



Board of Aldermen Pre-Agenda Meeting

**Agenda Packet
February 6, 2025**



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

DATE
February 6, 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 & PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
- 3. NEW EMPLOYEE INTRODUCTION – Police Officer James Nutt**
- 4. PUBLIC HEARING – Proposed Ordinance to Create a Parks & Recreation Advisory Board**
- 5. PUBLIC HEARING – Traffic Control Text Amendment**
- 6. PUBLIC HEARING – Chapter 93 Penalty Text Amendment**
- 7. REVIEW OF FEBRUARY 11, 2025, AGENDA**

- 1. CALL TO ORDER – Mayor Jonathan Williams**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
- 4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA**
- 5. RECOGNITIONS**
 - a. Mayor Jonathan Williams – Dionne Dixon**
 - b. Mayor Pro Tempore Patti Secreast – Students of the 2nd Quarter**
 - **North Rowan Elementary School: Liz Rangel Membrano**
 - **North Rowan High School: Christopher Ugarte Sanchez**

- 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: *January 9, 2025, Pre-Agenda Minutes*

January 14, 2025, Regular Meeting Minutes

January 30, 2025, Special Meeting Minutes

b. CONSIDER ADOPTING – *Budget Ordinance 24-10.010 Accepting Two Donations to the Spencer Police Department*

c. CONSIDER ADOPTING – *Budget Ordinance 24-10.011 Accepting Donation to the Spencer Fire Department*

d. CONSIDER ADOPTING – *Resolution 25-01 Establishing a Memorandum of Understanding (MOU) with the North Carolina Commerce Main Street and Rural Planning Center for Planning Session Facilitation*

e. CONSIDER APPROVING – *FY24 RH CPAs, PLLC, Contract Amendment*

f. CONSIDER ADOPTING – *Budget Ordinance 24-10.012 Mural Project Budget Amendment*

8. CONSIDER ADOPTING – *Ordinance 25-03 Creating a Parks & Recreation Advisory Board*

9. CONSIDER ADOPTING – *Ordinance 25-04 Traffic Control Plan Text Amendment*

10. CONSIDER ADOPTING – *Ordinance 25-05 Chapter 93 Penalty Text Amendment*

11. RECEIVE PRESENTATION – *3rd Street Addressing Issue*

12. DEPARTMENTAL REPORTS

a. *Planning*

b. *Code Enforcement*

c. *Police*

d. *Fire*

e. *Public Works*

f. *Finance*

g. *Library*

13. TOWN MANAGER REPORT

14. REQUESTS & COMMENTS by the Mayor and Board Members

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

16. ADJOURNMENT

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

9. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/06/2025

Agenda Item #: 4

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

Category: Public Hearing

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.

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 Action:

- (a) Receive a summary report from staff, and
- (b) conduct a public hearing regarding the proposed adoption of Ordinance 25-03 to establish a Parks & Recreation Advisory Board.

Attachment(s): ☒ Yes ☐ No

- 1. Parks & Recreation Advisory Board Memo
- 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. 160A-146. {§ 160A-146. Council to organize city government. The council may create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the city government and generally organize and reorganize the city government in order to promote orderly and efficient administration of city affairs, subject to the following limitations: (1) The council may not abolish any office, position, department, board, commission, or agency established and required by law; (2) The council may not combine offices or confer certain duties on the same officer when such action is specifically forbidden by law; (3) The council may not discontinue or assign elsewhere any functions or duties assigned by law to a particular office, position, department, or agency. (1971, c. 698, s. 1.)}*

(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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this the 11th day of February 2025.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/06/2025

Agenda Item #: 5

Agenda Item Title: Traffic Control Plan Text Amendment Public Hearing

Category: Public Hearing

Presenter(s): Steve Blount, Planner

Explanation:

Clarification of Development Ordinance Article 7.11-1 listing Traffic Control Plan as one of the required submissions for construction drawing approval

Financial Impact:

No impact

Recommendations:

Hold a public hearing

Attachment(s): ☒ Yes ☐ No

1. Memo
2. Ordinance Language
3. Newspaper ad



MEMO

Date: 1.23.25

By: Steve Blount

RE: Traffic Control Plan Requirement Text Amendment

Narrative

On new subdivisions and commercial developments that include new streets, our development ordinance in Article 13.5 requires the developer to plan and build the new streets to the Town Standards and to include sidewalks, street lighting, street trees and signs. Once built and approved, the Town accepts responsibility for maintenance of these streets.

Article 7 of our development ordinance provides various lists of what is to be included on drawing submittals at various stages of development from preliminary plans to final construction drawings. Developers and their design teams rely on these lists to ensure that their submissions are complete, and we depend on these lists as we review and approve their drawings.

While Article 13.5 is clear in the requirement for the street infrastructure, specifically traffic control signage and street name signs, this requirement is not shown in Article 7. This omission was noticed recently on the Hawkins meadows townhome project leading to some confusion about who was to provide this signage and to what design standards the signage need to comply.

In an effort to resolve this confusion on future projects, I am suggesting language be added to the end of Article 7.11-1(G)(1)(c) as shown highlighted below:

Article 7.11-1

(G.) Site Construction Plans.

- (1.) Site Construction Plan required. A complete and comprehensive set of Site Construction Plans shall be required for all *Preliminary Plat/Site Development Plan* for *Major Subdivisions* review requests. This submittal shall contain pertinent information regarding the proposed project listed below and shall be accompanied by the *approved Preliminary Plat/Site Development Plan* for *Major Subdivisions* per 7.11-1(E.) herein above illustrating any and all deviations from the approved *Preliminary Plat/Site Development Plan* for *Major Subdivisions*. The *Site Construction Plans* shall contain the following:
 - (a.) Property boundaries with dimensions
 - (b.) Location of adjacent streets/roads including existing right-of-way and/or easement(s)

- (c.) Location and design of proposed streets including cross-sections in accordance with the Spencer Technical Standards & Specifications Manual, centerline profile(s), and the proposed right-of-way

- (1) Include traffic control plan referenced in section 13.6-5 developed with guidance from the Federal Highway Administration's Manual on Uniform Traffic Control Devices.

ORDINANCE 25-04
TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO AMEND THE TOWN OF SPENCER DEVELOPMENT ORDINANCE, ARTICLE 7, SECTION 7.11-11(G) CLARIFYING THE REQUIREMENT FOR DEVELOPERS TO PROVIDE A TRAFFIC CONTROL PLAN AS A PART OF THEIR CONSTRUCTION DRAWING SUBMITTAL PACKAGE ON DEVELOPMENTS INCLUDING NEW STREETS

WHEREAS, The Town of Spencer's Development Ordinance in Article 13.6-5 clearly defines the developer's responsibility to provide street name and traffic control signage for all new roads and streets; and

WHEREAS, developers and designers depend on Article 7 of our Development Ordinance to advise what information should be provided on their construction drawing submittals; and

WHEREAS, Article 7 does not mention the need for a Traffic Control Drawing as one of the required submittals, causing some confusion on the responsibility for creating this drawing; and

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

Section 1.

Section 7.11-1 of Article 7 of the Town of Spencer Development Ordinances will be amended as follows (~~strikethroughs~~ indicating deletions, **yellow highlighting** indicating additions):

Article 7.11-1

(G.) Site Construction Plans.

(1.) Site Construction Plan required. A complete and comprehensive set of Site Construction Plans shall be required for all *Preliminary Plat/Site Development Plan* for *Major Subdivisions* review requests. This submittal shall contain pertinent information regarding the proposed project listed below and shall be accompanied by the *approved Preliminary Plat/Site Development Plan* for *Major Subdivisions* per 7.11-1(E.) herein above illustrating any and all deviations from the approved *Preliminary Plat/Site Development Plan* for *Major Subdivisions*. The *Site Construction Plans* shall contain the following:

- (a.) Property boundaries with dimensions
- (b.) Location of adjacent streets/roads including existing right-of-way and/or easement(s)
- (c.) Location and design of proposed streets including cross-sections in accordance with the Spencer Technical Standards & Specifications Manual, centerline profile(s), and the proposed right-of-way

(1) Include traffic control plan referenced in section 13.6-5 developed with guidance from the Federal Highway Administration's Manual on Uniform Traffic Control Devices.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Date: 1.23.25

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 1/26/25 and Sunday 2/2/25. 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 February 6, 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 7, Section 7.11-1 clarifying the need for a Traffic Control Plan for new subdivisions.

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.

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spencernc.gov



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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/06/2025

Agenda Item #: 6

Agenda Item Title: Chapter 93 Penalty Text Amendment Public Hearing

Category: Public Hearing

Presenter(s): Steve Blount, Planner

Explanation:

Clarification for the use of civil fines in lieu of or in combination with criminal misdemeanor charges for Chapter 93 code violations

Financial Impact:

No impact

Recommended Action:

Hold a public hearing

Attachment(s): ☒ Yes ☐ No

1. Memo
2. Ordinance Language
3. Newspaper ad



MEMO

Date: 1.23.25

By: Steve Blount

RE: Adding Civil Penalties for Nuisance Code Violations

There is ongoing confusion concerning the penalties authorized in our Code of Ordinances for various violations. The public nuisance section of code (Chapter 93) is used most often for simple code enforcement issues. Penalties for this section references section 93.99 which states basically that violation of any section of Chapter 93 that doesn't have a specific civil fine listed shall be handled as a misdemeanor. Staff would like to have the option of dealing with violations included in Chapter 93 as civil violations instead of misdemeanors.

Chapter 35 (attached) of our Code provides a process and amounts for levying a civil fine for violations of various Chapters of the Code of Ordinances. In fact, section 35.06 lists Chapters, including Chapter 93 where civil fines as described in Chapter 35 "...shall be applicable." This language is vague and confusing when compared to the specific language of section 93.99 (attached).

To clarify that civil fines are authorized for violations currently listed as using misdemeanor charges as the primary penalty, we suggest adding language to Section 93.99 as follows:

(C) At the discretion of the Town's Code Enforcement Officer, civil fines as defined in Chapter 35 may be applied to violations of any section of Chapter 93 in lieu of or in combination with misdemeanor charges as defined in this section.

35.01 PENALTIES FOR VIOLATION.

Any person determined to be in violation of any of the provisions of the chapters and/or appendices identified in [§ 35.06](#) shall receive a civil citation for a penalty of \$100 for such violation. No penalty shall be assessed until the person alleged to be in violation has been notified of the violation by a Code Enforcement Officer. The notification shall be either through a personal visit or by certified mail. If uncorrected after the notification, a Code Enforcement Officer who observed the violation shall issue a citation requiring the violator to pay the above-stated penalty to the town. The owner, tenant or occupant of any building or land or part thereof of any person who participates in or acts in concert, assists, directs, creates or maintains any condition found to be a violation shall be subject to the penalties and remedies herein provided.

(Ord. 02-05, passed 12-10-02; Am. Ord. 16-08, passed 8-9-16)

§ 35.02 UNCORRECTED VIOLATIONS.

(A) When a Code Enforcement Officer finds that a previous violation has not been corrected, the officer shall issue another citation requiring payment of an additional civil penalty in the amount of \$200.

(B) After a second citation has been issued, no further civil citation shall be issued to the same person for the same continuing violation at the same location unless and until an additional written notice is delivered to the offender by personal service, certified mail or posting of the notice at the location of the violation if reasonable attempts to serve the notice are unsuccessful. The notice shall set forth the nature of the violation and order that corrective action be taken. The notice shall state that failure to correct the violation within the time specified in the notice will result in the assessment of additional civil penalties and other enforcement action. If after the specified time period has expired and corrective action has not been completed, the civil penalty shall automatically activate in the amount of \$200 per day until the violation is corrected.

(C) The Code enforcement Officer shall notify the violator by personal service or certified mail of the day the civil penalty began to accrue and shall state that the penalty will continue to accrue for each day the violation remains uncorrected. Any enforcement action for injunctive relief by the town shall not stay or abate the accruing of the civil penalty, and the penalty shall continue to accrue daily until the violation is finally corrected either voluntarily or by the town as a result of a court order.

(Ord. 02-05, passed 12-10-02; Am. Ord. 16-08, passed 8-9-16)

§ 35.03 FAILURE TO PAY.

If the civil penalty is not paid within ten days after the demand for payment by a Code Enforcement Officer, the town may initiate a civil action in the nature of a debt collection to recover civil penalties which have previously accrued. The action shall not stop further civil penalties from accruing if the violation has not been corrected.

(Ord. 02-05, passed 12-10-02)

§ 35.04 CIVIL CITATIONS NOT EXCLUSIVE.

Civil penalties are an additional remedy for code enforcement. In addition thereto, all remedies allowed in N.C. General Statutes and this code may also be pursued by the town at the same time without waiving the civil penalties authorized in this chapter.

(Ord. 02-05, passed 12-10-02)

§ 35.05 APPEAL OF DETERMINATION OF VIOLATION.

A person notified of a violation may appeal such determination to the Zoning Board of Adjustment. The appeal must be filed with the city not later than ten days after the receipt of the first notice issued. Failure

to timely file an appeal shall constitute acceptance of the determination that a violation exists. If an appeal is filed, further action by the Code Enforcement Officer shall be suspended until a ruling is issued by the Board of Adjustment. If the Board finds that a violation exists, enforcement under this chapter shall continue despite any further appeals by the violator. The fact that an appeal is filed or pending under this chapter shall not prevent the town from pursuing other enforcement remedies allowed by law and a finding by the Zoning Board of Adjustment that a violation does not exist shall not be binding in any other enforcement proceeding brought by the town against the same violation that the Zoning Board of Adjustment ruled upon.

(Ord. 02-05, passed 12-10-02)

93.99 PENALTY.

(A) Any person, firm or corporation violating any of the provisions of this chapter for which no other penalty is provided, or failing, neglecting or refusing to comply with the same shall, upon conviction, be guilty of a Class 3 misdemeanor and subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days, and each day that any of the provisions of this chapter are violated shall constitute a separate offense with a fine not to exceed \$200.

(G.S. § 14-4(a))

(B) Violation of § 93.27 shall be a misdemeanor. The penalty for the first and second offenses shall be \$100. The penalty for a subsequent offense thereafter shall be \$300.

ORDINANCE 25-05
TOWN OF SPENCER, NORTH CAROLINA
AN ORDINANCE TO AMEND THE TOWN OF SPENCER CODE OF ORDINANCES, CHAPTER 93, SECTION
93.99 (C) CLARIFYING THE OPTION OF USING CIVIL FINES IN LIEU OF OR IN COMBINATION WITH
CRIMINAL CHARGES FOR CHAPTER 93 VIOLATIONS

WHEREAS, The Town of Spencer's Code of Ordinances Ordinance in Chapter 35 clearly defines authorization and procedure for applying civil fines for violations of various other chapters in the Code of Ordinances including Chapter 93; and

WHEREAS, Chapter 93, section 93.99 more clearly defines the application of criminal misdemeanor charges unless other fines are specifically stated in the various sections of Chapter 93; and

WHEREAS, this seemingly contradictory language is causing confusion with the appropriate penalties to be applied for Chapter 93 violations; and

WHEREAS, Chapter 93 violations, including especially Nuisance Ordinance violations are those most often cited by our Code Enforcement Officer who feels that civil fines are more appropriate for these violations and will be more likely to induce results from violators; and

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

Section 1.

Chapter 93, Section 93.99 of the Town of Spencer Code of Ordinances will be amended as follows (~~strike throughs~~ indicating deletions, **yellow highlighting** indicating additions):

93.99 PENALTY.

(A) Any person, firm or corporation violating any of the provisions of this chapter for which no other penalty is provided, or failing, neglecting or refusing to comply with the same shall, upon conviction, be guilty of a Class 3 misdemeanor and subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days, and each day that any of the provisions of this chapter are violated shall constitute a separate offense with a fine not to exceed \$200.

(G.S. § 14-4(a))

(B) Violation of § 93.27 shall be a misdemeanor. The penalty for the first and second offenses shall be \$100. The penalty for a subsequent offense thereafter shall be \$300.

(C) At the discretion of the Town's Code Enforcement Officer, civil fines as defined in Chapter 35 may be applied to violations of any section of Chapter 93 in lieu of or in combination with misdemeanor charges as defined in this section.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Date: 1.23.25

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 2/2/25. 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 February 6, 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 Code of Ordinances Chapter 93, Section 93.99 clarifying the option of using civil fines in lieu of criminal charges for Chapter 93 violations.

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

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 7. a.

Agenda Item Title: Approval of January 2025 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 January 9, 2025, the Regular Meeting held on January 14, 2025, and the Special Meeting held on January 30, 2025. 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 January 9, 2025, the Regular Meeting held on January 14, 2025, and the Special Meeting held on January 30, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. January 9, 2025, Pre-Agenda Meeting Minutes (draft)
2. January 14, 2025, 2024, Regular Meeting Minutes (draft)
3. January 30, 2025, Special Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
January 9, 2025

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, January 9, 2025, at 5:31 p.m.

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

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, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

MPA Intern Skye Allan attended via Zoom.

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

PUBLIC HEARING – Down-Zoning SDO Text Amendment

Planning & Zoning Administrator Blount gave a presentation regarding the proposed text amendment to the Town of Spencer Development Ordinance, Article 4, Section 5.2 to remove the Town's authority to initiate zoning map amendments that result in a down-zoning as defined by N.C.G.S. 160D-601 and answered questions from the Mayor and Board.

The adoption of SB 382 by the State legislature revised the 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.

Being no one present wishing to speak, Mayor Williams called for a motion to close the public hearing on the proposed Down-Zoning SDO Text Amendment.

Action

Alderdwoman Sledge moved to close the public hearing on the proposed Down-Zoning SDO Text Amendment. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

PUBLIC HEARING – Sidewalks, Parking, & Driveways SDO Text Amendments

Planning & Zoning Administrator Blount gave a presentation regarding the 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 and answered questions from the Mayor and Board.

Staff suggest 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.

Mayor Williams opened the public hearing.

Being no one present wishing to speak, Mayor Williams called for a motion to close the public hearing on the proposed Sidewalks, Parking, & Driveways SDO Text Amendments.

Action

Alderswoman Moody moved to close the public hearing on the proposed Sidewalks, Parking, & Driveways SDO Text Amendments. Mayor Pro Tempore Secrest seconded the motion, which carried by a vote of 6 – 0.

REVIEW OF JANUARY 14, 2025, AGENDA

INVOCATION

Alderman Muhammad volunteered to give the invocation at the at the January 14, 2025, regular meeting.

RECOGNITIONS

Mayor Jonathan Williams wishes to give proclamations to recognize the organizers of Winterfest and the Spencer's Holiday Caravan and a proclamation to commemorate the late Mayor Karen Alexander of Salisbury, NC.

Mayor Jonathan Williams recognized the Spencer Police Department for National Law Enforcement Appreciation Day, which was this day, January 9, 2025.

ADDITIONS/DELETIONS

It was the consensus of the Board to add "Consider Accepting the 2024-2025 Grassroots Grant Award to the Downtown Spencer Mural Project" as item 8 after the Consent Agenda.

The Board requested information from Public Works Director Joel Taylor regarding questions from the citizens about the large drains between Newton and 1st Street during the Public Works Department Report.

The Board requested information from Finance Officer Heather Kann regarding Rowan County Economic Development Council (EDC) membership dues during the Finance Report.

