



september

**Board of Aldermen
Pre-Agenda Meeting
Agenda Packet
September 4, 2025**



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

DATE
September 4, 2025

The Board of Aldermen meets on the second Tuesday of each month at 6:00 p.m., with a pre-agenda meeting on 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 are held in the Hilda B. Palmer Board Room in Town Hall, located at 460 South Salisbury Avenue. A printed copy of the entire agenda packet is available in the H. B. Palmer Board Room for public use. Please find meeting agendas, minutes, and a link to view the meetings live or on demand at spencernc.gov/town-government-and-services/aldermen-meeting-and-agenda.

- 1. CALL TO ORDER – Mayor Jonathan Williams**
- 2. INVOCATION & PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
- 3. REVIEW OF SEPTEMBER 9, 2025, AGENDA**

1. CALL TO ORDER – Mayor Jonathan Williams

2. INVOCATION

3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

6. PUBLIC COMMENT *This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen must provide their name, address, and topic to be addressed. The Board will listen and may or may not respond at their discretion, or may decide to place a topic on a future agenda. A speaker will be allowed three (3) minutes to speak.*

7. CONSENT AGENDA *The Consent Agenda is the first order of business. The items listed are believed to be non-controversial and administrative in nature. There will be no separate discussion of the items unless an Alderman or citizen requests and is granted permission to speak. The item(s) will then be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion.*

a. APPROVAL OF MINUTES: August 7, 2025, Pre-Agenda Meeting Minutes
August 12, 2025, Regular Meeting Minutes

b. CONSIDER ADOPTING – Ordinance 25-11.002 Fire Department Donation

c. CONSIDER ADOPTING – Ordinance 25-11.003 Police Department Donation

d. CONSIDER AWARDING – Salisbury Avenue Corridor Improvement Grant of \$2,000 to Beth Nance for a Project to Install/Paint a New Mural Sign for the NC Museum of Dolls, Toys, & Miniatures

8. CONSIDER APPOINTING – Danielle Yearout to the Community Appearance Commission

9. CONSIDER ADOPTING – Ordinance 25-11.01 Fee Schedule Amendments

10. CONSIDER ADOPTING – Ordinance 25-17 Approving Temporary Road Closures During Spencer’s Holiday Caravan Parade

11. CONSIDER ADOPTING – Interlocal Agreement with Rowan County for Erosion Control

12. INFORMATIONAL UPDATE – Town Staff to Draft a Water/Sewer Main Extension Policy

13. INFORMATIONAL UPDATE – Town Staff to Investigate Cost of Striping Plan Consultant and Use of Bike Lanes on Whitehead

14. DEPARTMENTAL REPORTS

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

15. TOWN MANAGER REPORT

16. REQUESTS & COMMENTS by the Mayor and Board Members

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

18. ADJOURNMENT

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

5. ADJOURNMENT

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #: 7. a.

Agenda Item Title: Approval of June 2025 Minutes

Category: Consent Agenda

Presenter(s): Anna K. Ward, Town Clerk

Explanation:

Town Clerk Ward has drafted minutes for the Board of Aldermen Pre-Agenda Meeting held on August 7, 2025, and the Regular Meeting held on August 12, 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 August 7, 2025, and the Regular Meeting held on August 12, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. August 7, 2025, Pre-Agenda Meeting Minutes (draft)
2. August 12, 2025, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
August 7, 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, Pre-Agenda Meeting, at 5:36 p.m.

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

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Public Works Director Joel Taylor, Police Chief Michael File, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

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

PUBLIC HEARING – Code of Ordinances Text Amendment to Section 94.02 Dealing with Obstruction of Sidewalks and Alleyways

Planning & Zoning Administrator Blount gave a presentation regarding Code of Ordinances text amendment to Section 94.02 dealing with obstruction of sidewalks and alleyways, specifically allowing outdoor dining on sidewalks and answered questions from the Mayor and Board. The Town of Spencer Code does not allow obstructions. This text amendment would create an encroachment agreement process to allow the use of sidewalks and alleyways in a controlled manner.

The purpose of the public hearing was to receive public comments on a Code of Ordinances text amendment to section 94.02 dealing with obstruction of sidewalks and alleyways, specifically allowing outdoor dining on sidewalks. More information was available for review on the Town's website at www.spencernc.gov, and a copy of the proposed ordinance was available at Town Hall.

Alderman Andrew Howe entered the Board Room at 5:43 p.m.

Alderwoman Sledge entered the Board Room at 6:01 p.m.

Mayor Williams opened the public hearing.

The following people spoke to the Mayor and Board:

1. Charles White, 109A 5th Street business owner
2. Pamela Pinnix, 111 5th Street business owner and resident
3. Keith Howe, 514 Salisbury Avenue business owner

Being no one else present wishing to speak, Mayor Williams called for a motion to close the public hearing on the proposed Code of Ordinances text amendment to Section 94.02 dealing with obstruction of sidewalks and alleyways, specifically allowing outdoor dining on sidewalks.

Action

Mayor Pro Tempore Secreast moved to close the public hearing. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

REVIEW OF AUGUST 12, 2025, AGENDA

INVOCATION

Alderman Muhammad volunteered to give the invocation at the August 12, 2025, regular meeting.

RECOGNITIONS

Mayor Williams will give a proclamation to Elisabeth Strallacci for her retirement from the Salisbury Post. He will also give a recognition to Fire Chief Michael Lanning.

Mayor Pro Tempore Secreast will give a recognition to the students and staff returning to school.

Town Manager Franzese will give recognitions to recent MPA Intern Skye Allan and to Public Works Director Joel Taylor.

CONSENT AGENDA

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

- a. **APPROVAL OF MINUTES:** July 3, 2025, Pre-Agenda Meeting Minutes
July 8, 2025, Regular Meeting Minutes
- b. **CONSIDER AUTHORIZING** – Town Manager to Execute a Third Amendment to the Spencer Partnership Special Event Agreement

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

EXECUTIVE SESSION

It was the consensus of the Board that there was no need for Executive Session.

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 6:29p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
August 12, 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, August 12, 2025, at 6:00 p.m.

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

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Deputy Fire Chief David Keyser, Assistant Fire Chief Tony (TJ) DeLuca, Police Lieutenant Timothy Everett, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount

Mayor Williams called the meeting to order.

Alderman Muhammad gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

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

RECOGNITIONS

Mayor Williams gave a proclamation for Mrs. Elisabeth Strillacci's retirement from the Salisbury Post, which is included in the body of the minutes below.

Mayor Williams recognized Fire Chief Lanning for his work with the third annual Justin E. Munroe Fire Camp.

Fire Chief Lanning introduced Deputy Fire Chief David Keyser and Assistant Fire Chief Tony (TJ) DeLuca.

Mayor Pro Tempore Secreast recognized the staff and students returning to the North Rowan County schools and encouraged participation in the various school programs.

Town Manager Franzese recognized recent MPA Intern Skye Allan for her work with the Town of Spencer.

Town Manager Franzese recognized Public Works Director Joel Taylor for receiving the Outstanding Public Servant Award from the Spencer Jaycees.

**PROCLAMATION
OFFICE OF THE MAYOR**

WHEREAS, Elisabeth Strillacci has served with exceptional dedication in the field of journalism for forty years, beginning her remarkable journey at age fifteen and continuing to shape public understanding through her reporting, editing, and leadership across decades and communities; and

WHEREAS, Mrs. Strillacci worked in every capacity from sole reporter to executive editor, always maintaining a steadfast commitment to integrity, accuracy, and compassion in her coverage; and

WHEREAS, during her most recent years at the *Salisbury Post*, Mrs. Strillacci faithfully reported on the community of Spencer, capturing its history, revitalization, challenges, and aspirations with clarity, fairness, and heartfelt engagement; and

WHEREAS, Mrs. Strillacci has earned the deep trust and respect of first responders, public officials, and citizens alike, having been recognized as a journalist who truly listens, understands, and honors the importance of every voice and every story; and

WHEREAS, her thoughtful advocacy for the preservation of local journalism has reminded us of the critical role of the free press in sustaining community identity, transparency, and civic life; and

WHEREAS, Mrs. Elisabeth Strillacci will officially retire from her position as a journalist with the *Salisbury Post* on Tuesday, August 12, 2025; and

WHEREAS, the Mayor and Board of Aldermen, on behalf of the Town of Spencer and its citizens, wish to recognize and celebrate Mrs. Strillacci for her years of faithful reporting, her profound civic contributions, and the enduring legacy she leaves within our Town and across Rowan County;

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 Board of Aldermen and all our citizens, do hereby express our sincere appreciation and gratitude to:

ELISABETH STRILLACCI

BE IT FURTHER PROCLAIMED, that a copy of this proclamation be presented to Mrs. Strillacci with heartfelt congratulations and best wishes for a joyful retirement filled with continued inspiration, peace, and fulfillment.

IN WITNESS WHEREOF, I have ordered the town seal affixed by my signature on this the 12th day of August in the year of our Lord Two Thousand and Twenty-Five.

PUBLIC COMMENT

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

1. Heather Resino, 310 Harrison Street, on behalf of the Spencer's Holiday Caravan Parade Committee
2. Pamela Pinnix, 111 5th Street business owner and resident
3. Charles White, 109A 5th Street business owner

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

CONSENT AGENDA

Aldерwoman Sledgemoved to approve the consent agenda as presented. Aldерwoman Moodyseconded the motion, which carried by a vote of 6 – 0. Item b is included with these minutes as Attachment A. Items approved were:

a. **APPROVAL OF MINUTES:** July 3, 2025, Pre-Agenda Meeting Minutes
July 8, 2025, Regular Meeting Minutes

b. **CONSIDER AUTHORIZING** – Town Manager to Execute a Third Amendment to the Spencer Partnership Special Event Agreement

CONSIDER ADOPTING – Ordinance 25-15 Amending the Town’s Code of Ordinances Authorizing the Creation of an Encroachment Agreement Process for the Use of Sidewalks and Alleyways

Planning & Zoning Administrator Blount gave a presentation regarding Ordinance 25-15 Amending the Town’s Code of Ordinances Authorizing the Creation of an Encroachment Agreement Process for the Use of Sidewalks and Alleyways and answered questions from the Mayor and Board.

Article 94.02 of our Code of Ordinances states, “It shall be unlawful to place any obstruction whatsoever in or over any of the streets, alleys, rights-of-way, public thoroughfares, or sidewalks of the town...” and it goes on to specify various uses that are not allowed, including “chairs.” The purpose of this regulation is to ensure that sidewalks and alleyways are kept open and usable for the public. This article is used by Code Enforcement staff to require property owners to remove obstructions, including fences, stored materials, and parked vehicles.

In some parts of our downtown area, retail businesses, especially restaurants, are using the sidewalks in front of and in the alleyways adjacent to their storefronts for semi-permanent seating and/or waiting areas. These uses have been allowed in the past as the intensity of use and level of obstruction were relatively low. Along with the increases in business uses and foot traffic in the downtown areas, it is time for us to consider a text amendment that will allow the regulation of these uses.

Based on feedback from the July meeting, Town staff have reviewed ordinances from other towns and cities addressing this issue and have edited their language for specific use in Spencer. While this ordinance provides specific regulations for what is allowed in our alleyways and on our sidewalks, ultimately ensuring a clear pathway for pedestrians, it authorizes the Town’s Manager or his designee to issue Encroachment Permits so stores can use these spaces for display of their merchandise or for restaurants to provide outdoor seating for their customers.

While drafting this ordinance specific to the use of sidewalks and alleyways, it became apparent that it is time for the Town to begin creating rules and guidelines to help promote and regulate a downtown Entertainment District. The designation of a specific area to become our Entertainment District is mentioned in several places in our Comprehensive Land Use Plan. While new restaurants and stores have opened over the past few years, their growth has been organic and without much thought or planning concerning the best mix and location of different types of uses. Some of our valuable storefronts are being used as featureless warehouses while others remain empty. Our MS zoning classification used in the downtown area may not be adequate to encourage the types of growth best suited to the Town’s development.

The Planning & Zoning Board of Adjustment recommended adding the following to the proposed ordinance:

(G)(8) Restaurant will provide dedicated garbage receptacle in outdoor dining area that will be available for disposal of eating-related garbage. Restaurant staff will keep area clear of trash and garbage and will empty the garbage receptacle as needed, but at least daily.

Mayor Williams recommended making the space limit in (C)(1) four feet rather than three feet.

Action

Alderwoman Sledge moved to adopt Ordinance 25-15 Amending the Town's Code of Ordinances Authorizing the Creation of an Encroachment Agreement Process for the Use of Sidewalks and Alleyways as presented with the addition recommended by the Planning & Zoning Board of Adjustment and the change from three feet to four feet in (C)(1), which is included with these minutes as Attachment B. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 1 (Mayor Pro Tempore Secreast, Alderman Miller, Alderwoman Moody, Alderman Muhammad, and Alderwoman Sledge for; Alderman Howe against).

CONSIDER ADOPTING – Ordinance 25-16 Amending Chapter IX, Section 91.3 of the Town's Code of Ordinances to Make the Keeping of Chickens on Residential Lots a Part of Our Normal Regulations

Planning & Zoning Administrator Blount gave a presentation regarding Ordinance 25-16 Amending Chapter IX, Section 91.3 of the Town's Code of Ordinances to Make the Keeping of Chickens on Residential Lots a Part of Our Normal Regulations and answered questions from the Mayor and Board. In July of 2024, the Board adopted a pilot program for the keeping of chickens on residential lots. Having issued numerous permits and having received no complaints, Town staff suggest changing the status of these regulations from that of a "Pilot Program" to that of a normal regulation.

Action

Alderwoman Sledge moved to adopt Ordinance 25-16 Amending Chapter IX, Section 91.3 of the Town's Code of Ordinances to Make the Keeping of Chickens on Residential Lots a Part of Our Normal Regulations, which is incorporated in the body of the minutes below. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0.

