



**Board of Aldermen
Pre-Agenda Meeting
Agenda Packet
April 3, 2025**



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

DATE
April 3, 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. PUBLIC FEEDBACK – Adaptive Reuse of 401 11th Street for Recreational Purposes

4. CONSIDER APPROVING – Art Concept for Storefront Window Graphics

5. REVIEW OF APRIL 8, 2025, AGENDA

1. CALL TO ORDER – Mayor Jonathan Williams

2. INVOCATION

3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

a. Mayor Jonathan Williams

i. Proclamation for National Public Health Week (NPHW)

ii. Proclamation for 56th Annual Professional Municipal Clerks Week/Town Clerk Anna K. Ward Achieving Certified Municipal Clerk Designation

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*

speaking. 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: March 6, 2025, Pre-Agenda Minutes

March 7, 2025, Strategic Planning Session Minutes

March 11, 2025, Regular Meeting Minutes

b. CONSIDER ADOPTING – Budget Ordinance Amendment 24-10.016 Police Department Towing and Storage Reimbursement

c. CONSIDER ADOPTING – Yadkin River Trailhead Project Budget Ordinance Amendment 22-020.02

d. CONSIDER ADOPTING – Budget Ordinance Amendment 24-10.017 Reappropriate Funds for the Abatement of Old Town Hall

8. CONSIDER ADOPTING – Resolution 25-02 Supporting the Application for a Parks & Recreation Trust Fund (PARTF) Grant and Master Plan for the Adaptive Reuse of 401 11th Street as a Dedicated Parks & Recreation Facility

9. CONSIDER ADOPTING – Resolution 25-03 Directing the Clerk to Investigate Petition to Annex Property at 1230 Long Ferry Road Received Under NCGS 160A-31

10. TOWN CLERK TO PRESENT – Certificate of Sufficiency for Petition to Annex Property at 1230 Long Ferry Road

11. CONSIDER ADOPTING – Resolution 25-04 Setting Public Hearing Date for Proposed Annexation of Property at 1230 Long Ferry Road

12. CONSIDER AUTHORIZING – Town Manager to Negotiate and Execute NC Railroad Company (NCRR) Economic Development Microgrant and Subrecipient Agreement with Samet Corporation

13. CONSIDER AWARDING – Historic Preservation Incentive (HPI) Grant in the Amount of \$1,806.00 to Edward & Debbie O'Connell to Replace a Pressed Tin Shingle Roof

14. DEPARTMENTAL REPORTS

a. Planning

b. Code Enforcement

c. Police

d. Fire

e. Public Works

f. Finance

g. Library

15. TOWN MANAGER REPORT

16. PRE-RECOMMENDATION BUDGET WORKSHOP

17. REQUESTS & COMMENTS by the Mayor and Board Members

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

19. ADJOURNMENT

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

7. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/03/2025

Agenda Item #: 3

Agenda Item Title: Board of Alderman to receive a presentation from staff and feedback from the public regarding the adaptive reuse of 401 11th Street for recreational purposes.

Category: Pre-Agenda

Presenter(s): Joe Morris, Special Projects Planner

Explanation:

Town staff are exploring grant opportunities for the adaptive reuse of 401 11th Street as a dedicated park and recreation facility. Among the funding possibilities is the Parks and Recreation Trust Fund (PARTF) grant program, which, as part of the application process requires public review and input, along with endorsement by the elected board. Staff are seeking matching funds for the PARTF grant. The proposed RESOLUTION authorizes staff to pursue grant and matching funds, establishes the dedicated use of 401 11th Street as a park and recreation facility and certifies the Mayor and Board of Aldermen's support for the public recreation project.

Financial Impact:

The costs for the adaptive re-use of the property may exceed \$2M, depending on final design and phasing. Staff are requesting authorization to pursue the PARTF grant of up to \$500,000 – while exploring matching funds and private contributions. A RESOLUTION describing the grant strategy will be available as a separate agenda item for the April 8, 2025, Regular Meeting.

Recommendations:

Mayor and Board of Aldermen to consider adoption of a RESOLUTION in support of a Parks and Recreation Trust Fund Grant Application

Attachment(s): ☒ Yes ☐ No

1. Proposed RESOLUTION



**TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 25-02**

**A RESOLUTION IN SUPPORT OF THE APPLICATION FOR A
PARKS & RECREATION TRUST FUND GRANT AND MASTER PLAN
FOR THE ADAPTIVE REUSE OF 401 11TH STREET
AS A DEDICATED PARKS & RECREATION FACILITY**

WHEREAS, the Town of Spencer seeks to develop a dedicated recreation facility as part of the Fred and Alice Stanback Educational Forest; and

WHEREAS, the town-owned property at 401 11th Street is located near the Stanback Educational Forest's existing primary entrance, main parking area, trail, picnic shelter, and pond; and

WHEREAS, the dedicated recreational facility will provide a vital asset consistent with the Town of Spencer's 2022 Comprehensive Recreation Master Plan and the 2023 Creating Outdoor Recreation Economies Strategic Plan; and

WHEREAS, the master plan for the proposed recreational facility proposes enhanced recreational opportunities for the citizens of Spencer and surrounding communities by supporting a variety of recreational programs and access to more than 15,000 linear feet of trail with a proposed connection to the proposed Grants Creek Blueway Trailhead; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Spencer recognize the unique nature of the town-owned property and its importance to the Stanback Educational Forest; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Spencer, through this resolution, deem it desirable and essential to seek funding through the Parks & Recreation Trust Fund Grant Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer, North Carolina, to apply for recreational facility development funding through the Parks & Recreation Trust Fund

This resolution shall become effective immediately upon adoption.

Adopted this 8th day of April 2025.

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/03/2025

Agenda Item #: 4

Agenda Item Title: Consider approving art concept for storefront window graphics

Category: Pre-Agenda

Presenter(s): Peter Franzese, Town Manager

Explanation:

In the fall, staff solicited informal quotes for design, production, and installation of perforated window graphics for four storefront sections of our vacant space next to Spencer Town Hall and Police Department. Duncan-Parnell was selected for this work, to obscure the view into our storefront windows and complement Park Plaza improvements with some historical images and Town branding. These areas are shown on the attached floor plan as Lease Space 01, 02, and 03. On the attached elevation plan they are marked as J, K, L, and M. The goal is to cover the glass from the top of the door frame level down, including the doors. We would leave the upper parts of the glass as-is (approximately the top two feet). Basic information about Space available for lease would be included on Sections L and M. We are greatly appreciative of the staff at NC Transportation museum for their partnership on this project, and in particular former NCTM staff and current Reed Gold Mine site Manager Larry Neal. Most images in the concept were provided courtesy of Larry Neal, who is author of *Southern Railway's Historic Spencer Shops*, part of Arcadia Publishing's "Images of America" series.

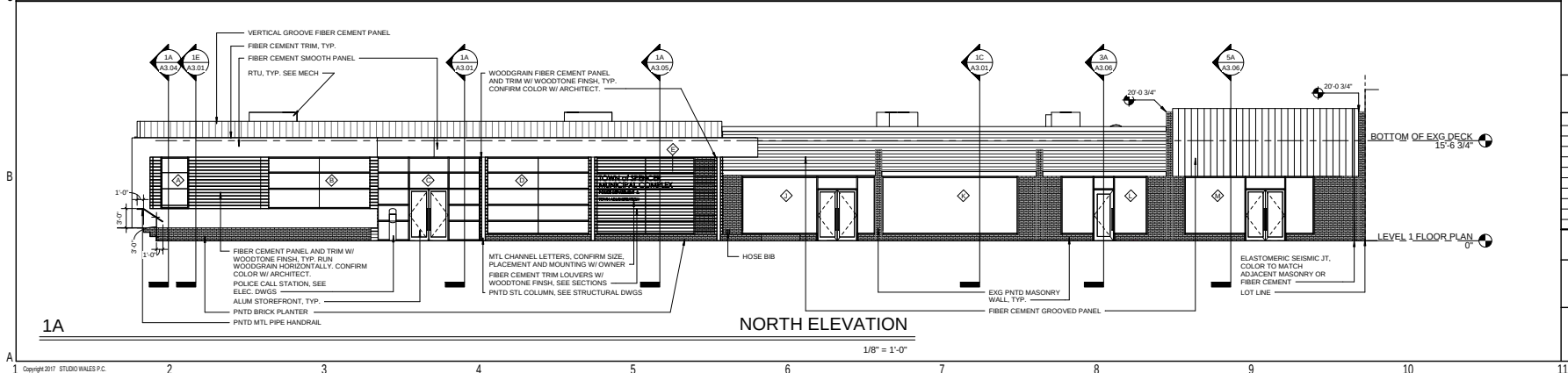
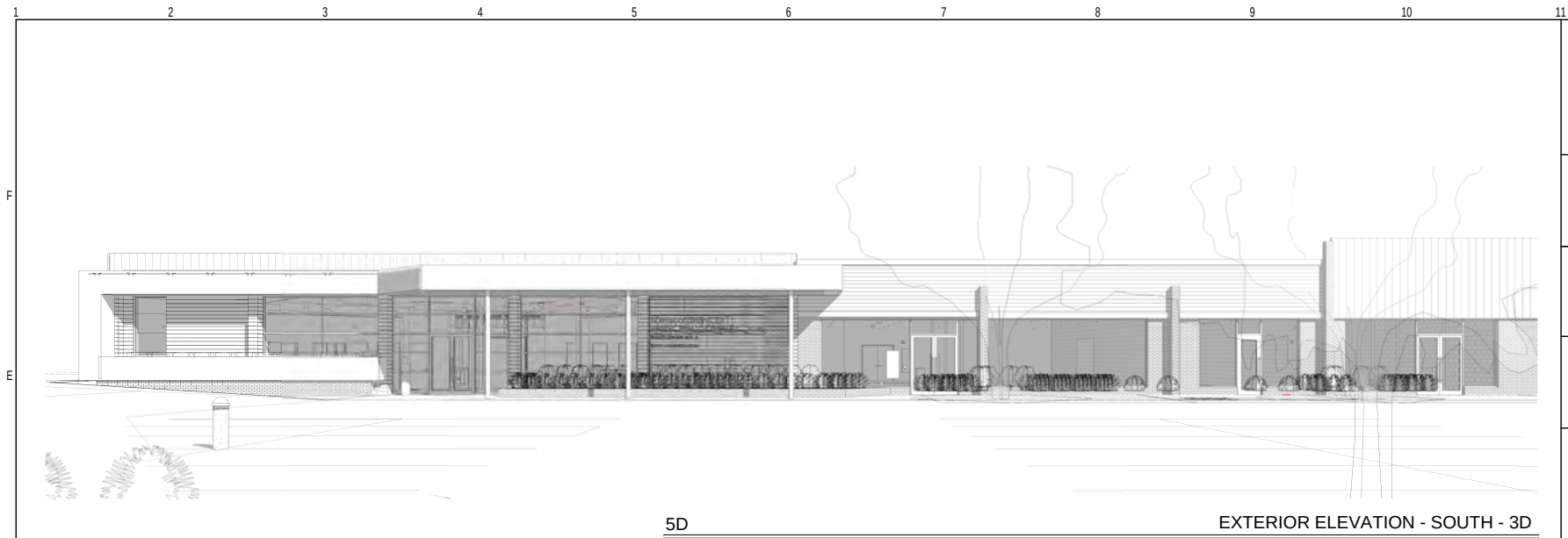
Financial Impact: The cost for this project is \$6,540, with \$2,250 for design and \$4,404 for design and installation. Funding for this is available in our current year budget.

Recommended Motion:

Motion to approve the art concept for storefront window graphics, as presented.

Attachment(s): ☒ Yes ☐ No

1. Floor Plan
2. Elevation Plan
3. Concept Art Package (pending from contractor)



STUDIO WALEE
Architecture

815 BRIDGE ST., SUITE 103 WINSTON-SALEM, NC 27204
p. 336.310.0860 | www.STUDIO-WALEE.com

Town of Spencer Municipal Complex

414 S. Salisbury Ave.,
Spencer, NC

CONSTRUCTION DOCUMENTS

Revisions		
No.	Description	Date

date: 06/21/2020
project #: 17-002

sheet title:
EXTERIOR ELEVATIONS

sheet number:
A2.01

From: [Steve Blount](#)
To: [Peter Franzese](#); [Kyle Harris](#); [Heather Kann](#); [Joel Taylor](#); [Anna Ward](#)
Subject: RE: Town of Spencer - Perforated Window Graphics Quote Request
Date: Monday, November 4, 2024 15:13:11
Attachments: [spencer_images.docx](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Some Pictures

Steve Blount
Zoning & Subdivision Administrator
Town of Spencer
sblount@spencernc.gov
704-633-2231 ext 28 Office
704-202-4113 Cell

From: Peter Franzese <pfranzese@spencernc.gov>
Sent: Monday, November 4, 2024 2:34 PM
To: Kyle Harris <kharris@spencernc.gov>; Heather Kann <HKann@spencernc.gov>; Joel Taylor <jtaylor@spencernc.gov>; Anna Ward <AWard@spencernc.gov>; Steve Blount <sblount@spencernc.gov>
Subject: RE: Town of Spencer - Perforated Window Graphics Quote Request

Thanks Kyle, this is the sort of thing I had in mind, perhaps mostly on the larger space adjacent to Town Hall so it could remain even if we upfit for Town use. The other ones may be simpler. Look forward to discussing more tomorrow. PS I believe Beth Nance has a lot of photos and perhaps NCTM does as well.

From: Kyle Harris <kharris@spencernc.gov>
Sent: Monday, November 4, 2024 12:40 PM
To: Peter Franzese <pfranzese@spencernc.gov>; Heather Kann <HKann@spencernc.gov>; Joel Taylor <jtaylor@spencernc.gov>; Anna Ward <AWard@spencernc.gov>; Steve Blount <sblount@spencernc.gov>
Subject: Re: Town of Spencer - Perforated Window Graphics Quote Request

I don't necessarily have a comprehensive gallery of historic photos, but I'm sure I could find a good selection and perhaps ask the HPC to weigh in.

I wonder if it would be a neat idea to treat those window graphics almost like a 2D museum history exhibit. See reference photos attached.

Just my two cents at this time.

Kyle Harris

Planner

Town of Spencer

Office: (704)-633-2231 ext. 20
Cell: (704)-989-9471 (text only)



From: Peter Franzese <pfranzese@spencernc.gov>

Sent: Monday, November 4, 2024 12:18 PM

To: Heather Kann <HKann@spencernc.gov>; Joel Taylor <jtaylor@spencernc.gov>; Kyle Harris <kharris@spencernc.gov>; Anna Ward <AWard@spencernc.gov>; Steve Blount <sblount@spencernc.gov>

Subject: FW: Town of Spencer - Perforated Window Graphics Quote Request

FYI, Duncan-Parnell provided the best quote for this project.

I wondered if we could put together some sort of mockup design to send them to show them what we are thinking on the windows. I thought we could discuss tomorrow during the property/facilities team and then Kyle or Anna could work up some quick canva magic. This does not have to be 100 percent as Duncan-Parnell will do that for us, but just to give more of an idea of the desired outcome.

Kyle, do you have specific Historic photos that would be good to include?

Thanks,
Peter

From: Peter Franzese

Sent: Wednesday, October 23, 2024 5:23 PM

Cc: Heather Kann <HKann@spencernc.gov>; Joel Taylor <jtaylor@spencernc.gov>

Subject: Town of Spencer - Perforated Window Graphics Quote Request

Good afternoon,

We are seeking quotes for design, production, and installation of perforated window graphics for four storefront sections of our vacant space next to Spencer Town Hall and Police Department. We are seeking quotes in an informal bidding process.

These areas are shown on the attached floor plan as Lease Space 01, 02, and 03.

On the attached elevation plan they are marked as J, K, L, and M.

The image below shows a recent photo of the windows. The goal would be to cover the glass from the top of the door frame level down, including the doors. We would leave the upper parts of the glass as-is (approximately the top two feet). As an alternate, we would consider a 4-5 foot tall graphic across sections L and M, leaving more of the glass uncovered.

The graphics design would be consistent with the Town's branding, (style guide attached) and hopefully display some historical photographs or images. We will work with the selected vendor to provide the images and content. Basic information about Space available for lease would be included on Sections L and M.



The estimated dimensions of each section are:

Section	Width	Height	Max coverage Height	Est Area sq in	Est Area sq ft
J	248	100	76	18,848	130.9
K	253	100	76	19,228	133.5
L	157	100	76	11,932	82.9
M	189	100	76	14,364	99.8
			Total	64,372	447

We recognize further measurements will be necessary to produce the graphics but hope these dimensions are suitable for putting together a basic quote.

To respond, please reply with the following information:

Project Manager Name and Contact Information
 Company Name
 Company Address

Design fee
 Material cost per sf
 Material cost total
 Production cost total (if applicable)
 Installation time estimate (hours)

Installation cost per hour
Installation cost total
Other (please describe)

Project Total cost Estimate

Design timeframe
Production timeframe
Est Install date

Example Image and contact information for similar project (reference).

Please let me know if you have any questions.

Responses from interested vendors are requested by 12:00 noon on Friday, November 1, 2024.

Peter L. Franzese

Town Manager

Office: 704-633-2231

Mobile: 704-762-1692



Perforated Window Graphics Quote Request

Prepared for:

Town of Spencer

460 S Salisbury Ave

Spencer, NC 28159

Prepared by:

Joey Tepper

Signs and Graphics Sales

(980) 403-3908

October 28th, 2024





Design fee:

- Layout/Design: \$100 per hour in 30 min increments
- Conceptual: \$150 per hour (2 hour minimum)
- File Setup: \$19.95 flat fee

Material cost per sf:

- \$8.25

Material cost total

- \$3,687.75

Production cost total (if applicable):

- Not Applicable

Installation time estimate (hours):

- 5 Hours

Installation cost per hour:

- \$110 Per Hour

Installation cost total:

- \$550 + \$200 Travel Fee/Coordination
- \$750 Total Cost for Install

Project Total cost Estimate:

- \$4,437.75 without design fees

Design timeframe:

- 10-14 days (Dependent on providing files, proof approvals, back and forth over design, etc.)

Production timeframe:

- 5-7 business days after final proof approval

Est Install date:

- As soon as out of production we can install, so mirror 5-7 business days

Example Image and contact information for similar project (reference):

- Link to Window Graphics Projects we have completed below.

[Window Graphics | Past Projects Gallery | Duncan-Parnell](#)

Customer ID	103929	Effective Date	11/1/2024
Account Name	Town of Spencer	Account Manager	Joey Tepper
Address	460 S Salisbury Ave	Phone	(980) 403- 3908
	Spencer, NC 28159	Email	Joey.tepper@duncan-parnell.com
Contact Name	Peter Franzese		
Phone	704-762-1692		
Email	pfranzese@spencernc.gov		

Additional Information

Contact Us

www.duncan-parnell.com

Joey Tepper- Signs and Graphics Sales

Joey.Tepper@Duncan-Parnell.com | (980) 403-3908 (mobile)

Charlotte Area Locations

- 900 South McDowell St., Charlotte, NC 28204 | 704.372.7766 | charlotte@duncan-parnell.com
- 11333-A Granite St., Charlotte, NC 28273 | 704.588.0047 | arrowood@duncan-parnell.com
- 364 Williamson Rd., Mooresville, NC 28117 | 704.658.9666 | lakenorman@duncan-parnell.com
- 651 Church St. N., Concord, NC 28025 | 704.782.2625 | concord@duncan-parnell.com

*For a full list of our locations, please visit <https://www.duncan-parnell.com/locations>

Duncan-Parnell can help with much more than just your printing needs. We offer services in **Wide Format Printers, Signs & Graphics, Survey Supplies & Hardware, and Geospatial Solutions**. Talk to any member of our team for more information.

Successful Projects Start Here!





















Logo Usage Guidelines
TOWN OF SPENCER
MAR.15.21

www.MillerDavisAgency.com

A close-up photograph of blue feathers, likely from a parrot, serves as the background for the bottom half of the page. The feathers are vibrant blue with fine, white, radiating lines.

md

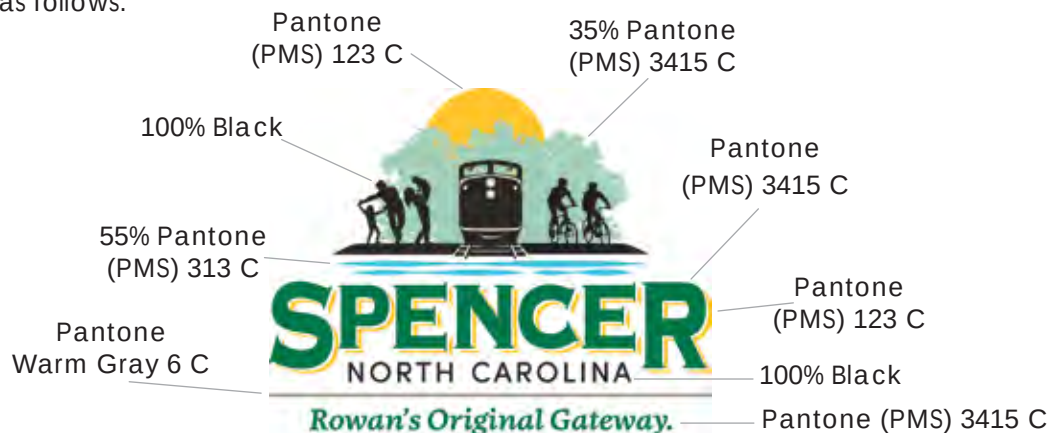
Miller Davis

I M A G E M A T T E R S

The Town of Spencer logo is a critical element in the organization's marketing and branding program. It is vitally important that the logo always be used appropriately, according to the guidelines outlined in this document. These guidelines are provided to help you determine which logo format to select for your projects and presentations. Electronic files of the logo designs described in this document are available from the company. This booklet has been created as a permanent reference source for designers and other people responsible for presenting the Town of Spencer to the public.