CONSENT AGENDA

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

- a. APPROVAL OF MINUTES:** December 5, 2024, Pre-Agenda Meeting 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

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

EXECUTIVE SESSION

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

ADJOURNMENT

Mayor Pro Tempore Secreast moved to adjourn the meeting. Alderman Howe seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 6:18 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
January 14, 2025

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, January 14, 2025, at 6:00 p.m.

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

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

MPA Intern Skye Allan attended via Zoom.

Mayor Williams called the meeting to order.

Alderman Muhammad gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

Alderman Miller moved to adopt the agenda as presented. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

RECOGNITIONS

Mayor Williams gave a proclamation in memory of Salisbury Mayor Karen Kirks Alexander; Winterfest: A Christmas Marketplace, and Spencer's Holiday Caravan Parade, which are incorporated in the body of the minutes below. Copies of the proclamations were presented to the chairs of Winterfest and Spencer's Holiday Caravan Parade.

PROCLAMATION
Office of the Mayor

WHEREAS, Salisbury Mayor Karen Alexander recently passed away, leaving a void after more than a decade of elected leadership in our County's largest municipality; and

WHEREAS, Town of Spencer elected officials and staff have individually remembered her as an inspiring community visionary, leader, and connector; and

WHEREAS, beyond her public work in recent years, many in our community have lifelong connections to her as a classmate, friend, and colleague; and

WHEREAS, her public service, professional work as an architect, and personal attributes all shared the thread of inclusivity, optimism, and a keen ability to listen to the concerns of the community; and

WHEREAS, she is also remembered for her impeccable grace, style, and intellect, coupled with a can-do attitude and ability to roll up her sleeves; and

WHEREAS, in addition to her leadership within Rowan County, Spencer joins communities across the State that continue to benefit from her dynamic role as a leader and past president of the North Carolina League of Municipalities. Her calm and pragmatic leadership, combined with fierce advocacy for statewide municipal goals and priorities came at a critical time of challenges and change, including the COVID-19 pandemic; and

WHEREAS, Spencer also benefited from her professional expertise and design abilities through KKA Architecture, the designer of Spencer Fire Department's Station 75, which will stand for decades to come.

NOW, THEREFORE, I, Jonathan D. Williams, by virtue of the authority vested in me as Mayor of the Town of Spencer, and on behalf of the entire Board of Aldermen and all our citizens, do hereby proclaim our deepest condolences to the City of Salisbury and the family and friends of:

MAYOR KAREN KIRKS ALEXANDER

BE IT FURTHER PROCLAIMED, that we extend our sympathy and join all those who mourn her heartbreaking passing from this life.

IN WITNESS WHEREOF, I have ordered the town seal affixed by my signature on this the fourteenth day of January in the year of our Lord Two Thousand and Twenty-Five.

PROCLAMATION
Office of the Mayor

WHEREAS, Winterfest: A Christmas Marketplace was created to provide a fun, family-oriented event for the citizens of the Town of Spencer and surrounding communities as well as complement the N.C. Transportation Museum's annual Polar Express event; and

WHEREAS, the fourth annual Winterfest was held during the weekend of December 6 – 8, 2024; and

WHEREAS, volunteers throughout our community organized, constructed, set up, and staffed numerous events during the 2024 Winterfest, including the Doo Dah Kid's Parade, Lighting of the Christmas Tree, Santa's House, Spencer on Ice, Freeze Your Buns Run, Veteran's Salute, Kids Corner, a large tent for craft vendors, entertainment, demonstrations, a beer garden, and food trucks; and

WHEREAS, the amount of time to create and hold an event of this magnitude requires the partnership of individuals, businesses, schools, non-profit organizations, faith-based organizations, civic groups, service organizations, and those who serve in local government and our community; and

Whereas, our neighboring business and property owners in Park Plaza made Winterfest possible in 2024 by providing access to their properties; and

WHEREAS, volunteering one's time, talents, and resources is an integral part of community and essential for preserving and improving quality of life for citizens in the Town of Spencer and neighboring communities; and

WHEREAS, the significance of contributions by sponsors, business partners, and individuals are critical to the success of Winterfest and are deeply appreciated; and

WHEREAS, it is important to honor those who give of their time, talent, and resources for the betterment of this community; and

WHEREAS, the Town of Spencer is proud to honor the volunteers, sponsors, and Town staff for their contributions to making the fourth Annual Winterfest a resounding success.

NOW, THEREFORE, I, Jonathan D. Williams, by virtue of the authority vested in me as Mayor of the Town of Spencer, and on behalf of the entire Board of Aldermen and all our citizens, do hereby proclaim our gratitude to all those involved for their invaluable contributions to:

WINTERFEST: A Christmas Marketplace

BE IT FURTHER PROCLAIMED, a copy of this proclamation be forwarded to representatives of the Spencer Winterfest Committee with our sincere gratitude for all their work on Winterfest 2024.

IN WITNESS WHEREOF, I have ordered the town seal affixed by my signature on this the fourteenth day of January in the year of our Lord Two Thousand and Twenty-Five.

PROCLAMATION Office of the Mayor

WHEREAS, Spencer's Holiday Caravan Parade was created to provide a fun, family-oriented event for the citizens of the Town of Spencer and surrounding communities as well as complement Winterfest: A Christmas Marketplace and the N.C. Transportation Museum's annual Polar Express event; and

WHEREAS, the first annual Spencer's Holiday Caravan Parade was held the evening of November 27, 2024; and

WHEREAS, volunteers throughout our community organized, constructed, set up, and staffed the parade, food trucks, and local restaurants under time constraints; and

WHEREAS, the amount of time to create and hold an event of this scale requires the partnership of individuals, businesses, schools, non-profit organizations, faith-based organizations, civic groups, service organizations, and those who serve in local government and our community; and

WHEREAS, volunteering one's time, talents, and resources is an integral part of community and essential for preserving and improving quality of life for citizens in the Town of Spencer and neighboring communities; and

WHEREAS, the significance of contributions by sponsors, business partners, and individuals are critical to the success of Spencer's Holiday Caravan Parade and are deeply appreciated; and

WHEREAS, it is important to honor those who give of their time, talent, and resources for the betterment of this community; and

WHEREAS, the Town of Spencer is proud to honor the volunteers, sponsors, and Town staff for their contributions to making the first annual Spencer's Holiday Caravan Parade a resounding success.

NOW, THEREFORE, I, Jonathan D. Williams, by virtue of the authority vested in me as Mayor of the Town of Spencer, and on behalf of the entire Board of Aldermen and all our citizens, do hereby proclaim our gratitude to all those involved for their invaluable contributions to:

Spencer's Holiday Caravan Parade

BE IT FURTHER PROCLAIMED, a copy of this proclamation be forwarded to representatives of the Spencer's Holiday Caravan Committee with our sincere gratitude for all their work on Spencer's Holiday Caravan Parade 2024.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment. The following person addressed the Mayor and Board:

1. Margaret Jones, 908 South Yadkin Avenue, Spencer, NC 28159; spoke on behalf of several neighbors

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

CONSENT AGENDA

Alderwoman Sledge moved to approve the consent agenda as presented. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0. Items c is incorporated in the body of the minutes below and item b is included as Attachment A. Items approved were:

- a. **APPROVAL OF MINUTES:** December 5, 2024, Pre-Agenda Meeting 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

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	(914,820) \$(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	7,522 \$(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.

CONSIDER ACCEPTING – 2024-2025 Grassroots Grant Award to the Downtown Spencer Mural Project

MPA Intern Allan gave a presentation regarding the 2024-2025 Grassroots Grant awarded to the Spencer Mural Project and answered questions from the Mayor and Board.

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.

Action

Alderman Muhammad moved to accept the 2024-2025 Grassroots Grant Award for the Downtown Spencer Mural Project, which is included with these minutes as Attachment B. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0.

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

Planning & Zoning Administrator Blount gave a presentation regarding the proposed text amendment to the Town of Spencer Development Ordinance, Article 4, Section 5.2 to remove the Town’s authority to initiate zoning map amendments that result in a down-zoning as defined by N.C.G.S. 160D-601 and answered questions from the Mayor and Board.

The adoption of SB 382 by the State legislature revised the 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.

There was discussion surrounding the legal ramifications of NCGS 160D-601, adopting Ordinance 25-01, or not adopting Ordinance 25-01.

Action

Alderman Miller moved to adopt Ordinance 25-01 amending the Town of Spencer Development Ordinance, Article 5, Section 5.2 to remove the Town's authority to initiate zoning map amendments that result in a down-zoning as defined by NCGS 160D-601, which is incorporated in the body of the minutes below. Alderwoman Sledge seconded the motion, which resulted in a tie with Alderman Miller, Alderwoman Moody, and Mayor Pro Tempore Secreast voting “yea” and Alderman Howe, Alderman Muhammad, and Alderwoman Sledge voting “nay.” The motion carried when Mayor Williams broke the tie with a vote of “yea.”

ORDINANCE 25-01

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 (strikethroughs 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.

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

Planning & Zoning Administrator Blount gave a presentation regarding the 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 and answered questions from the Mayor and Board.

Staff suggest 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.

Action

Alderman Miller moved to adopt 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, which is incorporated in the body of the minutes below. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

ORDINANCE 25-02

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 (~~strikes throughs~~ 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
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Sidewalk Payment In Lieu Of	\$25/lin.ft.
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Section 8.

This ordinance shall become effective immediately upon adoption.

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

Special Projects Planner Morris gave a presentation regarding the options and process to adopt an ordinance amending the Town of Spencer Code of Ordinances, Title III, Chapter 32 to create a Parks & Recreation Advisory Board and answered questions from the Mayor and Board.

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.

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.

It was the consensus of the Board to hold a public hearing for the potential adoption of an ordinance amending the Town of Spencer Code of Ordinances, Title III, Chapter 32 to create a Parks & Recreation Advisory Board at the Pre-Agenda Meeting on Thursday, February 6, 2025, at or shortly after 5:30 p.m.

CONSIDER APPOINTING – Voting Delegate to Cast the Town’s Vote for the NCLM 2025-2026 Biennium Legislative Goals

Town Manager Franzese presented information regarding the appointment of a delegate to cast the Town’s vote for the North Carolina League of Municipalities (NCLM) 2025-2026 Biennium Legislative Goals, as well as the goals themselves, and answered questions from the Mayor and Board.

As discussed at previous Board of Aldermen meetings, 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.

Action

Alderswoman Sledge moved to have Mayor Williams cast the Town's vote for the NCLM 2025-2026 Biennium Legislative goals. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

Alderswoman Sledge moved to vote for Biennium Legislative Goals one, two, three, six, ten, eleven, thirteen, fourteen, fifteen, and sixteen, which are incorporated in the body of the minutes below. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

1. Expand funding opportunities for disaster resiliency and recovery efforts.
2. Establish long-term funding streams that adequately address water, sewer, stormwater, transportation and other infrastructure needs.
3. Expand state transportation funding streams for construction and maintenance of municipal and state-owned secondary roads.
4. Create incentives to encourage the development of diverse housing options.
5. Create an orphan road program whereby the state improves those roads to N.C. Department of Transportation standards before municipalities assume maintenance responsibilities.
6. Provide local revenue options beyond the property tax.
7. Address the needs of a changing municipal workforce through state assistance that supports employee retention, including training and recruitment.
8. Update the annexation petition thresholds to make voluntary annexations easier to initiate.
9. Preserve authority for extraterritorial jurisdiction to ensure that growth is well-planned. Preserve authority for extraterritorial jurisdiction to ensure that growth is well-planned and investments by homeowners and business owners are protected.
10. 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.

DEPARTMENTAL REPORTS

Planning

Planning & Zoning Administrator Blount gave the monthly Planning Department report and answered any questions from the Mayor and Board. Topics discussed included: outdoor laundry drying, Steppin' Out Dance Studio sink hole, the various parks and other Town projects bringing development to Spencer, and demolition permits.

Code Enforcement

Police Chief File gave the monthly Code Enforcement report and answered any questions from the Mayor and Board. Topics discussed included: outdoor laundry drying and 804 S. Salisbury Ave.

Police

Police Chief File gave the monthly Police Department report and answered any questions from the Mayor and Board. Topics discussed included: police vehicle updates and confiscated narcotics.

Fire

Town Manager Franzese gave the monthly Fire Department report and answered any questions from the Mayor and Board. Topics discussed included: new fire engine cosmetic repairs, call volume, and plans for the older fire engines.

Public Works

Public Works Director Taylor gave the monthly Public Works Department report and answered any questions from the Mayor and Board. Topics discussed included: 2nd Street stormwater project, possible explanations and solutions for the large culverts/storm basins, potholes, and the holiday lights.

Finance

Finance Officer Kann gave the monthly Finance Department report and answered any questions from the Mayor and Board. Topics discussed included: Rowan EDC membership dues, response to LDC, budget lines that were of note, and the conversion to Black Mountain software.

Library

Town Clerk Ward gave the monthly Library report and answered any questions from the Mayor and Board. Topics discussed included: December events.

TOWN MANAGER REPORT

Town Manager Franzese gave his monthly report and answered any questions from the Mayor and Board. Topics discussed included: the 2025 planning session, the Spencer Town Park, and the Wayfinding Sign project.

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderman Steve Miller

- Commended the Spencer Fire Department on their attendance at the funeral service for past Fire Chief Robert Grubb, saying it was great to have the current fire chief and firefighters at the service and carry his ashes through the graveyard on the old fire engine that had been used during his tenure as fire chief.
- Thanked the Franzeses for Christmas lunch for Town staff and board members.

Alderwoman Erin Moody

- Reminded those in attendance and watching that the coming Monday was both Martin Luther King, Jr. Day and Holocaust Remembrance Day, saying it is important to remember and learn from the past to avoid repeating it.

Alderman Andrew Howe

- Spoke about the recent meetings with residents, that their questions are usually easy to answer. Encouraged people to come to upcoming meetings so Town staff and board members can give them answers.

Alderwoman Patricia Sledge

- Stated intent to attend the upcoming Power in Partnership Breakfast along with Mayor Williams, Alderman Muhammad, Town Manager Franzese, and Fire Chief Lanning, where they will present their top priorities along with other municipalities in Rowan County.
- Informed those present and listening of her plans to coordinate with another spay and neuter clinic program in Henderson County to look into options for funding and allow community cats to be neutered at no charge.

Alderman Rashid Muhammad

- Showed appreciation for the volunteers from Winterfest and Spencer's Holiday Caravan, both the ones who were able and unable to attend the meeting.
- Encouraged residents to get involved by volunteering, attending meetings, and reaching out to staff and officials with concerns.
- Echoed that Monday is Martin Luther King, Jr. Day, adding that February is Black History Month.

Mayor Pro Tempore Patti Seceast

- Stated she is in the process of setting up meetings with North Rowan High School and North Rowan Elementary School administrators and liaisons to discuss ways the Town can help the schools.
- Reiterated that Monday is Martin Luther King, Jr. Day, adding that it is also Inauguration Day, asking everyone to remember and keep Martin Luther King, Jr.'s dream and legacy alive. She added that Monday night is the NCAA Football Championship.

Mayor Jonathan Williams

- Expressed excitement to represent the Town of Spencer at the Martin Luther King, Jr. Birthday Celebration at Mt. Zion Baptist Church in Salisbury, NC.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 9:22 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Special Meeting
January 30, 2025

The Town of Spencer Board of Aldermen met in regular session to conduct a special meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, January 30, 2025, at 5:30 p.m.

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

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, and Police Chief Michael File.

Mayor Williams called the meeting to order.

Alderman Muhamad gave the invocation.

Mayor Williams led the Pledge of Allegiance.

CONSIDER ADOPTING – Budget Ordinance Amendment 24-10.009 Purchase of Police F-150

CONSIDER AUTHORIZING – Town Manager to Negotiate and Execute a Related Purchase Agreement

Finance Officer Kann, Police Chief File, and Town Manager Franzese gave a presentation regarding the proposed budget ordinance amendment for the purchase of a police F-150 and answered questions from the Mayor and Board.

The police department continues to be plagued with a higher-than-average downtime on a few current fleet vehicles. An opportunity to purchase a 2024 Ford F-150 Police vehicle that is currently on the dealership lot is now available. The purchase of this vehicle will allow the sale of another older vehicle and remove from full-time service a 2011 Ford Crown Victoria.

The Town will need to reappropriate funds from multiple sources to fund the purchase of this vehicle. The vehicle's purchase price is \$46,689.38 and does not include tax and title fees. This purchase will be primarily funded utilizing the Police Department Budget and \$10,000 from contingency. Staff has identified savings in other accounts listed on the Budget Ordinance.

Topics discussed included: pervasive issues with the Dodge Durangos in the Spencer Police Department, as well as other police departments, and Stellantis' reluctance to correct them; ways the Town had saved and planned to save money via repeated repairs to various police vehicles in-house, bringing older police vehicles back into service, running police vehicles more than recommended due to the shortage of operational vehicles, reusing upfit materials from currently owned vehicles to upfit newer vehicles, and

looking into contracting options; the repercussions of trying to use an unreliable police vehicle; pros and cons for future purchase of a new or pre-owned Chevrolet Tahoe; fiscal year 2024-2025 Police Department maintenance budget; and the impact of possible tariffs on future vehicle purchases necessary to maintain the safety of the Town of Spencer.

Action

Alderwoman Moody moved to adopt Budget Ordinance 24-10.009 for the purchase of the 2024 Ford F-150 for the Police Department and to authorize the Town Manager to negotiate and execute a purchase agreement with Performance Ford/Deacon Jones Auto Group using state purchasing contract # 202100002, which is incorporated in the body of the minutes below. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

ORDINANCE 24-10.009
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
GENERAL FUND FY 24-25 BUDGET
JANUARY 30, 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. To amend the FY 24-25 expense appropriations as follows: Appropriate funds from the General Fund and transfer the funds to the Capital Reserve Fund for the purchase and equipping of a 2024 Ford F-150 for the Police Department.

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

		Revenues		
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
NO CHANGE				
		Expenditures		
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4110-930	Transfer To Capital Reserve Fund	\$272,811	\$301,382	\$28,571
10-4110-311	Travel	\$2,500	\$1,500	(\$1,000)
10-4110-395	Training	\$5,175	\$4,175	(\$1,000)
10-4110-999	Contingencies	\$20,000	\$10,000	(\$10,000)
10-4310-126	Part-Time/Temporary	\$27,091	\$19,091	(\$8,000)
10-4310-127	Salaries/Wages-Bonus	\$21,500	\$21,000	(\$500)
10-4310-291	Supplies-Data Processing	\$5,204	\$3,133	(\$2,071)
10-4310-395	Training	\$7,640	\$4,640	(\$3,000)
10-4310-491	Dues and Subscriptions	\$2,645	\$1,645	(\$1,000)
10-4510-127	Salaries/Wages-Bonus	\$5,900	\$4,900	(\$1,000)
10-4710-127	Salaries/Wages-Bonus	\$4,500	\$3,500	(\$1,000)
Total				\$0

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

		Revenues		
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-3984-010	General Fund Contribution	\$276,511	\$305,082	\$28,571
	Total			\$28,571

		Expenditures		
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
30-4310-291	Supplies-Data Processing	\$5,974	\$4,174	(\$1,800)
30-4310-540	CO-Vehicles	\$43,680	\$83,581	\$40,171
30-4310-550	CO-Other Equip	\$16,954	\$7,154	(\$9,800)
	Total			\$28,571

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.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 5:52p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 7. b.

