatement to either their previous position or a position with like seniority, status, and pay – depending on the length of the employee's military service and the Town's operational needs. In addition, employers may request that the returning employee provide documentation that establishes the length and character of the service and the timeliness of the application for reinstatement. Any employee who does not notify the Town Manager of their intent to return within the time frame below shall be deemed to have resigned.

The reinstatement rights as described in this procedure are available provided that:

- 1. The employee's period of military service does not exceed five years and provided that the employee has not been separated from the military with a less than honorable discharge or otherwise excluded by law.
- 2. Employees returning from military leave are entitled to the seniority they would have attained had their employment with the Town had been continuous.

SECTION 3. SUPPLEMENTAL RETIREMENT PLAN (NC 401(K) & NC 457 PLANS) **(RECOMMENDED AMENDMENT 1/14/2025)**

The Town provides up to a 5% match for all eligible employees who contribute to the NC 401(k) plan, with the exception of active sworn law enforcement officers who, as required by NC law, receive an employer contribution of 5% of gross earnings. [All employees have the option to contribute to the NC 457 plan.](#) Forms and additional information related to the 401(k) [and 457 plans](#) are available from [Prudential North Carolina Retirement Systems](#) at <https://www.myncretirement.com/https://ncplans.retirepru.com/index.html>.

[Consistent with State and Federal regulations, part-time staff are eligible to participate in certain retirement savings programs and are encouraged to learn more at https://www.myncretirement.com/nc-401k-nc-457/information-employees/part-time-employees. Participation in these programs is voluntary, and the Town does not contribute to or match employee contributions to these accounts for part-time staff.](#)

SECTION 4. BENEFITS REQUIRED BY LAW

Unemployment Compensation

Town employees who are laid off or released from the Town's service may apply for unemployment compensation through the North Carolina Division of Employment Security at www.des.nc.gov. The North Carolina Division of Employment Security will determine the employee's eligibility for this benefit.

Social Security (FICA)

The Town, to the extent of its lawful authority and power, shall extend Social Security benefits for eligible employees in accordance with the provisions of the Social Security Act. The Federal Social Security program provides monthly benefits upon retirement.

Worker's Compensation Insurance

Worker's Compensation insurance provides coverage to all employees to cover medical expenses and lost time from work due to work-related injuries. Details of this coverage are outlined in Article VI of this manual.

COBRA Benefits

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 7. c.

Agenda Item Title: Budget Ordinance 24-10.008 Fire Truck Purchase

Category: Consent Agenda

Presenter(s): Heather Kann Finance Officer

Explanation:

The Town closed on the purchase of the new Fire truck Nov 4, 2024. The Town budgeted the down payment in FY25 and carried forward the Purchas Order for the truck. There were savings in the loan closing fees that left an opportunity to purchase additional equipment and make an initial payment to the principal of the loan. Therefore, the Appropriated Fund Balance budget needs to be amended.

Financial Impact:

The overall financial impact is a reduction in the Appropriated Fund balance.

Recommended Motion:

Move to adopt Budget Ordinance 24-10.008.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 24-10.008 Fire Truck Purchase Explanation
2. Budget Ordinance 24-10.008
3. Settlement Statement

The original letter of conditions included the following Project Budget.

Project Budget—Based on Standard Form 424, “Application for Federal Assistance,” the project cost and funding will be as follows:

a.	<u>Project Cost</u>	<u>Total</u>
	Fire Truck & Equipment	\$891,820.00
	Legal Services	\$5,000.00
	DMV fee	\$18,500.00
	UCC Filing Fee	\$38.00
	Vehicle Tag & Title	<u>\$20.00</u>
	TOTAL:	\$915,378.00
b.	<u>Source of Funds</u>	
	USDA Loan	\$690,000.00
	Applicant Contribution	<u>\$225,378.00</u>
	TOTAL:	\$915,378.00

The Buyer’s Settlement Statement shows how the total cost of \$915,378.00 was allocated.

On the Ordinance 24-10.008

Supplies and Equipment Budget 13,489

Accessories from Atlantic Emergency Solutions	11,765.48
Witmer Public Safety Group	1,086.42
IdentiFie	499.95
RTIC	129.99

ORDINANCE 24-10.008
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA, FY 24-25 ANNUAL BUDGET
JANUARY 14, 2025

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, 2024, and ending on June 30, 2025:

Section 1. The Town has received the new Firetruck and completed its purchase using both lease financing and Town funds.

Section 2. The Town carried forward the Purchase Order from the prior year, which resulted in additional funds being budgeted since the Town budgeted the downpayment in the FY25 budget.

Section 3. To amend the FY 24-25 Budget appropriations as follows to reduce the appropriate revenues and expenditures to adjust the budget to reflect the correct budgeted amounts required:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-3920-000	Lease Financing	\$ 0	\$690,000	\$690,000
30-3991-000	Appropriated Fund Bal	944,343	29,523	<u>(914,820)</u>
				\$(224,820)

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-4340-299	Supplies and Equipment	\$ 0	\$ 13,489	\$ 13,489
30-4340-540	CO - Vehicles	1,140,378	894,547	(245,831)
30-4340-710	Principal	0	7,522	<u>7,522</u>
				\$(224,820)

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 the 14th day of January 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

Nance & Overbey, PLLC
214 E Innes Street
Salisbury, NC 28144
Phone: 704-637-5590 Fax: (704)637-5591

Buyer's Settlement Statement

Settlement Date: November 04, 2024
Disbursement Date: November 04, 2024
Order Number: 2024100667
Buyer: Town of Spencer
Seller: Atlantic Emergency Solutions
Lender: United States Department of Agriculture
Property: 2024 Pierce Enforcer

	Buyer	
	Debit	Credit
Total Consideration		
Principal Amount of New Loan		690,000.00
Purchase Price	891,820.00	
Loan Charges		
Principal Reduction	7,522.16	
Title/Escrow Charges		
Attorney Fee	500.00	
Recording Charges		
UCC Filing to NC Secretary of State	38.00	
Miscellaneous Charges		
Electronic Title to Dealer Support Services	10.00	
Accessories For Fire Truck to Atlantic Emergency Solutions	11,765.48	
Accessories to Witmer Public Safety Group to Town of Spencer Reimbursement	1,086.42	
Road Tax Fee to NC DMV	2,000.00	
Tag Fee to NC DMV	6.00	
Accessories to IdentiFire to Town of Spencer Reimbursement	499.95	
Accessories to RTIC to Town of Spencer Reimbursement	129.99	
Subtotals	915,378.00	690,000.00
Balance Due FROM Buyer		225,378.00
Totals	915,378.00	915,378.00

Buyer's Settlement Statement

BUYER:

Town of Spencer

BY: 

Patti Secreast
Mayor Pro-Tem

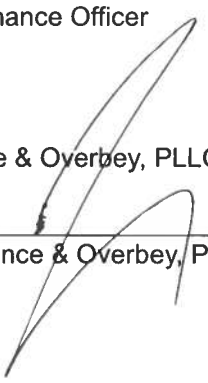
BY: 

Anna Ward
Town Clerk

BY: 

Heather Kann
Finance Officer

Nance & Overbey, PLLC

BY: 

Nance & Overbey, PLLC

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Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 8

Agenda Item Title: 2024-2025 Grassroots Grant Award to the Downtown Spencer Mural Project

Category: Regular Agenda

Presenter(s): Skye Allan, MPA Intern

Explanation:

Consider approving the acceptance of 2024-2025 Grassroots Grant Award of \$4,500 from the Rowan Arts Council to support the Downtown Spencer Mural Project.

Financial Impact:

This grant will increase the available funds for the Downtown Spencer Mural Project by \$4,500 to support current and future public mural projects. Grant opportunities will continue to be explored and applied for to support the project.

Recommended Motion:

Approve or Reject the funds from the Rowan Arts Council.

Attachment(s): ☒ Yes ☐ No

1. Memo from MPA Intern Skye Allan
2. Subgrant Award Letter and Contract

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Post Office Box 45
Spencer, NC 28159-0045

Date: 01/14/2025

To: Board of Aldermen

From: Skye Allan, MPA Intern

Re: Mayor and Board of Aldermen to Consider Accepting a Budget Amendment from the Rowan Arts Council

Several months ago, staff applied for a Grassroots Grant from the Rowan Arts Council to fund the Downtown Spencer Mural Project. The Rowan Arts Council has recently awarded the project a \$4,500 Grassroots Grant. Staff requests that the Board of Aldermen accept these funds.

The Spencer Mural Selection Committee is currently engaged in reviewing concept art from the artist Gina Franco for a future mural to be painted on the side of the former NC Museum of Dolls Toys and Miniatures. The Committee is also currently developing a contract to engage the artist Lance Turner for a mural to be painted on the right side of the Park Plaza Shopping Center. The Committee has also recently completed a Call For Artists and have welcomed the artist Gabriel Eng-Goetz and the artist team of Scott Partridge and Julio Gonzalez onboard for future projects.

Skye Allan,

MPA Intern

SUBGRANT AWARD LETTER/GRANT NOTICE

01/08/2025

Town of Spencer
PO Box 45
Spencer, NC 28159

Dear Town of Spencer:

I am pleased to advise you that the Rowan Arts Council subgranting panel has approved a grant award of \$4,500 to your organization to support your program this year. This grant is made possible by the North Carolina Arts Council's Grassroots Arts Program.

The Rowan Arts Council received nine requests totaling \$65,595 from Rowan County organizations this year with only \$47,520 to distribute. It was a very competitive process, and we are pleased that your program has been selected to receive funding this year.

Please find in this award packet the following:

- **Grant Instructions and Contract:** Please read instructions thoroughly and keep them on file, along with a copy of your grant contract. One grant contract **MUST** be signed and returned to Rowan Arts Council before funds can be distributed.
- **No Overdue Tax Debts Form:** Non-government subgrantees must submit a No Overdue Tax Debts Form along with their grant contract. A copy is included in your grant package.
- **Final Report Form:** Each subgrant recipient must complete a final report at the completion of their project. Reports are due to the Rowan Arts Council by June 1, 2025.

Thank you for coordinating this project and agreeing to comply with state guidelines in administering your subgrant. If I can assist you further, please contact me.

Regards,

Spencer Dixon

Executive Director, Rowan Arts Council

SUBGRANT CONTRACT

GRASSROOTS ARTS PROGRAM SUBGRANT CONTRACT 2025

THIS AGREEMENT, made by and between Rowan Arts Council and
_____ Town of Spencer

WITNESS THAT

WHEREAS, Rowan Arts Council, with the aid of the North Carolina Arts Council, desires to award the grant described on the enclosed Grant Notice subject to the availability of funds from the North Carolina General Assembly.

NOW THEREFORE, by signing the Agreement the Grantee agrees to and will comply with the terms and conditions set forth below and in the enclosures to this contract.

The Grantee must match this grant according to the project budget shown in the application or any subsequent approved revision of that budget. Any revised budget must be attached to this contract and approved by the Rowan Arts Council before this contract is valid.

The Grant Notice with any stipulations, the instructions and the grantee requirements outlining administrative procedures, acknowledgement standards and compliance conditions are enclosed as a binding part of this contract. Acceptance of this award constitutes an obligation upon the Grantee to fulfill the terms of this contract and its enclosures.

IN WITNESS WHEREOF, Rowan Arts Council and the Grantee have executed this Agreement as of the date attested by Rowan Arts Council below.

Signature of Subgrantee Authorizing Official

Date Signed

Typed or Printed Name and Title of Subgrantee Authorizing Official

Signature of Subgrantee Contact Person

Date Signed

Typed Printed Name and Title of Subgrantee Contact Person

ATTEST

Executive Director, (Rowan Arts Council)

Date Executed

SUBGRANT INSTRUCTIONS

Please read the following information carefully and use it as a checklist in fulfilling your obligations for the Grassroots Arts Program subgrant. If you have questions about any of this material, contact Spencer Dixon, directorrowanarts@visitrowancountync.com, 704-754-6513

1. Sign and return grant contract and No Overdue Tax Debts Form

Please review your Grant Notice. If your grant was not funded at the level you requested, you may need to revise your project budget. Before you begin, note any stipulations contained in the Grant Notice. If you cannot implement your project at the reduced grant amount, please notify (DCP Name) immediately.

Please sign the Grant Contract and return one (1) copy along with the No Overdue Tax Debts form to Rowan Arts Council at directorrowanarts@visitrowancountync.com Please return these forms by January 27 for processing.

2. Make sure you have matching funds in place

All grantees are required to match grant amounts dollar for dollar. The funds must come from other public or private sources. One Rowan Arts Council or North Carolina Arts Council grant may not be used to match another. Matching funds may not come from another State or Federal grant.

3. Use the North Carolina Arts Council credit line and logo

All grant recipients are required to prominently display the North Carolina Arts Council logo with tagline and credit lines on-site at funded events and in all digital and printed publicity materials. We also encourage you to use this on your website, electronic newsletters, and in as many materials and places as possible. Your display of these items serves to recognize the investment by the North Carolina General Assembly in our grants and programs.

Logo Use and Credit Line

In all communications, **North Carolina Arts Council** should always be written out on first reference. **N.C. Arts Council** is acceptable on second reference. NCAC should not be used.

Credit Line

Choose the appropriate credit line to use with the Arts Council logo, depending on your grant award's source of funding. Credit lines must also be displayed on all digital and printed publicity materials:

Credit line for those who receive state funds



North
Carolina
Arts
Council

This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.

Credit line for those who receive state and federal funds



North
Carolina
Arts
Council



This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources, with funding from the National Endowment for the Arts.

Please remember to remove the NEA tagline from your materials and website at the completion of the project.

Donor Recognition

If you list donor participation on printed materials or your website, you must include the North Carolina Arts Council in the appropriate category (e.g. sponsors, directors, benefactors, etc.)

Reproducing the Arts Council Logo

Grantees may download logos from the N.C. Arts Council's [Logo & Branding Materials page](#). Do not reproduce the logo from faxed or photocopied images. The logo must be reproduced as a unit without alteration. Please see our [Logo Usage Guide](#) for best practice.

The NEA logo can be downloaded from the [NEA website](#).

Web and Social Media USAGE:

Please make sure that all digital instances of the N.C. Arts Council logo link to NCArts.org.

Use the hashtag **#NCArts** across social media.

We invite you to follow us on social media:

- Instagram [@ncartscouncil](#)
- Facebook [@ncarts](#)
- X ([@ncartscouncil](#))

Questions about Logo Use?

Contact the North Carolina Arts Council Marketing & Communications team for assistance.

Diana Pineda

Marketing Director

diana.pineda@dncr.nc.gov

Ai-Ling Chang

Graphic and Website Manager

ai-ling.chang@dncr.nc.gov

4. Thank your Legislators

Rowan Arts Council requires all subgrantees to write their Legislators to thank them for appropriating funds for their grants and to inform them of the project activities and community impact. A copy of all letters to legislators must be attached to your final report. We hope you will also invite Legislators to attend any performances, exhibitions, or other project-related activities.

5. Keep (Rowan Arts Council staff informed

Please keep Rowan Arts Council staff informed about your project activities. Please invite them to attend any performances, exhibitions, or other grant-related activities. If your program or project changes significantly and you need to revise your project budget by more than 10-percent

of the total, you must submit a written request in advance. Call Rowan Arts Council staff to discuss any revisions before submitting a written request.

Grantees must inform Rowan Arts Council no later than April 30th if you will not be able to spend all your grant funds. Refunds should be returned to Rowan Arts Council as soon as possible and no later than May 31, 2025.

6. Submit your Final Reports by June 1, 2025

At the end of the project period, all grantees are required to report on how grant funds were used. Please complete the enclosed Report Form, following all instructions carefully and return the form no later than June 1, 2025.

Failure to complete your final report by the deadline renders the grantee ineligible to apply for the Grassroots Arts Program funds the next fiscal year.

State Grant Certification – No Overdue Tax Debts ¹

Instructions: Grantee should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of the State Budget and Management

[Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the **[insert organization's name]** does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. 143-34(b).

Sworn Statement:

[Name of Board Chair] and **[Name of Second Authorizing Official]** being duly sworn, say that we are The Board Chair and **[Title of Second Authorizing Official]**, respectively, and **[name of organization]** Of **[City]**, in the state of North Carolina; and that the foregoing certification is true, accurate and complete To the best of our knowledge and was made and subscribed by us. We also acknowledge and understand That any misuse of State Funds will be reported to the appropriate authorities for further action.

Board Chair

[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

My Commission Expires: _____

(Notary Signature and Seal)

¹ G.S. 105-243.1 defines: "Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

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Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 9

Agenda Item Title: Down-Zoning Text Amendment Ordinance Adoption

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Adoption of SB 382 by the State legislature revised authority of the Town to initiate rezonings that result in “down-zoning” a property. This text amendment revises our development ordinance to comply with that revision.

Financial Impact:

No impact

Recommended Motion:

Motion to adopt ordinance as presented by staff

Attachment(s): ☒ Yes ☐ No

1. Memo
2. Ordinance Language
3. Newspaper ad



MEMO

Date: 12.3.24

By: Steve Blount

RE: Down-Zoning Text Amendment

The recent adoption by the NC State Legislature of SB 382 amended NCGS 160D-601(d), which defines the process of initiating zoning map amendments. The primary impact on Spencer's Development Ordinance is found in Article 5, Section 5.2 which allows the Town to initiate rezonings that result in the effect called "down-zoning" or the reduction in the intensity or number of uses of the proposed zoning classification. Our ordinance allows the Town to initiate this type of amendment without the property owner's permission. The revision under SB 382 would require the property owner's permission when an amendment results in a "down-zoning."

The definition of Down-Zoning in 160D is as follows:

(d) Down-Zoning. - No amendment to zoning regulations or a zoning map that down-zones property shall be initiated nor is it enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment, unless the down-zoning amendment is initiated by the local government. For purposes of this section, "down-zoning" means a zoning ordinance that affects an area of land in one of the following ways:

- (1) By decreasing the development density of the land to be less dense than was allowed under its previous usage.*
- (2) By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage.*

(I have a problem with the definition of down-zoning since item (d)(1) defines using the word "density" (i.e., the number of units per acre) and (d)(2) uses the description "fewer uses". By literal definition of "fewer uses" you would compare the *number* of uses to determine if an action was considered down-zoning. I would think they would also want to consider the "intensity" of uses which while somewhat subjective (Is a 200 unit apartment complex more or less intense than a church or an office building?), it is a generally accepted planning principle that Table of Uses are laid out such that lowest intensity uses start on one side and progress to higher intensity uses on the other side. If not already litigated, the argument in court would be that zoning ordinances are designed to "protect" residential classifications from commercial and industrial uses and thus residential is less intense than all other classifications.)

By 160D's definition, if the Town, for example, determined that the properties along N Salisbury Ave/US HWY 29 should be rezoned from IND to C-29, we would need to get permission from each property owner before initiating that action because this would result in a decrease in intensity of uses. However, if the Town decided to rezone the property along Hawkinstown Road from SFR-1 to RMST, which allows a higher density of residential development, we would not need the property owner's permission.

This change will have little practical impact on our routine rezoning actions as we have not to date during my time with the Town initiated any individual rezonings except at the request and thus with the permission of the property owners. It could have an impact, however, if during the process of a large scale land use planning effort such as the 2008 Comprehensive Land Use Plan process, large areas of property were rezoned to match a change in desired future land use.

Regardless of the impact, we will need to revise Section 5.2 to align with the revisions imposed by SB 382's revisions to 160D-601(d) by striking the Town's authority to initiate map amendments that result in a down-zoning as follows:

5.2 Initiation of Amendments

Proposed changes or amendments to either the text of this Ordinance or the Official Zoning Map may be initiated by the Spencer Town Board of Aldermen, the Spencer Planning Board, the Spencer Planning, Zoning & Subdivision Administrator, any owner of a legal or equitable interest in land located in the Town's jurisdiction, or any resident of the Town's jurisdiction having a legal or equitable interest in land affected by the proposed amendment. Persons other than the Town of Spencer, the landowner, or the landowner's authorized agent making application for a zoning map amendment shall certify to the Town that the owner of the parcel of land as shown on the Rowan County tax listing has received actual notice of the proposed amendment and a copy of the notice of the legislative hearing in accordance with the provisions of G.S. 160D-602(d). See Section 5.3-1(D) of this Article for content of an application for amendment(s).