Primary Logo

The sample logo provided below is the **PRIMARY** Town of Spencer logo format. This format (also known as an "appearance") should be used whenever possible. This includes usage for electronic and print advertising, signage, brochures, letterhead, premiums and Internet pages. Primary logo colors are as follows.



Protected Area

To create maximum impact, keep the space around the logo free from other text and graphics. The protected area around the logo should be equal to the height of E in Spencer. This area must not be encroached upon by any other graphic elements. The dotted lines are for guidance only; do not print.



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EXCEPTION 1: The Primary Logo is in Grayscale

The primary logo should be used in all applications, such as newspaper or magazine advertising, etc. Special logos are created for solid and reverse applications.



EXCEPTION 2: Black-and-White Logo

When the logo is to be used in black-and-white applications, such as newspaper advertising, do not use the color logo to create a black-and-white version. A special logo created just for black and white usage is required.



EXCEPTION 3: Black-and-White Logo on Dark Background

When the organization's primary black-and-white logo must be used on a black or other extremely dark background, an alternate primary black-and-white logo option has been approved for use.



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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 5

Agenda Item Title: Proclamations

Category: Recognition

Presenter(s): Jonathan Williams, Mayor

Explanation:

Mayor Jonathan Williams wishes to make two proclamations. One is for National Public Health Week (NPHW), and the other is for the 56th Annual Professional Municipal Clerks Week/Town Clerk Anna K. Ward Achieving Certified Municipal Clerk Designation.

Financial Impact:

None.

Recommendations:

Attachment(s): ☒ Yes ☐ No

1. Proclamation for National Public Health Week (NPHW)
2. Proclamation for 56th Annual Professional Municipal Clerks Week/Town Clerk Anna K. Ward Achieving Certified Municipal Clerk Designation



PROCLAMATION OFFICE OF THE MAYOR

WHEREAS, the week of April 7, 2025, is National Public Health Week, and the theme is “It Starts Here,” highlighting the importance of making a difference in our home, community, and Town of Spencer, North Carolina; and

WHEREAS, this year is the 30th anniversary of celebrating National Public Health Week, and in the past 30 years, significant strides have been made in public health, including the following public health successes:

- (1) deaths due to HIV/AIDS, which peaked in 1994 at 49,095 AIDS-related deaths that year in the U.S., have dropped significantly with Antiretroviral therapy ensuring most people with HIV can live normal lifespans, and prevention tools like PrEP significantly reduce transmission;
- (2) smoking rates, which were as high as 25.5% among U.S. adults in 1994, have now fallen to 11.4 % due to comprehensive smoke-free policies, public awareness campaigns, and taxation of tobacco products;
- (3) childhood mortality, which was at a rate of 13.8 deaths per 1,000 live births in 1994, has now fallen to 5.4 deaths per 1,000 live births due to vaccines, better healthcare access and nutrition;
- (4) mental health awareness and treatment, with 40% of people with mental health conditions being untreated in 1994, has progressed with increased awareness, parity laws and integration into primary care, which have expanded access to mental health services and reduced treatment gaps;
- (5) lead poisoning, with 4.4% of U.S. children having elevated blood lead levels in 1994, has now fallen to less than 0.5% due to policies banning leaded gasoline and reducing lead in paint, pipes, and water systems;
- (6) health impacts of climate change such as rising heat-related deaths were under-recognized in 1994, but are now being mitigated by actions such as public health campaigns, local adaptation plans including cooling centers and other preparedness plans to protect the public from extreme weather, wildfires and other regional threats and global frameworks like the Paris Agreement;
- (7) pandemic preparedness, which was in its infancy in 1994, has now grown, especially after the COVID-19 pandemic, spurring significant advancements in mRNA technology, global vaccine deployment, and increased investments in infrastructure, stockpiles, and global surveillance — all of which must be sustained.

WHEREAS, racial and ethnic minority populations in the United States continue to experience disparities in the burden of illness and death, as compared with the entire population of the United States; and

WHEREAS, a person’s health status can differ drastically by ZIP code due to differences in the built environment, environmental quality, community context, access to healthy food, access to education, and access to health care; and

WHEREAS, public health organizations use National Public Health Week to educate public policymakers, public health professionals, and the public on issues that are important to improving the health of the people of the United States; and

WHEREAS, public health professionals help communities prevent, prepare for, withstand, and recover from the impact of a full range of health threats, ranging from infectious disease outbreaks to natural disaster preparedness; and

WHEREAS, efforts to adequately support public health and prevent disease and injury can continue to transform a health system focused on treating illness into one focused on preventing disease and injury, and promoting wellness.

NOW, THEREFORE, I, Jonathan D. Williams, by virtue of the authority vested in me as Mayor of the Town of Spencer, and on behalf of the entire Board of Aldermen and all our citizens, do hereby proclaim the week of April 7-13, 2025, as

National Public Health Week

in Spencer, North Carolina and call upon the people of Spencer to observe this week by helping our families, friends, neighbors, co-workers and leaders to recognize the contribution of public health in (1) improving the health of the people of our state and (2) achieving health equity, as the theme states, “It Starts Here.”

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

ATTEST:

Anna Kanode Ward, Town Clerk
Town of Spencer, NC

Jonathan D. Williams, Mayor
Town of Spencer, NC



PROCLAMATION OFFICE OF THE MAYOR

WHEREAS, the Office of the Professional Municipal Clerk is a time-honored and vital part of local government existing throughout the world; and

WHEREAS, the Municipal Clerk is the oldest among public servants and the only statutorily required position for all units of local government in North Carolina; and

WHEREAS, Municipal Clerks provide the professional link between citizens, local governing bodies, and various agencies at all levels of government; and

WHEREAS, Professional Municipal Clerks are committed to upholding principles of neutrality, impartiality, and equal service to all members of the community; and

WHEREAS, the Professional Municipal Clerk serves as the information hub for local government operations and community affairs; and

WHEREAS, Professional Municipal Clerks continuously strive to enhance the administration of their office by actively participating in educational programs, professional development opportunities, and the annual conferences of their state, provincial, county, and international associations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk, and in particular, our Town Clerk Anna Kanode Ward; and

WHEREAS, Professional Municipal Clerks Week was established in 1969 by the International Institute of Municipal Clerks (IIMC) and is endorsed by the North Carolina Association of Municipal Clerks (NCAMC) and all other members throughout the United States, Canada, and 15 other countries; and

WHEREAS, in 1984 and 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed proclamations officially declaring Professional Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government; and

NOW, THEREFORE, I, Jonathan D. Williams, by virtue of the authority vested in me as Mayor of the Town of Spencer, and on behalf of the entire Board of Aldermen and all our citizens, do hereby proclaim May 4-10, 2025, as:

PROFESSIONAL MUNICIPAL CLERKS WEEK

BE IT FURTHER PROCLAIMED, that we extend our **APPRECIATION** to our Town Clerk,

ANNA KANODE WARD

and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

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

ATTEST:

Jonathan D. Williams, Mayor
Town of Spencer, NC

Anna Kanode Ward, Town Clerk
Town of Spencer, NC

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 7. a.

Agenda Item Title: Approval of March 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 March 6, 2025, the Strategic Planning Session held on March 7, 2025, and the Regular Meeting held on March 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 March 6, 2025, the Strategic Planning Session held on March 7, 2025, and the Regular Meeting held on March 11, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. March 6, 2025, Pre-Agenda Meeting Minutes (draft)
2. March 7, 2025, Strategic Planning Session Minutes (draft)
3. March 11, 2025, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
March 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, March 6, 2025, at 5:31 p.m.

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

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

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

REVIEW OF MARCH 11, 2025, AGENDA

INVOCATION

Alderman Muhammad volunteered to give the invocation at the March 11, 2025, regular meeting.

RECOGNITIONS

Mayor Pro Tempore Secreast wishes to recognize Silvia Chillcott and the North Rowan High School (NRHS) Basketball Team and their coach.

ADDITIONS/DELETIONS

It was the consensus of the Board to remove item 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."

It was the consensus of the Board to add CONSIDER AUTHORIZING – Town Manager to Negotiate and Execute a Subrecipient Grant Agreement for Environmental Due Diligence with Samet Corporation as item 10.

CONSENT AGENDA

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

- a. **APPROVAL OF MINUTES:** February 6, 2025, Pre-Agenda Meeting 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

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

EXECUTIVE SESSION per NC General Statute 143-318.11(a)(2)

Alderman Muhammad moved to go into Executive Session per the following NC General Statute:

§ 143-318.11(a)(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

Alderman Howe seconded the motion, which carried by a vote of 6 - 0. The regular meeting stood at recess at 5:45 p.m.

RECONVENE REGULAR MEETING

Mayor Williams reconvened the open session at 6:04 p.m. and announced that no action had been taken in closed session which could be disclosed at this time.

Mayor Williams recessed the meeting for a 10-minute break.

ANNUAL PLANNING SESSION

Mayor Williams reconvened the meeting and the Board began their Annual Planning Session and reviewed input received from Town staff and the citizens of Spencer.

Mayor Williams introduced North Carolina Department of Commerce N.C. Main Street & Rural Planning Center Southwest Region Community Economic Development Director Jeff Emory and thanked him for his help in facilitating this planning session and his assistance on various other projects.

WELCOME & PROCESS REVIEW

Town Manager Franzese reviewed the strategic planning session process. Town staff reviewed the following 2024 priorities and provided updates:

- Infrastructure, facilities, and properties
 - o Activate Parks and Recreation with staffing, while exploring partnerships
 - o Continue strategic acquisition and use of property for the public good
 - o Further implement Parks and Recreation Master Plan and CORE Strategic Plan
- Community Planning and Development
 - o Support zoning changes to encourage well-managed growth and investment in line with recent planning efforts
 - o Focus on affordable housing (CDBG program) to meet the demand for today and tomorrow
- Public Safety

- o Continue planning for growth and maintaining the ability to deliver proactive services
- o Continue enhancements to staffing, technology, facilities, and equipment
- Community Outreach & Involvement
 - o Enhance community engagement and multi-media communication
 - o Grow existing and new community events and partnerships
 - o Improve community signage and public art to shine a light on our past, present, and future
- Staff Excellence
 - o Ensure a high level of customer service and user-friendly processes
 - o Attract, retain, and develop staff who are committed to service and know they are valued
 - o Promote initiatives to support a diverse workforce that reflects our community

STAFF REVIEW OF 2024-25 PRIORITIES WITH UPDATES

Public Works Director Taylor and Special Projects Planner Morris provided updates regarding infrastructure, facilities, and properties.

Planning & Zoning Administrator Blount and Planner Harris provided updates regarding community planning and development.

Police Chief File and Fire Chief Lanning provided updates regarding public safety.

Town Clerk Ward and MPA Intern Allan provided updates regarding community outreach and involvement.

Town Manager Franzese and Finance Officer Kann provided updates regarding staff excellence.

COMMUNITY ENGAGEMENT OPPORTUNITY

Being the small number of community members present, the Board members and community members split up into groups and went to the staff pairings to provide feedback on the various 2024 – 2025 priorities using structured forms.

REPORT OUT

Staff compiled the feedback from the Board of Aldermen and the present community members during the breakout session and reported to everyone present.

MAYOR AND BOARD COMMENTS

It was the consensus of the Board that there was no need for comments as all had already been said during the Engagement and Report Out portions of the meeting.

WRAP-UP AND PREVIEW OF FRIDAY

Town Manager Franzese and Community Economic Development Director Emory provided a brief overview of the schedule for the rest of the planning session, which would take place the following day.

Mayor Williams requested staff add the recently completed Community Development Block Grant (CDBG) projects to the trolly tour.

RECESS

Mayor Williams recessed the meeting until Friday, March 7, 2025, at 8:30 a.m. in the same location. The meeting stood recessed at 8:09 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Annual Strategic Planning Session
March 7, 2025

The Town of Spencer Board of Aldermen met in the Hilda B. Palmer Board Room at the Spencer Town Hall on Friday, March 7, 2025, at 8:53 a.m. to reconvene the regular session meeting of Thursday, March 6, 2025, which was recessed at 8:09 p.m.

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

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, Special Projects Planner Joe Morris, Planning & Zoning Administrator Steve Blount, Planner Kyle Harris, and MPA Intern Skye Allan. Southwest Region Community Economic Development Director Jeff Emory from the N.C. Main Street & Rural Planning Center of the North Carolina Department of Commerce served as facilitator for the Planning Session.

Mayor Williams reconvened the meeting and opened the floor for staff presentations and discussion by the Board.

WELCOME & AGENDA REVIEW

Town Manager Franzese and Community Economic Development Director Emory reviewed the agenda for the Planning Session and recapped the previous evening.

KICKOFF AND INSPIRATION

Mayor Williams spoke on the concept of taking the next step and how the Town staff and Board have built a strong foundation for being a model small town, but now they need to take the next step in the process and not give in to inertia and fear of the unknown. He thanked Town staff and Board members for preparing for the Strategic Planning Session and being present.

FINANCIAL UPDATE AND EARLY REVENUE PROJECTS

Finance Officer Kann discussed topics which included reviewing last year's budget and projecting this year's sales and use tax.

Alderman Howe asked why there was a delay in receiving the vehicle property tax. Mayor Williams asked staff to confirm if the tax was billed when implemented or if there was a waiting period between implementation and billing. Town Manager Franzese suggested there may have been a three-month inherent

shortfall due to DMV processes. Finance Officer Kann spoke on the dispersal of these funds between the Powell Bill Fund and the General Fund.

Alderman Howe asked if it would be better to plan on 0% sales tax growth rather than 1% growth. Mayor Williams spoke about increasing prices leading to sales tax growth, but also emphasized the importance of reviewing historical rates. Finance Officer Kann stated there has been a 4% growth this year, and planning a 1% growth in the budget is realistic. Town Manager Franzese mentioned guidance provided by the North Carolina League of Municipalities (NCLM) in this area. Finance Officer Kann said some costs on the expenditure side of the budget could be reduced or removed, and Mayor Williams pointed out that this could lead to the best value on tax dollars.

TRAFFIC AND CONDITION ANALYSIS OF TOWN STREETS

Planning & Zoning Administrator Blount gave a presentation on the need for a study of lane width, parking patterns, and traffic in Spencer to determine where streets need to be widened, where sidewalks are most necessary, and the order in which to begin that process.

A lengthy discussion followed surrounding the usefulness of some alleyways, the difficulties alleyways bring, the question of ownership of the alleyways, if the alleyways may help with traffic and parking, and cost and code enforcement concerns surrounding the various options for closing or taking over alleyways.

There was also discussion about who paid for the Long Ferry Road study. Planning & Zoning Administrator Blount stated it was a state road, but the county paid for the study, and that it may be possible to get monetary assistance for the study of state-owned roads in Town.

STAFF COMPENSATION AND CLASSIFICATION UPDATE

Piedmont Triad Regional Council (PTRC) Assistant Director Matt Reece presented an overview of the results from the staff compensation and classification study to the Mayor, Board, and staff. Town Manager Franzese informed the Mayor and Board that employee benefits that impact the budget were included in the calculations in order to get a full-picture analysis.

A lengthy discussion followed with questions and comments surrounding the following: how developmental increases (DI) currently work, whether they should be used in the future, if they should be used in conjunction with cost of living adjustments (COLA), if it would be better to use COLA than DI, if a multi-year phased approach is possible; the need to avoid pay compression; cost of turnover; if it would be better to focus on retaining or attracting employees, if it would be possible to focus on one or the other, how retention versus attraction of employees varies between departments, if it is better to attract less experienced employees and provide career development opportunities or to attract more experienced employees; the need for revenue, how a different tax base allows other municipalities to pay higher salaries, the possible changes to the Town's tax base in the future, and how those changes will lead to changes in the benefits package; ways advancements in technology, private sector layoffs, and federal worker layoffs would impact future salary adjustments; the desire to pay employees what they deserve while not raising taxes and not putting the Town in a bad position fiscally; pros and cons to consolidation; different pay plan options for public safety departments; the need to prioritize this and other needs for the budget, looking at what can be accomplished this fiscal year and also taking into account how that will impact the budget next year.

Alderman Muhammad left the board room at 10:49 a.m. and returned at 10:53 a.m.

Alderwoman Moody left the board room at 10:54 a.m. and returned at 11:00 a.m.

Community Economic Development Director Emory summarized the discussion, stating there is no appetite for tax increases and that the salary increase will be a priority for the budget this year.

Mayor Williams recessed the meeting for a 15-minute break.

TOUR OF COMMUNITY ASSETS AND OPPORTUNITIES

Mayor Williams reconvened the meeting, and the Mayor, Board, Town staff, and present community members boarded an F&M Bank Trolley for a tour of the following areas:

- Yadkin River Park (including Davidson County developments and Yadkin River District)
- Long Ferry Road industrial growth area to include Willow Creek Drive and Hacket Street
- Hawkinstown Road via Whitehead Avenue and 7th Street
- Two recently completed Community Development Block Grant (CDBG) projects
- South Salisbury Avenue improvement opportunities
- Stop at Future Activity Center at Stanback Forest (401 11th Street) – lunch available
- Chicken Springs Dam and 17th Street projects

Planning & Zoning Administrator Blount, Special Projects Planner Morris, Planner Harris, and Public Works Director Taylor provided information about the various locations and answered questions from the Mayor, Board, and staff. There was also a presentation from the BOGLE firm *Architecture* Project Architect Elizabeth Kang Trick and Landscape Architect Lynn Raker for the future activity center at Stanback Forest.

The meeting continued in the Hilda B. Palmer Board Room at 1:34 p.m.

POLICE CAPITAL NEEDS AND STAFFING PROJECTIONS WORKSHOP

Police Chief File gave a presentation regarding capital needs and staffing projections for the Police Department and answered questions from the Mayor and Board. Topics discussed included: the need for vehicles, ways to get the best price for vehicles, the need to surplus current spare and in-use vehicles; need for a drone and the potential to share it with the Fire Department; need to replace radios and tasers; grant opportunities; future need to move police station to a larger space; and staff use of the fitness room.

FIRE CAPITAL NEEDS AND STAFFING PROJECTIONS WORKSHOP

Fire Chief Lanning gave a presentation regarding capital needs and staffing projections for the Fire Department and answered questions from the Mayor and Board. Topics discussed included: staff development; necessary repairs for and eventual replacement of the fire station, lack of storage and sleeping space, potential need to move the fire station to another location in Town; ways to build employee moral; ways to serve the community beyond public safety; imminent need to replace oxygen tanks and other personal protective equipment (PPE); need to replace designated PPE dryer; need for a full-time Deputy Fire Chief; and the need to plan for replacement of fire engine and increase staff in the future.

Alderman Muhammad left the board room at 2:36 p.m. and returned at 2:40 p.m.

Mayor Williams recessed the meeting for a five-minute break.

STORMWATER AND DAM SAFETY PROJECT UPDATES

Mayor Williams reconvened the meeting and continued with staff presentations and Board discussion.

Hazen and Sawyer Senior Principal Engineer Laura Saleeby joined the meeting via Zoom and gave a presentation regarding updates to the 17th Street Stormwater Improvements, Stormwater Master Planning, and Chicken Springs Dam EAP projects. She and Public Works Director Taylor answered questions from the Mayor and Board. Topics discussed included: updates to American Rescue Plan Act (ARPA) funding and the Building Resilient Infrastructure and Communities (BRIC) grant application; timelines for the projects; continuing search for further funding; timeframe for use of grant monies; and updates regarding the process with the North Carolina Department of Environmental Quality (DEQ).

Alderman Howe left the meeting at 3:27 p.m.

STRATEGIZATION AND ESTABLISH CONSENSUS ON KEY PRIORITY UPDATES

Community Economic Director Emory summed up the needs addressed during the planning session as follows:

- The financial update showed a 4% increase in sales tax this year, with a planned 1% increase in sales tax next year. It also revealed that vehicle taxes are behind schedule and that property tax has potential for significant growth in the coming years.
- A traffic study is needed.
- The pay and class study discussion primarily centered on whether the Board of Aldermen wants to focus more on mid-range pay or make entry-level pay competitive and is the most significant discussion during this budget process, especially since the Board has no appetite for a tax increase this year.
- The trolley tour around Spencer to look at various sites was very helpful. The future Stanback Forest activity center has considerable potential, especially with the prospect of applying for another PARTF grant, which was successfully secured for Spencer Town Park. However, securing the in-house match will be challenging.
- Between the Police Department vehicle replacement and capital outlay needs, the vehicle replacement is the most important. It is also essential to plan for position reclassification, possible growth needs, and more staff.
- The Fire Department requires additional space at the existing station, possibly through renovations, and may also consider establishing a satellite station. There are also equipment needs, but the most significant existing need is for a full-time deputy fire chief. Growth leads to the need for additional firefighters, another engine at some point, and retention of staff is very important
- There are also stormwater needs, which will utilize ARPA funds but require additional funding.