Agenda Item Title: Budget Ordinance 24-10.010

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The Police Department received a \$50.00 donation from a generous citizen of the Town and a \$25.00 from the Class of 73 to improve the safety and comfort of the police department staff.

Financial Impact:

\$75.00 donations to be appropriated to the Supplies-Safety expense account.

Recommended Motion:

Motion to approve the Police Department Donation Budget Ordinance 24-10.010

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.010

ORDINANCE 24-10.010
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
FEBRUARY 11, 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 received a \$50.00 donation to the Police Department to improve the safety and comfort of the staff from a generous citizen.

Section 2. The Town received a \$50.00 donation to the Police Department to improve the safety and comfort of the staff citizens.

Section 3. To amend the FY 24-25 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3833-001	Donations-Police Dept.	\$0	\$75	\$75

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4310-213	Supplies-Safety	\$4,775	\$4,850	\$75

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

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 7. c.

Agenda Item Title: Budget Ordinance 24-10.011

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The Fire Department received a \$50.00 donation from a generous citizen of the Town to improve the safety and comfort of the fire department staff.

Financial Impact:

\$50.00 donation to be appropriated to the Fire Supplies-Safety expense account.

Choose an item.

Motion to approve the Fire Department Donation Budget Ordinance 24-10.011

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.011

ORDINANCE 24-10.011
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
FEBRUARY 11, 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 received a \$50.00 donation to the Fire Department from a generous citizen.

Section 2. The donation is to improve the department's safety and comfort.

Section 3. To amend the FY 24-25 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3833-004	Donations-Fire Dept.	\$0	\$50	\$50

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4340-213	Supplies-Safety	\$43,765	\$43,815	\$50

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

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 7. d.

Agenda Item Title: Consider adopting Resolution 25-01 authorizing the Town Manager to execute a Memorandum of Understanding with the NC Commerce Main Street and Rural Planning Center for planning session facilitation.

Category: Consent Agenda

Presenter(s): Peter Franzese, Town Manager

Explanation:

Staff has been working with Jeff Emory from the NC Main Street and Rural Planning Center through the NC Department of Commerce to provide facilitation services for the March 6-7 annual Planning Session. NC Main Street and Rural Planning Center provides this service to its constituents and the Town of Spencer is within Mr. Emory's service area. NC Commerce asks that the Town enter into an MOU for the facilitation services that outlines the role for the facilitator. The Board is requested to adopt a Resolution authorizing the MOU for facilitation services.

Financial Impact: There is no anticipated cost for the service other than some incidentals and travel expenses.

Recommended Motion:

Motion to adopt Resolution 25-01 authorizing the Town Manager to execute a Memorandum of Understanding with the NC Commerce Main Street and Rural Planning Center for planning session facilitation.

Attachment(s): ☒ Yes ☐ No

1. Resolution 25-01.
2. Draft MOU with NC Commerce Main Street and Rural Planning Center.

RESOLUTION 25-01
TOWN OF SPENCER, NORTH CAROLINA
REQUESTING THE SERVICES OF THE NC MAIN STREET AND RURAL PLANNING CENTER
FOR THE TOWN OF SPENCER

WHEREAS, the Spencer Mayor and Board of Aldermen wishes to conduct a two-day annual planning session; and

WHEREAS, the Spencer Mayor and Board of Aldermen would like assistance with this project from the NC Commerce Main Street and Rural Planning Center; and

WHEREAS, the staff members of NC Commerce Main Street and Rural Planning Center and the Town of Spencer have reached an agreement on the work to be performed; and

WHEREAS, the Town of Spencer values its relationship with the NC Commerce Main Street and Rural Planning Center, and in particular the expertise of Mr. Jeff Emory, who recently assisted the Town with the Creating Outdoor Recreation Economies (CORE) Strategic Plan; and

WHEREAS, the Town greatly appreciates the resources offered by Mr. Emory and his team at the NC Commerce Main Street and Rural Planning Center, to assist with our upcoming annual planning session.

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

Section 1. The Town of Spencer hereby requests the NC Commerce Main Street and Rural Planning Center to assist the Town with facilitation services for the two-day planning session in accordance with the guidelines established by the Memorandum of Understanding adopted by the Town and Rural Planning Center.

Section 2. The Town Manager is authorized to execute the Memorandum of Understanding.

Section 3. This resolution shall be effective upon adoption.

Adopted this 11th day of February 2025.

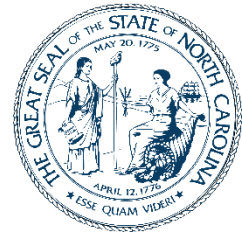
BOARD OF ALDERMEN
TOWN OF SPENCER
NORTH CAROLINA

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

N.C. Department of Commerce
Rural Economic Development Division
NC Main Street & Rural Planning Center
Rural Planning Program



MEMORANDUM OF UNDERSTANDING

Annual Planning Session Facilitation

for the Town of Spencer, NC

This Memorandum of Understanding (MOU) is entered into by and between the N.C. Department of Commerce, Rural Economic Development Division, NC Main Street & Rural Planning Center, Rural Planning Program ("Program") and the Town of Spencer, NC ("town"), and together the "Parties," for the purpose of setting out the terms and understandings between the Parties for the Program to assist the town with facilitation services for the 2025 Annual Planning Session ("Project").

WHEREAS the Town has requested assistance from the Program to provide facilitation services for the 2025 annual planning session.

WHEREAS, as part of the N.C. Department of Commerce, the state's lead agency for promoting economic development and prosperity, the Program provides services and assistance to local units of government to add value to their community economic development efforts.

WHEREAS, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts and in designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results, such as investment, business growth, and jobs. To further that mission, the Program may share successful "best practices" with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.

The Program and Town agree as follows:

I. Project Scope of Work

Program Services and Project Activities

The Program will provide facilitation services necessary for the 2025 Spencer Board of Aldermen Annual Planning Session, under the general direction of senior staff of the Town. The Program will provide guidelines to participants prior to the beginning of the session that will cover basic rules and procedures for the session. The Program will prepare a written summary on the two-day session of major topics discussed and will provide a copy to the Town.

Town Roles and Responsibilities

Meetings-The town will be responsible for providing meeting space and all materials and equipment needed for the planning session. The town will be responsible for providing any relevant background information prior to the session as requested by the program.

Proposed Project Timeline

The Project is scheduled to take place on March 6 and 7, 2025.

Project Staff

The lead Program staff member for the Project will be Jeff Emory, Community Economic Development Planner for the Southwest Region, with assistance from other Program staff members, as needed.

Cost for Services

The Town will be responsible for paying for Project-related expenses incurred by Program staff while providing services (materials, mileage, and meal expenses) and other costs directly related to the Project. The Program bills its clients for such expenses quarterly and payment is generally due within 30 days following receipt of the invoice. For travel billing, the Program uses the Internal Revenue Service (IRS) business standard mileage rate in effect when travel occurs.

Next Steps

The Project start date will be confirmed upon receipt by the Program of this signed MOU and a signed resolution, adopted by the Town of Spencer Board of Aldermen, that requests assistance from the Program for the Project (sample resolution attached).

II. Effective Term and Termination of MOU

This MOU will be effective on the date the last of the Parties executes it. This MOU is subject to modification at any time upon written amendment signed by the Parties. In the event of Program staff turnover, budget reductions, or other unforeseeable events, however, the Program may be compelled to place a project in an indefinite “hold” status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated by the Program. Projects may also be reprioritized consistent with department or division policies.

III. Auditing

The records as they relate to this MOU shall be accessible to the North Carolina State Auditor’s Office in accordance with N.C. Gen. Stat. §147-64.7 and to any other State or federal entity authorized to conduct audits with respect to activities performed pursuant to this MOU.

IV. Information Sharing/Confidentiality

To facilitate necessary information sharing and cooperation in fulfilling the purpose of this MOU, the Parties agree that they will protect all confidential information provided to them by the other Party in accordance with applicable state and federal statutes. Those employees who receive confidential information will be limited by the Parties to those who need access to it for the purpose of carrying out the functions outlined in this MOU and confidential information shall not be disclosed to third parties for any purpose, except when required by law.

V. Notices

All notices given in connection with this MOU shall be in writing and, if routine, may be sent by email and, if requested, followed by first class United States mail, postage prepaid, or sent by certified mail, return receipt requested, hand delivered, or delivered by overnight courier. Notices shall be delivered to the appropriate Parties at the addresses set forth below.

PROGRAM:

Karen Smith, AICP, Rural Planning Program Manager
NC Main Street & Rural Planning Center
ksmith@commerce.nc.gov

TOWN:

Peter L. Franzese, Town Manager
Town of Spencer, NC
460 S. Salisbury Ave.
Spencer, NC 28159
pfranzese@spencernc.gov

VI. Governing Law

This MOU is governed and construed in accordance with the laws of the State of North Carolina.

VII. Signatures

{Signatures to follow on next page.}

The Program and Town agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives.

**NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION
NC MAIN STREET & RURAL PLANNING CENTER
RURAL PLANNING PROGRAM**

Karen C. Smith, AICP
Rural Planning Program Manager

Date

TOWN OF SPENCER, NC

Peter L. Franzese, Town Manager
Town of Spencer

Date

APPROVAL BY TOWN FINANCE OFFICER

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

Heather Kann, Finance Officer
Town of Spencer

Date

Please sign, date, and return the MOU and resolution via email to:

Karen Smith, Rural Planning Program Manager
NC Main Street & Rural Planning Center
ksmith@commerce.nc.gov

Please also send signed copies of the MOU and resolution via e-mail to:

Jeff Emory, Community Economic Development Planner
NC Main Street & Rural Planning Center
Jeff.emory@commerce.nc.gov

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 7. e.

Agenda Item Title: Audit Contract Amendment

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The audit contract has been amended due to the addition of two Single Audits at \$2,500 each and the additional cost of filing the audit with the Local Government Commission of \$2,500.

Financial Impact:

The additional costs bring the total audit fees to \$29,500.

Recommended Motion:

To approve the amended audit contract.

Attachment(s): ☒ Yes ☐ No

1. AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS

Whereas	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for Fiscal Year Ending and originally to be submitted to the LGC on Date

hereby agree that it is now necessary that the contract be modified as follows.

Modification to date submitted to LGC

Original date

Modified date

Modification to fee

Original fee

Modified fee

Primary Other
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

Change in scope
 Issue with unit staff/turnover/workload
 Issue with auditor staff/turnover/workload
 Third-party financial statements not prepared by agreed-upon date
 Unit did not have bank reconciliations complete for the audit period
 Unit did not have reconciliations between subsidiary ledgers and general ledger complete
 Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
 Unit did not have information required for audit complete by the agreed-upon time
 Delay in component unit reports
 Software - implementation issue
 Software - system failure
 Software - ransomware/cyberattack
 Natural or other disaster
 Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Authorized Firm Representative* (typed or printed)	Signature* <i>Diana Hardy</i>
Date*	Email Address

GOVERNMENTAL UNIT

Governmental Unit*	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Date DPCU Governing Board Approved Amended Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 7. f.

Agenda Item Title: Budget Ordinance 24-10.012

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

\$3,000 in FY 2022-23 and \$329 in FY 2023-24 unspent, yet restricted grant funds related to our ongoing Mural project were absorbed to Fund Balance at the end of each respective fiscal year. We also discovered a keying error where the typical Town contribution to the mural project in the current fiscal year was not captured. Staff had originally planned for \$5,000 in the recommended budget toward the project, as had been typical over the past several budgets. However, the entirety of the \$15,000 budgeted expenses for this year were matched by an estimated \$15,000 in grant revenue. The intention was to start the year with a \$20,000 expense budget. Given other financial circumstances this fiscal year, we are suggesting a small additional adjustment to provide \$1,671 on top of the prior year funding towards the project.

Financial Impact:

The small adjustment to our fund balance appropriation (total of \$5,000) will provide the funding needed to keep the mural project on track. The prior year unencumbered funds and additional funds for the current year need to be (re)appropriated from Fund Balance to Contract Services for FY 2024-25.

Recommended Motion:

To approve Budget Ordinance 24-10.012 grant funding appropriations.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.012

ORDINANCE 24-10.012
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
FEBRUARY 11, 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 had \$3,000 in unspent grant funds at the end of FY 2022-23 absorbed into Fund Balance.

Section 2. The Town had \$329 in unspent grant funds at the end of FY 2023-24 absorbed into Fund Balance.

Section 3. To appropriate additional \$1,671 to Contract Services for the Mural Project.

Section 4. To amend the FY 24-25 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3991-000	Appropriated Fund Balance	\$722,175	\$727,175	\$5,000

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4110-194	Contract Services	\$39,117	\$44,117	\$5,000

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

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 8

Agenda Item Title: Mayor and Board of Aldermen to conduct a public hearing and 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. The Mayor and Board of Alderman held a public hearing regarding the creation of a Parks and Recreation Advisory Board on February 6, 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 adopt Ordinance 25-03 to amend the Town of Spencer Code of Ordinances, Title III, Chapter 32, to create a Parks & Recreation Advisory Board.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 25-03

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. 160A-146. {§ 160A-146. Council to organize city government. The council may create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the city government and generally organize and reorganize the city government in order to promote orderly and efficient administration of city affairs, subject to the following limitations: (1) The council may not abolish any office, position, department, board, commission, or agency established and required by law; (2) The council may not combine offices or confer certain duties on the same officer when such action is specifically forbidden by law; (3) The council may not discontinue or assign elsewhere any functions or duties assigned by law to a particular office, position, department, or agency. (1971, c. 698, s. 1.)}*

(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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

§ 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 02-11-2025)

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this the 11th day of February 2025.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 9

Agenda Item Title: Traffic Control Plan Text Amendment Ordinance Adoption

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Clarification of Development Ordinance Article 7.11-1 listing Traffic Control Plan as one of the required submissions for construction drawing approval

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: 1.23.25

By: Steve Blount

RE: Traffic Control Plan Requirement Text Amendment

Narrative

On new subdivisions and commercial developments that include new streets, our development ordinance in Article 13.5 requires the developer to plan and build the new streets to the Town Standards and to include sidewalks, street lighting, street trees and signs. Once built and approved, the Town accepts responsibility for maintenance of these streets.

Article 7 of our development ordinance provides various lists of what is to be included on drawing submittals at various stages of development from preliminary plans to final construction drawings. Developers and their design teams rely on these lists to ensure that their submissions are complete, and we depend on these lists as we review and approve their drawings.

While Article 13.5 is clear in the requirement for the street infrastructure, specifically traffic control signage and street name signs, this requirement is not shown in Article 7. This omission was noticed recently on the Hawkins meadows townhome project leading to some confusion about who was to provide this signage and to what design standards the signage need to comply.

In an effort to resolve this confusion on future projects, I am suggesting language be added to the end of Article 7.11-1(G)(1)(c) as shown highlighted below:

Article 7.11-1

(G.) Site Construction Plans.

- (1.) Site Construction Plan required. A complete and comprehensive set of Site Construction Plans shall be required for all *Preliminary Plat/Site Development Plan* for *Major Subdivisions* review requests. This submittal shall contain pertinent information regarding the proposed project listed below and shall be accompanied by the *approved Preliminary Plat/Site Development Plan* for *Major Subdivisions* per 7.11-1(E.) herein above illustrating any and all deviations from the approved *Preliminary Plat/Site Development Plan* for *Major Subdivisions*. The *Site Construction Plans* shall contain the following:
 - (a.) Property boundaries with dimensions
 - (b.) Location of adjacent streets/roads including existing right-of-way and/or easement(s)

- (c.) Location and design of proposed streets including cross-sections in accordance with the Spencer Technical Standards & Specifications Manual, centerline profile(s), and the proposed right-of-way

(1) Include traffic control plan referenced in section 13.6-5 developed with guidance from the Federal Highway Administration's Manual on Uniform Traffic Control Devices.

ORDINANCE 25-04
TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE TO AMEND THE TOWN OF SPENCER DEVELOPMENT ORDINANCE, ARTICLE 7, SECTION 7.11-11(G) CLARIFYING THE REQUIREMENT FOR DEVELOPERS TO PROVIDE A TRAFFIC CONTROL PLAN AS A PART OF THEIR CONSTRUCTION DRAWING SUBMITTAL PACKAGE ON DEVELOPMENTS INCLUDING NEW STREETS

WHEREAS, The Town of Spencer's Development Ordinance in Article 13.6-5 clearly defines the developer's responsibility to provide street name and traffic control signage for all new roads and streets; and

WHEREAS, developers and designers depend on Article 7 of our Development Ordinance to advise what information should be provided on their construction drawing submittals; and

WHEREAS, Article 7 does not mention the need for a Traffic Control Drawing as one of the required submittals, causing some confusion on the responsibility for creating this drawing; and

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

Section 1.

Section 7.11-1 of Article 7 of the Town of Spencer Development Ordinances will be amended as follows (~~strikethroughs~~ indicating deletions, **yellow highlighting** indicating additions):

Article 7.11-1

(G.) Site Construction Plans.

(1.) Site Construction Plan required. A complete and comprehensive set of Site Construction Plans shall be required for all *Preliminary Plat/Site Development Plan* for *Major Subdivisions* review requests. This submittal shall contain pertinent information regarding the proposed project listed below and shall be accompanied by the *approved Preliminary Plat/Site Development Plan* for *Major Subdivisions* per 7.11-1(E.) herein above illustrating any and all deviations from the approved *Preliminary Plat/Site Development Plan* for *Major Subdivisions*. The *Site Construction Plans* shall contain the following:

- (a.) Property boundaries with dimensions
- (b.) Location of adjacent streets/roads including existing right-of-way and/or easement(s)
- (c.) Location and design of proposed streets including cross-sections in accordance with the Spencer Technical Standards & Specifications Manual, centerline profile(s), and the proposed right-of-way

(1) Include traffic control plan referenced in section 13.6-5 developed with guidance from the Federal Highway Administration's Manual on Uniform Traffic Control Devices.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Date: 1.23.25

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 1/26/25 and Sunday 2/2/25. 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 February 6, 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 7, Section 7.11-1 clarifying the need for a Traffic Control Plan for new subdivisions.

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.

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Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 10

Agenda Item Title: Chapter 93 Penalty Text Amendment Ordinance Adoption

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Clarification for the use of civil fines in lieu of or in combination with criminal misdemeanor charges for Chapter 93 code violations

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: 1.23.25

By: Steve Blount

RE: Adding Civil Penalties for Nuisance Code Violations

There is ongoing confusion concerning the penalties authorized in our Code of Ordinances for various violations. The public nuisance section of code (Chapter 93) is used most often for simple code enforcement issues. Penalties for this section references section 93.99 which states basically that violation of any section of Chapter 93 that doesn't have a specific civil fine listed shall be handled as a misdemeanor. Staff would like to have the option of dealing with violations included in Chapter 93 as civil violations instead of misdemeanors.

Chapter 35 (attached) of our Code provides a process and amounts for levying a civil fine for violations of various Chapters of the Code of Ordinances. In fact, section 35.06 lists Chapters, including Chapter 93 where civil fines as described in Chapter 35 "...shall be applicable." This language is vague and confusing when compared to the specific language of section 93.99 (attached).

To clarify that civil fines are authorized for violations currently listed as using misdemeanor charges as the primary penalty, we suggest adding language to Section 93.99 as follows:

(C) At the discretion of the Town's Code Enforcement Officer, civil fines as defined in Chapter 35 may be applied to violations of any section of Chapter 93 in lieu of or in combination with misdemeanor charges as defined in this section.