No amendment to zoning regulations or a zoning map that down-zones property shall be initiated nor shall it be enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment; ~~unless the down-zoning amendment is initiated by the Town.~~

ORDINANCE 25-01

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO AMEND THE TOWN OF SPENCER DEVELOPMENT ORDINANCE, ARTICLE 5, SECTION 5.2 TO REMOVE TOWN'S AUTHORITY TO INITIATE ZONING MAP AMENDMENTS THAT RESULT IN A DOWN-ZONING AS DEFINED BY NCGS 160D-601

WHEREAS, The Town of Spencer's Development Ordinance allows the Town to initiate zoning map amendments that result in down-zonings as defined by NCGS 160D-601 without the property owner's permission; and

WHEREAS, in December of 2024, the NC State Legislature adopted what was proposed as SB 382 which revised 160D-601(d) removing a municipality's authority to initiate zoning map amendments that result in down-zonings; and

WHEREAS, our local development ordinances must comply with NC State statutes; and

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

Section 1.

Section 5.2 of Article 5 of the Town of Spencer Development Ordinance will be amended as follows (striketroughs indicating deletions):

5.2 Initiation of Amendments

Proposed changes or amendments to either the text of this Ordinance or the Official Zoning Map may be initiated by the Spencer Town Board of Aldermen, the Spencer Planning Board, the Spencer Planning, Zoning & Subdivision Administrator, any owner of a legal or equitable interest in land located in the Town's jurisdiction, or any resident of the Town's jurisdiction having a legal or equitable interest in land affected by the proposed amendment. Persons other than the Town of Spencer, the landowner, or the landowner's authorized agent making application for a zoning map amendment shall certify to the Town that the owner of the parcel of land as shown on the Rowan County tax listing has received actual notice of the proposed amendment and a copy of the notice of the legislative hearing in accordance with the provisions of G.S. 160D-602(d). See Section 5.3-1(D) of this Article for content of an application for amendment(s).

No amendment to zoning regulations or a zoning map that down-zones property shall be initiated nor shall it be enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment; ~~unless the down-zoning amendment is initiated by the Town.~~

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this the 14th day of January 2025.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk



Date 12.5.24

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 12/22/24 and Sunday 12/29/24. 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 January 9, 2025 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 text amendment to the Town of Spencer Development Ordinance Article 5, Section 5.2 regulating the initiation of zoning map amendments resulting in a downzoning.

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

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 10

Agenda Item Title: Sidewalk, Driveway, parking Text Amendments Ordinance Adoption

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Staff are suggesting various changes to the Town's Development Ordinance to clarify requirements for sidewalks for small residential developments, driveway permits, and increase the required number of parking spaces for residential development.

Financial Impact:

No impact

Recommended Motion:

Motion to adopt ordinance as presented by staff

Attachment(s): ☒ Yes ☐ No

1. Memo
2. Ordinance Language
3. Newspaper ad

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

MEMO

Date: 12.12.24

By: Steve Blount

RE: Sidewalks, Driveways & Parking

Narrative:

(Note: Throughout this document, suggested text deletions are shown by ~~strike-throughs~~ and text additions are highlighted in **yellow**.)

Sidewalks

During various planning efforts including the Bike & Pedestrian Master Plan, Parks & Recreation Master Plan, and the Comprehensive Land Use Plan and update, the Town of Spencer has noted the desire to become a pedestrian friendly community with an expanding system of trails, paths, bike lanes and sidewalks. When the Town created and adopted its Development Ordinance in 2021, it appears that there was an effort made to include sidewalk requirements for new developments. The maps below show that the effort to create a walkable community has been relatively successful. Including the Stanback Forest Trails and the proposed EB-5861 urban greenway, the town has a fairly complete set of sidewalks in the urban core and with the completion of EB-5861 will have a primary loop of sidewalks and trails connecting most of the residential neighborhoods with the downtown retail area and the future Yadkin River District.





While our development ordinance does a good job of defining the requirements for sidewalks in new and large residential and commercial developments, it is confusing when it comes to small developments and construction on existing individual lots. Due to NC State statute 160D-802, some subdivisions of land are exempt from subdivision regulations, and thus some gaps are created in our ordinance language requiring sidewalks. Because of this, I feel opportunities to either have new sidewalks built or to collect payment in lieu of building sidewalks have been missed. We offer the following suggested text amendments to clarify the Development Ordinance's intent to see either new sidewalks built along with all new development or to have payment in lieu of made where the building of sidewalks is not logical.

There is one new concept that is being suggested as to the sidewalk requirement listed in Section 2.19-1(E) concerning existing lots where one new single family home is being built. That Sections currently states:

2.19 Sidewalks for New Development and Expansion/Improvement of Existing Development

2.19-1 Sidewalks Required. Sidewalks shall be required along new and existing streets, in accordance with the provisions of Sub-section 13.2-3, fronting the following new development and expansions of and improvements to existing development.

(E.) One single family home on a single lot when the lot being developed is adjacent to a lot on which an existing sidewalk is located and the construction of a sidewalk on the lot being developed would be a logical extension of the pedestrian network.

Based on this language, if there is no existing “pedestrian network” to attach to for a new single family home on an existing single lot, that new home development does not have to build sidewalks OR participate by

payment in lieu of. I would suggest that this exception be closed by requiring this type of development to make a payment in lieu of for sidewalks if there are no adjacent sidewalks to connect to.

Section 2.19-1 would be revised to say:

(E.) One single family home on a single lot when the lot being developed is adjacent to a lot on which an existing sidewalk is located and the construction of a sidewalk on the lot being developed would be a logical extension of the pedestrian network. When no sidewalks exist on adjacent lots, property owner/developer will be charged an amount in lieu of building sidewalks based on the lineal footage of sidewalk that would have been required at a per lineal foot amount established in the Town's Schedule of Fees and Charges.

Per NC State statute 160D-802, certain specific divisions of land are not subject to subdivision regulations and are created with what is called an Exception Plat that is used for recordation of the new lots created. 160D-802(a) (4) specifically states:

(4) The division of a tract in single ownership whose entire area is no greater than 2 acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the local government, as shown in its subdivision regulations.

This “less than two acres/no more than three lots” exception is included in our Development Ordinance as Section 16.1-2(A)(4). There is also a definition of Major and Minor Subdivisions in Article 3 that uses this same “3 lots or less vs. 4 lots or more” division. The approval process and development requirements of minor vs. major subdivisions is very similar with the biggest difference being the fees charged during the review and approval process. In the past we have required major subdivisions to provide certain development amenities, primarily sidewalks and street trees, where we did not require these of minor subdivisions that met the exception specification, because in effect, they were not considered a subdivision. To clarify moving forward, I think we need to amend our development ordinance text to clearly specify that major, minor, and exception subdivisions will be required to provide the same development amenities requirements concerning sidewalks and street trees. To accomplish this, I would suggest the following amendments:

Article 3 Definitions, Abbreviations & Symbols

SUBDIVISION, MINOR. A residential subdivision involving three or fewer lots fronting on an existing approved public street(s), not requiring any new public or private street(s) for access to interior property, not requiring extension of public sewage or water line and not requiring a waiver, modification, or variance from any requirement of this Ordinance provided all of the following criteria are met:

- (1) The tract or parcel to be divided is not exempted under sub-section 16.1-2(A)(2) of Article 16 of this Ordinance.*
- (2) No part of the tract or parcel to be divided has been divided under this definition in the 10 years prior to division.*
- (3) The entire area of the tract or parcel to be divided is greater than 5 acres.*
- (4) After division, no more than three lots result from the division.*
- (5) After division, all resultant lots comply with all of the following:*
 - a. All lot dimension size requirements of the applicable land-use regulations, if any.*
 - b. The use of the lots is in conformity with the applicable zoning requirements, if any.*

c. A permanent means of ingress and egress is recorded for each lot.

(6) Minor subdivisions will not be exempt from requirements for sidewalks and street trees required for Major Subdivisions as specified in other sections of this Development Ordinance.

16.1-2 Exempt land divisions.

(A.) Divisions of land exempt. In accordance with G.S. 160D-802, the following divisions of land are not included within the definition of "subdivision", and are not subject to the Town's subdivision regulations (Note: Lots created by exemption will be subject to sidewalk and street tree requirements when and if Zoning Permits are issued for commercial or residential development in the future.):

Exempt subdivision plats are stamped as follows and signed by the Planning and Zoning Administrator prior to recordation at the Register of Deeds Office.

I hereby certify that this Exemption Plat meets the requirements of the Subdivision Ordinance of the Town of Spencer, North Carolina.

I would suggest adding a second stamp in Article 7 stating the following:

EXEMPTION PLATS

Lots created by Exemption Plats shall be subject to the requirements for sidewalks and street trees found in the Town of Spencer Development Ordinance when the lots are developed.

Parking

Article 12 of Spencer's Development Ordinance defines automobile parking requirements for commercial and residential developments. Table 12-1 of that ordinance specifies the number of parking spaces required for single-family residences at one parking space per residence for home with two bedrooms or less and two parking spaces for homes with three bedrooms or more. In our car-dependent society, I think these requirements are too low and should be revised up by one parking space each as shown below:

Table 12-1

Type of Land Use	Off-street Parking Spaces to be Provided:	
	Minimum	Maximum
Residential		
Accessory dwelling unit	1	2
Dwellings, multi-family with 2 bedrooms or less	1 per unit	2 per unit
Dwellings, multi-family with 3 bedrooms or more	2 per unit	3 per unit
Dwellings, attached age restricted	0.75 per unit	1.5 per unit
Dwellings, single-family detached and attached with 2 bedrooms or less	1 2 per unit	not applicable
Dwellings, single-family detached and attached with 3 bedrooms or more	2 3 per unit	not applicable

This revision would not preclude the use of street parking to meet this requirement and would allow the combination of parking in attached or detached garages and properly designed driveway/parking pads to meet these requirements.

Article 2.10-6 prohibits parking in a front yard setback and Article 12.3-5 prohibits parking within a public right of way. These ordinance sections read as follows:

2.10-6 Off-street Parking. Off-street parking areas, maneuvering areas for parking, and loading areas are prohibited in the established front building setback, which shall be landscaped, in any established side yard abutting a street, which shall be landscaped, and in any required buffer or screen.

- *12.3-5 No Parking in Right-of-Way. In no case shall minimum required off-street parking spaces(s), whether enclosed or not, extend into the public right of way, or into an easement for a public sidewalk on private property, except within the MS District.*

Strictly enforced, these restrictions would make off street parking for new and existing residences, especially in our small lot residential classification RMST with its 12' minimum front setback, difficult. Even in our larger lot residential classification, SFR-1, 2 & 3, the larger front setbacks (42', 33', & 20' respectively) can result in challenges to front yard parking.

For new homes in the RMST zoning classification, I constantly remind property owners/developers that while the stated front setback is only 12', if they plan to park in front of the new home, they will need to push the home back on the lot an additional 20' to allow for a 20' x 20' parking pad that meets our regulations. To codify this requirement, I suggest the following text amendment:

8.4-3 Residential Main Street Transition District (RMST)

(H) If front yard parking is desired, house must be setback at least 20 feet from the road right of way to allow for a 20 'x 20' paved parking pad.

We may want to consider similar language for the other residential zoning classifications at a future time.

Driveways

The Spencer Development Ordinance, Article 2.17-1 requires a permit to be issued for any new driveway as follows:

2.17 General Standards for Driveway Permitting

2.17-1 Driveway Permit Required. No driveway or other point of access to a street maintained by either the Town of Spencer or the North Carolina Department of Transportation shall be constructed, relocated, or altered unless a driveway permit or other approval is obtained from either the Town of Spencer or the North Carolina Department of Transportation. The applicant shall comply with the standards for driveways established by the North Carolina Department of Transportation. All driveway plans shall be reviewed by the Town of Spencer prior to construction of the driveway. All driveways shall be paved surfaces within the public right-of-way.

While we issue driveway permits for driveways being added to existing homes, since this section states, “driveway permit or other approval is obtained”, we have been allowing the Zoning Permit issued for new homes to serve as that “other approval”, not requiring a separate driveway permit for new homes. We also abdicate our authority over driveway permitting on state roads within our municipal limits, although statutes give us the authority to regulate those driveways, too. I would suggest the language of this ordinance be modified as follows to clarify the various requirements:

2.17 General Standards for Driveway Permitting

*2.17-1 Driveway Permit Required. No driveway or other point of access to a street maintained by either the Town of Spencer or the North Carolina Department of Transportation shall be constructed, relocated, or altered unless a driveway permit ~~or other approval~~ is obtained from ~~either the Town of Spencer or~~ **and** the North Carolina Department of Transportation **in the case of state roads**. The applicant shall comply with the standards for driveways established by the North Carolina Department of Transportation **and the Town of Spencer**. All driveway plans shall be reviewed by the Town of Spencer prior to construction of the driveway. All driveways shall be paved surfaces within the public right-of-way.*

I would also suggest that the cost of a driveway permit issued as a part of a new home construction be set at \$0 as the property owner/developer has already paid a fee of \$50 for the required Zoning Permit.

Fee Schedule

Based on the suggested text amendments above, we would suggest the following amendments to the Schedule of Fees and Charges approved as a part of the Town’s yearly budget process:

Under Appendix A: Fees and Charges
In Zoning Permit Section

Currently list are:

Driveway Connection	\$25
Curb Cut	\$50

Add the following:

Driveway Connection and/or	
Curb Cut as a part of a new home	\$0

Sidewalk Payment In Lieu Of	\$25/lin.ft.
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ORDINANCE 25-02

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO AMEND THE TOWN OF SPENCER DEVELOPMENT ORDINANCE, ARTICLE 2, SECTION 2.19-1 CONCERNING SIDEWALKS; ARTICLE 3 DEFINITIONS CONCERNING MINOR SUBDIVISIONS; ARTICLE 16, SECTION 16.1-2 AND ARTICLE 7 CONCERNING EXEMPT SUBDIVISIONS; ARTICLE 12, TABLE 12-1 CONCERNING PARKING SPACES REQUIRED FOR RESIDENTIAL DEVELOPMENT; ARTICLE 8, SECTION 8.4-3 CONCERNING REQUIRED SETBACK IN RMST ZONING CLASSIFICATION; ARTICLE 2, SECTION 12.17-1 CONCERNING DRIVEWAY PERMITS; TOWN'S FEE SCHEDULE CONCERNING DRIVEWAY PERMIT FEE FOR NEW HOME CONSTRUCTION AND PAYMENT IN LIEU OF SIDEWALKS PER LINEAL FOOT FEE

WHEREAS, The Town of Spencer's Development Ordinance regulates various development activities including sidewalks, parking and driveways; and

WHEREAS, over time, various sections have proven to be confusing to staff and developers and as to the intent of the ordinance and the effect of the Development Ordinance's current language; and

WHEREAS, our local development ordinances must comply with NC State statutes and the suggested amendments are meant to comply with the State statutes, and the intent of the Town's long-range plans and the current Development Ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Spencer, North Carolina, that the following shall be amended (~~striketroughs~~ indicating deletions, **yellow highlighting** indicating additions);

Section 1.

Section 2.19-1 of Article 2 of the Town of Spencer Development Ordinance will be amended as follows):

Section 2.19-1

*(E.) One single family home on a single lot when the lot being developed is adjacent to a lot on which an existing sidewalk is located and the construction of a sidewalk on the lot being developed would be a logical extension of the pedestrian network. **When no sidewalks exist on adjacent lots, property owner/developer will be charged an amount in lieu of building sidewalks based on the lineal footage of sidewalk that would have been required at a per lineal foot amount established in the Town's Schedule of Fees and Charges.***

Section 2.

Article 3 Definitions shall be amended as follows;

Article 3 Definitions, Abbreviations & Symbols

SUBDIVISION, MINOR. A residential subdivision involving three or fewer lots fronting on an existing approved public street(s), not requiring any new public or private street(s) for access to interior property, not requiring extension of public sewage or water line and not requiring a waiver, modification, or variance from any requirement of this Ordinance provided all of the following criteria are met:

- (1) *The tract or parcel to be divided is not exempted under sub-section 16.1-2(A)(2) of Article 16 of this Ordinance.*
- (2) *No part of the tract or parcel to be divided has been divided under this definition in the 10 years prior to division.*
- (3) *The entire area of the tract or parcel to be divided is greater than 5 acres.*
- (4) *After division, no more than three lots result from the division.*
- (5) *After division, all resultant lots comply with all of the following:*
 - a. *All lot dimension size requirements of the applicable land-use regulations, if any.*
 - b. *The use of the lots is in conformity with the applicable zoning requirements, if any.*
 - c. *A permanent means of ingress and egress is recorded for each lot.*
- (6) *Minor subdivisions will not be exempt from requirements for sidewalks and street trees required for Major Subdivisions as specified in other sections of this Development Ordinance.*

Section 3.

Section 16.1-2 of Article 16 shall be amended as follows:

16.1-2 Exempt land divisions.

- (A.) *Divisions of land exempt. In accordance with G.S. 160D-802, the following divisions of land are not included within the definition of "subdivision", and are not subject to the Town's subdivision regulations (Note: Lots created by exemption will be subject to sidewalk and street tree requirements when and if Zoning Permits are issued for commercial or residential development in the future.):*

A stamp will be required on exempt subdivision plats and the following will be added to the plan stamps found in Article 7:

EXEMPTION PLATS

Lots created by Exemption Plats shall be subject to the requirements for sidewalks and street trees found in the Town of Spencer Development Ordinance when the lots are developed.

Section 4.

Table 12-1 in Article 12 will be revised as follows:

Table 12-1

Type of Land Use	Off-street Parking Spaces to be Provided:	
	Minimum	Maximum
Residential		
Accessory dwelling unit	1	2
Dwellings, multi-family with 2 bedrooms or less	1 per unit	2 per unit
Dwellings, multi-family with 3 bedrooms or more	2 per unit	3 per unit
Dwellings, attached age restricted	0.75 per unit	1.5 per unit
Dwellings, single-family detached and attached with 2 bedrooms or less	± 2 per unit	not applicable
Dwellings, single-family detached and attached with 3 bedrooms or more	± 3 per unit	not applicable

Section 5.

Section 8.4-3 of Article 8 will be amended as follows:

8.4-3 Residential Main Street Transition District (RMST)

(H) If front yard parking is desired, house must be set back at least 20 feet from the road right of way to allow for a 20 'x 20' paved parking pad.

Section 6.

Section 2.17-1 of Article 2 will be amended as follows:

2.17 General Standards for Driveway Permitting

2.17-1 Driveway Permit Required. No driveway or other point of access to a street maintained by either the Town of Spencer or the North Carolina Department of Transportation shall be constructed, relocated, or altered unless a driveway permit or other approval is obtained from either the Town of Spencer or and the North Carolina Department of Transportation in the case of state roads. The applicant shall comply with the standards for driveways established by the North Carolina Department of Transportation and the Town of Spencer. All driveway plans shall be reviewed by the Town of Spencer prior to construction of the driveway. All driveways shall be paved surfaces within the public right-of-way.

Section 7.

In relation to the Sections modified above, the Town's Schedule of Fees and Charges will be modified as follows:

Under Appendix A: Fees and Charges
In Zoning Permit Section

Currently list are:

Driveway Connection	\$25
Curb Cut	\$50

Add the following:

Driveway Connection and/or	
Curb Cut as a part of a new home	\$0

Sidewalk Payment In Lieu Of	\$25/lin.ft.
-----------------------------	--------------

Section 8.

This ordinance shall become effective immediately upon adoption.

Adopted this the 14th day of January 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Date 12.17.24

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 12/22/24 and Sunday 12/29/24. 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 January 9, 2025 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 text amendment to the Town of Spencer Development Ordinance, Article 2, Section 2.19-1 concerning sidewalks; Article 3 Definitions concerning Minor Subdivisions; Article 16, Section 16.1-2 and Article 7 concerning exempt subdivisions; Article 12, Table 12-1 concerning Parking Spaces required for Residential Development; Article 8, Section 8.4-3 concerning required setback in RMST Zoning Classification; Article 2, Section 12.17-1 concerning driveway permits; Town's Fee Schedule concerning driveway permit fee for new home construction and payment in lieu of sidewalks per lineal foot fee.

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

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 11

Agenda Item Title: Mayor and Board of Aldermen to receive a report from staff regarding to potential adoption of an ordinance creating a 5-member Parks and Recreation Advisory Board.

Category: Regular Agenda

Presenter(s): Special Projects Planner Joe Morris

Explanation:

The Mayor and Board of Alderman adopted the Creating Outdoor Recreation Economies (CORE) Strategic Plan in November 2023. The plan includes recommended goals and objectives related to the creation of a Parks and Recreation Advisory Board. Staff is prepared to update the Board on the adoption of an ordinance to create the Parks and Recreation Advisory Board as early as February 2025.

Financial Impact:

Operational expenses, including administrative support for the proposed Parks and Recreation Advisory Board, will be categorized as a general governance expense within currently budgeted amounts.

Recommended Motion:

Move to (1) conduct a public hearing, and/or (2) consider adoption of an Ordinance 25-03 to establish a Parks & Recreation Advisory Board tonight or at the February 11, 2025, Regular Meeting of the Board of Aldermen.