Mayor Williams expressed appreciation that staff are looking toward the future with their budgets and emphasized the need to document a 20-year capital improvement plan (CIP) outlining the needs of all departments. He stated that the needs expressed during this session could not all be accomplished this year or even in the next three years, and that it is necessary to take a hard look at what has to happen now versus what can be implemented over time.

It was the consensus of the Board that the following should be prioritized:

- Class and compensation
- Fleet replacement
- Staffing needs
- Equipment needs
- Infrastructure needs

Each Board member reemphasized various discussion points from throughout the day: the need to strategize, not everything can be accomplished this fiscal year, there are several items that need to be planned for several years in the future, the importance of making sure staff are appropriately compensated for their work, the desire to keep taxes at a flat rate and acknowledging it may not be possible, differentiating between what the Town has to do and what it can afford not to do this fiscal year, the need to make sure there are tangible results for citizens through infrastructure improvements, it is impossible to compare Spencer to many of the surrounding municipalities with larger tax bases, and the idea of using bonds.

Community Economic Director Emory summarized this further discussion by stating the top two priorities for this fiscal year are updating the compensation and classification of staff as well as improving infrastructure. Other needs can be added where possible or planned for the next fiscal year. The Board agreed and added planning, PPE, and replacement of the most necessary equipment as the next items to budget for.

WRAP-UP AND ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 4:16 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
March 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, March 11, 2025, at 6:01 p.m.

Present were: Mayor Pro Tempore Patti Secreast

Alderman Steve Miller

Alderman Andrew Howe

Alderman Rashid Muhammad

Alderwoman Patricia Sledge

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

Mayor Jonathan Williams and Alderwoman Erin Moody were absent.

Mayor Pro Tempore Secreast called the meeting to order.

Alderman Muhammad gave the invocation.

Mayor Pro Tempore Secreast led the Pledge of Allegiance.

ADDITIONS/DELETIONS

It was the consensus of the Board to add an update from Rowan Economic Development Council (EDC) Vice President Scott Shelton as item number 8.

Actions

Alderwoman Sledge moved to add an update from Rowan Economic Development Council (EDC) Vice President Scott Shelton as item number eight (8) on the agenda. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

Alderwoman Sledge moved to adopt the agenda as updated. Alderman Howe seconded the motion, which carried by a vote of 5 – 0.

RECOGNITIONS

Mayor Pro Tempore Secreast gave a recognition for the late Silvia Chillcott, who had been the Code Enforcement Administrator for Spencer, was on the Board of Aldermen, and was Mayor Pro Tempore for the Town of Spencer.

She also recognized the North Rowan High School (NRHS) Basketball Team and their coach, Jason Cosby, for competing in the North Carolina Division 1A West and being named the Central Carolina Basketball Coach of the Year.

Town Clerk Ward recognized the Town Manager and Department Heads for their assistance with the Annual Strategic Planning Session.

PUBLIC COMMENT

Mayor Pro Tempore Secreast opened the floor to receive public comment. The following person addressed the Board:

1. Joanne Nero, 913 South Rowan Avenue, Spencer, NC

Alderman Howe addressed the concern regarding laundry being hung on a resident's front porch. Town Manager Franzese provided an update from staff, then he and Ms. Nero answered questions from the Board.

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

Action

Alderdwoman Sledge moved to close the public comment portion of the meeting. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

CONSENT AGENDA

Alderdwoman Sledge moved to approve the consent agenda as presented. Alderman Howe seconded the motion, which carried by a vote of 5 – 0. Items b and c are incorporated in the body of the minutes below and item d is included as Attachment A. Items approved were:

- a. **APPROVAL OF MINUTES:** February 6, 2025, Pre-Agenda Meeting 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

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 \$1,887 insurance reimbursement for claim on the damaged compressor.

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

Revenues

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

Expenditures				
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.

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 \$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:

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

Expenditures				
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.

RECEIVE REPORT – Rowan EDC Vice President Scott Shelton

Rowan EDC Vice President Shelton provided a report on Rowan EDC’s progress and addressed questions from the Board.

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

Special Projects Planner Morris gave a presentation regarding the proposed 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 and answered questions from the Board.

In March 2023, the Town of Spencer received a donation of real property from the Three Rivers Land Trust for the 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.

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 is tentatively scheduled for April 2025. To date, \$230,000 in private matching funds has been pledged to support the grant application. An on-site assessment of the trail project was conducted in September 2024 to evaluate the proposed trail layout and construction standards and refine cost estimates.

Action

Alderman Miller moved 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, which is included with these minutes as Attachment B. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

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

Planner Kyle Harris gave a presentation regarding the proposed appointment of Barbara M. Moran to the Historic Preservation Commission (HPC) for a four-year term expiring on April 30, 2029, and answered questions from the Board.

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

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 help encourage residents in the historic district to maintain its 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.

Ms. Moran came forward to speak about her desire to serve on the HPC and answered questions from the Board.

Action

Alderman Muhammad moved to appoint Barbara M. Moran to the Historic Preservation Commission (HPC) for a four-year term expiring April 30, 2029. Alderman Howe seconded the motion, which carried by a vote of 5 – 0.

CONSIDER AUTHORIZING – Town Manager to Negotiate and Execute a Subrecipient Grant Agreement for Environmental Due Diligence with Samet Corporation

Planning & Zoning Administrator Blount gave a presentation regarding the proposed subrecipient grant agreement for environmental due diligence with Samet Corporation and brownfields, and then answered questions from the Board.

The Board has previously authorized the Town Manager to negotiate and execute an agreement to accept a \$50,000 microgrant from the North Carolina Railroad Company (NCRR) for economic development. This is

a follow-up request to allow the developer of the subject property of the microgrant to conduct economic development due diligence activities. Town staff have collaborated with Samet, Centralina Council, and their subcontractors to coordinate Brownfield assessments and related due diligence activities. Staff recommends aligning the agreement language for the Town's microgrant agreement with NCRR and a subrecipient agreement with the developer, Samet Corporation. The scope of work funded through these agreements is crucial to the developer's process in environmental assessment and remediation, paving the way for future Brownfield agreements with the State and the US EPA.

The \$50,000 grant would flow from the grantor (NCRR) to the Town (as the grantee) and then to Samet (the subrecipient). Any legal expenses to draft agreements are covered in our existing budget.

Action

Alderman Miller moved to authorize the Town Manager to negotiate and execute a subrecipient grant agreement for environmental due diligence with Samet Corporation, which is included with these minutes as Attachment C. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

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

Planner Harris gave a presentation regarding the proposed 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 and answered questions from the Board. The applicant proposes to use the grant funds to repair and restore a historic service station on Salisbury Avenue.

The building has been in a state of disrepair for many years, having suffered from a prolonged 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 the historic service station office; peeling paint and extensive rusting of metal poles; and 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 the 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 upon completion of the project, final inspection, and approval. A budget of \$7,500 has been allocated for the current fiscal year (FY 2024-25).

On March 24, 2025, the Community Appearance Commission (CAC) voted unanimously to recommend approving a \$2,000 grant award. Planning staff recommends that the governing board award a \$2,000 grant to the applicant.

Action

Alderman Muhammad moved to award a 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. Alderwoman Sledge seconded the motion, which carried by a vote of 5 – 0.

DEPARTMENTAL REPORTS

Planning

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

Code Enforcement

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

Police

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

Fire

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

Public Works

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

Finance

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

Library

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

TOWN MANAGER REPORT

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

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderman Steve Miller

- Thanked everyone who participated in the planning session last Thursday and Friday, expounding on the necessity to be conservative with taxpayers' money while also encouraging growth for Spencer. Stated it is a matter of negotiating what can and cannot do, focusing on what will serve the majority.

Alderman Andrew Howe

- Reiterated that the planning session last week was great.
- Encouraged citizens to interact more with Town staff and Board Members through the new community outreach initiatives, including attending meetings, emailing, calling, texting, watching past meeting livestreams, and sharing their experiences with friends and neighbors. This will help the Board to prioritize and make tough choices, doing their best for staff and citizens.
- Recommended that both Board members and citizens listen to Town staff, as they are knowledgeable about the Town's needs.
- Shared an anecdote about an event that occurred the day before, which would have been worrisome if the Town had a less competent Police Department. Added that the same can be said of the Fire Department, that the raised taxes paid back well worth the investment.

Alderman Rashid Muhammad

- Echoed the sentiment that Town staff are doing a great job.
- Said it would be nice to have more participation from residents during meetings, so they can be informed and ask questions. Reminded them of meeting times, and that information can be found through newsletters, social media, and the website.
- Reminded everyone that April 11th is the last day of leaf vacuuming for the season.

Alderwoman Patricia Sledge

- Thanked a passerby, Juan Sebastian Rodriguez Ortiz, for assisting her with a flat tire, so she did not have to wait for help to arrive, and added that he would not accept payment.
- Spoke about the strategic planning session from the previous week, noting that a lot of information was presented and that there were many more expenses than revenue. She added that the Board will have to be very selective and use the money wisely. She encouraged citizens to use the process as an opportunity to provide the Board and staff with input, so they can learn about the community's needs.
- Informed the Board that she will be attending the upcoming monthly and annual Rowan County EDC meetings and the Elected Officials Stormwater Workshop.

Mayor Pro Tempore Patti Secreast

- Agreed that the planning session was top-notch, adding that staff and Board members had prepared well for it.
- Referenced the story Alderwoman Sledge had shared and encouraged everyone to keep an eye out for all the good things citizens are doing to help each other.
- Asked that people consider volunteering at the schools as they always need volunteers to come eat lunch with children, proctor tests, etc.

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. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 7:48 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 7. b.

Agenda Item Title: Budget Ordinance 24-10.016 Towing and storage reimbursement

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

Spencer Police seized a vehicle in January for the Department of Revenue. Expenses incurred for towing and storage are reimbursed by Rowan County Sheriff's Office.

Financial Impact:

The Town needs to appropriate the reimbursed funds to the Police Maintenance Account where the original expense was charged.

Recommendations:

Approve on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.016

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
ORDINANCE 24-10.016
APRIL 8, 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 \$235.00 reimbursement payment from the towing and storage fees of a Department of Revenue seizure.

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>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-3838-000	Insurance Reimbursement	\$11,612	\$11,847	\$235
<u>Expenditures</u>				
<u>Account</u>	<u>Title</u>	<u>Current Budget</u>	<u>Amended Budget</u>	<u>(Decrease) Increase</u>
10-4310-353	Maintenance - Vehicles	\$26,281	\$26,516	\$235

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

Adopted this 8th day of April 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 7. c.

Agenda Item Title: Yadkin River Trailhead Project Budget Ordinance Amendment 22-020.02

Category: Consent Agenda

Presenter(s): Heather Kann Finance Officer

Explanation:

The Town has completed all work on the Yadkin River Trailhead with a remaining cash balance of \$33,412.00 that needs to be transferred to the General Fund.

Financial Impact:

Appropriate the donated revenues, transfer expense appropriations and provide for a transfer to the General Fund.

Recommendations:

Adopt on Consent Agenda

Attachment(s): ☒ Yes ☐ No

1. Project Budget Ordinance Amendment 22-020.02

YADKIN RIVER TRAILHEAD PROJECT BUDGET ORDINANCE
FOR THE TOWN OF SPENCER,
NORTH CAROLINA
PROJECT BUDGET ORDINANCE AMENDMENT 22-020.02
APRIL 8, 2025

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

Section 1. The Project has completed all work and has \$33,412 remaining in cash. These additional funds need to be transferred back to the General Fund, and

Section 2. To appropriate donated revenues, transfer expense appropriations, and provide for a transfer to the General Fund of \$33,412:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
90-3985-240	Yadkin River Trailhead Donations	\$631,974	\$637,724	\$ 5,750

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
90-4910-194	Contract Services	\$ 69,817	\$ 69,816	\$ (1)
90-4910-580	Capital Outlay - Infrastructure	\$746,958	\$719,297	\$ (27,661)
90-4910-910	Transfer to General Fund	\$ 0	\$ 33,412	\$ 33,412
				\$ 5,750

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

Adopted this 8th day of April 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 7. d.

Agenda Item Title: Budget Ordinance 24-10.017

Category: Consent Agenda

Presenter(s): Heather Kann Finance Officer

Explanation:

During the Board of Alderman meeting June 11, 2024, Budget Ordinance 23-14.019 was approved to reappropriate \$59,000 supplanted funds from the ARPA grant to General Fund for the abatement of the old Town Hall. The budget was amended according to the approved ordinance. However, a purchase order was not issued for the abatement contract with Double D Construction. Therefore, the funds were absorbed back into Fund Balance.

Financial Impact:

Budget Ordinance 24-10.017 will reappropriate the funds to satisfy our contractual obligation.

Recommended Motion:

Adopt Budget Ordinance 24-10.017 to reappropriate funds for the abatement of the old Town Hall

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 24-10.017

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 24-25 ANNUAL BUDGET
ORDINANCE 24-10.017
APRIL 8, 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 appropriated funds for the abatement of the old Town Hall in FY2024 in account 10-4130-194 Contract Services

Section 2. These funds were not carried forward from FY2024 to FY2025.

Section 3. To appropriate the revenues and expenditures for the abatement of old Town Hall:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-3991-000	Appropriated Fund Balance	\$727,175	\$786,175	\$59,000
<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4130-194	Contract Services	\$167,764	\$226,764	\$59,000

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 8th day of April 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 8

Agenda Item Title: Board of Alderman to receive a presentation from staff regarding the master plan for the adaptive reuse of 401 11th Street for recreational purposes and consider adoption of a RESOLUTION in support of a Parks and Recreation Trust Fund Grant Application.

Category: Regular Agenda

Presenter(s): Joe Morris, Special Projects Planner

Explanation:

Town staff are exploring grant opportunities for the adaptive reuse of 401 11th Street as a dedicated park and recreation facility. Among the funding possibilities is the Parks and Recreation Trust Fund (PARTF) grant program, which, as part of the application process requires public review and input, along with endorsement by the elected board. Staff are seeking matching funds for the PARTF grant. The proposed RESOLUTION authorizes staff to pursue grant and matching funds, establishes the dedicated use of 401 11th Street as a park and recreation facility and certifies the Mayor and Board of Aldermen's support for the public recreation project.

Financial Impact:

The costs for the adaptive re-use of the property may exceed \$2M, depending on final design and phasing. Staff are requesting authorization to pursue the PARTF grant of up to \$500,000 – while exploring matching funds and private contributions. A RESOLUTION describing the grant strategy will be available as a separate agenda item for the April 8, 2025, Regular Meeting.

Recommended Motion:

Adopt a master plan for 401 11th Street and a RESOLUTION in support of a Parks and Recreation Trust Fund Grant Application

Attachment(s): ☒ Yes ☐ No

1. Proposed RESOLUTION



**TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 25-02**

**A RESOLUTION IN SUPPORT OF THE APPLICATION FOR A
PARKS & RECREATION TRUST FUND GRANT AND MASTER PLAN
FOR THE ADAPTIVE REUSE OF 401 11TH STREET
AS A DEDICATED PARKS & RECREATION FACILITY**

WHEREAS, the Town of Spencer seeks to develop a dedicated recreation facility as part of the Fred and Alice Stanback Educational Forest; and

WHEREAS, the town-owned property at 401 11th Street is located near the Stanback Educational Forest's existing primary entrance, main parking area, trail, picnic shelter, and pond; and

WHEREAS, the dedicated recreational facility will provide a vital asset consistent with the Town of Spencer's 2022 Comprehensive Recreation Master Plan and the 2023 Creating Outdoor Recreation Economies Strategic Plan; and

WHEREAS, the master plan for the proposed recreational facility proposes enhanced recreational opportunities for the citizens of Spencer and surrounding communities by supporting a variety of recreational programs and access to more than 15,000 linear feet of trail with a proposed connection to the proposed Grants Creek Blueway Trailhead; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Spencer recognize the unique nature of the town-owned property and its importance to the Stanback Educational Forest; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Spencer, through this resolution, deem it desirable and essential to seek funding through the Parks & Recreation Trust Fund Grant Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Spencer, North Carolina, to apply for recreational facility development funding through the Parks & Recreation Trust Fund

This resolution shall become effective immediately upon adoption.

Adopted this 8th day of April 2025.

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 9

Agenda Item Title: Consider Adopting Resolution 25-03 Directing the Clerk to Investigate a Petition to Annex Property at 1230 Long Ferry Road Received Under NCGS 160A-31

Category: Regular Agenda

Presenter(s): Steve Blount

Explanation:

Property owner has petitioned for annexation of property for future retail/office development

Financial Impact:

None at this time

Recommended Motion:

Motion to approve resolution

Attachment(s): ☒ Yes ☐ No

1. Memo
2. PDF of PowerPoint presentation
3. Resolution 25-03



MEMO

Date: 3.27.25

By: Steve Blount

RE: Annexation & Rezoning 1230 Long Ferry Rd

Narrative:

The owner of parcel 051 052, located at 1230 Long Ferry Road but primarily situated on Willow Creek Drive, has petitioned for annexation into the corporate limits of the Town of Spencer and plans to develop the land for commercial use. Initial plans would include a 30,000 sq. ft., three-story building, with the first floor used for retail (e.g., a coffee shop, convenience store, or credit union) and the second and third floors used for office and operational space for her primary business, including wellness counseling. The parcel is approximately 20 acres in size, with approximately one acre being an outparcel located on the south side of Willow Creek Drive, and the main portion of the property situated on the north side of that road. No site plan has been submitted at this time; however, it appears that the planned development would leave room for future expansion or additional uses.

The majority of the property is located within the Town's ETJ and is currently zoned C-85, which allows the proposed use. Approximately 4 acres of the property are outside of our ETJ and are presently zoned RA by Rowan County. As a part of the annexation process, we will rezone this portion of the property to our C-85 classification. County staff have been advised of this intent.

This property is currently in the Miller's Ferry Fire District. According to annexation statutes, the Town would typically assume primary fire protection responsibilities and compensate Miller's Ferry VFD for ongoing capital investments, prorated based on the current value of the property as a percentage of their total property tax base. To promote goodwill and not overextend our fire department, staff would recommend negotiating with Miller's Ferry for them to continue providing primary fire protection responsibility at a defined fee for a specified number of years. This is the same arrangement we have discussed for the large industrial development farther north on Willow Creek. Miller's Ferry will be advised of this intent with any agreement requiring final approval by the Board of Aldermen.

As with any annexation, the Town must consider the cost of services (fire, police, garbage collection) versus the new tax revenue generated by the development. Preliminary budgeting for the project indicates a final value of approximately \$12,000,000. At our current \$0.62/\$100 tax rate, this would generate \$74,4000 in tax revenue. A portion of this revenue would be allocated to the Miller's Ferry VFD to provide fire protection, with the amount subject to negotiation. Garbage collection, as per our current policy for retail and commercial businesses, would be provided by the property owner through a private collection company. Our police department, however, will protect this business. Initially, existing patrols would provide coverage at a limited extra cost. Chief File has briefed you on possible future needs as the Long Ferry Road and Willow Creek Drive areas continue to develop.

Based on this information, the staff recommends approval of the annexation and the associated rezoning.

Parcel 051 052

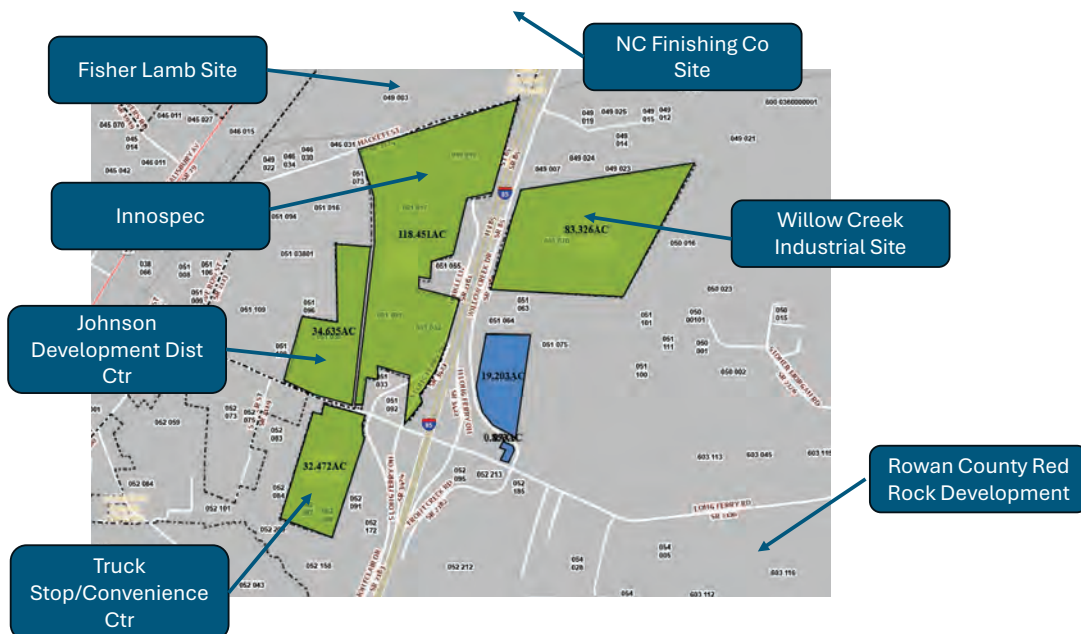
1230 Long Ferry Rd

(Accessed via Willow Creek Dr.)