ORDINANCE 25-16

AN ORDINANCE TO AMEND CHAPTER IX, SECTION 91.3 OF THE TOWN'S CODE OF ORDINANCES

WHEREAS, in July of 2024, the Town's Board of Aldermen adopted a text amendment to Chapter IX, Section 91.3 of the Town's Code of Ordinances modifying the regulation of our livestock regulations and establishing regulations for the keeping of chickens on residential lots; and

WHEREAS, due to concerns over the possible negative impacts of allowing the keeping of chickens on residential lots, the Board of Aldermen requested that the regulations for the keeping of chickens be adopted as a pilot program with an initial duration of one year; and

WHEREAS, during that initial one-year program, the Town has had about 12 contacts about this program, has received 6 completed applications, and has issued 5 permits for the chicken keeping pilot program; and

WHEREAS, the Town has received no complaints from the neighbors of those properties that were issued permits; and

WHEREAS, it would appear that the problems attributed to the keeping of chickens on residential properties have either been overstated or the regulations included in the program have been adequate to limit those problems; and

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

Section 1.

Revise Chapter IX of the Town's Code of Ordinances, revising Section 91.3 with revisions shown in Section 2 of this Ordinance.

Section 2.

91.3 Livestock or Other Domestic Animals

MODIFY THE FOLLOWING TEXT (additions shown **highlighted**; deletions shown with ~~strikethrough~~)

(C) To keep chickens on properties unable to meet the space and distance requirements in Section (A) of this ordinance, **the Town of Spencer adopts the following regulations:** ~~is implementing a trial program that will begin on the date of adoption of this text amendment and run approximately one year hence, at which time the Town will take further action that will continue the trial period, make the text amendments permanent, or end the trial and revoke all permits previously issued. The maximum number of properties participating in the trial during the first year will be twelve (12). Permits will be issued on a first come, first served basis. Regulations for the keeping of chickens will be as follows:~~

- (1) Permit Required. No person shall keep chickens without first obtaining a permit issued by the Town. The permit application shall include a sketch showing required fencing, location of chicken housing or coop, separation distances from neighboring dwellings, etc. Permit will include a survey requiring signatures of property owners of lots adjacent to the rear yard of the subject property, indicating the neighboring property owner's support for the permit to keep chickens.
- (2) Only female chickens shall be kept. No male chickens (roosters) are allowed.
- (3) A maximum of 20 chickens may be kept on any lot 2 acres in size or larger. A maximum of 10 chickens may be kept on lots less than 2 acres but more than 1/2 acre. A maximum of 5 chickens may be kept on lots 1/2 acre or smaller.
- (4) Regardless of lot size, no chickens may be kept unless the area where the chickens are allowed to roam during daylight hours is completely enclosed with at least a six-foot-tall solid wooden privacy fence. This fenced enclosure will be at least 5 feet from any property line and at least 50 feet from any occupied structure on adjacent properties. This fenced enclosure will be in the rear yard of the primary structure. Within this enclosure, there will be provided a chicken coop, house, pen, or run where the chickens will be kept during nighttime hours.
- (5) The fenced enclosure and coop will be kept clean and free of manure and uneaten feed and always maintained in a sanitary manner.
- (6) Chickens will not be allowed to roam outside of the fenced enclosure.
- (7) *Revocation.* Permits issued for the keeping of chickens may be revoked immediately if the permit holder is found to be in violation of any of the regulations above by the Town's Code Enforcement Officer. Additionally, if complaints are received from neighboring property owners about noise or odors caused by the keeping of chickens, after due investigation of the complaints, the Code Enforcement Officer may require further actions of the property owner keeping the chickens to mitigate those problems. Failure to complete the requested further actions within ten days can result in the revocation of the permit.
- (8) Upon revocation of the permit ~~or if at the end of the trial period the Board decides to terminate the trial program~~, the property owner will have 15 days to dispose of the chickens.

Section 3.

This ordinance shall become effective immediately upon adoption.

DEPARTMENTAL REPORTS

Planning

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

Code Enforcement

Police Lieutenant Everett gave the monthly Code Enforcement report and answered any questions from the Mayor and Board.

Police

Police Lieutenant Everett gave the monthly Police Department report and answered any questions from the Mayor and Board.

Fire

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

Public Works

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

Finance

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

Active Living

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

TOWN MANAGER REPORT

Special Projects Planner Morris shared the news of the Great Trail State Grant being awarded. Town Manager Franzese gave his monthly report and answered any questions from the Mayor and Board.

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderman Steve Miller

- Commended Town staff for their knowledge and preparation.
- Recognized Finance Officer Kann and Mrs. Chelsea Franzese for their participation in the current Leadership Rowan program.
- Expressed a wish for more resident participation in town events.
- Recalled that Labor Day was once a significant event for the Spencer Jaycees and encouraged everyone to attend this year's celebration.

Alderwoman Erin Moody

- Thanked all who attended the meeting.
- Highlighted August as National Black Business Month.
- Reminded attendees that August 26 is recognized as Women's Equality Day, marking the passage of the 19th Amendment.

Alderman Andrew Howe

- Remarked that the number of recognitions at this meeting was uncommon and thought it was great to see.

- Shared that it was meaningful to recognize a member of the media, stressing the importance of trustworthy journalism and thanking Mrs. Strillacci for her work.
- Clarified his vote against Ordinance 25-15, Amending the Town's Code of Ordinances Authorizing the Creation of an Encroachment Agreement Process for the Use of Sidewalks and Alleyways, stating concerns about the pace of the process. He noted that the measure may ultimately be helpful and thanked staff for their efforts.

Alderwoman Patricia Sledge

- Reported receiving a request to support an initiative related to state and wildlife crossings.
- Announced plans to attend the Centralina meeting the following day.
- Appreciated Alderwoman Moody's acknowledgment of Women's Equality Day and noted her involvement with organizations that promote women's rights, including those honoring Alice Paul's legacy.
- Expressed thanks to Alderman Howe for his service and looked forward to working with Mrs. Stanley. She also thanked Alderman Muhammad and Alderwoman Moody for running for reelection.
- Stressed the importance of civic engagement and supporting local journalism, noting that the free press keeps public officials accountable. She thanked Mrs. Strillacci for her contribution.

Alderman Rashid Muhammad

- Thanked residents and business owners for attending in person, including those who participated in public comment.
- Pointed out that the number of recognitions this evening was exceptional, and expressed gratitude to department heads and staff for their contributions.
- Praised the positive example set by youth in the community aspiring to become firefighters, viewing it as a sign of growth and promise.
- Conveyed his honor in serving the community and his eagerness for ongoing dialogue with staff and residents.

Mayor Pro Tempore Patti Secreast

- Reflected on the value of listening to board members, staff, and residents, noting the importance of balancing past experiences with future goals.
- Voiced excitement about the board's unity and collaborative spirit and expressed enthusiasm for working with both returning members and Mrs. Stanley.
- Extended appreciation to town staff.
- Shared that Mr. Alford generously provided food for everyone at North Rowan High School's stadium during a recent scrimmage, including the visiting team and fans, at no charge. She noted the team's success, with eight touchdowns scored while the opposing team scored none. Reminded everyone that the opening home game is on the 22nd.
- Applauded Pinocchio's Italian Restaurant and Fleming Street Bakery & Southern Cuisine for organizing Table 10, a monthly community dinner they host together. She described the most recent event as well-attended and encouraged residents to join future gatherings, held from 5:00 to 8:00 p.m., with a suggested donation of \$10 or a contribution of their choosing. She emphasized that all are welcome, not just Spencer residents.

Mayor Jonathan Williams

- Recognized Town Manager Franzese on the occasion of his birthday, which had occurred the previous Sunday, and noted it was still worth celebrating.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderman Muhammad moved to adjourn the meeting. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 8:01p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Budget Amendment 25-11.002 Fire Department Donation

Category: Consent Agenda

Presenter(s): Heather Kann Finance Officer

Explanation:

The Fire department received a \$200 donation from the Spencer Moose Lodge.

Financial Impact:

\$200 donation to be appropriated to the Fire Supplies expense account for public education supplies.

Recommended Motion:

Motion to approve the Fire Donation Budget Ordinance 25-11.002

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 25-11.002

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.002
SEPTEMBER 9, 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, 2025, and ending on June 30, 2026:

Section 1. The Town received a \$200.00 donation to the Fire Department from the Spencer Moose Lodge.

Section 2. The donation is for public safety supplies.

Section 3. To amend the FY 25-26 revenue and expense appropriations as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4611	Donations-Other	\$5,000	\$5,200	\$200

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5400-551	Supplies	\$39,547	\$39,747	\$200

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 9th, day of September 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Budget Ordinance 25-11.003

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The Police Department received two donations to cover expenses for the annual National Night Out; \$500 from Heather's Simply Homemades and \$600 from Hendrix BBQ.

Financial Impact:

\$1,100.00 donations to be appropriated to the Governing Body Projects expense account.

Recommended Motion:

Motion to approve the Police Department Donation Budget Ordinance 25-11.003

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 25-11.003

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.003
SEPTEMBER 9, 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, 2025, and ending on June 30, 2026:

Section 1. The Town received a \$500.00 donation from Heather's Simply Homemades for the Police Department to assist in expenses for the National Night Out.

Section 2. The Town received a \$600.00 donation to the Police Department from Hendrix BBQ for the Police Department to assist in expenses for the National Night Out.

Section 3. To amend the FY 25-26 revenue and expense appropriations as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4641	Donations-Other	\$0	\$1,100	\$1,100

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5100-573	Governing Body Projects	\$23,000	\$24,100	\$1,100

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 9th day of September 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Board to consider awarding a Salisbury Avenue Corridor Improvement Grant (e.g. Commercial Façade Grant) in the amount of \$2,000.00 to Beth Nance for a project to install/paint a new mural sign for the NC Museum of Dolls, Toys, & Miniatures (440 South Salisbury Avenue).

Category: Consent Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The applicant proposes to use the grant funds to install/paint new mural signage for the NC Museum of Dolls, Toys, & Miniatures. Staff photographs are attached (Exhibit A). The purpose of the project is to enhance the overall visibility of the museum within Downtown Spencer and contribute to the ongoing public art and mural program in Spencer.

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.

\$2,000.00 encumbered from the prior fiscal year (FY 2024-25).

Financial Impact:

\$2,000.00 from budgeted line item (encumbered from prior fiscal year FY 2024-25).

Recommended Motion:

Planning staff recommends that the governing board award a \$2,000 grant to the applicant.

Attachment(s): ☒ Yes ☐ No

- A. Staff Photographs (440 South Salisbury Avenue)

Exhibit A: Staff Photographs



Exhibit A: Staff Photographs



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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Board to consider appointing Danielle Yearout (312 North Yadkin Avenue) to the Community Appearance Commission (CAC) for a 3-year term expiring Sept. 30, 2028.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

Danielle Yearout (312 North Yadkin Avenue) has submitted a Board Application (attached) requesting joining the Community Appearance Commission (CAC). The Commission interviewed Danielle at their meeting on Monday, August 25, 2025, and voted unanimously to recommend to the Board of Aldermen her appointment.

Danielle's home is located directly adjacent to the Jefferson Street Park (corner of W. Jefferson & N. Yadkin). When the CAC recently completed Phase 1 of the park beautification project (installation of new picnic tables, new landscaping and native plants, etc.), Danielle expressed her support for the improvements and volunteered to help water the new plants. Danielle impressed the CAC with her civic spirit and love for plants, and invited her to attend a CAC meeting, where she was encouraged to join the commission.

Danielle has a passion for "gardens, plants, and life". During her interview, she expressed her desire to expand educational programming related to the CAC's gardening efforts (both with the native plants garden and the community garden). She believes in the power of gardening for personal development, mental health, and community-building. The Board of Aldermen can approve Ms. Yearout's appointment, deny her appointment, or request additional information from the applicant prior to rendering a decision.

Financial Impact: N/A

Recommended Motion:

Planning staff recommends that the Board of Aldermen appoint Danielle Yearout to the Community Appearance Commission (CAC) for a 3-year term expiring Sept. 30, 2028.

Attachment(s): ☒ Yes ☐ No

A. Danielle Yearout Board Application

Community Appearance Commission (CAC)

Danielle
Yearout
8.25.2025
4:24pm.

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

NAME: Danielle Yearout

MAILING ADDRESS:

SAME

STREET ADDRESS:

312 N. YADKIN AVE
SPENCER NC 28159

HOME PHONE: _____ WORK PHONE: _____

CELL PHONE: _____

EMAIL: _____

I AM INTERESTED IN SERVING ON:

☒ COMMUNITY APPEARANCE COMMISSION
☐ PLANNING AND ZONING BOARD

☐ HISTORIC PRESERVATION COMMISSION
☐ PARKS AND RECREATION ADVISORY BOARD

PERSONAL INFORMATION

HIGH SCHOOL ATTENDED: ELMO LIND High Forestville, CA

COLLEGE ATTENDED: _____

DEGREE: _____

EMPLOYER: _____

JOB TITLE: _____

NAME OF RELATIVES CURRENTLY EMPLOYED BY OR SERVING ON A BOARD/COMMISSION AT THE TOWN OF SPENCER:

0

PRIOR PUBLIC SERVICE

BOARD/COMMISSION/CIVIC GROUP

FROM:

TO:

COMMENT

Explain why you want to serve on this board/commission and share any relevant experiences.

I love gardens, plants and life. I can
commit to care for the park across from my home.
I can water plants until
September 22 2025. Then as my time
spent in NC permits.

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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Consider adopting an amendment to FY 26 budget to adjust the Fees and Charges Schedule

Category: Regular Agenda

Presenter(s): Heather Kann, Finance Officer; Steve Blount, Planning and Zoning; Michael File, Police Chief; Michael Lanning, Fire Chief

Explanation:

The Board of Aldermen recently revised our Chicken-Keeping ordinance from a pilot program to a regular program. Board also adopted a sidewalk encroachment ordinance. Both programs require staff time for administration and regulation. We are suggesting adding permit fees of \$50 for each of these programs.

Fire and Police staff work off-duty assignments with compensation paid directly by the client to the individual working, at an hourly rate that is consistently charged at all similar agencies in the County. Staff requests that the fee schedule reflect the updated rate being charged as of July 1, 2026.

