



Board of Aldermen Pre-Agenda Meeting

**Agenda Packet
March 6, 2025**



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

DATE
March 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. REVIEW OF MARCH 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**

- 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:** *February 6, 2025, Pre-Agenda Minutes
February 11, 2025, Regular Meeting Minutes*

- b. CONSIDER ADOPTING –** *Budget Ordinance 24-10.014 Insurance Reimbursement for
Public Works Air Compressor*

c. CONSIDER ADOPTING – Budget Ordinance 24-10.015 Insurance Reimbursement for Police Department 2020 Dodge Durango

d. CONSIDER RATIFYING – Clerical Correction to Budget Ordinance 24-10.010

8. CONSIDER AUTHORIZING – Town Manager to Execute a Grant Agreement with the Carolina Thread Trail for Matching Funds in Support of the Great Trails State Program Grant for the Stanback Educational Forest/Rocky Branch Loop Trail

9. CONSIDER APPOINTING – Barbara M. Moran to the Historic Preservation Commission (HPC) for a 4-year Term Expiring April 30, 2029

10. CONSIDER AWARDING – Historic Preservation Incentive (HPI) Grant in the Amount of \$1,000.00 to Randall & Molly Birth for a Historic Stone Retaining Wall Repair Project

11. CONSIDER AWARDING – Salisbury Avenue Corridor Improvement Grant in the Amount of \$2,000.00 to Brandon Levi Collier for a Project to Repair and Restore a Historic Service Station at 712 S. Salisbury Avenue

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

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

5. ANNUAL PLANNING SESSION – PART 1

6. RECESS until Friday, March 7, 2025, at 8:30 a.m.

March 7, 2025, 8:30 a.m.

7. RECONVENE

8. ANNUAL PLANNING SESSION – Part 2

9. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 7. a.

Agenda Item Title: Approval of February 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 February 6, 2025, and the Regular Meeting held on February 11, 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 February 6, 2025, and the Regular Meeting held on February 11, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. February 6, 2025, Pre-Agenda Meeting Minutes (draft)
2. February 11, 2025, 2024, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
February 6, 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, February 6, 2025, at 5:30 p.m.

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

Also present were: Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Sergeant Nicholas O'Brien, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

Town Manager Peter Franzese attended via Zoom.

Mayor Jonathan Williams, Alderman Andrew Howe, and Alderman Rashid Muhammad were absent.

Mayor Pro Tempore Secreast called the meeting to order.

Alderwoman Sledge gave the invocation.

Mayor Pro Tempore Secreast led the Pledge of Allegiance.

NEW EMPLOYEE INTRODUCTION – Police Officer James Nutt

Police Chief File and Police Officer James Nutt were unable to attend the meeting, and this agenda item was removed. Police Chief File will introduce Officer Nutt at the regular meeting.

PUBLIC HEARING – Ordinance to Create a Parks & Recreation Advisory Board

Special Projects Planner Morris gave a presentation regarding the proposed ordinance to create a Parks & Recreation Advisory Board and answered questions from the 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.

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.

Mayor Pro Tempore Secreast opened the public hearing. The following people spoke in favor of the creation of a Parks & Recreation Advisory Board:

1. Bob Pendergrass, 1107 South Rowan Avenue, Spencer, NC 28159
2. Vivian Koontz, 809 5th Street, Spencer, NC 28159

Being no one else present wishing to speak, Mayor Pro Tempore Secreast called for a motion to close the public hearing on the proposed ordinance to create a parks & recreation advisory board.

Action

Aldерwoman Sledge moved to close the public hearing on the proposed ordinance to create a parks & recreation advisory board. Aldерwoman Moody seconded the motion, which carried by a vote of 4 – 0.

PUBLIC HEARING – Traffic Control Text Amendment

Planning & Zoning Administrator Blount gave a presentation regarding the proposed traffic control text amendment and answered questions from the Board.

This text amendment would provide clarification to the Town of Spencer Development Ordinance, Article 7, Section 7.11-1 (G), listing "Traffic Control Plan" as one of the required submissions for construction drawing approval on developments, including new streets.

Being no one present wishing to speak, Mayor Pro Tempore Secreast called for a motion to close the public hearing on the proposed traffic control text amendment.

Action

Aldерwoman Moody moved to close the public hearing on the proposed traffic control text amendment. Aldерwoman Sledge seconded the motion, which carried by a vote of 4 – 0.

PUBLIC HEARING – Chapter 93 Penalty Text Amendment

Planning & Zoning Administrator Blount gave a presentation regarding the proposed text amendment to the Spencer Code of Ordinances, Chapter 93, Section 93.99 (C) and answered questions from the Board.

The text amendment would provide clarification for the use of civil fines in lieu of or in combination with criminal misdemeanor charges for Chapter 93 code violations.

Being no one present wishing to speak, Mayor Pro Tempore Secreast called for a motion to close the public hearing on the proposed Chapter 93 Penalty Text Amendment.

Action

Aldерwoman Sledge moved to close the public hearing on the proposed Chapter 93 Penalty Text Amendment. Aldерwoman Moody seconded the motion, which carried by a vote of 4 – 0.

REVIEW OF FEBRUARY 11, 2025, AGENDA

INVOCATION

Aldерwoman Sledge volunteered to give the invocation at the at the February 11, 2025, regular meeting.

RECOGNITIONS

Mayor Williams wishes to recognize local resident Dionne Dixon for starring on the television show Wheel of Fortune.

Mayor Pro Tempore Secreast wishes to recognize Students of the 2nd Quarter Liz Rangel Membrano for North Rowan Elementary School, and Christopher Ugarte Sanchez and Rylan Furr for North Rowan High School.

ADDITIONS/DELETIONS

It was the consensus of the Board to add an item to consider adopting Budget Ordinance Amendment 24-10.013 accepting a \$50,000 North Carolina Railroad Company (NCRR) Economic Development Micro-Grant and authorizing the Town Manager to negotiate and sign the contract as item number eight.

CONSENT AGENDA

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

- a. **APPROVAL OF MINUTES:** January 9, 2025, Pre-Agenda Meeting 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

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

Alderwoman Sledge moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 4 – 0. The meeting stood adjourned at 6:03 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
February 11, 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, February 11, 2025, at 6:03 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Alderman Steve Miller
Alderwoman Erin Moody

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, Fire Chief Michael Lanning, Police Chief Michael File, Police Officer James Nutt, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

MPA Intern Skye Allan attended via Zoom.

Alderman Andrew Howe, Alderman Rashid Muhammad, and Alderwoman Patricia Sledge were absent.

Mayor Williams called the meeting to order and declared a quorum.

Mayor Pro Tempore Secreast gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

Alderman Miller moved to adopt the agenda as presented. Alderwoman Moody seconded the motion, which carried by a vote of 3 – 0.

RECOGNITIONS

Mayor Williams recognized Dionne Dixon, a Spencer resident who was a contestant on a recent episode of Wheel of Fortune.

Mayor Pro Tempore Secreast recognized the students of the 2nd Quarter: Luz Rangel Membreno from North Rowan Elementary School and Christopher Ugarte Sanchez from North Rowan High School (NRHS). She also recognized the NRHS Swim Team, specifically Rylan Furr, for their accomplishments in recent competitions.

Police Chief File introduced new hire Police Officer James Nutt to the Mayor and Board.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment.

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

CONSENT AGENDA

Alderman Miller moved to approve the consent agenda as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 3 – 0. Items b - d and f are incorporated in the body of the minutes below, and item e is included as Attachment A. Items approved were:

- a. **APPROVAL OF MINUTES:** January 9, 2025, Pre-Agenda Meeting 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

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 has 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.

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 has 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:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3833-004	Donations-Fire Dept.	\$0	\$50	\$50
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4310-213	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.

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.

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:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3991-000	Appropriated Fund Balance	\$722,175	\$722,175	\$5,000
Expenditures				
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.

CONSIDER ADOPTING – Budget Ordinance 24-10.013 Accepting a \$50,000 North Carolina Railroad Company Economic Development Micro-Grant

Town Manager Franzese and Planning & Zoning Administrator Blount gave a presentation regarding the proposed Budget Ordinance 24-10.013 Accepting a \$50,000 North Carolina Railroad Company Economic Development Micro-Grant and answered questions from the Mayor and Board.

Town staff applied for a \$50,000 micro-grant from the North Carolina Railroad Company (NCRR) to assist with the cost of developing the NC Finishing Company site. Funds will be applied to the site evaluation pursuant to reaching a brownfield agreement for the developer. Having received notice of the award of this grant, staff needed the Board's approval to accept the grant funds and allow the Town Manager to negotiate and sign the agreement.

No matching funds are required for the grant. Funds will supplement the Centralina Council of Governments' (COG) brownfield revitalization projects grant from the Environmental Protection Agency (EPA) for Phase I & II site assessment.

Action

Mayor Pro Tempore Secreast moved to adopt Budget Ordinance Amendment 24-10.013 accepting a \$50,000 North Carolina Railroad Company Economic Development Grant and authorizing Town Manager to negotiate and sign the contract, which is included with these minutes as Attachment B. Alderwoman Moody seconded the motion, which carried by a vote of 3 – 0.

ORDINANCE 24-10.013

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 has been awarded a \$50,000 micro-grant from the NC Railroad to assist with the cost of developing the NC Finishing Company site.

Section 2. To amend the FY 24-25 revenue and expense appropriations as follows:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3985-002	Other Grants	\$37,500	\$87,500	\$50,000
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4130-194	Contract Services	\$72,785	\$122,785	\$50,000

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

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

Special Projects Planner Morris gave a presentation regarding the proposed Ordinance 25-03 Creating 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 under the category of Communication and Activation, as follows:

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 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. The Mayor and Board of Alderman held a public hearing regarding the creation of a Parks and Recreation Advisory Board on February 6, 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.

Action

Alderdwoman Moody moved 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, which is incorporated in the body of the minutes below. Alderman Miller seconded the motion, which carried by a vote of 3 – 0.

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, or 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.

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

Planning & Zoning Administrator Blount gave a presentation regarding the proposed Ordinance 25-04 Traffic Control Plan Text Amendment and answered questions from the Mayor and Board. On new subdivisions and commercial developments that include new streets, the Town of Spencer Development Ordinance (SDO) 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 the maintenance of these streets.

Article 7 of the SDO provides various lists of what is to be included in 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 Town staff depend on these lists as they review and approve their drawings.

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

In an effort to resolve this confusion on future projects, staff suggested language be added to the end of Article 7.11-1(G)(1)(c) to provide clarification by listing a Traffic Control Plan as one of the required submissions for construction drawing approval.

Action

Alderman Miller moved to adopt Ordinance 25-04 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, which is incorporated in the body of the minutes below. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 3 – 0.

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.

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

Planning & Zoning Administrator Blount gave a presentation regarding the proposed Ordinance 25-05 Chapter 93 Penalty Text Amendment and answered questions from the Mayor and Board. There is ongoing confusion concerning the penalties authorized in the Spencer Code of Ordinances for various violations. The public nuisance section of the Code (Chapter 93) is used most often for simple code enforcement issues. Penalties for this section reference section 93.99, which essentially states that violation of any section of Chapter 93 that does not 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 of our Code provides a process and amounts for levying a civil fine for violations of various chapters of the Code of Ordinances. 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.

This amendment will provide clarification for the use of civil fines in lieu of or in combination with criminal misdemeanor charges for Chapter 93 code violations.

Action

Alderwoman Moody moved to adopt Ordinance 25-05 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, which is incorporated in the body of the minutes below. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 3 – 0.

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 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.

RECEIVE PRESENTATION – 3rd Street Addressing Issue

Planning & Zoning Administrator Blount gave a presentation regarding the 3rd Street Addressing Issue and answered questions from the Mayor and Board. In December of 2024, Town staff was contacted by Rowan County planner Columbus Hawks regarding a new address assignment on 3rd Street. Staff were advised 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.

When responding to a 911 emergency call, the responding agency (fire department, EMS, police, etc.) finds 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 as shown in the chart below. A change of address causes some hardships for 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 systems can be difficult, resulting in missed or delayed deliveries from the companies that depend on these systems for driving directions. No inconvenience, however, can outweigh the harm of a delayed emergency response, and thus we plan to meet Rowan County's request to make these changes.

As a part of the change process, Town staff will send a letter to each property owner in advance of the change and will notify the local post office. Staff will also attempt to notify the major utilities serving the affected area.

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

DEPARTMENTAL REPORTS

Planning

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

Code Enforcement

Police Chief File gave the monthly Code Enforcement report and answered any questions from the Mayor and Board. Topics discussed included: revenue; continued work with certain properties; and the ability to move on to the next top priority properties.

Police

Police Chief File gave the monthly Police Department report and answered any questions from the Mayor and Board. Topics discussed included: method for mitigating wear and tear on vehicles during bad weather; agency training; drugs taken into evidence, the tax money collected on it, and the percentage of that amount returned to our agency for use on anti-drug related efforts; and a child abuse case that was solved.

Fire

Fire Chief Lanning gave the monthly Fire Department report and answered any questions from the Mayor and Board. Topics discussed included: continued warranty work on the new fire engine; projected timeline of March for the new engine to go into service; and updates on the surplus process for the retired fire engine.

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: updates on the leaf vacuuming schedule; the spring mulch giveaway occurring the first weekend in April; waste collection returning to a steady annual increase after the rapid increase during COVID; NCDOT has been provided with an updated list for crosswalks that need to be upgraded to ADA compliant as they receive funding; updates on the construction for the Spencer Town Park entrance on Salisbury Ave.; landscaping work around Town; still waiting on asphalt for the 2nd Street repair; 17th Street CCAP project update; Elected Officials Stormwater Workshop; NCDOT writing numbers on the side of various roads in Town and their plan to repave Whitehead Ave. in the future; and updates on the wayfinding signs project.

Finance

Finance Officer Kann gave the monthly Finance Department report and answered any questions from the Mayor and Board. Topics discussed included: updates on Rowan County ad valorem tax collection; projections for sales and use tax; and posting the audit request for proposals (RFP) for this year to allow for the best practice of changing audit companies every few years.

Library

Town Clerk Ward gave the monthly Library report and answered any questions from the Mayor and Board. Topics discussed included: the event in January revolving around the topic of writing and the upcoming Shirley Ceasar event.

TOWN MANAGER REPORT

Town Manager Franzese gave his monthly report and answered any questions from the Mayor and Board. Topics discussed included: his attendance, along with Planner Kyle Harris, at the upcoming "Our State, Our Homes" forum; updates on the Spencer Town Park project; introducing the quarterly "Talk of the Town" program staff is starting on February 25th at 6:15 p.m. with the first session focusing on the budget process, and how it will integrate with the Neighborhood Walks throughout the year.

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderman Steve Miller

- Expressed concern that while people are excited about Spencer Town Park and take pride in it once it's completed, many were once just as enthusiastic about Library Park, which drew in many citizens

but has seen less use in recent years. Emphasized the heritage of the old Spencer School for this park and listed several events that were once held there annually: Labor Day, Trunk or Treat, art classes, and more.

- Aspired that the future Active Living Coordinator will effectively promote local businesses and organize summer activities for children in the community, revitalizing the many parks in Town. Hopes they can also be responsible for some of the park maintenance in Town to help Public Works Director Taylor with some of those responsibilities.

Alderwoman Erin Moody

- Wished everyone Happy Black History Month and said it was very nice to see all the people tonight.

Mayor Pro Tempore Patti Secreast

- Stated she was pleased with the Town's progress and enthusiastic about the Parks & Recreation Committee, which is essential for managing the numerous parks in Spencer. She also mentioned her pride in the abundance of parks, especially considering the Town's size.
- Reiterated the sentiment that the Town needs to keep utilizing the parks and the hope that Library Park will be used more in the near future, that the Town can have fun events for citizens of all ages.

Mayor Jonathan Williams

- Reminded those present and watching about the upcoming Talk of the Town session, that the Pre-Agenda Meeting on March 6th would have a community input session for the Board of Aldermen's Strategic Planning Session the following day, and that both are open meetings. Called attention to the fact that these are opportunities for folks to get involved and provide input as the Board plans for the upcoming year.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderwoman Moody moved to adjourn the meeting. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 3 – 0. The meeting stood adjourned at 7:10p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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

Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 7. b.