35.01 PENALTIES FOR VIOLATION.

Any person determined to be in violation of any of the provisions of the chapters and/or appendices identified in [§ 35.06](#) shall receive a civil citation for a penalty of \$100 for such violation. No penalty shall be assessed until the person alleged to be in violation has been notified of the violation by a Code Enforcement Officer. The notification shall be either through a personal visit or by certified mail. If uncorrected after the notification, a Code Enforcement Officer who observed the violation shall issue a citation requiring the violator to pay the above-stated penalty to the town. The owner, tenant or occupant of any building or land or part thereof of any person who participates in or acts in concert, assists, directs, creates or maintains any condition found to be a violation shall be subject to the penalties and remedies herein provided.

(Ord. 02-05, passed 12-10-02; Am. Ord. 16-08, passed 8-9-16)

§ 35.02 UNCORRECTED VIOLATIONS.

(A) When a Code Enforcement Officer finds that a previous violation has not been corrected, the officer shall issue another citation requiring payment of an additional civil penalty in the amount of \$200.

(B) After a second citation has been issued, no further civil citation shall be issued to the same person for the same continuing violation at the same location unless and until an additional written notice is delivered to the offender by personal service, certified mail or posting of the notice at the location of the violation if reasonable attempts to serve the notice are unsuccessful. The notice shall set forth the nature of the violation and order that corrective action be taken. The notice shall state that failure to correct the violation within the time specified in the notice will result in the assessment of additional civil penalties and other enforcement action. If after the specified time period has expired and corrective action has not been completed, the civil penalty shall automatically activate in the amount of \$200 per day until the violation is corrected.

(C) The Code enforcement Officer shall notify the violator by personal service or certified mail of the day the civil penalty began to accrue and shall state that the penalty will continue to accrue for each day the violation remains uncorrected. Any enforcement action for injunctive relief by the town shall not stay or abate the accruing of the civil penalty, and the penalty shall continue to accrue daily until the violation is finally corrected either voluntarily or by the town as a result of a court order.

(Ord. 02-05, passed 12-10-02; Am. Ord. 16-08, passed 8-9-16)

§ 35.03 FAILURE TO PAY.

If the civil penalty is not paid within ten days after the demand for payment by a Code Enforcement Officer, the town may initiate a civil action in the nature of a debt collection to recover civil penalties which have previously accrued. The action shall not stop further civil penalties from accruing if the violation has not been corrected.

(Ord. 02-05, passed 12-10-02)

§ 35.04 CIVIL CITATIONS NOT EXCLUSIVE.

Civil penalties are an additional remedy for code enforcement. In addition thereto, all remedies allowed in N.C. General Statutes and this code may also be pursued by the town at the same time without waiving the civil penalties authorized in this chapter.

(Ord. 02-05, passed 12-10-02)

§ 35.05 APPEAL OF DETERMINATION OF VIOLATION.

A person notified of a violation may appeal such determination to the Zoning Board of Adjustment. The appeal must be filed with the city not later than ten days after the receipt of the first notice issued. Failure

to timely file an appeal shall constitute acceptance of the determination that a violation exists. If an appeal is filed, further action by the Code Enforcement Officer shall be suspended until a ruling is issued by the Board of Adjustment. If the Board finds that a violation exists, enforcement under this chapter shall continue despite any further appeals by the violator. The fact that an appeal is filed or pending under this chapter shall not prevent the town from pursuing other enforcement remedies allowed by law and a finding by the Zoning Board of Adjustment that a violation does not exist shall not be binding in any other enforcement proceeding brought by the town against the same violation that the Zoning Board of Adjustment ruled upon.

(Ord. 02-05, passed 12-10-02)

93.99 PENALTY.

(A) Any person, firm or corporation violating any of the provisions of this chapter for which no other penalty is provided, or failing, neglecting or refusing to comply with the same shall, upon conviction, be guilty of a Class 3 misdemeanor and subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days, and each day that any of the provisions of this chapter are violated shall constitute a separate offense with a fine not to exceed \$200.

(G.S. § 14-4(a))

(B) Violation of § 93.27 shall be a misdemeanor. The penalty for the first and second offenses shall be \$100. The penalty for a subsequent offense thereafter shall be \$300.

ORDINANCE 25-05
TOWN OF SPENCER, NORTH CAROLINA
AN ORDINANCE TO AMEND THE TOWN OF SPENCER CODE OF ORDINANCES, CHAPTER 93, SECTION
93.99 (C) CLARIFYING THE OPTION OF USING CIVIL FINES IN LIEU OF OR IN COMBINATION WITH
CRIMINAL CHARGES FOR CHAPTER 93 VIOLATIONS

WHEREAS, The Town of Spencer's Code of Ordinances Ordinance in Chapter 35 clearly defines authorization and procedure for applying civil fines for violations of various other chapters in the Code of Ordinances including Chapter 93; and

WHEREAS, Chapter 93, section 93.99 more clearly defines the application of criminal misdemeanor charges unless other fines are specifically stated in the various sections of Chapter 93; and

WHEREAS, this seemingly contradictory language is causing confusion with the appropriate penalties to be applied for Chapter 93 violations; and

WHEREAS, Chapter 93 violations, including especially Nuisance Ordinance violations are those most often cited by our Code Enforcement Officer who feels that civil fines are more appropriate for these violations and will be more likely to induce results from violators; and

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

Section 1.

Chapter 93, Section 93.99 of the Town of Spencer Code of Ordinances will be amended as follows (~~strike throughs~~ indicating deletions, yellow highlighting indicating additions):

93.99 PENALTY.

(A) Any person, firm or corporation violating any of the provisions of this chapter for which no other penalty is provided, or failing, neglecting or refusing to comply with the same shall, upon conviction, be guilty of a Class 3 misdemeanor and subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days, and each day that any of the provisions of this chapter are violated shall constitute a separate offense with a fine not to exceed \$200.

(G.S. § 14-4(a))

(B) Violation of § 93.27 shall be a misdemeanor. The penalty for the first and second offenses shall be \$100. The penalty for a subsequent offense thereafter shall be \$300.

(C) At the discretion of the Town's Code Enforcement Officer, civil fines as defined in Chapter 35 may be applied to violations of any section of Chapter 93 in lieu of or in combination with misdemeanor charges as defined in this section.

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this 11th day of February 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



Date: 1.23.25

RE: Legal Advertisement

Please place the following ad in your paper in the legal notices section on Sunday 2/2/25. 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 February 6, 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 Code of Ordinances Chapter 93, Section 93.99 clarifying the option of using civil fines in lieu of criminal charges for Chapter 93 violations.

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.

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spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 11

Agenda Item Title: 3rd Street Addressing Issue

Category: Regular Agenda

Presenter(s): Steve Blount, Town Planner

Explanation:

Need to readdress 22 properties on 3rd Street to comply with request from Rowan County GIS and EMS System

Financial Impact:

No Impact

Recommendations:

Consent to move ahead with readdressing 3rd Street Properties

Attachment(s): ☒ Yes ☐ No

1. MEMORANDUM



MEMO

Date: 1.23.25

By: Steve Blount

RE: 3rd Street Addressing Revisions

Narrative

In December of 2024 in relation to a new address assignment on 3rd Street, I was contacted by Rowan County planner Columbus Hawks advising me that there were some incorrect addresses on 3rd Street that needed to be changed to be in compliance with Rowan County's GIS and 911 system. You are aware that when responding to a 911 emergency call, the responding agency (fire department, EMS, police, etc.) find the calling house by the assigned street address. As they drive down a street, they expect sequentially numbered addresses and similar block numbers on either side of the road. Unfortunately, at some point in the past, the numbers on the east side and west side of 3rd Street were issued incorrectly and thus have mismatched block numbers. This inconsistency can cause minor delays when emergency services are searching for an address and often in these cases, seconds and minutes do matter.

The solution to this problem will involve assigning new addresses to 22 properties shown on the attached spreadsheet. Obviously, a change of address causes some hardships on property owners as it becomes their responsibility to issue a change of address notice to frequent mailers. Town staff will work with our local post office and major utilities to help with the process. Getting changes made in the various automated mapping apps can be difficult resulting in missed or delayed deliveries from the companies that depend on these apps for driving directions. No inconvenience, however, can outweigh the harm of a delayed emergency response and thus we plan to follow Rowan County's request to make these changes.

As a part of the change process, we will send a letter to each property owner in advance of the change and will notify the local post office. We will also attempt to notify the major utilities serving the affected area. While no official action is required of the Board, I wanted to let you know of this action in advance in case affected residents might contact you about these changes.

Please let me know if you have any questions.

Parcel	Current Address	Proposed_Address
034 091	904 3RD ST	1004 3RD ST
034 091	904 3RD ST	1004 3RD ST
034 147	906 3RD ST	1006 3RD ST
034 095	918 3RD ST	1104 3RD ST
034 094	916 3RD ST	1100 3RD ST
034 093	914 3RD ST	1022 3RD ST
034 023	1053 3RD ST	1133 3RD ST
034 127	938 3RD ST	1112 3RD ST
034 098	926 3RD ST	1116 3RD ST
034 099	928 3RD ST	1124 3RD ST
034 114	1049 3RD ST	1125 3RD ST
034 136	900 3RD ST	1002 3RD ST
034 075	1002 3RD ST	1214 3RD ST
034 020	1059 3RD ST	1211 3rd St
034 020	1059 3RD ST	1209 3rd St
034 146	908 3RD ST	1010 3RD ST
034 092	910 3RD ST	1012 3rd ST
034 096	922 3RD ST	1108 3RD ST
034 018	1055 3RD ST	1155 3RD ST
034 019	1057 3RD ST	1205 3rd St
034 020	1000 3RD ST	1204 3RD ST
034 021	1054 3RD ST	1154 3RD ST

704-633-2231
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Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. 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
January 2025

	Location	Activity	Action
12.31.24	7th st	Zoning permit for storage unit	Issued permit
12.31.24	Various	Met with developer concerning multiple properties	Met and discussed
1.2.25	Pickett ave	Subdivision questions	Answered questions
1.2.25	Yadkin ave	Exempt subdivision plat	Reviewed and approved
1.2.25	5th st	Property line questions	Answered questions
1.2.25	Meadow street	Subdivision plat	Approved plat
1.6.25	Baldwin ave	Subdivision questions	Answered questions
1.6.25	Hudson ave	Development questions	Answered questions
1.6.25	Hillcrest ave	Detached garage questions	Answered questions
1.6.25	Hawkins meadows development	Multiple questions from developer	Answered questions
1.6.25	All	Grants Creek Greenway meeting	Met and discussed process with staff
1.6.25	Lincoln ave	Exempt subdivision	Reviewed and approved
1.6.25	17th st	Development questions	Answered questions
1.6.25	712 s Salisbury ave	Development questions	Met with new owner and answered questions
1.7.25	Office	Staff meeting	Attended
1.7.25	Office	Land Trust meeting	Attended and participated
1.7.25	Meadow st	Power line relocation questions	Answered questions
1.7.25	Hollywood st	Development questions	Answered questions
1.7.25	Hawkins meadows	Final subdivision plat	Reviewed and offered comments
1.7.25	Office	Hawkins Meadows addressing issues	Forwarded to rowan county GIS
1.9.25	9th st	Subdivision questions	Answered questions
1.9.25	Office	BASF annexation survey boundaries	Reviewed and commented to rowan county staff
1.9.25	3rd st	Development questions	Answered questions
1.9.25	Office	Cyber security training	Took training
1.9.25	Hawkins ave	Subdivision questions	Answered questions
1.9.25	Office	Online CORE funding session	Attended
1.9.25	Five row street	Greenhouse questions	Answered questions
1.9.25	Office	Preagenda meeting	Attended and participated
1.9.25	S Salisbury ave	Fence repair questions	Answered questions
1.13.25	Office	New computer	Set up new computer
1.13.25	700 s Salisbury ave	Development questions	Answered questions
1.13.25	East Spencer	Development questions on east spencer parcel	Gave them east spencer phone number

1.13.25	Willow creek	Development questions	Answered questions
1.13.25	Office	Planning board meeting	Attended and participated
1.14.25	Willow creek	Development meeting	Met and discussed plans
1.14.25	East Spencer	Development questions on east spencer parcel	Yes, again!
1.14.25	9th st	Subdivision questions	Answered questions, yes, again!
1.14.25	Office	Cannon Foundation grant meeting	Met and participated
1.14.25	Office	BoA meeting	Attended and participated
1.16.25	Salisbury ave	Medical clinic parking questions	Met and discussed
1.16.25	Office	Street sign issue meeting	Met and discussed
1.16.25	Hawkinstown road	Development questions for new parcel	Answered questions
1.16.25	Office	iWorks software meeting	Participated
1.16.25	S rowan ave	Fence permit	Issued permit
1.16.25	Hawkinstown rd	Street sign traffic control plan	Advised developer
1.17.25	Various	EB-5861 feasibility study meeting	Attended and participated
1.21.25	Office	Code of ordinance review meeting	Discussed with manager
1.21.25	Yadkin ave	Subdivision questions	Answered questions
1.21.25	1st street	Property donation offer	Investigated and refused
1.21.25	Montclair	Development questions	Answered questions
1.23.25	Park plaza	Addressing questions	Investigated
1.23.25	Longs ferry rd	Truckstop development issue	Advised of need for infrastructure bond
1.23.25	S Yadkin ave	Fence questions	Answered questions
1.23.25	Office	Traffic control plan text amendment	Drafted language
1.23.25	3rd st	Addressing change project	Drafted memo to board
1.23.25	Office	Laundry on front porch issued	Researched and drafted memo
1.27.25	Yadkin ave	Townhome development questions	Answered questions
1.27.25	8th st	Setback questions	Answered questions
1.27.25	N Salisbury ave	Development plan submittal question on medical clinic	Answered questions
1.27.25	All	Code of ordinances penalty section text amendment	Drafted text amendment
1.27.25	Newton ave	Development in floodplain complaint	Responded
1.27.25	All	NCDOT bike helmet grant	Applied for grant
1.27.25	S Salisbury ave	Zoning question	Answered question
1.27.25	Park plaza	Addressing questions	Resolved
1.27.25	Hawkins Loop Rd	Development questions	Answered questions
1.28.25	Montclair rd	Zoning issue	Resolved issue
1.28.25	1303 n Salisbury ave	Zoning questions	Answered questions
1.28.25	Office	Staff meeting	Attended
1.28.25	Office	Fundraising meeting for park	Attended
1.28.25	5th st	Retaining wall questions	Answered questions
1.28.25	Pickett ave	Lot development questions	Answered questions
1.30.25	Longs ferry rd	Medical office development questions	Answered questions
1.30.25	409 s rowan	HPC questions	Answered questions
1.30.25	Hawkins ave	Zoning questions	Answered questions
1.30.25	Newton dr	Addressing questions	Answered questions
1.30.25	N Salisbury ave	Site plans for medical clinic addition	Reviewed and approved

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. b.

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Chief

Explanation:

Code Enforcement Monthly Report

Financial Impact:

N/A

Choose an item.

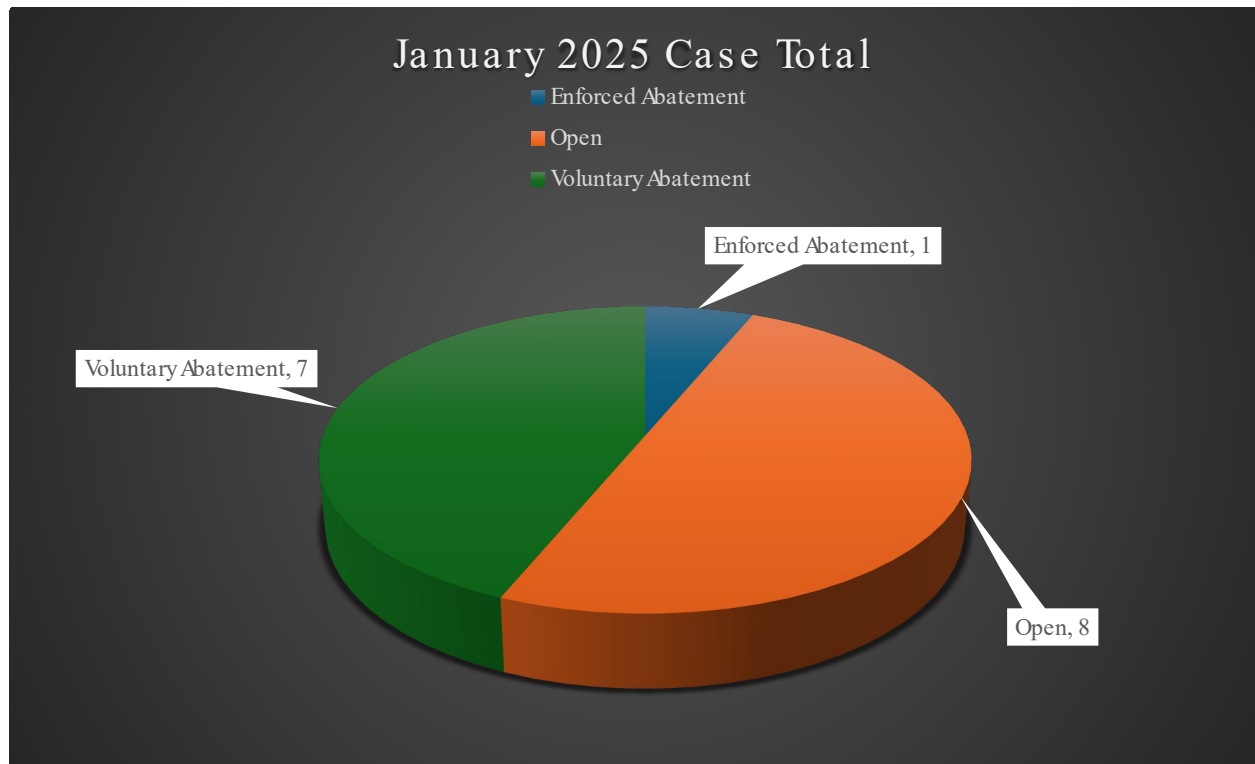
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