Financial Impact:

No material revenue impact is expected by the permit fee adjustments, but additional permit income should offset staff time expense to administer these programs.

Recommended Motion:

Motion to adopt Ordinance 25-11.001 to amend the FY26 budget, fee and charges schedule.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 25-11.001

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
GENERAL FUND FY 25-26 BUDGET
ORDINANCE 25-11.001
SEPTEMBER 9, 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, 2025, and ending on June 30, 2026:

Section 1. Whereas the Town of Spencer adopted a Town Budget for the fiscal year beginning July 1st, 2025, and ending on June 30th, 2026, on the 28th day of June 2025

Section 2. Whereas the town desires to amend the ordinance as it relates to the Fees and Charges.

To amend the FY 25-26 Fees and Charges schedule, according to the authority contained in G.S. 159-15, as follows:

Domestic Chicken Keeping Program permit fee \$50

Sidewalk Encroachment permit fee \$50

Police Off-Duty Rate ~~\$35~~ \$45

Fire Off-Duty Rate ~~\$30~~ \$35

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 9th day of September 2026.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Board to consider adopting an ordinance approving temporary road closures on Wednesday, November 26, 2025, to ensure public safety during Spencer's Holiday Caravan Parade.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

To ensure the safety of participants, Town staff are recommending temporary closures of the following NCDOT street segments (see map attached):

- US 29 HWY from 11th St. to Jefferson St.
- Jefferson St. from US 29 HWY to N. Whitehead Ave.
- N. Whitehead Ave. from Forestdale Dr. to 2nd St.
- Oakwood Dr. from N. Whitehead Ave. to Pinecroft Ln.

US 29 HWY is to be closed from approximately 5:00 PM to 9:00 PM. Additionally, Jefferson Street, N. Whitehead Avenue, and Oakwood Drive are to be closed from approximately 3:30 PM to 7:30 PM.

This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Financial Impact:

N/A

Recommended Motion:

Approval of Ordinance 25-17.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 25-17: An Ordinance Approving Temporary Road Closures

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE APPROVING TEMPORARY ROAD CLOSURES ON US HWY 29, JEFFERSON STREET, N. WHITEHEAD AVENUE, AND OAKWOOD DRIVE, FOR THE PURPOSE OF FACILITATING A HOLIDAY PARADE PROCESSION

ORDINANCE 25-17

WHEREAS, N.C.G.S. §29-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; and

WHEREAS, the Town of Spencer is co-sponsoring a holiday parade procession on Wednesday, November 26, 2025, which will involve a parade procession along the US HWY 29 corridor from Jefferson Street to 11th Street; and

WHEREAS, to ensure public safety, the Town has deemed it necessary to temporarily close US HWY 29 from Jefferson Street to 11th Street on the date of the event, the closure beginning at 5:00 P.M. and ending at approximately 9:00 P.M., or until the highway is cleared of all procession participants; and

WHEREAS, to ensure public safety, the Town has also deemed it necessary to temporarily close or otherwise restrict regular traffic on the following NCDOT State-Maintained Roads from 3:30 P.M. to 7:30 P.M., or until the roads are cleared of all procession participants: Jefferson Street from US HWY 29 to N. Whitehead Avenue; N. Whitehead Avenue from Forestdale Drive to 2nd Street; and Oakwood Drive from N. Whitehead Avenue to Pinecroft Lane; and

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

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

Section 1. Pursuant to N.C.G.S. §29-169, the Town of Spencer hereby approves the use of US HWY 29 within the Town's jurisdiction for the holiday parade procession as specified in this ordinance. This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section 2. The Town will place signs giving notice of the special event, in accordance with §29-169, and will provide to Highway Division 9 a copy of this ordinance.

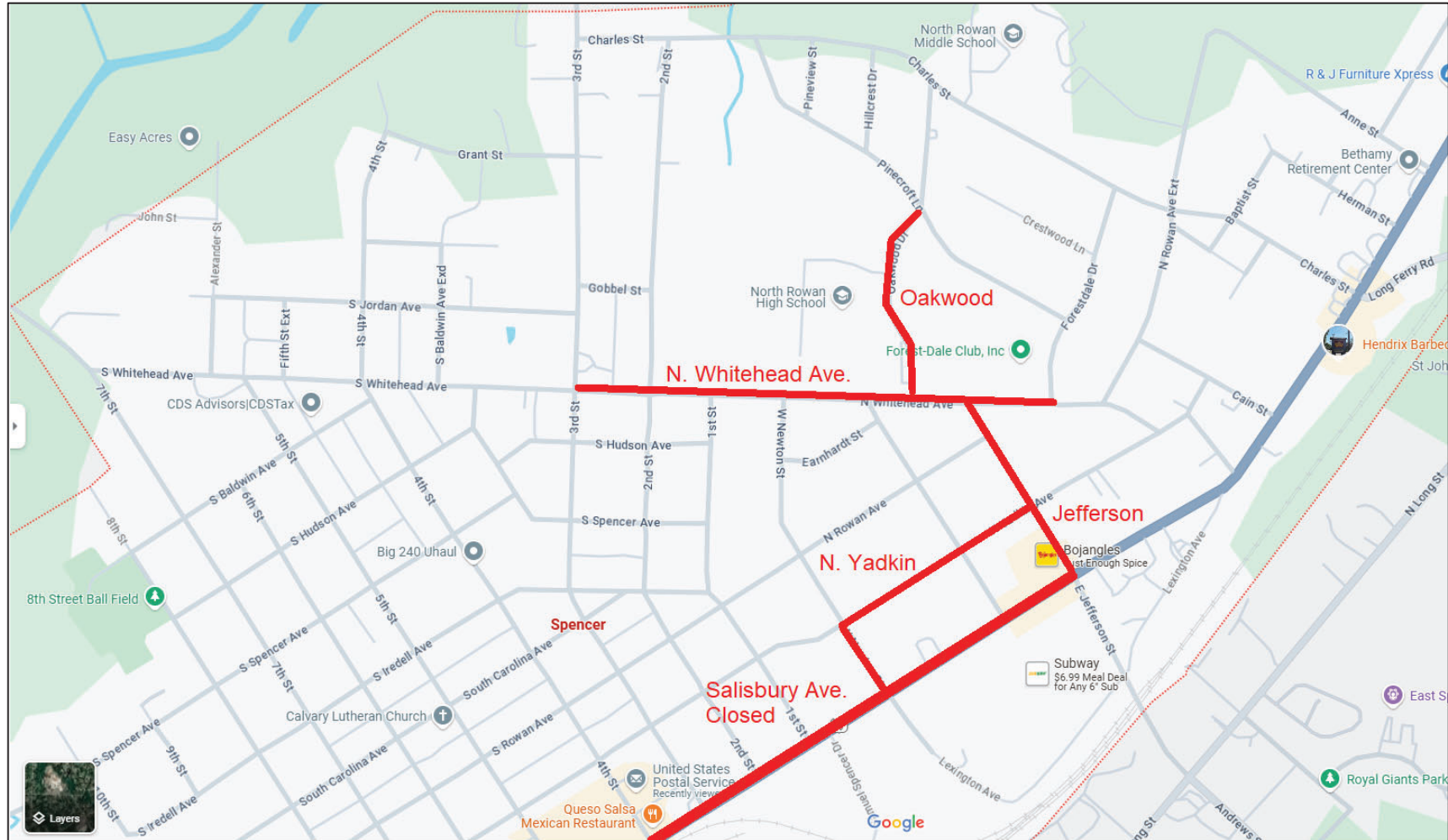
Adopted this 9th day of September, 2025.

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

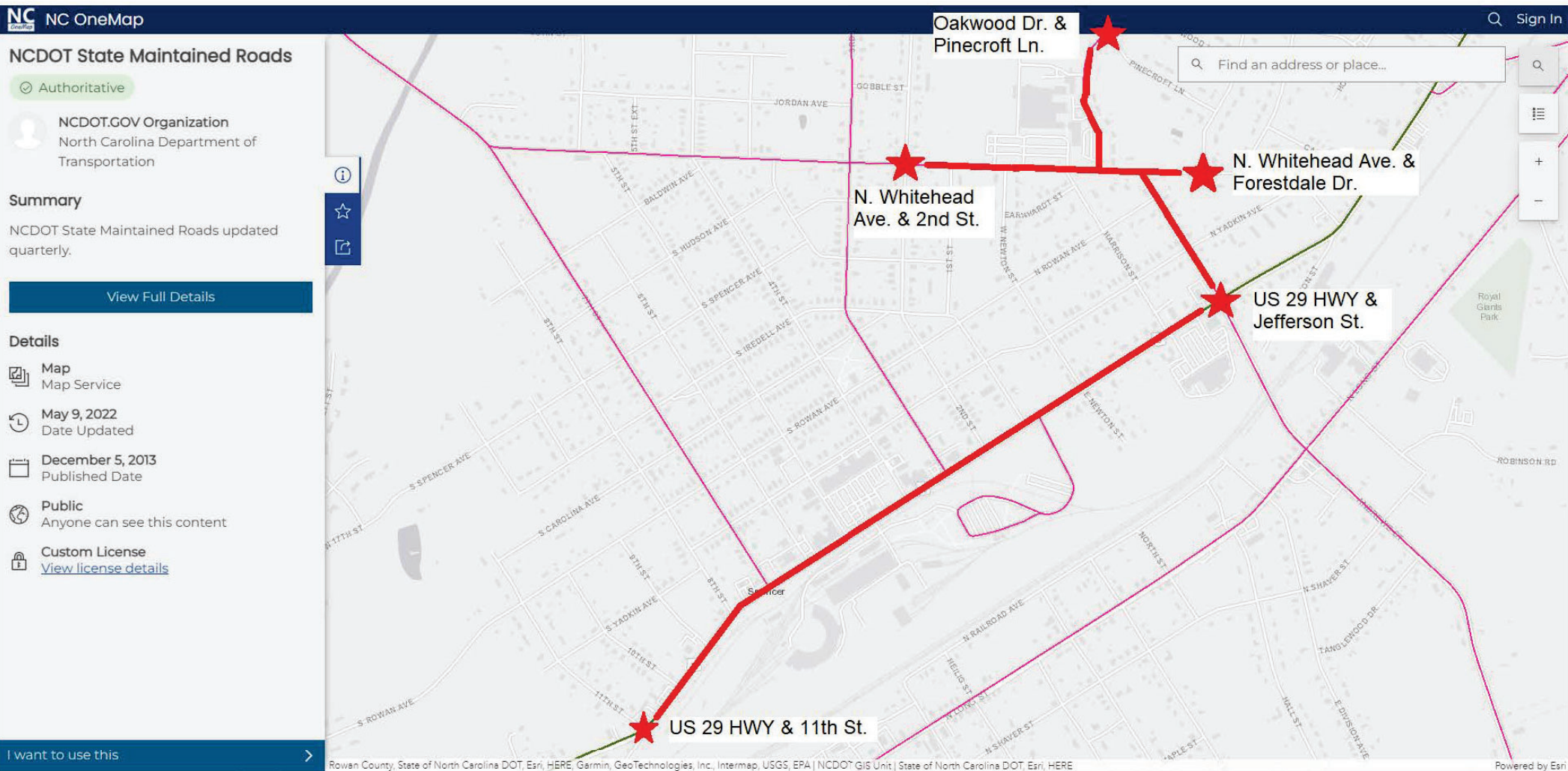
Wednesday November 26, 3:30-7:30 P.M.

Wednesday November 26, 3:30-7:30 P.M.



- Salisbury Ave. will close from 6:00-8:30 PM from Jefferson Street to 11th Street.
- The other streets (in red) will close at approx. 3:30 PM and reopen at 7:30 PM.

FOR NDCOT REVIEW: ROAD CLOSURE MAP - HOLIDAY PARADE - WED. NOV. 26 - SPENCER, NC



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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Intergovernmental Agreement with Rowan County for erosion control management

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Rowan County handles erosion control regulation, permitting and inspections for new construction projects in the Town of Spencer. This agreement has been in place for many but there was never a written agreement formalizing this relationship. Approval of this intergovernmental agreement will resolve this issue.

Financial Impact:

No fiscal impact

Recommended Motion:

Motion to authorize the Mayor to execute and sign the intergovernmental agreement

Attachment(s): ☒ Yes ☐ No

1. Agreement

STATE OF NORTH CAROLINA

ROWAN COUNTY

INTERLOCAL AGREEMENT FOR EROSION AND SEDIMENTATION CONTROL

This INTERLOCAL AGREEMENT FOR EROSION AND SEDIMENTATION CONTROL (this "Agreement") is made and effective this _____ day of _____, 2025 (the "Effective Date") by and between the County of Rowan, a political subdivision of the State of North Carolina and body politic, (the "County"), and the Town of Spencer, a municipal corporation located in said County and State (the "Town").

WITNESSETH

WHEREAS the County has adopted and enforces a Sedimentation and Erosion Control Ordinance; and

WHEREAS the Town has requested the County to administer and enforce the County's Erosion and Sedimentation Control Ordinance within the Town and its extraterritorial jurisdiction ("ETJ") as applicable, and the County has agreed to provide such services to the Town; and

WHEREAS the County and the Town, in order to set out the provisions and conditions under which said services will be provided to the Town by the County, have entered into this interlocal agreement as authorized by Chapter 160A, Article 20, Part I, and Chapter 160D, Article 1 of the General Statutes of North Carolina.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, and intending to be legally bound hereby, the County and Town agree as follows:

1. **Purpose.** The purpose of this Agreement is to set forth in writing the terms and conditions upon which the County will furnish to the Town erosion and sedimentation control administration and enforcement services within the Town and its ETJ.
2. **Term.** This Agreement shall be for a period of one (1) year beginning upon the Effective Date, and it shall automatically renew from year to year unless one party shall give to the other written notice of its intention to terminate this Agreement at the end of the then-current term, such notice to be given at least ninety (90) days prior to the end of such then-current term.
3. **Services to be Provided.** The County will provide administration and enforcement of the County's Erosion and Sedimentation Control Ordinance within the municipal limits of the Town and its ETJ, and in accordance with all requirements of State law and regulations related to the same.
4. **Responsibilities of the Town.** The Town shall ensure that all subdivision proposals and other proposed development in its planning jurisdiction, which have a disturbed area greater than or equal to one (1) acre, and/or which are otherwise required to implement sedimentation and/or erosion control plans pursuant to State law, submit an erosion and sedimentation control plan to the County. The County shall process all plans submitted to it pursuant to its ordinary review procedures and the parties shall reasonably cooperate as to any additional information or coordination between County and Town requirements which may be required.