Annexation & Partial Rezoning



Site located on Willow Rd
off Longs Ferry Rd





- 20.25 acres
- 30,000 sq ft , three story building
- 1st floor various retail (suggested Pharmacy, Convenience Store, Bagel Shop, Credit Union, etc.)
- 2nd & 3rd Floors- Consolidated offices (currently at 7 locations) for mental health treatment business
- Site large enough for additional growth
- Initial estimated investment \$12,000,000

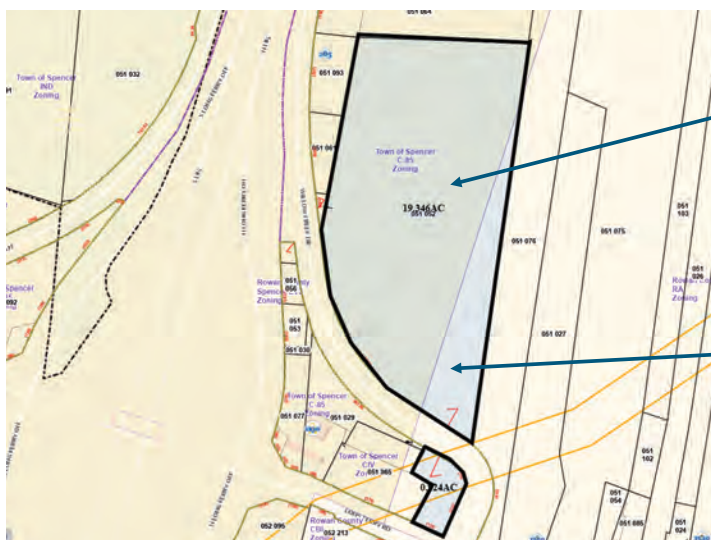
Timeline

- Land acquisition February 2025 (Land has been purchased)
- Design drawings April 2025
- GC selected May 2025
- Contract negotiated August 2025
- Permitting August- November 2025
- Construction begins November 2025
- Occupancy October 2026

10,000 sq ft footprint of 30,000
sq ft building with parking lot

Lots of room to grow!

.884 acre "out parcel"
For future
development



Spencer Zoning
C-85

Rowan County Zoning
RA

Rezoning to C-85 required for
Rowan County portion

Annexation & Partial Rezoning

- 4.8.25 Board of Aldermen Meeting
 - Request Clerk to investigate petition for annexation
 - Accept Clerk's Certificate of Sufficiency
 - Pass Resolution setting public hearing
- 4.14.25
 - Planning Board to review annexation and rezoning and offer recommended action
- 5.8.25
 - Public Hearing for annexation and rezoning
- 5.12.25
 - Required neighborhood meeting for rezoning
- 5.13.25
 - Board to vote on annexation
 - Board to vote on rezoning

TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 25-03
A RESOLUTION DIRECTING THE CLERK TO INVESTIGATE PETITION
RECEIVED UNDER NCGS 160A-31 FOR ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received on 3/17/2025 by the Board of Aldermen of the Town of Spencer; and

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

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

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

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify the results of her investigation to the Board of Aldermen as soon as possible.

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

Adopted this 8th day of April 2025.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 10

Agenda Item Title: Clerk to Present Certificate of Sufficiency for Petition to Annex Property at 1230 Long Ferry Road

Category: Regular Agenda

Presenter(s): Anna Ward, Town Clerk

Explanation:

Property owner has petitioned for annexation of property for future retail/office development

Financial Impact:

None at this time

Recommended Motion:

Motion to accept certificate of sufficiency from Clerk

Attachment(s): ☒ Yes ☐ No

1. Certificate

CERTIFICATE OF SUFFICIENCY

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

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

I further find that the area meets the standards for a noncontiguous area as specified in G.S. 160A-58.1(b), in that:

1. The petition includes a metes and bounds description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits.
2. The petition includes the names and addresses of all owners of real property lying in the area described therein.
3. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a).
4. The nearest point on the proposed satellite corporate limits is no more than three (3) miles from the primary corporate limits of the Town;
5. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town;
6. The satellite area is so situated that the Town will be able to provide the same services as are provided within its primary corporate limits;
7. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;
8. The 10% limit on satellite annexations does not apply to the Town due to a previous action of the North Carolina General Assembly.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Spencer this the 1st day of April 2025.

(SEAL)

Anna Kanode Ward, Town Clerk



PETITION REQUESTING ANNEXATION

Date: 3-17-2025

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

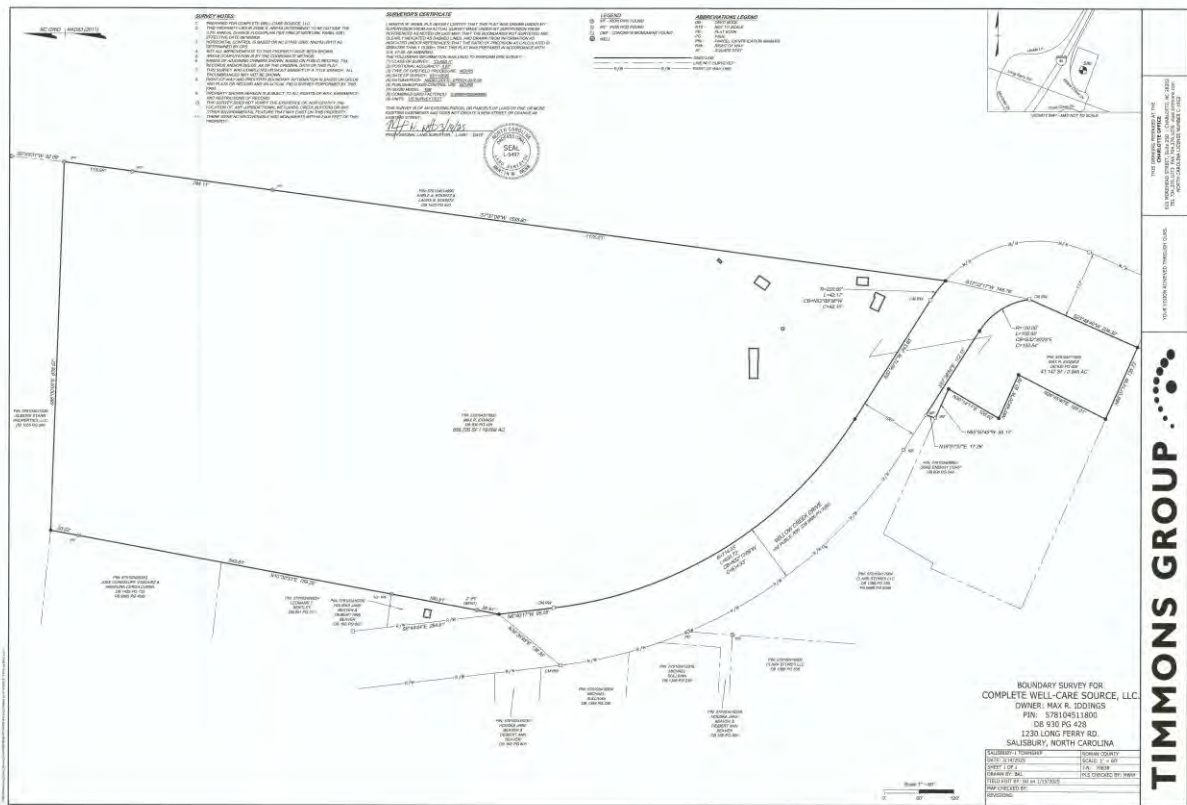
- 1. We the undersigned owners of the real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Spencer.**
- 2. The area to be annexed is non-contiguous to the Town of Spencer and the boundaries of such territory are as follows:**

Being all of parcels number 5781-04-51-1800 as shown on the Rowan County, NC GIS system further described as follows:

19.668 Acres, lying in Salisbury-1 Township, Rowan County, North Carolina, and being more particularly described as follows:

Beginning on a 5/8 Inch Iron Rebar set in the northern 100-foot public right-of-way line of Willow Creek Drive, having North Carolina State plane coordinates of N: 710,924.56 feet, E: 1,585,293.61 feet; thence along and with the northern 100-foot public right-of-way line of Willow Creek Drive the following four (4) courses and distances:

- 1) Along and with a curve to the right, having a radius of 220.00 feet, an arc length of 42.17 feet and a chord bearing and distance of North 52°09'36" West, 42.10 feet to a Concrete right-of-way Monument found;
 - 2) North 57°40'12" West, 243.65 feet to a 5/8 Inch Iron Rebar set;
 - 3) Along and with a curve to the right, having a radius of 714.03 feet, an arc length of 635.72 feet and a chord bearing and distance of North 32°13'08" West, 614.93 feet to a Concrete right-of-way Monument found;
 - 4) North 6°40'17" West, 95.55 feet to a 5/8 Inch Iron Rebar set;
- thence leaving the northern 100-foot public right-of-way line of Willow Creek Drive North 10°30'33" East, 789.26 feet to a 5/8 Inch Iron Rebar set; thence South 88°00'00" East, 638.52 feet to an Iron Pipe found; thence South 7°37'08" West, 1,538.60 feet to the **Beginning**, containing 19.668 acres, more or less.



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

Name	Address	Do you declare vested rights?	Signature	
			<i>Myra V. Wilson</i> dotloop verified 03/17/25 4:00 PM EDT BSUB-TCDT-WBW9-DCNE	
Myra V. Wilson	1230 Long Ferry Road Salisbury, NC 28146	YES		
2.				
3.				
4.				

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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 11

Agenda Item Title: Resolution setting public hearing for annexation and rezoning

Category: Regular Agenda

Presenter(s): Steve Blount

Explanation:

Property owner has petitioned for annexation of property for future retail/office development

Financial Impact:

None at this time

Recommended Motion:

Motion to approve resolution

Attachment(s): ☒ Yes ☐ No

1. Resolution

TOWN OF SPENCER, NORTH CAROLINA
RESOLUTION 25-04
A RESOLUTION FIXING DATE OF PUBLIC HEARING ON
QUESTION OF ANNEXATION PURSUANT TO NCGS 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on 3/17/2025 by the Board of Aldermen of the Town of Spencer; and

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

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

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

Section 1. A public hearing on the question of annexation of the area described herein will be held at Spencer's Town Hall, 460 S Salisbury Ave. in Spencer, NC at 6:00 PM or soon thereafter on May 8, 2025.

Section 2. The area proposed for annexation is described as follows:

Beginning on a 5/8 Inch Iron Rebar set in the northern 100-foot public right-of-way line of Willow Creek Drive, having North Carolina State plane coordinates of N: 710,924.56 feet, E: 1,585,293.61 feet; thence along and with the northern 100-foot public right-of-way line of Willow Creek Drive the following four (4) courses and distances:

- 1) Along and with a curve to the right, having a radius of 220.00 feet, an arc length of 42.17 feet and a chord bearing and distance of North 52°09'36" West, 42.10 feet to a Concrete right-of-way Monument found;
- 2) North 57°40'12" West, 243.65 feet to a 5/8 Inch Iron Rebar set;
- 3) Along and with a curve to the right, having a radius of 714.03 feet, an arc length of 635.72 feet and a chord bearing and distance of North 32°13'08" West, 614.93 feet to a Concrete right-of-way Monument found;
- 4) North 6°40'17" West, 95.55 feet to a 5/8 Inch Iron Rebar set; thence leaving the northern 100-foot public right-of-way line of Willow Creek Drive North 10°30'33" East, 789.26 feet to a 5/8 Inch Iron Rebar set; thence South 88°00'00" East, 638.52 feet to an Iron Pipe found; thence South 7°37'08" West, 1,538.60 feet to the **Beginning**, containing 19.668 acres, more or less.

Section 3. Notice of public hearing shall be published in the Salisbury Post, a newspaper having a general circulation in the Town of Spencer, at least ten (10) days prior to the date of the public hearing.

Section 4. This ordinance shall become effective immediately upon adoption.

Adopted this 8th day of April 2025.

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: 04/08/2025

Agenda Item #: 12

Agenda Item Title: Consider Authorizing Town Manager to negotiate NC Railroad Company (NCRR) micro grant and subrecipient agreement with Samet

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Town Planner

Explanation:

Board previously approved similar action for \$50,000 grant from NCRR. Revised grant will be \$100,000 with Samet providing the required 20% match

Financial Impact:

\$120,000 revenue to fund brownfield assessment for NC Finishing Company site.

Recommended Motion:

Authorize the Town Manager to negotiate NCRR micro grant and subrecipient agreement with Samet Corporation.

Attachment(s): ☒ Yes ☐ No

1. Memo



MEMO

Date: 4.1.25

By: Steve Blount

For: Spencer Board of Aldermen

RE: NCRR \$100,000 Grant

Narrative:

At the February meeting, the Board of Aldermen authorized the Town Manager to negotiate with the NC Railroad (NCRR) regarding a \$50,000 microgrant to be applied to the cost of the brownfield study for the NC Finishing Company property and the adjacent Fisher Lamb site. He was also authorized to negotiate a subrecipient agreement with the project's developer, Samet Corporation (Samet).

During subsequent negotiations, some complexities arose concerning the multi-use portion of the project (approximately 50 acres northwest of US Highway 29, known as the Yadkin River District) and questions regarding the most rail-accessible portions of the project. Those concerns and questions led the NCRR staff to suggest that, instead of the \$50,000 microgrant initially awarded to Spencer, they would like to award us a \$100,000 brownfield grant instead. That's the good news. The bad news is that this grant requires a 20% match. The even better news is that Samet has agreed to cover the cost of that match.

Moreover, NCRR has indicated that the Fisher Lamb site is likely to qualify for their Build Ready Site program, making it eligible for an additional \$750,000 grant in the near future.

As the parameters of the grant have changed so much, we are asking that the Board authorize the Town Manager to:

- 1) Negotiate and execute a Brownfield Grant with the NCRR up to a value of \$100,000 with a 20% match required.
- 2) Negotiate and execute a subrecipient agreement with Samet to provide the 20% match for the NCRR grant and to perform the work required by the grant.
- 3) Authorize staff to investigate and apply for the NCRR Build Ready Site grant in the amount of \$750,000.

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704-633-2231 Office
704-202-4113 Cell
Sblount@spencernc.gov

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 13

Agenda Item Title: Board to consider awarding a Historic Preservation Incentive (HPI) Grant in the amount of \$1,806.00 to Edward & Debbie O'Connell (408 South Yadkin Avenue) for a project to replace a pressed tin shingle roof.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The applicant proposes to use the grant funds to replace a pressed tin shingle roof with a substantially equivalent pressed tin shingle roof. Staff photographs of the property are attached. The HPC approved a Certificate of Appropriateness (COA) permit # COA-25-005 for this project on March 3, 2025. The permit was approved without conditions and attests that the project complies with the Historic District Standards (Section 2.5. Roofs, pp. 30-31).

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).

The applicant has submitted project receipts demonstrating expenditures totaling \$3,611.38. Specifically, \$3,296.45 for the roofing materials (Best Buy Metals order sheet) and an additional \$314.93 for additional related project materials (Lowe's). The applicants proposed to do the project themselves (no additional labor costs). Half the total amount spent on materials equals the grant requested, \$1,805.69, or \$1,806.00.

Financial Impact:

\$1,806.00 from budgeted line item.

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Spencer, NC 28159-0045

Recommended Motion:

Planning staff recommends that the governing board award a \$1,806.00 Historic Preservation Incentive (HPI) grant to the applicant.

Attachment(s): ☒ Yes ☐ No

- Exhibit A: Staff Photographs (408 South Yadkin Avenue)
- Exhibit B: Roof Product Materials
- Exhibit C: Approved COA Permit # COA-25-005
- Exhibit D: Project Receipts Documentation

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



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 B: Product Information



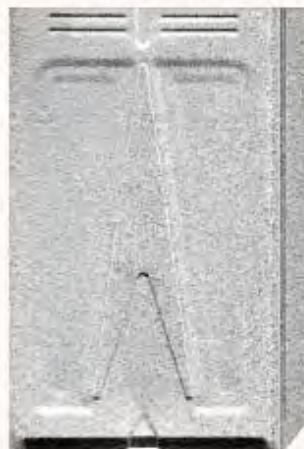
Traditional Formed Design

victorian shingle

Quality steel roofing,
affordably priced

Since their invention in the 1800s, Victorian style metal shingles have protected and beautified roofs across America. It is with this in mind we offer two classic designs, formed from 26 gauge steel, and protected with an advanced Galvalume finish. These shingles offer a hidden fastener interlocking side-lap design.

Diamond Pattern



Horseshoe Pattern

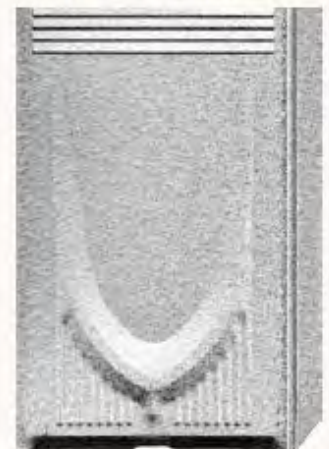


Exhibit B: Product Information

victorian shingle



Timeless, Inspired, Permanent

Timeless

Not every metal shingle can claim a heritage of over 100 years. Our Victorian shingles are designed from a shingle found on buildings across America in the 1880's. Many roofs with this design are still functioning, over 100 years later.

Inspired

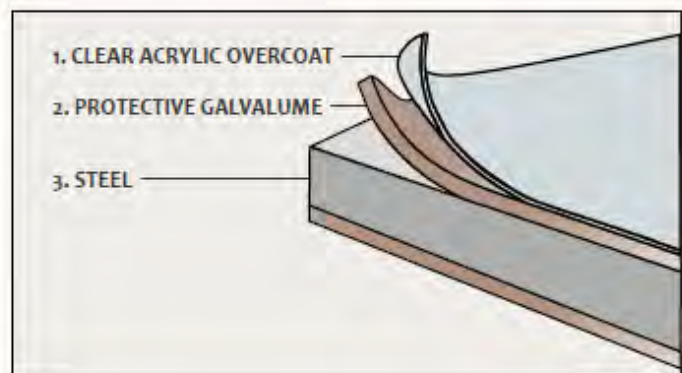
Noticing a church with a gorgeous metal shingle roof, a man discovered the roof was over 100 years old and still functional. Amazed at the beauty and performance, he set out to recreate this long-lost work of art.

Permanent

Install it and be done with it. These shingles are easy to install, and last decades with virtually no maintenance. The Galvalume® zinc-aluminum protective finish is designed to last longer than older galvanized zinc technology.

Tested and Tried Coating

For a long and useful life, our Victorian shingles are finished with an advanced Galvalume (zinc-aluminum) coating



Galvalume: This 55% zinc, 45% aluminum finish is long lasting and much more corrosive resistant than galvanized (zinc) finishes.

Steel: A heart of high-tensile steel guarantees strength and endurance, ensuring Victorian shingles are ready to weather anything nature throws its way.

Specifications:

- 50 Year Warranty
- 26 Gauge
- 9.5" Width
- 14" Height
- 138 Shingles per SQ
- Fire, Hail, & Wind Resistant
- Walkable
- Energy Efficient
- Mill Finish Galvalume®
- Installs Over Solid Decking
- Minimum Slope: 4:12

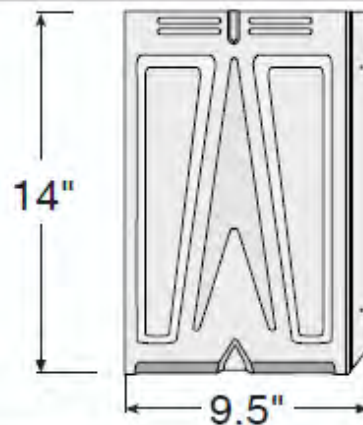


Exhibit B: Product Information



ENDURING PROTECTION FOR YOUR ROOF

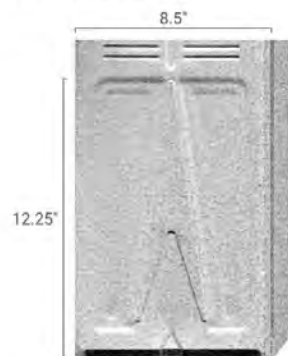
Victorian Shingle is a historic metal shingle inspired by 1800s Victorian era stamped and embossed designs. Victorian is water shedding with a hidden fastened design and provided in a traditional Galvalume mill finish.



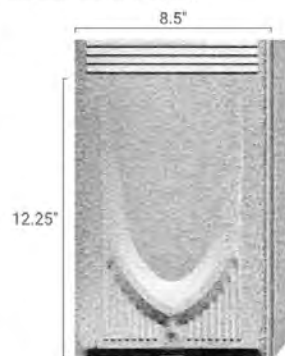
Design & Size

We provide Victorian Shingle in 1/2 SQ boxes (50 square feet). Each box contains 69 shingles. Each shingle is 14" high by 9.5" wide and covers 12.25" high x 8.5" wide once installed.