Agenda Item Title: Budget Ordinance 24-10.014 Compressor

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The Town's compressor was damaged by lightning and an insurance claim was filed. The Town has received reimbursement for the insurance claim.

Financial Impact:

The Town needs to appropriate the insurance claim funds to the Streets Building Maintenance account for the purchase of a new compressor.

Recommendations:

Approve on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.014

ORDINANCE 24-10.014
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
MARCH 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 \$1,887 insurance reimbursement for claim on the damaged compressor.

Section 2. To amend the FY 24-25 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3838-000	Insurance Reimbursement	\$6,697	\$8,584	\$1,887

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4510-351	Maintenance – Building	\$4,000	\$5,887	\$1,887

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

Adopted this 11th day of March 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: 03/11/2025

Agenda Item #: 7. c.

Agenda Item Title: Budget Ordinance 24-10.015 2020 Dodge Durango Claim 3240119690

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

Police vehicle 2020 Dodge Durango involved in an accident while on pursuit January 10, 2025.

Financial Impact:

The Town needs to appropriate the insurance claim funds to the Police Maintenance Account for the repair of the vehicle.

Recommendations:

Place on the consent agenda for approval.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.015

ORDINANCE 24-10.015
AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
MARCH 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 \$3,028 insurance reimbursement payment from claim 3240119690 for the Police 2020 Dodge Durango.

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

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3838-000	Insurance Reimbursement	\$6,697	\$9,725	\$3,028

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4310-353	Maintenance – Vehicles	\$23,253	\$26,281	\$3,028

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

Adopted this 11th day of March 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 7. d.

Agenda Item Title: Consider Ratifying Clerical Correction to Budget Ordinance 24-10.010

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

Through the process of editing minutes from the February 11, 2025, Regular Board of Aldermen Meeting, it was discovered that Section 2 of Ordinance 24-10.010 stated, "The Town received a \$50.00 donation....," when it should read, "The Town received a \$25.00 donation..." The ordinance has been corrected, and the correction needs to be ratified by the board.

Financial Impact:

None.

Recommended Motion:

Ratify the clerical change in the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. Corrected 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 ²⁵\$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>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-3833-001	Donations-Police Dept.	\$0	\$75	\$75

<u>Expenditures</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
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:



Anna Kanode Ward, Town Clerk



Jonathan Williams, Mayor



704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 8

Agenda Item Title: Mayor and Board of Aldermen to consider authorizing the Town Manager to execute a grant agreement with the Carolina Thread Trail for matching funds in support of the Great Trails State Program Grant for the Stanback Educational Forest / Rocky Branch Loop Trail.

Category: Regular Agenda

Presenter(s): Special Projects Planner

Explanation:

In March 2023, the Town of Spencer received a donation of real property from the Three Rivers Land Trust for expansion of the Stanback Educational Forest. A portion of this land area extends from South Spencer Avenue to Grants Creek – near the 7th Street Bridge. The BOA has previously authorized staff to apply for a Great Trails State Program Grant. If awarded, the grant will be used to make improvements to the informal trails on the property including, grading, trail construction, drainage repairs, bridges, signage, etc. The Carolina Thread Trail has provisionally awarded \$25,000 for matching funds toward this project.

Financial Impact:

The range of the available grant is \$100,000 to \$500,000. A local match of \$1 leverages \$2 in program funds. The deadline for the grant application has been extended to November 12, 2024. Notice of Awards are tentatively scheduled for April 2025. To date, \$230,000 has been pledged in private, matching funds to apply for the grant. An on-site assessment of the trail project was conducted on September, 2024 to evaluate the proposed trail layout, construction standards and refine cost estimates.

Recommended Motion:

Move to authorize the Town Manager to execute a grant agreement with the Carolina Thread Trail for matching funds in support of the Great Trails State Program Grant for the Stanback Educational Forest / Rocky Branch Loop Trail.

Attachment(s): ☒ Yes ☐ No

1. Carolina Thread Trail Grant Agreement



- CATAWBA -
LANDS CONSERVANCY
LAND | WATER | FARMS | NATURE



CAROLINA
THREAD TRAIL.

CAROLINA THREAD TRAIL IMPLEMENTATION GRANT AGREEMENT

Grant Number: 2024-01

Grantor: Catawba Lands Conservancy, a non-profit Section 501(3)(c) organization doing business as Carolina Thread Trail

Executive Director: Bart Landess

Project Director: Bret Baronak
bret@carolinathreadtrail.org
(704) 342-3330, ext. 2216
2400 Park Road, Suite 1
Charlotte, NC 28203

Grant Recipient: Town of Spencer

Federal Tax ID Number: 56-56001339

Chief Executive: Peter Franzese, Town Manager

Primary Contact: Joe Morris, Special Projects Manager
jmorris@spencernc.gov
704-640-7867
Town of Spencer
460 Salisbury Ave
Spencer, NC 28159

Award Date: August 20, 2024

Effective Date: Enter at final execution, 2024

Grant Amount: \$ 25,000

THIS GRANT AGREEMENT (the "Grant Agreement") is made and entered into, as of the Effective Date by and between the Grantor and the Grant Recipient.

Acceptance of this grant, as evidenced by the authorized signature of this Grant Agreement, signifies that Town of Spencer is a local government entity or non-profit Section 501(c)(3) organization.

1. **Grant Purpose.** Grant 2024-01 shall be used for Construction of Rocky Branch Loop Trail, located in the Town of Spencer in Rowan County, NC, as described in the Grant Recipient's 2024 Trail Implementation Grant Program application.

The Grant Recipient understands that uses of grant funds for purposes other than those described above (the "project"), must be authorized in advance in writing by the Grantor.

2. **Disbursement of Grant Proceeds.** The Grantor will send proceeds by ACH payment to the Grant Recipient within thirty (30) days of completion of the following conditions:
 - a. receipt of an executed copy of this Grant Agreement, and
 - b. evidence that all additional funding has been awarded or budgeted to complete the project.
3. **Project Timetable.** The project funded by the grant shall be completed within three (3) years of this grant award. Any requests to extend this time period shall be submitted in writing to the Project Director of the Grantor no less than sixty (60) days prior to the original project completion deadline.
4. **Grant Recipient Responsibilities.** The Grant Recipient is responsible for administering the grant by receiving the grant funds, disbursing funds to project vendors and partners and submitting required grant reports (see below). The Grantor will not be responsible for any agreements between the Grant Recipient and any project vendors. The Grant Recipient will lead the project described in the Grant Purpose.
5. **Remaining and Unused Funds.** Any remaining and unused funds shall be returned to the Grantor within sixty (60) days after either the completion of the project or notification from the Grant Recipient to the Project Director of the Grantor that the project is cancelled or indefinitely postponed.
6. **Reporting Requirements.** If, after one (1) year from receipt of the grant funds, the project is not complete, the Grant Recipient shall submit at that time an interim progress report providing a description of project activities, accomplishments and any setbacks encountered. The report shall also include an updated summary of funds expended, a budget for completion, and a description of actual funding sources, as well as prospective funding sources in the event that any setbacks are of financial nature (see Exhibit A). A final report shall be submitted within sixty (60) days of project completion, but no later than three (3) years of receipt of grant funds, outlining the outcome of the project and a final accounting of funds expended (see Exhibit B). The Grantor reserves the right to conduct an independent evaluation of the progress of the project and all expenditures. The Grant Recipient will cooperate fully by providing information requested.
7. **Project Requirements.** Funding for trail construction must be used on land that has been acquired from willing landowners. Funding from this grant may not be used for any construction related documents or actual trail construction on land that has been acquired through condemnation. If funds are used in an unauthorized manner, all grant funds must be returned to the Grantor.

Funding for land acquisition must be used for properties from willing landowners. Funding from this grant may not be used for any transaction on land that has been acquired through condemnation. If funds are used in an unauthorized manner, all grant funds must be returned to the Grantor.

8. Post-Implementation Requirements.

- a. **Public Access.** All projects supported by grant funding from the Grantor are required to be accessible to the general public. Should, at a future date, the project become permanently unavailable for public access, the Grant Recipient is required to return the full awarded amount of the Carolina Thread Trail Implementation Grant to the Grantor within sixty (60) days of its closure to the public.
- b. **Maintenance.** The Grant Recipient and project partners are responsible for maintaining the project supported by the Carolina Thread Trail Implementation Grant. Should, at a future date, the trail become permanently unavailable for public access due to the project not being properly maintained, the Grant Recipient is required to return the entire awarded amount of the Carolina Thread Trail Implementation Grant to the Grantor within sixty (60) days of its closure to the public.
- c. **Signage.** The Grant Recipient, when ready to consider branding signage for the funded segment, will coordinate with the Grantor to ensure conformance with the branding standards adopted by the Grantor.

9. **Indemnification.** The Grantor is not responsible for any actions of the Grant Recipient, and furthermore, to the extent permitted by law, the Grant Recipient agrees to indemnify, defend and hold harmless the Grantor and their agents and employees from any liability, loss, cost, injury, damage or other expense that may be incurred by the Grant Recipient or claimed by any third person against it as a result of funding of the project or any action or non-action taken in connection with the project.

*****SIGNATURES ON THE FOLLOWING PAGES*****

IN WITNESS WHEREOF, the parties have executed this Grant Agreement on the date set forth above.

GRANTOR:

CATAWBA LANDS CONSERVANCY,
a North Carolina nonprofit corporation doing business
as **CAROLINA THREAD TRAIL**

By: _____
Signature

Name (printed)

Title (printed)

ATTEST:

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify
that _____ personally appeared before me this day and acknowledged that s/he
is _____ of the Catawba Lands Conservancy, a nonprofit corporation
doing business as the Carolina Thread Trail, and that s/he, as _____, being
authorized to do so, executed the foregoing on behalf of the entity.

Witness my hand and notarial seal this the _____ day of _____, 20____.

Notary Public

My commission expires:

GRANT RECIPIENT:

By: _____
Signature

Name (printed)

Title (printed)

Organization (printed)

ATTEST:

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that
_____ personally appeared before me this day and acknowledged that s/he
is _____ of the _____, and that s/he, as
_____, being authorized to do so, executed the foregoing on behalf of the entity.

Witness my hand and notarial seal this the _____ day of _____, 20____.

Notary Public

My commission expires:



- CATAWBA -
LANDS CONSERVANCY
LAND | WATER | FARMS | NATURE



CAROLINA
THREAD TRAIL

Carolina Thread Trail Implementation Grant

INTERIM PROGRESS REPORT

Grant # _____

Grant Recipient _____

Project Name _____

Covers the period from _____ to _____

1. Please summarize your primary project activities for the period covered by this report. Include a description of accomplishments and setbacks. How have you addressed any setbacks you have encountered?(500 words or less)
2. Are you on track to accomplish the grant purpose described in your application and Grant Agreement? If not, please explain. Include a discussion of any required adjustments to the anticipated timetable.
3. Please provide an updated list of funding sources and the amount of funding from each. In the event that any project setbacks are of a financial nature, include prospective funding sources and status.
4. Please complete the attached budget worksheet.

EXHIBIT A



- CATAWBA -
LANDS CONSERVANCY
LAND | WATER | FARMS | NATURE



CAROLINA
THREAD TRAIL

Carolina Thread Trail Implementation Grant

INTERIM REPORT

Budget Worksheet

For period from _____ to _____

Interim Project Expense Report				
Itemized Expenses	Thread Grant	Other Funding	Original Budget	Project Expenses to date
	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$



- CATAWBA -
LANDS CONSERVANCY
LAND | WATER | FARMS | NATURE



CAROLINA
THREAD TRAIL

Carolina Thread Trail Implementation Grant

FINAL PROGRESS REPORT

Grant # _____

Grant Recipient _____

Project Name _____

Covers the period from _____ to _____

1. Please summarize your primary project activities and the outcome of your efforts. Include a description of accomplishments and setbacks. How did you address any setbacks you encountered? Did you accomplish the grant purpose described in your application and Grant Agreement? (500 words or less)
2. Please provide an updated list of funding sources and the amount of funding from each.
3. Please complete the attached budget worksheet for the appropriate grant type (Detailed Corridor Planning, Land Acquisition, Trail Project Design, Trail Construction, Canoe/Kayak Launch Construction). **Attach all invoices associated with grant expenditures.**
4. For Detailed Corridor Planning Grants, please provide a copy of plan documents.
5. For Land Acquisition Grants, please provide a copy of the deed.
6. For Trail Project Design Grants, please provide a copy of design documents.
7. For Trail Construction Grants or Canoe/Kayak Launch Construction Grants, please provide a description of the completed project and digital images.

EXHIBIT B



- CATAWBA -
LANDS CONSERVANCY
LAND | WATER | FARMS | NATURE



CAROLINA
THREAD TRAIL

Carolina Thread Trail Implementation Grant

FINAL REPORT

Budget Worksheet

For period from _____ to _____

Trail Construction				
	Thread Grant	Other Funding*	Final Project Cost	Original Budgeted Project Cost**
Construction Drawings	\$	\$	\$	\$
Permit Acquisition	\$	\$	\$	\$
Site Preparation	\$	\$	\$	\$
Trail Construction	\$	\$	\$	\$
Amenities (list)	\$	\$	\$	\$
Construction Mgmt.	\$	\$	\$	\$
Other	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$

Please attach all invoices associated with Thread Trail Grant expenditures.

* List other funding sources with amounts.

**Please attach a description of significant variances to the original budget.

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Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 9

Agenda Item Title: Board to consider appointing Barbara M. Moran (411 5th Street) to the Historic Preservation Commission (HPC) for a 4-year term expiring April 30, 2029.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

Barbara M. Moran (411 5th) has submitted a Board Application (attached) requesting to join the Historic Preservation Commission (HPC). The Commission interviewed Barbara at their meeting on Monday, March 3, 2025, and voted to recommend to the Board of Aldermen her appointment to the HPC.

Barbara has expressed an interest in historic preservation and has attended several HPC meetings to learn more about the Town's historic preservation process. She has a B.A. in art history and has prior career experience as an interior designer. She has served as a docent at the Hall House in Salisbury. She believes Spencer is a charming town and she would like to assist in encouraging residents in the historic district to maintain this historic charm. She loves history and believes she can add some expertise to the commission.

There are currently two (2) vacancies on the HPC. If Ms. Moran is appointed, there will be one (1) vacancy.

The Board of Aldermen can approve Ms. Moran's appointment, deny her appointment, or request additional information from the applicant prior to rendering a decision.

Financial Impact:

N/A

Recommended Motion:

Planning staff recommends that the Board of Aldermen appoint Barbara Moran to the Historic Preservation Commission (HPC) for a 4-year term expiring April 30, 2029.

Attachment(s): ☒ Yes ☐ No

A. Barbara M. Moran Board Application

TOWN OF SPENCER
BOARDS AND COMMISSIONS APPLICATION
(Attach any additional sheets necessary)

NAME: Barbara M. Moran

MAILING ADDRESS:

Same

STREET ADDRESS:

411 Fifth St
Spencer

HOME PHONE:

678.232.3367

WORK
PHONE:

X

CELL PHONE:

678.232.3367

EMAIL:

barbara.michels239@gmail.com

I AM INTERESTED IN SERVING ON:

☐
☐

COMMUNITY APPEARANCE COMMISSION
PLANNING AND ZONING BOARD

☒

HISTORIC PRESERVATION COMMISSION

PERSONAL INFORMATION

HIGH SCHOOL ATTENDED:

Lacordaire School Upper Montclair, NJ

COLLEGE ATTENDED:

Marymount College Tarrytown, NY

DEGREE:

B.A. in Art History

EMPLOYER:

Retired from Outrageous Interiors, Atlanta, GA

JOB TITLE:

interior designer

SPOUSE NAME:

X

PRIOR PUBLIC SERVICE

BOARD / COMMISSION / CIVIC GROUP

FROM:

TO:

to cent@Hall House, Salisbury 2024
former School board member @ St. Jude's School 1988

present
1991

COMMENT

(Statement of why you want to serve on this group and any experience you have that will be relevant to the group)

Spencer is a charming town. I would like to
assist in encouraging residents in the historic
district to maintain this historic charm.
I love history and with my background
in history and design I believe I can
add some expertise to the commission.