5. **Compensation.** The County will receive and retain as its compensation for the services provided the Town under this Agreement all fees provided by law for such services.
6. **Amendments.** Any amendment to this Agreement shall be in writing and executed by the County and the Town.

IN TESTIMONY WHEREOF, the parties hereto have caused this Agreement to be executed, and their corporate seals to be affixed by their duly authorized corporate officers, in duplicate originals, one of which shall be retained by each party, effective as of the Effective Date first above written.

(SEAL)

ROWAN COUNTY

Sarah Pack
Clerk to the Board

By _____
Greg Edds
Chairman, Board of Commissioners

(SEAL)

TOWN OF SPENCER

Anna Kanode Ward
Town Clerk

By: _____
Jonathan Williams
Mayor

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Informational update - water/sewer main extension policy

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Salisbury Rowan Utilities includes \$50,000/year in their budget for water and sewer main extensions in the Town of Spencer. In most years we do not use this allocation. Staff believes a formalized grant system would better help us make this funding more efficiently while promoting economic development within the town

Financial Impact:

No fiscal impact

Recommendations:

Receive presentation and discuss policy document to be approved at a future meeting

Attachment(s): ☒ Yes ☐ No

1. Memo
2. Presentation



MEMO

Date: 8.5.25

By: Steve Blount

RE: Water/Sewer System Extension Program

Narrative:

It is my understanding that Salisbury Rowan Utilities (SRU) includes in their budget each year \$50,000 to be applied to water and sewer line extensions in the Town of Spencer. This money is to be expended at the Town's discretion with input from SRU. Per SRU, the extensions must provide a benefit to the community as a whole (including economic development) or expand service to a neighborhood or multiple properties. It is also my understanding that repairs or routine maintenance of the existing system is SRU's responsibility, so the extension fund would not be needed for those types of expenditures. In the past three years, little of this funding has been used.

There has been great interest in building small houses on the few remaining infill lots scattered throughout and around our town. This is a good thing as higher density development grows our population and tax base with little or no additional infrastructure costs. Developers want to build on lots of record to avoid the subdivision process and the cost of developing access roads. They prefer lots with existing water and sewer service so that the costs for water and sewer taps are predictable.

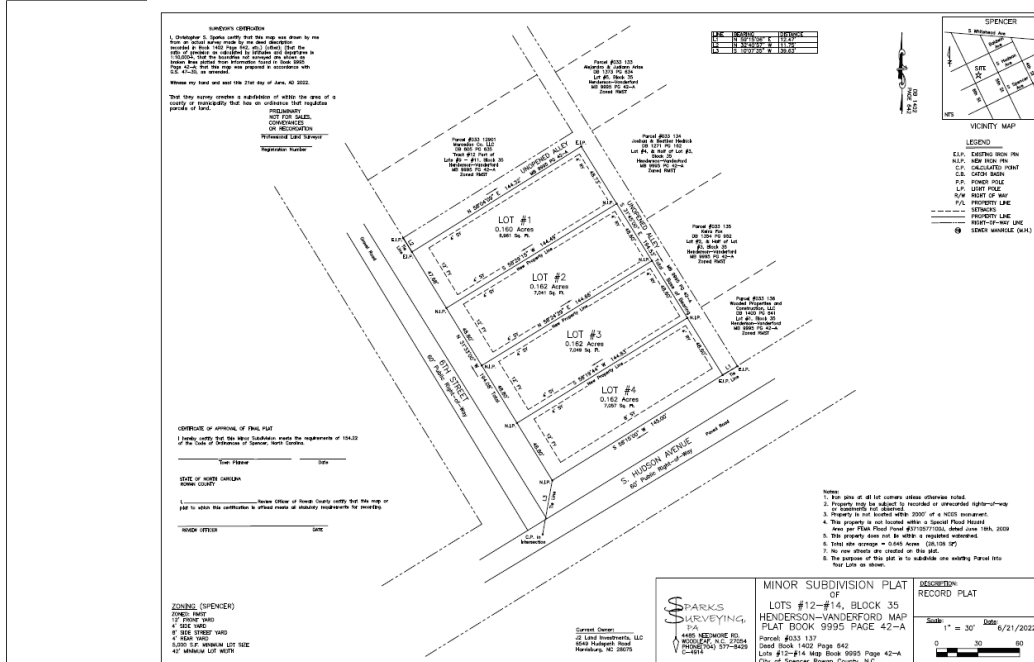
We have several areas in our town where either water or sewer lines, or both are available *near* lots, but for whatever reason are not available in the street in front of or behind these buildable properties. A recent example would be four lots on 6th Street developed through subdivision. While sewer was available in 6th St in front of these new lots, water was not. The developer, working with SRU, had to extend a 2" water line from the corner of 7th St and Hudson, at great additional cost. Had a new fire hydrant been needed, they would have had to run a 6" line at a cost that would have made these lots too expensive to build on. I'm currently working with developers for lots on 3rd Street and Whitehead that have similar problems.

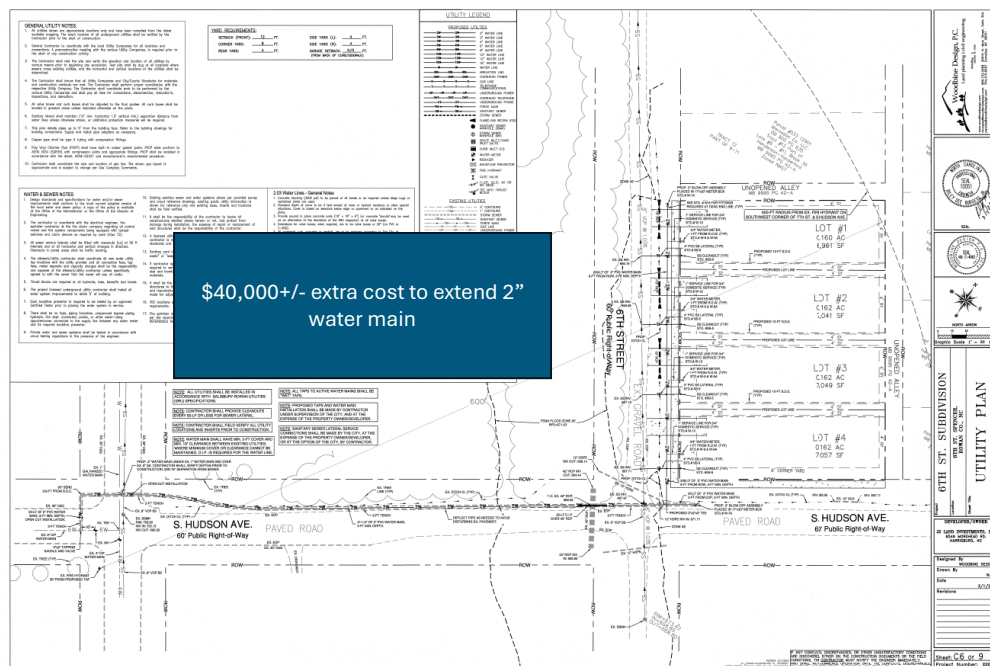
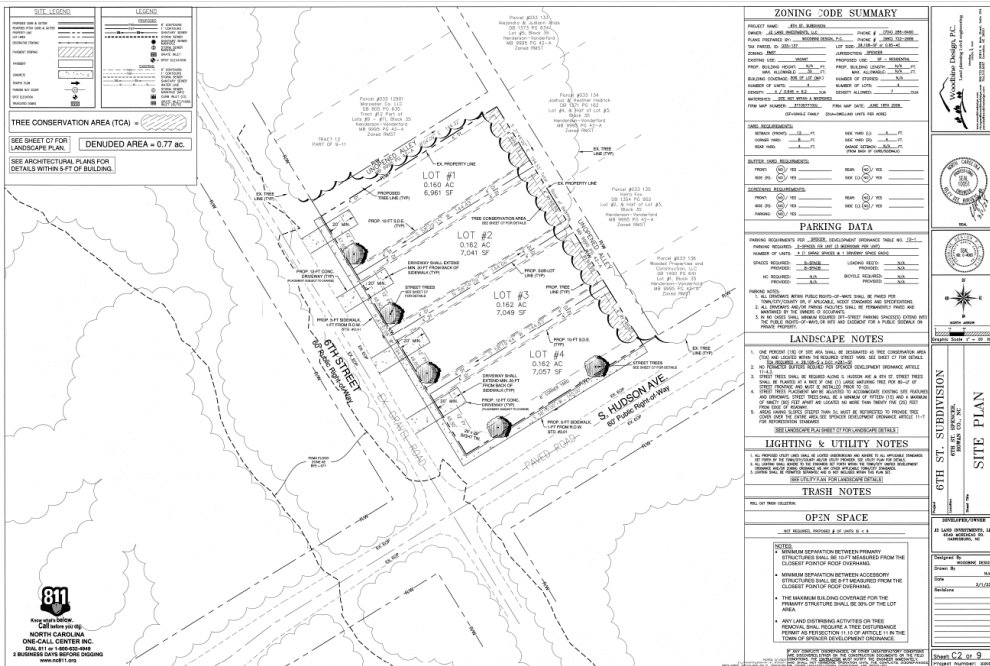
I would like to suggest that the town initiate a policy that would allocate our annual \$50,000 SRU allotment to logical and beneficial extensions of our existing water and sewer systems. I think some of the following guidelines would be appropriate:

1. To be considered, the project would have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.

3. Maximum allocation would be 50% of the cost of the extension up to a maximum of \$10,000 per allocation.
4. Allocations would not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
5. Allocations would be subject to actual construction of a home or business on the lots in question. The funding would not be made for speculative projects.
6. For large economic development projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.

Helping Spencer Grow





- SRU includes \$50,000/year in their budget for water/sewer line extensions in Spencer
- We have used this in the past to fund:
 - Water tap at Yadkin River Trailhead Park
 - New Town Park water tap
 - Used multiple years of funding for work on 4th Street
- Most years we do not use our \$50K allocation and it does not accumulate year to year
 - Use it or lose it!
- Need policy to use this available funding to help defray the cost to private developers when lots in town do not have direct access to water and/or sewer lines.

1. To be considered, the project would have to serve some community-wide benefit (economic development) or extend service to a neighborhood or group of unserved lots (per SRU standards).
2. Money is allocated on a first come, first serve basis through a written application process, reviewed by staff, and approved by the Board of Aldermen.
3. Maximum allocation would be 50% of the cost of the extension up to a maximum of \$10,000 per allocation.
4. Allocations would not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
5. Allocations would be subject to actual construction of a home or business on the lots in question. The funding would not be made for speculative projects.
6. For large economic development projects, the Board could decide to dedicate all of this funding or even multiple years (via debt financing) of this funding resource to a single project.

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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Bike Lanes for Salisbury Ave/US HWY 29 (and maybe Whitehead)

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

In 2023, Spencer took advantage of NCDOT's routine resurfacing program to add bike lanes, reduce traffic lanes, and add a dedicated turn lane for Salisbury Ave from 17th St to Jefferson. That same opportunity will be available on the northern portion of Salisbury Ave/US HWY 29 from Jefferson to the Yadkin River in 2027. We might also be able to use this same approach on Whitehead from 3rd St to Salisbury Ave (via W Jefferson).

Financial Impact:

Cost of lane design by consultant

Recommendations:

Receive information from staff for stripping plan and to further investigate use of bike lanes on Whitehead.

Attachment(s): ☒ Yes ☐ No

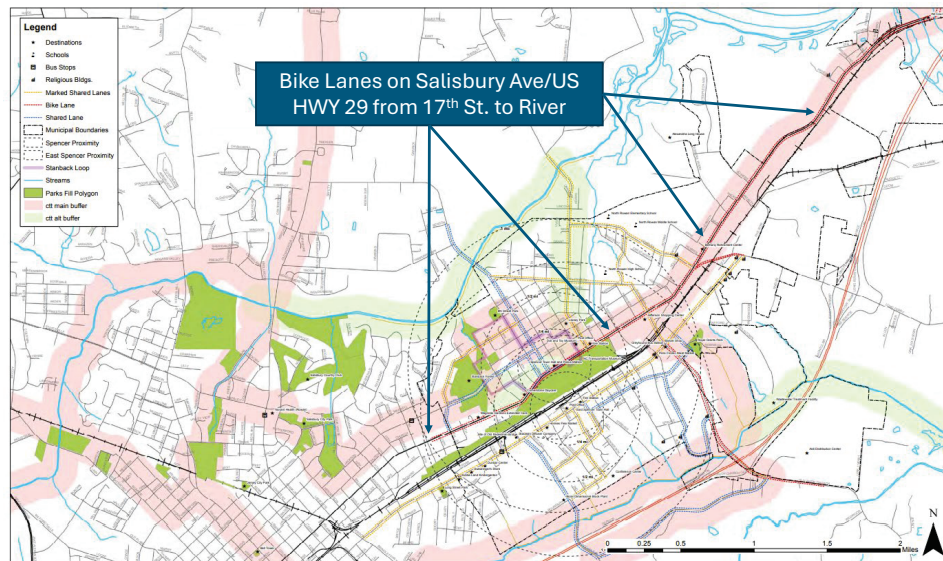
1. Presentation material

Bike Lanes and Traffic Calming

Salisbury Ave, US HWY 29 and Beyond...