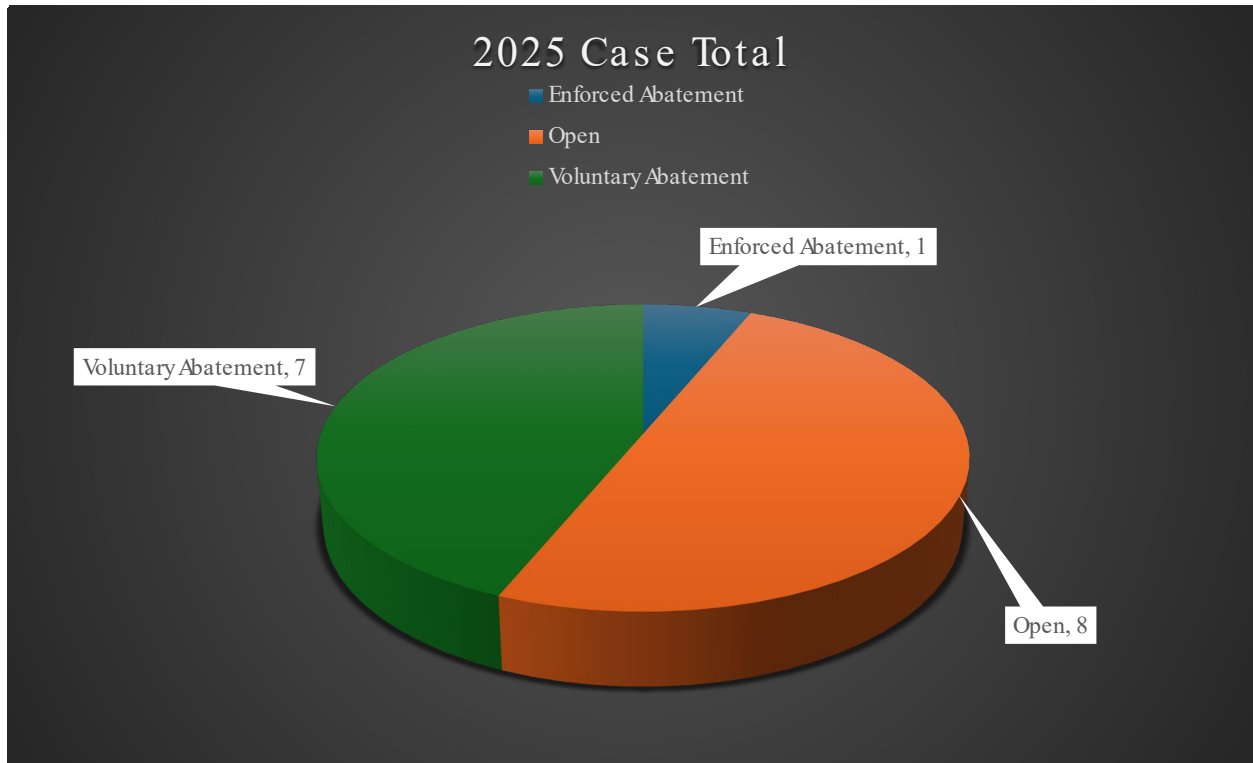
Monthly Report

- **Total cases – 16**
- **Open - 8**
- **Voluntary Abatement - 7**
- **Notice of Violations - 3**
- **Notice of Bill - 0**
- **Notice of Lien – 0**
- **Cleared 22 out of 187 liens dating back to 2015**



2025 Yearly Report

- **Total cases – 16**
- **Open - 8**
- **Voluntary Abatement - 7**
- **Enforced Abatement - 1**
- **Notice of Violations - 3**
- **Notice of Bill - 0**
- **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/

2025 Open Cases

Case Number	Address	Nature of Complaint	Main Status
202500016	307 N yadkin ave B	Trash and old food left on porch	Open
202500015	513 2ND ST	Illegal Parking	Open
202500014	105 W Newton	Junk	Open
202500013	119 N Yadkin Ave	Illegal Parking	Voluntary Abatement
202500012	1101 3RD ST	Junk	Voluntary Abatement
202500011	703 7TH ST	Minimal Housing	Open
202500010	910 S Yadkin Ave	Clothing on porch railing	Voluntary Abatement
202500009	804 S Salisbury Ave	Damaged Structure	Open
202500008	512 4TH ST	Junk Vehicle	Open
202500007	504 4Th ST	Junk Vehicle	Voluntary Abatement
202500006	606 S Yadkin	Junk	Open
202500005	504 S Iredell Ave	Junk	Voluntary Abatement
202500004	508 S Iredell Ave	Junk	Voluntary Abatement
202500003	304 S Iredell aVE	Junk	Voluntary Abatement
202500002	1000 2ND ST	Junk	Enforced Abatement
202500001	701 S Rowan Ave	Broken Windows	Open



Case Status Report

1/1/2025 - 1/31/2025

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

202400384	9/11/2024	Closed	1/10/2025	Site Visit	610 S Yadkin	High Grass
202400250	6/24/2024	Closed	1/10/2025	Site Visit	606 S Carolina Ave	High Grass
202300198	4/24/2023	Closed	1/10/2025	Site Visit	210 N Yadkin Ave	High Grass and Weeds
202300173	4/14/2023	Closed	1/10/2025	Site Visit	113 7th St	High Grass and Weeds
202300158	4/10/2023	Closed	1/10/2025	Site Visit	606 S. Carolina Ave	High Grass and Weeds
202300112	3/24/2023	Closed	1/10/2025	Site Visit	610 S. Yadkin Ave.	High Grass and Weeds
202200326	9/23/2022	Closed	1/10/2025	Site Visit	210 N Yadkin Ave	High Grass and Weeds
202200311	9/19/2022	Closed	1/10/2025	Site Visit	113 7th St	High Grass and Weeds
202200310	9/19/2022	Closed	1/10/2025	Site Visit	610 S Yadkin Ave	High Grass and Weeds
202200197	7/29/2022	Closed	1/29/2025	Site Visit	816 5th St.	High Grass and Weeds
202200124	6/1/2022	Closed	1/29/2025	Site Visit	816 5th St	High Grass and Weeds
202107114	10/14/2021	Closed	1/29/2025	Email	816 5th St	High Grass and weeds
202107100	9/24/2021	Closed	1/23/2025	Site Visit	116 11th St	High grass
202107077	9/9/2021	Closed	1/29/2025	Email	816 5th St	High Grass
202107054	8/25/2021	Closed	1/29/2025	Email	816 5th St	High Grass
202107012	7/28/2021	Closed	1/29/2025	Email	816 5th St	High Grass
202104074	4/29/2021	Closed	1/10/2025	Site Visit	210 N Yadkin Ave	High Grass
202104018	4/7/2021	Closed	1/10/2025	Site Visit	610 S Yadkin Ave	High Grass

Group Total: 18

Group: Enforced Abatement

202500002	1/9/2025	Enforced Abatement	1/27/2025	Site Visit	1000 2ND ST	Junk
202400507	12/4/2024	Enforced Abatement	1/27/2025	Site Visit	813 4TH ST	Junk

Group Total: 2

Group: Open

202500016	1/24/2025	Open	1/24/2025		307 N yadkin ave B	Trash and old food left on porch
202500015	1/21/2025	Open	1/21/2025	Site Visit	513 2ND ST	Illegal Parking
202500014	1/21/2025	Open	1/21/2025	Site Visit	105 W Newton	Junk
202500011	1/17/2025	Open	1/21/2025	Phone Call	703 7TH ST	Minimal Housing
202500009	1/15/2025	Open	1/15/2025	Site Visit	804 S Salisbury Ave	Damaged Structure
202500008	1/13/2025	Open	1/13/2025	Site Visit	512 4TH ST	Junk Vehicle
202500006	1/13/2025	Open	1/13/2025	Site Visit	606 S Yadkin	Junk
202500001	1/3/2025	Open	1/3/2025	Site Visit	701 S Rowan Ave	Broken Windows

Group Total: 8

Group: Voluntary Abatement

202500013	1/21/2025	Voluntary Abatement	1/30/2025	Site Visit	119 N Yadkin Ave	Illegal Parking
202500012	1/21/2025	Voluntary Abatement	1/27/2025	Site Visit	1101 3RD ST	Junk
202500010	1/15/2025	Voluntary Abatement	1/30/2025	Site Visit	910 S Yadkin Ave	Clothing on porch railing
202500007	1/13/2025	Voluntary Abatement	1/29/2025	Site Visit	504 4Th ST	Junk Vehicle
202500005	1/13/2025	Voluntary Abatement	1/30/2025	Site Visit	504 S Iredell Ave	Junk
202500004	1/13/2025	Voluntary Abatement	1/30/2025	Site Visit	508 S Iredell Ave	Junk
202500003	1/9/2025	Voluntary Abatement	1/30/2025	Site Visit	304 S Iredell aVE	Junk
202400512	12/18/2024	Voluntary Abatement	1/9/2025	Site Visit	509 S Yadkin Ave	Junk
202400511	12/10/2024	Voluntary Abatement	1/29/2025	Site Visit	605 4TH ST	Abandoned Vehicle
202400509	12/10/2024	Voluntary Abatement	1/27/2025	Site Visit	707 2ND ST	Junk
202400508	12/9/2024	Voluntary Abatement	1/29/2025	Site Visit	302 S Iredell	Junk Vehicle

202400341	8/20/2024	Voluntary Abatement	1/30/2025	Site Visit	200 S Salisbury Ave	2nd High Grass Violation
202400259	7/1/2024	Voluntary Abatement	1/30/2025	Site Visit	712 S Salisbury Ave	Commercial Maintenance

Group Total: 13

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Total Records: 41

1/31/2025

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. 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

(01/01/2025 - 01/31/2025)

<No Event Type Specified>	3	8th Street Ballpark Check	89
911 Hang-Up	8	Administrative Work	100
Alarm - Hold-up	2	Alarm - Other	9
Animal Complaint	3	Assault - In-Progress	1
Assist - East Spencer Police	52	Assist - EMS	3
Assist - Fire Department	15	Assist - Motorist/Public	3
Assist - NCHP	2	Assist - Other Agency	4
Assist - Other Officer	75	Assist - Sheriff's Office	14
B&E/Burglary - Residential, In-Progress	2	Business Check-Drive Through	375
Calls For Service (General)	15	Child Abuse/Neglect	1
Court	9	Directed Patrol	24
District Attorney's Office	1	Disturbance	10
Disturbance- Verbal	2	Disturbance-Physical	1
Domestic - Property Pick-up	2	Domestic Dispute	2
Follow-up Investigation - Outside Town Limits	2	Follow-up Investigation- Spencer	4
Foot Patrol - Business	73	Foot Patrol - Residential	5
Foot Patrol - School	13	Found Property	2
House Check	16	Illegal Dumping	1
Involuntary Commitment	1	Kidnapping	1
Larceny - Report	8	Library Park Check	143
Maintenance - Equipment	2	Maintenance - Vehicle	22
Meeting	4	Missing Person	1
NCTM - Bank Escort	1	NCTM - Drive Through	199
NCTM - Foot Patrol	57	Norfolk Southern Railroad-Drive Through	14
Park Check	151	Property Damage - In-Progress	1
Property Damage - Report	1	Public Service	9
School Activities	2	School Check - NRES	102
School Check - NRHS	96	School Check - NRMS	95
Security Check/Standby	3	Special Assignment - Other	3
SRO Duties	47	Subject with Gun	1
Subpoena Service	4	Suicide Threat	1
Suspicious - Activity	6	Suspicious - Person	3
Suspicious - Vehicle	7	Traffic Accident - PD	3

Activity Log Event Summary (Totals)

Spencer Police Department

(01/01/2025 - 01/31/2025)

Traffic Accident - PI	1	Traffic Control	1
Traffic Enforcement	12	Training - PD	9
Training - School	9	Trespassing - In-Progress	2
Unlock Vehicle	2	Vehicle Pursuit	1
Vehicle Stop	186	Warrant Service	9
Welfare Check	7	Yadkin River Park Check - Davidson County	97
Yadkin River Park Check - Spencer	103		

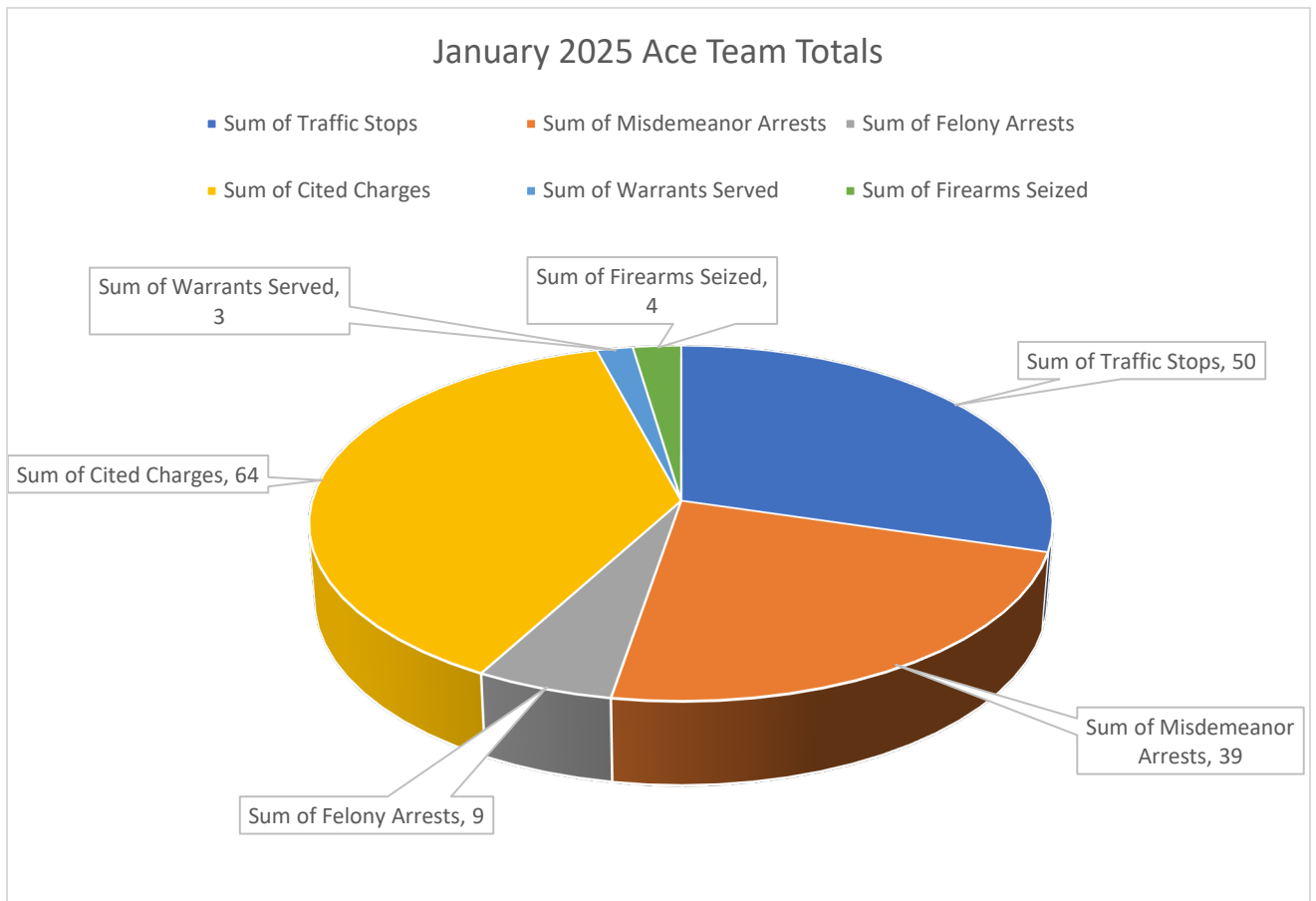
Total Number Of Events: 2,370

SPENCER POLICE ACE TEAM REPORT

January 2025

January 2025 Highlights

- January 2025 Cases: 11 (11 Closed)
- Traffic Stops: 50
- Total Arrests: 48 (Felony 9)
- Cited Charges: 64
- Warrants Served: 3
- Firearms Seized: 4

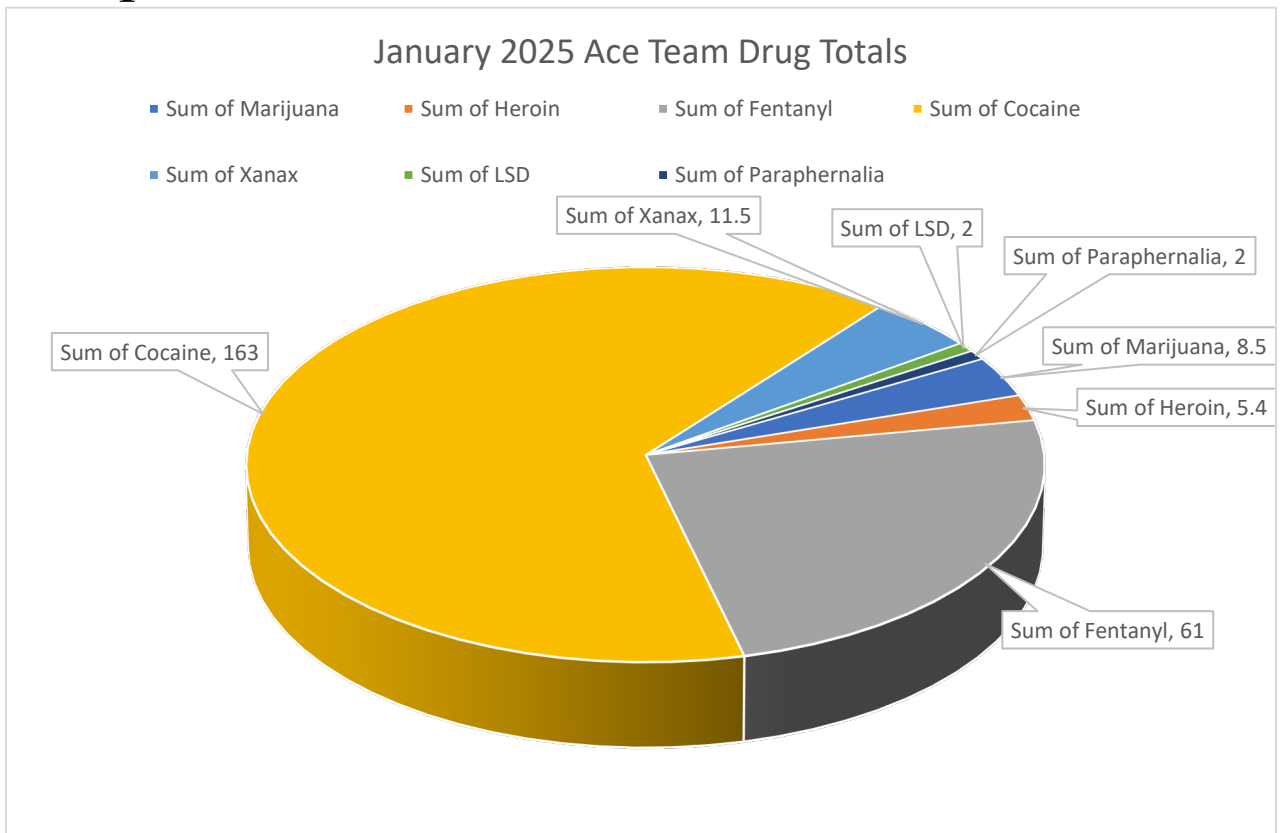


SPENCER POLICE ACE TEAM REPORT

January 2025

January 2025 Drug Totals

- Marijuana: 8.5 Grams
- Heroin: 5.4 Grams
- Fentanyl: 61 Grams
- Cocaine: 163 Grams
- Xanax: 11.5 Dosage Units
- LSD: 2 Dosage Units
- Paraphernalia Items: 2



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Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. 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

February 2025 Monthly Report

Calls for Service: 1/1/25-1/31/25

Fire: 62

Medical: 53

Monthly Total: 115

2025 Total: 115

Apparatus:

- Finalizing final equipment mounting for the new engine to be placed into service.

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:

- Deputy Chief Lewis resigned from his position effective January 10th. Reclassified as a part-time engineer.

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.