Attachment(s): ☒ Yes ☐ No

1. MEMORANDUM – Parks & Recreation Advisory Board
2. Proposed Ordinance 25-03



MEMORANDUM

January 14, 2025

The Mayor and Board of Alderman adopted the Creating Outdoor Recreation Economies (CORE) Strategic Plan in November 2023. The plan includes recommended goals and objectives relative to the creation of a Parks and Recreation Advisory Board under the category of *Communication and Activation*, as following:

Goal 2: Promote and educate residents and visitors about available and potential recreation amenities and environmental stewardship.

Objective 2.1: Create a Spencer Parks and Recreation Advisory Board and Town Parks and Recreation Department.

Action 2.1.1: Present idea of Recreation Advisory Board to the Town of Spencer's Board of Aldermen. The Advisory Board should help monitor and implement the recommendations of the CORE work plan and work with town staff and leadership to pursue objectives outlined in the Spencer Parks and Recreation comprehensive master plan.

Action 2.1.2: Town of Spencer shall develop bylaws and provide administrative support to the Advisory Board.

Action 2.1.3: Recruit CORE workgroup members to serve on Advisory Board.

Since the adoption of the CORE Plan, the Town has experienced considerable growth in recreation-related activities, including:

1. Construction start-up for Spencer Town Park with an anticipated completion in the summer of 2025.
2. Acquisition, through donation, of the Carter Property on 11th Street and the initiation of an agreement with the Bogle Firm for design services for the adaptive re-use of the structure and surrounding land as a parks & recreation office and maintenance facility with space for educational programs, restrooms and "welcome center" for the Fred & Alice Stanback Educational Forest.
3. Successful award of the NC Parks – Connecting Communities to State Trails Grant for the Grants Creek Blueway Trailhead on 7th Street.

4. A pending application has been submitted to NC Parks- Great Trails State Program grant for construction for of the Rocky Branch Loop Trail, which has the potential to add more than 8,800 linear feet of trail within recently acquired 45 acres of the Stanback Educational Forest.
5. Town staff has submitted a Position Design Worksheet for an *Active Living Coordinator* to the Piedmont Triad Regional Council for review and inclusion in a forthcoming Compensation and Classification policy. The hiring of this budgeted position is March / April 2025.

The process for the creation of a Town Board is through the adoption of an ordinance. A proposed DRAFT of the authorizing ordinance is as follows:

32.53 PARKS AND RECREATION ADVISORY BOARD

(A) There is hereby established a Parks and Recreation Advisory Board ("Board") under the authority of G.S. Ch. 160D-306. {§ 160D 306. Other advisory boards. A local government may by ordinance establish additional advisory boards as deemed appropriate. The ordinance establishing such boards shall specify the composition and duties of such boards. (2019 111, s. 2.4; 2020 3, s. 4.33(a); 2020 25, s. 51(a), (b), (d).}

(B) The Board shall consist of 5 member members appointed by the Board of Aldermen. All members shall reside within the planning and zoning jurisdiction of Spencer. A majority of the members of the board shall have demonstrated special interest, experience, or education in parks, recreation, special events, planning, land stewardship, natural history, or related fields. The Board shall serve without compensation. The Board may appoint advisory bodies and committees as appropriate.

(C) Members of the Board shall serve terms of four years. Terms shall be staggered. A member may be reappointed for a second consecutive term, but after two consecutive terms, a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his or her second term.

(Ord. passed XX-XX-2025)

§ 32.54 MEETINGS.

The Parks and Recreation Advisory Board shall establish a meeting time and shall meet monthly and more often as it shall, determine and require. All meetings of the Board shall be open to the public, and reasonable notice of the time and place thereof shall be given to the public. All meetings shall conform to the North Carolina Open Meetings Law, G.S. § 143-33B.

(Ord. passed XX-XX-2025)

§ 32.55 ATTENDANCE OF MEETINGS.

Any member of the Parks and Recreation Advisory Board who misses more than three consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the Board of Aldermen. Absence due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

(Ord. passed XX-XX-2025)

§ 32.56 RULES OF PROCEDURE

Prior to any official action, the Board shall adopt and publish rules of procedure governing its meetings and the conduct of official business and bylaws governing the appointment of members, terms of office/ the election of officers, and related matters.

((Ord. passed XX-XX-2025))

§ 32.57 MEETING MINUTES.

The Board shall keep permanent minutes of all its meetings. The minutes shall record the attendance of its members, its resolutions, findings, recommendations, and actions.

(Ord. passed XX-XX-2025)

§ 32.58 BOARD ADVISORY CAPACITY.

The Parks and Recreation Advisory Board is authorized and empowered to advise the Board of Aldermen on matters related to Parks and Recreation and, in coordination with town administration, undertake actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this chapter and G.S. Ch. 160D – 306, including but not limited to the following:

- (A) Coordinate and recommend strategies and policies to effectively forward the purpose and intent of the Parks and Recreation Master Plan, the Creating Outdoor Recreation Economies Strategic Plan, and other recreation-based plans and directives initiated by the Town Administration and /or the Board of Aldermen;
- (B) Recommend to the Board of Aldermen an annual recreation work plan to include opportunities and priorities for improvements to recreational facilities, to explore strategies for coordination with community groups for events and activities, and identify prospects for the continuous advancement of a recreation-based economy
- (C) Review and recommend proposals for the addition or alteration of recreation properties to advance recreational programming, improve access to recreational facilities, and to serve the public interest by way of enhanced environmental health and community wellness through physical activities and the availability of managed outdoor recreation space;
- (D) Conduct educational programs with respect to parks, recreation, and community wellness within its jurisdiction;
- (E) Cooperate with the state, Federal, and local government, in pursuance of the purposes of this ordinance, to offer or request technical assistance, funding through grants or direct appropriation, guidance or advice concerning matters under its purview or of mutual interest. The Board of Aldermen, or the Board, when authorized by the Board of Aldermen, may contract with the State or the United States, or any agency of either, or with any other organization provided the terms are not inconsistent with state or Federal law;

(Ord. passed XX-XX-2025)

ORDINANCE 25-03

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO AMEND THE TOWN OF SPENCER CODE OF ORDINANCES, TITLE III, CHAPTER 32, TO CREATE A PARKS & RECREATION ADVISORY BOARD

WHEREAS, the Town of Spencer has continued to expand its recreation opportunities and entertainment events and has also continued to expand and improve its parks and recreation-related properties; and

WHEREAS, the Spencer Board of Aldermen adopted the *Creating Outdoor Recreation Economies* (CORE) plan in November of 2023; and

WHEREAS, included in the stated objectives of that plan were the goals of hiring an *Active Living Coordinator* for the Town who would be involved in the planning and execution of events, recreation opportunities, and operations of the Town's park facilities; and the creation of a *Parks & Recreation Advisory Board* to work with the new *Active Living Coordinator* and to advise the Town on parks and recreation-related activities; and

WHEREAS, the Town is moving ahead with the hiring process for the *Active Living Coordinator* position, it is prudent and timely that the Town move forward with the creation of its *Parks & Recreation Advisory Board*; and

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

Section 1.

The following text will be added to the end of the Town of Spencer Code of Ordinances, Title III, Chapter 32 as follows:

32.53 PARKS AND RECREATION ADVISORY BOARD

(A) *There is hereby established a Parks and Recreation Advisory Board ("Board") under the authority of G.S. Ch. 160D-306. {§ 160D-306. Other advisory boards. A local government may by ordinance establish additional advisory boards as deemed appropriate. The ordinance establishing such boards shall specify the composition and duties of such boards. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).}*

(B) *The Board shall consist of 5 member members appointed by the Board of Aldermen. All members shall reside within the planning and zoning jurisdiction of Spencer. A majority of the members of the board shall have demonstrated special interest, experience, or education in parks, recreation, special events, planning, land stewardship, natural history or related fields. The Board shall serve without compensation. The Board may appoint advisory bodies and committees as appropriate.*

(C) *Members of the Board shall serve terms of four years. Terms shall be staggered. A member may be reappointed for a second consecutive term, but after two consecutive terms*

a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his or her second term.

(Ord. passed 01-14-2025)

§ 32.54 MEETINGS.

The Parks and Recreation Advisory Board shall establish a meeting time and shall meet monthly and more often as it shall, determine and require. All meetings of the Board shall be open to the public, and reasonable notice of the time and place thereof shall be given to the public. All meetings shall conform to the North Carolina Open Meetings Law, G.S. § 143-33B.

(Ord. passed 01-14-2025)

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(Ord. passed 01-14-2025)

§ 32.56 RULES OF PROCEDURE

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((Ord. passed 01-14-2025)

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(A) Coordinate and recommend strategies and policies to effectively forward the purpose and intent of the Parks and Recreation Master Plan, the Creating Outdoor Recreation

Economies Strategic Plan, and other recreation-based plans and directives initiated by the Town Administration and /or the Board of Aldermen;

(B) Recommend to the Board of Aldermen an annual recreation work plan to include opportunities and priorities for improvements to recreational facilities, to explore strategies for coordination with community groups for events and activities, and identify prospects for the continuous advancement of a recreation-based economy

(C) Review and recommend proposals for the addition or alteration of recreation properties to advance recreational programming, improve access to recreational facilities, and to serve the public interest by way of enhanced environmental health and community wellness through physical activities and the availability of managed outdoor recreation space;

(D) Conduct educational programs with respect to parks, recreation, and community wellness within its jurisdiction;

(E) Cooperate with the state, Federal, and local government, in pursuance of the purposes of this ordinance, to offer or request technical assistance, funding through grants or direct appropriation, guidance or advice concerning matters under its purview or of mutual interest. The Board of Aldermen, or the Board, when authorized by the Board of Aldermen, may contract with the State or the United States, or any agency of either, or with any other organization provided the terms are not inconsistent with state or Federal law;

(Ord. passed 01-14-2025)

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this the 14th day of January 2025.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 12

Agenda Item Title: Consider Appointing Voting Delegate to Cast the Town's Vote for the NCLM
2025-2026 Biennium Legislative Goals & Choosing Which 10 Goals to Vote For

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager

Explanation:

As discussed at previous Board of Aldermen meetings, the North Carolina League of Municipalities (NCLM) is developing legislative goals for the 2025-2026 legislative biennium, which begins this month at the N.C. General Assembly. The NCLM Board of Directors has narrowed down the list to 16 proposed goals and each municipality needs to cast one vote by selecting 10 of those goals. The Board must now select a delegate to cast that vote.

Financial Impact:

None

Recommended Motion:

Nominate (a) voting delegate(s), vote on nomination(s), move to approve nomination with the most votes, second, and vote.

Decide which 10 goals to vote for.

Attachment(s): ☒ Yes ☐ No

1. Email from NCLM
2. List of 16 Proposed Legislative Goals

2025-2026 Biennium Legislative Goals | NCLM Board Proposed Recommended Goals

From Erin Wynia, NCLM Director of Government Affairs <NCLM@mail.ncml.org>

Date Mon 1/6/2025 10:01

To Anna Ward <AWard@spencernc.gov>



2025-2026 Biennium Legislative Goals Voting Process

January 6, 2025

Dear NCLM Members,

Happy New Year! As a reminder, the League's legislative goals development process is almost complete. All that remains is for member cities and towns to review the proposed goals and cast their votes—we need your help and participation in this last, and most important, step in the process.

Thank you for the work you have already completed; we have received over 350 ideas from 197 individuals representing 154 municipalities. After the dedicated work by the Legislative Policy Committee to compile and refine the submitted goals, the NCLM Board of Directors has reviewed, approved and now submits **16 proposed legislative goals for your consideration**.

If you haven't already, our job now is to review and vote on the proposed goals so that cities and towns have a focused state and federal advocacy agenda for the 2025-2026 legislative biennium, which begins in later this month at the N.C. General Assembly.

Each municipality will cast a single vote by selecting 10 of the **16 proposed advocacy goals**. To vote, your municipality must:

STEP 1.

Designate a single Voting Delegate who will cast the municipality's vote by January 16, 2025. If your municipality has not yet designated its Voting Delegate, please do so using **this form**. Official voting instructions and the ballot will be sent directly to the Voting Delegate.

STEP 2.

Review, discuss and determine which of the **proposed legislative goals** your municipality supports. Each municipality may select 10 of the 16 proposed goals.

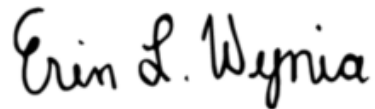
STEP 3.

Submit the online ballot by January 17, 2025. The Voting Delegate will receive voting instructions and the online ballot directly.

Thank you for your continued participation in this legislative goals development process, which is so critical to our advocacy efforts.

Establishing these Municipal Legislative Goals with wide participation by all cities and towns allows our organization to speak with confidence and sincerity as we pursue each with state and federal policymakers. It truly allows us to live up to our motto, "Working as one, advancing all."

Sincerely,



Erin Wynia
Director of Government Affairs

[PROPOSED GOALS](#)

[DESIGNATE YOUR VOTING DELEGATE](#)



WORKING AS ONE. ADVANCING ALL.

[CONTACT US](#)



Stay Connected with the North Carolina League of Municipalities

434 Fayetteville Street, Suite 1900, Raleigh, NC 27601

[Manage Preferences](#)

LEGISLATIVE GOAL STATEMENTS

RECOMMENDED BY THE NCLM BOARD OF DIRECTORS

The following goal statements are NOT listed in any priority order.

- **Expand funding opportunities for disaster resiliency and recovery efforts.**
 - North Carolina has faced a number of damaging natural disasters in recent years, including the unprecedented storm that devastated western North Carolina in the fall of 2024.
 - To fully recover from these natural disasters requires a broad approach that focuses on infrastructure, housing and economic losses.
 - Federal assistance and private insurance will not be enough to address these ongoing, critical needs or mitigate damage when future disasters hit.
- **Establish long-term funding streams that adequately address water, sewer, stormwater, transportation and other infrastructure needs.**
 - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
 - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
 - Creating long-term and more permanent funding streams for infrastructure will ensure adequate investments so that North Carolina thrives now and into the future.
- **Expand state transportation funding streams for construction and maintenance of municipal and state-owned secondary roads.**
 - Current Powell Bill and other state funding is not adequate to address transportation needs, particularly as they affect municipal and state-owned secondary roads.
 - In many cities and towns, major commuting corridors are not receiving the level of investment needed to keep pace with traffic.
 - More investment is needed for these roads if existing residents are to embrace business and residential growth

- **Increase funds to remediate contamination in local water supplies.**
 - Local municipal water systems and their ratepayers increasingly are footing the costs of cleaning up PFAS and other “forever” chemicals from drinking water supplies.
 - As more regulations are set at the state and federal level to limit these chemicals in water supplies, costs will escalate.
 - Cities primary recourse to try to recoup the cost for utility ratepayers is through the courts.
- **Expand incentives and funding for local economic development.**
 - Funding is simply inadequate in many cities and towns to encourage job growth.
 - State grants and incentives are often targeted in ways that fail to assist the areas in greatest need of job creation.
 - Maintaining or expanding funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits helps cities and towns across the state.
- **Create incentives to encourage the development of diverse housing options.**
 - Housing affordability continues to be a significant problem across many areas of North Carolina, affecting people of different income levels.
 - The lack of affordable housing acts as a major impediment to business and workforce recruitment.
 - State incentives to encourage the construction of housing for people of various income levels are extremely limited.
- **Provide resources to rehabilitate or purchase blighted properties.**
 - In many cities and towns, blighted properties act as an impediment to economic and business growth.
 - Cities and towns have limited means to address these properties, particularly in more rural, smaller communities.
 - Rehabilitating blighted properties can help address North Carolina’s housing needs.



- **Create incentives that encourage and adequately fund regionalized water and sewer solutions.**
 - A number of municipal water and sewer systems continue to financially struggle with deferred maintenance needs.
 - These challenges came about largely due to population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
 - While legislators and municipalities have begun to address these issues with the creation of the Viable Utility Reserve and the use of ARPA funding, state estimates show needs still exceed expenditures by several billion dollars.
- **Reduce regulatory conflicts between state agencies that discourage voluntary consolidation, merger and interconnection of municipal utility systems.**
 - Municipalities have contractually obtained older, smaller utility systems of other municipalities and private enterprises in order to provide better and more efficient services to residents and businesses.
 - Older laws and regulations impose penalties on mid-size and large municipalities due to state agencies requiring them to pay for relocation of utilities when those penalties would have been reduced or eliminated for the smaller entities they were purchased from.
 - The State should work to reduce and eliminate these conflicts which have the effect of discouraging voluntary consolidation, merger and interconnection of municipal utility systems.
- **Create an orphan road program whereby the state improves those roads to N.C. Department of Transportation standards before municipalities assume maintenance responsibilities.**
 - So-called orphan roads are typically created when a street in a subdivision is not built to state or municipal standards, and the developer walks away without an agreement for maintenance.
 - The abandoned road can leave homeowners on the hook for the cost of maintenance.
 - For cities and towns, these abandoned roads can serve as a deterrent to voluntary annexation agreements even as the residents seek municipal services.

- **Provide local revenue options beyond the property tax.**
 - Roughly 40 percent of municipal general fund revenue is generated by local property taxes.
 - Cities have little to no authority to raise significant revenue in other ways.
 - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.
- **Support technical assistance programs to assist municipalities with securing or maintaining grants or other necessary municipal resources.**
 - Many municipalities do not have the resources to seek or administer grants, even as that source of funding could help meet the needs of residents.
 - State, federal and other grant funding offers a significant opportunity for cities and towns to improve infrastructure or enhance services.
 - Providing technical assistance to these municipalities can provide them with access to grant funding, providing resources not otherwise available to them.
- **Address the needs of a changing municipal workforce through state assistance that supports employee retention, including training and recruitment.**
 - Municipalities across the state are facing staffing issues as current workers age and retire.
 - Training and retention resources are limited and competing with wages offered in the private sector can be difficult.
 - The use of training and recruitment tools across state and local government boundaries can improve public sector workforce availability.
- **Update the annexation petition thresholds to make voluntary annexations easier to initiate.**
 - Voluntary annexation by petition currently requires 100 percent consent from all property owners, a threshold that can be impossible to meet even if a majority of property owners can benefit by utilizing their property for business or residential purposes.
 - Lowering the threshold from 100 percent represents a middle ground that would still reflect the will of property owners but not handicap communities' ability to economically thrive.
 - The ability of a city or town to grow and reflect its urban footprint is vital to its financial health; city services are relied on by residents whether they live in or near municipal boundaries.

- **Preserve authority for extraterritorial jurisdiction to ensure that growth is well-planned and investments by homeowners and business owners are protected.**
 - A community's land-use planning tools, including ETJ, are vital as infrastructure investments are made that pave the way for economic growth.
 - Protecting homes and businesses from incompatible uses continues to be an important feature of ETJs. As of 2022, at least 14 counties in North Carolina had no zoning restrictions, with several others being only partially zoned.
 - Protecting neighborhoods from incompatible uses ultimately protects the value of residents' homes and property.

- **Protect the ability of municipal elected officials, acting on behalf of local voters, to determine election formats, districts and other election matters currently under their purview.**
 - Locally-elected municipal officials are best positioned to understand the wishes of local voters and how those should be applied to local election matters.
 - In many areas, residents prefer to avoid political polarization when it comes to the practical tasks of municipal government.
 - Locally-elected municipal officials are in their communities every day and accessible to voters.

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Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. a.