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 10

Agenda Item Title: Board to consider awarding a Historic Preservation Incentive (HPI) Grant in the amount of \$1,000.00 to Randall & Molly Birth (403 South Carolina Avenue) for a historic stone retaining wall repair project.

Category: Consent Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The applicant proposes to use the grant funds to repair a historic stone retaining wall along the side property line of 403 South Carolina Avenue. Staff photographs of the wall and project site are attached.

The Historic District Standards (Section 1.3. Fences & Walls, pp. 12-13) recommends “retaining and preserving exterior fence and wall materials including stone [walls]” (Standard 1.3.3). Stone walls should be repaired using “recognized preservation methods” (Standard 1.3.5) and they should not be covered with contemporary substitute coatings or materials (Standard 1.3.15).

This proposal meets all applicable standards. A Certificate of Appropriateness (COA) permit is not required for a repair project of this nature. The HPC voted to recommend to the Board of Aldermen approval of this grant request at their meeting on Monday, March 3, 2025.

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

The grant is typically awarded on a 50/50 matching basis with a maximum Town participation of \$2,000 per project. This is a reimbursement grant. Funds are issued at the completion and final inspection and approval of the project. \$7,500 budgeted in the current fiscal year (FY 2024-25).

Note: Randall & Molly Birth were already awarded an HPI Grant in the prior fiscal year FY 2023-24 in the amount of \$1,000. The guidelines state that “only one grant may be awarded per every other fiscal year”. Because they did not receive the maximum \$2,000 grant for which they were originally eligible, and this



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project will cost more than \$4,500, staff recommends awarding a grant of \$1,000. This compromise solution will offer the applicant some financial support for the project without violating the Program Guidelines.

Financial Impact:

\$1,000.00 from budgeted line item.

Recommended Motion:

Planning staff recommends that the governing board award a \$1,000 grant to the applicant.

Attachment(s): ☒ Yes ☐ No

A. Applicant-Submitted Grant Application with Attachments & Staff Photographs



Rowan's Original Gateway.

Historic Preservation Incentive Grant Application Form & Checklist

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

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

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

APPLICANT INFORMATION

Property Owner Name: Randall Wayne Birth

Property Owner Email: rbirth728@gmail.com Property Owner Phone: 919-607-4497

PROPERTY INFORMATION

Address: 403 S. Carolina Ave Rowan County Parcel ID:

Date of Construction (if known): Spencer, NC 28159

GRANT INFORMATION

Total Project Cost (please attach itemized estimate):

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

☑ Checklist

☒	I have read the Program Guidelines in their entirety. I understand that any questions I have regarding this program, including eligible expenses, should be directed <u>by email</u> to Spencer's Town Planner at kharris@spencernc.gov .
☒	I understand that this is a <u>reimbursement grant</u> and that I will be responsible for paying all expenses up front, documenting the expenses, and submitting receipts for approval.
☒	I understand that this grant requires a private match. I acknowledge that I will contribute a 50/50 "dollar-for-dollar" match for every public dollar requested.
☒	The home for which I am seeking a grant is my primary residence (owner-occupied) and is located within the Spencer Historic District. If my home is outside the district, I certify that it was constructed at least 50 years ago.
☐	I have attached the following: (1) photographs showing existing condition of the areas for repair or improvement; (2) itemized estimate or a materials list including total project cost; and (3) project plans and specifications or other appropriate design documentation.

Applicant-Submitted HPI Grant Application (Randy Birth)

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

PROJECT DESCRIPTION

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

The roots of a pecan tree had dislodged part of the stone wall. Once repairs were started, it was discovered that part of the foundation had deteriorated requiring additional repairs. The work was completed by a stone mason. Materials and labor exceeded \$4500.

SIGNATURE	
By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the Program Guidelines, the laws of the State of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations. Submission of this application does not constitute award of a grant or issuance of a permit. The Town of Spencer reserves the right to request additional information to ensure complete review.	
Signature of Applicant: Randy Birth	Date: 2.12.25
OFFICE USE ONLY	
Received By:	Date:
Application Completed?	Note:

Town Seal indicates receipt of completed application.

Project Quote | Cost Estimate

INVOICE.

SOLD BY. RODRIGO R. CARRASCO
4432 VALLEY COVE CT .
RALEIGH NC. 27616

ORDERED BY : RANDY B.
ADDRESS : 403 SOUTH CAROLINA AVENUE
SPENCER , NORTH CAROLINE

DESCRIPTION

- 1.- REPLACED DAMAGED CONCRETE FOOTING
- 2.- REPAIRED STONE WALL
- 3.- STUMP REMOVAL

TOTAL PRICE MATERIALS AND LABOR : \$ 4600.00

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



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Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 11

Agenda Item Title: Board to consider awarding a Salisbury Avenue Corridor Improvement Grant (e.g. Commercial Façade Grant) in the amount of \$2,000.00 to Brandon Levi Collier for a project to repair and restore a historic service station at 712 S. Salisbury Avenue.

Category: Consent Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The applicant proposes to use the grant funds to repair and restore a historic service station on Salisbury Avenue. Staff photographs of the project site are attached (Exhibit A). The applicant-submitted grant application is Exhibit B.

The building has been in a state of deterioration for many years, suffering from a long period of neglect and abandonment. The exterior of the building suffered from the following issues: ***broken electrical wiring caused canopy lighting to be non-operable; roof deterioration; broken windows around historic service station office; peeling paint and extensive rusting of metal poles; among several other issues.***

The applicant is in the process of repairing and restoring the building. Repairs and improvements include installation of new metal roofing on both the canopy and main building; repair of lighting system (which also improves public safety); painting; and related repairs.

The grant is typically awarded on a 50/50 matching basis with a maximum Town participation of \$2,000 per project. This is a reimbursement grant. Funds are issued at the completion and final inspection and approval of the project. \$7,500 budgeted in the current fiscal year (FY 2024-25).

Financial Impact:

\$2,000.00 from budgeted line item.

Recommended Motion:

The CAC on March 24, 2025, voted unanimously to recommend approval of a \$2,000 grant award. Planning staff recommends that the governing board award a \$2,000 grant to the applicant.



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Attachment(s): ☒ Yes ☐ No

- A. Staff Photographs (712 S. Salisbury Avenue)
- B. Applicant-Submitted Grant Application

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs

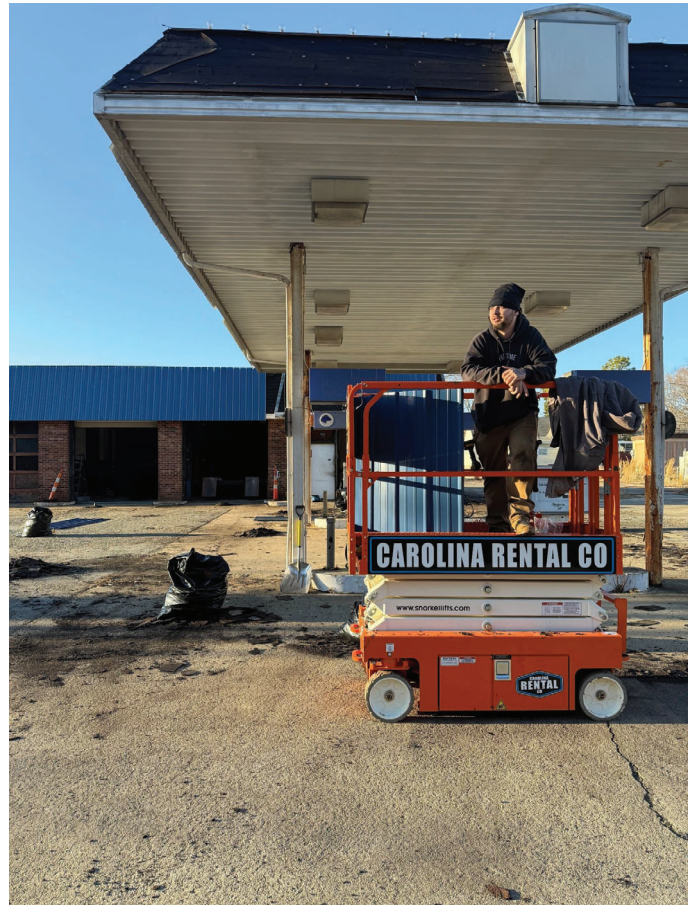


Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



Exhibit A: Staff Photographs





TOWN OF SPENCER, NC

Community Appearance Commission

Salisbury Avenue Corridor Improvement Grant – Application

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

Office: (704)-633-2231 ext. 20 • kharris@spencernc.gov

APPLICATION CHECKLIST		
☒ Grant application ☐ Photographs showing existing conditions of the areas for repair, stabilization, or improvement	☒ Itemized estimate OR a materials list including total project cost ☐ Project plans and specifications or other appropriate design documentation	☐ Approved Certificate of Appropriateness Application, if in Local Historic District ☐ Property owner's written permission, if applicable
APPLICANT CONTACT INFO		☒ PROPERTY OWNER ☐ BUSINESS TENANT
Name: Brandon L Collier		
Contact Person: Brandon L Collier	Telephone: 743-236-0075	
Address: 712 S Salisbury Avenue, Spencer NC	Email: frostmooncapital@Gmail.com	
PROPERTY INFORMATION		
Rowan County Parcel ID: 032 100	Current Use: Rehab, Commercial	
Address: 712 S Salisbury Avenue, Spencer Nc	Local Historic District (if applicable): N/A	
PROJECT TYPE & DESCRIPTION		
☐ Introduction of new elements (e.g. outdoor seating and dining, awnings, planters, signage) ☐ Landscaping or parking improvements ☒ Replacement/stabilization of deteriorated features and elements (e.g. doors, windows, masonry, pre-existing awnings) ☐ Removal and replacement of non-original, inappropriate features or material and restoring with original ☒ Painting and minor repairs		
Description: A new roof has been put on with the total cost of \$4800, Painting and curb appeal \$528.67		
TOTAL PROJECT COST (Attached Itemized Estimate): \$5328.67		
SIGNATURE		
<i>I certify that all information provided in this application is accurate and that all work will be performed to meet the program guidelines, the laws of the State of North Carolina, the standards of the Spencer Development Ordinance, and the Spencer Historic District Standards (if applicable). Submission of this application does not constitute award of a grant or issuance of a permit. The Town of Spencer reserves the right to request additional information to ensure complete review.</i>		
Applicant: Brandon L Collier		Date: 02/12/2025

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Agenda Item Coversheet

Meeting Date: 03/11/2025

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

February 2025

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
2.2.25	Hawkinstown Rd	Subdivision Sketch Meeting	Reviewed and commented
2.3.25	6th St	Development questions for small subdivision	Answered questions
2.3.25	Pinecroft	Development questions	Answered questions
2.3.25	7th St	Zoning questions concerning new deck	Answered questions
2.3.25	Yadkin Ave	Sewer line easement questions	Answered questions
2.3.25	400 Salisbury Ave	Zoning questions about cigar bar	Answered questions
2.4.25	908 7th St	Zoning permit for new deck	Issued permit
2.4.25	Office	Staff meeting	Attended
2.4.25	460 Salisbury Ave	Zoning permit for electronic sign	Issued permit
2.4.25	All	EB-5861 alternate trail type	Investigated and commented
2.4.25	Yadkin Ave	Floodplain questions	Answered questions
2.4.25	Salisbury Ave	ABC permit	Sign permit form
2.4.25	Office	Division 9 NCDOT projects list	Reviewed and commented
2.6.25	6th St	Addressing issues	Answered questions
2.6.25	Yadkin Ave	Street tree questions	Answered questions
2.6.25	Yadkin Ave	Subdivision questions	Answered questions
2.6.25	1008 N Salisbury	Zoning questions	Answered questions
2.6.25	Office	NCRR grant agreement	Review and comment
2.6.25	Office	Pre-agenda meeting	Attended and participated
2.10.25	Office	Questions on grants creek greenway	Answered questions
2.10.25	N Yadkin Ave	Townhome project questions	Answered questions
2.10.25	Office	Traffic & Parking study	Preliminary planning
2.10.25	Office	Online computer security training	Took training lesson
2.10.25	Office	Planning board meeting	Attended and participated
2.11.25	Office	Staff meeting	Attended
2.11.25	Office	Truckstop performance bond	Reviewed
2.11.25	Lincoln Ave	Plan for duplex development	Reviewed and commented
2.11.25	1st St	Townhome project questions	Answered questions
2.11.25	6th St	Subdivision process questions	Answered questions

2.11.25	Office	Codification meeting	Attended
2.11.25	Hawkinstown Rd	Addressing questions	Answered questions
2.11.25	Office	Board of Aldermen meeting	Attended and participated
2.12.25	Whitehead	NCDOT concerning resurfacing schedule	Discussed
2.12.25	Office	Readdressing project	Discussed notification process
2.13.25	3rd St	Stormwater drainage issue	Discussed
2.13.25	Hawkinstown Rd	Water and sewer availability questions	Answered questions
2.13.25	721 N Salisbury Ave	Zoning questions	Answered questions
2.13.25	610 s Yadkin	Subdivision questions	Answered questions
2.13.25	Innospec	Contact concerning grant for rail spur	Made contact
2.13.25	Office	MPO concerning traffic study grant	Discussions
2.17.25	Office	Library Park memo	Drafted and distributed
2.17.25	Hawkinstown Rd	28-unit residential Subdivision	Reviewed preliminary plan
2.17.25	Office	Historic planning documents	Review and comment
2.18.25	17th and Pickett	Utility and access questions	Answered questions
2.18.25	Montclair	Zoning questions	Answered questions
2.18.25	Adams St	Zoning permit for new home	Issued permit
2.18.25	Rowan Co	Reviewed floodplain permitting process	Review and comment
2.20.25	N Salisbury Ave	Zoning permit question NR Medical addition	Answered questions
2.20.25	202 17th St	Driveway permit	Issued permit
2.24.25	Sowers Ferry Rd	Chicken keeping permit	Issued permit
2.24.25	Office	Community health survey	Took survey
2.24.25	N Yadkin	Exempt subdivision submittal	Reviewed and commented
2.25.25	Charles St	Questions on storage shed	Answered questions
2.25.25	Whitehead	Retaining wall questions	Answered questions
2.25.25	Hawkinstown Rd	Subdivision prelim plat submittal	Reviewed and commented
2.25.25	Office	Staff meeting	attended
2.25.25	Office	Stormwater study meeting	Attended
2.25.25	4th St	Permit for deck	Issued permit
2.27.25	Steeplechase	Questions on horses and chickens	Answered questions
2.27.25	S Salisbury Ave	Met with dance studio bldg. contractor	Answered questions
2.27.25	Office	Civil penalties questions from staff	Answered questions
2.27.25	Office	"The one who knows all the answers has not been asked all the questions."	
2.27.25	Office	"A wise man can learn more from a foolish question than a fool can learn from a wise answer." Bruce Lee	
2.27.25	Office	"The only true wisdom is in knowing you know nothing." Socrates	

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Agenda Item Coversheet

Meeting Date: 03/11/2025

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

Recommendations:

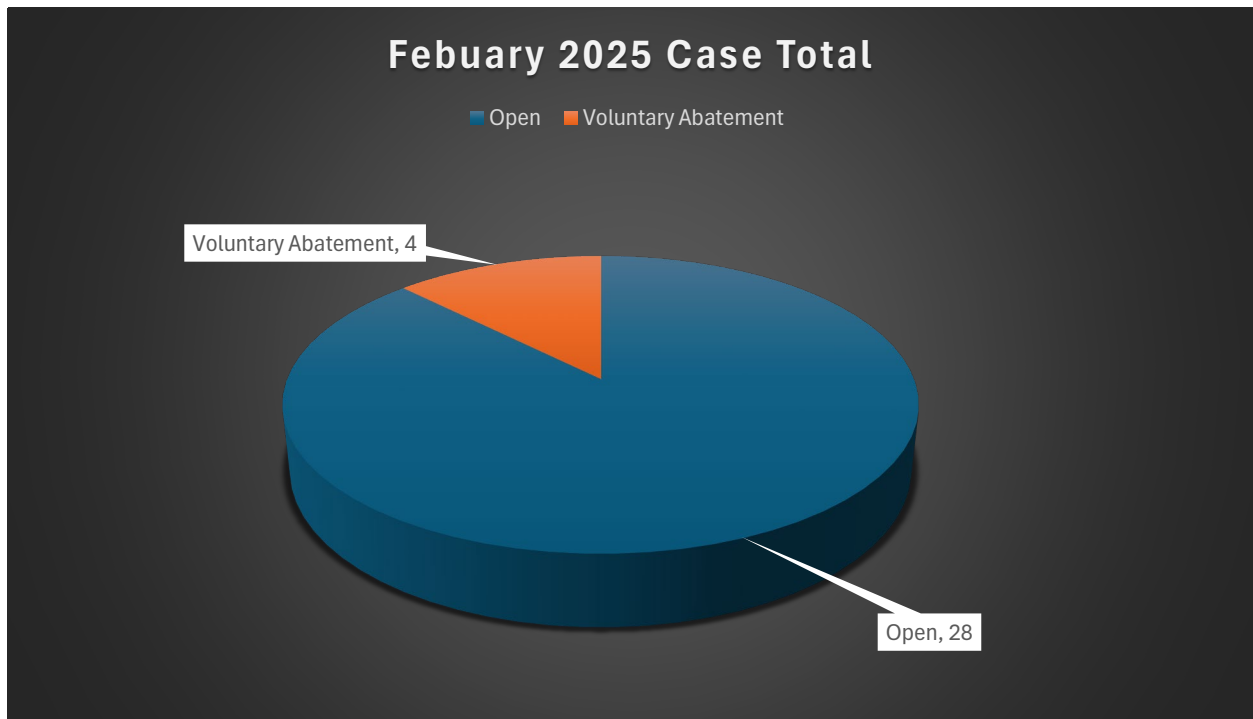
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

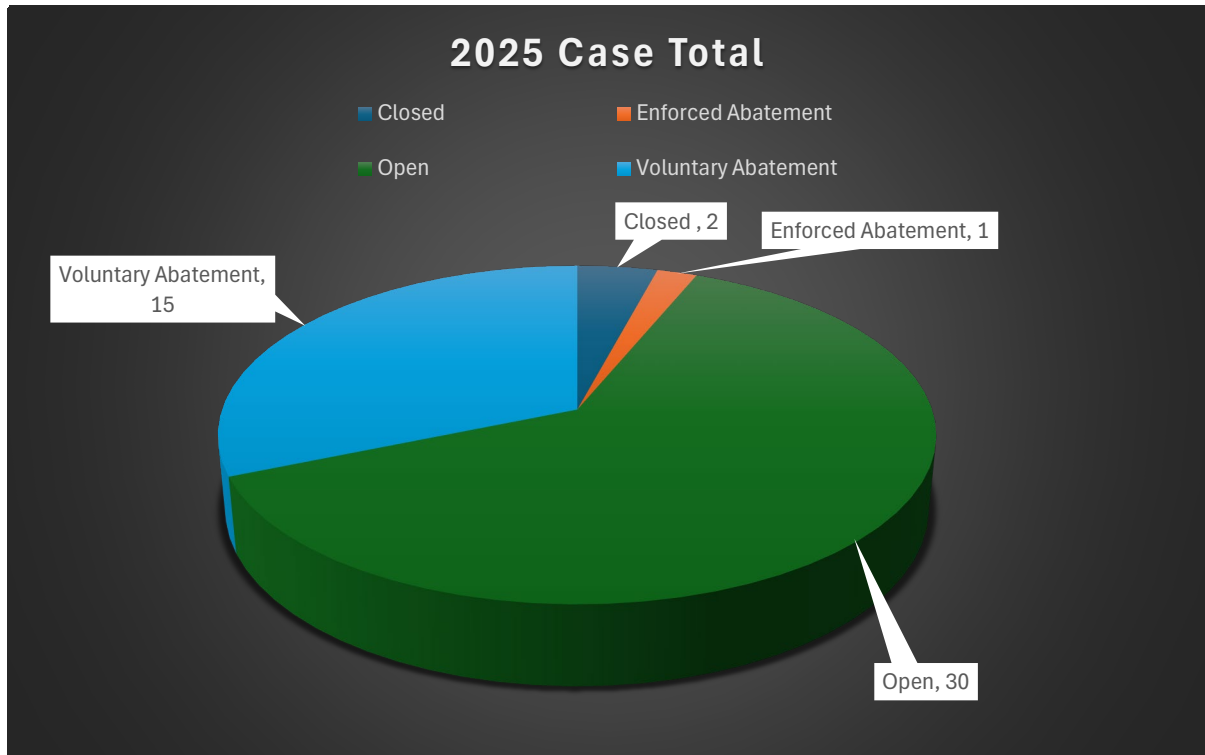
Monthly Report

- Total cases – 32
- Open - 28
- Voluntary Abatement - 4
- Notice of Violations - 5
- Notice of Bill - 0
- Notice of Lien – 0
- Cleared 8 back-dated liens



2025 Yearly Report

- Total cases – 48
- Open - 30
- Voluntary Abatement - 15
- Enforced Abatement - 1
- Notice of Violations – 8
- 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
202500048	515 7TH ST	Junk	Open
202500047	701 7TH ST	Junk	Open
202500046	510 5TH ST	Overgrowth/ Nuisance	Open
202500045	616 5TH ST	Junk on porch	Open
202500044	707 2ND ST	Junk on porch	Open
202500043	810 4TH ST	Junk	Open
202500042	811 S Rowan Ave	Illegal Parking	Open
202500041	402 Crestwood LN	Illegal Parking	Open
202500040	208 Cain St	Junk on Porch	Open
202500039	503 5TH ST	Junk on porch	Open
202500038	311 S Rowan Ave	Junk vehicle	Open
202500037	703 4TH ST	Junk Pile	Open
202500036	601 2ND ST	Junk on porch	Voluntary Abatement
202500035	309 1ST ST	Junk on porch	Open
202500034	307 1ST ST	Junk on porch	Open
202500033	706 3RD ST	Parked on an Unimproved surface	Open
202500032	311 1ST ST	Parked on an Unimproved surface	Open
202500031	416 N Salisbury Ave	Illegal Parking	Open
202500030	822 3rd st	Flooding no drain or ditch at back ally road. Flooding into and destroying my property. Also side road ditch has been damaged and doesn't flow properly. No barrier to pervert school busses, or city trucks and vehicles from driving into drain ditch. I was told it would be re-dreged. Guys came out and marked underground water and electric. Painted ditch. Nothing was done.	Open
202500029	705 S Yadkin Ave	Burnt House	Open
202500028	106 8TH ST	Illegal Parking	Open
202500027	106 8TH ST	Illegal Burning	Open
202500026	609 2ND ST	Abandoned vehicle	Voluntary Abatement
202500025	607 7TH ST	Junk	Voluntary Abatement
202500024	705 N Salisbury	Junk	Open
202500023	610 S Carolina Ave	Overgrowth/Junk	Open
202500022	604 S Carolina Ave	Junk	Voluntary Abatement
202500021	602 S Carolina	Junk on porch	Open
202500020	409 S Rowan	Junk on porch	Open
202500019	609 N Salisbury Ave	Illegal Parking	Open

202500018	301 N Yadkin	Tethering	Open
202500017	1105 3RD ST	Junk	Open
202500016	307 N yadkin ave B	Trash and old food left on porch	Closed
202500015	513 2ND ST	Illegal Parking	Voluntary Abatement
202500014	105 W Newton	Junk	Voluntary Abatement
202500013	119 N Yadkin Ave	Illegal Parking	Voluntary Abatement
202500012	1101 3RD ST	Junk	Voluntary Abatement
202500011	703 7TH ST	Minimal Housing	Closed
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	Voluntary Abatement
202500007	504 4Th ST	Junk Vehicle	Voluntary Abatement
202500006	606 S Yadkin	Junk	Voluntary Abatement
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
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

2/1/2025 - 2/28/2025

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

202500016	1/24/2025	Closed	2/5/2025		307 N yadkin ave B	Trash and old food left on porch
202500011	1/17/2025	Closed	2/19/2025	Phone Call	703 7TH ST	Minimal Housing
202400380	9/11/2024	Closed	2/6/2025	Site Visit	210 N Yadkin	High Grass
202400252	6/24/2024	Closed	2/5/2025	Site Visit	705 N Salisbury Ave	Junk
202400222	6/4/2024	Closed	2/6/2025	Site Visit	035 099	Overgrowth
202400206	5/28/2024	Closed	2/5/2025	Site Visit	610 S Carolina Ave	Overgrowth
202400171	5/13/2024	Closed	2/5/2025	Site Visit	216 N Rowan Ave	High Grass
202300252	6/13/2023	Closed	2/6/2025	Site Visit	210 N Yadkin Ave	High Grass and Weeds

Group Total: 8

Group: Enforced Abatement

202400350	8/21/2024	Enforced Abatement	2/17/2025	Site Visit	210 N Yadkin Ave	High Grass

Group Total: 1

Group: Open

202500048	2/28/2025	Open	2/28/2025	Site Visit	515 7TH ST	Junk
202500047	2/28/2025	Open	2/28/2025	Site Visit	701 7TH ST	Junk
202500046	2/28/2025	Open	2/28/2025	Site Visit	510 5TH ST	Overgrowth/ Nuisance
202500045	2/26/2025	Open	2/26/2025	Site Visit	616 5TH ST	Junk on porch
202500044	2/26/2025	Open	2/26/2025	Site Visit	707 2ND ST	Junk on porch
202500043	2/26/2025	Open	2/26/2025	Site Visit	810 4TH ST	Junk
202500042	2/26/2025	Open	2/26/2025	Site Visit	811 S Rowan Ave	Illegal Parking

202500041	2/26/2025	Open	2/26/2025	Site Visit	402 Crestwood LN	Illegal Parking
202500040	2/26/2025	Open	2/26/2025	Site Visit	208 Cain St	Junk on Porch
202500039	2/25/2025	Open	2/25/2025	Site Visit	503 5TH ST	Junk on porch
202500038	2/25/2025	Open	2/25/2025	Site Visit	311 S Rowan Ave	Junk vehicle
202500037	2/25/2025	Open	2/25/2025	Site Visit	703 4TH ST	Junk Pile
202500035	2/25/2025	Open	2/25/2025	Site Visit	309 1ST ST	Junk on porch
202500034	2/25/2025	Open	2/25/2025	Site Visit	307 1ST ST	Junk on porch
202500033	2/25/2025	Open	2/25/2025	Site Visit	706 3RD ST	Parked on an Unimproved surface
202500032	2/25/2025	Open	2/25/2025	Site Visit	311 1ST ST	Parked on an Unimproved surface
202500031	2/25/2025	Open	2/25/2025	Site Visit	416 N Salisbury Ave	Illegal Parking
202500030	2/22/2025	Open	2/25/2025		822 3rd st	Flooding no drain or ditch at back ally road. Flooding into and destroying my property. Also side road ditch has been damaged and doesn't flow properly. No barrier to pervert school busses, or city trucks and vehicles from driving into drain ditch. I was told it would be re-dreged. Guys came out and marked underground water and electric. Painted ditch. Nothing was done.
202500029	2/19/2025	Open	2/19/2025	Site Visit	705 S Yadkin Ave	Burnt House
202500028	2/19/2025	Open	2/19/2025	Site Visit	106 8TH ST	Illegal Parking
202500027	2/19/2025	Open	2/19/2025	Site Visit	106 8TH ST	Illegal Burning
202500024	2/5/2025	Open	2/5/2025	Site Visit	705 N Salisbury	Junk
202500023	2/5/2025	Open	2/5/2025	Site Visit	610 S Carolina Ave	Overgrowth/Junk
202500021	2/5/2025	Open	2/5/2025	Site Visit	602 S Carolina	Junk on porch
202500020	2/5/2025	Open	2/5/2025	Site Visit	409 S Rowan	Junk on porch
202500019	2/4/2025	Open	2/4/2025	Site Visit	609 N Salisbury Ave	Illegal Parking
202500018	2/4/2025	Open	2/19/2025	Site Visit	301 N Yadkin	Tethering

202500017	2/3/2025	Open	2/3/2025	Site Visit	1105 3RD ST	Junk
202400146	4/24/2024	Open	2/19/2025	Site Visit	204 S Iredell Ave	Overgrowth

Group Total: 29

Group: Voluntary Abatement

202500036	2/25/2025	Voluntary Abatement	2/26/2025	Site Visit	601 2ND ST	Junk on porch
202500026	2/18/2025	Voluntary Abatement	2/26/2025	Site Visit	609 2ND ST	Abandoned vehicle
202500025	2/5/2025	Voluntary Abatement	2/26/2025	Site Visit	607 7TH ST	Junk
202500022	2/5/2025	Voluntary Abatement	2/26/2025	Site Visit	604 S Carolina Ave	Junk
202500015	1/21/2025	Voluntary Abatement	2/19/2025	Site Visit	513 2ND ST	Illegal Parking
202500014	1/21/2025	Voluntary Abatement	2/26/2025	Site Visit	105 W Newton	Junk
202500008	1/13/2025	Voluntary Abatement	2/26/2025	Site Visit	512 4TH ST	Junk Vehicle
202500006	1/13/2025	Voluntary Abatement	2/26/2025	Site Visit	606 S Yadkin	Junk
202400513	12/18/2024	Voluntary Abatement	2/26/2025	Site Visit	212 N Rowan Ave	Junk
202400504	12/4/2024	Voluntary Abatement	2/17/2025	Site Visit	508 2ND ST	Overgrowth
202400503	12/4/2024	Voluntary Abatement	2/26/2025	Site Visit	911 2ND ST	Illegal Parking

Group Total: 11

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Total Records: 49

2/28/2025

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/11/2025

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

(02/01/2025 - 02/28/2025)

<No Event Type Specified>	1	8th Street Ballpark Check	96
911 Hang-Up	10	Administrative Work	101
Alarm - Other	9	Animal Complaint	5
Assist - East Spencer Police	62	Assist - EMS	1
Assist - Fire Department	11	Assist - Motorist/Public	8
Assist - NCHP	3	Assist - Other Agency	8
Assist - Other Officer	98	Assist - Sheriff's Office	22
B&E/Burglary - Residential, In-Progress	1	B&E-Vehicle, Report	1
Business Check-Drive Through	402	Calls For Service (General)	13
Communicating Threats	1	Court	5
Directed Patrol	31	Disturbance	4
Disturbance- Verbal	4	Disturbance-Physical	2
Domestic Dispute	7	Drug Offense Not on School Property	1
Drug Offense on School Property	1	Follow-up Investigation- Spencer	2
Foot Patrol - Business	106	Foot Patrol - Residential	3
Foot Patrol - School	1	Found Property	2
House Check	1	Involuntary Commitment	1
Larceny - In-Progress	2	Larceny - Report	3
Library Park Check	154	Maintenance - Equipment	5
Maintenance - Vehicle	23	Meeting	8
Missing Person	2	NCTM - Drive Through	244
NCTM - Foot Patrol	55	Norfolk Southern Railroad-Drive Through	18
Park Check	153	Property Damage - Report	1
Public Service	14	School Activities	2
School Check - NRES	106	School Check - NRHS	106
School Check - NRMS	95	Security Check/Standby	4
Special Assignment - Other	1	SRO Duties	51
Surveillance	1	Suspicious - Activity	2
Suspicious - Person	6	Suspicious - Vehicle	5
Traffic Accident - PD	1	Traffic Accident - PI	2
Traffic Complaint	2	Traffic Control	1
Traffic Enforcement	21	Training - Range	1
Training - School	15	Trespassing - In-Progress	4

Activity Log Event Summary (Totals)

Spencer Police Department

(02/01/2025 - 02/28/2025)

Trespassing - Report	3	Vehicle Pursuit	2
Vehicle Stop	223	Warrant Service	8
Welfare Check	20	Yadkin River Park Check - Davidson County	96
Yadkin River Park Check - Spencer	111		