Diamond Stamp



Horseshoe Stamp



SIZE

Actual: 14" high by 9.5" wide
Coverage: 12.25" high by 8.5" wide



GAUGE & WEIGHT

26 Gauge – 1.0 lb / Sq Ft

Exhibit B: Product Information

Warranty & Finish

Victorian Shingle carries a 50 year finish and manufacturer's defect warranty. The finish is an unpainted mill finish Galvalume – 45% zinc and 55% aluminum with a clear overcoat.

 FINISH & WARRANTY
50 Years

 REFLECTIVITY
67%

Purpose & Use

Unlike most other metal shingles, Victorian is water shedding but not water-tight. For this reason, ice & water shield is required on the entire roof surface. In addition, its smaller size and the need to pop lines to keep rows even means it installs slower than other metal shingles as well. Victorian Shingle can be installed on slopes as low as 4:12 and is designed for installation on solid deck applications.

Victorian Shingle is most often chosen for residential applications but also functions for light commercial applications as well.

Victorian Shingle has not been tested in Florida. A Florida certified engineer may be able to provide documentation for a historical installation exceptions in certain situations.

 MINIMUM SLOPE
4:12

 SUBSTRATE
Solid Deck

 INTENT
Residential

 CATEGORY
Metal Shingles



Exhibit B: Product Information



MAJOR WORK # COA-25-005: 408 South Yadkin Avenue (PARCEL # 032 042)
CERTIFICATE OF APPROPRIATENESS (COA)
FINDINGS OF FACT & CONCLUSIONS OF LAW



TOWN OF SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
FINDINGS OF FACT & CONCLUSIONS OF LAW

PROJECT TYPE:	Certificate of Appropriateness (COA) Application
STATUS:	<u>APPROVED</u>
HEARING DATE:	March 3, 2025
CASE PLANNER:	Kyle Harris, Town Planner & HPC Staff Liaison
CASE:	COA-25-005
APPLICANT:	Edward & Debra O’Connell (Owner/Applicant)
ADDRESS:	408 South Yadkin Avenue (Spencer Local Historic District)
PARCEL ID:	032 042
PROJECT TYPE:	<i>Roof Replacement</i>
EXISTING LAND USE:	Historic Residential
EXISTING ZONING:	RMST (Residential Main Street Transition) Corporate Limits

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer’s Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Exhibit C: Approved COA Permit # COA-25-005 (408 South Yadkin Ave.)

MAJOR WORK # COA-25-005: 408 South Yadkin Avenue (PARCEL # 032 042)

CERTIFICATE OF APPROPRIATENESS (COA)

FINDINGS OF FACT & CONCLUSIONS OF LAW

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-25-005 – 408 South Yadkin Avenue – Edward & Debra O’Connell (Owner/Applicant);
Rowan County Parcel ID: 032 042**

Proposed Project:

- Replace the existing pressed tin shingle roof with substantially equivalent pressed tin shingle roof.



Existing Roof is Embossed Tin Shingle

Exhibit C: Approved COA Permit # COA-25-005 (408 South Yadkin Ave.)

MAJOR WORK # COA-25-005: 408 South Yadkin Avenue (PARCEL # 032 042)

CERTIFICATE OF APPROPRIATENESS (COA)

FINDINGS OF FACT & CONCLUSIONS OF LAW

ROWAN COUNTY PARCEL # 032 042, SPENCER, NC

CERTIFICATE OF APPROPRIATENESS PERMIT

CASE COA-25-005

TOWN OF SPENCER HISTORIC PRESERVATION COMMISSION

FINDINGS OF FACT & CONCLUSIONS OF LAW

APPROVED

This application for a Certificate of Appropriateness (COA) pursuant to Section 32.43 of the Town of Spencer Code came before the Spencer Historic Preservation Commission (HPC) on Monday, March 3, 2025, for a quasi-judicial public evidentiary hearing. Based on the testimony of the witnesses, the documentary evidence, the Certificate of Appropriateness (COA) Application and related materials, the exhibits and other evidence presented at the March 3, 2025, hearing, the Historic Preservation Commission (HPC) finds that the Certificate of Appropriateness should be **approved**, and in support thereof, makes the following Findings of Fact and Conclusions of Law:

FINDINGS OF FACT

The Commission finds that the following proposal is **not incongruous** with the character of the District:

- Replace the existing pressed tin shingle roof with substantially equivalent pressed tin shingle roof.

...Because:

- 1) The applicant has provided sufficient evidence that it is necessary to fully replace the deteriorated front facing roof historic roofing material (Standard 2.5.5). The applicants have demonstrated that partial replacement and/or repairs to the existing material would be infeasible due to a variety of factors which were properly investigated prior to requesting a permit for full replacement of the front facing roof.
- 2) The applicant has provided sufficient evidence that an exactly matching embossed tin shingle product is not available. Therefore, it is not feasible to match the original material in kind. However, the applicants have demonstrated that the proposed replacement shingle is a “compatible substitute” because it is substantially similar or equivalent in overall appearance to the original shingle (Standard 2.5.5). A side-by-side comparison of the existing and proposed shingles demonstrates their overall equivalence in appearance despite some limited variations in design. A physical sample of the original shingle and the replacement shingle were provided with the application and were made available at the public hearing to Commission members and all parties with standing in the case (Standard 2.5.7).
- 3) The applicant has provided sufficient evidence that the proposed replacement shingle closely imitates historic roofing materials appropriate to the structure and that they have demonstrated a record of quality and durability (Standard 2.5.7).

Exhibit C: Approved COA Permit # COA-25-005 (408 South Yadkin Ave.)

MAJOR WORK # COA-25-005: 408 South Yadkin Avenue (PARCEL # 032 042)

CERTIFICATE OF APPROPRIATENESS (COA)

FINDINGS OF FACT & CONCLUSIONS OF LAW

N. Boyd made a motion to approve the above Findings of Fact, **B. Bish** seconded. The motion was supported by 4 members (L. Talbott, B. Bish, N. Boyd, and J. Haddock). The motion was opposed by 0. The motion was approved unanimously. Vote tally: **4 supporting - 0 opposed. Approved.**

(APPROVED)

CONCLUSIONS OF LAW

Based on the adopted Findings of Fact and the applicable standards of the Spencer Historic District Standards, the Spencer Historic Preservation Commission **approves** a Certificate of Appropriateness (COA) for the proposal heretofore described at 408 South Yadkin Avenue (Tax Parcel ID # 032 042), located in the Spencer Local Historic District.

B. Bish made a motion to approve the above Conclusions of Law, **N. Boyd** seconded. The motion was supported by 4 members (L. Talbott, B. Bish, N. Boyd, and J. Haddock). The motion was opposed by 0. The motion was approved unanimously. Vote tally: **4 supporting - 0 opposed. Approved.**

ACCORDINGLY, based on the foregoing FINDINGS OF FACT and CONCLUSIONS OF LAW, the Spencer Historic Preservation Commission hereby grants a Certificate of Appropriateness (COA-25-005), as set forth above.

This the _____ day of March, 2025.

(Signature)

Leslie Ann Talbott, Chair

Spencer Historic Preservation Commission

Exhibit C: Approved COA Permit # COA-25-005 (408 South Yadkin Ave.)

MAJOR WORK # COA-25-005: 408 South Yadkin Avenue (PARCEL # 032 042)

CERTIFICATE OF APPROPRIATENESS (COA)

FINDINGS OF FACT & CONCLUSIONS OF LAW

DECISION RECORDATION FORM

ROWAN COUNTY PARCEL #032 042, SPENCER, NC

CERTIFICATE OF APPROPRIATNESS PERMIT

CASE COA-25-005

☒

APPROVED

☐

DENIED

Leslie Ann Talbott
Spencer Historic Preservation Commission

Date

Kyle Harris, Town Planner (HPC Staff Liaison)

Date

*An **approval is valid for six months** under state and local law. If a building permit is required, then a Zoning Permit by the Town and the Building Permit by Rowan County must be obtained prior to the beginning of any work. If a building permit is not required, then the work must be completed within six months of the issuance of the Certificate of Appropriateness.*

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov

Phone: 704-633-2231 ext. 20



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: *Edward + Debbie O'Connell*

Property Owner Email: *e.oconnell@sbcglobal.net*

Property Owner Phone: *630-330-3091*

PROPERTY INFORMATION

Address: *408 S. Yadin*

Rowan County Parcel ID: *032 042*

Date of Construction (if known): *1890's or 1905*

GRANT INFORMATION

Total Project Cost (please attach itemized estimate): *3611.38*

Funding Request (Please enter your funding request up to \$2,000): *1805.69*

Checklist



I have read the Program Guidelines in their entirety. I understand that any questions I have regarding this program, including eligible expenses, should be directed by email to Spencer's Town Planner at kharris@spencernc.gov.



I understand that this is a reimbursement grant and that I will be responsible for paying all expenses up front, documenting the expenses, and submitting receipts for approval.



I understand that this grant requires a private match. I acknowledge that I will contribute a 50/50 "dollar-for-dollar" match for every public dollar requested.



The home for which I am seeking a grant is my primary residence (owner-occupied) and is located within the Spencer Historic District. If my home is outside the district, I certify that it was constructed at least 50 years ago.



I have attached the following: (1) photographs showing existing condition of the areas for repair or improvement; (2) itemized estimate or a materials list including total project cost; and (3) project plans and specifications or other appropriate design documentation.

you have

Exhibit D: Project Receipts/Costs Documentation

PROJECT TYPE

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

PROJECT DESCRIPTION

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

remove stamped tin roof from front of house (street facing). Install OSB sheathing, high temperature ice and water shield. Install new stamped tin roof.

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: <u>Alma Council</u>	Date: <u>3/10/25</u>	Town Seal indicates receipt of completed application.
OFFICE USE ONLY		
Received By:	Date:	
Application Completed?	Note:	

work to be done week of 3/17

Exhibit D: Project Receipts/Costs Documentation



Best Buy Metals National
 1668 S Lee Hwy, Cleveland, TN 37311
 800-728-4010 | Fax: 423-728-3606
 bestbuymetals.com

Order
 ORD1-0995604
 12/23/2024

Bill to
 Edward O'Connell
 2081 S Rd
 Brussels, WI 54204
 Email E.oconnell@shglobal.net

Ship to	Via
Bestbuy Metal Cleveland Spencer, NC 28159 Email E.oconnell@shglobal.net	Ship From: DIRECTSHIP Ship Via: Drop Ship Ship Date: ID:

Salesperson	Contact	Customer Number	Customer PO	Terms		
Brant	Ed OConnell	OCCEDW001		Prepay		
Item	Qty	L/M	Length	Description	Sales Price	Total
QVIC	6			26ga, Victorian Shingle, 50 Yr Warr, Unpainted Galvalume, Choose Pattern (100 sq ft / SQ)	\$336.00	\$2,016.00
Subtotal for SHINGLE HORSHOE						\$2,016.00
400PRC6LU10	4		10' 3"	Victorian Shingle One Piece Ridge Cap 10/3" 26ga (GALVALUME)	\$45.99	\$183.96
40WV6LU10	4		10'	Victorian Shingle W-Valley 10/6" 26ga (GALVALUME)	\$43.99	\$175.96
Subtotal for TRIM						\$359.92
HSCPAN1	9			#10X1" Pancake Head Wood Screw (250 Bag) (Cannot use with real copper)	\$21.99	\$197.91
HSC1LU	1			#10X1" Wood Screws (250 Bag)- Galvalume	\$20.99	\$20.99
AUNDICE	3			Ice & Water Shield_40 Mil_High Temp 250 Deg_25q Roll	\$136.99	\$410.97
Subtotal for ACCESSORIES						\$629.87
QTRANS	1			Transfer Fee	\$75.00	\$75.00
QWILL	1			Will Call / Customer Pick Up:	\$0.00	\$0.00
Subtotal for TRANSPORT-PACKAGE						\$75.00

Please review this material list thoroughly. Best Buy Metals cannot be held responsible for incomplete or inaccurate orders. Best Buy Metals agrees to provide all products in the listed quantities summarized on this list. All transactions are final and cannot be edited, updated, or canceled once the order has been finalized. Partial or full payment of the order represents an agreement to receive the full order by the listed ship or pick-up date. Failure to pick up material by the requested ship or pick-up date will result in a \$50.00 per week storage fee.

Please Check this material list carefully. We agree to furnish the quantities and materials listed above. This does NOT guarantee that the materials listed are adequate to complete a given project!

Weight: 252	Subtotal:	\$3,080.79
	Freight:	\$0.00
	Other:	\$0.00
7.00 %	Sales Tax:	\$215.66
	Total:	\$3,296.45
	Amount Paid:	\$3,296.45
	Amount Due:	\$0.00

Exhibit D: Project Receipts/Costs Documentation



Exhibit D: Project Receipts/Costs Documentatio

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 14. 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
March 2025

	Location	Activity	Action
3.3.25	Pickett Ave	Preliminary site plan submittal	Reviewed and commented
3.3.25	Montclair	Preliminary site plan for sales model & office	Reviewed and commented
3.3.25	700 Salisbury Ave	Questions on 2nd floor residential use	Answered questions
3.3.25	1301 S Salisbury	Façade grant	Answered questions
3.3.25	Office	Trails Survey	Took survey
3.4.25	Office	Staff report	Attended
3.4.25	Office	Presentation material for planning session	Drafted and distributed
3.5.25	Office	Staff meeting on Grant's Creek Greenway	participated
3.6.25	Office	NCCR grant meeting	Participated
3.6.25	504 4th St	Zoning questions	Answered questions
3.6.25	Office	Pre-agenda meeting	Attended
3.6.25	Office	Strategic planning session	Attended
3.7.25	Office	Strategic planning session	Attended
3.10.25	Office	Grant's Creek Greenway & park maps	created
3.10.25	600 S Carolina	Zoning permit request	responded
3.10.25	N Salisbury Ave	Sign permit for Food Lion	Issued permit
3.10.25	413 Baldwin	Zoning permit for fence	Issued permit
3.10.25	212 N Yadkin	Zoning permits for a subdivided lot	Answered questions
3.11.25	400 Charles St	Zoning permit for storage shed	Issued permit
3.11.25	Office	Staff meeting	attended
3.11.25	Meadow St	Zoning permit applications for three new homes	Reviewed and commented
3.11.25	Office	Board of Aldermen meeting	attended
3.13.25	700 S Salisbury	Zoning questions	Answered questions
3.13.25	104 Baldwin	Zoning questions	Answered questions
3.13.25	709 7th St	Subdivision questions	Answered questions
3.13.25	US HWY 29	Review the entrance sign installation	Review and comment
3.13.25	Snider St	Pool questions	Answered questions
3.13.25	410 4th St	Addressing questions	Answered questions
3.13.25	Salisbury	Grant's Creek Greenway questions	Attended and participated
3.17.25	610 S Rowan	Driveway questions	Answered questions

3.17.25	Office	NCRR Grant questions	Answered questions
3.17.25	Hawkinstown Rd	Landscaping questions	Answered questions
3.17.25	603 4th St	Renovation questions	Answered questions
3.17.25	Office	Grant's Creek Greenway meeting	Attended
3.18.25	Office	Catawba College meeting on Grant's Creek Greenway	Attended
3.18.25	N Salisbury Ave	Bojangles' renovation plan questions	Answered questions
3.19.25	Office	TCC meeting	Attended
3.19.25	700 S Salisbury Ave	Development questions	Answered questions
3.19.25	460 Salisbury Ave	Sign setback questions	Answered questions
3.19.25	409 S Rowan	Zoning permit for porch addition	Issued permit
3.20.25	110 2nd St	Zoning questions	Answered questions
3.20.25	700 S Salisbury Ave	Grant enquiry	Referred to Kyle
3.20.25	N Yadkin Ave	Zoning permits for two separate duplexes	Issued permits
3.20.25	Office	Staff meeting on Grant's Creek Greenway	Participated
3.20.25	610 S Carolina	Accessory dwelling unit questions	Answered questions
3.20.25	1019 2nd St	Tree issues	Discussed
3.21.25	Willow Creek Rd	Annexation paperwork	Begin process
3.21.25	Office	Salisbury growth boundaries agreement	Reviewed and commented
3.24.25	535 Snider	Zoning questions	answered questions
3.24.25	3rd St	Addressing questions	Answer questions
3.24.25	Office	Grant's Creek Greenway meeting with Rowan County staff	Attended
3.24.25	Meadow St	Three zoning permits for single-family homes	Issued permits
3.24.25	8th St	Dumpster permit	Issued permit
3.24.25	2nd St	Chicken keeping permit enquiry	Answered questions
3.24.25	Salisbury	Salisbury growth boundary meeting	Attended and participated
3.25.25	Office	Staff meeting	Attended
3.25.25	Yadkin Ave	Code violation issue: construction without a permit	Investigated and forwarded to code enforcement
3.25.25	Salisbury Academy	Session on planning for the public leadership class	Presented
3.25.25	Office	Hawkinstown Road/ Grant's Creek greenway	Met with a community leader

Planning Quotes-

"Give me six hours to chop down a tree and I will spend the first four sharpening the axe." – [Abraham Lincoln](#)

"If you don't know where you are going, you'll end up someplace else." – [Yogi Berra](#)

"The time to repair the roof is when the sun is shining." – [John F. Kennedy](#)

"To achieve great things, two things are needed: a plan, and not quite enough time." – [Leonard Bernstein](#)

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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 14. b.

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Chief

Explanation:

Code Enforcement Monthly Report

Financial Impact:

N/A

Choose an item.

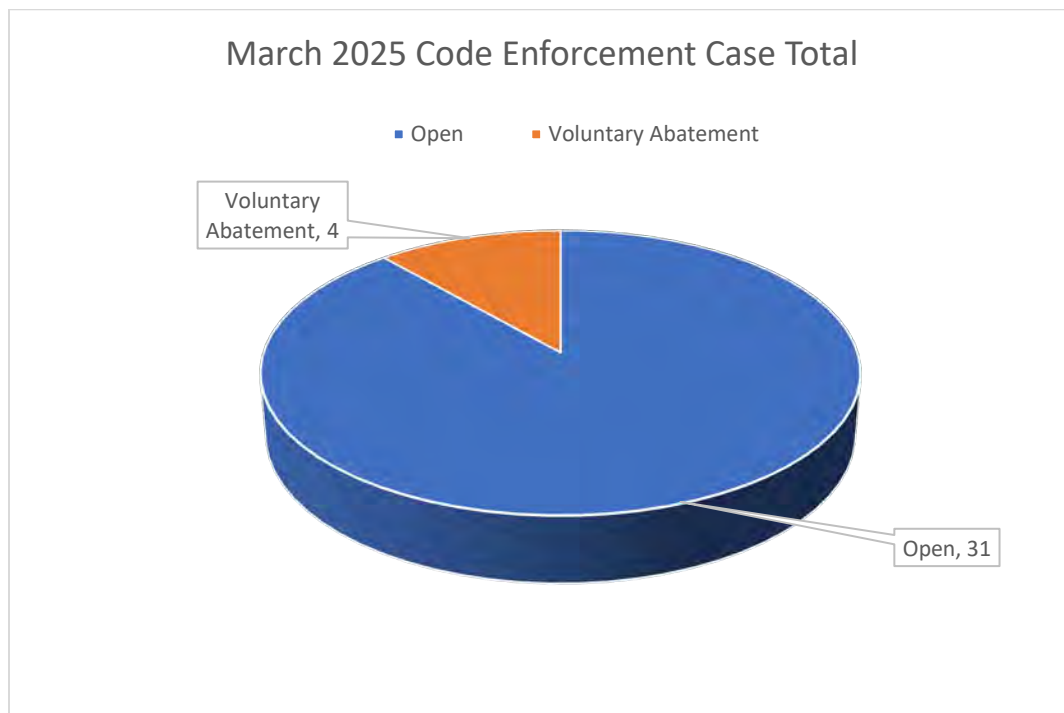
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

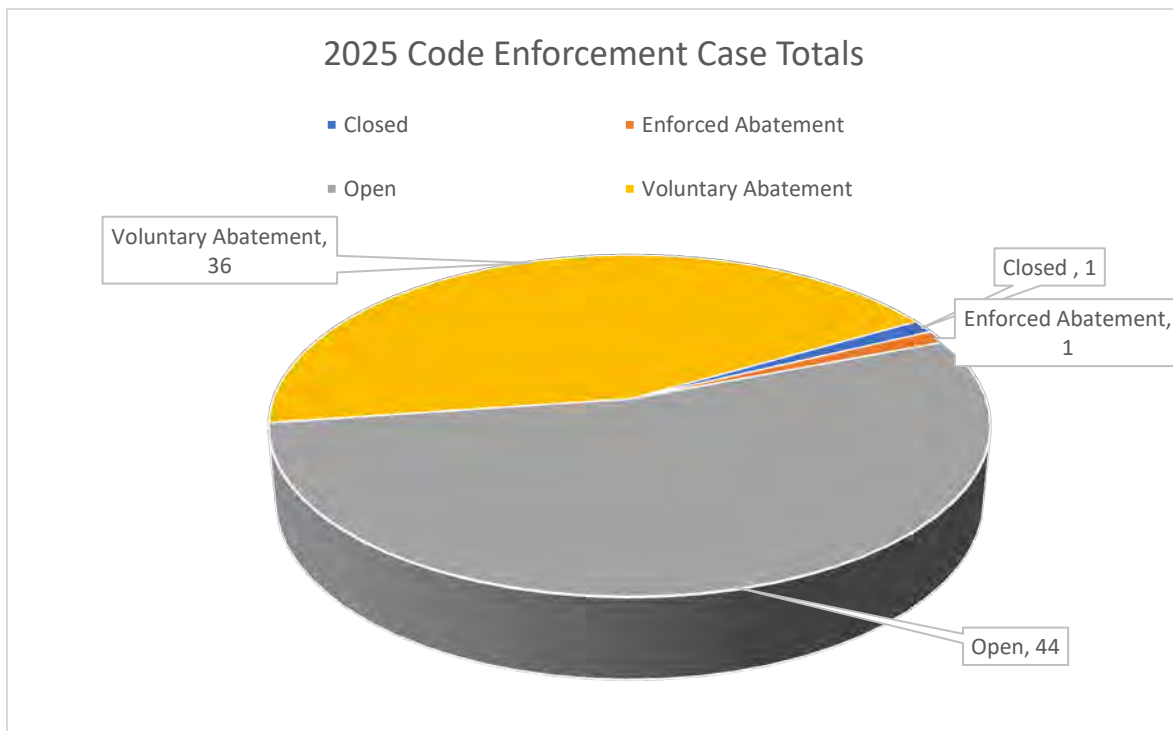
Monthly Report

- **Total cases – 35**
- **Open - 31**
- **Voluntary Abatement - 4**
- **Notice of Violations - 2**
- **Notice of Bill - 0**
- **Notice of Lien – 0**