Agenda Item Title: Planning Monthly Report

Category: Departmental Report

Presenter(s): Steve Blount, Planning & Zoning Administrator

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report



Monthly Activity Report
Planning, Zoning & Subdivision Administrator
December 2024

	Location	Activity	Action
11.26.24	2 nd St	Zoning permit for addressing issue	Issued zoning permit
11.26.24	Newton St	Questions about accessory dwelling unit	Answered questions
11.26.24	Hawkins Meadows	HOA establishment documents	Reviewed and commented
11.26.24	Lexington Ave	Questions on property development	Answered questions
12.2.24	S Rowan Ave	Fence permit request	Issued permit
12.2.24	Hawkins Meadows	Questions about bonding for infrastructure	Answered questions
12.2.24	NC Finishing Co property	Meeting concerning NCRR grant program	Attended and participated
12.3.24	All	Text amendment for SB 382 impacts	Drafted
12.3.24	All	SOG survey on services provided	Took survey
12.5.24	All	NC State survey on agriculture in planning	Took survey
12.5.24	N Yakin	Accessory dwelling unit site plan	Reviewed and commented
12.5.24	Office	Ordinance codification draft	Reviewed and commented
12.5.24	3 rd St	Zoning permit for single family home	Issued permit
12.5.24	Meadow St	Subdivision questions	Answered questions
12.5.24	Pickett Ave	Questions on lot development	Answered questions
12.5.24	Steeple Chase	Accessory dwelling unit questions	Answered questions
12.5.24	S rowan ave	Zoning permit for fence	Issued permit
12.5.24	Office	Preagenda meeting	Attended
12.9.24	Baldwin	Townhome development questions	Answered questions
12.9.24	S Yadkin	Subdivision questions	Answered questions
12.9.24	US HWY 29	Annexation questions for ABC permit	Confirmed annexation
12.9.24	Newton st	Zoning permit for accessory dwelling unit	Issued permit
12.10.24	Office	Staff meeting	Attended
12.10.24	All	Review sidewalk/parking/subdivision issues	Begin drafting text amendment
12.10.24	Salisbury ave	Development questions	Answered questions
12.10.24	Office	Worked with Joe on P&R board development	Participated
12.10.24	Office	Questions on brownfield site development	Answered questions

12.10.24	Office	Information on minimum housing ordinance enforcement	Reviewed and commented
12.10.24	NC Finishing Co Site	Questions about church located on property	Answered questions
12.10.24	Office	BoA meeting	Attended
12.12.24	Office	Handicap ramp questions	Answered questions
12.12.24	Stanback Forest	Duke Energy request to remove dead trees in forest	Discussed and approved
12.16.24	Yadkin ave	Exempt subdivision plat	Reviewed and commented
12.16.24	Meadow st	Subdivision questions	Answered questions
12.16.24	S Carolina Ave	Setback questions	Answered questions
12.16.24	Salisbury ave	Meeting with Dance Studio developer	Answered questions
12.17.24	All	Duplex questions	Answered questions
12.17.24	6 th st	Preconstruction meeting for four lot development	Attended and participated
12.17.24	all	Text amendments for sidewalk/parking/subdivision issues	Drafted amendments
12.17.24	NC Finishing Co property	Brownfield meeting	Participated
12.17.24	All	Parking tractor trailers on commercial property issue	Researched for code enforcement
12.18.24	Salisbury ave	Questions on dance studio sinkhole responsibility	Answered questions
12.18.24	All	EB-5861 meeting	Attended and participated
12.19.24	S Yadkin ave	Demolition questions	Answered questions
2.19.24	6 th st	Subdivision plan	Reviewed and approved
12.20.24	Office	Staff Xmas lunch	Ate more fried chicken than I thought possible!
12.20.24	N Yadkin ave	Development questions	Answered questions
12.27.24	All	SOG document on down-sizing zoning issue	Reviewed
12.27.24	All	Draft ordinance language for P&R board establishment	Drafted
12.27.24	E Spencer	Third enquiry today about properties in E Spencer	I've memorized E Spencer's phone number!
12.30.24	Iredell	Alleyway/fallen tree question	Answered questions
12.30.24	7 th St	Questions about new trailhead parking lot	Provided information to Joe for grant
12.30.24	3 rd st	Two lot residential questions	Met with new property owners and answered questions
12.30.24	Hawkins Loop Rd	Development questions	Answered questions
12.31.24	Office	Staff meeting	Attended
12.31.24	Office	Newsletter	Drafted article

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Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. b.

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Police Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

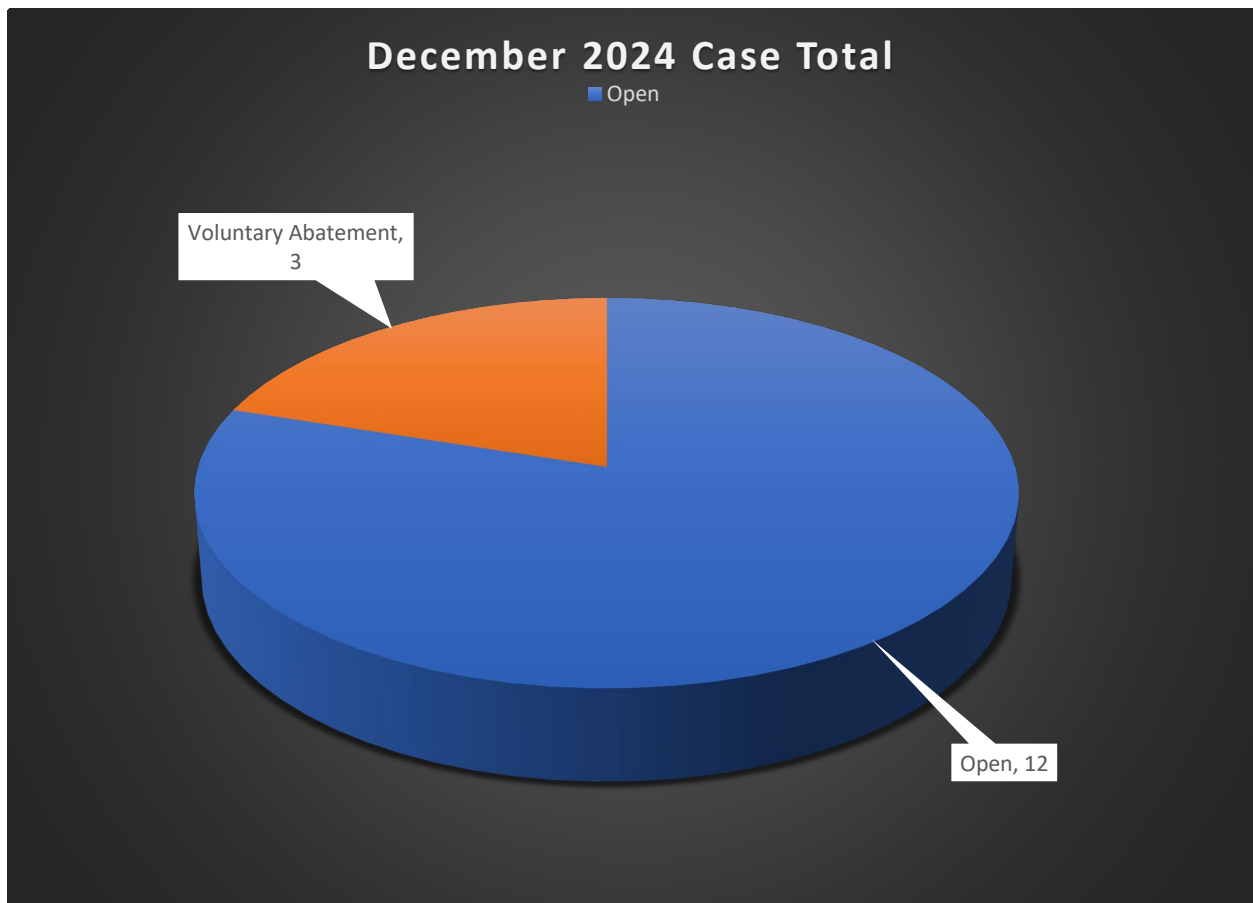
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

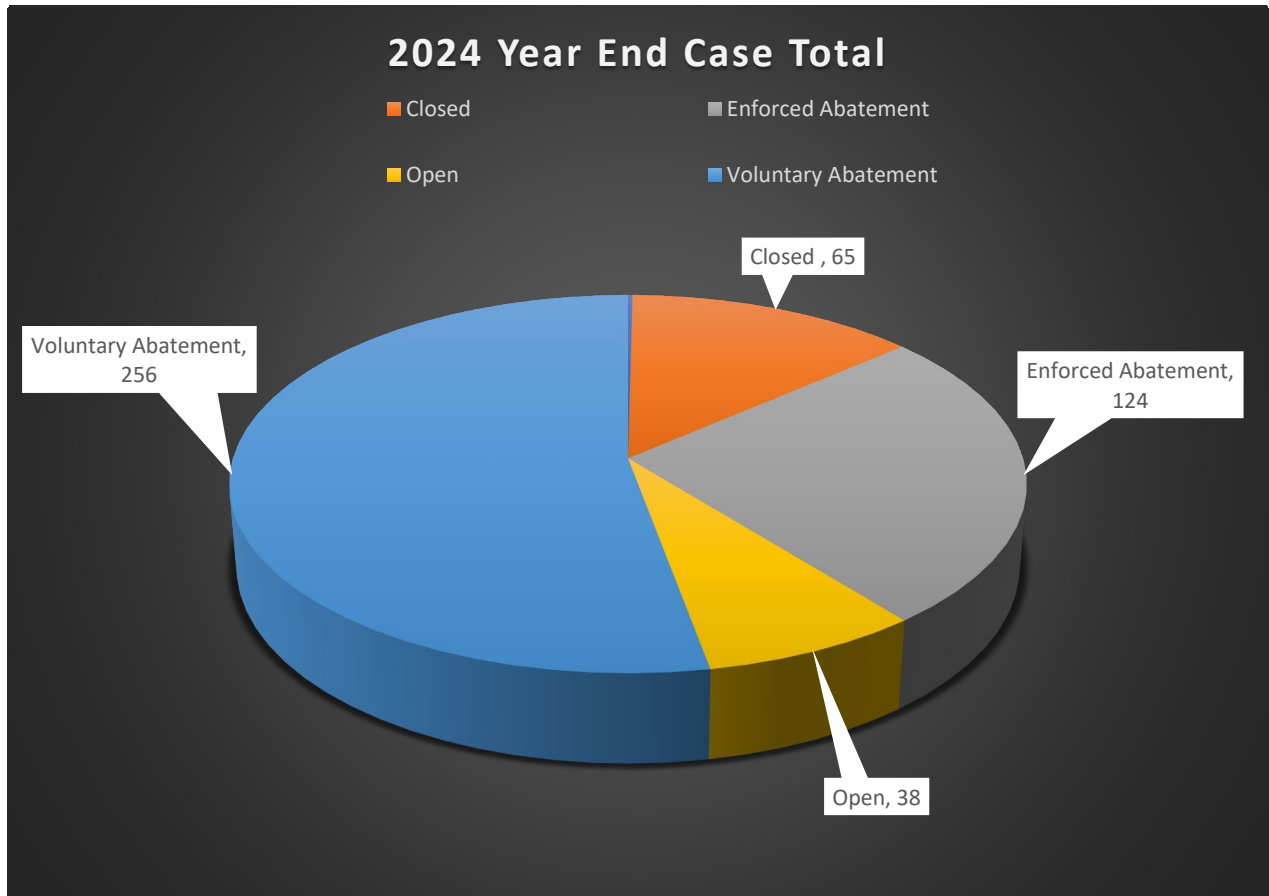
Monthly Report

- Total cases – 15
- Open - 12
- Voluntary Abatement - 3
- Notice of Violations - 6
- Notice of Bill - 0
- Notice of Lien - 0



2024 Yearly Report

- **Total cases – 483**
- **Open - 38**
- **Voluntary Abatement - 256**
- **Enforced Abatement - 124**
- **Notice of Violations - 175**
- **Notice of Bill - 14**
- **Notice of Lien - 0**



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	Main Status
202400517	511 4TH ST	Junk	Open
202400516	112 Henderson ST	Junk	Open
202400514	300 8TH ST	Junk Vehicle	Open
202400513	212 N Rowan Ave	Junk	Open
202400512	509 S Yadkin Ave	Junk	Open
202400511	605 4TH ST	Abandoned Vehicle	Open
202400509	707 2ND ST	Junk	Open
202400508	302 S Iredell	Junk Vehicle	Open
202400507	813 4TH ST	Junk	Open
202400505	609 2ND ST	Junk	Open
202400504	508 2ND ST	Overgrowth	Open
202400503	911 2ND ST	Illegal Parking	Open
202400501	322 S Whitehead	Overgrowth	Open
202400498	511 S Rowan	Overgrowth	Open
202400485	303 S Yadkin	Junk vehicle	Open
202400483	609 N Salisbury Ave	Junk	Open
202400482	609 N Salisbury Ave	Abandoned/ Nuisance Vehicle	Open
202400385	204 S Iredell	Overgrowth	Open
202400382	300 S Carolina	High Grass	Open
202400381	216 N Rowan Ave	High Grass	Open
202400380	210 N Yadkin	High Grass	Open
202400360	203 eight street	Tall grass down the whole left side of the yard outside of the fence	Open
202400350	210 N Yadkin Ave	High Grass	Open
202400349	216 N Rowan Ave	High Grass	Open
202400348	204 S Iredell	Overgrowth	Open
202400347	600 S Carolina Ave	High Grass	Open
202400341	200 S Salisbury Ave	2nd High Grass Violation	Open
202400340	225 Hackett St	Overgrowth	Open
202400259	712 S Salisbury Ave	Commercial Maintenance	Open
202400252	705 N Salisbury Ave	Junk	Open
202400222	035 099	Overgrowth	Open
202400220	610 S Yadkin Ave	Overgrowth	Open
202400206	610 S Carolina Ave	Overgrowth	Open
202400198	600 S Carolina Ave	High Grass	Open
202400182	200 S Salisbury Ave	Overgrowth / Junk / Maint. of Exterior Premise	Open
202400171	216 N Rowan Ave	High Grass	Open
202400146	204 S Iredell Ave	Overgrowth	Open
202400080	609 N Salisbury Ave	Illegally Parked	Open

437 N Salisbury Ave

This case was opened on 04/30/2021 and listed as an unsafe structure. Since August, I have been back and forth with the owner, discussing options for the property. In early December we concluded that bulldozing the structure and starting fresh would be the best fit for the town and property. This case was officially closed on 12/19/2024.





Case Status Report

12/1/2024 - 12/30/2024

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

202400502	11/27/2024	Closed	12/12/2024	Illegally Parked Vehicle	404 Forestdale dr	406 parking car in front yard, halfway on 404 property, daily,

Group Total: 1

Group: Enforced Abatement

202400361	9/9/2024	Enforced Abatement	12/9/2024	Portal Complaint	507 Meadow St	The property is completely surrounded and covered by junk, Lawnmowers, washing machines etc. front and back.
202400338	8/19/2024	Enforced Abatement	12/12/2024	Site Visit	423 N Salisbury Ave	High Grass
202400326	8/13/2024	Enforced Abatement	12/19/2024	Site Visit	437 N Salisbury Ave	Falling Structure

Group Total: 3

Group: Open

202400517	12/18/2024	Open	12/18/2024	Site Visit	511 4TH ST	Junk
202400516	12/18/2024	Open	12/18/2024	Site Visit	112 Henderson ST	Junk
202400514	12/18/2024	Open	12/18/2024	Site Visit	300 8TH ST	Junk Vehicle
202400513	12/18/2024	Open	12/18/2024	Site Visit	212 N Rowan Ave	Junk
202400512	12/18/2024	Open	12/18/2024	Site Visit	509 S Yadkin Ave	Junk
202400511	12/10/2024	Open	12/10/2024	Site Visit	605 4TH ST	Abandoned Vehicle
202400509	12/10/2024	Open	12/10/2024	Site Visit	707 2ND ST	Junk
202400508	12/9/2024	Open	12/9/2024	Site Visit	302 S Iredell	Junk Vehicle

202400507	12/4/2024	Open	12/4/2024	Site Visit	813 4TH ST	Junk
202400505	12/4/2024	Open	12/4/2024	Site Visit	609 2ND ST	Junk
202400504	12/4/2024	Open	12/4/2024	Site Visit	508 2ND ST	Overgrowth
202400503	12/4/2024	Open	12/4/2024	Site Visit	911 2ND ST	Illegal Parking
202400171	5/13/2024	Open	12/23/2024	Site Visit	216 N Rowan Ave	High Grass
202400146	4/24/2024	Open	12/23/2024	Site Visit	204 S Iredell Ave	Overgrowth
202400080	3/7/2024	Open	12/23/2024	Site Visit	609 N Salisbury Ave	Illegally Parked

Group Total: 15

Group: Voluntary Abatement

202400515	12/18/2024	Voluntary Abatement	12/30/2024	Site Visit	112 Henderson ST	Illegal Parking
202400510	12/10/2024	Voluntary Abatement	12/19/2024	Site Visit	606 2ND ST	Abandoned Vehicle
202400506	12/4/2024	Voluntary Abatement	12/19/2024	Site Visit	206 S Rowan Ave	Junk Vehicle
202400500	11/25/2024	Voluntary Abatement	12/2/2024	Site Visit	411 S Spencer	Illegal Parking
202400499	11/25/2024	Voluntary Abatement	12/2/2024	Site Visit	302 S Iredell	Illegal Parking
202400495	11/21/2024	Voluntary Abatement	12/9/2024	Site Visit	401 S Rowan Ave	Junk
202400490	11/13/2024	Voluntary Abatement	12/2/2024	Site Visit	404 Jordan Ave	Junk Pile
202400489	11/13/2024	Voluntary Abatement	12/2/2024	Site Visit	404 Jordan Ave	Illegal Parking
202400486	11/7/2024	Voluntary Abatement	12/30/2024	Site Visit	407A S Carolina	Junk/Nuisance
202400484	11/7/2024	Voluntary Abatement	12/2/2024	Site Visit	303 S Yadkin	Junk
202400207	5/28/2024	Voluntary Abatement	12/2/2024	Site Visit	610 S Carolina Ave	Junk

Group Total: 11

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Total Records: 30

12/30/2024

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. c.

Agenda Item Title: Police Department Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Police Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly PD Report
2. Monthly ACE Team Report

Activity Log Event Summary (Totals)

Spencer Police Department

(12/01/2024 - 12/31/2024)

<No Event Type Specified>	1	8th Street Ballpark Check	107
911 Hang-Up	2	Administrative Work	100
Alarm - Hold-up	1	Alarm - Other	14
Animal Complaint	4	Assault - In-Progress	1
Assist - East Spencer Police	37	Assist - EMS	3
Assist - Fire Department	19	Assist - Motorist/Public	8
Assist - NCHP	1	Assist - Other Agency	9
Assist - Other Officer	92	Assist - Sheriff's Office	22
B&E/Burglary - Residential, Report	1	Business Check-Drive Through	422
Calls For Service (General)	6	Child Abuse/Neglect	1
Communicating Threats	1	Community Event	3
Court	2	Directed Patrol	21
District Attorney's Office	1	Disturbance	8
Disturbance- Verbal	5	Disturbance-Physical	2
Domestic - Property Pick-up	1	Domestic Dispute	4
Domestic Violence	1	Follow-up Investigation - Outside Town Limits	1
Follow-up Investigation- Spencer	9	Foot Patrol - Business	116
Found Property	1	Fraud - Report	1
House Check	5	Intoxicated Person	1
Involuntary Commitment	1	Larceny - In-Progress	2
Larceny - Report	5	Library Park Check	182
Magistrate's Office	1	Maintenance - Vehicle	32
Meeting	7	Missing Juvenile	1
Missing Person	3	NCTM - Bank Escort	1
NCTM - Drive Through	185	NCTM - Foot Patrol	54
Noise Complaint	3	Norfolk Southern Railroad-Drive Through	5
Overdose	1	Park Check	184
Property - Found	1	Property Damage - Report	3
Public Service	25	School Activities	3
School Check - NRES	118	School Check - NRHS	109
School Check - NRMS	107	Security Check/Standby	40
Shots Fired	1	Special Assignment - Other	5
SRO Duties	45	Subpoena Service	1

Activity Log Event Summary (Totals)