Spencer/East Spencer
Comprehensive Bicycle and
Pedestrian Plan
2016



Comprehensive Bicycle & Pedestrian Master Plan
Spencer and East Spencer | Bicycle Facilities

Date: May 2016

STEWART

From Spencer/East Spencer Bike/Ped Plan

1.4 Benefits of Bicycle and Pedestrian Facilities

Any good investment provides a beneficial return. Bicycle and pedestrian facilities provide a great return on the investment required to implement if properly planned, built, and maintained. The benefits of bicycle and pedestrian facilities are multifaceted and the subject of numerous studies and reports. The following overview of the many benefits provided by bicycle and pedestrian facilities is divided into four categories:

- Connecting Communities
- Health Benefits
- Economic Impacts
- Environmental Benefits

1.4.1 Connecting Communities

Connecting one place to another is the primary function of transportation facilities, be it urban streets, rural roads, or interstate highways. Bicycle and pedestrian facilities serve this same purpose. Well planned facilities provide useful connections between homes, schools, businesses, parks, and other nearby destinations.

1.4.2 Health Benefits

Encourages physical activity

The adaptable nature of bicycle and pedestrian facilities provides an advantage when compared to traditional parks. Such facilities serve as convenient and accessible venues that support a variety of recreational activities, such as walking, cycling, and running. By design, these facilities function as linear corridors, purposefully located to create linkages between neighborhoods, providing direct access to a recreation resource. Bicycle and pedestrian facilities can help make the choice to exercise easier.

Relieves stress and improves psychological health

Many studies have been conducted to measure the benefits that regular exercise offers our physical health. Researchers also recognize the effects that exercise can have on mental health. A Duke University study tracked subjects suffering from depression. The study results indicated that depression was successfully treated for 60% of test subjects who exercised just 30 minutes a day for three days a week without the use of medication. Many people are turning to bicycle and pedestrian activities as their main source of exercise and resulting mental health benefits.

1.4.3 Economic Impacts

The positive impacts that bicycle and pedestrian facilities have on communities are far-reaching. Economic data from communities where such facilities have been developed provide real world numbers on the direct and indirect positive economic impacts that they provide. These numbers help justify the expenditure of public dollars to develop transportation and recreational facilities as they provide both an improved quality of life and positive long term economic impacts on nearby businesses, municipalities, and homeowners.

- Increases property values
- Attracts tourism
- Ability to attract new business and retain nearby businesses

1.4.4 Environmental Benefits

Most people understand that bicycle and pedestrian facilities provide many benefits, however, many do not realize the environmental benefits that such facilities can provide. These benefits are very important given the ever-expanding development of previously undeveloped lands. However, the development associated with any growth can negatively impact our natural resources. Bicycle and pedestrian facilities help preserve natural amenities, protect agricultural lands, improve water and air quality, and provide habitats for native wildlife.

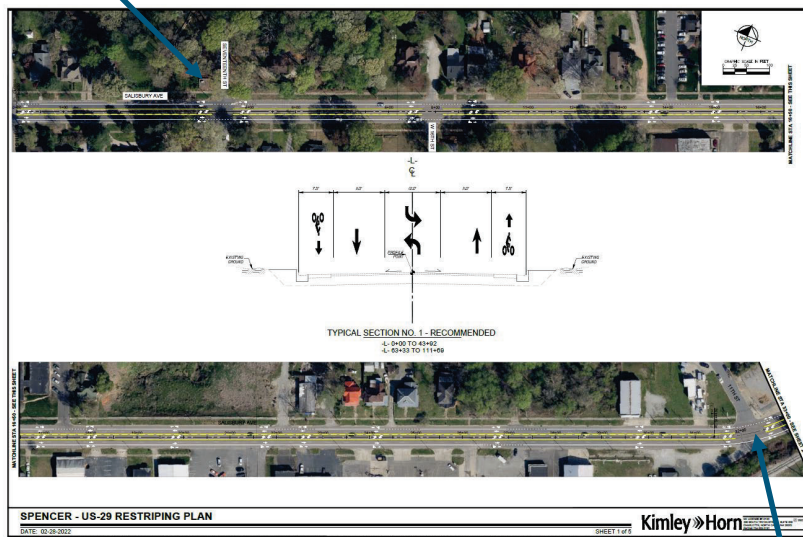
Complete Streets Goals

- Reduce pedestrian crashes and unsafe conditions
- Improve access and mobility for those without a vehicle
- Enhance quality of life by providing transportation choices
- Ensure NCDOT has an equitable transportation system that works for everyone

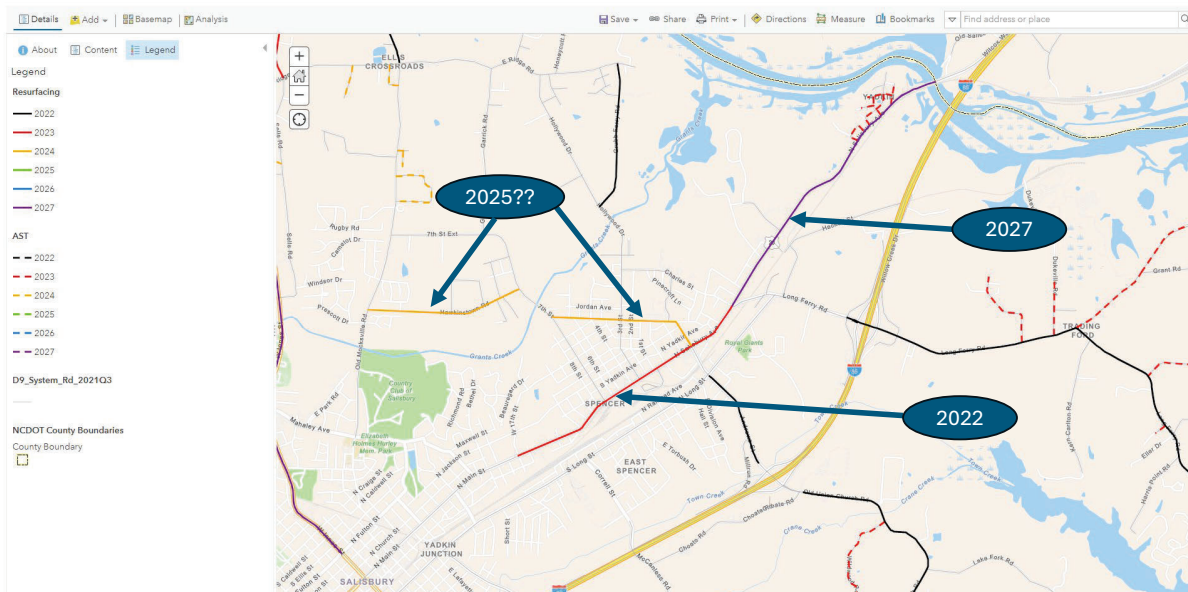


NCDOT Complete Streets Program

17th Street to...



...11th Street



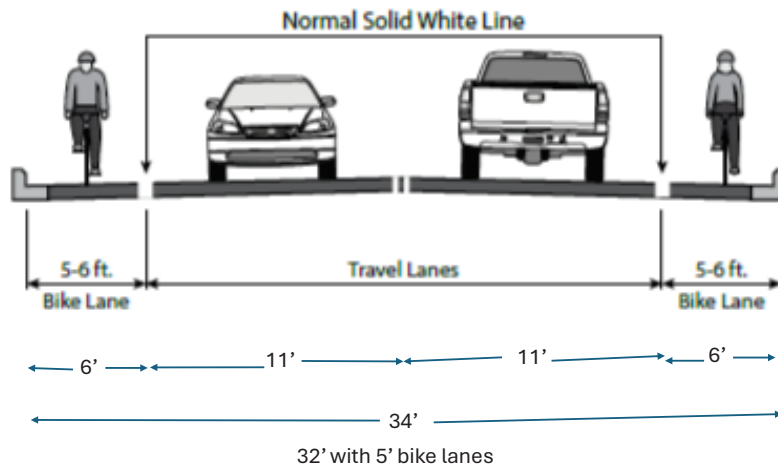
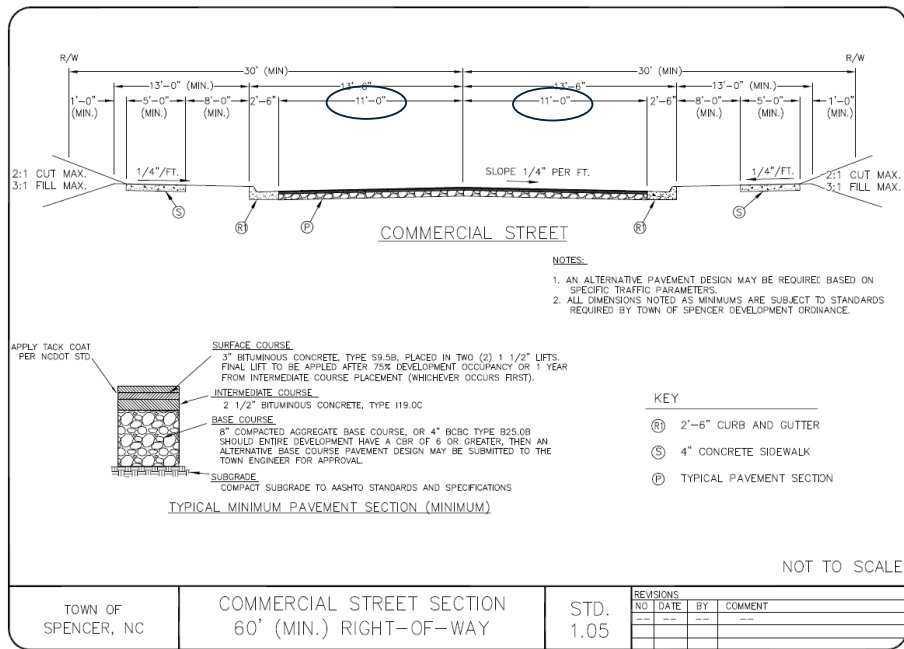
Salisbury Ave/US HWY 29

- Restriping to reduce traffic lanes and add bike lanes on Salisbury Ave from 17th St to Jefferson St was accomplished during NCDOT's routine resurfacing in 2022-23
- Cost of striping was by NCDOT, we had to pay for design of restriping.
- Resurfacing of the remainder of Salisbury Ave/US HWY 29 from Jefferson to the river is scheduled for 2027.
- Now is the time to begin planning for the restriping of this section if we want to complete the bike lane project to the Yadkin River suggested in several previous planning efforts.
- We will need to include in next year's budget adequate funds to handle the design work for this project



Whitehead/Jefferson

- EB-5861, the 7th Street Greenway Project envisions a 10' wide paved multi-use path from the 7th St Trailhead, along Whitehead, Oakview, Charles and then Salisbury Ave/US HWY 29 to the Yadkin River.
- The Town was awarded this grant many years ago but could not proceed due the 20% match requirement
- This year we were allowed to use some of those funds to proceed with a feasibility study to determine real costs and obstacles to the project. This study shows that even the first part of this project (7th St to Salisbury Ave.) would exceed the total funds allocated (\$4 million +/-)
- During the feasibility study, recognizing the possibility of inadequate funding, it was suggested that we consider using NCDOT resurfacing and restriping to create bike lanes and then use EB-5861 funding to create 5' wide sidewalks. Initial measurements indicates the Whitehead from 3rd to Jefferson (and then Jefferson to Salisbury Ave.) would be wide enough to accommodate this approach.
- If we want to move forward with this approach, now is the time to begin planning for the restriping of this section as resurfacing is scheduled in the near future.
- We will need to include in next year's budget adequate funds to handle the design work for this project



34' wide from 3rd St to High School



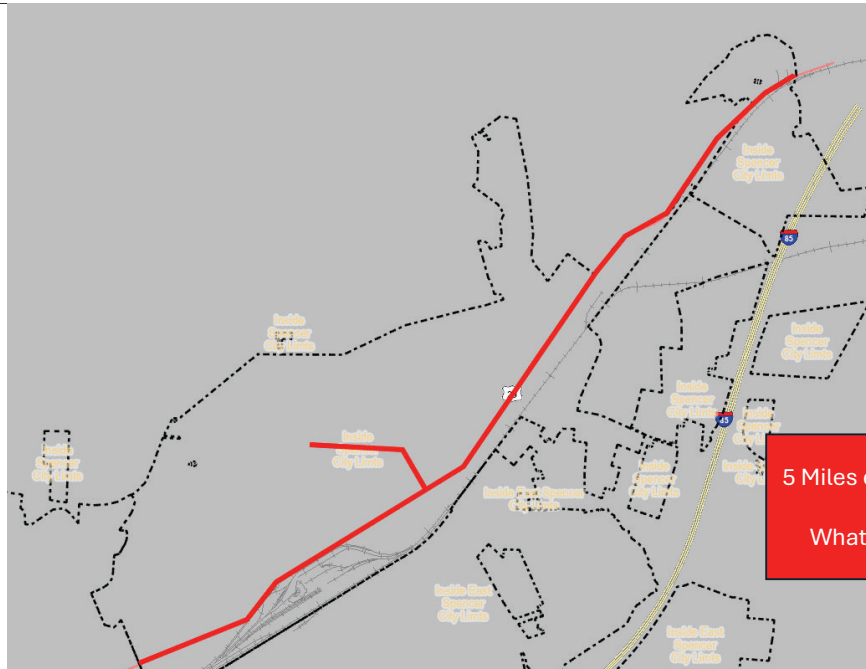
59' wide in front of High School to Oakwood



From Oakwood to Jefferson, might have to use "share-lane" or reduce bike lane to 5'

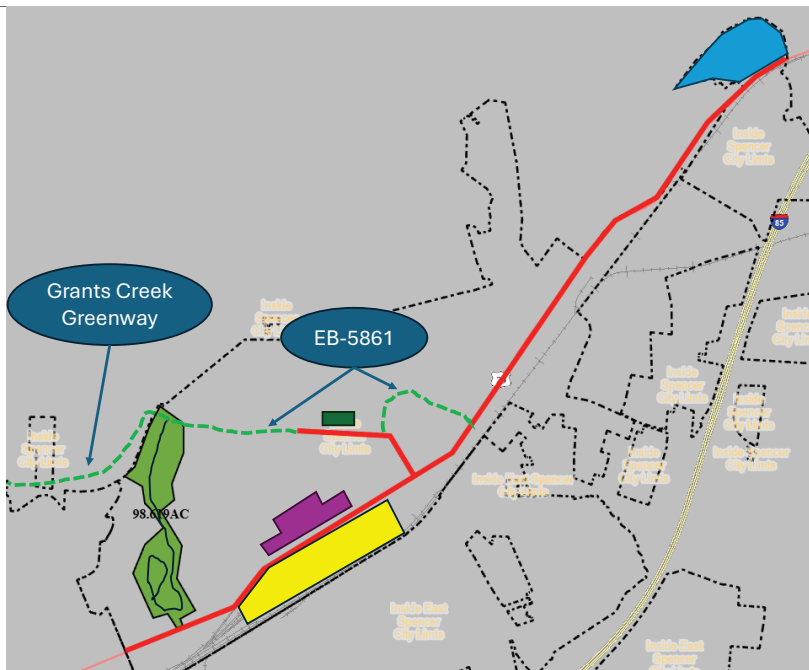


Jefferson/Salisbury Ave intersection will be a problem!!!



