



**Board of Aldermen
Pre-Agenda Meeting
Agenda Packet
November 13, 2025**



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

DATE
November 13, 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 NOVEMBER 18, 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: October 9, 2025, Pre-Agenda Meeting Minutes
October 14, 2025, Regular Meeting Minutes

8. CONSIDER AUTHORIZING – Town Manager to Execute Contract with the NC Department of Natural and Cultural Resources (NCDNCR) for a Parks and Recreation Trust Fund (PARTF) Grant for the Stanback Forest Center

9. CONSIDER ADOPTING – Ordinance 25-11.006 Accepting a \$99,800 NCRR Brownfield Grant from the NC Railroad for Site Assessment

10. DEPARTMENTAL REPORTS

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

11. TOWN MANAGER REPORT

12. REQUESTS & COMMENTS by the Mayor and Board Members

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

14. ADJOURNMENT

4. EXECUTIVE SESSION per NC General Statute 143-318.11

5. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 7. a.

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

Attachment(s): ☒ Yes ☐ No

1. October 9, 2025, Pre-Agenda Meeting Minutes (draft)
2. October 14, 2025, Regular Meeting Minutes (draft)

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

The Town of Spencer Board of Aldermen met in regular session to conduct a pre-agenda meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, October 9, 2025, at 5:34 p.m.

Present were: Mayor Pro Tempore Patti Secreast

Alderman Steve Miller

Alderman Andrew Howe

Alderman Rashid Muhammad

Alderwoman Patricia Sledge

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

Mayor Jonathan Williams and Alderwoman Moody were absent.

Mayor Pro Tempore Secreast called the meeting to order and led the Pledge of Allegiance.

Alderwoman Sledge entered the board room at 5:35 p.m.

Mayor Pro Tempore Secreast gave the invocation.

PUBLIC HEARING – A Zoning Map amendment, specifically rezoning parcel 048 042 located at 2038 N US HWY 29 from IND to VSR

Planning & Zoning Administrator Blount gave a presentation regarding a zoning map amendment, specifically rezoning parcel 048 042 located at 2038 N US HWY 29 from IND to VSR, and answered questions from the Board.

Property is currently in use as a used car dealership and property owner would like to sell the property to a second party. Property is currently zoned IND which does not allow this use. Owner and applicant have requested a rezoning to VSR to allow the second party to continue use of this property as a used car dealership.

Being no one present wishing to speak, Mayor Pro Tempore Secreast called for a motion to close the public hearing on the proposed zoning map amendment, specifically rezoning parcel 048 042 located at 2038 N US HWY 29 from IND to VSR.

Action

Alderman Muhammad moved to close the public hearing on the proposed zoning map amendment, specifically rezoning parcel 048 042 located at 2038 N US HWY 29 from IND to VSR. Alderwoman Sledge seconded the motion, which carried by a vote of 5 – 0.

PUBLIC HEARING – Housing, Community Development, and Economic Development Needs for the Town’s FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Application

Town Manager Franzese gave a presentation regarding housing, community development, and economic development needs for the Town’s FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application and answered questions from the Board.

The Town of Spencer must hold two public hearings as part of its FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application process. The first hearing is to receive public comments on housing, community development, and economic development needs in the Town. Citizen input will guide preparation of the Town’s grant application.

Following this hearing, staff will finalize the draft application and return to the Board for a second required hearing on the proposed project scope and budget.

The following person spoke in favor of the CDBG-NR application:

1. Leslie Talbott, 308 N. Salisbury Ave.

Being no one else present wishing to speak, Mayor Pro Tempore Secreast called for a motion to close the public hearing on the housing, community development, and economic development needs for the Town’s FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application.

Action

Alderwoman Sledge moved to close the public hearing on the housing, community development, and economic development needs for the Town’s FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application. Alderman Miller seconded the motion, which carried by a vote of 5 – 0.

REVIEW OF OCTOBER 14, 2025, AGENDA

INVOCATION

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

RECOGNITIONS

Alderman Miller will recognize the Spencer Police Department, Town staff, and volunteers who helped with National Night Out and the Town Park Dedication.