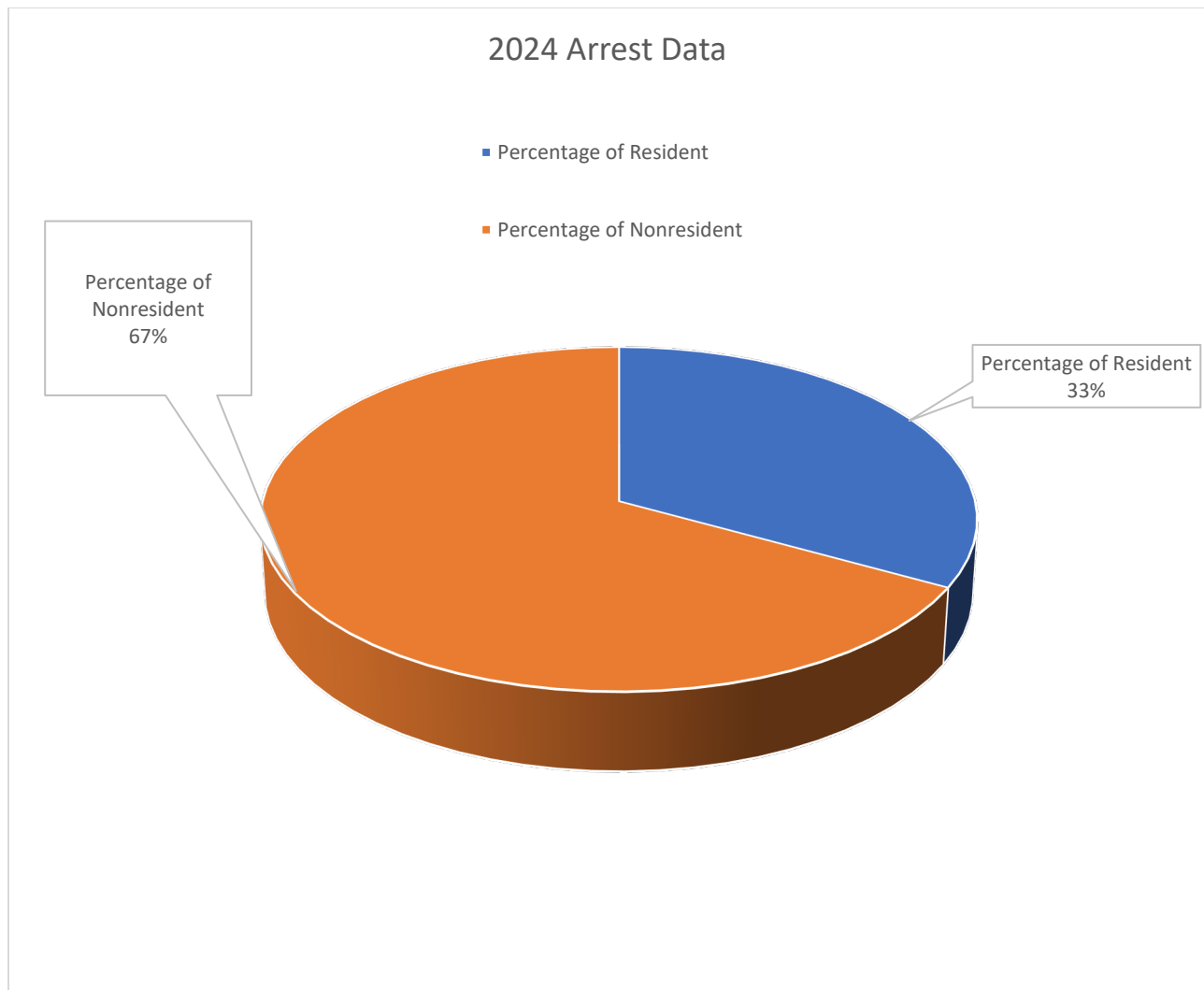
Spencer Police Department

(12/01/2024 - 12/31/2024)

Suicide Threat	3	Suspicious - Activity	13
Suspicious - Person	9	Suspicious - Vehicle	8
Traffic Accident - PD	11	Traffic Accident - PI	2
Traffic Complaint	2	Traffic Enforcement	21
Training - PD	5	Training-Virtual Zoom Web-Ex, etc.	1
Trespassing - In-Progress	5	Trespassing - Report	1
Unlock Vehicle	2	Vehicle Stop	207
Warrant Service	5	Welfare Check	9
Yadkin River Park Check - Davidson County	98	Yadkin River Park Check - Spencer	106

Total Number Of Events: 2,667

SPENCER POLICE 2024 YEARLY ARREST REPORT DATA

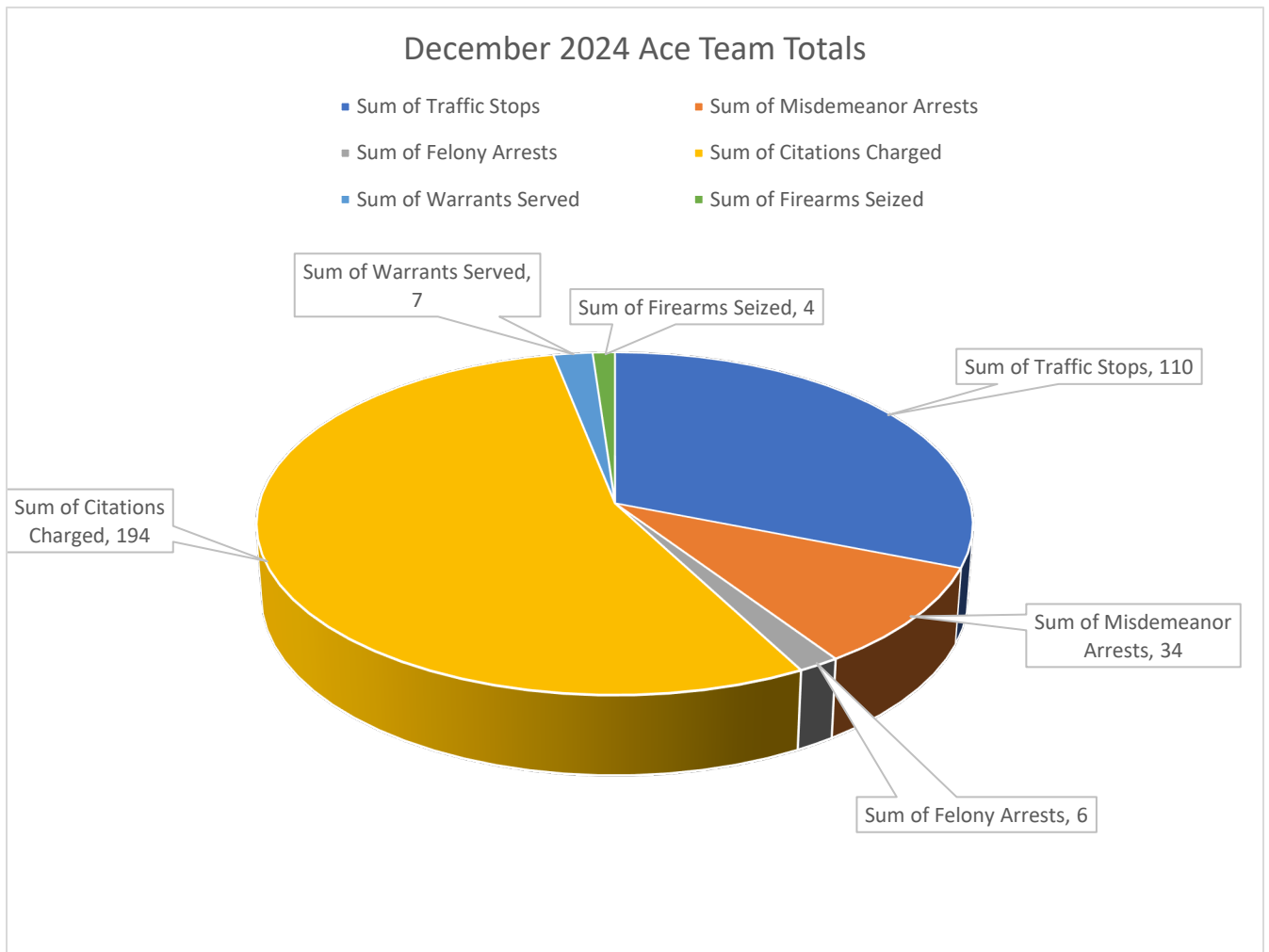


SPENCER POLICE ACE TEAM REPORT

December 2024

December 2024 Highlights

- December 2024 Cases: 16 (15 Closed)
- Traffic Stops: 110
- Total Arrests: 40 (Felony 6)
- Cited Charges: 194
- Warrants Served: 7
- Firearms Seized: 4

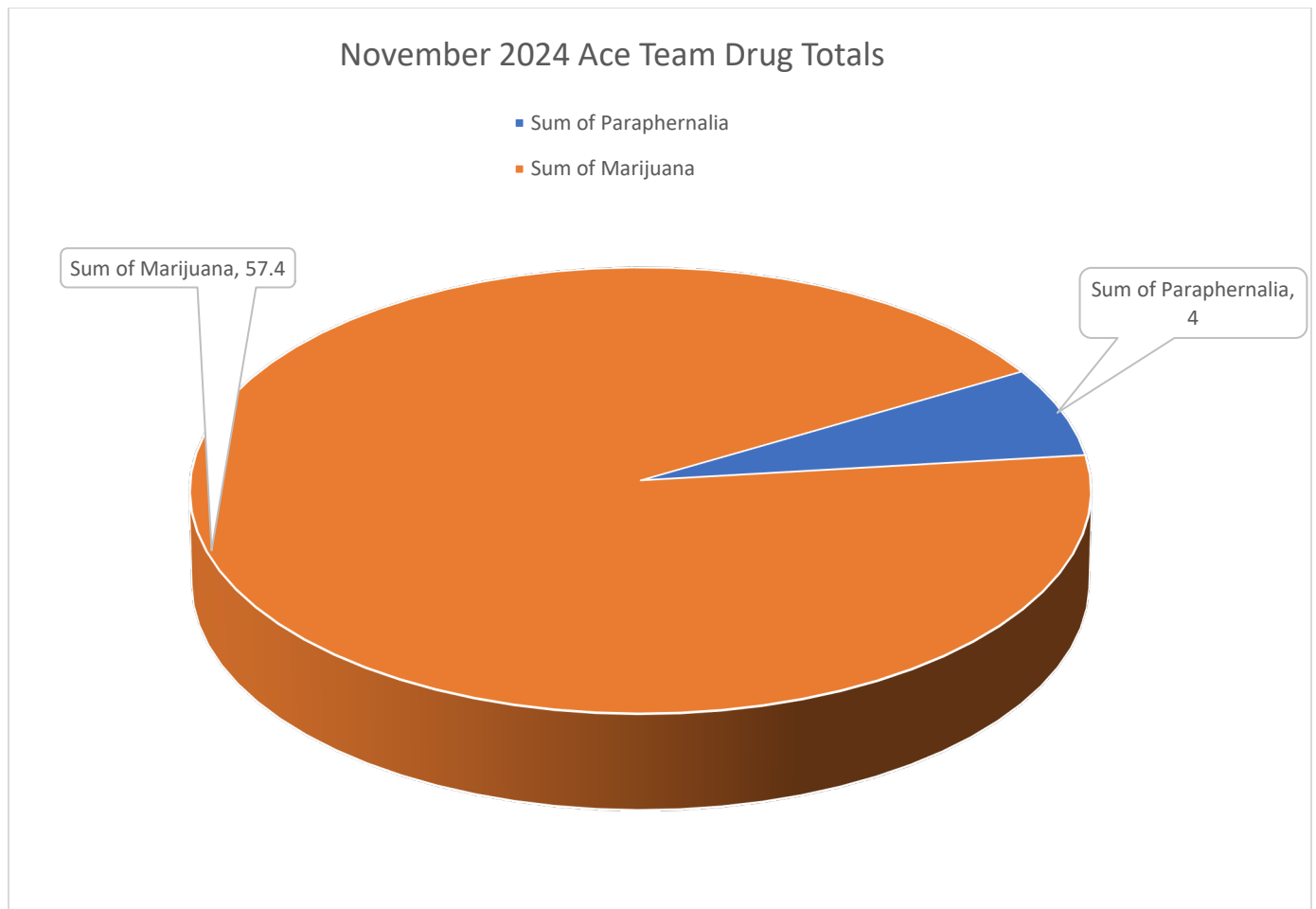


SPENCER POLICE ACE TEAM REPORT

December 2024

November 2024 Drug Totals

- Marijuana: 57.4 Grams
- Paraphernalia Items: 4

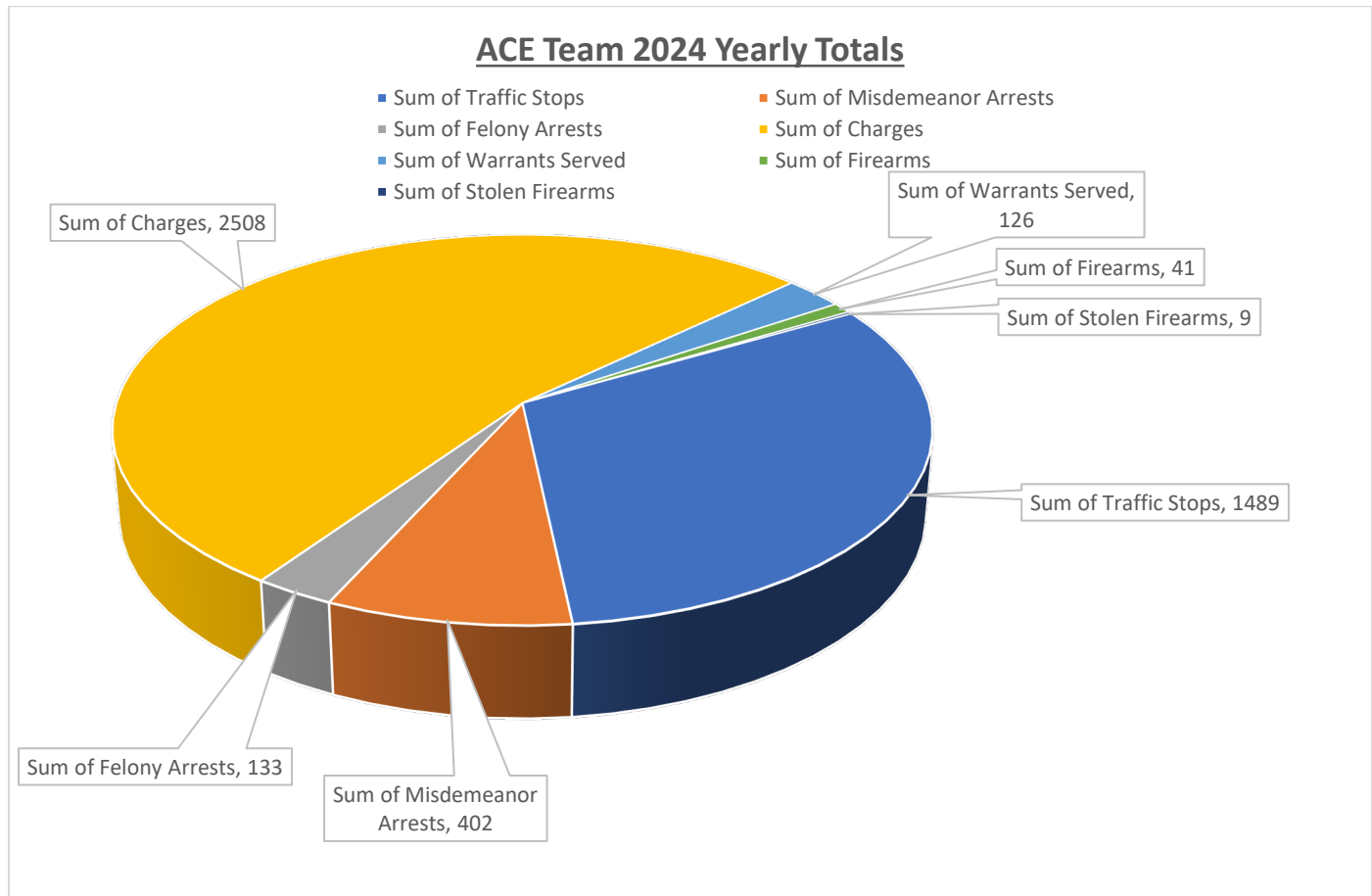


SPENCER POLICE ACE TEAM REPORT

Year 2024

Year 2024 Highlights

- 2024 Cases: 191 (178 Closed)
- Traffic Stops: 1,489
- Total Arrests: 535 (Felony 133)
- Cited Charges: 2,508
- Warrants Served: 126
- Firearms Seized: 41 (Stolen 9)

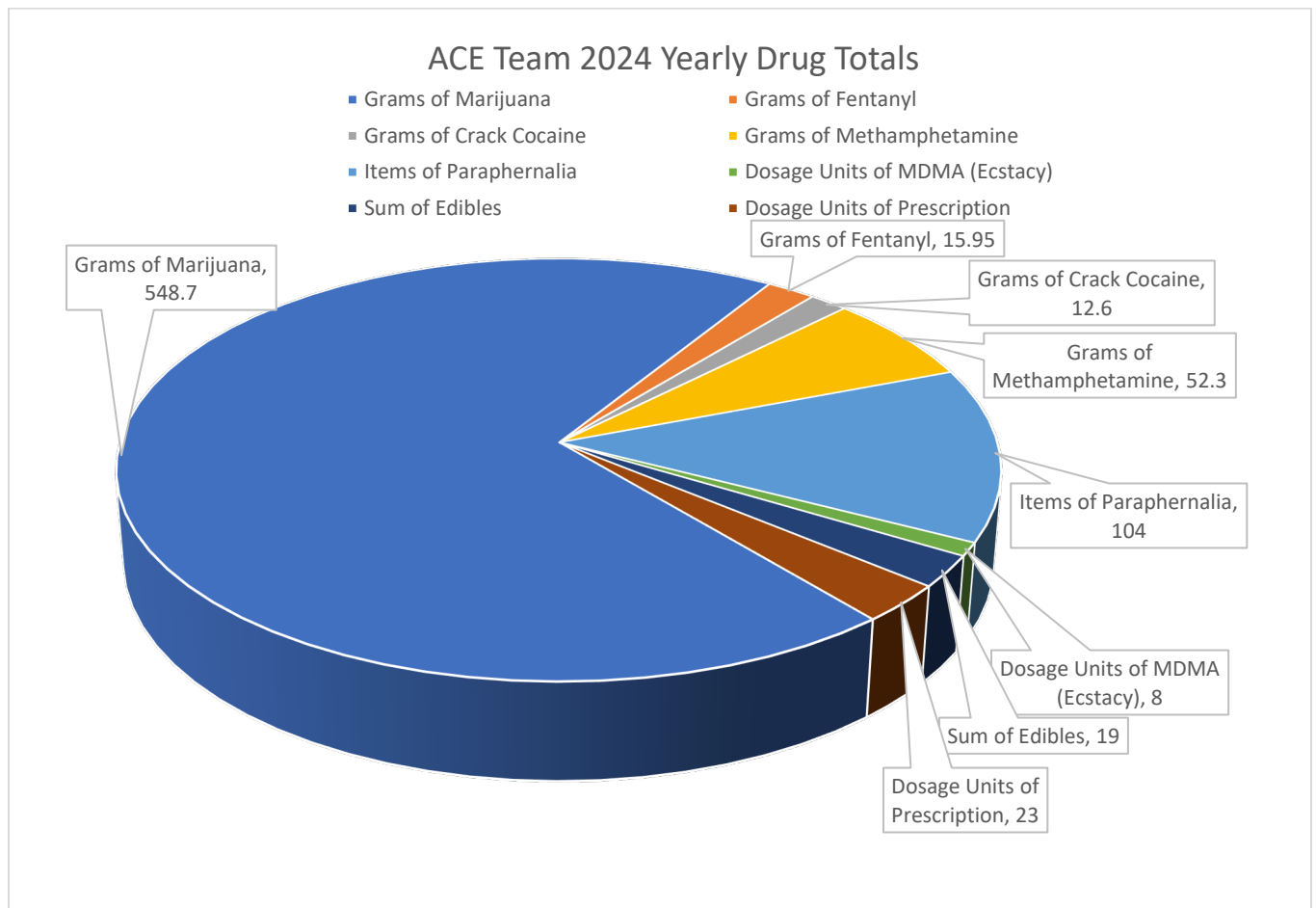


SPENCER POLICE ACE TEAM REPORT

Year 2024

2024 Drug Totals

- Marijuana: 548.7 Grams
- Fentanyl: 15.95 Grams
- Crack Cocaine: 12.6 Grams
- Methamphetamine: 52.3 Grams
- Paraphernalia Items: 104 Items
- MDMA (Ecstasy): 8 Dosage Units
- Prescription Pills: 23 Dosage Units
- Edibles: 19 Items



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Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. d.

Agenda Item Title: Fire Department Monthly Report

Category: Departmental Report

Presenter(s): Michael Lanning, Fire Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Fire Department Report

January 2025 Monthly Report

Calls for Service: 11/30/24-12/31/24

Fire: 59

Medical: 78

Monthly Total: 137

2024 Total: 1501- 22% increase from 2024

Apparatus:

- The new engine will go to the Atlantic facility in Charlotte on 1/6/25 for a few corrections.

Equipment:

- N/A

Special Events:

- Staff join NRES students weekly during all lunch periods. All elected officials are welcome to join us on Wednesdays beginning at 11 am.

Personnel:

- Received one PT resignation, effective immediately.

Station:

- No updates on an expansion project.