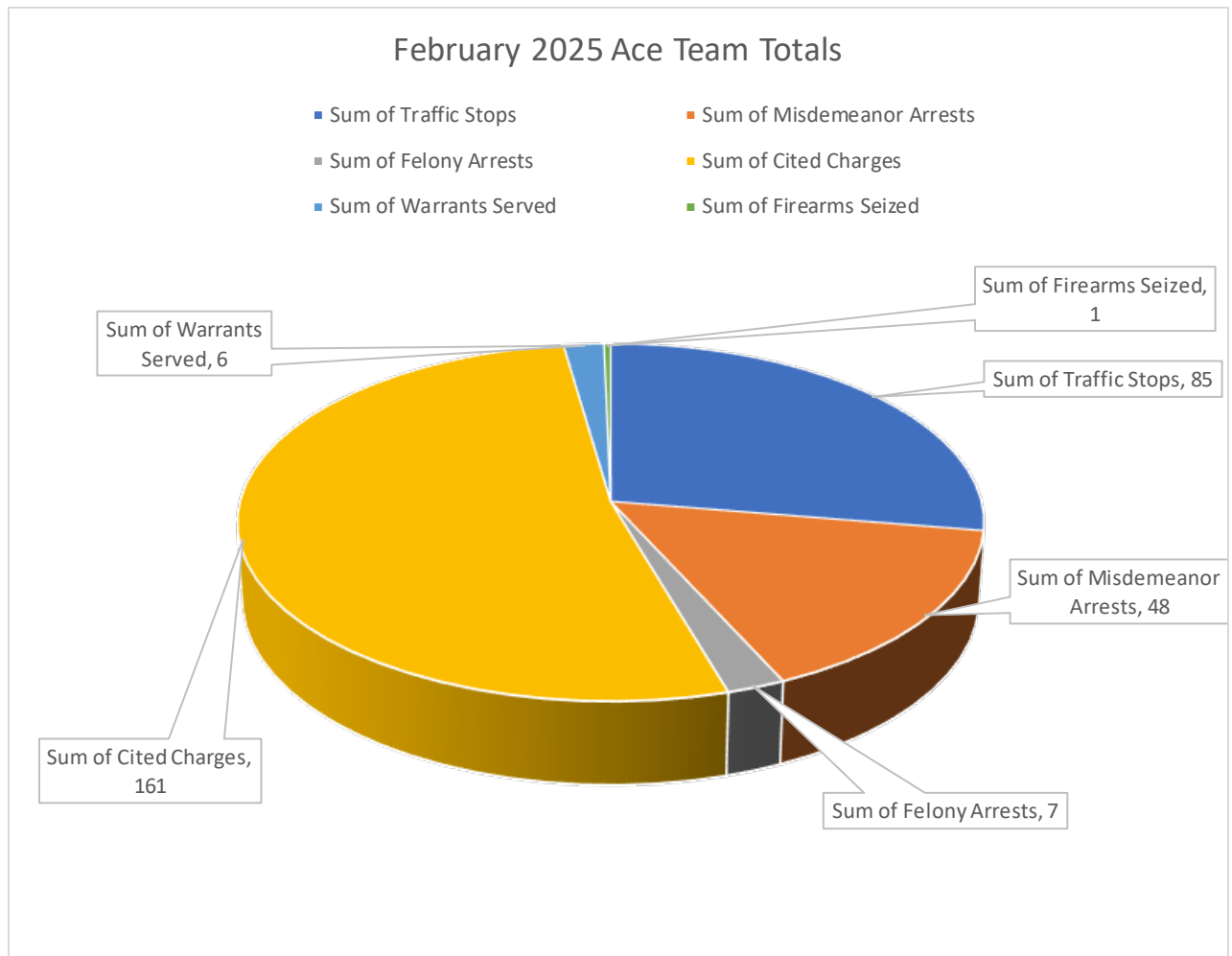
Total Number Of Events: 2,595

SPENCER POLICE ACE TEAM REPORT

February 2025

February 2025 Highlights

- February 2025 Cases: 17 (17 Closed)
- Traffic Stops: 85
- Total Arrests: 55 (Felony 7)
- Cited Charges: 161
- Warrants Served: 6
- Firearms Seized: 1

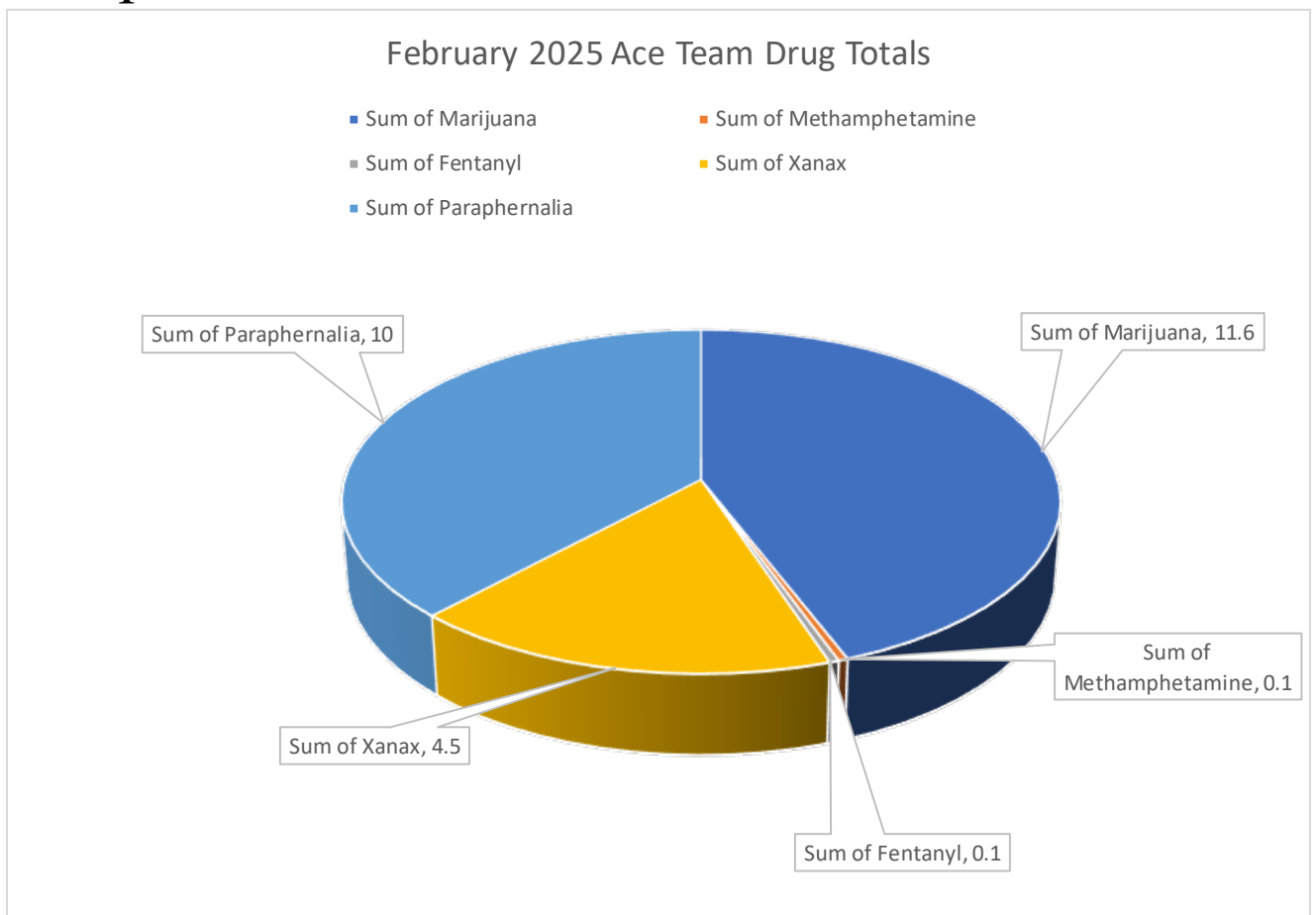


SPENCER POLICE ACE TEAM REPORT

February 2025

February 2025 Drug Totals

- Marijuana: 11.6 Grams
- Meth: .1 Grams
- Fentanyl: .1 Grams
- Xanax: 4.5 Dosage Units
- Paraphernalia Items: 10



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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/11/2025

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

March 2025 Monthly Report

Calls for Service: 1/31/25-02/28/25

Fire: 47

Medical:52

Monthly Total: 99

2025 Total: 214

Apparatus:

- The new engine will be put into service on 3/8/25.

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:

- N/A

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.

Ofc. 704-633-2231 Ext. 50
Fax 704-633-3837
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Public Works Director
Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 03/11/2025

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

March 2025 Board of Aldermen Meeting

- 1) Regular services (Sanitation, Brush) are running on schedule.
- 2) The leaf vacs will begin running the week of March 10th and will run through April 11th for spring clean-up. After the week of April 11th, all small material will need to be bagged for the remainder of the summer.
- 3) We will be observing the Good Friday holiday on April 18th. All Town offices will be closed, but there will be no change to the regular trash schedule.
- 4) We have scheduled our Spring Mulch Give-Away for April 5th from 7:00 am until 12:00 pm for the citizens of Spencer. **Delivery will be available for In-Town residents only. Three deliveries per household maximum.** This corresponds with the normal recycling Saturday, so the recycling center will also be open.
- 5) We have been running our shop on temporary air pressure for some time while waiting for our claim to be settled with the insurance company. We have now replaced the wiring and compressor that were damaged during a storm.
- 6) We reported last month that the planters in front of the new park would be removed, but we have run into an issue with one of the decorative streetlights. Duke Power has been contacted, and we have met with their engineer on site. The streetlight will soon be removed at no cost, and we will schedule demolition as soon as the pole has been removed. The existing sign has been removed, and there is a temporary sign for Park Plaza businesses.
- 7) We continue to do work along Main Street to spruce it up. All the diseased trees have been removed from the bank at the old Town Hall building. We will take a break from Main Street to do some overdue trimming at the Library, but we will remove the dead debris on the NCTM side as soon as we finish.
- 8) The 2nd Street storm water project has been completed, and the Street was opened for traffic as soon as it was finished.



- 9) We currently still have two positions open in Public Works. The Mechanic and Labor Foreman positions are still vacant. We have contacted the brickyard with no response yet, but we have had

several applications for the mechanic position. As always, if you know of anyone who may be interested, have them contact me. We will continue this process until these positions are filled.

10) Update: Chicken Springs Dam

We are staying in touch with our engineers 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 waiting for news from the grant application and will notify everyone as we find out information.

11) CCAP update:

We have received our second permit from the Corp of Engineers, and Chris Sloop has gotten permission to narrow the scope of work to fit the grant money we were awarded. We will meet with Levi, our engineer with Soil and Water, to determine which area will fit our grant money and best benefit the total project. We have a contractor in mind, and we should be able to move quickly with the project once this area is determined.

12) Since last report:

There was one abatement issued and completed this month.

13) Work Orders were completed as necessary, along with several citizen engagement requests.

Monthly Events:

March 6th & 7th – Annual Planning Retreat

April 5th – Spring Mulch Giveaway

April 18th – Good Friday

April 20th – Easter

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/11/2025

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 - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

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	\$13,256.52	\$819.78	\$1,256.52	110
10-3194-000 TAXES, 3RD PRIOR YR	\$3,600.00	\$3,600.00	\$0.00	\$5,835.68	\$742.89	\$2,235.68	162
10-3195-000 TAXES, 2ND PRIOR YR	\$6,000.00	\$6,000.00	\$0.00	\$7,172.16	\$763.02	\$1,172.16	120
10-3196-000 TAXES, FIRST PRIOR Y	\$21,000.00	\$21,000.00	\$0.00	\$18,696.14	\$3,468.36	\$2,303.86	89
10-3197-100 AD VALOREM TAXES CUR	\$2,092,184.00	\$2,092,184.00	\$0.00	\$2,005,506.22	\$164,790.21	\$86,677.78	96
10-3197-101 AD VALOREM TAXES VEH	\$172,930.00	\$159,930.00	\$0.00	\$101,106.78	\$15,581.39	\$58,823.22	63
10-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$13,000.00	\$0.00	\$4,690.00	\$1,080.00	\$8,310.00	36
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$14,243.90	\$2,134.29	\$756.10	95
10-3231-000 1% SALES TAX (ART 39	\$396,091.30	\$396,091.30	\$0.00	\$205,479.03	\$35,722.90	\$190,612.27	52
10-3232-000 1/2% SALES TAX (ART	\$261,137.45	\$261,137.45	\$0.00	\$124,240.17	\$21,137.77	\$136,897.28	48
10-3233-000 1/2% SALES TAX (ART	\$195,053.00	\$195,053.00	\$0.00	\$101,213.74	\$17,593.43	\$93,839.26	52
10-3235-000 1/2% SALES TAX (ART	\$341,988.00	\$341,988.00	\$0.00	\$171,925.57	\$28,812.61	\$170,062.43	50
10-3322-000 BEER & WINE TAX	\$14,500.00	\$14,500.00	\$0.00	\$0.00	\$0.00	\$14,500.00	0
10-3324-000 UTILITY FRANCHISE TA	\$200,000.00	\$200,000.00	\$0.00	\$63,395.89	\$0.00	\$136,604.11	32
10-3326-000 SOLID WASTE DISPOSAL	\$2,600.00	\$2,600.00	\$0.00	\$1,321.35	\$644.40	\$1,278.65	51
10-3431-000 COURT, PKG FEES, REP	\$1,500.00	\$1,500.00	\$0.00	\$3,288.16	\$241.88	\$1,788.16	219
10-3437-000 FIRST RESPONDER FEES	\$8,000.00	\$8,000.00	\$0.00	\$6,465.00	\$1,545.00	\$1,535.00	81
10-3438-000 ROWAN-SALIS SCHOOLS	\$237,632.00	\$237,632.00	\$0.00	\$238,618.34	\$0.00	\$986.34	100
10-3439-000 NCTM PAYMENTS	\$32,427.72	\$32,427.72	\$0.00	\$16,213.86	\$0.00	\$16,213.86	50
10-3491-000 ZONING FEES	\$10,000.00	\$10,000.00	\$0.00	\$2,920.00	\$400.00	\$7,080.00	29
10-3491-001 LIEN PAYMENTS	\$15,000.00	\$15,000.00	\$0.00	\$23,077.02	\$0.00	\$8,077.02	154
10-3500-510 SOL/WASTE COLLECTION	\$264,745.00	\$264,745.00	\$0.00	\$150,881.84	\$21,828.21	\$113,863.16	57
10-3500-550 YARD WASTE SALES	\$2,000.00	\$2,000.00	\$0.00	\$1,126.00	\$109.00	\$874.00	56
10-3831-000 INVESTMENT EARNINGS	\$120,000.00	\$120,000.00	\$0.00	\$32,347.86	\$33.81	\$87,652.14	27
10-3833-001 Donations-Police Dep	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$0.00	100
10-3833-002 Donations-Other	\$12,000.00	\$12,000.00	\$0.00	\$3,420.00	\$0.00	\$8,580.00	28
10-3833-004 DONATIONS-FIRE DEPAR	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	100
10-3835-000 SALES-FIXED ASSETS	\$55,000.00	\$55,000.00	\$0.00	\$4,750.00	\$0.00	\$50,250.00	9
10-3837-000 ABC REVENUES	\$16,000.00	\$16,000.00	\$0.00	\$12,729.81	\$0.00	\$3,270.19	80
10-3838-000 INSURANCE REIMBURSEM	\$0.00	\$6,697.00	\$0.00	\$9,058.38	\$1,887.05	\$2,361.38	135
10-3839-000 MISCELLANEOUS REVENU	\$7,500.00	\$7,500.00	\$0.00	\$5,085.90	\$11.00	\$2,414.10	68
10-3839-001 CIVIL CITATIONS - PO	\$50.00	\$50.00	\$0.00	\$100.00	\$50.00	\$50.00	200
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$1,075.00	\$1,075.00	\$975.00	108
10-3841-000 STATE SHARED REVENUE	\$13,500.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$13,500.00	0
10-3985-000 FEDERAL GRANT - ARPA	\$225,000.00	\$225,000.00	\$0.00	\$225,000.00	\$0.00	\$0.00	100
10-3985-002 OTHER GRANTS	\$37,500.00	\$37,500.00	\$0.00	\$30,500.00	\$4,500.00	\$7,000.00	81
10-3985-003 GRANTS-STANBACK FORE	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	100
10-3985-004 STATE GRANTS	\$75,000.00	\$175,000.00	\$0.00	\$7,600.00	\$0.00	\$167,400.00	4
10-3991-000 APPROPRIATED FUND BA	\$194,428.00	\$727,175.00	\$0.00	\$0.00	\$0.00	\$727,175.00	0
10-3991-001 APPROPRIATED CAPITAL	\$272,811.00	\$272,811.00	\$0.00	\$0.00	\$0.00	\$272,811.00	0
0000-10-Revs	\$5,339,277.47	\$5,978,846.47	\$0.00	\$3,617,465.32	\$324,972.00	\$2,399,185.67	61

10-3831-000 Not on track. I was anticipating keeping most of our funds in the NCCMT gaining a higher interest.