CONSENT AGENDA

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

- a. APPROVAL OF MINUTES:** September 4, 2025, Pre-Agenda Meeting Minutes
September 9, 2025, Regular Meeting Minutes
- b. CONSIDER ADOPTING –** Resolution 25-11 Updating Background Check Policy & Authorizing SBI Non-Criminal Justice Access Agreement
- c. CONSIDER AMENDING –** Personnel Policy Articles IV

- d. **CONSIDER ADOPTING** – Resolution 25-12 Approving Conveyance of Property to Another Unit of Government in North Carolina Pursuant to N.C.G.S. 160A-274
- e. **CONSIDER ADOPTING** – Resolution 25-13 Adopting Updated Job Descriptions for the Town of Spencer Classification Plan
- f. **CONSIDER ADOPTING** – Resolution 25-14 Authorizing the Town of Spencer to Engage in Electronic Payments as Defined by N.C.G.S. 159-28 and Authorizing the Finance Officer to Adopt Written Policy Outlining Procedures for Disbursing Public Funds by Electronic Transaction

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

Action

Aldерwoman Sledge moved to approve the agenda as presented. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderman Howe moved to adjourn the meeting. Alderman Miller seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 5:59p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
October 14, 2025

The Town of Spencer Board of Aldermen met in regular session to conduct a regular meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, October 14, 2025, at 6:01 p.m.

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

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

Mayor Williams called the meeting to order.

Alderman Muhammad gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

It was the consensus of the Board to add an update from Rowan Economic Development Council (EDC) Vice President Scott Shelton as item number 9.

Action

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

RECOGNITIONS

Alderman Miller gave a recognition to the Spencer Police Department, Rowan County Sherrif's Department, and others who organized the fifth annual National Night Out in Spencer. He also recognized the staff and donors who made the official dedication of the Spencer Town Park possible.

PUBLIC HEARING – To Present and Receive Comments on the FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Application

Planner Harris gave a presentation regarding the FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application and answered questions from the Mayor and Board.

Following this hearing, staff will finalize the draft application and return to the Board for a second required hearing on the proposed project scope and budget.

The Town of Spencer is preparing a FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application for up to \$950,000. The proposed project will continue the Town’s scattered-site owner-occupied housing rehabilitation program, using the verified waitlist of income-eligible households first established under the 2020 CDBG-NR grant.

This is the second of two required public hearings. Its purpose is to present the draft application — including project priorities, budget, and beneficiary information — and receive final public comments prior to submission to the NC Department of Commerce. The draft application (“Draft Application Overview”) is attached, detailing the 2025 grant application scope, budget, beneficiaries, community need, and expected outcomes.

No local match is required. Up to 10% of the award may be used for administration, with the remainder dedicated to construction/rehabilitation, relocation, and related eligible costs.

Being no one present wishing to speak, Mayor Williams called for a motion to close the public hearing on the housing, community development, and economic development needs for the Town’s FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application.

Action

Alderman Muhammad moved to close the public hearing on the FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) application. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0.

PUBLIC COMMENT

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

1. Leslie Talbott, 308 N. Salisbury Ave., Spencer, NC 28159

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

CONSENT AGENDA

Alderman Miller moved to approve the consent agenda as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0. Items b and d - f are incorporated in the body of the minutes below and item c is included as Attachment A. Items approved were:

- a. APPROVAL OF MINUTES:** September 4, 2025, Pre-Agenda Meeting Minutes
September 9, 2025, Regular Meeting Minutes
- b. CONSIDER ADOPTING** – Resolution 25-11 Updating Background Check Policy & Authorizing SBI Non-Criminal Justice Access Agreement
- c. CONSIDER AMENDING** – Personnel Policy Article IV
- d. CONSIDER ADOPTING** – Resolution 25-12 Approving Conveyance of Property to Another Unit of Government in North Carolina Pursuant to N.C.G.S. 160A-274
- e. CONSIDER ADOPTING** – Resolution 25-13 Adopting Updated Job Descriptions for the Town of Spencer Classification Plan