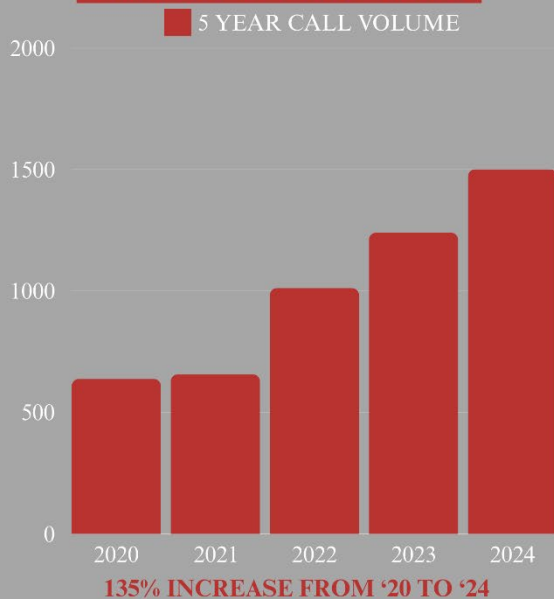
Special Information:

We have begun working with Lexipol to ensure all policies and procedures contain and adhere to current legal statutes and recommended best practices.

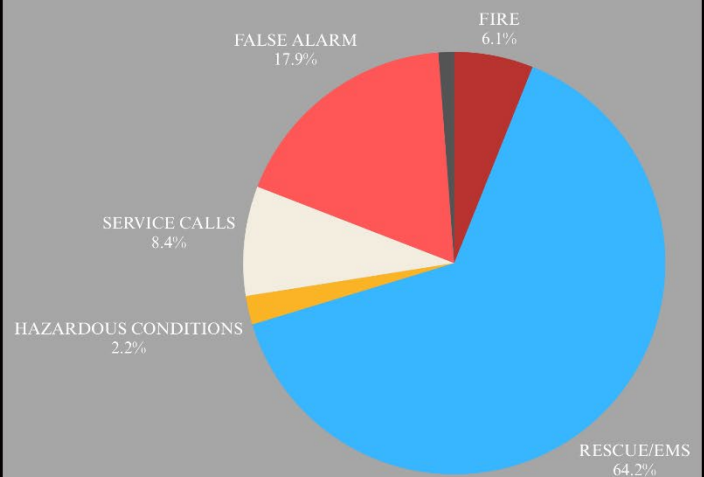


2024 YEAR-IN-REVIEW

CALL VOLUME



CALL VOLUME BY CALL TYPE



RESPONSE DATA

DISPATCH TO ENROUTE
AVERAGE: **61 SECONDS**

DISPATCH TO ARRIVAL
AVERAGE:
213 SECONDS

PUBLIC OUTREACH

PUBLIC EDUCATION HOURS:
228 HOURS

INDIVIDUALS REACHED
CONDUCTING PUB ED EVENTS: **60,870**

HOURS SPENT IN LOCAL SCHOOLS:
128 HOURS

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Fax 704-633-3837
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Public Works Director
Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. e.

Agenda Item Title: Public Works Monthly Report

Category: Departmental Report

Presenter(s): Joel Taylor, Public Works Director

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report

January 2025 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, and Leaf Pick-up) are running on schedule.
- 2) The Leaf vac will continue to run through the week after New Year's, after this time leaves will need to be bagged for pick-up. Adjustments may be made to the schedule if the weather prohibits us from picking up leaves.
NOTE: Please make sure to stack all leaves, and loose material, on top of the curb and not in the gutter. This is so when it rains the leaves do not wash down the curbs and stop up the storm drains.
- 3) Reminder: Town offices will be closed on January 20th, in celebration of the Martin Luther King Holiday.

Martin Luther King	Monday	January 20 th	*** Monday will run on Tuesday (January 21st) *** Tuesday will run on Wednesday (January 22nd) *** Wednesday will run on Thursday (January 23rd)

- 4) The 2025 Holiday Trash Schedule will be posted on the Town's website. And we have included a copy in your packet for quick reference. We have found that by posting this schedule in advance, it seems to cause less confusion among citizens.
- 5) We have had a failure on the chipper, so it will be out of commission for several weeks. Parts have been ordered and we will get it back into service as soon as possible. We will be using other resources to pick up brush, so service will continue as close to normal as possible.
- 6) Majority of this month has been, and will be spent, with clean-up after Winterfest, remaining Christmas decorations, picking up the last of the leaves, and doing clean-ups on our parks and buildings.
- 7) Now that all of the Christmas activities have finished for the year, our contractors for the Town Hall Park will begin work on the entranceway from Salisbury Avenue. The construction fence will be broadened to take in the sidewalk, with several planters being removed and curb line being reconstructed. This work will begin in the next several weeks.
- 8) Several weeks ago a trash can was vandalized at the Stanback Park, so this trash can has been replaced with a more durable type of can. We have also replaced a trash receptacle, and added a pet station, beside of this can at Library Park. This was an item that came from our first citizen's meeting.
- 9) We currently still have two positions open in Public Works. The Mechanic and Labor Foreman positions are still vacant. The applicant for the mechanics position hasn't worked out, but we are in discussions with an applicant for the Public Works Manager (previously Labor Forman) position. As always, if you know of

anyone that may be interested, have them contact me. We will continue this process until these positions are filled.

- 10)** The 2nd Street storm water project has been completed, all but the final grading, seed and straw, and paving. Paving will be completed when they have access to asphalt, but the final grading and seeding may take place before then.

11) Update: Chicken Springs Dam

We are staying in touch with our engineer's and completing tasks as they let us know. We continue to keep the water level down, using the existing siphon, mowing the area, and constantly monitoring the situation with the outfall and boil. We continue to wait on news from the grant application and will notify everyone as we find out information.

12) CCAP update:

We have been granted the extension for another year due to the hold up of our permits. We have recently heard from DEQ and the Core of Engineers letting us know that we have received our first of two permits for this project. We have been in contact with our Engineer, and he is following up on our second permit, and will let us know when it has been approved. We are still searching for contractors who will want to bid on this project, along with looking for funds to help complete it. We have met two contractors on site and supplied them with the plans, and have received a bid from one of them.

13) Since last report:

There were 0 abatements issued and completed this month.

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

Monthly Events:

January 1st – New Year's Holiday

January 20th – Martin Luther King Holiday

Holiday Trash Schedule for 2025

Holidays	**Town Hall Closed**		
Martin Luther King	Monday	January 20 th	*** Monday will run on Tuesday (January 21 st)
			*** Tuesday will run on Wednesday (January 22 nd)
			*** Wednesday will run on Thursday (January 23 rd)
Good Friday	Friday	April 18 th	Town Hall Closed, No change in Trash Schedule
Memorial Day	Monday	May 26 th	*** Monday will run on Tuesday (May 27 th)
			*** Tuesday will run on Wednesday (May 28 th)
			*** Wednesday will run on Thursday (May 29 th)
July 4th	Friday	July 4th	No Change in Trash Schedule
			Bulk Items will be picked up on Thursday
Labor Day	Monday	September 1 st	*** Monday will run on Tuesday (September 2 nd)
			*** Tuesday will run on Wednesday (September 3 rd)
			*** Wednesday will run on Thursday (September 4 th)
Veteran's Day	Tuesday	November 11 th	Monday (No Change in Trash Schedule)
			*** Tuesday will run on Wednesday (November 12 th)
			*** Wednesday will run on Thursday (November 13 th)
Thanksgiving	Thursday / Friday	November 27 th & 28 th	Town Hall Closed, No change in Trash Schedule *** NO BULKY ITEM PICK-UP THIS WEEK***
	Wednesday	December 24 th	Monday (No Change in Trash Schedule)
	Thursday	December 25 th	*** Tuesday and Wednesday will run on Tuesday (Dec. 23 rd)
	Friday	December 26 th	
			*** NO BULKY ITEM PICK-UP THIS WEEK ***
New Year's	Thursday	January 1 st	No Change in Trash Schedule
			*** BULKY ITEMS WILL BE PICKED-UP ON FRIDAY***

*** Denotes change from regular schedule

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Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. f.

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

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	\$7,995.59	\$1,362.24	\$4,004.41	67
10-3194-000 TAXES, 3RD PRIOR YR	\$3,600.00	\$3,600.00	\$0.00	\$3,323.10	\$820.55	\$276.90	92
10-3195-000 TAXES, 2ND PRIOR YR	\$6,000.00	\$6,000.00	\$0.00	\$4,795.12	\$1,329.76	\$1,204.88	80
10-3196-000 TAXES, FIRST PRIOR Y	\$21,000.00	\$21,000.00	\$0.00	\$12,271.77	\$1,509.19	\$8,728.23	58
10-3197-100 AD VALOREM TAXES CUR	\$2,092,184.00	\$2,092,184.00	\$0.00	\$1,510,620.01	\$36,083.22	\$581,563.99	72
10-3197-101 AD VALOREM TAXES VEH	\$172,930.00	\$159,930.00	\$0.00	\$70,994.61	\$12,277.82	\$88,935.39	44
10-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$13,000.00	\$0.00	\$2,620.00	\$775.00	\$10,380.00	20
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$8,195.89	\$1,222.92	\$6,804.11	55
10-3231-000 1% SALES TAX (ART 39	\$396,091.30	\$396,091.30	\$0.00	\$133,676.82	\$31,181.32	\$262,414.48	34
10-3232-000 1/2% SALES TAX (ART	\$261,137.45	\$261,137.45	\$0.00	\$83,037.59	\$18,952.32	\$178,099.86	32
10-3233-000 1/2% SALES TAX (ART	\$195,053.00	\$195,053.00	\$0.00	\$65,844.64	\$15,339.20	\$129,208.36	34
10-3235-000 1/2% SALES TAX (ART	\$341,988.00	\$341,988.00	\$0.00	\$115,841.43	\$26,772.71	\$226,146.57	34
10-3322-000 BEER & WINE TAX	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$14,500.00	0
10-3324-000 UTILITY FRANCHISE TA	\$200,000.00	\$200,000.00	\$0.00	\$63,395.89	\$15,070.95	\$136,604.11	32
10-3326-000 SOLID WASTE DISPOSAL	\$2,600.00	\$2,600.00	\$0.00	\$676.95	\$0.00	\$1,923.05	26
10-3431-000 COURT, PKG FEES, REP	\$1,500.00	\$1,500.00	\$0.00	\$2,749.28	\$362.03	\$1,249.28	183
10-3437-000 FIRST RESPONDER FEES	\$8,000.00	\$8,000.00	\$0.00	\$4,585.00	\$1,655.00	\$3,415.00	57
10-3438-000 ROWAN-SALIS SCHOOLS	\$237,632.00	\$237,632.00	\$0.00	\$238,618.34	\$0.00	\$986.34	100
10-3439-000 NCTM PAYMENTS	\$32,427.72	\$32,427.72	\$0.00	\$16,213.86	\$5,404.62	\$16,213.86	50
10-3491-000 ZONING FEES	\$10,000.00	\$10,000.00	\$0.00	\$2,270.00	\$700.00	\$7,730.00	23
10-3491-001 LIEN PAYMENTS	\$15,000.00	\$15,000.00	\$0.00	\$537.00	\$50.00	\$14,463.00	4
10-3500-510 SOL/WASTE COLLECTION	\$264,745.00	\$264,745.00	\$0.00	\$107,754.15	\$28,830.56	\$156,990.85	41
10-3500-550 YARD WASTE SALES	\$2,000.00	\$2,000.00	\$0.00	\$889.00	\$64.00	\$1,111.00	44
10-3831-000 INVESTMENT EARNINGS	\$120,000.00	\$120,000.00	\$0.00	\$28,750.89	\$3,419.70	\$91,249.11	24
10-3833-002 Donations-Other	\$12,000.00	\$12,000.00	\$0.00	\$3,420.00	(\$5,250.00)	\$8,580.00	28
10-3835-000 SALES-FIXED ASSETS	\$55,000.00	\$55,000.00	\$0.00	\$4,750.00	\$0.00	\$50,250.00	9
10-3837-000 ABC REVENUES	\$16,000.00	\$16,000.00	\$0.00	\$7,850.52	\$0.00	\$8,149.48	49
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$6,697.00	\$0.00	\$7,171.33	\$0.00	\$474.33	107
10-3839-000 MISCELLANEOUS REVENU	\$7,500.00	\$7,500.00	\$0.00	\$2,214.66	\$12.94	\$5,285.34	30
10-3839-001 CIVIL CITATIONS - PO	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0
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	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$13,500.00	0
10-3985-000 FEDERAL GRANT - ARPA	\$225,000.00	\$225,000.00	\$0.00	\$225,000.00	\$0.00	\$0.00	100
10-3985-002 OTHER GRANTS	\$37,500.00	\$37,500.00	\$0.00	\$26,000.00	\$6,000.00	\$11,500.00	69
10-3985-003 GRANTS-STANBACK FORE	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	100
10-3985-004 STATE GRANTS	\$75,000.00	\$175,000.00	\$0.00	\$2,600.00	\$0.00	\$172,400.00	1
10-3991-000 APPROPRIATED FUND BA	\$194,428.00	\$722,175.00	\$0.00	\$0.00	\$0.00	\$722,175.00	0
10-3991-001 APPROPRIATED CAPITAL	\$272,811.00	\$272,811.00	\$0.00	\$0.00	\$0.00	\$272,811.00	0
0000-10-Revs	\$5,339,277.47	\$5,973,721.47	\$0.00	\$2,769,663.44	\$208,946.05	\$3,209,477.93	46

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4110-10-GOVERNING BODY							
-							
10-4110-121 SALARIES/WAGES-REGUL	\$24,675.00	\$24,675.00	\$0.00	\$12,337.50	\$2,056.25	\$12,337.50	50
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$944.10	\$157.35	\$943.90	50
10-4110-191 SERVICES-ACCOUNTING	\$22,000.00	\$22,000.00	\$0.00	\$15,000.00	\$0.00	\$7,000.00	68
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$22,500.00	\$0.00	\$0.00	\$5,000.00	0
10-4110-194 CONTRACT SERVICES	\$21,300.00	\$39,117.00	\$13,484.25	\$14,145.75	\$356.75	\$11,487.00	36
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	\$21.50	\$0.00	\$978.50	2
10-4110-311 TRAVEL	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
10-4110-321 TELEPHONE & INTERNET	\$539.00	\$539.00	\$0.00	\$224.50	\$44.90	\$314.50	42
10-4110-395 TRAINING	\$5,175.00	\$5,175.00	\$1,254.00	\$130.00	\$0.00	\$3,791.00	3
10-4110-451 INSURANCE-PROP/GEN/P	\$3,531.20	\$3,531.20	\$0.00	\$3,531.20	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$14,947.00	\$14,947.00	\$0.00	\$14,592.75	\$0.00	\$354.25	98
10-4110-600 NONPROFIT GRANTS	\$78,750.00	\$78,750.00	\$0.00	\$0.00	\$0.00	\$78,750.00	0
10-4110-610 COMMUNITY APPEARANCE	\$12,000.00	\$16,000.00	\$3,144.04	\$3,143.44	\$2,000.00	\$9,712.52	20
10-4110-620 HISTORIC PRESERVATIO	\$10,000.00	\$18,321.00	\$7,176.50	\$3,030.00	\$0.00	\$8,114.50	17
10-4110-631 ROWAN COUNTY TAX COL	\$24,865.00	\$24,865.00	\$0.00	\$20,885.51	\$570.94	\$3,979.49	84
10-4110-640 TOURISM AND EVENTS	\$30,000.00	\$30,000.00	\$430.97	\$25,338.22	\$0.00	\$4,230.81	84
10-4110-930 TRANSFER TO CAPITAL	\$272,811.00	\$272,811.00	\$0.00	\$258,557.52	\$0.00	\$14,253.48	95
10-4110-999 CONTINGENCIES	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
4110-10-GOVERNING BODY	\$573,761.20	\$603,899.20	\$47,989.76	\$371,881.99	\$5,186.19	\$184,027.45	70

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
-							
10-4130-121 SALARIES/WAGES-REGUL	\$297,803.00	\$297,803.00	\$0.00	\$149,085.50	\$24,061.94	\$148,717.50	50
10-4130-126 SALARIES/WAGES/TEMPO	\$20,163.00	\$20,163.00	\$0.00	\$712.00	\$448.00	\$19,451.00	4
10-4130-127 SALARIES/WAGES-BONUS	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00	\$10,000.00	(\$5,000.00)	200
10-4130-181 FICA	\$24,051.00	\$24,051.00	\$0.00	\$11,857.38	\$2,584.08	\$12,193.62	49
10-4130-182 RETIREMENT	\$42,915.00	\$42,915.00	\$0.00	\$19,264.01	\$3,088.72	\$23,650.99	45
10-4130-183 GROUP INSURANCE	\$40,924.00	\$40,924.00	\$0.00	\$24,431.58	\$5,193.03	\$16,492.42	60
10-4130-184 401K CONTRIBUTION	\$11,214.00	\$11,214.00	\$0.00	\$6,560.21	\$1,051.36	\$4,653.79	59
10-4130-185 WORKERS COMPENSATION	\$547.00	\$547.00	\$0.00	\$535.64	\$0.00	\$11.36	98
10-4130-186 UNEMPLOYMENT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
10-4130-193 MEDICAL SERVICES	\$3,297.00	\$3,297.00	\$75.00	\$603.00	\$361.00	\$2,619.00	18
10-4130-194 CONTRACT SERVICES	\$154,186.00	\$167,764.00	\$87,011.35	\$73,300.86	\$18,677.39	\$7,451.79	44
10-4130-198 SERVICES-ENGINEERING	\$25,000.00	\$72,785.00	\$38,752.52	\$9,032.34	\$2,974.25	\$25,000.14	12
10-4130-211 JANITORIAL SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$591.24	\$115.09	\$908.76	39
10-4130-212 UNIFORMS	\$360.00	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	0
10-4130-260 SUPPLIES-OFFICE	\$3,000.00	\$3,000.00	\$0.00	\$1,391.96	\$570.61	\$1,608.04	46
10-4130-296 SUPPLIES-MEDICAL	\$100.00	\$100.00	\$0.00	\$16.49	\$16.49	\$83.51	16
10-4130-299 SUPPLIES AND MATERIA	\$2,720.00	\$2,720.00	\$0.00	\$126.37	\$0.00	\$2,593.63	5
10-4130-311 TRAVEL	\$5,573.00	\$5,573.00	\$388.99	\$1,601.84	\$1,334.31	\$3,582.17	29
10-4130-321 TELEPHONE AND INTERN	\$8,652.00	\$8,652.00	\$0.00	\$3,654.13	\$674.64	\$4,997.87	42
10-4130-325 POSTAGE	\$2,364.00	\$2,364.00	\$0.00	\$492.14	\$167.44	\$1,871.86	21
10-4130-331 UTILITIES	\$25,800.00	\$25,800.00	\$0.00	\$11,773.61	\$1,657.65	\$14,026.39	46
10-4130-341 PRINTING	\$1,000.00	\$1,000.00	\$0.00	\$111.21	\$0.00	\$888.79	11
10-4130-351 MAINTENANCE-BUILDING	\$16,500.00	\$16,500.00	\$856.00	\$673.43	\$0.00	\$14,970.57	4
10-4130-370 ADVERTISING	\$6,300.00	\$6,300.00	\$584.64	\$1,286.58	\$0.00	\$4,428.78	20
10-4130-395 TRAINING	\$7,098.00	\$7,098.00	\$0.00	\$1,584.00	\$0.00	\$5,514.00	22
10-4130-400 DAVID TREME EDUCATIO	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
10-4130-439 EQUIPMENT RENTAL	\$4,959.00	\$4,959.00	\$2,587.50	\$2,080.52	\$393.75	\$290.98	42
10-4130-440 MAINTENANCE CONTRACT	\$23,332.00	\$23,332.00	\$8,168.35	\$9,694.57	\$2,271.90	\$5,469.08	42
10-4130-441 LICENSE FEE	\$24,597.00	\$24,597.00	\$0.00	\$21,267.78	\$0.00	\$3,329.22	86
10-4130-451 INSURANCE-PROP/GEN/P	\$11,390.00	\$11,390.00	\$0.00	\$11,387.84	\$0.00	\$2.16	100
10-4130-453 INSURANCE - BONDS	\$1,590.00	\$1,590.00	\$0.00	\$1,589.64	\$0.00	\$0.36	100
10-4130-491 DUES AND SUBSCRIPTIO	\$4,657.00	\$4,657.00	\$0.00	\$1,735.80	\$617.80	\$2,921.20	37
10-4130-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$26.00	\$0.00	\$974.00	3
10-4130-710 PRINICIPAL	\$71,271.00	\$71,271.00	\$0.00	\$0.00	\$0.00	\$71,271.00	0
10-4130-720 INTEREST	\$57,125.00	\$57,125.00	\$0.00	\$0.00	\$0.00	\$57,125.00	0
10-4130-999 CREDIT CARD CHARGES	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,412.77)	\$0.00	0
4130-10-ADMINISTRATION	\$912,988.00	\$974,351.00	\$138,424.35	\$376,467.67	\$74,846.68	\$459,458.98	53