5 Miles of Dedicated Bike Lanes

What Does It Accomplish?



- 5 Miles of Dedicated Bike Lanes Connects...
- ...Transportation Museum
- ...Entertainment District
- ...Stanback Forest
- ...Yadkin River District
- ...High School Campus
- ...and much, much more!

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #: 1__ 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

August 2025

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
7.29.25	Office	NCCR grant agreement	Reviewed and responded
7.30.25	Office	NCCR grant meeting	Attended
8.4.25	Office	Spencer/east spencer growth agreement	Reviewed with rowan co staff
8.4.25	2035 us hwy 29	Zoning questions	Answered questions
8.4.25	305 s iredell	Chicken permit	Issued permit
8.4.25	Office	NCCR subrecipient agreement	Review and comment
8.4.25	5 th st	Sidewalk use ordinance	Discuss with property owner
8.5.25	Office	Staff meeting	Attended
8.5.25	Office	Water/sewer extension policy	Draft policy
8.5.25	Office	NCCR grant questions	Answered questions
8.5.25	Salisbury ave	Development questions	Answered questions
8.5.25	Office	Cyber security training	Took online course
8.5.25	Salisbury SRU	3 rd st water and sewer meeting	Attended and participated
8.5.25	Salisbury SRU	Water sewer extension policy meeting	Attended and participated
8.5.25	710 7 th st	Investigate stormwater complaints	Investigated and responded
8.7.25	Hawkins ave	Property development questions	Answered questions
8.7.25	Office	EB-5861 options meeting	Participated
8.7.25	604 meadow st	Property line questions	Answered questions
8.7.25	Office	Preagenda meeting	Attended
8.12.25	Office	Creek Week meeting	Attended
8.12.25	3 rd st	Zoning permit application	Reviewed and responded
8.12.25	Office	Staff meeting	Attended

8.12.25	Office	NCRR Grant meeting	Attended
8.12.25	Office	BoA meeting	Attended
8.14.25	Benson st	Storage building questions	Answered questions
8.14.25	Hollywood ave	Development questions	Answered questions
8.14.25	Salisbury ave	Bus stop location questions	Answered questions
8.14.25	Office	Sidewalk encroachment permit application form	Drafted
8.18.25	Hackett st	Emissions permit for Innospec	Review and approve
8.18.25	Hawkinstown rd	Development questions	Answered questions
8.18.25	Office	NCDOT meeting on Salisbury ave landscaping	Attended
8.18.25	Transportation museum	Staff appreciation lunch	Attended
8.18.25	Salisbury ave	Meeting with property owner about development of new restaurant	Attended and participated
8.18.25	Salisbury ave	Sinkhole problem	Contacted property owner
8.19.25	5 th st	Sidewalk encroachment permit application	Delivered to Roger Dogs and discussed with neighbor
8.19.25	5 th st	Grage addition questions	Answered questions
8.19.25	Grants creek greenway	Questions from property owner	Answered questions
8.19.25	Office	Cyber security training	Took online course
8.19.25	504 1 st st	Floodplain questions	Answered questions
8.19.25	Various	Site visits for development projects	Attended
8.19.25	Downtown	Walk and Talk project	Participated
8.21.25	505 charles st	Zoning permit for deck	Issued permit
8.21.25	Baldwin	Zoning permit for home business	Issued permit
8.21.25	Historic district	Sign approval questions	Answered questions
8.21.25	Office	Zoning map for MPO planning purposes	Provided map
8.21.25	Grants creek greenway	Follow up letter to property owners	Sent 2 nd letter
8.21.25	717 n Salisbury ave	Fence permit	Issued permit
8.21.25	Salisbury ave	Reviewed plans for new ice cream shop	Reviewed and approved
8.21.25	Office	Four agenda item requests	Prepared and submitted
8.25.25	Office	Erosion control agreement with rowan county	Discussed and approved

8.25.25	Willow creek	Medical office bldg. development process questions	Discussed with developer
8.25.25	Benson st	Zoning permit for storage bldg.	Issued permit
8.25.25	Salisbury ave	Development questions for prop with no access	Answered questions
8.26.25	New park	Staff meeting	Attended
8.26.25	602 2 nd st	Property line dispute	Explained procedure
8.26.25	Hawkinstown rd	Addressing issues on townhomes	Contacted rowan county
8.26.25	9 th st	Development questions	Answered questions
8.26.25	Steeplechase	Parking question from code enforcement	Answered questions
8.28.25	Hawkinstown rd	Developer questions on Hawkins meadows construction	Answered questions
8.28.25	US HWY 29	Rezoning questions for car dealership	Answered questions
8.28.25	Hawkins ave	Mobile home questions	Answered questions
8.28.25	2 nd st	Accessory dwelling unit and short term rental questions	Answered questions
8.28.25	Salisbury ave	Subdivision questions	Answered questions
8.28.25	S Rowan Ave	Zoning and legal nonconforming use questions	Answered questions
8.28.25	606 meadow ave	Zoning permit for storage building	Issued permit
8.28.25	106 9 th st	Zoning permit for single family home	Issued permit
8.28.25	Willow creek dr	Site plan review for medical office building	Reviewed and commented

Quotes:

It's time to stop tiptoeing around the pool and jump into the deep end, head first. It's time to think big, want more and achieve it all!

Mark Victor Hansen

If you think you can't, you're right.

Carol Bartz

Two bricklayers work side by side. The first lays bricks. The second builds magnificent cathedrals. Think small vs. think big.

Richard Branson

Start small, think big. Don't worry about too many things at once.
Take a handful of simple things to begin with and then progress to
more complex ones. Think about not just tomorrow, but the future.
Put a ding in the universe.

Steve Jobs

There's no job too big to benefit from a small town person's
perspective, I discovered, just as there's no town too small for
thinking big.

Unita Blackwell

The nice thing about living in a small town is that when you don't
know what you're doing, someone else does.

Immanuel Kant

This country is made up of small towns and big dreams.

Brian Mulroney

In small towns as well as large, good people outnumber bad people
by 100 to 1. In big towns the 100 are nervous. But in small towns, it's
the one.

Paul Harvey

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Chief

Explanation:

Code Enforcement Monthly Report

Financial Impact:

N/A

Recommendations:

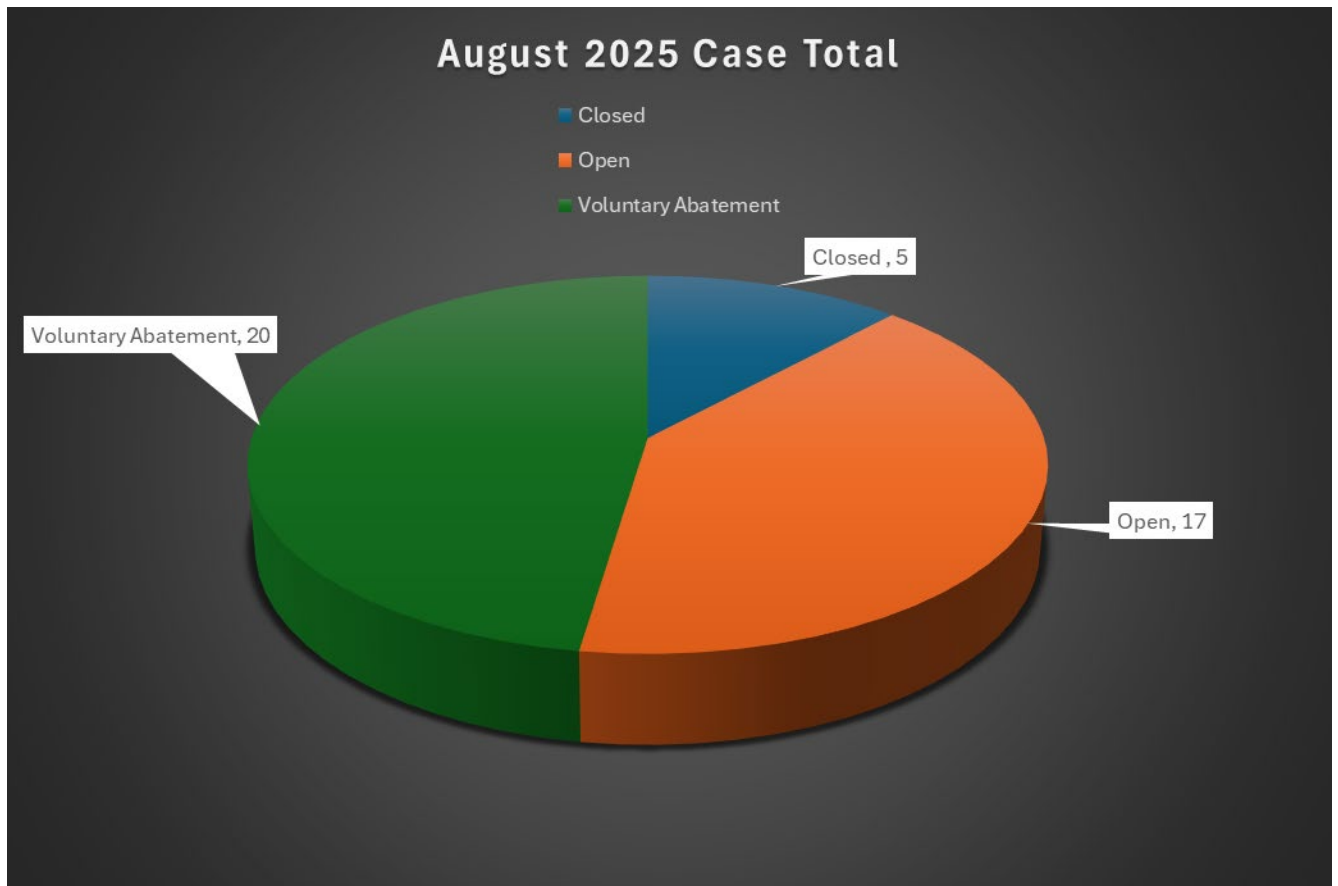
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

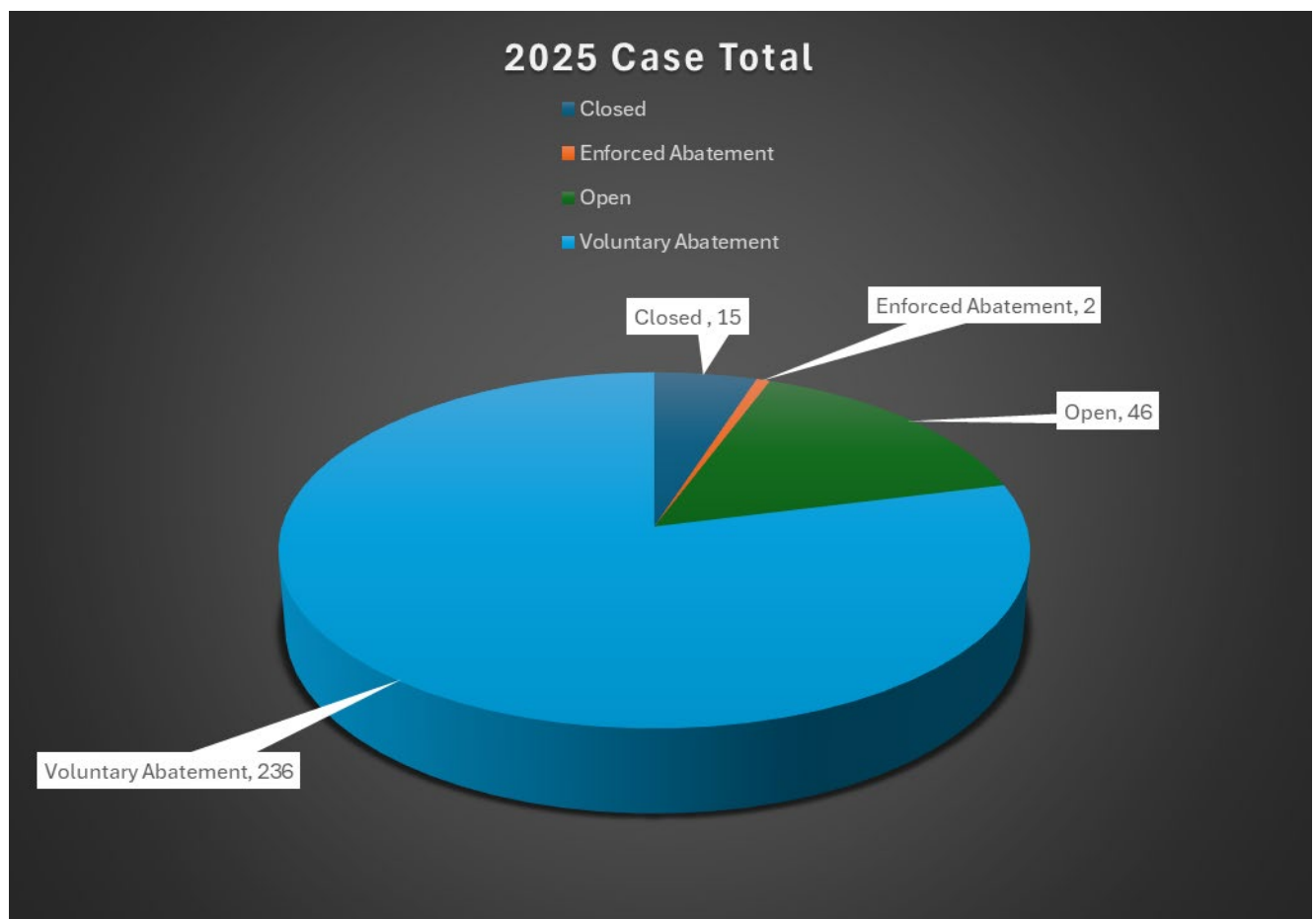
Monthly Report

- Total cases – 42
- Open - 17
- Voluntary Abatement - 20
- Notice of Violations – 7
- Notice of Bill - 0
- Notice of Lien – 0