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Fax 704-633-3837
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Public Works Director
Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. 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

February 2025 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush) are running on schedule.
- 2) The Leaf vacs have stopped running for the fall season, so all leaves and loose material will need to be bagged for pick-up at this time. The vacs will run again beginning March 10th and will run through April 11th for spring clean-up.
- 3) We have scheduled our Spring Mulch Give-Away for April 5th from 7:00am until 12:00 pm, for the citizens of Spencer. **Delivery will be available for In-Town residents only. Three deliveries per household maximum.** This corresponds with the normal recycling Saturday, so the recycling center will also be open.
- 4) The final sanitation numbers are in for 2024. We collected a total of 1,472.71 tons of refuse in 2024, which is an increase of 1.15 tons from 2023. We have had a decrease for the past two years, trying to level out from the large increase during the pandemic, but this year we experienced a very slight increase. We expect this slight increase to continue for the foreseeable future due mostly to the renovation and sale of older homes, and the building of new ones.
- 5) The NCDOT reached out to us for an updated list of crosswalks to be upgraded to ADA compliant. They have accepted our list and said that they would consider these areas as funds were available.
- 6) The limb chipper was repaired and returned to full service shortly after our last meeting. This machine is over twenty years old, so tracking down parts is getting more difficult. This machine is at the top of our list for replacement, and we will be asking for its replacement again this year during budget preparations.
- 7) In the next week or so, the planters in front of the new Town Park will be removed along with the old portions of sidewalk. The crepe myrtles have already been cut in preparation for the demolition of them. All of this is getting things ready for the construction of the new entrance, reworked sidewalk with pavers in the places of the planters, and eventually new sign placement.
- 8) We have been diligently working on sprucing up Main Street. All of the overgrown hollies have been removed, crepe myrtles shaped up, and we are finishing up the mulching of the beds to complete this area. The Christmas lights have been removed from the planters and we are finishing up the trimming of the crepe myrtles in them. Once these two areas have been completed we will be moving to the 600, 700, and 800 blocks to remove the dead cherry trees at the old Town Hall, and remove the dead debris along the railroad side of Salisbury Avenue.



9) We currently still have two positions open in Public Works. The Mechanic and Labor Foreman positions are still vacant. With the unfortunate news of the brickyard in East Spencer closing in April, I will be reaching out to their mechanic to see if they have any interest in our mechanic 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. We have contacted the contractor, and his plans are to pave this week with the expectations of the warmer weather, and to complete the remainder of the items to finish this project.

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 are still waiting for our second permit but Chris Sloop and I have been playing phone tag for the last week or so. We hope to have an update for you at our regular monthly meeting. 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:

February 15th	–	Valentine's Day
April 5th	–	Spring Mulch Giveaway

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. 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 - FY 23-24 Date Range - 2023-07-01 - 2024-01-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND							
0000-10-Revs							
-							
10-3100-000 TAXES, PRIOR YEARS	\$12,000.00	\$12,000.00	\$0.00	\$7,912.18	\$2,080.23	\$4,087.82	66
10-3194-000 TAXES, 3RD PRIOR YR	\$4,500.00	\$4,500.00	\$0.00	\$1,706.28	\$650.14	\$2,793.72	38
10-3195-000 TAXES, 2ND PRIOR YR	\$6,000.00	\$6,000.00	\$0.00	\$4,282.60	\$454.39	\$1,717.40	71
10-3196-000 TAXES, FIRST PRIOR Y	\$30,000.00	\$30,000.00	\$0.00	\$12,169.77	\$821.03	\$17,830.23	41
10-3197-100 AD VALOREM TAXES CUR	\$1,864,765.00	\$1,864,765.00	\$0.00	\$1,586,304.29	\$210,559.68	\$278,460.71	85
10-3197-101 AD VALOREM TAXES VEH	\$131,918.00	\$131,918.00	\$0.00	\$78,693.90	\$11,788.07	\$53,224.10	60
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$7,761.59	\$1,900.74	\$7,238.41	52
10-3231-000 1% SALES TAX (ART 39	\$429,710.00	\$429,710.00	\$0.00	\$209,034.35	\$79,355.08	\$220,675.65	49
10-3232-000 1/2% SALES TAX (ART	\$258,245.00	\$258,245.00	\$0.00	\$102,249.65	\$19,479.59	\$155,995.35	40
10-3233-000 1/2% SALES TAX (ART	\$211,842.00	\$211,842.00	\$0.00	\$103,098.24	\$39,214.39	\$108,743.76	49
10-3235-000 1/2% SALES TAX (ART	\$350,693.00	\$350,693.00	\$0.00	\$131,029.32	\$15,098.26	\$219,663.68	37
10-3317-004 STATE DRUG SEIZURE R	\$0.00	\$0.00	\$0.00	\$10.21	\$0.00	\$10.21	0
10-3322-000 BEER & WINE TAX	\$14,059.00	\$14,059.00	\$0.00	\$0.00	\$0.00	\$14,059.00	0
10-3324-000 UTILITY FRANCHISE TA	\$200,000.00	\$200,000.00	\$0.00	\$51,457.87	\$0.00	\$148,542.13	26
10-3326-000 SOLID WASTE DISPOSAL	\$2,600.00	\$2,600.00	\$0.00	\$674.80	\$0.00	\$1,925.20	26
10-3431-000 COURT, PKG FEES, REP	\$1,500.00	\$1,500.00	\$0.00	\$778.50	\$85.50	\$721.50	52
10-3437-000 FIRST RESPONDER FEES	\$4,020.00	\$4,020.00	\$0.00	\$4,025.00	\$0.00	\$5.00	100
10-3438-000 ROWAN-SALIS SCHOOLS	\$152,662.00	\$229,074.00	\$0.00	\$229,712.27	\$0.00	\$638.27	100
10-3439-000 NCTM PAYMENTS	\$29,248.00	\$29,248.00	\$0.00	\$18,121.23	\$2,702.31	\$11,126.77	62
10-3491-000 ZONING FEES	\$10,000.00	\$10,000.00	\$0.00	\$6,217.50	\$2,050.00	\$3,782.50	62
10-3491-001 LIEN PAYMENTS	\$12,000.00	\$12,000.00	\$0.00	\$17,820.55	\$8,094.50	\$5,820.55	149
10-3500-510 SOL/WASTE COLLECTION	\$220,000.00	\$220,000.00	\$0.00	\$73,529.77	\$0.00	\$146,470.23	33
10-3500-550 YARD WASTE SALES	\$1,000.00	\$1,000.00	\$0.00	\$2,638.00	\$128.00	\$1,638.00	264
10-3831-000 INVESTMENT EARNINGS	\$120,000.00	\$120,000.00	\$0.00	\$56,222.45	\$0.00	\$63,777.55	47
10-3833-002 Donations-Other	\$6,000.00	\$6,500.00	\$0.00	\$30,078.03	\$2,000.00	\$23,578.03	463
10-3835-000 SALES-FIXED ASSETS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
10-3837-000 ABC REVENUES	\$12,000.00	\$12,000.00	\$0.00	\$7,875.95	\$0.00	\$4,124.05	66
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$3,810.00	\$0.00	\$5,975.68	\$0.00	\$2,165.68	157
10-3839-000 MISCELLANEOUS REVENU	\$25,000.00	\$25,000.00	\$0.00	\$22,769.54	\$17,662.44	\$2,230.46	91
10-3839-001 CIVIL CITATIONS - PO	\$300.00	\$300.00	\$0.00	\$50.00	\$0.00	\$250.00	17
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-3841-000 STATE SHARED REVENUE	\$13,800.00	\$13,800.00	\$0.00	\$0.00	\$0.00	\$13,800.00	0
10-3920-000 LEASE PROCEEDS	\$0.00	\$285,000.00	\$0.00	\$291,000.00	\$0.00	\$6,000.00	102
10-3985-000 FEDERAL GRANT - ARPA	\$226,997.00	\$226,997.00	\$0.00	\$96,184.27	\$0.00	\$130,812.73	42
10-3985-002 OTHER GRANTS	\$90,050.00	\$95,050.00	\$0.00	\$0.00	\$0.00	\$95,050.00	0
10-3985-003 GRANTS-STANBACK FORE	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
10-3985-004 STATE GRANTS	\$0.00	\$619,711.00	\$0.00	\$220,952.58	\$5,010.00	\$398,758.42	36
10-3985-005 FEDERAL GRANT	\$414,588.00	\$1,625.00	\$0.00	\$0.00	\$0.00	\$1,625.00	0
10-3991-000 APPROPRIATED FUND BA	\$369,583.00	\$654,745.00	\$0.00	\$0.00	\$0.00	\$654,745.00	0
10-3991-001 APPROPRIATED CAPITAL	\$210,298.00	\$210,298.00	\$0.00	\$0.00	\$0.00	\$210,298.00	0
0000-10-Revs	\$5,475,478.00	\$6,338,110.00	\$0.00	\$3,380,336.37	\$419,134.35	\$3,037,485.11	53

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-01-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4110-10-GOVERNING BODY							
-							
10-4110-121 SALARIES/WAGES-REGUL	\$24,675.00	\$24,675.00	\$0.00	\$14,393.75	\$2,056.25	\$10,281.25	58
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$1,101.45	\$157.35	\$786.55	58
10-4110-191 SERVICES-ACCOUNTING	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	100
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$27,500.00	\$0.00	\$9,989.50	\$0.00	\$17,510.50	36
10-4110-194 CONTRACT SERVICES	\$49,000.00	\$70,860.00	\$44,052.81	\$23,523.90	\$107.15	\$3,283.29	33
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	\$312.47	\$49.99	\$687.53	31
10-4110-311 TRAVEL	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0
10-4110-321 TELEPHONE & INTERNET	\$539.00	\$539.00	\$0.00	\$179.60	\$44.90	\$359.40	33
10-4110-395 TRAINING	\$3,225.00	\$3,225.00	\$436.00	\$2,750.00	\$0.00	\$39.00	85
10-4110-451 INSURANCE-PROP/GEN/P	\$2,772.00	\$2,772.00	\$0.00	\$2,772.00	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$13,835.00	\$13,835.00	\$0.00	\$14,079.47	\$0.00	(\$244.47)	102
10-4110-570 CO-LAND	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	100
10-4110-600 NONPROFIT GRANTS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
10-4110-610 COMMUNITY APPEARANCE	\$13,000.00	\$22,500.00	\$7,155.00	\$2,345.00	\$0.00	\$13,000.00	10
10-4110-620 HISTORIC PRESERVATIO	\$14,500.00	\$14,500.00	\$0.00	\$2,000.00	\$0.00	\$12,500.00	14
10-4110-630 ROWAN COUNTY ELECTIO	\$4,000.00	\$4,000.00	\$0.00	\$3,493.79	\$3,493.79	\$506.21	87
10-4110-631 ROWAN COUNTY TAX COL	\$22,052.00	\$22,052.00	\$0.00	\$19,619.22	\$2,693.56	\$2,432.78	89
10-4110-640 TOURISM AND EVENTS	\$29,000.00	\$29,000.00	\$595.75	\$10,754.92	\$570.57	\$17,649.33	37
10-4110-930 TRANSFER TO CAPITAL	\$210,298.00	\$210,298.00	\$0.00	\$105,149.00	\$0.00	\$105,149.00	50
10-4110-999 CONTINGENCIES	\$25,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
4110-10-GOVERNING BODY	\$486,564.00	\$507,924.00	\$52,239.56	\$242,464.07	\$9,173.56	\$213,220.37	58

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-01-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
-							
10-4130-121 SALARIES/WAGES-REGUL	\$321,873.00	\$321,873.00	\$0.00	\$144,330.35	\$20,865.56	\$177,542.65	45
10-4130-127 SALARIES/WAGES-BONUS	\$5,000.00	\$5,000.00	\$0.00	\$4,000.00	\$0.00	\$1,000.00	80
10-4130-181 FICA	\$24,137.00	\$24,137.00	\$0.00	\$11,224.89	\$1,551.50	\$12,912.11	47
10-4130-182 RETIREMENT	\$38,586.00	\$38,586.00	\$0.00	\$17,179.79	\$2,496.20	\$21,406.21	45
10-4130-183 GROUP INSURANCE	\$36,830.00	\$36,830.00	\$0.00	\$19,183.61	\$1,807.82	\$17,646.39	52
10-4130-184 401K CONTRIBUTION	\$13,889.00	\$13,889.00	\$0.00	\$5,822.59	\$873.80	\$8,066.41	42
10-4130-185 WORKERS COMPENSATION	\$736.00	\$736.00	\$0.00	\$736.00	\$0.00	\$0.00	100
10-4130-186 UNEMPLOYMENT	\$2,000.00	\$2,000.00	\$0.00	\$3,323.72	\$3,323.72	(\$1,323.72)	166
10-4130-193 MEDICAL SERVICES	\$2,765.00	\$2,765.00	\$0.00	\$2,516.00	\$738.50	\$249.00	91
10-4130-194 CONTRACT SERVICES	\$286,985.00	\$286,985.00	\$127,681.58	\$125,421.24	\$19,815.41	\$33,882.18	44
10-4130-198 SERVICES-ENGINEERING	\$35,000.00	\$35,000.00	\$18,398.21	\$10,101.79	\$3,021.79	\$6,500.00	29
10-4130-211 JANITORIAL SUPPLIES	\$1,100.00	\$1,100.00	\$0.00	\$844.80	\$4.65	\$255.20	77
10-4130-212 UNIFORMS	\$320.00	\$320.00	\$0.00	\$236.00	\$180.00	\$84.00	74
10-4130-260 SUPPLIES-OFFICE	\$3,000.00	\$3,000.00	\$413.08	\$2,169.27	\$350.60	\$417.65	72
10-4130-296 SUPPLIES-MEDICAL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4130-299 SUPPLIES AND MATERIA	\$3,500.00	\$5,300.00	\$11.54	\$2,308.09	\$45.92	\$2,980.37	44
10-4130-311 TRAVEL	\$6,636.00	\$6,636.00	\$2,001.56	\$731.21	\$186.71	\$3,903.23	11
10-4130-321 TELEPHONE AND INTERN	\$6,076.00	\$6,076.00	\$0.00	\$3,389.53	\$423.57	\$2,686.47	56
10-4130-325 POSTAGE	\$2,322.00	\$2,322.00	\$0.00	\$807.01	\$200.31	\$1,514.99	35
10-4130-331 UTILITIES	\$25,728.00	\$25,728.00	\$0.00	\$15,722.43	\$3,177.71	\$10,005.57	61
10-4130-341 PRINTING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4130-351 MAINTENANCE-BUILDING	\$22,500.00	\$24,795.00	\$64.00	\$4,966.78	\$285.32	\$19,764.22	20
10-4130-370 ADVERTISING	\$4,300.00	\$4,300.00	\$399.00	\$2,548.89	\$365.40	\$1,352.11	59
10-4130-395 TRAINING	\$10,653.00	\$10,653.00	\$1,255.00	\$5,669.28	\$0.00	\$3,728.72	53
10-4130-400 DAVID TREME EDUCATIO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
10-4130-439 EQUIPMENT RENTAL	\$5,275.00	\$5,275.00	\$1,218.74	\$2,046.18	\$342.53	\$2,010.08	39
10-4130-440 MAINTENANCE CONTRACT	\$22,096.00	\$22,096.00	\$5,783.50	\$15,083.23	\$1,009.55	\$1,229.27	68
10-4130-441 LICENSE FEE	\$29,903.00	\$29,903.00	\$0.00	\$19,657.00	\$0.00	\$10,246.00	66
10-4130-451 INSURANCE-PROP/GEN/P	\$8,942.00	\$8,942.00	\$0.00	\$6,746.11	\$0.00	\$2,195.89	75
10-4130-453 INSURANCE - BONDS	\$1,248.00	\$1,248.00	\$0.00	\$1,248.00	\$0.00	\$0.00	100
10-4130-491 DUES AND SUBSCRIPTIO	\$3,408.00	\$3,408.00	\$0.00	\$1,221.00	\$0.00	\$2,187.00	36
10-4130-499 MISCELLANEOUS	\$1,463.00	\$1,463.00	\$0.00	\$248.00	\$26.00	\$1,215.00	17
10-4130-550 CAP. OUTLAY-OTHER EQ	\$1,500.00	\$32,700.00	\$0.00	\$30,199.00	\$0.00	\$2,501.00	92
10-4130-710 PRINICIPAL	\$69,631.00	\$69,631.00	\$0.00	\$0.00	\$0.00	\$69,631.00	0
10-4130-720 INTEREST	\$58,765.00	\$58,765.00	\$0.00	\$0.00	\$0.00	\$58,765.00	0
10-4130-999 CREDIT CARD CHARGES	\$0.00	\$0.00	\$0.00	\$10,146.20	(\$6,469.79)	(\$10,146.20)	0
4130-10-ADMINISTRATION	\$1,060,267.00	\$1,095,562.00	\$157,226.21	\$469,827.99	\$54,622.78	\$468,507.80	57

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-01-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
-							
10-4310-121 SALARIES/WAGES-REGUL	\$904,575.00	\$952,843.00	\$0.00	\$493,497.96	\$67,727.38	\$459,345.04	52
10-4310-122 SALARIES/WAGES-OVERT	\$5,000.00	\$5,000.00	\$0.00	\$2,579.44	\$0.00	\$2,420.56	52
10-4310-126 PART-TIME/TEMPORARY	\$19,314.00	\$19,314.00	\$0.00	\$7,827.88	\$1,776.00	\$11,486.12	41
10-4310-127 SALARIES/WAGES-BONUS	\$21,000.00	\$22,000.00	\$0.00	\$18,500.00	\$0.00	\$3,500.00	84
10-4310-131 SUPPLEMENTAL LAW RET	\$7,135.00	\$7,135.00	\$0.00	\$3,964.01	\$546.76	\$3,170.99	56
10-4310-181 FICA	\$69,362.00	\$73,131.00	\$0.00	\$38,880.67	\$5,190.08	\$34,250.33	53
10-4310-182 RETIREMENT	\$122,505.00	\$129,422.00	\$0.00	\$68,814.32	\$9,452.99	\$60,607.68	53
10-4310-183 GROUP INSURANCE	\$138,884.00	\$147,733.00	\$0.00	\$66,315.86	\$6,011.18	\$81,417.14	45
10-4310-184 401K CONTRIBUTION	\$43,612.00	\$46,075.00	\$0.00	\$23,162.61	\$3,259.95	\$22,912.39	50
10-4310-185 WORKERS COMPENSATION	\$23,807.00	\$24,984.00	\$0.00	\$24,568.27	\$0.00	\$415.73	98
10-4310-193 SERVICES-MEDICAL	\$2,425.00	\$2,425.00	\$350.00	\$2,345.00	\$1,110.00	(\$270.00)	97
10-4310-194 CONTRACT SERVICES	\$13,750.00	\$13,750.00	\$750.00	\$785.00	\$0.00	\$12,215.00	6
10-4310-212 UNIFORMS	\$17,410.00	\$17,910.00	\$3,236.00	\$3,908.93	\$1,958.59	\$10,765.07	22
10-4310-213 SUPPLIES-SAFETY	\$3,725.00	\$3,725.00	\$0.00	\$884.87	\$135.95	\$2,840.13	24
10-4310-251 MOTOR FUEL AND LUBRI	\$40,360.00	\$42,360.00	\$10,961.58	\$23,976.02	\$3,473.28	\$7,422.40	57
10-4310-260 SUPPLIES-OFFICE	\$1,700.00	\$1,700.00	\$0.00	\$272.14	\$110.77	\$1,427.86	16
10-4310-291 SUPPLIES-DATA PROCES	\$5,284.00	\$5,284.00	\$0.00	\$2,289.95	\$2,289.95	\$2,994.05	43
10-4310-296 SUPPLIES-MEDICAL	\$1,420.00	\$1,420.00	\$0.00	\$0.00	\$0.00	\$1,420.00	0
10-4310-299 SUPPLIES AND MATERIA	\$15,441.00	\$18,001.00	\$2,560.00	\$1,549.93	\$1,054.00	\$13,891.07	9
10-4310-311 TRAVEL	\$1,500.00	\$1,500.00	\$534.60	\$884.73	\$0.00	\$80.67	59
10-4310-321 TELEPHONE AND INTERN	\$17,672.00	\$17,672.00	\$0.00	\$5,043.71	\$257.43	\$12,628.29	29
10-4310-329 OTHER COMMUNICATION	\$4,240.00	\$4,240.00	\$1,980.00	\$2,310.00	\$330.00	(\$50.00)	54
10-4310-341 PRINTING	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
10-4310-352 MAINTENANCE-EQUIPMEN	\$3,000.00	\$3,000.00	\$0.00	\$822.82	\$69.99	\$2,177.18	27
10-4310-353 MAINTENANCE-VEHICLES	\$6,000.00	\$10,310.00	\$1,077.96	\$7,975.14	\$608.72	\$1,256.90	77
10-4310-395 TRAINING	\$7,100.00	\$7,600.00	\$554.09	\$1,911.82	\$129.98	\$5,134.09	25
10-4310-440 MAINTENANCE CONTRACT	\$26,947.00	\$26,947.00	\$1,558.55	\$17,032.95	\$1,081.05	\$8,355.50	63
10-4310-441 LICENSE FEE	\$8,774.00	\$9,243.00	\$0.00	\$8,576.29	\$19.99	\$666.71	93
10-4310-451 INSURANCE-PROP/GEN/P	\$22,198.00	\$22,198.00	\$0.00	\$22,198.00	\$0.00	\$0.00	100
10-4310-452 INSURANCE-VEHICLES	\$17,982.00	\$17,982.00	\$0.00	\$21,284.30	\$0.00	(\$3,302.30)	118
10-4310-491 DUES AND SUBSCRIPTIO	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
10-4310-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4310-521 CO-SOFTWARE	\$3,060.00	\$3,060.00	\$0.00	\$3,060.00	\$0.00	\$0.00	100
10-4310-540 CO-VEHICLES	\$0.00	\$51,712.00	\$49,048.25	\$2,552.16	\$0.00	\$111.59	5
10-4310-550 CAP.OUTLAY-OTHER EQU	\$0.00	\$37,081.00	\$19,239.13	\$18,232.99	\$0.00	(\$391.12)	49
4310-10-POLICE OPERATIONS	\$1,577,182.00	\$1,748,757.00	\$91,850.16	\$896,007.77	\$106,594.04	\$760,899.07	56