2025 Yearly Report

- **Total cases – 82**
- **Open – 44**
- **Closed- 1**
- **Voluntary Abatement - 36**
- **Enforced Abatement - 1**
- **Notice of Violations – 10**
- **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
202500083	702 3RD ST	Tall Grass/ Weeds	Open
202500082	200 S Salisbury Ave	Tall Grass/ Weeds	Open
202500081	508 2ND ST	Tall Grass/ Weeds	Open
202500080	609 2ND ST	Tall Grass/ Weeds	Open
202500079	907 2ND ST	Tall Grass/ Weeds	Open
202500078	504 1ST ST	Tall Grass/ Weeds	Open
202500077	300 1ST ST	Tall Grass/ Weeds	Open
202500076	101 Henderson ST	Tall Grass/ Weeds	Open
202500075	405 S Hudson	Junk on Porch	Open
202500074	405 S Hudson	Illegal Parking	Open
202500073	410 S Iredell	Tall Grass/ Weeds	Open
202500072	608 S Yadkin	Tall Grass/ Weeds	Open
202500071	510 S Yadkin	Tall Grass/ Weeds	Open
202500070	418 S Yadkin	No permit	Open
202500069	418 S Yadkin	Illegal Parking	Open
202500068	206 N Yadkin	Tall Grass/ Weeds	Open
202500067	206 N Yadkin	Tall Grass/ Weeds	Open
202500066	208 N Yadkin	High Grass	Open
202500065	610 S Rowan Ave	Brush Pile	Open
202500064	510 S Carolina	Junk Pile	Open
202500063	504 S Carolina Ave	Junk on porch	Open
202500062	300 8TH ST	Junk Vehicle	Open
202500061	412 Forestdale	Abandoned Vehicle	Open
202500060	605 S Whitehead	Illegal Parking	Open
202500059	605 S Whitehead	Junk	Open
202500058	607 S Whitehead	Junk Vehicle	Open
202500057	301 8TH ST	Brush Pile	Open
202500056	215 8TH ST	Minimal Housing	Open
202500055	510 S Carolina Ave	Junk	Open
202500054	601 5TH ST	Junk on Porch	Open
202500050	1112 Elizabeth Ave	Junk	Open
202500048	515 7TH ST	Junk	Open
202500046	510 5TH ST	Overgrowth/ Nuisance	Open
202500044	707 2ND ST	Junk on porch	Open
202500040	208 Cain St	Junk on Porch	Open
202500038	311 S Rowan Ave	Junk vehicle	Open
202500029	705 S Yadkin Ave	Burnt House	Open
202500024	705 N Salisbury	Junk	Open
202500023	610 S Carolina Ave	Overgrowth/Junk	Open
202500019	609 N Salisbury Ave	Illegal Parking	Open
202500009	804 S Salisbury Ave	Damaged Structure	Open
202500001	701 S Rowan Ave	Broken Windows	Open



Case Status Report

3/1/2025 - 3/28/2025

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

202500030	2/22/2025	Closed	3/11/2025		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.
202400360	9/9/2024	Closed	3/12/2025	Portal Complaint	203 eight street	Tall grass down the whole left side of yard outside of the fence

Group Total: 2

Group: Enforced Abatement

202400505	12/4/2024	Enforced Abatement	3/12/2025	Site Visit	609 2ND ST	Junk

Group Total: 1

Group: Open

202500083	3/26/2025	Open	3/26/2025	Site Visit	702 3RD ST	Tall Grass/ Weeds
202500082	3/26/2025	Open	3/26/2025	Site Visit	200 S Salisbury Ave	Tall Grass/ Weeds
202500081	3/26/2025	Open	3/26/2025	Site Visit	508 2ND ST	Tall Grass/ Weeds
202500080	3/26/2025	Open	3/26/2025	Site Visit	609 2ND ST	Tall Grass/ Weeds
202500079	3/26/2025	Open	3/26/2025	Site Visit	907 2ND ST	Tall Grass/ Weeds

202500078	3/26/2025	Open	3/26/2025	Site Visit	504 1ST ST	Tall Grass/ Weeds
202500077	3/26/2025	Open	3/26/2025	Site Visit	300 1ST ST	Tall Grass/ Weeds
202500076	3/26/2025	Open	3/26/2025	Site Visit	101 Henderson ST	Tall Grass/ Weeds
202500075	3/26/2025	Open	3/26/2025	Site Visit	405 S Hudson	Junk on Porch
202500074	3/26/2025	Open	3/26/2025	Site Visit	405 S Hudson	Illegal Parking
202500073	3/26/2025	Open	3/26/2025	Site Visit	410 S Iredell	Tall Grass/ Weeds
202500072	3/26/2025	Open	3/26/2025	Site Visit	608 S Yadkin	Tall Grass/ Weeds
202500071	3/26/2025	Open	3/26/2025	Site Visit	510 S Yadkin	Tall Grass/ Weeds
202500070	3/26/2025	Open	3/26/2025	Site Visit	418 S Yadkin	No permit
202500069	3/26/2025	Open	3/26/2025	Site Visit	418 S Yadkin	Illegal Parking
202500068	3/26/2025	Open	3/26/2025	Site Visit	206 N Yadkin	Tall Grass/ Weeds
202500067	3/26/2025	Open	3/26/2025	Site Visit	206 N Yadkin	Tall Grass/ Weeds
202500066	3/26/2025	Open	3/26/2025	Site Visit	208 N Yadkin	High Grass
202500065	3/25/2025	Open	3/25/2025	Site Visit	610 S Rowan Ave	Brush Pile
202500064	3/19/2025	Open	3/19/2025	Site Visit	510 S Carolina	Junk Pile
202500063	3/19/2025	Open	3/19/2025	Site Visit	504 S Carolina Ave	Junk on porch
202500062	3/18/2025	Open	3/18/2025	Site Visit	300 8TH ST	Junk Vehicle
202500061	3/18/2025	Open	3/18/2025	Site Visit	412 Forestdale	Abandoned Vehicle
202500060	3/18/2025	Open	3/18/2025	Site Visit	605 S Whitehead	Illegal Parking
202500059	3/18/2025	Open	3/18/2025	Site Visit	605 S Whitehead	Junk
202500058	3/18/2025	Open	3/18/2025	Site Visit	607 S Whitehead	Junk Vehicle
202500057	3/18/2025	Open	3/18/2025	Site Visit	301 8TH ST	Brush Pile
202500056	3/18/2025	Open	3/18/2025	Site Visit	215 8TH ST	Minimal Housing
202500055	3/13/2025	Open	3/13/2025	Site Visit	510 S Carolina Ave	Junk
202500054	3/11/2025	Open	3/11/2025	Site Visit	601 5TH ST	Junk on Porch
202500050	3/11/2025	Open	3/11/2025	Site Visit	1112 Elizabeth Ave	Junk

Group Total: 31

Group: Voluntary Abatement

202500053	3/11/2025	Voluntary Abatement	3/25/2025	Site Visit	113 Henderson	Junk on Porch
202500052	3/11/2025	Voluntary Abatement	3/25/2025	Site Visit	1112 N Salisbury Ave	Illegal Parking
202500051	3/11/2025	Voluntary Abatement	3/25/2025	Site Visit	1106 N Salisbury Ave	Illegal Parking
202500049	3/11/2025	Voluntary Abatement	3/25/2025	Site Visit	101 Sowers Ferry Rd	Junk
202500047	2/28/2025	Voluntary Abatement	3/12/2025	Site Visit	701 7TH ST	Junk
202500045	2/26/2025	Voluntary Abatement	3/12/2025	Site Visit	616 5TH ST	Junk on porch
202500043	2/26/2025	Voluntary Abatement	3/25/2025	Site Visit	810 4TH ST	Junk
202500042	2/26/2025	Voluntary Abatement	3/12/2025	Site Visit	811 S Rowan Ave	Illegal Parking
202500041	2/26/2025	Voluntary Abatement	3/25/2025	Site Visit	402 Crestwood LN	Illegal Parking
202500039	2/25/2025	Voluntary Abatement	3/12/2025	Site Visit	503 5TH ST	Junk on porch
202500037	2/25/2025	Voluntary Abatement	3/25/2025	Site Visit	703 4TH ST	Junk Pile
202500035	2/25/2025	Voluntary Abatement	3/12/2025	Site Visit	309 1ST ST	Junk on porch
202500034	2/25/2025	Voluntary Abatement	3/12/2025	Site Visit	307 1ST ST	Junk on porch
202500033	2/25/2025	Voluntary Abatement	3/12/2025	Site Visit	706 3RD ST	Parked on an Unimproved surface
202500032	2/25/2025	Voluntary Abatement	3/12/2025	Site Visit	311 1ST ST	Parked on an Unimproved surface
202500031	2/25/2025	Voluntary Abatement	3/12/2025	Site Visit	416 N Salisbury Ave	Illegal Parking
202500028	2/19/2025	Voluntary Abatement	3/12/2025	Site Visit	106 8TH ST	Illegal Parking
202500027	2/19/2025	Voluntary Abatement	3/12/2025	Site Visit	106 8TH ST	Illegal Burning
202500021	2/5/2025	Voluntary Abatement	3/12/2025	Site Visit	602 S Carolina	Junk on porch
202500020	2/5/2025	Voluntary Abatement	3/12/2025	Site Visit	409 S Rowan	Junk on porch
202500018	2/4/2025	Voluntary Abatement	3/12/2025	Site Visit	301 N Yadkin	Tethering
202500017	2/3/2025	Voluntary Abatement	3/12/2025	Site Visit	1105 3RD ST	Junk

202400501	11/25/2024	Voluntary Abatement	3/12/2025	Site Visit	322 S Whitehead	Overgrowth
202400381	9/11/2024	Voluntary Abatement	3/12/2025	Site Visit	216 N Rowan Ave	High Grass
202400349	8/13/2024	Voluntary Abatement	3/12/2025	Site Visit	216 N Rowan Ave	High Grass
202400182	5/16/2024	Voluntary Abatement	3/12/2025	Site Visit	200 S Salisbury Ave	Overgrowth / Junk / Maint. of Exterior Premise

Group Total: 26

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Total Records: 60

3/28/2025

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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 14. 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

(03/01/2025 - 03/27/2025)

<No Event Type Specified>	4	8th Street Ballpark Check	73
911 Hang-Up	14	Administrative Work	105
Alarm - Other	8	Animal Complaint	2
Assault - Report	2	Assist - East Spencer Police	54
Assist - EMS	10	Assist - Fire Department	22
Assist - Motorist/Public	7	Assist - NCHP	3
Assist - Other Agency	6	Assist - Other Officer	80
Assist - Sheriff's Office	24	B&E/Burglary - Residential, Report	1
B&E-Vehicle, Report	1	Business Check-Drive Through	338
Calls For Service (General)	7	Child Abuse/Neglect	1
Community Event	1	Court	7
Directed Patrol	25	District Attorney's Office	1
Disturbance	4	Disturbance- Verbal	7
Disturbance-Physical	1	Domestic Dispute	6
Drug Offense on School Property	1	Escort - Funeral	1
Escort - Motorist/Public	1	Follow-up Investigation- Spencer	5
Foot Patrol - Business	91	Found Property	1
Fraud - Report	3	Harrassment-Stalking	1
House Check	19	Larceny - Report	2
Library Park Check	128	Magistrate's Office	1
Maintenance - Equipment	4	Maintenance - Vehicle	24
Meeting	3	NCTM - Bank Escort	1
NCTM - Drive Through	222	NCTM - Foot Patrol	55
Noise Complaint	1	Norfolk Southern Railroad-Drive Through	9
Overdose	1	Park Check	164
Public Service	17	School Check - NRES	94
School Check - NRHS	100	School Check - NRMS	87
Security Check/Standby	2	Shots Fired	1
SRO Duties	45	Suicide - Attempted	1
Surveillance	1	Suspicious - Activity	10
Suspicious - Person	10	Suspicious - Vehicle	11
Traffic Accident - PD	9	Traffic Accident - PI	1
Traffic Complaint	5	Traffic Enforcement	23

Activity Log Event Summary (Totals)

Spencer Police Department

(03/01/2025 - 03/27/2025)

Training - PD	2	Training - School	7
Training-Virtual Zoom Web-Ex, etc.	2	Trespassing - In-Progress	1
Trespassing - Report	1	Unattended Death	1
Unlock Vehicle	2	Vehicle Pursuit	2
Vehicle Stop	256	Warrant Service	5
Welfare Check	11	Yadkin River Park Check - Davidson County	96
Yadkin River Park Check - Spencer	98		

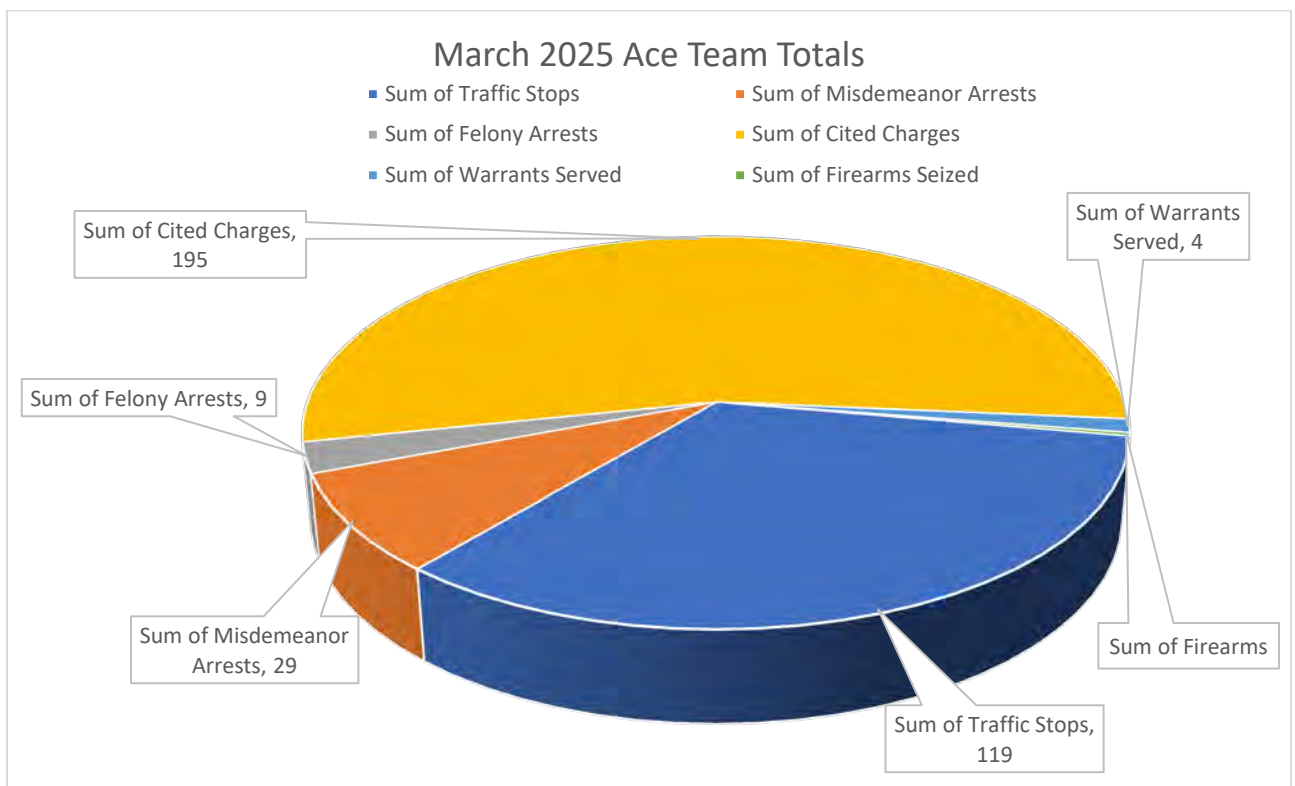
Total Number Of Events: 2,453

SPENCER POLICE ACE TEAM REPORT

March 2025

March 2025 Highlights

- March 2025 Cases: 10 (10 Closed)
- Traffic Stops: 119
- Total Arrests: 38 (Felony 9)
- Cited Charges: 195
- Warrants Served: 4
- Firearms Seized: 1

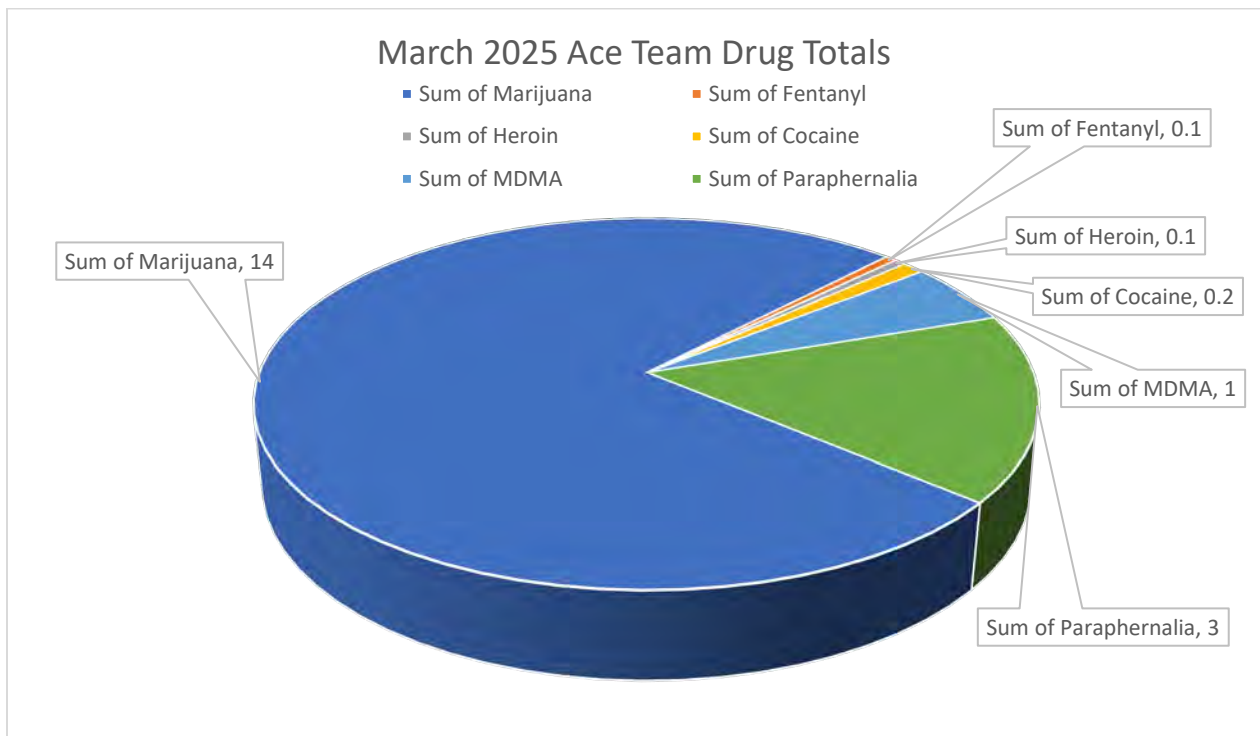


SPENCER POLICE ACE TEAM REPORT

March 2025

March 2025 Drug Totals

- Marijuana: 14 Grams
- Fentanyl: .1 Grams
- Heroin: .1 Grams
- Cocaine: .2 Grams
- MDMA: 1 Dosage Units
- Paraphernalia Items: 3



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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 14. 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

April 2025 Monthly Report

Calls for Service: 2/28/25-03/30/25

Fire: 56

Medical: 87

Monthly Total: 143

2025 Total: 357

Apparatus:

- Working with a broker to surplus the '95 E-One fire engine.

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:

- Extended offers to three PT staff members.

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: 04/08/2025

Agenda Item #: 14. 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

April 2025 Board of Aldermen Meeting

- 1) Regular services (Sanitation, Brush) are running on schedule.
- 2) The leaf vacs will continue running 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 the regular trash schedule will remain unchanged.