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4110-10-GOVERNING BODY							
-							
10-4110-121 SALARIES/WAGES-REGUL	\$24,675.00	\$24,675.00	\$0.00	\$16,450.00	\$2,056.25	\$8,225.00	67
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$1,258.80	\$157.35	\$629.20	67
10-4110-191 SERVICES-ACCOUNTING	\$22,000.00	\$29,500.00	\$14,500.00	\$15,000.00	\$0.00	\$0.00	51
10-4110-192 SERVICES-LEGAL	\$27,500.00	\$22,500.00	\$10,062.50	\$12,437.50	\$0.00	\$0.00	55
10-4110-194 CONTRACT SERVICES	\$21,300.00	\$44,117.00	\$12,433.75	\$15,196.25	\$1,050.50	\$16,487.00	34
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	\$292.02	\$270.52	\$707.98	29
10-4110-311 TRAVEL	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-4110-321 TELEPHONE & INTERNET	\$539.00	\$539.00	\$0.00	\$314.30	\$44.90	\$224.70	58
10-4110-395 TRAINING	\$5,175.00	\$3,175.00	\$825.00	\$1,444.00	\$60.00	\$906.00	45
10-4110-451 INSURANCE-PROP/GEN/P	\$3,531.20	\$3,531.20	\$0.00	\$3,531.20	\$0.00	\$0.00	100
10-4110-491 DUES AND SUBSCRIPTIO	\$14,947.00	\$14,947.00	\$0.00	\$14,743.64	\$0.00	\$203.36	99
10-4110-600 NONPROFIT GRANTS	\$78,750.00	\$78,750.00	\$0.00	\$0.00	\$0.00	\$78,750.00	0
10-4110-610 COMMUNITY APPEARANCE	\$12,000.00	\$16,000.00	\$3,144.04	\$3,143.44	\$0.00	\$9,712.52	20
10-4110-620 HISTORIC PRESERVATIO	\$10,000.00	\$18,321.00	\$7,176.50	\$3,030.00	\$0.00	\$8,114.50	17
10-4110-631 ROWAN COUNTY TAX COL	\$24,865.00	\$24,865.00	\$0.00	\$28,175.29	\$2,331.75	(\$3,310.29)	113
10-4110-640 TOURISM AND EVENTS	\$30,000.00	\$30,000.00	\$430.97	\$27,869.19	\$0.00	\$1,699.84	93
10-4110-930 TRANSFER TO CAPITAL	\$272,811.00	\$301,382.00	\$0.00	\$306,765.00	\$48,207.48	(\$5,383.00)	102
10-4110-999 CONTINGENCIES	\$20,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
4110-10-GOVERNING BODY	\$573,761.20	\$625,470.20	\$48,572.76	\$449,650.63	\$54,178.75	\$127,246.81	80

10-4110-631 Rowan Tax Collection fees are more than we anticipated.

10-4110-930 Transfer to Capital - I am researching this

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4130-10-ADMINISTRATION							
-							
10-4130-121 SALARIES/WAGES-REGUL	\$297,803.00	\$297,803.00	\$0.00	\$185,014.38	\$11,956.94	\$112,788.62	62
10-4130-126 SALARIES/WAGES/TEMPO	\$20,163.00	\$20,163.00	\$0.00	\$12,729.00	\$12,017.00	\$7,434.00	63
10-4130-127 SALARIES/WAGES-BONUS	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	100
10-4130-181 FICA	\$24,051.00	\$24,051.00	\$0.00	\$15,403.94	\$1,773.82	\$8,647.06	64
10-4130-182 RETIREMENT	\$42,915.00	\$42,915.00	\$0.00	\$25,441.45	\$3,088.72	\$17,473.55	59
10-4130-183 GROUP INSURANCE	\$40,924.00	\$40,924.00	\$0.00	\$31,138.32	\$2,755.71	\$9,785.68	76
10-4130-184 401K CONTRIBUTION	\$11,214.00	\$11,214.00	\$0.00	\$8,662.93	\$1,051.36	\$2,551.07	77
10-4130-185 WORKERS COMPENSATION	\$547.00	\$547.00	\$0.00	\$535.64	\$0.00	\$11.36	98
10-4130-186 UNEMPLOYMENT	\$2,000.00	\$2,000.00	\$0.00	\$1,232.16	\$1,232.16	\$767.84	62
10-4130-193 MEDICAL SERVICES	\$3,297.00	\$3,297.00	\$3.00	\$1,089.00	\$225.00	\$2,205.00	33
10-4130-194 CONTRACT SERVICES	\$154,186.00	\$167,764.00	\$69,991.42	\$96,022.58	\$4,064.13	\$1,750.00	57
10-4130-198 SERVICES-ENGINEERING	\$25,000.00	\$72,785.00	\$28,365.33	\$23,132.43	\$8,229.07	\$21,287.24	32
10-4130-211 JANITORIAL SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$755.82	\$0.00	\$744.18	50
10-4130-212 UNIFORMS	\$360.00	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	0
10-4130-260 SUPPLIES-OFFICE	\$3,000.00	\$3,000.00	\$0.00	\$1,458.54	\$0.00	\$1,541.46	49
10-4130-296 SUPPLIES-MEDICAL	\$100.00	\$100.00	\$0.00	\$16.49	\$0.00	\$83.51	16
10-4130-299 SUPPLIES AND MATERIA	\$2,720.00	\$2,720.00	\$0.00	\$282.64	\$19.84	\$2,437.36	10
10-4130-311 TRAVEL	\$5,573.00	\$5,573.00	\$0.00	\$2,153.41	\$51.80	\$3,419.59	39
10-4130-321 TELEPHONE AND INTERN	\$8,652.00	\$8,652.00	\$0.00	\$4,893.97	\$368.19	\$3,758.03	57
10-4130-325 POSTAGE	\$2,364.00	\$2,364.00	\$0.00	\$732.31	\$21.17	\$1,631.69	31
10-4130-331 UTILITIES	\$25,800.00	\$25,800.00	\$0.00	\$16,880.17	\$1,692.93	\$8,919.83	65
10-4130-341 PRINTING	\$1,000.00	\$1,000.00	\$0.00	\$129.70	\$18.49	\$870.30	13
10-4130-351 MAINTENANCE-BUILDING	\$16,500.00	\$16,500.00	\$856.00	\$673.43	\$0.00	\$14,970.57	4
10-4130-370 ADVERTISING	\$6,300.00	\$6,300.00	\$0.00	\$2,614.82	\$743.60	\$3,685.18	42
10-4130-395 TRAINING	\$7,098.00	\$7,098.00	\$372.00	\$1,956.00	\$372.00	\$4,770.00	28
10-4130-400 DAVID TREME EDUCATIO	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
10-4130-439 EQUIPMENT RENTAL	\$4,959.00	\$4,959.00	\$1,800.00	\$2,868.02	\$393.75	\$290.98	58
10-4130-440 MAINTENANCE CONTRACT	\$23,332.00	\$23,332.00	\$5,046.75	\$13,226.15	\$2,066.38	\$5,059.10	57
10-4130-441 LICENSE FEE	\$24,597.00	\$24,597.00	\$0.00	\$21,267.78	\$0.00	\$3,329.22	86
10-4130-451 INSURANCE-PROP/GEN/P	\$11,390.00	\$11,390.00	\$0.00	\$11,387.84	\$0.00	\$2.16	100
10-4130-453 INSURANCE - BONDS	\$1,590.00	\$1,590.00	\$0.00	\$1,589.64	\$0.00	\$0.36	100
10-4130-491 DUES AND SUBSCRIPTIO	\$4,657.00	\$4,657.00	\$0.00	\$2,023.80	\$100.00	\$2,633.20	43
10-4130-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$221.00	\$195.00	\$779.00	22
10-4130-710 PRINCIPAL	\$71,271.00	\$71,271.00	\$0.00	\$0.00	\$0.00	\$71,271.00	0
10-4130-720 INTEREST	\$57,125.00	\$57,125.00	\$0.00	\$0.00	\$0.00	\$57,125.00	0
4130-10-ADMINISTRATION	\$912,988.00	\$974,351.00	\$106,434.50	\$490,533.36	\$52,437.06	\$377,383.14	61

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

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	\$1,013,739.00	\$1,013,739.00	\$0.00	\$629,578.89	\$76,733.03	\$384,160.11	62
10-4310-122 SALARIES/WAGES-OVERT	\$5,000.00	\$5,000.00	\$0.00	\$35.76	\$0.00	\$4,964.24	1
10-4310-126 PART-TIME/TEMPORARY	\$27,091.00	\$19,091.00	\$0.00	\$6,114.26	\$610.50	\$12,976.74	32
10-4310-127 SALARIES/WAGES-BONUS	\$21,500.00	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$0.00	100
10-4310-131 SUPPLEMENTAL LAW RET	\$7,135.00	\$7,135.00	\$0.00	\$4,510.77	\$546.76	\$2,624.23	63
10-4310-181 FICA	\$79,639.00	\$79,639.00	\$0.00	\$48,386.18	\$5,682.04	\$31,252.82	61
10-4310-182 RETIREMENT	\$156,572.00	\$156,572.00	\$0.00	\$94,120.14	\$11,472.74	\$62,451.86	60
10-4310-183 GROUP INSURANCE	\$168,064.00	\$168,064.00	\$0.00	\$102,114.95	\$11,419.55	\$65,949.05	61
10-4310-184 401K CONTRIBUTION	\$50,613.00	\$50,613.00	\$0.00	\$31,504.78	\$3,840.75	\$19,108.22	62
10-4310-185 WORKERS COMPENSATION	\$23,217.00	\$23,217.00	\$0.00	\$22,734.68	\$0.00	\$482.32	98
10-4310-193 SERVICES-MEDICAL	\$1,725.00	\$1,725.00	\$0.00	\$1,870.00	\$0.00	(\$145.00)	108
10-4310-194 CONTRACT SERVICES	\$14,066.00	\$14,066.00	\$0.00	\$12,510.90	\$0.00	\$1,555.10	89
10-4310-212 UNIFORMS	\$16,000.00	\$19,236.00	\$3,019.74	\$4,363.47	\$262.86	\$11,852.79	23
10-4310-213 SUPPLIES-SAFETY	\$4,775.00	\$4,850.00	\$0.00	\$726.26	\$0.00	\$4,123.74	15
10-4310-251 MOTOR FUEL AND LUBRI	\$50,000.00	\$50,000.00	\$15,288.73	\$34,711.27	\$3,693.17	\$0.00	69
10-4310-260 SUPPLIES-OFFICE	\$1,700.00	\$1,700.00	\$0.00	\$936.29	\$0.00	\$763.71	55
10-4310-291 SUPPLIES-DATA PROCES	\$5,204.00	\$3,133.00	\$0.00	\$799.00	\$99.00	\$2,334.00	26
10-4310-296 SUPPLIES-MEDICAL	\$1,010.00	\$1,010.00	\$0.00	\$0.00	\$0.00	\$1,010.00	0
10-4310-299 SUPPLIES AND MATERIA	\$15,887.00	\$18,447.00	\$2,560.00	\$3,617.48	\$752.24	\$12,269.52	20
10-4310-311 TRAVEL	\$1,750.00	\$1,750.00	\$0.00	\$916.30	\$0.00	\$833.70	52
10-4310-321 TELEPHONE AND INTERN	\$16,945.00	\$16,945.00	\$0.00	\$8,920.91	\$1,056.48	\$8,024.09	53
10-4310-329 OTHER COMMUNICATION	\$4,320.00	\$4,320.00	\$1,320.00	\$2,740.00	\$330.00	\$260.00	63
10-4310-341 PRINTING	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
10-4310-352 MAINTENANCE-EQUIPMEN	\$2,500.00	\$2,500.00	\$0.00	\$696.76	\$0.00	\$1,803.24	28
10-4310-353 MAINTENANCE-VEHICLES	\$14,000.00	\$23,253.00	\$1,708.60	\$16,516.24	\$1,237.77	\$5,028.16	71
10-4310-395 TRAINING	\$7,640.00	\$4,640.00	\$0.00	\$1,113.15	\$176.53	\$3,526.85	24
10-4310-440 MAINTENANCE CONTRACT	\$32,432.00	\$32,432.00	\$2,113.50	\$25,701.39	\$1,346.70	\$4,617.11	79
10-4310-441 LICENSE FEE	\$17,646.00	\$17,646.00	\$0.00	\$17,563.11	\$19.99	\$82.89	100
10-4310-451 INSURANCE-PROP/GEN/P	\$28,275.00	\$28,275.00	\$0.00	\$28,274.70	\$0.00	\$0.30	100
10-4310-452 INSURANCE-VEHICLES	\$22,903.00	\$22,903.00	\$0.00	\$23,743.81	\$0.00	(\$840.81)	104
10-4310-491 DUES AND SUBSCRIPTIO	\$2,645.00	\$1,645.00	\$0.00	\$0.00	\$0.00	\$1,645.00	0
10-4310-499 MISCELLANEOUS	\$1,200.00	\$1,200.00	\$17.72	\$391.91	\$0.00	\$790.37	33
10-4310-750 LEASE PYMTS-COMPUTER	\$9,658.01	\$9,658.01	\$0.00	\$9,658.00	\$0.00	\$0.01	100
4310-10-POLICE OPERATIONS	\$1,825,251.01	\$1,825,804.01	\$26,028.29	\$1,155,871.36	\$119,280.11	\$643,904.36	65

The overages will be corrected this month.