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
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10-4310-121 SALARIES/WAGES-REGUL	\$1,013,739.00	\$1,013,739.00	\$0.00	\$469,700.93	\$81,635.20	\$544,038.07	46
10-4310-122 SALARIES/WAGES-OVERT	\$5,000.00	\$5,000.00	\$0.00	\$35.76	\$0.00	\$4,964.24	1
10-4310-126 PART-TIME/TEMPORARY	\$27,091.00	\$27,091.00	\$0.00	\$4,773.01	\$481.00	\$22,317.99	18
10-4310-127 SALARIES/WAGES-BONUS	\$21,500.00	\$21,500.00	\$0.00	\$16,000.00	\$16,000.00	\$5,500.00	74
10-4310-131 SUPPLEMENTAL LAW RET	\$7,135.00	\$7,135.00	\$0.00	\$3,417.25	\$546.76	\$3,717.75	48
10-4310-181 FICA	\$79,639.00	\$79,639.00	\$0.00	\$36,516.18	\$7,276.67	\$43,122.82	46
10-4310-182 RETIREMENT	\$156,572.00	\$156,572.00	\$0.00	\$70,212.94	\$12,205.63	\$86,359.06	45
10-4310-183 GROUP INSURANCE	\$168,064.00	\$168,064.00	\$0.00	\$75,234.89	\$18,523.70	\$92,829.11	45
10-4310-184 401K CONTRIBUTION	\$50,613.00	\$50,613.00	\$0.00	\$23,504.03	\$4,084.51	\$27,108.97	46
10-4310-185 WORKERS COMPENSATION	\$23,217.00	\$23,217.00	\$0.00	\$22,734.68	\$0.00	\$482.32	98
10-4310-193 SERVICES-MEDICAL	\$1,725.00	\$1,725.00	\$1,370.00	\$500.00	\$0.00	(\$145.00)	29
10-4310-194 CONTRACT SERVICES	\$14,066.00	\$14,066.00	\$0.00	\$12,510.90	\$0.00	\$1,555.10	89
10-4310-212 UNIFORMS	\$16,000.00	\$19,236.00	\$3,569.74	\$1,695.34	\$62.99	\$13,970.92	9
10-4310-213 SUPPLIES-SAFETY	\$4,775.00	\$4,775.00	\$0.00	\$527.51	\$120.00	\$4,247.49	11
10-4310-251 MOTOR FUEL AND LUBRI	\$50,000.00	\$50,000.00	\$26,561.33	\$23,438.67	\$4,284.36	\$0.00	47
10-4310-260 SUPPLIES-OFFICE	\$1,700.00	\$1,700.00	\$253.35	\$333.82	\$85.90	\$1,112.83	20
10-4310-291 SUPPLIES-DATA PROCES	\$5,204.00	\$5,204.00	\$0.00	\$700.00	\$0.00	\$4,504.00	13
10-4310-296 SUPPLIES-MEDICAL	\$1,010.00	\$1,010.00	\$0.00	\$0.00	\$0.00	\$1,010.00	0
10-4310-299 SUPPLIES AND MATERIA	\$15,887.00	\$18,447.00	\$2,899.97	\$1,272.56	\$114.26	\$14,274.47	7
10-4310-311 TRAVEL	\$1,750.00	\$1,750.00	\$0.00	\$916.30	\$138.18	\$833.70	52
10-4310-321 TELEPHONE AND INTERN	\$16,945.00	\$16,945.00	\$0.00	\$6,363.77	\$1,209.25	\$10,581.23	38
10-4310-329 OTHER COMMUNICATION	\$4,320.00	\$4,320.00	\$1,980.00	\$2,080.00	\$330.00	\$260.00	48
10-4310-341 PRINTING	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
10-4310-352 MAINTENANCE-EQUIPMEN	\$2,500.00	\$2,500.00	\$0.00	\$696.76	\$0.00	\$1,803.24	28
10-4310-353 MAINTENANCE-VEHICLES	\$14,000.00	\$23,253.00	\$2,133.60	\$14,109.19	\$8,757.09	\$7,010.21	61
10-4310-395 TRAINING	\$7,640.00	\$7,640.00	\$0.00	\$786.62	\$144.05	\$6,853.38	10
10-4310-440 MAINTENANCE CONTRACT	\$32,432.00	\$32,432.00	\$3,815.70	\$23,411.69	\$930.30	\$5,204.61	72
10-4310-441 LICENSE FEE	\$17,646.00	\$17,646.00	\$0.00	\$17,523.13	\$4,570.99	\$122.87	99
10-4310-451 INSURANCE-PROP/GEN/P	\$28,275.00	\$28,275.00	\$0.00	\$28,274.70	\$0.00	\$0.30	100
10-4310-452 INSURANCE-VEHICLES	\$22,903.00	\$22,903.00	\$0.00	\$23,743.81	\$840.81	(\$840.81)	104
10-4310-491 DUES AND SUBSCRIPTIO	\$2,645.00	\$2,645.00	\$0.00	\$0.00	\$0.00	\$2,645.00	0
10-4310-499 MISCELLANEOUS	\$1,200.00	\$1,200.00	\$0.00	\$379.91	\$0.00	\$820.09	32
10-4310-750 LEASE PYMTS-COMPUTER	\$9,658.01	\$9,658.01	\$0.00	\$9,658.00	\$0.00	\$0.01	100
4310-10-POLICE OPERATIONS	\$1,825,251.01	\$1,840,300.01	\$42,583.69	\$891,052.35	\$162,341.65	\$906,663.97	51

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4340-10-FIRE OPERATIONS							
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10-4340-121 SALARIES/WAGES-REGUL	\$486,066.00	\$462,466.00	\$0.00	\$213,818.97	\$41,437.42	\$248,647.03	46
10-4340-122 OVERTIME	\$15,000.00	\$18,600.00	\$0.00	\$37,493.73	\$2,105.09	(\$18,893.73)	202
10-4340-126 PART-TIME/TEMPORARY	\$27,959.00	\$47,959.00	\$0.00	\$25,186.68	\$1,205.86	\$22,772.32	53
10-4340-127 SALARIES/WAGES-BONUS	\$15,500.00	\$15,500.00	\$0.00	\$13,000.00	\$13,000.00	\$2,500.00	84
10-4340-181 FICA	\$40,869.00	\$40,869.00	\$0.00	\$21,481.67	\$4,282.94	\$19,387.33	53
10-4340-182 RETIREMENT	\$72,923.00	\$72,923.00	\$0.00	\$34,304.20	\$5,943.54	\$38,618.80	47
10-4340-183 GROUP INSURANCE	\$69,767.00	\$69,767.00	\$0.00	\$38,159.17	\$9,762.05	\$31,607.83	55
10-4340-184 401K CONTRIBUTION	\$22,080.00	\$22,080.00	\$0.00	\$9,783.90	\$1,697.17	\$12,296.10	44
10-4340-185 WORKERS COMPENSATION	\$14,860.00	\$14,860.00	\$0.00	\$14,551.29	\$0.00	\$308.71	98
10-4340-194 CONTRACT SERVICES	\$19,258.00	\$19,258.00	\$150.00	\$10,239.40	\$0.00	\$8,868.60	53
10-4340-211 JANITORIAL SUPPLIES	\$2,000.00	\$2,000.00	\$256.33	\$690.54	\$0.00	\$1,053.13	35
10-4340-212 UNIFORMS	\$12,500.00	\$15,897.00	\$1,839.70	\$3,622.55	\$1,573.00	\$10,434.75	23
10-4340-213 SUPPLIES-SAFETY	\$25,785.00	\$43,765.00	\$1,316.50	\$24,991.55	\$0.00	\$17,456.95	57
10-4340-230 SUPPLIES-EDUCATIONAL	\$5,518.00	\$8,768.00	\$0.00	\$6,109.64	\$574.26	\$2,658.36	70
10-4340-251 MOTOR FUEL AND LUBRI	\$19,200.00	\$19,200.00	\$13,378.84	\$5,821.16	\$850.42	\$0.00	30
10-4340-260 SUPPLIES-OFFICE	\$1,500.00	\$1,500.00	\$0.00	\$771.06	\$0.00	\$728.94	51
10-4340-270 DUES & SUBSCRIPTIONS	\$0.00	\$0.00	\$0.00	\$78.98	\$78.98	(\$78.98)	0
10-4340-296 SUPPLIES-MEDICAL	\$5,000.00	\$5,000.00	\$0.00	\$865.37	\$0.00	\$4,134.63	17
10-4340-299 SUPPLIES AND MATERIA	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0
10-4340-311 TRAVEL	\$3,050.00	\$3,050.00	\$0.00	\$1,771.64	\$0.00	\$1,278.36	58
10-4340-321 TELEPHONE AND INTE	\$10,032.00	\$10,032.00	\$0.00	\$5,209.02	\$652.41	\$4,822.98	52
10-4340-331 UTILITIES	\$10,392.00	\$10,392.00	\$0.00	\$4,702.10	\$885.26	\$5,689.90	45
10-4340-351 MAINTENANCE-BUILDING	\$10,800.00	\$10,800.00	\$0.00	\$3,417.75	\$152.97	\$7,382.25	32
10-4340-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$0.00	\$2,505.20	\$34.57	\$1,494.80	63
10-4340-353 MAINTENANCE-VEHICLES	\$15,000.00	\$28,210.00	\$5,104.69	\$22,698.89	\$407.15	\$406.42	80
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	\$4,800.00	\$4,800.00	\$0.00	\$542.27	\$61.00	\$4,257.73	11
10-4340-440 MAINTENANCE CONTRACT	\$2,580.00	\$2,580.00	\$0.00	\$1,671.42	\$249.45	\$908.58	65
10-4340-451 INSURANCE-PROP/GEN/P	\$8,291.00	\$8,291.00	\$0.00	\$8,291.00	\$0.00	\$0.00	100
10-4340-452 INSURANCE - VEHICLES	\$5,539.00	\$5,539.00	\$0.00	\$6,374.27	\$835.27	(\$835.27)	115
10-4340-491 DUES AND SUBSCRIPTIO	\$4,755.00	\$4,755.00	\$0.00	\$1,792.60	\$0.00	\$2,962.40	38
10-4340-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$246.80	\$0.00	\$753.20	25
4340-10-FIRE OPERATIONS	\$940,524.00	\$978,361.00	\$22,046.06	\$520,192.82	\$85,788.81	\$436,122.12	55

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-10-STREETS OPERATIONS							
-							
10-4510-121 SALARIES/WAGES-REGUL	\$214,100.00	\$214,100.00	\$0.00	\$75,207.05	\$13,107.55	\$138,892.95	35
10-4510-122 SALARIES/WAGES-OVERT	\$2,000.00	\$2,000.00	\$0.00	\$1,698.83	\$538.80	\$301.17	85
10-4510-126 PART-TIME/TEMPORARY	\$17,202.00	\$17,202.00	\$0.00	\$8,136.06	\$1,330.83	\$9,065.94	47
10-4510-127 SALARIES/WAGES-BONUS	\$5,900.00	\$5,900.00	\$0.00	\$5,300.00	\$5,300.00	\$600.00	90
10-4510-181 FICA	\$17,702.00	\$17,702.00	\$0.00	\$6,536.92	\$1,489.44	\$11,165.08	37
10-4510-182 RETIREMENT	\$31,585.00	\$31,585.00	\$0.00	\$10,497.67	\$1,862.74	\$21,087.33	33
10-4510-183 GROUP INSURANCE	\$45,757.00	\$45,757.00	\$0.00	\$19,863.92	\$4,587.94	\$25,893.08	43
10-4510-184 401K CONTRIBUTION	\$9,854.00	\$9,854.00	\$0.00	\$3,216.75	\$580.16	\$6,637.25	33
10-4510-185 WORKERS COMPENSATION	\$8,381.00	\$8,381.00	\$0.00	\$8,206.89	\$0.00	\$174.11	98
10-4510-194 CONTRACTED SERVICES	\$0.00	\$390,057.00	\$368,660.96	\$7,930.00	\$2,000.00	\$13,466.04	2
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$213.48	\$0.00	\$536.52	28
10-4510-212 UNIFORMS	\$4,500.00	\$4,500.00	\$0.00	\$1,721.32	\$267.05	\$2,778.68	38
10-4510-213 SUPPLIES-SAFETY	\$3,150.00	\$3,150.00	\$0.00	\$551.82	\$136.43	\$2,598.18	18
10-4510-251 MOTOR FUEL AND LUBRI	\$22,000.00	\$22,000.00	\$595.95	\$10,403.02	\$2,868.01	\$11,001.03	47
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0
10-4510-299 SUPPLIES AND MATERIA	\$7,000.00	\$7,000.00	\$0.00	\$1,637.50	\$289.92	\$5,362.50	23
10-4510-311 TRAVEL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4510-321 TELEPHONE AND INTERN	\$2,577.00	\$2,577.00	\$0.00	\$953.03	\$60.40	\$1,623.97	37
10-4510-329 OTHER COMMUNICATION	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0
10-4510-331 UTILITIES	\$59,318.00	\$59,318.00	\$0.00	\$32,274.83	\$6,169.48	\$27,043.17	54
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$4,000.00	\$0.00	\$300.00	\$0.00	\$3,700.00	8
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$791.00	\$455.74	\$0.00	\$2,753.26	11
10-4510-353 MAINTENANCE-VEHICLES	\$9,500.00	\$9,500.00	\$0.00	\$797.37	\$76.04	\$8,702.63	8
10-4510-354 MAINTENANCE GROUNDS	\$20,000.00	\$20,000.00	\$0.00	\$910.00	\$0.00	\$19,090.00	5
10-4510-356 MAINTENANCE-STREETS	\$2,500.00	\$2,500.00	\$0.00	\$1,455.00	\$0.00	\$1,045.00	58
10-4510-440 MAINTENANCE CONTRACT	\$1,352.00	\$1,352.00	\$0.00	\$413.60	\$87.60	\$938.40	31
10-4510-451 INSURANCE-PRO/GEN/PR	\$3,427.00	\$3,427.00	\$0.00	\$3,427.00	\$0.00	\$0.00	100
10-4510-452 INSURANCE - VEHICLES	\$4,065.00	\$4,065.00	\$0.00	\$4,065.00	\$0.00	\$0.00	100
10-4510-491 DUES & SUBSCRIPTIONS	\$825.00	\$825.00	\$0.00	\$825.00	\$0.00	\$0.00	100
10-4510-499 MISCELLANEOUS	\$1,480.00	\$1,480.00	\$0.00	\$1,374.54	\$1,374.54	\$105.46	93
4510-10-STREETS OPERATIONS	\$503,395.00	\$893,452.00	\$370,047.91	\$208,372.34	\$42,126.93	\$315,031.75	65

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4710-10-SOLID/YARD OPERATIONS							
-							
10-4710-121 SALARIES/WAGES-REGUL	\$186,633.00	\$186,633.00	\$0.00	\$68,562.47	\$11,067.18	\$118,070.53	37
10-4710-122 SALARIES/WAGES-OVERT	\$2,500.00	\$2,500.00	\$0.00	\$586.14	\$138.99	\$1,913.86	23
10-4710-127 SALARIES/WAGES-BONUS	\$4,500.00	\$4,500.00	\$0.00	\$3,000.00	\$3,000.00	\$1,500.00	67
10-4710-181 FICA	\$14,331.00	\$14,331.00	\$0.00	\$5,036.20	\$1,007.67	\$9,294.80	35
10-4710-182 RETIREMENT	\$25,571.00	\$25,571.00	\$0.00	\$9,438.79	\$1,529.65	\$16,132.21	37
10-4710-183 GROUP INSURANCE	\$38,064.00	\$38,064.00	\$0.00	\$17,326.50	\$4,139.67	\$20,737.50	46
10-4710-184 401K CONTRIBUTION	\$9,367.00	\$9,367.00	\$0.00	\$1,763.54	\$321.62	\$7,603.46	19
10-4710-185 WORKERS COMPENSATION	\$8,565.00	\$8,565.00	\$0.00	\$8,387.07	\$0.00	\$177.93	98
10-4710-194 CONTRACT SERVICES	\$16,500.00	\$16,500.00	\$0.00	\$15,900.00	\$0.00	\$600.00	96
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$213.47	\$0.00	\$286.53	43
10-4710-212 UNIFORMS	\$6,000.00	\$6,000.00	\$0.00	\$2,231.81	\$353.98	\$3,768.19	37
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	\$14,452.00	\$14,452.00	\$330.63	\$6,935.87	\$1,912.02	\$7,185.50	48
10-4710-299 SUPPLIES AND MATERIA	\$12,000.00	\$12,000.00	\$0.00	\$10,630.00	\$0.00	\$1,370.00	89
10-4710-321 TELEPHONE AND INTERN	\$1,505.00	\$1,505.00	\$0.00	\$297.12	\$60.41	\$1,207.88	20
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$0.00	\$1,154.57	\$372.26	\$2,795.43	29
10-4710-353 MAINTENANCE-VEHILCES	\$7,000.00	\$7,000.00	\$350.00	\$428.61	\$130.18	\$6,221.39	6
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	\$62,000.00	\$62,000.00	\$0.00	\$27,932.72	\$4,907.35	\$34,067.28	45
10-4710-440 MAINTENANCE CONTRACT	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-451 INSURANCE-PROP/GEN/P	\$2,641.00	\$2,641.00	\$0.00	\$2,641.00	\$0.00	\$0.00	100
10-4710-452 INSURANCE-VEHICLES	\$4,795.00	\$4,795.00	\$0.00	\$4,795.00	\$0.00	\$0.00	100
10-4710-750 LEASE PAYMENTS	\$37,909.00	\$37,909.00	\$0.00	\$35,214.00	\$0.00	\$2,695.00	93
4710-10-SOLID/YARD OPERATIONS	\$461,833.00	\$461,833.00	\$680.63	\$222,474.88	\$28,940.98	\$238,677.49	48

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-126 PART-TIME/TEMPORARY	\$15,911.00	\$15,911.00	\$0.00	\$7,941.94	\$1,262.73	\$7,969.06	50
10-6110-127 SALARIES/WAGES-BONUS	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	100
10-6110-181 FICA	\$1,214.00	\$1,214.00	\$0.00	\$645.76	\$134.85	\$568.24	53
10-6110-194 CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$758.00	\$300.00	\$1,242.00	38
10-6110-260 SUPPLIES-OFFICE	\$600.00	\$600.00	\$0.00	\$17.10	\$0.00	\$582.90	3
10-6110-299 SUPPLIES	\$2,050.00	\$2,050.00	\$0.00	\$738.35	\$38.63	\$1,311.65	36
10-6110-311 TRAVEL	\$532.00	\$532.00	\$0.00	\$229.69	\$26.94	\$302.31	43
10-6110-321 TELEPHONE AND INTERN	\$2,249.00	\$2,249.00	\$0.00	\$889.01	\$0.00	\$1,359.99	40
10-6110-331 UTILITIES	\$9,372.00	\$9,372.00	\$0.00	\$4,098.58	\$722.69	\$5,273.42	44
10-6110-351 MAINTENANCE-BUILDING	\$6,250.00	\$6,250.00	\$1,054.26	\$1,159.38	\$119.90	\$4,036.36	19
10-6110-370 ADVERTISING	\$300.00	\$300.00	\$0.00	\$17.94	\$17.94	\$282.06	6
10-6110-395 TRAINING	\$150.00	\$150.00	\$0.00	\$99.00	\$0.00	\$51.00	66
10-6110-440 MAINTENANCE CONTRACT	\$1,827.00	\$1,827.00	\$295.00	\$477.20	\$90.20	\$1,054.80	26
10-6110-451 INSURANCE-PRO/GEN/PR	\$2,920.00	\$2,920.00	\$0.00	\$2,920.00	\$0.00	\$0.00	100
10-6110-491 DUES & SUBSCRIPTIONS	\$360.00	\$360.00	\$0.00	\$360.00	\$0.00	\$0.00	100
6110-10-LIBRARY	\$46,235.00	\$46,235.00	\$1,349.26	\$20,851.95	\$3,213.88	\$24,033.79	48