Good Friday	Friday	April 18 th	Town Hall Closed, No change in Trash Schedule
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- 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 only to in-town residents. Three deliveries per household maximum.** This corresponds with the regular recycling Saturday, so the recycling center will also be open.
- 5) We are planning another Day of Caring with the United Way on May 1st. We worked with the Elementary School last year, so we will be working with the High School this year, focusing on a few renovations to the baseball field. Sign-ups for volunteers will be available soon, so please keep an eye out for further information.
- 6) Chief File, Chief Lanning, and I will visit Salisbury Academy on April 1st to speak with their tenth-grade class. We will discuss the functions of each department and how we collaborate on events and daily activities. There have been two sessions before us, and this will be followed by a field trip for them to tour our facilities.
- 7) Duke Energy has removed the streetlight, allowing work to proceed on the entranceway to the new park. We have retained the light assembly that was removed, in case it is needed in the future. The infrastructure has been installed for the new sign, with the construction of the new entranceway to follow soon. The planters along 5th Street will also be removed soon, allowing for all asphalt repairs to be completed simultaneously.
- 8) We should complete the work at the Library within the next week or so, and then we will begin removing the dead trees and debris on the Transportation Museum side of Salisbury Avenue, between 6th and 11th Streets.
- 9) We have submitted an offer letter to a candidate for the Public Works Manager's position. If the candidate accepts, the process will proceed quickly to bring them here. We have also worked out a solution for the Mechanics position. Chad Eagle has returned to us in a part-time capacity, and we have another person interested in the mechanics position on a part-time basis. We will be able to cover this position five days a week with two part-time employees for about the same rate as one full-time employee for now.
- 10) It appears that spring is arriving earlier every year. This spell of warm weather has really got the weeds going, so we will be doing a great deal of spraying this month.

11) Update: Chicken Springs Dam

We are staying in touch with our engineers and completing tasks as they notify us. We continue to maintain a low water level by using the existing siphon, mowing the area, and closely monitoring the

situation with the outfall and boil. We continue to wait for news from the grant application and will notify everyone as soon as we receive the information.

12) CCAP update:

We have received our second permit from the Corps of Engineers, and Chris Sloop has obtained permission for us to narrow the scope of work to match the grant money we were awarded. We will be meeting with Levi, our engineer from Soil and Water, and Chris Sloop on April 4th to determine which area will best utilize our grant money and benefit the overall project. We have a contractor in mind, and we should be able to move quickly with the project once this area is determined

13) Since last report:

There were zero abatements issued and completed this month.

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

Monthly Events:

April 5th	–	Spring Mulch Giveaway Easter Egg Hunt (8th Street Ballpark)
April 18th	–	Good Friday
April 20th	–	Easter
May 1st	–	United Way Day of Caring

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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 14. 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 - 2025-03-27

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	\$14,097.73	\$841.21	\$2,097.73	117
10-3194-000 TAXES, 3RD PRIOR YR	\$3,600.00	\$3,600.00	\$0.00	\$5,835.68	\$0.00	\$2,235.68	162
10-3195-000 TAXES, 2ND PRIOR YR	\$6,000.00	\$6,000.00	\$0.00	\$7,172.16	\$0.00	\$1,172.16	120
10-3196-000 TAXES, FIRST PRIOR Y	\$21,000.00	\$21,000.00	\$0.00	\$19,004.15	\$308.01	\$1,995.85	90
10-3197-100 AD VALOREM TAXES CUR	\$2,092,184.00	\$2,092,184.00	\$0.00	\$2,025,088.40	\$19,582.18	\$67,095.60	97
10-3197-101 AD VALOREM TAXES VEH	\$172,930.00	\$159,930.00	\$0.00	\$114,033.40	\$12,926.62	\$45,896.60	71
10-3197-102 MUNICIPAL VEHICLE TA	\$0.00	\$13,000.00	\$0.00	\$5,680.00	\$990.00	\$7,320.00	44
10-3197-180 TAX INTEREST & PENAL	\$15,000.00	\$15,000.00	\$0.00	\$15,369.66	\$1,125.76	\$369.66	102
10-3231-000 1% SALES TAX (ART 39	\$396,091.30	\$396,091.30	\$0.00	\$244,270.73	\$38,791.70	\$151,820.57	62
10-3232-000 1/2% SALES TAX (ART	\$261,137.45	\$261,137.45	\$0.00	\$147,226.06	\$22,985.89	\$113,911.39	56
10-3233-000 1/2% SALES TAX (ART	\$195,053.00	\$195,053.00	\$0.00	\$120,351.51	\$19,137.77	\$74,701.49	62
10-3235-000 1/2% SALES TAX (ART	\$341,988.00	\$341,988.00	\$0.00	\$202,677.32	\$30,751.75	\$139,310.68	59
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	\$116,485.01	\$53,089.12	\$83,514.99	58
10-3326-000 SOLID WASTE DISPOSAL	\$2,600.00	\$2,600.00	\$0.00	\$1,321.35	\$0.00	\$1,278.65	51
10-3431-000 COURT, PKG FEES, REP	\$1,500.00	\$1,500.00	\$0.00	\$3,648.16	\$360.00	\$2,148.16	243
10-3437-000 FIRST RESPONDER FEES	\$8,000.00	\$8,000.00	\$0.00	\$6,800.00	\$335.00	\$1,200.00	85
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	\$21,618.48	\$5,404.62	\$10,809.24	67
10-3491-000 ZONING FEES	\$10,000.00	\$10,000.00	\$0.00	\$3,320.00	\$400.00	\$6,680.00	33
10-3491-001 LIEN PAYMENTS	\$15,000.00	\$15,000.00	\$0.00	\$23,115.22	\$38.20	\$8,115.22	154
10-3500-510 SOL/WASTE COLLECTION	\$264,745.00	\$264,745.00	\$0.00	\$150,881.84	\$0.00	\$113,863.16	57
10-3500-550 YARD WASTE SALES	\$2,000.00	\$2,000.00	\$0.00	\$1,156.00	\$30.00	\$844.00	58
10-3831-000 INVESTMENT EARNINGS	\$120,000.00	\$120,000.00	\$0.00	\$36,734.58	\$0.00	\$83,265.42	31
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	\$11,612.00	\$0.00	\$12,321.37	\$3,262.99	\$709.37	106
10-3839-000 MISCELLANEOUS REVENU	\$7,500.00	\$7,500.00	\$0.00	\$6,111.29	\$25.25	\$1,388.71	81
10-3839-001 CIVIL CITATIONS - PO	\$50.00	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	200
10-3839-002 CIVIL CITATIONS - LA	\$100.00	\$100.00	\$0.00	\$1,075.00	\$0.00	\$975.00	1075
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	\$0.00	\$7,000.00	81
10-3985-003 GRANTS-STANBACK FORE	\$5,000.00	\$5,000.00	\$0.00	\$10,036.35	\$5,036.35	\$5,036.35	201
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	\$5,983,761.47	\$0.00	\$3,838,274.60	\$215,422.42	\$2,193,278.21	64

[10-3831-000 Investment Earnings](#)[10-3835-000 Still looking to sell old fire engine](#)[10-3985-003 Received \\$5,000 Duke Energy grant for Rocky Branch Trailhead and Stanback Forest endowment](#)

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$18,506.25	\$2,056.25	\$6,168.75	75
10-4110-181 FICA	\$1,888.00	\$1,888.00	\$0.00	\$1,382.68	\$123.88	\$505.32	73
10-4110-191 SERVICES-ACCOUNTING	\$22,000.00	\$29,500.00	\$0.00	\$29,500.00	\$0.00	\$0.00	100
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	\$25,920.75	\$18,196.25	\$3,000.00	\$0.00	41
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	\$0.00	\$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	\$359.20	\$44.90	\$179.80	67
10-4110-395 TRAINING	\$5,175.00	\$3,175.00	\$0.00	\$2,268.13	\$824.13	\$906.87	71
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	\$28,469.38	\$294.09	(\$3,604.38)	114
10-4110-640 TOURISM AND EVENTS	\$30,000.00	\$30,000.00	\$430.97	\$28,807.19	\$938.00	\$761.84	96
10-4110-930 TRANSFER TO CAPITAL	\$272,811.00	\$301,382.00	\$0.00	\$306,765.00	\$0.00	(\$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	\$46,734.76	\$471,431.88	\$7,281.25	\$107,303.56	83

10-4110-631 Rowan County fees for collecting Taxes. Agreement was a flat rate increased in .25% increments until the cap of 1.5% was reached. FY2024-2025 is currently at 1.35%

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$207,476.32	\$22,461.94	\$90,326.68	70
10-4130-126 SALARIES/WAGES/TEMPO	\$20,163.00	\$20,163.00	\$0.00	\$14,001.00	\$1,272.00	\$6,162.00	69
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	\$17,159.40	\$1,755.46	\$6,891.60	71
10-4130-182 RETIREMENT	\$42,915.00	\$42,915.00	\$0.00	\$28,530.17	\$3,088.72	\$14,384.83	66
10-4130-183 GROUP INSURANCE	\$40,924.00	\$40,924.00	\$0.00	\$36,275.00	\$5,136.68	\$4,649.00	89
10-4130-184 401K CONTRIBUTION	\$11,214.00	\$11,214.00	\$0.00	\$9,714.29	\$1,051.36	\$1,499.71	87
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	\$0.00	\$767.84	62
10-4130-193 MEDICAL SERVICES	\$3,297.00	\$3,297.00	\$3.00	\$1,343.00	\$254.00	\$1,951.00	41
10-4130-194 CONTRACT SERVICES	\$154,186.00	\$167,764.00	\$68,266.42	\$103,794.10	\$455.08	(\$4,296.52)	62
10-4130-198 SERVICES-ENGINEERING	\$25,000.00	\$72,785.00	\$24,752.39	\$26,745.37	\$3,612.94	\$21,287.24	37
10-4130-211 JANITORIAL SUPPLIES	\$1,500.00	\$1,500.00	\$0.00	\$862.57	\$106.75	\$637.43	58
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	\$1,753.83	\$295.29	\$1,246.17	58
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	\$358.13	\$75.49	\$2,361.87	13
10-4130-311 TRAVEL	\$5,573.00	\$5,573.00	\$0.00	\$2,433.05	\$279.64	\$3,139.95	44
10-4130-321 TELEPHONE AND INTERN	\$8,652.00	\$8,652.00	\$0.00	\$5,514.55	\$368.19	\$3,137.45	64
10-4130-325 POSTAGE	\$2,364.00	\$2,364.00	\$0.00	\$951.31	\$219.00	\$1,412.69	40
10-4130-331 UTILITIES	\$25,800.00	\$25,800.00	\$0.00	\$19,072.27	\$2,192.10	\$6,727.73	74
10-4130-341 PRINTING	\$1,000.00	\$1,000.00	\$0.00	\$193.30	\$0.00	\$806.70	19
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	\$2,858.42	\$243.60	\$3,441.58	45
10-4130-395 TRAINING	\$7,098.00	\$7,098.00	\$372.00	\$2,061.00	\$105.00	\$4,665.00	29
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	\$1,406.25	\$3,261.77	\$0.00	\$290.98	66
10-4130-440 MAINTENANCE CONTRACT	\$23,332.00	\$23,332.00	\$3,683.10	\$14,714.80	\$838.65	\$4,934.10	63
10-4130-441 LICENSE FEE	\$24,597.00	\$24,597.00	\$0.00	\$21,507.66	\$239.88	\$3,089.34	87
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	\$1,763.45	\$173.81	(\$173.45)	111
10-4130-491 DUES AND SUBSCRIPTIO	\$4,657.00	\$4,657.00	\$0.00	\$2,328.80	\$305.00	\$2,328.20	50
10-4130-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$0.00	\$221.00	\$0.00	\$779.00	22
10-4130-710 PRINICIPAL	\$71,271.00	\$71,271.00	\$0.00	\$71,271.07	\$71,271.07	(\$0.07)	100
10-4130-720 INTEREST	\$57,125.00	\$57,125.00	\$0.00	\$57,124.93	\$57,124.93	\$0.07	100
4130-10-ADMINISTRATION	\$912,988.00	\$974,351.00	\$99,339.16	\$672,136.12	\$172,926.58	\$202,875.72	79

10-4130-194 Contract Services - Overage due to Finacial Consultant services. Will adjust before end of April.

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4310-10-POLICE OPERATIONS							
10-4310-121 SALARIES/WAGES-REGUL	\$1,013,739.00	\$1,013,739.00	\$0.00	\$705,680.03	\$76,101.14	\$308,058.97	70
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	\$6,595.26	\$481.00	\$12,495.74	35
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	\$5,057.53	\$546.76	\$2,077.47	71
10-4310-181 FICA	\$79,639.00	\$79,639.00	\$0.00	\$54,008.50	\$5,622.32	\$25,630.50	68
10-4310-182 RETIREMENT	\$156,572.00	\$156,572.00	\$0.00	\$105,495.13	\$11,374.99	\$51,076.87	67
10-4310-183 GROUP INSURANCE	\$168,064.00	\$168,064.00	\$0.00	\$122,205.27	\$20,090.32	\$45,858.73	73
10-4310-184 401K CONTRIBUTION	\$50,613.00	\$50,613.00	\$0.00	\$35,296.86	\$3,792.08	\$15,316.14	70
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	\$2,245.00	\$375.00	(\$520.00)	130
10-4310-194 CONTRACT SERVICES	\$14,066.00	\$14,066.00	\$0.00	\$12,910.90	\$400.00	\$1,155.10	92
10-4310-212 UNIFORMS	\$16,000.00	\$19,236.00	\$4,294.64	\$4,919.45	\$535.98	\$10,021.91	26
10-4310-213 SUPPLIES-SAFETY	\$4,775.00	\$4,850.00	\$0.00	\$916.26	\$190.00	\$3,933.74	19
10-4310-251 MOTOR FUEL AND LUBRI	\$50,000.00	\$50,000.00	\$15,288.73	\$34,711.27	\$0.00	\$0.00	69
10-4310-260 SUPPLIES-OFFICE	\$1,700.00	\$1,700.00	\$0.00	\$1,066.90	\$130.61	\$633.10	63
10-4310-291 SUPPLIES-DATA PROCES	\$5,204.00	\$3,133.00	\$0.00	\$799.00	\$0.00	\$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	\$3,358.00	\$4,386.87	\$769.39	\$10,702.13	24
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	\$9,433.36	\$281.37	\$7,511.64	56
10-4310-329 OTHER COMMUNICATION	\$4,320.00	\$4,320.00	\$990.00	\$3,070.00	\$330.00	\$260.00	71
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	\$26,281.00	\$3,477.60	\$17,632.27	\$1,060.99	\$5,171.13	67
10-4310-395 TRAINING	\$7,640.00	\$4,640.00	\$0.00	\$1,215.51	\$102.36	\$3,424.49	26
10-4310-440 MAINTENANCE CONTRACT	\$32,432.00	\$32,432.00	\$1,246.70	\$28,551.69	\$2,850.30	\$2,633.61	88
10-4310-441 LICENSE FEE	\$17,646.00	\$17,646.00	\$0.00	\$17,583.10	\$19.99	\$62.90	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	\$0.00	\$409.63	\$17.72	\$790.37	34
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	\$1,828,832.01	\$28,655.67	\$1,281,249.80	\$125,072.32	\$518,926.54	72

10-4310-193 Services Medical - Overage due to unplanned testing

10-4310-452 Insurance - Vehicles - overage due to addition of new F-150.

Discussing adjustments with Police Chief.

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$330,435.99	\$35,989.76	\$132,030.01	71
10-4340-122 OVERTIME	\$15,000.00	\$18,600.00	\$0.00	\$42,217.04	\$1,737.88	(\$23,617.04)	227
10-4340-126 PART-TIME/TEMPORARY	\$27,959.00	\$47,959.00	\$0.00	\$28,399.34	\$1,072.50	\$19,559.66	59
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	\$30,573.67	\$2,831.52	\$10,295.33	75
10-4340-182 RETIREMENT	\$72,923.00	\$72,923.00	\$0.00	\$50,879.15	\$5,149.81	\$22,043.85	70
10-4340-183 GROUP INSURANCE	\$69,767.00	\$69,767.00	\$0.00	\$62,024.94	\$10,266.82	\$7,742.06	89
10-4340-184 401K CONTRIBUTION	\$22,080.00	\$22,080.00	\$0.00	\$14,801.81	\$1,641.89	\$7,278.19	67
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	\$0.00	\$8,708.60	54
10-4340-211 JANITORIAL SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$1,186.56	\$139.09	\$813.44	59
10-4340-212 UNIFORMS	\$12,500.00	\$15,897.00	\$2,655.22	\$5,780.72	\$63.37	\$7,461.06	36
10-4340-213 SUPPLIES-SAFETY	\$25,785.00	\$43,815.00	\$1,025.00	\$26,049.48	\$1,034.39	\$16,740.52	59
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	\$10,607.00	\$8,369.48	\$76.48	\$223.52	44
10-4340-260 SUPPLIES-OFFICE	\$1,500.00	\$1,500.00	\$0.00	\$955.99	\$26.98	\$544.01	64
10-4340-296 SUPPLIES-MEDICAL	\$5,000.00	\$5,000.00	\$0.00	\$2,444.70	\$0.00	\$2,555.30	49
10-4340-299 SUPPLIES AND MATERIA	\$3,500.00	\$3,500.00	\$0.00	\$532.00	\$532.00	\$2,968.00	15
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	\$8,567.13	\$1,226.00	\$1,464.87	85
10-4340-331 UTILITIES	\$10,392.00	\$10,392.00	\$0.00	\$9,317.66	\$1,231.50	\$1,074.34	90
10-4340-351 MAINTENANCE-BUILDING	\$10,800.00	\$10,800.00	\$0.00	\$4,247.97	\$295.83	\$6,552.03	39
10-4340-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$0.00	\$2,755.45	\$69.84	\$1,244.55	69
10-4340-353 MAINTENANCE-VEHICLES	\$15,000.00	\$30,710.00	\$651.32	\$29,298.44	\$3,797.55	\$760.24	95
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	\$803.17	\$202.10	\$3,296.83	17
10-4340-440 MAINTENANCE CONTRACT	\$2,580.00	\$2,580.00	\$0.00	\$2,308.27	\$267.20	\$271.73	89
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	\$0.00	\$1,081.43	77
10-4340-499 MISCELLANEOUS	\$1,000.00	\$1,000.00	\$587.97	\$1,453.03	\$620.72	(\$1,041.00)	145
4340-10-FIRE OPERATIONS	\$940,524.00	\$978,411.00	\$17,574.15	\$727,637.72	\$68,273.23	\$233,199.13	76

10-4340-122 Overtime - Hurricane Relief Reimbursement requested. Any additional overage in OT line has been discussed with the Fire Chief. We continue to monitor this line item and will adjust using 4340-126 as available.

10-4340-452 Insurance Vehicles - Addition of new engine

10-4340-499 Miscellaneous - It looks as though a couple of items were coded incorrectly. Once all are identified, we will adjust.

Town of Spencer

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
4510-10-STREETS OPERATIONS							
-							
10-4510-121 SALARIES/WAGES-REGUL	\$214,100.00	\$214,100.00	\$0.00	\$111,939.06	\$11,534.26	\$102,160.94	52
10-4510-122 SALARIES/WAGES-OVERT	\$2,000.00	\$2,000.00	\$0.00	\$2,200.17	\$194.29	(\$200.17)	110
10-4510-126 PART-TIME/TEMPORARY	\$17,202.00	\$17,202.00	\$0.00	\$11,833.97	\$1,504.50	\$5,368.03	69
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	\$9,483.92	\$951.62	\$8,218.08	54
10-4510-182 RETIREMENT	\$31,585.00	\$31,585.00	\$0.00	\$15,580.05	\$1,600.95	\$16,004.95	49
10-4510-183 GROUP INSURANCE	\$45,757.00	\$45,757.00	\$0.00	\$30,984.86	\$4,778.41	\$14,772.14	68
10-4510-184 401K CONTRIBUTION	\$9,854.00	\$9,854.00	\$0.00	\$4,809.58	\$495.46	\$5,044.42	49
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	\$349,483.46	\$27,107.50	\$19,177.50	\$13,466.04	7
10-4510-211 JANITORIAL SUPPLIES	\$750.00	\$750.00	\$0.00	\$391.23	\$0.00	\$358.77	52
10-4510-212 UNIFORMS	\$4,500.00	\$4,500.00	\$0.00	\$2,504.43	\$189.28	\$1,995.57	56
10-4510-213 SUPPLIES-SAFETY	\$3,150.00	\$3,150.00	\$0.00	\$1,006.97	\$0.00	\$2,143.03	32
10-4510-251 MOTOR FUEL AND LUBRI	\$22,000.00	\$22,000.00	\$350.08	\$14,745.91	\$3,028.00	\$6,904.01	67
10-4510-260 SUPPLIES-OFFICE	\$250.00	\$250.00	\$0.00	\$24.48	\$6.99	\$225.52	10
10-4510-299 SUPPLIES AND MATERIA	\$7,000.00	\$7,000.00	\$0.00	\$3,019.22	\$1,091.52	\$3,980.78	43
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	\$1,734.47	\$322.46	\$842.53	67
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	\$50,950.45	\$5,392.03	\$8,367.55	86
10-4510-351 MAINTENANCE-BUILDING	\$4,000.00	\$5,887.00	\$3,499.98	\$4,576.44	\$3,957.15	(\$2,189.42)	78
10-4510-352 MAINTENANCE-EQUIPMEN	\$4,000.00	\$4,000.00	\$0.00	\$2,300.66	\$281.69	\$1,699.34	58
10-4510-353 MAINTENANCE-VEHICLES	\$9,500.00	\$9,500.00	\$0.00	\$3,095.99	\$534.17	\$6,404.01	33
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	\$0.00	\$317.50	87
10-4510-440 MAINTENANCE CONTRACT	\$1,352.00	\$1,352.00	\$0.00	\$606.40	\$129.60	\$745.60	45
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	\$894,339.00	\$353,333.52	\$324,786.69	\$55,169.88	\$216,218.79	76

10-4510-122 Overtime - Will adjust with savings from open positions in line 4510-121

10-4510-351 Maintenance- Building - Wiring for new compressor. will adjust with savings from other line items.