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4340-10-FIRE OPERATIONS							
10-4340-121 SALARIES/WAGES-REGUL	\$486,066.00	\$462,466.00	\$0.00	\$294,446.23	\$37,648.70	\$168,019.77	64
10-4340-122 OVERTIME	\$15,000.00	\$18,600.00	\$0.00	\$40,479.16	\$1,473.15	(\$21,879.16)	218
10-4340-126 PART-TIME/TEMPORARY	\$27,959.00	\$47,959.00	\$0.00	\$27,326.84	\$690.00	\$20,632.16	57
10-4340-127 SALARIES/WAGES-BONUS	\$15,500.00	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	100
10-4340-181 FICA	\$40,869.00	\$40,869.00	\$0.00	\$27,742.15	\$2,881.75	\$13,126.85	68
10-4340-182 RETIREMENT	\$72,923.00	\$72,923.00	\$0.00	\$45,729.34	\$5,352.16	\$27,193.66	63
10-4340-183 GROUP INSURANCE	\$69,767.00	\$69,767.00	\$0.00	\$51,758.12	\$5,677.98	\$18,008.88	74
10-4340-184 401K CONTRIBUTION	\$22,080.00	\$22,080.00	\$0.00	\$13,159.92	\$1,580.04	\$8,920.08	60
10-4340-185 WORKERS COMPENSATION	\$14,860.00	\$14,860.00	\$0.00	\$14,551.29	\$0.00	\$308.71	98
10-4340-194 CONTRACT SERVICES	\$19,258.00	\$19,258.00	\$150.00	\$10,399.40	\$160.00	\$8,708.60	54
10-4340-211 JANITORIAL SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$1,047.47	\$122.08	\$952.53	52
10-4340-212 UNIFORMS	\$12,500.00	\$15,897.00	\$2,655.22	\$5,717.35	\$1,470.89	\$7,524.43	36
10-4340-213 SUPPLIES-SAFETY	\$25,785.00	\$43,815.00	\$2,059.39	\$25,015.09	\$0.00	\$16,740.52	57
10-4340-230 SUPPLIES-EDUCATIONAL	\$5,518.00	\$8,768.00	\$0.00	\$6,109.64	\$0.00	\$2,658.36	70
10-4340-251 MOTOR FUEL AND LUBRI	\$19,200.00	\$19,200.00	\$10,907.00	\$8,293.00	\$813.57	\$0.00	43
10-4340-260 SUPPLIES-OFFICE	\$1,500.00	\$1,500.00	\$0.00	\$929.01	\$19.99	\$570.99	62
10-4340-296 SUPPLIES-MEDICAL	\$5,000.00	\$5,000.00	\$0.00	\$2,444.70	\$1,579.33	\$2,555.30	49
10-4340-299 SUPPLIES AND MATERIA	\$3,500.00	\$3,500.00	\$532.00	\$0.00	\$0.00	\$2,968.00	0
10-4340-311 TRAVEL	\$3,050.00	\$3,050.00	\$1,197.64	\$1,836.56	\$0.00	\$15.80	60
10-4340-321 TELEPHONE AND INTE	\$10,032.00	\$10,032.00	\$0.00	\$7,214.28	\$526.06	\$2,817.72	72
10-4340-331 UTILITIES	\$10,392.00	\$10,392.00	\$0.00	\$8,086.16	\$815.74	\$2,305.84	78
10-4340-351 MAINTENANCE-BUILDING	\$10,800.00	\$10,800.00	\$0.00	\$3,952.14	\$534.39	\$6,847.86	37
10-4340-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$0.00	\$2,685.61	\$34.99	\$1,314.39	67
10-4340-353 MAINTENANCE-VEHICLES	\$15,000.00	\$30,710.00	\$4,290.99	\$25,500.89	\$45.98	\$918.12	83
10-4340-354 MAINTENANCE-GROUNDS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
10-4340-395 TRAINING	\$4,800.00	\$4,800.00	\$700.00	\$601.07	\$0.00	\$3,498.93	13
10-4340-440 MAINTENANCE CONTRACT	\$2,580.00	\$2,580.00	\$0.00	\$2,041.07	\$169.20	\$538.93	79
10-4340-451 INSURANCE-PROP/GEN/P	\$8,291.00	\$8,291.00	\$0.00	\$8,291.00	\$0.00	\$0.00	100
10-4340-452 INSURANCE - VEHICLES	\$5,539.00	\$5,539.00	\$0.00	\$6,374.27	\$0.00	(\$835.27)	115
10-4340-491 DUES AND SUBSCRIPTIO	\$4,755.00	\$4,755.00	\$0.00	\$3,673.57	\$6.99	\$1,081.43	77
10-4340-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$832.31	\$58.23	\$167.69	83
4340-10-FIRE OPERATIONS	\$940,524.00	\$978,411.00	\$22,492.24	\$659,237.64	\$61,661.22	\$296,681.12	70

10-4340-122 Overtime due to EMT class and Hurricane Helene deployment. Hurricane expenses should be submitted soon.

10-4340-452 Insurance - Vehicles will be corrected this month

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-10-STREETS OPERATIONS							
10-4510-121 SALARIES/WAGES-REGUL	\$214,100.00	\$214,100.00	\$0.00	\$100,404.80	\$12,699.32	\$113,695.20	47
10-4510-122 SALARIES/WAGES-OVERT	\$2,000.00	\$2,000.00	\$0.00	\$2,005.88	\$156.75	(\$5.88)	100
10-4510-126 PART-TIME/TEMPORARY	\$17,202.00	\$17,202.00	\$0.00	\$10,329.47	\$1,154.21	\$6,872.53	60
10-4510-127 SALARIES/WAGES-BONUS	\$5,900.00	\$4,900.00	\$0.00	\$4,900.00	\$0.00	\$0.00	100
10-4510-181 FICA	\$17,702.00	\$17,702.00	\$0.00	\$8,532.30	\$1,010.02	\$9,169.70	48
10-4510-182 RETIREMENT	\$31,585.00	\$31,585.00	\$0.00	\$13,979.10	\$1,754.87	\$17,605.90	44
10-4510-183 GROUP INSURANCE	\$45,757.00	\$45,757.00	\$0.00	\$26,206.45	\$2,635.55	\$19,550.55	57
10-4510-184 401K CONTRIBUTION	\$9,854.00	\$9,854.00	\$0.00	\$4,314.12	\$550.99	\$5,539.88	44
10-4510-185 WORKERS COMPENSATION	\$8,381.00	\$8,381.00	\$0.00	\$8,206.89	\$0.00	\$174.11	98
10-4510-194 CONTRACTED SERVICES	\$0.00	\$390,057.00	\$368,660.96	\$7,930.00	\$0.00	\$13,466.04	2
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$391.23	\$177.75	\$358.77	52
10-4510-212 UNIFORMS	\$4,500.00	\$4,500.00	\$0.00	\$2,257.13	\$147.18	\$2,242.87	50
10-4510-213 SUPPLIES-SAFETY	\$3,150.00	\$3,150.00	\$0.00	\$845.51	\$0.00	\$2,304.49	27
10-4510-251 MOTOR FUEL AND LUBRI	\$22,000.00	\$22,000.00	\$350.08	\$11,717.91	\$110.41	\$9,932.01	53
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$17.49	\$17.49	\$232.51	7
10-4510-299 SUPPLIES AND MATERIA	\$7,000.00	\$7,000.00	\$0.00	\$1,927.70	\$85.04	\$5,072.30	28
10-4510-311 TRAVEL	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
10-4510-321 TELEPHONE AND INTERN	\$2,577.00	\$2,577.00	\$0.00	\$1,373.95	\$22.50	\$1,203.05	53
10-4510-329 OTHER COMMUNICATION	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0
10-4510-331 UTILITIES	\$59,318.00	\$59,318.00	\$0.00	\$45,558.42	\$845.41	\$13,759.58	77
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$4,000.00	\$0.00	\$619.29	\$0.00	\$3,380.71	15
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$0.00	\$2,018.97	\$619.78	\$1,981.03	50
10-4510-353 MAINTENANCE-VEHICLES	\$9,500.00	\$9,500.00	\$0.00	\$2,561.82	\$1,420.62	\$6,938.18	27
10-4510-354 MAINTENANCE GROUNDS	\$20,000.00	\$20,000.00	\$0.00	\$910.00	\$0.00	\$19,090.00	5
10-4510-356 MAINTENANCE-STREETS	\$2,500.00	\$2,500.00	\$0.00	\$2,182.50	\$727.50	\$317.50	87
10-4510-440 MAINTENANCE CONTRACT	\$1,352.00	\$1,352.00	\$0.00	\$476.80	\$31.60	\$875.20	35
10-4510-451 INSURANCE-PRO/GEN/PR	\$3,427.00	\$3,427.00	\$0.00	\$3,427.00	\$0.00	\$0.00	100
10-4510-452 INSURANCE - VEHICLES	\$4,065.00	\$4,065.00	\$0.00	\$4,065.00	\$0.00	\$0.00	100
10-4510-491 DUES & SUBSCRIPTIONS	\$825.00	\$825.00	\$0.00	\$825.00	\$0.00	\$0.00	100
10-4510-499 MISCELLANEOUS	\$1,480.00	\$1,480.00	\$0.00	\$1,374.54	\$0.00	\$105.46	93
4510-10-STREETS OPERATIONS	\$503,395.00	\$892,452.00	\$369,011.04	\$269,359.27	\$24,166.99	\$254,081.69	72

10-4510-122 Overtime - discussed with Joel.

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	\$186,633.00	\$186,633.00	\$0.00	\$90,792.29	\$11,207.06	\$95,840.71	49
10-4710-122 SALARIES/WAGES-OVERT	\$2,500.00	\$2,500.00	\$0.00	\$621.94	\$35.80	\$1,878.06	25
10-4710-127 SALARIES/WAGES-BONUS	\$4,500.00	\$3,500.00	\$0.00	\$3,400.00	\$0.00	\$100.00	97
10-4710-181 FICA	\$14,331.00	\$14,331.00	\$0.00	\$6,581.35	\$780.99	\$7,749.65	46
10-4710-182 RETIREMENT	\$25,571.00	\$25,571.00	\$0.00	\$12,478.07	\$1,534.67	\$13,092.93	49
10-4710-183 GROUP INSURANCE	\$38,064.00	\$38,064.00	\$0.00	\$22,524.87	\$2,184.11	\$15,539.13	59
10-4710-184 401K CONTRIBUTION	\$9,367.00	\$9,367.00	\$0.00	\$2,403.78	\$324.66	\$6,963.22	26
10-4710-185 WORKERS COMPENSATION	\$8,565.00	\$8,565.00	\$0.00	\$8,387.07	\$0.00	\$177.93	98
10-4710-194 CONTRACT SERVICES	\$16,500.00	\$16,500.00	\$0.00	\$15,960.00	\$0.00	\$540.00	97
10-4710-211 JANITORIAL SUPPLIES	\$500.00	\$500.00	\$0.00	\$391.22	\$177.75	\$108.78	78
10-4710-212 UNIFORMS	\$6,000.00	\$6,000.00	\$0.00	\$2,942.08	\$195.08	\$3,057.92	49
10-4710-213 SAFETY SUPPLIES	\$1,000.00	\$1,000.00	\$0.00	\$293.70	\$0.00	\$706.30	29
10-4710-230 SUPPLIES-EDUCATIONAL	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-251 MOTOR FUEL AND LUBRI	\$14,452.00	\$14,452.00	\$166.72	\$7,812.46	\$73.61	\$6,472.82	54
10-4710-299 SUPPLIES AND MATERIA	\$12,000.00	\$12,000.00	\$0.00	\$10,630.00	\$0.00	\$1,370.00	89
10-4710-321 TELEPHONE AND INTERN	\$1,505.00	\$1,505.00	\$0.00	\$418.09	\$22.50	\$1,086.91	28
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$0.00	\$2,340.55	\$635.77	\$1,609.45	59
10-4710-353 MAINTENANCE-VEHILCES	\$7,000.00	\$7,000.00	\$0.00	\$1,241.44	\$211.39	\$5,758.56	18
10-4710-370 ADVERTISING	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0
10-4710-395 TRAINING	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
10-4710-397 LANDFILL SER TIPPING	\$62,000.00	\$62,000.00	\$0.00	\$39,175.69	\$5,539.69	\$22,824.31	63
10-4710-440 MAINTENANCE CONTRACT	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
10-4710-451 INSURANCE-PROP/GEN/P	\$2,641.00	\$2,641.00	\$0.00	\$2,641.00	\$0.00	\$0.00	100
10-4710-452 INSURANCE-VEHICLES	\$4,795.00	\$4,795.00	\$0.00	\$4,795.00	\$0.00	\$0.00	100
10-4710-750 LEASE PAYMENTS	\$37,909.00	\$37,909.00	\$0.00	\$35,214.00	\$0.00	\$2,695.00	93
4710-10-SOLID/YARD OPERATIONS	\$461,833.00	\$460,833.00	\$166.72	\$271,044.60	\$22,923.08	\$189,621.68	59

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6110-10-LIBRARY							
-							
10-6110-126 PART-TIME/TEMPORARY	\$15,911.00	\$15,911.00	\$0.00	\$10,335.94	\$1,212.96	\$5,575.06	65
10-6110-127 SALARIES/WAGES-BONUS	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	100
10-6110-181 FICA	\$1,214.00	\$1,214.00	\$0.00	\$828.88	\$92.78	\$385.12	68
10-6110-194 CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$1,028.00	\$0.00	\$972.00	51
10-6110-260 SUPPLIES-OFFICE	\$600.00	\$600.00	\$0.00	\$17.10	\$0.00	\$582.90	3
10-6110-299 SUPPLIES	\$2,050.00	\$2,050.00	\$0.00	\$1,246.41	\$208.22	\$803.59	61
10-6110-311 TRAVEL	\$532.00	\$532.00	\$0.00	\$229.69	\$0.00	\$302.31	43
10-6110-321 TELEPHONE AND INTERN	\$2,249.00	\$2,249.00	\$0.00	\$1,259.93	\$0.00	\$989.07	56
10-6110-331 UTILITIES	\$9,372.00	\$9,372.00	\$0.00	\$6,507.69	\$326.44	\$2,864.31	69
10-6110-351 MAINTENANCE-BUILDING	\$6,250.00	\$6,250.00	\$20.26	\$2,321.88	\$295.00	\$3,907.86	37
10-6110-370 ADVERTISING	\$300.00	\$300.00	\$0.00	\$17.94	\$0.00	\$282.06	6
10-6110-395 TRAINING	\$150.00	\$150.00	\$0.00	\$99.00	\$0.00	\$51.00	66
10-6110-440 MAINTENANCE CONTRACT	\$1,827.00	\$1,827.00	\$295.00	\$957.02	\$442.62	\$574.98	52
10-6110-451 INSURANCE-PRO/GEN/PR	\$2,920.00	\$2,920.00	\$0.00	\$2,920.00	\$0.00	\$0.00	100
10-6110-491 DUES & SUBSCRIPTIONS	\$360.00	\$360.00	\$0.00	\$360.00	\$0.00	\$0.00	100
6110-10-LIBRARY	\$46,235.00	\$46,235.00	\$315.26	\$28,629.48	\$2,578.02	\$17,290.26	63

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
6120-10-RECREATION							
-							
10-6120-121 SALARIES/WAGES-REGUL	\$10,530.25	\$10,530.25	\$0.00	\$0.00	\$0.00	\$10,530.25	0
10-6120-181 FICA	\$805.00	\$805.00	\$0.00	\$0.00	\$0.00	\$805.00	0
10-6120-182 RETIREMENT	\$1,437.00	\$1,437.00	\$0.00	\$0.00	\$0.00	\$1,437.00	0
10-6120-183 GROUP INSURANCE	\$2,335.00	\$2,335.00	\$0.00	\$0.00	\$0.00	\$2,335.00	0
10-6120-184 401K CONTRIBUTION	\$526.00	\$526.00	\$0.00	\$0.00	\$0.00	\$526.00	0
10-6120-185 WORKERS COMPENSATION	\$19.00	\$19.00	\$0.00	\$0.00	\$0.00	\$19.00	0
10-6120-194 CONTRACT SERVICES	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0
10-6120-198 SERVICES-ENGINEERING	\$0.00	\$35,000.00	\$14,400.00	\$0.00	\$0.00	\$20,600.00	0
10-6120-299 SUPPLIES AND MATERIA	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0
10-6120-331 UTILITIES	\$4,620.00	\$4,620.00	\$0.00	\$3,583.89	\$341.06	\$1,036.11	78
10-6120-357 MAINTENANCE-PARKS AN	\$13,100.00	\$13,100.00	\$60.00	\$1,975.60	\$0.00	\$11,064.40	15
10-6120-451 INSURANCE-PROP/GEN/P	\$168.00	\$168.00	\$0.00	\$168.00	\$0.00	\$0.00	100
10-6120-525 SENIOR CITIZEN PROGR	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
10-6120-625 SENIOR CITIZENS COUN	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0
6120-10-RECREATION	\$75,290.25	\$175,290.25	\$14,460.00	\$5,727.49	\$341.06	\$155,102.76	12

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 10-GENERAL FUND								
	FundRevTot	\$5,339,277.47	\$5,978,846.47	\$0.00	\$3,617,465.32	\$324,972.00	\$2,399,185.67	61
	FundExpTot	\$5,339,277.46	\$5,978,846.46	\$587,480.81	\$3,330,053.83	\$337,566.29	\$2,061,311.82	66
Grand Totals:	TotalRev	\$5,339,277.47	\$5,978,846.47	\$0.00	\$3,617,465.32	\$324,972.00	\$2,399,185.67	61
	TotalExp	\$5,339,277.46	\$5,978,846.46	\$587,480.81	\$3,330,053.83	\$337,566.29	\$2,061,311.82	66

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 20-POWELL BILL								
0000-20-Revs								
-								

20-3197-102 MUNICIPAL VEHICLE TA		\$0.00	\$13,000.00	\$0.00	\$4,690.00	\$1,080.00	\$8,310.00	36
20-3328-000 POWELL BILL REVENUE		\$144,971.00	\$131,971.00	\$0.00	\$134,902.71	\$0.00	\$2,931.71	102
20-3831-000 INVESTMENT EARNINGS		\$10,000.00	\$10,000.00	\$0.00	\$5,375.05	\$0.00	\$4,624.95	54
0000-20-Revs		\$154,971.00	\$154,971.00	\$0.00	\$144,967.76	\$1,080.00	\$15,866.66	94
4510-20-STREETS OPERATIONS								
-								