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
10-6120-121 SALARIES/WAGES-REGUL	\$10,530.25	\$10,530.25	\$0.00	\$0.00	\$0.00	\$10,530.25	0
10-6120-181 FICA	\$805.00	\$805.00	\$0.00	\$0.00	\$0.00	\$805.00	0
10-6120-182 RETIREMENT	\$1,437.00	\$1,437.00	\$0.00	\$0.00	\$0.00	\$1,437.00	0
10-6120-183 GROUP INSURANCE	\$2,335.00	\$2,335.00	\$0.00	\$0.00	\$0.00	\$2,335.00	0
10-6120-184 401K CONTRIBUTION	\$526.00	\$526.00	\$0.00	\$0.00	\$0.00	\$526.00	0
10-6120-185 WORKERS COMPENSATION	\$19.00	\$19.00	\$0.00	\$0.00	\$0.00	\$19.00	0
10-6120-194 CONTRACT SERVICES	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0
10-6120-299 SUPPLIES AND MATERIA	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-6120-331 UTILITIES	\$4,620.00	\$4,620.00	\$0.00	\$2,641.48	\$464.69	\$1,978.52	57
10-6120-357 MAINTENANCE-PARKS AN	\$13,100.00	\$13,100.00	\$799.00	\$1,108.11	\$0.00	\$11,192.89	8
10-6120-451 INSURANCE-PROP/GEN/P	\$168.00	\$168.00	\$0.00	\$168.00	\$0.00	\$0.00	100
10-6120-525 SENIOR CITIZEN PROGR	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0
10-6120-625 SENIOR CITIZENS COUN	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
10-6120-850 TRANSFER TO PROJECTS	\$0.00	\$0.00	\$0.00	\$83,505.00	\$83,505.00	(\$83,505.00)	0
6120-10-RECREATION	\$75,290.25	\$175,290.25	\$799.00	\$87,422.59	\$83,969.69	\$87,068.66	50

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND								
	FundRevTot	\$5,339,277.47	\$5,973,721.47	\$0.00	\$2,769,663.44	\$208,946.05	\$3,209,477.93	46
	FundExpTot	\$5,339,277.46	\$5,973,721.46	\$623,920.66	\$2,698,716.59	\$486,414.81	\$2,651,084.21	56
Grand Totals:								
	TotalRev	\$5,339,277.47	\$5,973,721.47	\$0.00	\$2,769,663.44	\$208,946.05	\$3,209,477.93	46
	TotalExp	\$5,339,277.46	\$5,973,721.46	\$623,920.66	\$2,698,716.59	\$486,414.81	\$2,651,084.21	56

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL							
0000-20-Revs							
-							
20-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$13,000.00	\$0.00	\$2,620.00	\$775.00	\$10,380.00	20
20-3328-000 POWELL BILL REVENUE	\$144,971.00	\$131,971.00	\$0.00	\$134,902.71	\$67,451.35	\$2,931.71	102
20-3831-000 INVESTMENT EARNINGS	\$10,000.00	\$10,000.00	\$0.00	\$4,685.30	\$685.80	\$5,314.70	47
0000-20-Revs	\$154,971.00	\$154,971.00	\$0.00	\$142,208.01	\$68,912.15	\$18,626.41	92
4510-20-STREETS OPERATIONS							
-							
20-4510-121 SALARIES/WAGES-REGUL	\$11,990.00	\$11,990.00	\$0.00	\$5,715.29	\$915.56	\$6,274.71	48
20-4510-127 SALARIES/WAGES-BONUS	\$200.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	100
20-4510-181 FICA	\$902.00	\$902.00	\$0.00	\$452.52	\$85.34	\$449.48	50
20-4510-182 RETIREMENT	\$1,609.00	\$1,609.00	\$0.00	\$780.18	\$124.98	\$828.82	48
20-4510-183 GROUP INSURANCE	\$1,889.00	\$1,889.00	\$0.00	\$898.76	\$136.61	\$990.24	48
20-4510-184 401K CONTRIBUTION	\$589.00	\$589.00	\$0.00	\$285.78	\$45.78	\$303.22	49
20-4510-198 SERVICES-ENGINEERING	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	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	\$118,792.00	\$118,792.00	\$0.00	\$0.00	\$0.00	\$118,792.00	0
4510-20-STREETS OPERATIONS	\$154,971.00	\$154,971.00	\$0.00	\$8,332.53	\$1,508.27	\$146,638.47	5
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$154,971.00	\$154,971.00	\$0.00	\$142,208.01	\$68,912.15	\$18,626.41	92
FundExpTot	\$154,971.00	\$154,971.00	\$0.00	\$8,332.53	\$1,508.27	\$146,638.47	5
Grand Totals:							
TotalRev	\$154,971.00	\$154,971.00	\$0.00	\$142,208.01	\$68,912.15	\$18,626.41	92
TotalExp	\$154,971.00	\$154,971.00	\$0.00	\$8,332.53	\$1,508.27	\$146,638.47	5

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
0000-30-Revs							
-							
30-3984-010 GENERAL FUND CONTRIB	\$276,511.00	\$276,511.00	\$0.00	\$258,557.52	\$0.00	\$17,953.48	94
30-3991-000 APPROPRIATED FUND BA	\$50,000.00	\$944,343.00	\$0.00	\$0.00	\$0.00	\$944,343.00	0
0000-30-Revs	\$326,511.00	\$1,220,854.00	\$0.00	\$258,557.52	\$0.00	\$962,296.48	21
4310-30-POLICE OPERATIONS							
-							
30-4310-291 SUPPLIES - DATA PROC	\$5,974.00	\$5,974.00	\$0.00	\$0.00	\$0.00	\$5,974.00	0
30-4310-540 CO - VEHICLES	\$43,680.00	\$43,680.00	\$1,013.61	\$33,179.52	\$0.00	\$9,486.87	76
30-4310-550 CO - OTHER EQUIP	\$15,100.00	\$16,954.00	\$507.98	\$1,704.53	\$249.00	\$14,741.49	10
4310-30-POLICE OPERATIONS	\$64,754.00	\$66,608.00	\$1,521.59	\$34,884.05	\$249.00	\$30,202.36	55
4340-30-FIRE OPERATIONS							
-							
30-4340-540 CO - VEHICLES	\$248,558.00	\$1,140,378.00	\$891,820.00	\$225,551.81	\$173.81	\$23,006.19	20
30-4340-550 CO-OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$1,722.93	\$1,722.93	(\$1,722.93)	0
4340-30-FIRE OPERATIONS	\$248,558.00	\$1,140,378.00	\$891,820.00	\$227,274.74	\$1,896.74	\$21,283.26	98
4510-30-STREETS OPERATIONS							
-							
30-4510-291 SUPPLIES - DATA PROC	\$0.00	\$669.00	\$0.00	\$219.98	\$0.00	\$449.02	33
4510-30-STREETS OPERATIONS	\$0.00	\$669.00	\$0.00	\$219.98	\$0.00	\$449.02	33
4710-30-SOLID/YARD OPERATIONS							
-							
30-4710-550 CO-OTHER EQUIPMENT	\$13,199.00	\$13,199.00	\$0.00	\$13,199.00	\$0.00	\$0.00	100
4710-30-SOLID/YARD OPERATIONS	\$13,199.00	\$13,199.00	\$0.00	\$13,199.00	\$0.00	\$0.00	100
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
FundRevTot	\$326,511.00	\$1,220,854.00	\$0.00	\$258,557.52	\$0.00	\$962,296.48	21
FundExpTot	\$326,511.00	\$1,220,854.00	\$893,341.59	\$275,577.77	\$2,145.74	\$51,934.64	96
Grand Totals:							
TotalRev	\$326,511.00	\$1,220,854.00	\$0.00	\$258,557.52	\$0.00	\$962,296.48	21
TotalExp	\$326,511.00	\$1,220,854.00	\$893,341.59	\$275,577.77	\$2,145.74	\$51,934.64	96

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2024-12-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
0000-70-Revs								
-								
-								
70-3839-000 Miscellaneous Revenu		\$0.00	\$0.00	\$0.00	\$45,000.00	\$20,000.00	\$45,000.00	0
0000-70-Revs		\$0.00	\$0.00	\$0.00	\$45,000.00	\$20,000.00	\$45,000.00	0
4130-70-ADMINISTRATION								
-								
-								
70-4130-187 INSURANCE REIMBURSEM		\$0.00	\$0.00	\$0.00	\$49,924.63	\$24,228.14	(\$49,924.63)	0
4130-70-ADMINISTRATION		\$0.00	\$0.00	\$0.00	\$49,924.63	\$24,228.14	(\$49,924.63)	0
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
FundRevTot		\$0.00	\$0.00	\$0.00	\$45,000.00	\$20,000.00	\$45,000.00	0
FundExpTot		\$0.00	\$0.00	\$0.00	\$49,924.63	\$24,228.14	(\$49,924.63)	0
Grand Totals:								
TotalRev		\$0.00	\$0.00	\$0.00	\$45,000.00	\$20,000.00	\$45,000.00	0
TotalExp		\$0.00	\$0.00	\$0.00	\$49,924.63	\$24,228.14	(\$49,924.63)	0

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2024-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT							
0000-91-Revs							
-							
91-3984-000 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							
-							
91-4210-580 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	\$1,037,997.00	\$0.00	\$1,037,997.00	\$0.00	\$0.00	100
4210-91-CORONAVIRUS ARPA	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,997.00	\$1,500.00	\$0.00	100
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	\$1,037,997.00	\$1,500.00	\$0.00	100
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	\$1,037,997.00	\$1,500.00	\$0.00	100

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2024-12-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 92-DOWNTOWN PARK PROJECT								
0000-92-Revs								
-								
-								
92-3985-002 OTHER GRANTS		\$0.00	\$1,675,000.00	\$0.00	\$0.00	\$0.00	\$1,675,000.00	0
92-3985-241 DOWNTOWN PARK DONATI		\$0.00	\$385,000.00	\$0.00	\$15,648.00	\$11,648.00	\$369,352.00	4
92-3985-850 GENERAL FUND TRANSFE		\$100,000.00	\$403,000.00	\$0.00	\$486,505.00	\$83,505.00	\$83,505.00	121
0000-92-Revs		\$100,000.00	\$2,463,000.00	\$0.00	\$502,153.00	\$95,153.00	\$2,127,857.00	20
6120-92-RECREATION								
-								
-								
92-6120-194 TOWN PARK CONTRACTED		\$0.00	\$160,000.00	\$7,990.00	\$152,651.00	\$24,105.00	(\$641.00)	95
92-6120-580 CO-INFRASTRUCTURE		\$100,000.00	\$2,303,000.00	\$1,584,360.00	\$333,626.30	\$83,505.00	\$385,013.70	14
6120-92-RECREATION		\$100,000.00	\$2,463,000.00	\$1,592,350.00	\$486,277.30	\$107,610.00	\$384,372.70	84
Reporting Fund: 92-DOWNTOWN PARK PROJECT								
	FundRevTot	\$100,000.00	\$2,463,000.00	\$0.00	\$502,153.00	\$95,153.00	\$2,127,857.00	20
	FundExpTot	\$100,000.00	\$2,463,000.00	\$1,592,350.00	\$486,277.30	\$107,610.00	\$384,372.70	84
Grand Totals:								
	TotalRev	\$100,000.00	\$2,463,000.00	\$0.00	\$502,153.00	\$95,153.00	\$2,127,857.00	20
	TotalExp	\$100,000.00	\$2,463,000.00	\$1,592,350.00	\$486,277.30	\$107,610.00	\$384,372.70	84

Town of Spencer

Fiscal Period - COMMUNITY DEV BLOCK GRANT Date Range - 2023-10-10 - 2024-12-31

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	\$18,602.50	(\$90,450.00)	\$731,397.50	2
0000-95-Revs		\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	(\$90,450.00)	\$731,397.50	2
4195-95-CDBG GRANT								
-								
95-4195-194 CDBG NR REHAB		\$680,000.00	\$675,000.00	\$0.00	\$364,455.57	(\$86,650.00)	\$310,544.43	54
95-4195-695 CDBG NR ADMIN		\$70,000.00	\$75,000.00	\$1,320.00	\$30,563.80	\$11,538.80	\$43,116.20	41
4195-95-CDBG GRANT		\$750,000.00	\$750,000.00	\$1,320.00	\$395,019.37	(\$75,111.20)	\$353,660.63	53
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
FundRevTot		\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	(\$90,450.00)	\$731,397.50	2
FundExpTot		\$750,000.00	\$750,000.00	\$1,320.00	\$395,019.37	(\$75,111.20)	\$353,660.63	53
Grand Totals:	TotalRev	\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	(\$90,450.00)	\$731,397.50	2
	TotalExp	\$750,000.00	\$750,000.00	\$1,320.00	\$395,019.37	(\$75,111.20)	\$353,660.63	53

Town of Spencer

Fiscal Period - 17 ST STORMWATER IMROVEMENTS Date Range - 2024-02-01 - 2024-12-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 96-17ST STORMWATER IMPROVEMENTS								
0000-96-Revs								
-								
-								
96-3985-002 OTHER GRANTS		\$1,959,462.00	\$1,959,462.00	\$0.00	\$234,297.50	(\$144,926.00)	\$1,725,164.50	12
0000-96-Revs		\$1,959,462.00	\$1,959,462.00	\$0.00	\$234,297.50	(\$144,926.00)	\$1,725,164.50	12
4196-96-17TH STREET STORMWATER								
-								
-								
96-4196-198 SERVICES-ENGINEERING		\$320,000.00	\$320,000.00	\$98,526.41	\$221,473.59	(\$144,926.00)	\$0.00	69
96-4196-580 CO-INFRASTRUCTURE		\$1,490,420.00	\$1,490,420.00	\$0.00	\$0.00	\$0.00	\$1,490,420.00	0
96-4196-999 CONTINGENCIES		\$149,042.00	\$149,042.00	\$0.00	\$0.00	\$0.00	\$149,042.00	0
4196-96-17TH STREET STORMWATER		\$1,959,462.00	\$1,959,462.00	\$98,526.41	\$221,473.59	(\$144,926.00)	\$1,639,462.00	16
Reporting Fund: 96-17ST STORMWATER IMPROVEMENTS								
	FundRevTot	\$1,959,462.00	\$1,959,462.00	\$0.00	\$234,297.50	(\$144,926.00)	\$1,725,164.50	12
	FundExpTot	\$1,959,462.00	\$1,959,462.00	\$98,526.41	\$221,473.59	(\$144,926.00)	\$1,639,462.00	16
Grand Totals:								
	TotalRev	\$1,959,462.00	\$1,959,462.00	\$0.00	\$234,297.50	(\$144,926.00)	\$1,725,164.50	12
	TotalExp	\$1,959,462.00	\$1,959,462.00	\$98,526.41	\$221,473.59	(\$144,926.00)	\$1,639,462.00	16

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 13. g.

Agenda Item Title: Library Monthly Report

Category: Departmental Report

Presenter(s): Anna Ward, Town Clerk

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Library December Report
2. Library December Statistics

December Library Report

On December 13th, Nate Brown of Columbia, SC, and Freddy Becker of Puerto Rico entertained all ages with beautiful Christmas music on the steel drums and the guitar. These gentlemen had never played together; however, they improvised as they created harmonious music. A fourteen-year-old musician in the audience was offered a free lesson on how to play the steel drums. Gabriel caught on to the idea very quickly and he played a duet with Nate. The audience joined in by singing heartily along with the carols. After all the carols had been sung, pineapple pizza and cookies eaten, then fifties and sixties music with a beat took center stage.

The audience, in a nostalgic mood, asked for certain songs from their youth. Nate and Freddy interacted with the audience, and everyone had a great time. Nate plans to return in early summer and perform the African drums for our local youth.



Small toys and warm knitted hats were collected from the audience to send to the victims of the Western Carolina devastation. Pinocchio's had generously donated a gorgeous fruit tray to emphasize our tropical theme. Papa John's gave a generous discount for the pineapple pizzas. The local Food Lion donated juice boxes and coconut cookies.



On December 17th, a group of children and toddlers gathered to listen to Jeremy Vess read his new Christmas book called Simple. Afterward, we made ornaments for the children's trees at home. Then we turned chocolate cupcakes into reindeer by using pretzels for antlers and M&M'S for red noses. Everyone had a great time.

	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/Tutors	Corres. Due Date
December 2024								
12/2/2024 Mon.	7	1		1				
12/3/2024 Tues.	3	1		1				12/17/2024
12/4/2024 Wed.	2	2	8	1				12/18/2024
12/5/2024 Thurs.								12/19/2024
12/6/2024 Fri.								12/20/2024
WEEK TOTAL:	12	4	8	3				-----
12/9/2024 Mon.	2			5				12/23/2024
12/10/2024 Tues.	3	8		2			1	12/24/2024
12/11/2024 Wed.								12/25/2024
12/12/2024 Thurs.								12/26/2024
12/13/2024 Fri.	20							12/27/2024
WEEK TOTAL:	25	8		7			1	-----
12/16/2024 Mon.	5			3				12/30/2024
12/17/2024 Tues.	18	1			1			12/31/2024
12/18/2024 Wed.	3	1						1/1/2025
12/19/2024 Thurs.								1/2/2025
12/20/2024 Fri.								1/3/2025
WEEK TOTAL:	26	2						-----
12/23/2024 Mon.	2	4						1/6/2025
12/24/2024 Tues.	closed							1/7/2025
12/25/2024 Wed.	closed							1/8/2025
12/26/2024 Thurs.	3	3						1/9/2025
12/27/2024 Fri.	1	1						1/10/2025
WEEK TOTAL:	6	8						-----
12/30/2024	2	5	4					1/13/2025
12/31/2024 Tues.	4	5						1/14/2025
1/1/2025 Wed.	closed	0	0	0	0	0	0	1/15/2025
1/2/2025 Thurs.	0	0	0	0	0	0	0	1/16/2025
1/3/2025 Fri.	0	0	0	0	0	0	0	1/17/2025
WEEK TOTAL:	6	10	4	0	0	0	0	-----
MONTH TOTAL:	75	32	12	10	0	0	1	-----



Agenda Item Coversheet

Meeting Date: 01/14/2025

Agenda Item #: 14

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Suggested date for 2025 Annual Planning Session

As we begin the calendar year, we once again also head towards "budget season." The recommended budget will be presented in May and considered by the Board in June to take effect July 1. Our Annual Planning Session (known in many other communities as a "retreat") is a time to take stock of the past and look towards the future. It allows time to discuss new programs, policies, and other opportunities. The results give us a strategic framework so that the recommended budget will be closely aligned with goals of the Mayor and Board. I would suggest that the evening of March 6 and the day of March 7 as a good time frame for this year's planning session. Staff is working on a list of topics and will work with Mayor Williams to establish an agenda. If there are any topics that our elected officials would like to include, please let me know. Some initial ideas follow:

- Community engagement opportunity
- Public Art subject brainstorming
- Financial update/early revenue projections
- Update on staff compensation and classification study
- Tour of community assets and opportunities
- Update on code of ordinances project
- Future Police vehicle needs

Town Park construction and community campaign: In the third month of construction, work continued on the multi-purpose pavilion and remains slightly ahead of schedule. The steel package was installed in late December and passed inspection on December 31. Wood framing is underway, which includes the overall roof structure for the side buildings. SRU installed the 5th Street water tap on December 18 and the sewer tap installation is planned for January 6. Ike's and Benesch continue working through submittals and utility coordination. Metal roofing and siding work will begin later in January. Overall site grading and utility work

is also expected to begin this month. To date, we have five approved change orders, one rejected change order, and three pending as follows:

- CO1 (approved) – Builder’s Risk Insurance (+\$3,300)
- CO2 (approved) – Plumbing and HVAC changes resulting from Plan review process (+\$3,421)
- CO3 (approved) – Revision to signage allowance based on demo, updated vendor estimate, and footing/masonry work to be provided by GC (-\$5,453.81 CREDIT)
- CO4 (approved) – Separate pump and chemical room resulting from plan review process (+\$18,085.10)
- ~~CO5 (rejected) – HVLS fans in mechanical plan but not included in bid (\$14,451)~~
- CO6 (pending) – additional pavement at location of removed 5th Street planter areas (TBD)
- CO7 (approved) – reduced fountain allowance (-\$940.90 CREDIT)
- CO8 (pending) – removed data sleeve to use existing wireless data equipment (TBD CREDIT)
- CO9 (pending) – removed wall heater in chemical storage room (TBD CREDIT)

Original Base	\$ 1,950,700.00	Rev. Base	\$ 1,975,506.10
Original Fountain	\$ 100,000.00	Rev. Fountain	\$ 99,059.10
Original Signage	\$ 75,000.00	Rev. Signage	\$ 69,546.19
Original Cont.	\$ 50,000.00	Avail. Cont.	\$ 31,588.61
TOTAL	\$ 2,175,700.00	TOTAL	\$ 2,175,700.00

Project contributions have been received or pledged from:

- Spencer Moose Lodge (\$4,000)
- Civitan Club of Salisbury (\$1,500)
- Deb Crook Family (\$1,500)
- Salisbury-Rowan Community Foundation (\$10,000)
- Peter and Chelsea Franzese (\$1,500)
- Anonymous (\$50)
- Your Space Solution, LLC (250)

Remaining amount needed: \$366,200. Learn more: <https://spencernc.gov/makeyourmark>.

Attachment(s): ☐ Yes ☒ No