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$101,741.14	\$10,948.85	\$84,891.86	55
10-4710-122 SALARIES/WAGES-OVERT	\$2,500.00	\$2,500.00	\$0.00	\$707.86	\$85.92	\$1,792.14	28
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	\$7,346.43	\$765.08	\$6,984.57	51
10-4710-182 RETIREMENT	\$25,571.00	\$25,571.00	\$0.00	\$13,984.32	\$1,506.25	\$11,586.68	55
10-4710-183 GROUP INSURANCE	\$38,064.00	\$38,064.00	\$0.00	\$26,375.64	\$3,850.77	\$11,688.36	69
10-4710-184 401K CONTRIBUTION	\$9,367.00	\$9,367.00	\$0.00	\$2,718.66	\$314.88	\$6,648.34	29
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	\$0.00	\$108.78	78
10-4710-212 UNIFORMS	\$6,000.00	\$6,000.00	\$0.00	\$3,269.91	\$250.92	\$2,730.09	54
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	\$9,831.13	\$2,018.67	\$4,454.15	68
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	\$478.65	\$22.50	\$1,026.35	32
10-4710-352 MAINTENANCE-EQUIPMEN	\$3,950.00	\$3,950.00	\$803.10	\$2,340.55	\$0.00	\$806.35	59
10-4710-353 MAINTENANCE-VEHILCES	\$7,000.00	\$7,000.00	\$370.17	\$1,596.30	\$354.86	\$5,033.53	23
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	\$44,106.24	\$4,734.73	\$17,893.76	71
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	\$1,339.99	\$296,208.82	\$24,853.43	\$163,284.19	65

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$11,548.90	\$1,212.96	\$4,362.10	73
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	\$921.66	\$92.78	\$292.34	76
10-6110-194 CONTRACT SERVICES	\$2,000.00	\$2,000.00	\$0.00	\$1,128.00	\$0.00	\$872.00	56
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	\$1,487.47	\$217.68	\$562.53	73
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	\$1,467.66	\$207.73	\$781.34	65
10-6110-331 UTILITIES	\$9,372.00	\$9,372.00	\$0.00	\$7,490.17	\$982.48	\$1,881.83	80
10-6110-351 MAINTENANCE-BUILDING	\$6,250.00	\$6,250.00	\$2,645.26	\$2,321.88	\$0.00	\$1,282.86	37
10-6110-370 ADVERTISING	\$300.00	\$300.00	\$0.00	\$25.75	\$7.81	\$274.25	9
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	\$1,179.52	\$222.50	\$352.48	65
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	\$2,940.26	\$31,696.80	\$2,943.94	\$11,597.94	75

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$5,760.00	\$8,747.40	\$8,747.40	\$20,492.60	25
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	\$4,038.12	\$454.23	\$581.88	87
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	\$5,820.00	\$14,929.12	\$9,201.63	\$154,541.13	12

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	\$5,983,761.47	\$0.00	\$3,838,274.60	\$215,422.42	\$2,193,278.21	64
	FundExpTot	\$5,339,277.46	\$5,983,761.46	\$555,737.51	\$3,820,076.95	\$465,722.26	\$1,607,947.00	73
Grand Totals:								
	TotalRev	\$5,339,277.47	\$5,983,761.47	\$0.00	\$3,838,274.60	\$215,422.42	\$2,193,278.21	64
	TotalExp	\$5,339,277.46	\$5,983,761.46	\$555,737.51	\$3,820,076.95	\$465,722.26	\$1,607,947.00	73

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$5,680.00	\$990.00	\$7,320.00	44
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	\$5,968.75	\$0.00	\$4,031.25	60
0000-20-Revs	\$154,971.00	\$154,971.00	\$0.00	\$146,551.46	\$990.00	\$14,282.96	95
4510-20-STREETS OPERATIONS							
-							
20-4510-121 SALARIES/WAGES-REGUL	\$11,990.00	\$11,990.00	\$0.00	\$8,461.97	\$915.56	\$3,528.03	71
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	\$662.64	\$70.04	\$239.36	73
20-4510-182 RETIREMENT	\$1,609.00	\$1,609.00	\$0.00	\$1,155.12	\$124.98	\$453.88	72
20-4510-183 GROUP INSURANCE	\$1,889.00	\$1,889.00	\$0.00	\$1,308.59	\$136.61	\$580.41	69
20-4510-184 401K CONTRIBUTION	\$589.00	\$589.00	\$0.00	\$423.12	\$45.78	\$165.88	72
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	\$0.00	\$21,775.00	64
4510-20-STREETS OPERATIONS	\$154,971.00	\$154,971.00	\$20,860.00	\$88,368.44	\$1,292.97	\$45,742.56	70
Reporting Fund: 20-POWELL BILL							
FundRevTot	\$154,971.00	\$154,971.00	\$0.00	\$146,551.46	\$990.00	\$14,282.96	95
FundExpTot	\$154,971.00	\$154,971.00	\$20,860.00	\$88,368.44	\$1,292.97	\$45,742.56	70
Grand Totals:							
TotalRev	\$154,971.00	\$154,971.00	\$0.00	\$146,551.46	\$990.00	\$14,282.96	95
TotalExp	\$154,971.00	\$154,971.00	\$20,860.00	\$88,368.44	\$1,292.97	\$45,742.56	70

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

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	\$0.00	\$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	\$0.00	\$31,206.00	97
4310-30-POLICE OPERATIONS								
-								
30-4310-291 SUPPLIES - DATA PROC								
		\$5,974.00	\$4,174.00	\$0.00	\$4,086.18	\$4,086.18	\$87.82	98
30-4310-540 CO - VEHICLES								
		\$43,680.00	\$83,851.00	\$0.00	\$83,852.83	\$1,452.22	(\$1.83)	100
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	\$5,379.71	\$89,643.54	\$5,538.40	\$155.75	100
4340-30-FIRE OPERATIONS								
-								
30-4340-299 SUPPLIES AND EQUIPME								
		\$0.00	\$13,489.00	\$0.00	\$1,722.93	\$0.00	\$11,766.07	13
30-4340-540 CO - VEHICLES								
		\$248,558.00	\$894,547.00	\$0.00	\$894,374.00	(\$173.81)	\$173.00	100
30-4340-710 PRINCIPAL								
		\$0.00	\$7,522.00	\$0.00	\$7,522.16	\$0.00	(\$0.16)	100
4340-30-FIRE OPERATIONS		\$248,558.00	\$915,558.00	\$0.00	\$903,619.09	(\$173.81)	\$11,938.91	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	\$0.00	\$31,206.00	97
	FundExpTot	\$326,511.00	\$1,024,605.00	\$5,379.71	\$1,006,681.61	\$5,364.59	\$12,543.68	99
Grand Totals:								
	TotalRev	\$326,511.00	\$1,024,605.00	\$0.00	\$996,765.00	\$0.00	\$31,206.00	97
	TotalExp	\$326,511.00	\$1,024,605.00	\$5,379.71	\$1,006,681.61	\$5,364.59	\$12,543.68	99

Town of Spencer

Fiscal Period - Fiscal Period 2024/2025 Date Range - 2024-07-01 - 2025-03-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
0000-70-Revs								
-								
-								
70-3839-000 Miscellaneous Revenu		\$0.00	\$0.00	\$0.00	\$75,000.00	\$20,000.00	\$75,000.00	0
0000-70-Revs		\$0.00	\$0.00	\$0.00	\$75,000.00	\$20,000.00	\$75,000.00	0
4130-70-ADMINISTRATION								
-								
-								
70-4130-187 INSURANCE REIMBURSEM		\$0.00	\$0.00	\$0.00	\$58,722.89	\$5,629.58	(\$58,722.89)	0
4130-70-ADMINISTRATION		\$0.00	\$0.00	\$0.00	\$58,722.89	\$5,629.58	(\$58,722.89)	0
Reporting Fund: 70-HEALTH INSURANCE REIMBURSEMENT								
FundRevTot		\$0.00	\$0.00	\$0.00	\$75,000.00	\$20,000.00	\$75,000.00	0
FundExpTot		\$0.00	\$0.00	\$0.00	\$58,722.89	\$5,629.58	(\$58,722.89)	0
Grand Totals:								
TotalRev		\$0.00	\$0.00	\$0.00	\$75,000.00	\$20,000.00	\$75,000.00	0
TotalExp		\$0.00	\$0.00	\$0.00	\$58,722.89	\$5,629.58	(\$58,722.89)	0

Town of Spencer

Fiscal Period - YADKIN RIVER TRAILHEAD Date Range - 2020-07-01 - 2025-03-27

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	\$640,074.40	\$53,025.27	\$8,100.40	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	\$825,332.40	\$53,025.27	\$8,100.40	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
4910-90-LAND MANAGEMENT							
-							
90-4910-193 ADMINISTRATIVE SERVI	\$0.00	\$52.00	\$0.00	\$52.00	\$0.00	\$0.00	100
90-4910-194 CONTRACT SERVICES	\$4,800.00	\$69,817.00	\$0.00	\$69,816.05	\$5,668.62	\$0.95	100
90-4910-580 CO-INFRASTRUCTURE	\$130,017.00	\$746,958.00	\$0.00	\$719,296.43	\$35,374.20	\$27,661.57	96
4910-90-LAND MANAGEMENT	\$134,817.00	\$816,827.00	\$0.00	\$789,164.48	\$41,042.82	\$27,662.52	97
Reporting Fund: 90-YADKIN RIVER TRAIL							
FundRevTot	\$134,817.00	\$817,232.00	\$0.00	\$825,332.40	\$53,025.27	\$8,100.40	101
FundExpTot	\$134,817.00	\$817,232.00	\$0.00	\$789,320.83	\$41,042.82	\$27,911.17	97
Grand Totals:							
TotalRev	\$134,817.00	\$817,232.00	\$0.00	\$825,332.40	\$53,025.27	\$8,100.40	101
TotalExp	\$134,817.00	\$817,232.00	\$0.00	\$789,320.83	\$41,042.82	\$27,911.17	97

Town of Spencer

Fiscal Period - CORONAVIRUS ARPA GRANT PROJECT Date Range - 2021-07-01 - 2025-03-27

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	\$65,675.58	\$0.00	100
4210-91-CORONAVIRUS ARPA	\$1,037,997.00	\$1,037,997.00	\$0.00	\$1,037,997.00	\$65,675.58	\$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	\$65,675.58	\$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	\$65,675.58	\$0.00	100

Final Reporting on ARPA is due by the end of April. We can close the fund in FY25.

Town of Spencer

Fiscal Period - DOWNTOWN PARK PROJECT Date Range - 2021-07-01 - 2025-03-27

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	\$174,335.50	\$156,687.50	\$210,664.50	45
92-3985-850 GENERAL FUND TRANSFE	\$100,000.00	\$403,000.00	\$0.00	\$403,000.00	\$51,886.30	\$0.00	100
0000-92-Revs	\$100,000.00	\$2,463,000.00	\$0.00	\$1,070,501.40	\$208,573.80	\$1,392,498.60	43
6120-92-RECREATION							
-							
92-6120-194 TOWN PARK CONTRACTED	\$0.00	\$160,000.00	\$1,915.00	\$158,726.00	\$18,180.00	(\$641.00)	99
92-6120-580 CO-INFRASTRUCTURE	\$100,000.00	\$2,303,000.00	\$749,764.10	\$1,168,222.20	\$380,714.13	\$385,013.70	51
6120-92-RECREATION	\$100,000.00	\$2,463,000.00	\$751,679.10	\$1,326,948.20	\$398,894.13	\$384,372.70	84
Reporting Fund: 92-DOWNTOWN PARK PROJECT							
FundRevTot	\$100,000.00	\$2,463,000.00	\$0.00	\$1,070,501.40	\$208,573.80	\$1,392,498.60	43
FundExpTot	\$100,000.00	\$2,463,000.00	\$751,679.10	\$1,326,948.20	\$398,894.13	\$384,372.70	84
Grand Totals:							
TotalRev	\$100,000.00	\$2,463,000.00	\$0.00	\$1,070,501.40	\$208,573.80	\$1,392,498.60	43
TotalExp	\$100,000.00	\$2,463,000.00	\$751,679.10	\$1,326,948.20	\$398,894.13	\$384,372.70	84

NOTE: 92-3985-241 Downtown Park Donations - Current Balance is \$210,664.50.
Shoutout to those who invest in our TOWN!!

Town of Spencer

Fiscal Period - COMMUNITY DEV BLOCK GRANT Date Range - 2023-10-10 - 2025-03-27

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
0000-95-Revs								
-								
95-3985-095 CDBG NR		\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	\$0.00	\$731,397.50	2
0000-95-Revs		\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	\$0.00	\$731,397.50	2
4195-95-CDBG GRANT								
-								
95-4195-194 CDBG NR REHAB		\$680,000.00	\$675,000.00	\$0.00	\$365,895.57	\$0.00	\$309,104.43	54
95-4195-695 CDBG NR ADMIN		\$70,000.00	\$75,000.00	\$0.00	\$34,283.95	\$1,604.85	\$40,716.05	46
4195-95-CDBG GRANT		\$750,000.00	\$750,000.00	\$0.00	\$400,179.52	\$1,604.85	\$349,820.48	53
Reporting Fund: 95-CDBG-NR GRANT PROJECT								
FundRevTot		\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	\$0.00	\$731,397.50	2
FundExpTot		\$750,000.00	\$750,000.00	\$0.00	\$400,179.52	\$1,604.85	\$349,820.48	53
Grand Totals:								
TotalRev		\$750,000.00	\$750,000.00	\$0.00	\$18,602.50	\$0.00	\$731,397.50	2
TotalExp		\$750,000.00	\$750,000.00	\$0.00	\$400,179.52	\$1,604.85	\$349,820.48	53

Town of Spencer

Fiscal Period - 17 ST STORMWATER IMROVEMENTS Date Range - 2024-02-01 - 2025-03-27

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	\$95,801.91	\$224,198.09	\$69,001.75	\$0.00	70
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	\$95,801.91	\$224,198.09	\$69,001.75	\$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	\$95,801.91	\$224,198.09	\$69,001.75	\$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	\$95,801.91	\$224,198.09	\$69,001.75	\$1,639,462.00	16

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Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 14. 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 Report
2. Library Statistics

March Library Report

On March 26th, Spencer Library hosted two local authors, David Whisenant and Sandra Ardoin. This event was entitled **Flawless Facts and Fascinating Fiction** as David reported for WBTV news for thirty years, and Sandra has been writing fiction for forty years. Sandra has published around fifteen novels, which feature different time periods in American history. These books are inspirational and romantic in genre. She explained that she began writing around forty years ago and has been publishing her books since 2016, continuing to do so to the present. Sandra created her own publishing company so that she could control all aspects of the writing and publishing process. The library has purchased a set of her historical and modern novels. Please check them out!

David Whisenant shared his journey in the world of journalism, recounting many emotional stories that he has had to cover over the past thirty years. They ranged from child abuse and murder, fires and loss of firefighters' lives, to NASCAR races and funny stories. Following his recent retirement, he felt compelled to write his first book, titled **Chasing the Story**. After speaking, both authors interacted with the audience and answered questions. Everyone enjoyed cake and lemonade while purchasing books and asking the authors to sign them.



Spencer Public Library March Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Mon., 3/3/2025	6	7	2		1			3/17/2025
Tue., 3/4/2025	5	1						3/18/2025
Wed., 3/5/2025	5							3/19/2025
WEEK TOTAL:	16	8	2		1			
Mon., 3/10/2025	6	7		2				3/24/2025
Tue., 3/11/2025	7	5		3	1			3/25/2025
Wed., 3/12/2025	5			2				3/26/2025
WEEK TOTAL:	18	12		7	1			
Mon., 3/17/2025	6	4	7		2			3/31/2025
Tue., 3/18/2025	8							4/1/2025
Wed., 3/19/2025	4		2					4/2/2025
WEEK TOTAL:	18	4	9		2			
Mon., 3/24/2025	18	7	5	5	1			4/7/2025
Tue., 3/25/2025	7	2		3			1	4/8/2025
Wed., 3/26/2025	16	6	9	4			1	4/9/2025
WEEK TOTAL:	41	15	14	12	1		2	
MONTH TOTAL:	93	39	25	19	5		2	



Agenda Item Coversheet

Meeting Date: 04/08/2025

Agenda Item #: 15

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Draft priorities for FY26: Following this report is a draft of an updated Strategic Plan document. This draft is based on feedback gathered from the community, staff, and elected officials during our March 6-7 annual planning session. This updated version of the Strategic Plan prioritizes the challenges and opportunities we will address over the coming years. Town elected officials and staff remain focused on community priorities, and the FY26 Budget recommendation that will be provided in May will prioritize several key areas outlined in the strategic plan. Any feedback on this document is welcome and will inform the budget process and the final version that will be included in the budget document.

Surplus items and abatement work planned for 600 S. Salisbury Avenue: Furnishings and other personal property from the Town's former building at 600 S. Salisbury Avenue will be available to nonprofit organizations and governmental units, pursuant to NCGS § 160A-280, from 9:00 a.m. until 2:00 p.m. on Thursday, April 24, and from 9:00-11:00 a.m. on Friday, April 25. The remaining items will be available for private negotiation and sale to other interested parties, pursuant to NCGS § 160A-266, from 12:00 p.m. until 4:00 p.m. on Friday, April 25. We anticipate our contractor will begin work on the abatement project in May.

Town Park construction and community campaign: In the sixth month of construction, work continued and remains slightly ahead of schedule despite some weather interruptions. Building work included metal siding installation, masonry at the building radius wall and columns, construction of 10 site columns, interior painting, door installation, and some site electrical. Continued painting, epoxy flooring, interior trim, plumbing, and finishing electrical work are planned in the building for the coming weeks. Planned site work includes additional demolition, storm drainage, driveway entrance work, fountain installation, electrical work, and signage. The current schedule has shifted substantial completion from late April to mid-May.

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 the 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 the 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 the 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 two 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 \$285,398:

- Previously noted (\$36,148)
- Pat Sledge (\$1,500)
- Nicholas Lentz (\$1,500)
- Gordon P. and Carolyn C. Hurley Family Donor Advised Fund (\$10,000)
- Rosalind Hines (\$250)
- Anonymous (\$1,000)
- The Cannon Foundation (\$100,000)
- Multi-use Pavilion Donor – Announcement forthcoming (\$75,000)
- Carlton Family (\$40,000)
- Novant Health (\$20,000)

Pending grant applications and prospective donor conversations could result in an additional \$140,000. We believe we are in a very strong position for the total campaign to exceed the goal of \$385,000.

Remaining amount needed: \$99,602. Learn more: <https://spencernc.gov/makeyourmark>.

Attachment(s): ☒ Yes ☐ No

1. FY26 Key Priorities – draft



2026-26 KEY PRIORITIES - DRAFT



INFRASTRUCTURE, FACILITIES, AND PROPERTIES

Maintaining public assets and expanding our ability to provide community services

- Focus on tangible improvements in maintenance of infrastructure
- Activate Parks and Recreation with staffing, while exploring partnerships
- Continue implementation Parks and Recreation Master Plan and CORE Strategic Plan, leveraging a mix of state and federal grants with local foundations, and partnerships with property owners
- Evaluate traffic flow, on-street parking, and use of alleyways



COMMUNITY PLANNING AND DEVELOPMENT

Envisioning and cultivating a high quality and prosperous community for all

- Continue supporting zoning changes to encourage well-managed growth and investment in line with recent planning efforts
- Focus on affordable housing (CDBG program) to meet the demand for today and tomorrow



PUBLIC SAFETY

Integrating proactive public safety approaches

- Continue planning for growth and maintaining the ability to deliver proactive services
- Continue enhancements to staffing, technology, facilities, and equipment



COMMUNITY OUTREACH & INVOLVEMENT

Building a quality of place, seeking partnerships, and developing a broad platform of communication tools

- Enhance community engagement and multi-media communication
- Grow existing and new community events and partnerships
- Improve community signage and public art to shine a light on our past, present, and future



STAFF EXCELLENCE

Attracting and supporting a talented staff; improving the administration of Town Government

- Attract, retain, and develop staff who are committed to service and know they are valued
- Implementation of 2025 Classification and Compensation study
- Continue providing a high level of customer service and user-friendly processes
- Engage with staff to identify workplace improvement opportunities