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-01-30

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	\$462,913.00	\$248,109.00	\$0.00	\$129,645.25	\$19,093.90	\$118,463.75	52
10-4340-122 OVERTIME	\$20,000.00	\$20,500.00	\$0.00	\$9,900.74	\$874.46	\$10,599.26	48
10-4340-126 PART-TIME/TEMPORARY	\$151,481.00	\$133,481.00	\$0.00	\$67,119.38	\$9,436.50	\$66,361.62	50
10-4340-127 SALARIES/WAGES-BONUS	\$15,500.00	\$10,700.00	\$0.00	\$11,000.00	\$0.00	(\$300.00)	103
10-4340-181 FICA	\$48,265.00	\$32,063.00	\$0.00	\$16,434.47	\$2,223.65	\$15,628.53	51
10-4340-182 RETIREMENT	\$61,185.00	\$33,841.00	\$0.00	\$16,666.22	\$2,394.41	\$17,174.78	49
10-4340-183 GROUP INSURANCE	\$96,100.00	\$31,545.00	\$0.00	\$23,144.31	\$1,436.44	\$8,400.69	73
10-4340-184 401K CONTRIBUTION	\$23,235.00	\$12,645.00	\$0.00	\$5,439.42	\$796.61	\$7,205.58	43
10-4340-185 WORKERS COMPENSATION	\$20,950.00	\$18,490.00	\$0.00	\$18,489.95	\$0.00	\$0.05	100
10-4340-194 CONTRACT SERVICES	\$7,071.00	\$7,071.00	\$0.00	\$630.00	\$0.00	\$6,441.00	9
10-4340-211 JANITORIAL SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$735.68	\$181.92	\$764.32	49
10-4340-212 UNIFORMS	\$27,725.00	\$17,675.00	\$4,057.05	\$667.56	\$78.00	\$12,950.39	4
10-4340-213 SUPPLIES-SAFETY	\$35,250.00	\$24,175.00	\$6,570.04	\$7,109.55	\$133.75	\$10,495.41	29
10-4340-230 SUPPLIES-EDUCATIONAL	\$5,490.00	\$5,990.00	\$0.00	\$6,916.13	\$0.00	(\$926.13)	115
10-4340-251 MOTOR FUEL AND LUBRI	\$14,400.00	\$14,400.00	\$4,337.03	\$8,695.67	\$821.59	\$1,367.30	60
10-4340-260 SUPPLIES-OFFICE	\$1,500.00	\$1,500.00	\$0.00	\$496.49	\$5.99	\$1,003.51	33
10-4340-270 DUES & SUBSCRIPTIONS	\$425.00	\$425.00	\$0.00	\$0.00	\$0.00	\$425.00	0
10-4340-292 SAFETY SUPPLIES	\$0.00	\$0.00	\$378.00	\$0.00	\$0.00	(\$378.00)	0
10-4340-296 SUPPLIES-MEDICAL	\$3,000.00	\$5,146.00	\$394.80	\$223.34	\$0.00	\$4,527.86	4
10-4340-299 SUPPLIES AND MATERIA	\$2,200.00	\$2,200.00	\$1,750.10	\$164.59	\$0.00	\$285.31	7
10-4340-311 TRAVEL	\$2,300.00	\$2,300.00	\$0.00	\$308.12	\$308.12	\$1,991.88	13
10-4340-321 TELEPHONE AND INTE	\$8,410.00	\$8,410.00	\$0.00	\$3,549.48	\$339.80	\$4,860.52	42
10-4340-331 UTILITIES	\$10,392.00	\$10,392.00	\$0.00	\$5,179.37	\$1,011.26	\$5,212.63	50
10-4340-351 MAINTENANCE-BUILDING	\$12,000.00	\$12,000.00	\$326.38	\$1,374.10	\$0.00	\$10,299.52	11
10-4340-352 MAINTENANCE-EQUIPMEN	\$5,000.00	\$5,000.00	\$1,676.41	\$1,518.96	\$486.10	\$1,804.63	30
10-4340-353 MAINTENANCE-VEHICLES	\$23,000.00	\$23,916.00	\$2,194.57	\$8,964.82	\$0.00	\$12,756.61	37
10-4340-354 MAINTENANCE-GROUNDS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4340-395 TRAINING	\$11,300.00	\$13,447.00	\$3,011.93	\$1,278.62	\$0.00	\$9,156.45	10
10-4340-440 MAINTENANCE CONTRACT	\$2,580.00	\$2,580.00	\$0.00	\$1,129.00	\$172.20	\$1,451.00	44
10-4340-441 LICENSE FEE	\$3,766.00	\$3,766.00	\$1,518.80	\$1,795.00	\$0.00	\$452.20	48
10-4340-451 INSURANCE-PROP/GEN/P	\$6,509.00	\$6,509.00	\$0.00	\$6,509.00	\$0.00	\$0.00	100
10-4340-452 INSURANCE - VEHICLES	\$4,349.00	\$4,349.00	\$0.00	\$4,348.53	\$0.00	\$0.47	100
10-4340-491 DUES AND SUBSCRIPTIO	\$2,536.00	\$2,536.00	\$300.00	\$59.99	\$59.99	\$2,176.01	2
10-4340-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$750.75	\$0.00	\$249.25	75
10-4340-550 CO-EQUIPMENT	\$0.00	\$17,114.00	\$45.76	\$17,068.22	\$0.00	\$0.02	100
10-4340-750 LEASE PAYMENTS	\$18,251.00	\$18,251.00	\$0.00	\$18,250.71	\$0.00	\$0.29	100
4340-10-FIRE OPERATIONS	\$1,110,583.00	\$754,026.00	\$26,560.87	\$395,563.42	\$39,854.69	\$331,901.71	56

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	\$213,364.00	\$213,364.00	\$0.00	\$74,927.35	\$10,241.73	\$138,436.65	35
10-4510-122 SALARIES/WAGES-OVERT	\$2,000.00	\$2,000.00	\$0.00	\$1,336.36	\$36.41	\$663.64	67
10-4510-126 PART-TIME/TEMPORARY	\$16,088.00	\$16,088.00	\$0.00	\$7,988.38	\$847.74	\$8,099.62	50
10-4510-127 SALARIES/WAGES-BONUS	\$5,900.00	\$5,900.00	\$0.00	\$5,800.00	\$0.00	\$100.00	98
10-4510-181 FICA	\$17,164.00	\$17,164.00	\$0.00	\$6,495.23	\$794.05	\$10,668.77	38
10-4510-182 RETIREMENT	\$28,965.00	\$28,965.00	\$0.00	\$9,821.43	\$1,326.92	\$19,143.57	34
10-4510-183 GROUP INSURANCE	\$45,174.00	\$45,174.00	\$0.00	\$23,277.45	\$1,609.73	\$21,896.55	52
10-4510-184 401K CONTRIBUTION	\$7,471.00	\$7,471.00	\$0.00	\$3,309.73	\$434.23	\$4,161.27	44
10-4510-185 WORKERS COMPENSATION	\$10,413.00	\$10,413.00	\$0.00	\$10,413.00	\$0.00	\$0.00	100
10-4510-194 CONTRACTED SERVICES	\$0.00	\$619,711.00	\$377,863.17	\$222,482.41	\$1,530.00	\$19,365.42	36
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$298.15	\$0.00	\$451.85	40
10-4510-212 UNIFORMS	\$4,000.00	\$4,000.00	\$0.00	\$2,498.83	\$364.25	\$1,501.17	62
10-4510-213 SUPPLIES-SAFETY	\$3,150.00	\$3,150.00	\$0.00	\$612.13	\$128.39	\$2,537.87	19
10-4510-251 MOTOR FUEL AND LUBRI	\$19,440.00	\$19,440.00	\$389.31	\$14,770.29	\$3,874.16	\$4,280.40	76
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$84.75	\$33.98	\$165.25	34
10-4510-299 SUPPLIES AND MATERIA	\$6,600.00	\$6,600.00	\$570.00	\$2,635.31	\$245.57	\$3,394.69	40
10-4510-311 TRAVEL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4510-321 TELEPHONE AND INTERN	\$2,244.00	\$2,244.00	\$0.00	\$711.16	\$25.08	\$1,532.84	32
10-4510-329 OTHER COMMUNICATION	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0
10-4510-331 UTILITIES	\$53,844.00	\$53,844.00	\$0.00	\$30,665.11	\$6,030.17	\$23,178.89	57
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$4,000.00	\$0.00	\$228.47	\$0.00	\$3,771.53	6
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$158.74	\$3,047.12	\$176.51	\$794.14	76
10-4510-353 MAINTENANCE-VEHICLES	\$9,500.00	\$9,500.00	\$12,513.52	\$11,163.10	\$9,955.01	(\$14,176.62)	118
10-4510-354 MAINTENANCE GROUNDS	\$18,000.00	\$18,000.00	\$0.00	\$9,297.00	\$0.00	\$8,703.00	52
10-4510-356 MAINTENANCE-STREETS	\$2,500.00	\$2,500.00	\$90.00	\$485.00	\$0.00	\$1,925.00	19
10-4510-440 MAINTENANCE CONTRACT	\$1,304.00	\$1,304.00	\$0.00	\$513.85	\$87.60	\$790.15	39
10-4510-451 INSURANCE-PRO/GEN/PR	\$2,690.00	\$2,690.00	\$0.00	\$2,690.00	\$0.00	\$0.00	100
10-4510-452 INSURANCE - VEHICLES	\$3,191.00	\$3,191.00	\$0.00	\$3,190.85	\$0.00	\$0.15	100
10-4510-491 DUES & SUBSCRIPTIONS	\$400.00	\$400.00	\$0.00	\$375.00	\$0.00	\$25.00	94
10-4510-499 MISCELLANEOUS	\$1,480.00	\$1,480.00	\$0.00	\$733.56	\$163.90	\$746.44	50
10-4510-550 CAP.OUTLAY-OTHER EQU	\$18,300.00	\$18,300.00	\$40.00	\$17,579.31	\$0.00	\$680.69	96
4510-10-STREETS OPERATIONS	\$502,402.00	\$1,122,113.00	\$391,624.74	\$467,430.33	\$37,905.43	\$263,057.93	77

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4710-10-SOLID/YARD OPERATIONS							
-							
10-4710-121 SALARIES/WAGES-REGUL	\$185,941.00	\$185,941.00	\$0.00	\$127,989.12	\$17,119.64	\$57,951.88	69
10-4710-122 SALARIES/WAGES-OVERT	\$2,500.00	\$2,500.00	\$0.00	\$1,528.65	\$0.00	\$971.35	61
10-4710-127 SALARIES/WAGES-BONUS	\$4,400.00	\$4,400.00	\$0.00	\$3,500.00	\$0.00	\$900.00	80
10-4710-181 FICA	\$13,947.00	\$13,947.00	\$0.00	\$9,640.10	\$1,232.72	\$4,306.90	69
10-4710-182 RETIREMENT	\$23,537.00	\$23,537.00	\$0.00	\$16,796.88	\$2,217.30	\$6,740.12	71
10-4710-183 GROUP INSURANCE	\$38,143.00	\$38,143.00	\$0.00	\$21,561.04	\$1,699.12	\$16,581.96	57
10-4710-184 401K CONTRIBUTION	\$5,557.00	\$5,557.00	\$0.00	\$4,415.14	\$571.95	\$1,141.86	79
10-4710-185 WORKERS COMPENSATION	\$8,348.00	\$8,348.00	\$0.00	\$8,348.00	\$0.00	\$0.00	100
10-4710-194 CONTRACT SERVICES	\$24,000.00	\$28,995.00	\$314.23	\$22,571.96	\$0.00	\$6,108.81	78
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$298.15	\$0.00	\$201.85	60
10-4710-212 UNIFORMS	\$5,000.00	\$5,000.00	\$0.00	\$3,312.37	\$482.85	\$1,687.63	66
10-4710-213 SAFETY SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4710-230 SUPPLIES-EDUCATIONAL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-251 MOTOR FUEL AND LUBRI	\$13,452.00	\$13,452.00	\$259.54	\$9,846.85	\$2,582.78	\$3,345.61	73
10-4710-299 SUPPLIES AND MATERIA	\$12,000.00	\$12,000.00	\$0.00	\$11,905.86	\$0.00	\$94.14	99
10-4710-321 TELEPHONE AND INTERN	\$1,304.00	\$1,304.00	\$0.00	\$823.10	\$80.46	\$480.90	63
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$0.00	\$3,104.65	\$0.00	\$845.35	79
10-4710-353 MAINTENANCE-VEHILCES	\$6,000.00	\$6,000.00	\$0.00	\$3,048.28	\$281.14	\$2,951.72	51
10-4710-370 ADVERTISING	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
10-4710-395 TRAINING	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
10-4710-397 LANDFILL SER TIPPING	\$57,000.00	\$57,000.00	\$0.00	\$30,589.70	\$4,519.45	\$26,410.30	54
10-4710-440 MAINTENANCE CONTRACT	\$200.00	\$200.00	\$0.00	\$61.80	\$0.00	\$138.20	31
10-4710-451 INSURANCE-PROP/GEN/P	\$2,073.00	\$2,073.00	\$0.00	\$2,073.00	\$0.00	\$0.00	100
10-4710-452 INSURANCE-VEHICLES	\$3,764.00	\$3,764.00	\$0.00	\$5,443.94	\$0.00	(\$1,679.94)	145
10-4710-540 CAP OUT-MOTOR VEH	\$0.00	\$360,814.00	\$0.00	\$363,402.67	\$0.00	(\$2,588.67)	101
10-4710-750 LEASE PAYMENTS	\$37,909.00	\$37,909.00	\$0.00	\$2,314.59	\$0.00	\$35,594.41	6
4710-10-SOLID/YARD OPERATIONS	\$452,375.00	\$818,184.00	\$573.77	\$652,575.85	\$30,787.41	\$165,034.38	80

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-126 PART-TIME/TEMPORARY	\$16,835.00	\$16,835.00	\$0.00	\$8,827.68	\$1,154.75	\$8,007.32	52
10-6110-127 SALARIES/WAGES-BONUS	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	100
10-6110-181 FICA	\$1,260.00	\$1,260.00	\$0.00	\$713.59	\$88.34	\$546.41	57
10-6110-194 CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	50
10-6110-260 SUPPLIES-OFFICE	\$600.00	\$600.00	\$0.00	\$111.70	\$0.00	\$488.30	19
10-6110-299 SUPPLIES	\$2,050.00	\$2,050.00	\$0.00	\$1,084.56	\$299.59	\$965.44	53
10-6110-311 TRAVEL	\$200.00	\$200.00	\$0.00	\$214.32	\$0.00	(\$14.32)	107
10-6110-321 TELEPHONE AND INTERN	\$2,249.00	\$2,249.00	\$0.00	\$560.83	\$0.00	\$1,688.17	25
10-6110-331 UTILITIES	\$9,264.00	\$9,264.00	\$0.00	\$4,608.39	\$875.95	\$4,655.61	50
10-6110-351 MAINTENANCE-BUILDING	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	100
10-6110-370 ADVERTISING	\$300.00	\$300.00	\$0.00	\$8.00	\$0.00	\$292.00	3
10-6110-395 TRAINING	\$250.00	\$250.00	\$0.00	\$135.00	\$0.00	\$115.00	54
10-6110-440 MAINTENANCE CONTRACT	\$1,791.00	\$1,791.00	\$0.00	\$1,317.40	\$90.20	\$473.60	74
10-6110-451 INSURANCE-PRO/GEN/PR	\$2,292.00	\$2,292.00	\$0.00	\$2,292.00	\$0.00	\$0.00	100
10-6110-491 DUES & SUBSCRIPTIONS	\$360.00	\$360.00	\$0.00	\$300.00	\$0.00	\$60.00	83
6110-10-LIBRARY	\$39,951.00	\$42,451.00	\$0.00	\$24,173.47	\$2,508.83	\$18,277.53	57

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
10-6120-299 SUPPLIES AND MATERIA	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-6120-331 UTILITIES	\$5,172.00	\$5,172.00	\$0.00	\$1,572.77	\$123.36	\$3,599.23	30
10-6120-357 MAINTENANCE-PARKS AN	\$11,100.00	\$14,039.00	\$1,522.24	\$3,160.17	\$105.84	\$9,356.59	23
10-6120-359 MAINT. & REPAIR - OT	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	(\$900.00)	0
10-6120-451 INSURANCE-PROP/GEN/P	\$132.00	\$132.00	\$0.00	\$132.00	\$0.00	\$0.00	100
10-6120-625 SENIOR CITIZENS COUN	\$4,000.00	\$4,000.00	\$0.00	\$4,395.00	\$0.00	(\$395.00)	110
10-6120-850 TRANSFER TO PROJECTS	\$225,000.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	0
6120-10-RECREATION	\$246,154.00	\$249,093.00	\$1,522.24	\$10,159.94	\$229.20	\$237,410.82	5