2025 Yearly Report

- Total cases – 299
- Open - 46
- Voluntary Abatement - 236
- Enforced Abatement - 2
- Notice of Violations – 33
- 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
202500300	1506 S Rowan	Tall Grass/ Weeds	Open
202500299	304 Sowers Ferry	Tall Grass/ Weeds	Open
202500298	608 S Rowan	Nuisance Vehicle	Open
202500295	511 2ND ST	Minimum Housing	Open
202500290	114 2ND ST	Tall Grass/ Weeds	Open
202500289	609 2ND ST	Tall Grass/ Weeds	Open
202500288	604 2ND ST	Tall Grass/ Weeds	Open
202500287	605 2ND ST	Tall Grass/ Weeds	Open
202500283	413 S Rowan Ave	Tall Grass/ Weeds	Open
202500282	414 S Rowan Ave	Tall Grass/ Weeds	Open
202500281	112 Henderson St	Junk. Front yard parking.	Open
202500279	909 S. Iredell Ave.	Car(s) parked in yard. Moved reported untagged vehicle from road into the front yard.	Open
202500277	410 S Yadkin	Tall Grass/ Weeds	Open
202500276	401 S Rowan Ave	Junk	Open
202500275	403 S Rowan Ave	Junk	Open
202500265	605 4TH ST	Tall Grass/ Weeds	Open
202500261	907 S Carolina Ave	Abandoned Vehicle	Open
202500253	600 S Carolina Ave	High Grass	Open
202500252	502 Pineview	Tall Grass/ Weeds	Open
202500251	033 152	Tall Grass/ Weeds	Open
202500250	601 5TH ST	Tall Grass/ Weeds	Open
202500249	511 5TH ST	Illegal Pool	Open
202500247	205 8TH ST	Brush Pile	Open
202500246	510 S Iredell	Tall Grass/ Weeds	Open
202500245	510 S Carolina Ave	Junk	Open
202500244	502 S Carolina Ave	Tall Grass/ Weeds	Open
202500243	414 S Rowan Ave	Tall Grass/ Weeds	Open
202500242	706 S Rowan Ave	Tall Grass/ Weeds	Open
202500241	712 S Yadkin	Tall Grass/ Weeds	Open
202500240	701 S Yadkin Ave	Tall Grass/ Weeds	Open
202500238	207 N Yadkin	Tall Grass/ Weeds	Open
202500234	511 4TH ST	Junk	Open
202500233	503 A N Salisbury Ave	Junk	Open
202500232	314 N Yadkin	Brush	Open
202500231	707 N Salisbury Ave	Junk	Open

202500230	705 N Salisbury Ave	Junk	Open
202500228	611 4TH ST	Tall Grass/ Weeds	Open
202500218	403 S Rowan Ave	Tall Grass/ Weeds	Open
202500211	710 5TH ST	Tall Grass/ Weeds	Open
202500200	1355 Adams	Tall Grass/ Weeds	Open
202500199	1340 Adams	Tall Grass/ Weeds	Open
202500195	119 N Salisbury Ave	Overgrowth	Open
202500140	204 S Iredell	Tall Grass/ Weeds	Open
202500114	707 N Salisbury Ave	Junk	Open
202500113	707 N Salisbury Ave	Tall Grass/ Weeds	Open
202500024	705 N Salisbury	Junk	Open

Case Status Report

8/1/2025 - 8/29/2025

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

202500280	8/18/2025	Closed	8/18/2025		206 W. 17th St	Trash/debris (sticks,brick,concrete) in town right of way.
202500278	8/18/2025	Closed	8/18/2025		205 8th St	Debris on road. 2nd notice, but still there.
202500271	8/7/2025	Closed	8/22/2025		508 4th St	Abandon vehicle
202500270	8/5/2025	Closed	8/27/2025		1506 s. Rowan Ave.	Junk in yard. (Rats and mosquitoes habitat)
202500268	8/4/2025	Closed	8/22/2025		209 W. 17th Stree	Debris placed (intentionally) in street right it way.
202500256	7/30/2025	Closed	8/22/2025		600 S. Carolina Ave.	Abandon vehicle
202500255	7/30/2025	Closed	8/27/2025		609 Carolina Ave	Trash overflow. (Rats)

Group Total: 7

Group: Open

202500300	8/25/2025	Open	8/27/2025	Site Visit	1506 S Rowan	Tall Grass/ Weeds
202500299	8/27/2025	Open	8/27/2025	Site Visit	304 Sowers Ferry	Tall Grass/ Weeds
202500298	8/27/2025	Open	8/27/2025	Site Visit	608 S Rowan	Nuisance Vehicle
202500295	8/26/2025	Open	8/26/2025	Site Visit	511 2ND ST	Minimum Housing
202500290	8/20/2025	Open	8/20/2025	Site Visit	114 2ND ST	Tall Grass/ Weeds
202500289	8/20/2025	Open	8/20/2025	Site Visit	609 2ND ST	Tall Grass/ Weeds
202500288	8/20/2025	Open	8/20/2025	Site Visit	604 2ND ST	Tall Grass/ Weeds
202500287	8/20/2025	Open	8/20/2025	Site Visit	605 2ND ST	Tall Grass/ Weeds
202500283	8/20/2025	Open	8/20/2025	Site Visit	413 S Rowan Ave	Tall Grass/ Weeds

202500282	8/20/2025	Open	8/20/2025	Site Visit	414 S Rowan Ave	Tall Grass/ Weeds
202500281	8/19/2025	Open	8/20/2025		112 Henderson St	Junk. Front yard parking.
202500279	8/18/2025	Open	8/18/2025		909 S. Iredell Ave.	Car(s) parked in yard. Moved reported untagged vehicle from road into the front yard.
202500277	8/12/2025	Open	8/12/2025	Site Visit	410 S Yadkin	Tall Grass/ Weeds
202500276	8/12/2025	Open	8/12/2025	Site Visit	401 S Rowan Ave	Junk
202500275	8/12/2025	Open	8/12/2025	Site Visit	403 S Rowan Ave	Junk
202500265	8/4/2025	Open	8/4/2025	Site Visit	605 4TH ST	Tall Grass/ Weeds
202500261	8/4/2025	Open	8/4/2025	Site Visit	907 S Carolina Ave	Abandoned Vehicle

Group Total: 17

Group: Voluntary Abatement

202500297	8/26/2025	Voluntary Abatement	8/29/2025	Site Visit	701 S Carolina	Illegal Parking
202500296	8/26/2025	Voluntary Abatement	8/29/2025	Site Visit	510 S Carolina	Tall Grass/ Weeds
202500294	8/24/2025	Voluntary Abatement	8/29/2025		909 S Carolina Ave	Dumpsters not empty I'm months/ trash everywhere
202500293	8/20/2025	Voluntary Abatement	8/27/2025	Site Visit	1000 2ND ST	Tall Grass/ Weeds
202500292	8/20/2025	Voluntary Abatement	8/29/2025	Site Visit	702 3RD ST	High Grass
202500291	8/20/2025	Voluntary Abatement	8/29/2025	Site Visit	504 2ND ST	Tall Grass/ Weeds
202500286	8/20/2025	Voluntary Abatement	8/29/2025	Site Visit	300 1ST ST	Tall Grass/ Weeds
202500285	8/20/2025	Voluntary Abatement	8/27/2025	Site Visit	401 17TH ST	Tall Grass/ Weeds
202500284	8/20/2025	Voluntary Abatement	8/27/2025	Site Visit	1003 2ND ST	Tall Grass/ Weeds
202500274	8/12/2025	Voluntary Abatement	8/27/2025	Site Visit	205 8TH ST	Brush Pile
202500273	8/11/2025	Voluntary Abatement	8/15/2025		101 Ann St	Trash outside recepticle
202500272	8/7/2025	Voluntary Abatement	8/22/2025		410 7th St	Expired tag. (Since February). Parking on town right of way.

202500269	8/4/2025	Voluntary Abatement	8/27/2025		108 W. 17th St	High grass
202500267	8/4/2025	Voluntary Abatement	8/29/2025	Site Visit	802 4TH ST	Junk on Porch
202500266	8/4/2025	Voluntary Abatement	8/29/2025	Site Visit	802 4TH ST	Tall Grass/ Weeds
202500264	8/4/2025	Voluntary Abatement	8/15/2025	Site Visit	506 2ND ST	Tall Grass/ Weeds
202500263	8/4/2025	Voluntary Abatement	8/15/2025	Site Visit	504 2ND ST	Tall Grass/ Weeds
202500262	8/4/2025	Voluntary Abatement	8/29/2025	Site Visit	409 7TH ST	Illegal Pool
202500260	8/4/2025	Voluntary Abatement	8/15/2025	Site Visit	335 N Salisbury Ave	Broken Bridge/ Danger
202500259	8/4/2025	Voluntary Abatement	8/29/2025	Site Visit	402 S Salisbury Ave	Overgrowth
202500258	7/30/2025	Voluntary Abatement	8/15/2025		501 9th St	Parking in front yard. Parking in right of way. Blocking stop sign with trailer. Suspect of running business when not zoned to do so.
202500257	7/30/2025	Voluntary Abatement	8/27/2025		710 S. Carolina Ave.	Abandon vehicle. Expired tag on vehicle. Parking in front yard. Parking too close to intersection.
202500254	7/30/2025	Voluntary Abatement	8/15/2025		909 S. Iredell Ave.	Abandon vehicle. Parking in front yard. Junk.
202500248	7/28/2025	Voluntary Abatement	8/29/2025	Site Visit	203 Finishing Co Ln	No Permit
202500239	7/23/2025	Voluntary Abatement	8/27/2025	Site Visit	303 S Yadkin	Tall Grass/ Weeds
202500235	7/14/2025	Voluntary Abatement	8/18/2025	Site Visit	511 4TH ST	Illegal Pool
202500227	7/8/2025	Voluntary Abatement	8/18/2025	Site Visit	1017 4TH ST	Tall Grass/ Weeds
202500202	6/17/2025	Voluntary Abatement	8/18/2025	Site Visit	111 Pinecroft	Tall Grass/ Weeds
202400146	4/24/2024	Voluntary Abatement	8/27/2025	Site Visit	204 S Iredell Ave	Overgrowth

Group Total: 29

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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

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 (No ACE Team Report This Month – in training)

Activity Log Event Summary (Totals)

Spencer Police Department

(07/31/2025 - 08/29/2025)

<No Event Type Specified>	1	8th Street Ballpark Check	60
911 Hang-Up	6	Administrative Work	97
Alarm - Other	13	Animal Complaint	1
Assault - In-Progress	1	Assault - Report	1
Assist - East Spencer Police	34	Assist - EMS	2
Assist - Fire Department	14	Assist - Motorist/Public	2
Assist - NCHP	2	Assist - Other Agency	13
Assist - Other Officer	41	Assist - Sheriff's Office	14
Business Check-Drive Through	334	Calls For Service (General)	10
Code Enforcement Activities	21	Directed Patrol	40
Disturbance	7	Disturbance- Verbal	3
Disturbance-Physical	2	Domestic - Property Pick-up	3
Domestic Dispute	2	Domestic Violence	1
Drug Offense Not on School Property	2	Drug Offense on School Property	3
Escort - Funeral	1	Follow-up Investigation - Outside County	1
Follow-up Investigation- Spencer	7	Foot Patrol - Business	64
Foot Patrol - Residential	2	Fraud - Report	2
Harrassment-Stalking	1	House Check	16
Involuntary Commitment	1	Larceny - Report	3
Library Park Check	66	Maintenance - Vehicle	13
Meeting	6	Missing Juvenile	1
Missing Person	1	NCTM - Drive Through	188
NCTM - Foot Patrol	50	Noise Complaint	1
Norfolk Southern Railroad-Drive Through	18	Park Check	172
Property - Found	1	Property Damage - Report	1
Public Service	11	Robbery - In-Progress	1
Robbery - Report	1	School Activities	1
School Check - NRES	89	School Check - NRHS	85
School Check - NRMS	72	SRO Duties	58
Suicide Threat	1	Suspicious - Activity	9
Suspicious - Person	4	Suspicious - Vehicle	15
Traffic Accident - PD	4	Traffic Accident - PI	1
Traffic Control	13	Traffic Enforcement	18

Activity Log Event Summary (Totals)

Spencer Police Department

(07/31/2025 - 08/29/2025)

Training - PD	10	Training - School	2
Trespassing - In-Progress	1	Unlock Vehicle	1
Vehicle Pursuit	1	Vehicle Stop	99
Welfare Check	5	Yadkin River Park Check - Davidson County	94
Yadkin River Park Check - Spencer	96		

Total Number Of Events: 2,038

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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #: 1__ 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

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September 2025 Monthly Report

Calls for Service: 8/01/2025-09/01/2025

Fire: 59
Medical: 78
Monthly Total: 137

2025 Total: 939

Apparatus:

- We are currently evaluating the best option for the surplus of the '95 fire engine.

Equipment:

- N/A

Special Events:

- Fire Prevention Week- October 5th -October 11th.
- Fire Station Open House- October 11th, 0900-1100

Personnel:

- Currently accepting applications for the vacant A-Shift firefighter position.
- Firefighter Arturo Garcia began 9/2/25- Assigned to C-Shift
- Hired part-time firefighters J. Smith and R. Gomez

Station:

- No updates on an expansion project.