20-4510-121 SALARIES/WAGES-REGUL		\$11,990.00	\$11,990.00	\$0.00	\$7,546.41	\$915.56	\$4,443.59	63
20-4510-127 SALARIES/WAGES-BONUS		\$200.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	100
20-4510-181 FICA		\$902.00	\$902.00	\$0.00	\$592.60	\$70.04	\$309.40	66
20-4510-182 RETIREMENT		\$1,609.00	\$1,609.00	\$0.00	\$1,030.14	\$124.98	\$578.86	64
20-4510-183 GROUP INSURANCE		\$1,889.00	\$1,889.00	\$0.00	\$1,171.98	\$136.61	\$717.02	62
20-4510-184 401K CONTRIBUTION		\$589.00	\$589.00	\$0.00	\$377.34	\$45.78	\$211.66	64
20-4510-198 SERVICES-ENGINEERING		\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
20-4510-299 SUPPLIES AND MATERIA		\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
20-4510-355 MAINTENANCE-SIDEWALK		\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
20-4510-356 MAINTENANCE-STREETS		\$118,792.00	\$118,792.00	\$20,860.00	\$76,157.00	\$76,157.00	\$21,775.00	64
4510-20-STREETS OPERATIONS		\$154,971.00	\$154,971.00	\$20,860.00	\$87,075.47	\$77,449.97	\$47,035.53	70
Reporting Fund: 20-POWELL BILL								
FundRevTot		\$154,971.00	\$154,971.00	\$0.00	\$144,967.76	\$1,080.00	\$15,866.66	94
FundExpTot		\$154,971.00	\$154,971.00	\$20,860.00	\$87,075.47	\$77,449.97	\$47,035.53	70

Grand Totals:	TotalRev	\$154,971.00	\$154,971.00	\$0.00	\$144,967.76	\$1,080.00	\$15,866.66	94
	TotalExp	\$154,971.00	\$154,971.00	\$20,860.00	\$87,075.47	\$77,449.97	\$47,035.53	70

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

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							
-							
30-3920-000 LEASE FINANCING	\$0.00	\$690,000.00	\$0.00	\$690,000.00	\$0.00	\$0.00	100
30-3984-010 GENERAL FUND CONTRIB	\$276,511.00	\$305,082.00	\$0.00	\$306,765.00	\$48,207.48	\$1,683.00	101
30-3991-000 APPROPRIATED FUND BA	\$50,000.00	\$29,523.00	\$0.00	\$0.00	\$0.00	\$29,523.00	0
0000-30-Revs	\$326,511.00	\$1,024,605.00	\$0.00	\$996,765.00	\$48,207.48	\$31,206.00	97
4310-30-POLICE OPERATIONS							
-							
30-4310-291 SUPPLIES - DATA PROC	\$5,974.00	\$4,174.00	\$4,086.18	\$0.00	\$0.00	\$87.82	0
30-4310-540 CO - VEHICLES	\$43,680.00	\$83,851.00	\$1,452.22	\$82,400.61	\$48,207.48	(\$1.83)	98
30-4310-550 CO - OTHER EQUIP	\$15,100.00	\$7,154.00	\$5,379.71	\$1,704.53	\$0.00	\$69.76	24
4310-30-POLICE OPERATIONS	\$64,754.00	\$95,179.00	\$10,918.11	\$84,105.14	\$48,207.48	\$155.75	100
4340-30-FIRE OPERATIONS							
-							
30-4340-299 SUPPLIES AND EQUIPME	\$0.00	\$13,489.00	\$0.00	\$1,722.93	\$6.57	\$11,766.07	13
30-4340-540 CO - VEHICLES	\$248,558.00	\$894,547.00	\$0.00	\$894,547.81	(\$7,522.16)	(\$0.81)	100
30-4340-550 CO-OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	(\$6.57)	\$0.00	0
30-4340-710 PRINCIPAL	\$0.00	\$7,522.00	\$0.00	\$7,522.16	\$7,522.16	(\$0.16)	100
4340-30-FIRE OPERATIONS	\$248,558.00	\$915,558.00	\$0.00	\$903,792.90	\$0.00	\$11,765.10	99
4510-30-STREETS OPERATIONS							
-							
30-4510-291 SUPPLIES - DATA PROC	\$0.00	\$669.00	\$0.00	\$219.98	\$0.00	\$449.02	33
4510-30-STREETS OPERATIONS	\$0.00	\$669.00	\$0.00	\$219.98	\$0.00	\$449.02	33
4710-30-SOLID/YARD OPERATIONS							
-							
30-4710-550 CO-OTHER EQUIPMENT	\$13,199.00	\$13,199.00	\$0.00	\$13,199.00	\$0.00	\$0.00	100
4710-30-SOLID/YARD OPERATIONS	\$13,199.00	\$13,199.00	\$0.00	\$13,199.00	\$0.00	\$0.00	100
Reporting Fund: 30-CAPITAL RESERVE AND REPLACEMENT FUND							
FundRevTot	\$326,511.00	\$1,024,605.00	\$0.00	\$996,765.00	\$48,207.48	\$31,206.00	97
FundExpTot	\$326,511.00	\$1,024,605.00	\$10,918.11	\$1,001,317.02	\$48,207.48	\$12,369.87	99
Grand Totals:	TotalRev	\$326,511.00	\$1,024,605.00	\$0.00	\$996,765.00	\$48,207.48	\$31,206.00 97
	TotalExp	\$326,511.00	\$1,024,605.00	\$10,918.11	\$1,001,317.02	\$48,207.48	\$12,369.87 99

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-02-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<u>Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT</u>								
0000-70-Revs								
-								
-								
70-3839-000 Miscellaneous Revenu		\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	0
0000-70-Revs		\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	0
4130-70-ADMINISTRATION								
-								
-								
70-4130-187 INSURANCE REIMBURSEM		\$0.00	\$0.00	\$0.00	\$52,188.65	\$2,773.10	(\$52,188.65)	0
4130-70-ADMINISTRATION		\$0.00	\$0.00	\$0.00	\$52,188.65	\$2,773.10	(\$52,188.65)	0
<u>Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT</u>								
FundRevTot		\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	0
FundExpTot		\$0.00	\$0.00	\$0.00	\$52,188.65	\$2,773.10	(\$52,188.65)	0
<u>Grand Totals:</u>								
TotalRev		\$0.00	\$0.00	\$0.00	\$55,000.00	\$0.00	\$55,000.00	0
TotalExp		\$0.00	\$0.00	\$0.00	\$52,188.65	\$2,773.10	(\$52,188.65)	0

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2025-02-27

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	\$637,474.40	\$40.00	\$5,500.40	101
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	\$822,732.40	\$40.00	\$5,500.40	101
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	\$822,732.40	\$40.00	\$5,500.40	101
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	\$822,732.40	\$40.00	\$5,500.40	101
	TotalExp	\$0.00	\$405.00	\$0.00	\$156.35	\$0.00	\$248.65	39

\$100k grant received. Fund should close FY25.

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2025-02-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT								
0000-91-Revs								
-								

91-3984-000 CSLRF FUNDS-GRANT		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
0000-91-Revs		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
4210-91-CORONAVIRUS ARPA								
-								

91-4210-580 CO-INFRASTRUCTURE-CS		\$1,037,997.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
91-4210-910 TRANSFER TO GENERAL		\$0.00	\$1,037,997.00	\$0.00	\$1,037,997.00	\$301,853.64	\$0.00	100
4210-91-CORONAVIRUS ARPA		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,997.00	\$301,853.64	\$0.00	100
Reporting Fund: 91-CORONAVIRUS ARPA GRANT PROJECT								
FundRevTot		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
FundExpTot		\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,997.00	\$301,853.64	\$0.00	100

Grand Totals:	TotalRev	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,996.78	\$0.00	\$0.22	100
	TotalExp	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,997.00	\$301,853.64	\$0.00	100

Final reporting due April 2025. Fund should close FY25

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2025-02-27

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
0000-92-Revs							
-							
92-3985-002 OTHER GRANTS	\$0.00	\$1,675,000.00	\$0.00	\$493,165.90	\$0.00	\$1,181,834.10	29
92-3985-241 DOWNTOWN PARK DONATI	\$0.00	\$385,000.00	\$0.00	\$17,648.00	\$1,000.00	\$367,352.00	5
92-3985-850 GENERAL FUND TRANSFE	\$100,000.00	\$403,000.00	\$0.00	\$403,000.00	\$0.00	\$0.00	100
0000-92-Revs	\$100,000.00	\$2,463,000.00	\$0.00	\$913,813.90	\$1,000.00	\$1,549,186.10	37
6120-92-RECREATION							
-							
92-6120-194 TOWN PARK CONTRACTED	\$0.00	\$160,000.00	\$4,345.00	\$156,296.00	\$1,215.00	(\$641.00)	98
92-6120-580 CO-INFRASTRUCTURE	\$100,000.00	\$2,303,000.00	\$1,107,439.10	\$810,547.20	\$241,395.00	\$385,013.70	35
6120-92-RECREATION	\$100,000.00	\$2,463,000.00	\$1,111,784.10	\$966,843.20	\$242,610.00	\$384,372.70	84
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
FundRevTot	\$100,000.00	\$2,463,000.00	\$0.00	\$913,813.90	\$1,000.00	\$1,549,186.10	37
FundExpTot	\$100,000.00	\$2,463,000.00	\$1,111,784.10	\$966,843.20	\$242,610.00	\$384,372.70	84
Grand Totals:							
TotalRev	\$100,000.00	\$2,463,000.00	\$0.00	\$913,813.90	\$1,000.00	\$1,549,186.10	37
TotalExp	\$100,000.00	\$2,463,000.00	\$1,111,784.10	\$966,843.20	\$242,610.00	\$384,372.70	84

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Town of Spencer

Fiscal Period - 17 ST STORMWATER IMROVEMENTS Date Range - 2024-02-01 - 2025-02-27

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

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Agenda Item Coversheet

Meeting Date: 03/11/2025

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 February Report
2. Library February Statistics

Black History Month at Spencer Library

Valentine crafts for kids in February

On February 12th, we read Valentine's stories to several children and created hedgehog and bunny valentines. We also read a book concerning Ruby Bridges for Black History Month. Valentine treats and cupcakes were served.

On February 24th, Mr. Marcus Hamilton brought 30 students from his African American Studies class to learn more about the origin of the Gospel music of Shirley Caesar, among other great artists. Leslie Alston taught the class some negro spirituals and the double meaning of some of them. She talked about enslaved people's lives and how music brought them much-needed hope, especially songs concerning heaven. Leslie engaged enthusiastically with the group, and in no time, they had learned two songs along with clapping and stomping. Later in the presentation, she spoke of Shirley Caesar, a native of Durham who now lives in Raleigh. She played one of her songs from YouTube called Hold the Mule. Leslie spoke of Shirley's world-renowned status and how often she had been invited to the White House by several presidents. Afterwards, the students were given a snack with lemonade.



		Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corres. Due Date
Feb. 2025									
2/3/2025	Mon.	5	1	5	2				2/17/2025
2/4/2025	Tues.	11	4	6				1	2/18/2025
2/5/2025	Wed.	5	2						2/19/2025
2/6/2025	Fri.								2/20/2025
									1/13/1900
WEEK TOTAL:		21	7	11	2			1	-----
2/10/2025	Mon.	1	5						2/24/2025
2/11/2025	Tues.	7	3			2		1	2/25/2025
2/12/2025	Wed.	3	5	6	1	1			2/26/2025
	Thurs.								
	Fri.								
WEEK TOTAL:		11	13	6	3	3			-----
2/17/2025	Mon.	7	4		2				3/3/2025
2/18/2025	Tues.	2	1		2				3/4/2025
2/19/2025	Wed.	7	2		2				3/5/2025
	Thurs.								1/13/1900
	Fri.								1/13/1900
WEEK TOTAL:		16	7		6				-----
2/24/2025	Mon.	5	5						3/10/2025
2/25/2025	Tues.	30			5				3/11/2025
2/26/2025	Wed.	6	8	10	2				3/12/2025
	Thurs.								1/13/1900
	Fri.								1/13/1900
WEEK TOTAL:		39	13	5	7				-----
	Mon.								1/13/1900
	Tues.								1/13/1900
	Wed.								1/13/1900
12/31/1899	Thurs.	0	0	0	0	0	0	0	1/14/1900
1/1/1900	Fri.	0	0	0	0	0	0	0	1/15/1900
WEEK TOTAL:		0	0	0	0	0	0	0	-----
MONTH TOTAL:		87	40	22	18	3	0	1	-----

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Agenda Item Coversheet

Meeting Date: 03/11/2025

Agenda Item #: 13

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Launching Talk of the Town, Neighborhood Walks

This month, staff launched a new community engagement opportunity called "Talk of the Town." This program will meet (roughly) quarterly and be an "a la carte" citizens academy for our community. Simply put, citizens academies are educational programs conducted by local governments to create better informed and engaged citizens. Our inaugural program on February 25 provided an overview of how local government works here in Spencer and in North Carolina in general, and an interactive explanation of our budget process. Ten Spencer residents took part in the inaugural offering. Future programs are planned for April 15, September 16, and November 18, with topics announced in the near future. Potential topics include History, Police, Code Enforcement, Fire, Planning, Getting Involved, Solid Waste, Streets, Recreation, and more.

In addition, our Neighborhood Walk program that piloted in December will continue this year in between Talk of the Town meetings. The concept is simple yet powerful. Neighbors walk alongside Town representatives to identify opportunities for improvement and build rapport with one another. March 18/19, May 20, August 19, and October 21 are upcoming dates for this program, which will take place in early evenings (around 6:00 p.m.) when daylight is available. The March 18/19 walk is planned for the area of North Salisbury Avenue and Sowers Ferry Road.

Rowan County Public Health Seeks Community Input for Health Needs Assessment

Rowan County Public Health, in partnership with Healthy Rowan, Rowan County United Way, and Novant Health Rowan Medical Center, calls all Rowan County residents to participate in the 2025 Community Health Survey. This survey is a crucial step in assessing the health needs of our community and will help shape the future of local health programs and services. The Community Health Survey allows residents to share their experiences, concerns, and priorities regarding health and well-being in Rowan County. The

collected responses will contribute to the Community Health Needs Assessment (CHNA), a process conducted every three years to identify the county's most pressing health challenges and opportunities. All Rowan County residents are encouraged to complete the quick and confidential survey online at tinyurl.com/RoCo2025HealthSurvey. For more information or to request a paper copy, please contact Rowan County Public Health's Community Health Manager, Courtney Meece, at courtney.meece@rowancountync.gov.

Town Park construction and community campaign: In the fifth month of construction, work continued on the multi-purpose pavilion and remains slightly ahead of schedule despite some weather interruptions. Masonry and Roofing work was mostly complete, and drywall installation started inside the building. Concrete was poured to form the front Radius wall and column bases. Additional concrete, flooring, and painting as well as site column, electrical, drainage, and driveway work is planned for the coming weeks.

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 (approved) – 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 (\$4,400)
- CO6 (approved) – add'l pavement at location of removed 5th Street planter areas (\$2,200)
- 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 (approved) – Demo/replace planters and sidewalk on Salisbury Ave (\$7,656.55)
- CO11 (approved) – Crank hoist on 2 overhead doors in lieu of chain hoist (\$330)
- CO12 (approved) – savings credit on original spec bronze hardware (\$495.46 CREDIT)
- CO13 (pending) – 4 inch sewer line in lieu of 6 inch sewer line (EST. ~\$1,500 CREDIT)

Original Base	\$ 1,950,700.00	Rev. Base	\$ 1,985,797.59
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.	\$ 21,297.12
TOTAL	\$ 2,175,700.00	TOTAL	\$ 2,175,700.00

Project pledges or contributions received or pledged currently total 36,148:

- Previously noted (\$19,898)
- Steve Blount (\$1,000)
- Jonathan and Meredith Williams (\$15,000)
- Jay and Kelly Baker (\$250)

Additionally, we have gift commitments (pending finalization) in the neighborhood of \$125,000-135,000. Pending grant applications and prospect donor conversations could result in an additional \$240,000. We believe we are in a very good position for the total campaign to go beyond the goal of \$385,000.

Remaining amount needed: \$348,852. Learn more: <https://spencernc.gov/makeyourmark>.

Attachment(s): ☐ Yes ☒ No