Town of Spencer

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Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND								
	FundRevTot	\$5,475,478.00	\$6,338,110.00	\$0.00	\$3,380,336.37	\$419,134.35	\$3,037,485.11	53
	FundExpTot	\$5,475,478.00	\$6,338,110.00	\$721,597.55	\$3,158,202.84	\$281,675.94	\$2,458,309.61	61
Grand Totals:	TotalRev	\$5,475,478.00	\$6,338,110.00	\$0.00	\$3,380,336.37	\$419,134.35	\$3,037,485.11	53
	TotalExp	\$5,475,478.00	\$6,338,110.00	\$721,597.55	\$3,158,202.84	\$281,675.94	\$2,458,309.61	61

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL							
0000-20-Revs							
-							
20-3328-000 POWELL BILL REVENUE	\$111,000.00	\$111,000.00	\$0.00	\$123,205.74	\$0.00	\$12,205.74	111
20-3831-000 INVESTMENT EARNINGS	\$13,000.00	\$13,000.00	\$0.00	\$5,806.16	\$0.00	\$7,193.84	45
20-3991-000 APPROPRIATED FUND BA	\$50,000.00	\$270,000.00	\$0.00	\$0.00	\$0.00	\$270,000.00	0
0000-20-Revs	\$174,000.00	\$394,000.00	\$0.00	\$129,011.90	\$0.00	\$289,399.58	33
4510-20-STREETS OPERATIONS							
-							
20-4510-121 SALARIES/WAGES-REGUL	\$11,512.00	\$11,512.00	\$0.00	\$6,422.22	\$887.74	\$5,089.78	56
20-4510-127 SALARIES/WAGES-BONUS	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	100
20-4510-181 FICA	\$846.00	\$846.00	\$0.00	\$506.65	\$67.92	\$339.35	60
20-4510-182 RETIREMENT	\$1,428.00	\$1,428.00	\$0.00	\$829.06	\$114.60	\$598.94	58
20-4510-183 GROUP INSURANCE	\$1,838.00	\$1,838.00	\$0.00	\$801.43	\$29.99	\$1,036.57	44
20-4510-184 401K CONTRIBUTION	\$553.00	\$553.00	\$0.00	\$321.06	\$44.38	\$231.94	58
20-4510-198 SERVICES-ENGINEERING	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
20-4510-299 SUPPLIES AND MATERIA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4510-355 MAINTENANCE-SIDEWALK	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
20-4510-356 MAINTENANCE-STREETS	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0
20-4510-580 CO-INFRASTRUCTURE	\$115,623.00	\$335,623.00	\$0.00	\$293,504.95	\$0.00	\$42,118.05	87
4510-20-STREETS OPERATIONS	\$174,000.00	\$394,000.00	\$0.00	\$302,585.37	\$1,144.63	\$91,414.63	77
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$174,000.00	\$394,000.00	\$0.00	\$129,011.90	\$0.00	\$289,399.58	33
FundExpTot	\$174,000.00	\$394,000.00	\$0.00	\$302,585.37	\$1,144.63	\$91,414.63	77
Grand Totals:							
TotalRev	\$174,000.00	\$394,000.00	\$0.00	\$129,011.90	\$0.00	\$289,399.58	33
TotalExp	\$174,000.00	\$394,000.00	\$0.00	\$302,585.37	\$1,144.63	\$91,414.63	77

Town of Spencer

Fiscal Period - FY 23-24 Date Range - 2023-07-01 - 2024-01-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
0000-70-Revs								
-								
70-3839-000 Miscellaneous Revenu		\$0.00	\$0.00	\$0.00	\$45,000.00	\$10,000.00	\$45,000.00	0
0000-70-Revs		\$0.00	\$0.00	\$0.00	\$45,000.00	\$10,000.00	\$45,000.00	0
4130-70-ADMINISTRATION								
-								
70-4130-187 INSURANCE REIMBURSEM		\$0.00	\$0.00	\$0.00	\$37,598.03	\$8,598.76	(\$37,598.03)	0
4130-70-ADMINISTRATION		\$0.00	\$0.00	\$0.00	\$37,598.03	\$8,598.76	(\$37,598.03)	0
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
FundRevTot		\$0.00	\$0.00	\$0.00	\$45,000.00	\$10,000.00	\$45,000.00	0
FundExpTot		\$0.00	\$0.00	\$0.00	\$37,598.03	\$8,598.76	(\$37,598.03)	0
Grand Totals:	TotalRev	\$0.00	\$0.00	\$0.00	\$45,000.00	\$10,000.00	\$45,000.00	0
	TotalExp	\$0.00	\$0.00	\$0.00	\$37,598.03	\$8,598.76	(\$37,598.03)	0

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
0000-30-Revs							
-							
30-3835-000 SALES - FIXED ASSETS	\$0.00	\$20,500.00	\$0.00	\$0.00	\$0.00	\$20,500.00	0
30-3920-000 LEASE FINANCING	\$0.00	\$893,821.00	\$0.00	\$0.00	\$0.00	\$893,821.00	0
30-3984-010 GENERAL FUND CONTRIB	\$210,298.00	\$210,298.00	\$0.00	\$105,149.00	\$0.00	\$105,149.00	50
30-3991-000 APPROPRIATED FUND BA	\$0.00	\$58,163.00	\$0.00	\$0.00	\$0.00	\$58,163.00	0
0000-30-Revs	\$210,298.00	\$1,182,782.00	\$0.00	\$105,149.00	\$0.00	\$1,077,633.00	9
4110-30-GOVERNING BODY							
-							
30-4110-570 CO - LAND	\$59,000.00	\$59,000.00	\$0.00	\$0.00	\$0.00	\$59,000.00	0
4110-30-GOVERNING BODY	\$59,000.00	\$59,000.00	\$0.00	\$0.00	\$0.00	\$59,000.00	0
4130-30-ADMINISTRATION							
-							
30-4130-291 SUPPLIES - DATA PROC	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4130-30-ADMINISTRATION	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4310-30-POLICE OPERATIONS							
-							
30-4310-291 SUPPLIES - DATA PROC	\$7,325.00	\$7,325.00	\$823.99	\$4,049.28	\$4,049.28	\$2,451.73	55
30-4310-540 CO - VEHICLES	\$85,349.00	\$148,185.00	\$2,377.43	\$139,484.55	\$1,789.71	\$6,323.02	94
30-4310-550 CO - OTHER EQUIP	\$50,149.00	\$67,977.00	\$31,171.28	\$23,951.19	\$1,060.00	\$12,854.53	35
4310-30-POLICE OPERATIONS	\$142,823.00	\$223,487.00	\$34,372.70	\$167,485.02	\$6,898.99	\$21,629.28	90
4340-30-FIRE OPERATIONS							
-							
30-4340-540 CO - VEHICLES	\$0.00	\$891,820.00	\$891,820.00	\$0.00	\$0.00	\$0.00	0
4340-30-FIRE OPERATIONS	\$0.00	\$891,820.00	\$891,820.00	\$0.00	\$0.00	\$0.00	0
4510-30-STREETS OPERATIONS							
-							
30-4510-291 SUPPLIES - DATA PROC	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4510-30-STREETS OPERATIONS	\$1,075.00	\$1,075.00	\$0.00	\$0.00	\$0.00	\$1,075.00	0
4710-30-SOLID/YARD OPERATIONS							
-							
30-4710-550 CO-OTHER EQUIPMENT	\$6,325.00	\$6,325.00	\$0.00	\$0.00	\$0.00	\$6,325.00	0
4710-30-SOLID/YARD OPERATIONS	\$6,325.00	\$6,325.00	\$0.00	\$0.00	\$0.00	\$6,325.00	0
6110-30-LIBRARY							
-							
30-6110-291 SUPPLIES - DATA PROC	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)	0
6110-30-LIBRARY	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	(\$1,200.00)	0
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
FundRevTot	\$210,298.00	\$1,182,782.00	\$0.00	\$105,149.00	\$0.00	\$1,077,633.00	9
FundExpTot	\$210,298.00	\$1,182,782.00	\$926,192.70	\$168,685.02	\$6,898.99	\$87,904.28	93
Grand Totals:							
TotalRev	\$210,298.00	\$1,182,782.00	\$0.00	\$105,149.00	\$0.00	\$1,077,633.00	9
TotalExp	\$210,298.00	\$1,182,782.00	\$926,192.70	\$168,685.02	\$6,898.99	\$87,904.28	93

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2023-12-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 90-YADKIN RIVER TRAIL								
0000-90-Revs								
-								
90-3985-240 YADKIN RIVER TRAIL D		\$20,559.00	\$631,974.00	\$0.00	\$537,474.40	\$11,500.00	\$94,499.60	85
90-3985-850 GENERAL FUND TRANSFE		\$114,258.00	\$185,258.00	\$0.00	\$185,258.00	\$0.00	\$0.00	100
0000-90-Revs		\$134,817.00	\$817,232.00	\$0.00	\$722,732.40	\$11,500.00	\$94,499.60	88
4130-90-ADMINISTRATION								
-								
90-4130-370 ADVERTISING		\$0.00	\$405.00	\$0.00	\$156.35	\$0.00	\$248.65	39
4130-90-ADMINISTRATION		\$0.00	\$405.00	\$0.00	\$156.35	\$0.00	\$248.65	39
Reporting Fund: 90-YADKIN RIVER TRAIL								
FundRevTot		\$134,817.00	\$817,232.00	\$0.00	\$722,732.40	\$11,500.00	\$94,499.60	88
FundExpTot		\$0.00	\$405.00	\$0.00	\$156.35	\$0.00	\$248.65	39
Grand Totals:								
TotalRev		\$134,817.00	\$817,232.00	\$0.00	\$722,732.40	\$11,500.00	\$94,499.60	88
TotalExp		\$0.00	\$405.00	\$0.00	\$156.35	\$0.00	\$248.65	39

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2024-01-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT								
0000-91-Revs								
-								
-								
91-3984-000 CSLRF FUNDS-GRANT		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
0000-91-Revs		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
4210-91-CORONAVIRUS ARPA								
-								
-								
91-4210-121 SALARIES/WAGES-REGUL		\$0.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	0
91-4210-580 CO-INFRASTRUCTURE-CS		\$1,037,997.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
91-4210-910 TRANSFER TO GENERAL		\$0.00	\$812,997.00	\$0.00	\$682,184.27	\$121,289.62	\$130,812.73	84
4210-91-CORONAVIRUS ARPA		\$1,037,997.00	\$1,037,997.00	\$0.00	\$682,184.27	\$121,289.62	\$355,812.73	66
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	\$682,184.27	\$121,289.62	\$355,812.73	66
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	\$682,184.27	\$121,289.62	\$355,812.73	66

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2024-01-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 92-DOWNTOWN PARK PROJECT								
0000-92-Revs								
-								
92-3985-002 OTHER GRANTS		\$0.00	\$1,400,000.00	\$0.00	\$0.00	\$0.00	\$1,400,000.00	0
92-3985-850 GENERAL FUND TRANSFE		\$100,000.00	\$325,000.00	\$0.00	\$100,000.00	\$0.00	\$225,000.00	31
0000-92-Revs		\$100,000.00	\$1,725,000.00	\$0.00	\$100,000.00	\$0.00	\$1,625,000.00	6
6120-92-RECREATION								
-								
92-6120-194 TOWN PARK CONTRACTED		\$0.00	\$160,000.00	\$99,800.00	\$60,200.00	\$7,800.00	\$0.00	38
92-6120-580 CO-INFRASTRUCTURE		\$100,000.00	\$1,565,000.00	\$67.83	\$75,907.17	\$0.00	\$1,489,025.00	5
6120-92-RECREATION		\$100,000.00	\$1,725,000.00	\$99,867.83	\$136,107.17	\$7,800.00	\$1,489,025.00	14
Reporting Fund: 92-DOWNTOWN PARK PROJECT								
FundRevTot		\$100,000.00	\$1,725,000.00	\$0.00	\$100,000.00	\$0.00	\$1,625,000.00	6
FundExpTot		\$100,000.00	\$1,725,000.00	\$99,867.83	\$136,107.17	\$7,800.00	\$1,489,025.00	14
Grand Totals:								
TotalRev		\$100,000.00	\$1,725,000.00	\$0.00	\$100,000.00	\$0.00	\$1,625,000.00	6
TotalExp		\$100,000.00	\$1,725,000.00	\$99,867.83	\$136,107.17	\$7,800.00	\$1,489,025.00	14

Town of Spencer

Fiscal Period - COMMUNITY DEV BLOCK GRANT Date Range - 2023-10-10 - 2024-01-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
0000-95-Revs								
-								
95-3985-095 CDBG NR		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
0000-95-Revs		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
4195-95-CDBG GRANT								
-								
95-4195-194 CDBG NR REHAB		\$680,000.00	\$675,000.00	\$0.00	\$3,800.00	\$0.00	\$671,200.00	1
95-4195-695 CDBG NR ADMIN		\$70,000.00	\$75,000.00	\$0.00	\$4,232.50	\$0.00	\$70,767.50	6
4195-95-CDBG GRANT		\$750,000.00	\$750,000.00	\$0.00	\$8,032.50	\$0.00	\$741,967.50	1
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
FundRevTot		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
FundExpTot		\$750,000.00	\$750,000.00	\$0.00	\$8,032.50	\$0.00	\$741,967.50	1
Grand Totals:								
TotalRev		\$750,000.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00	0
TotalExp		\$750,000.00	\$750,000.00	\$0.00	\$8,032.50	\$0.00	\$741,967.50	1

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 12. 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 January Report
2. Library January Statistics

January Library Report

In January, a few new customers came who had recently moved to the area and were excited to see our book collection. We have been describing the upcoming events to them as they come. Our focus this month was to honor Martin Luther King. However, our event scheduled for January 21st had to be postponed to January 28th due to extremely cold temperatures and snow.

Dawn Mason, a writer, pastor's wife, and employee of Livingstone College spoke concerning her journey of writing. She started this interest in writing as a stress reliever, and she described how she still writes in longhand. Her daughter Mia Mason, a student of operatic music at Livingstone, sang two beautiful songs after her mother had finished reading selections from her latest devotional journal.

Next month, for Black History Month, we are inviting the African-American studies class led by Mr. Marcus Hamilton for a field trip. The topic will be Shirley Caesar and her rise to the top of the gospel music industry. Two local patrons will present a program on her life and sing some of her songs which are relevant to young people.



Jan.

2025

~~Dec. 2024~~

	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/Tutors	Corres. Due Date
Mon.								
Tues.								1/13/1900
1/1/2025 Wed.	closed							1/15/2025
1/2/2025 Thurs	2							1/16/2025
1/3/2025 Fri	3							1/17/2025
WEEK TOTAL:	5							-----
1/6/2025 Mon.	6	8						1/20/2025
1/7/2025 Tues.	3	7		2				1/21/2025
1/8/2025 Wed.	0							1/22/2025
Thurs.								1/13/1900
Fri.								1/13/1900
WEEK TOTAL:	9	15		2				-----
1/13/2025 Mon.	2	8			2			1/27/2025
1/14/2025 Tues.	4	2	5		2			1/28/2025
1/15/2025 Wed.	3	2						1/29/2025
Thurs.								1/13/1900
Fri.								1/13/1900
WEEK TOTAL:	9	12	5					-----
1/20/2025 Mon.	closed							2/3/2025
1/21/2025 Tues.	3	3		2				2/4/2025
1/22/2025 Wed.	3	3		1				2/5/2025
1/23/2024 Thurs.	3	2		1				2/6/2024
Fri.								1/13/1900
WEEK TOTAL:	9	8						-----
				4				
1/27/2025 Mon.	2	4		1				2/10/2025
1/28/2025 Tues.	10	6		2	2			2/11/2025
1/29/2025 Wed.	7	5	5	2				2/12/2025
1/30/2025 Thurs.	0	0	0	0	0	0	0	2/13/2025
1/31/2025 Fri.	0	0	0	0	0	0	0	2/14/2025
WEEK TOTAL:	19	15	5	5	2	0	0	-----
MONTH TOTAL:	51	50	10	7	2	0	0	-----

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 02/11/2025

Agenda Item #: 13

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Spencer and other local partners to launch Our State, Our Homes collaboration

Carolina Across 100 (CX100) has announced that the Rowan County proposal submitted by Kyle Harris and including the Town of Spencer is part the [22 counties selected to participate](#) in the [Our State, Our Homes program](#). The selected 22 teams will collaborate across sectors during this 18-month program, designing and implementing strategies that improve access to and availability of affordable housing. Selected teams will meet for the first time on January 16, 2025. A total of 85 counties showed interest in this program and more than half of North Carolina's 100 counties applied to participate. Carolina Across 100 is committed to making public all learnings, updates, and resources gathered during this 18-month collaboration. Learn more at carolinaacross100.unc.edu and selected slides from the kickoff meeting, which follow this report.

Comp and class study update

Our consultants at the PTRC have some initial results of the comp and class study. The team is confirming a few elements of our current pay plan, as well as running an additional scenario of our market study area. We expect to present an update on March 7 annual planning session, which will include implementation scenario options. This will likely be a key consideration for our FY26 budget.

Town Park construction and community campaign: In the fourth month of construction, work continued on the multi-purpose pavilion and remains slightly ahead of schedule. Masonry and wood framing progressed along with rough electrical and plumbing, and roofing prep started. The recirculation tank was installed for the decorative fountain as well as some water and sewer lines. The sewer tap was installed (by SRU), although smaller than what was required. SRU has decided to keep the installed sewer tap and this will result in some level of savings on the project from the larger size. Electrical conduit is in the process of being installed to prepare for Duke Energy to supply a transformer and site power. The concrete slab for the open-air portion of the Pavilion will be installed soon. We are likely 10 weeks from project completion.

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)~~
- CO5 (awaiting resubmit) – Electrical changes to prepare for four 62” fans to be installed outside of project, as well as receptacles in pavilion trusses to supply future lighting needs (TBD)
- CO6 (awaiting resubmit) – add’l pavement at location of removed 5th Street planter areas (TBD)
- CO7 (approved) – reduced fountain allowance (-\$940.90 CREDIT)
- CO8 (approved) – removed data sleeve to use existing wireless data equipment (-\$1,050 CREDIT)
- CO9 (approved) – removed wall heater in chemical storage room (-\$1,249.50 CREDIT)
- CO10 (awaiting resubmit) – Demo/replace planters and sidewalk on Salisbury Ave (TBD)
- CO11 (approved) – Crank hoist on 2 overhead doors in lieu of chain hoist (\$330)
- CO12 (pending) – replaced oiled bronze hardware with brushed chrome hardware (TBD CREDIT)
- CO13 (pending) – 4 inch sewer line in lieu of 6 inch sewer line (TBD CREDIT)

Original Base	\$ 1,950,700.00	Rev. Base	\$ 1,973,206.50
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.	\$ 33,888.21
TOTAL	\$ 2,175,700.00	TOTAL	\$ 2,175,700.00

Project pledges or contributions received or pledged from:

- Previously noted (\$18,800)
- Kona Ice of Salisbury (\$98)
- Lynette Wilson (\$1,000)

Additionally, pending grant applications and prospect donor conversations would result in \$315,000, if successful. Staff have identified additional donor prospects that may be able to contribute another \$50,000-\$70,000, bringing the total campaign to and maybe beyond the goal of \$385,000.

Remaining amount needed: \$365,102. Learn more: <https://spencernc.gov/makeyourmark>.

Attachment(s): ☒ Yes ☐ No

1. Carolina Across 100 Our State, Our Homes program information