Special Information:

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

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Public Works Director
Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #: 1__ . 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

September 2025 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, and Mowing) are running on schedule.
Note: We would like to remind citizens that all small debris and leaves must be bagged for pick-up at this time. This makes it easier for the guys to pick it up, and it keeps the loose debris at the curb from ending up in the storm drains during thunderstorms.
- 2) The Leaf Vac will begin running the first Monday of October (6th) on a limited schedule at first, and picking up as demand calls for it. A reminder that all loose material needs to be in bags for pick up until this time.
- 3) The date for the fall mulch give-away has been set for October 4th, from 7:00 am until 12:00 pm. Delivery for in-town residents will be available, and residents can call ahead to request delivery. **Three loads per residence maximum.** The recycling center at the Public Works Garage will also be open.
- 4) The second successful event was held in the New Town Park. The Holiday Caravan group brought back the street dance concept, and it took place on August 30th. They had great attendance, along with great weather, and everyone seemed to have a good time.
- 5) The transition to a four day trash route has gone quite smoothly, with only a few issues along the way. We continue to get a few calls a week from residents, who are still having a little trouble remembering their trash day, but we have been very accommodating to these issues. The sanitation crew will now be concentrating efforts to tag cans who are not putting their cans out correctly, or overfilling their cans. After the first warning and tagging, the resident's trash will not be picked up until corrections are made.
- 6) The repair to the sidearm tractor was completed, and this unit was put back into service. Chad has been doing a great deal of mowing on the street right of way, and this will continue well into the fall to get caught up.
- 7) The bus shelter and trash can have been installed in front of the new park. We checked with Salisbury transit, since they are transitioning to a micro-transit system, and they agreed that this would still be a great location to install one.
- 8) Ben and I have completed the CPO course and have applied for the operational permit with the Rowan County Health Department. We will be scheduling an inspection with them to get the interactive fountain operational. The contractor will be here September 10th or 11th to install the coating on the deck of the fountain and the landscaping group is doing the maintenance on the yard until mid-September. They will also be coming back to replace all the plants that didn't make it at the end of this month.
- 9) We have started our third and hopefully final round, of spraying for the year. As always we only spray what is needed to keep the curb lines clear for storm water runoff.
- 10) We have also been doing some trimming along streets and sidewalks as time allows. We have had several calls from bus drivers, since school has started to take care of areas where limbs are hitting buses. Please let Public Works or Town Hall know if you have concerns about an area.
- 11) **Update: Chicken Springs Dam**
We are staying in touch with our engineer's and completing tasks as they let us know. We continue to keep the water level down, using the existing siphon, mowing the area, and constantly monitoring the situation with the outfall and boil. We continue to wait on news from the grant application and will notify everyone as we find out information.

In the phone conversation with DEQ, we found out that they wanted us to complete several objectives and then call them for another inspection. We have all but completed what they wanted us to, and will be calling for another inspection soon. We were not present at the last inspection, but we will make sure that Town staff and our engineer will be in attendance for this one.

12) CCAP update:

All of the paperwork has been submitted for reimbursement, so we are waiting for the State to send the payment for 75%. We will be live staking the area in November to finish the project and receive the final portion of the reimbursement.

13) Since last report:

There was 1 abatement issued and completed this month.

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

Monthly Events:

- | | |
|-------------------------|-----------------------------------|
| September 27, 28 | - Thomas the Train at NCTM |
| October 4, 5 | - Thomas the Train at NCTM |
| October 4 | - Fall Mulch Give-away |
| October 6 | - Leaf Vac Begins |
| October 7 | - National Night Out |

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #: 1___. 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

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #: 1___. g.

Agenda Item Title: Active Living 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

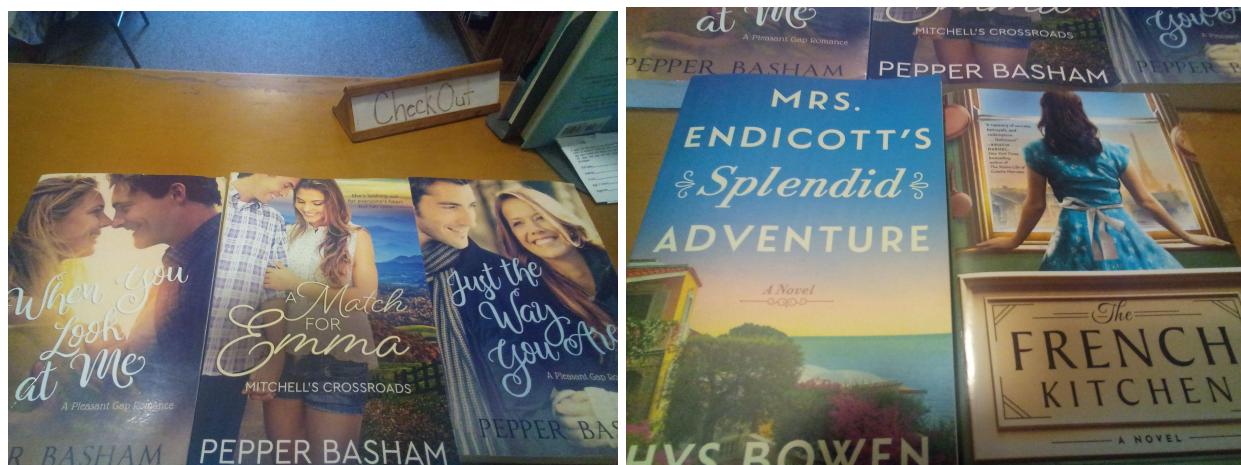
1. Library Report
2. Library Statistics
3. Active Living Report

August Library Report

After a very busy summer with weekly programs ranging from Ireland to the Fiji Islands, we have had a quiet month with no programs. There have been three- four new families who have visited this month. Our Facebook page has gained at least ten new followers. Due to the extreme heat wave which we had in August, few people wanted to stay very long at the library as the pool and the beach beckoned them. Now that the weather is cooler, many more new people have visited.

Next month on September 16th, we are excited to host an author of more than twenty novels who will be coming from Virginia. Her name is Pepper Basham and you can come to our library to check out her books which range from Appalachian stories of life in the 1800's, mysteries in European countries in the early 1900's, contemporary romances in North Carolina and beyond.

Check out our FB page for updates on all that we plan to do. Look out for new book releases from Rhys Bowen, Pepper Basham and Julie Klassen.



Spencer Public Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Mon., 8/4/2025	10			2	2			8/19/2025
Tue., 8/5/2025	2							8/20/2025
Wed., 8/6/2025	3	1						8/21/2025
WEEK TOTAL:	15	1		2	2			
Mon., 8/11/2025	2							8/26/2025
Tue., 8/12/2025	7	2						8/27/2025
Wed., 8/13/2025	1	4						8/28/2025
WEEK TOTAL:	10	6						
Mon., 8/18/2025	4	3		2				9/2/2025
Tue., 8/19/2025	4	1	6	3	2			9/3/2025
Wed., 8/20/2025	7	1		3				9/4/2025
WEEK TOTAL:	15	5	6	8	2			
Mon., 8/25/2025	3	2	3					9/9/2025
Tue., 8/26/2025	2							9/10/2025
Wed., 8/27/2025	12	9		2	1		1	9/11/2025
WEEK TOTAL:	17	11	3	2	1		1	
MONTH TOTAL:	57	23	9	12	5		1	

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Rowan's Original Gateway.

ACTIVE LIVING MONTHLY REPORT

- Parks and Recreation Advisory Board (PRAB) met on September 3, 2025.
 - o (to be updated)
- Library
 - o Staff have determined that the AC unit needs to be replaced and are looking at ways to fund the replacement.
 - o Plans made to have the gutters cleaned on September 3 or 4, 2025.
 - o Phase 2 of blind installation is being scheduled.
- Spencer's Holiday Caravan Parade Committee held the Street Dance with a Miss Spencer-Rowan pageant on August 30, 2025. Alderman Rashid Muhammad and Town Clerk Anna K. Ward were two of the three judges. Pageant winner Rachel Webster will attend the parade on the evening of November 26, 2025.

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Agenda Item Coversheet

Meeting Date: 09/09/2025

Agenda Item #:

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Centralina Regional HMGP coalition: Centralina Regional Council is developing a regional solution for the TS Helene DR-4827-NC Hazard Mitigation Grant Program (HMGP) Project Planning funding. This request is focused on identifying communities with potential flood hazard mitigation projects that may benefit from regional technical assistance, design support, benefit cost analysis to support mitigation priorities identified in your jurisdictional Hazard Mitigation Plan to ensure these mitigation projects meet grant funding "readiness needs and requirements." Centralina is preparing a regional project planning application to support Centralina region communities with grant administration and technical services to meet the regional concerns of inland flooding hazards. While our team has been working on a separate HMGP application for the 17th Street project, we believe this may be a good opportunity for regional collaboration and to advance other priorities on the Iredell-Rowan Hazard Mitigation Plan action list.

We submitted a Letter of Interest to advance the design of the full EB-5861 scope, considered a nature based solution for addressing flood-prone areas. The letter is attached following this report.

Attachment(s): ☒ Yes ☐ No

1. Town of Spencer LOI for Centralina HMGP opportunity

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Post Office Box 45
Spencer, NC 28159-0045

August 29, 2025

Christina Danis and Anna Lu Wilson
Centralina Regional Council
Sent via email to alwilson@centralina.org

Dear Christina and Anna Lu,

The Town of Spencer values its partnership with Centralina and our neighboring jurisdictions across the region. We are pleased to share details about our **Nature Based Solutions to Flood Risk** project for your consideration in a regional TS Helene DR-4827-NC regional solution project. This project is included in Table 8- 17: Town of Spencer Mitigation Actions of the [Iredell Rowan Hazard Mitigation Plan \(2025\)](#). This project is in between the concept and preliminary design stage, estimated at 20% shovel ready.

Project Background

The goal of this project is to design nature-based solutions to maximize use of properties in flood-prone areas. The proposed solution includes greenway along Grant's Creek to connect Spencer and Salisbury, as well as amenities like the Stanback Educational Forest, three public schools, the Yadkin River, Catawba College, and the North Carolina Transportation Museum through a larger network of greenway, sidewalk, and bike lanes.

An overall concept alignment map is complete covering nearly 6 miles between Old Mocksville Rd in Salisbury, along Grants Creek to Spencer, and connecting through our Town to the Yadkin River. We estimate the full cost of all phases of this project to exceed \$15 million, including design, right-of-way and utilities, and construction. This project has been included in the NCDOT STIP as a locally administered project known as EB-5861. The are federal Transportation Alternative dollars in the amount of \$3.5 million committed to this project, requiring a local match of about \$900,000. Of course, with the overall cost of the project greatly exceeding the NCDOT funding, the required "match" will greatly exceed it as well. **Funding the estimated full design cost of \$3,000,000 would be big step forward in this project that has been discussed in our community for years.**

Greenways are often built in floodplains or areas along creeks and rivers that are likely to experience repeated flooding. These trails serve as buffers that store excess stormwater runoff and protect surrounding natural areas that can absorb flood waters and filter stormwater pollutants. The natural vegetation in these buffer areas also helps reduce the chance of erosion, moderate water temperatures, and provide natural habitats for wildlife. With flood risks expected to intensify with more frequent and severe storm events due to climate change, the long-term savings and resilience benefits would be greater than the upfront investment.

We have partnered with consultants at Kimley-Horn to begin planning work on this project. A feasibility study has recently been conducted on a 1.75 mile portion of the overall project connecting Grants Creek with Salisbury Avenue, by way of the three public schools in Town. In addition to the noted Hazard Mitigation Plan, this project aligns with several adopted local and regional plans pedestrian and recreation plans:

- [Spencer Land Use Plan](#)
- [Spencer Parks and Rec Comprehensive Master Plan – 2022 Update \(Amended 2023\)](#)
- [CORE Strategic Plan](#)
- [Towns of Spencer and East Spencer Comprehensive Bicycle and Pedestrian Plan](#)
- [Carolina Thread Trail – Rowan Master Plan](#)
- [2026-2023 NCDOT STIP](#)

Federal Grant Experience

The Town of Spencer has extensive experience in managing and partnering on Federal Projects (and State projects that include Federal funding and regulations), such as:

- NC Commerce CDBG-NR (Awarded 2020)
- US Treasury – ARPA SLFRF (2021)
- NC Parks – Recreational Trails Grant (2021)
- NC Agriculture Streamflow Rehabilitation (2022)
- NC Commerce Rural Transformation Grant (2022)
- NC Parks and Recreation Trust Fund (2023)
- NC DEQ American Rescue Plan Act – LASII Stormwater Planning Grant (2023)
- NC DEQ American Rescue Plan Act – LASII Stormwater Construction Grant (2024)
- NC Commerce Rural Downtown Economic Development Grant (2024)
- Centralina – US EPA Regional Brownfields Assessment Coalition Grant (2024)
- NC Parks Complete the Trails Grant (2024)
- NC Parks Great Trails State Grant (2025)

Representation and Contact information

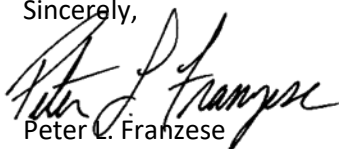
The attachment in our project folder includes staff members who will participate in this project. Please use me for a primary point of contact: Peter Franzese, Town Manager; 704-633-2231; pfranzese@spencernc.gov.

Capacity to Implement

The Town is currently pursuing a separate stormwater project for HMGP funding, with the assistance of consultants at Hazen and Sawyer and upon the invitation of NCDPS. Given our history with grant management, we are accustomed to what is required of these types of programs and have the capacity to support and administer the grant. We have found Centralina to be valued partners in this area, particularly with ARPA SLFRF funds. Our main constraints are on the technical engineering and design areas, and we would need the assistance of consultants to proceed with designing the full project. Of note, we are in discussions with NCDOT about the opportunity for NCDOT staff to assist us with an “express design” of the entire project alignment, which could fit well with this regional grant opportunity. We would certainly expedite required processes and documentation within a limited timeframe.

Thank you for your consideration and for engaging the region in this exciting opportunity. Please do not hesitate to reach out if you have any questions.

Sincerely,



Peter L. Franzese

Town Manager