- f. **CONSIDER ADOPTING** – Resolution 25-14 Authorizing the Town of Spencer to Engage in Electronic Payments as Defined by N.C.G.S. 159-28 and Authorizing the Finance Officer to Adopt Written Policy Outlining Procedures for Disbursing Public Funds by Electronic Transaction

RESOLUTION 25-11

UPDATING TOWN BACKGROUND CHECK POLICY & AUTHORIZING SBI NON-CRIMINAL JUSTICE ACCESS AGREEMENT

WHEREAS, under prior law, Chapter 160A, Section 164.2 of the North Carolina General Statutes (hereinafter G.S.) authorized a town council to adopt rules or ordinances “concerning a requirement that any applicant for employment be subject to a criminal history record check of State and National Repositories of Criminal Histories conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.25 [G.S. 143B-1209.26]” and allowed the town to consider the results thereof in hiring decisions; and

WHEREAS, Session Law 2025-16 (House Bill 162) amends G.S. 160A-164.2 to add a mandatory requirement for positions involving work with children:

“(b) Notwithstanding the provisions of subsection (a) of this section, if the position being filled requires an applicant for employment to work with children in any capacity, the council shall require the applicant, if offered the position, be subject to a criminal history record check conducted by the State Bureau of Investigation in accordance with G.S. 143B-1209.26. The city must extend a conditional offer of the position pending the results of a criminal history check required by this section.”

WHEREAS, the new law became effective October 1, 2025, and applies to employment applications submitted on or after that date; and

WHEREAS, the Town must revise its personnel policy to ensure compliance with this new mandatory requirement for child-involving positions, and to standardize the process for criminal background checks under both optional and mandatory circumstances; and

WHEREAS, the Town must also enter into or update the State Bureau of Investigation’s Non-Criminal Justice Access Agreement to gain lawful access to the necessary criminal history record checks, and the Town Manager is the appropriate official to execute that agreement on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Town of Spencer Board of Aldermen as follows:

Section 1. The Town’s Personnel Policy and related background check procedures are hereby amended to incorporate the following:

1. All applicants for positions that require work with children in any capacity shall, as a condition of employment, undergo a fingerprint-based criminal history record check conducted by the SBI in accordance with G.S. 160A-164.2(b) and G.S. 143 B-1209.26.
2. For applicants to positions not involving children, the Town retains authority (under the remainder of G.S. 160A-164.2) to require criminal history checks as permitted by law.
3. The background check shall be performed after a conditional offer of employment has been extended (pending satisfactory results), and not prior to that conditional offer.
4. The Town shall require applicants to sign all consent and authorization forms as required by SBI, and shall provide all information (fingerprints, identifying data, etc.) required by G.S. 143B-1209.26.
5. All criminal history information obtained shall be kept confidential, maintained securely, and used only for employment decisions in compliance with law.
6. Any employee changing roles into a position that involves work with children shall likewise become subject to the same requirement at the time of the role change (treated as an “applicant” for that new role).
7. The Town may adopt administrative rules or implement procedures consistent with this resolution and applicable law.

Section 2. The Board hereby authorizes and directs the Town Manager to execute, on behalf of the Town of Spencer, the State Bureau of Investigation's Non-Criminal Justice Access Agreement, including any required signature pages, attestations, and necessary updates, and to take all ancillary actions (submission, certification, updates, compliance with audit requirements) to maintain the Town's eligibility to receive criminal history record information.

Section 3. The Town Manager and appropriate department heads are instructed to incorporate this resolution's requirements into hiring practices, to train relevant staff, and to update policy manuals and forms accordingly.

Section 4. This resolution shall take effect immediately, but its substantive obligations under G.S. 160A-164.2(b) shall apply only for employment offers made on or after October 1, 2025, in accordance with the effective date of Session Law 2025-16.

RESOLUTION 25-12

APPROVING CONVEYANCE OF PROPERTY TO ANOTHER UNIT OF GOVERNMENT IN NORTH CAROLINA PURSUANT TO N.C.G.S. 160A-274

WHEREAS, the Town of Spencer owns a 1995 E-One Fire Engine; and

WHEREAS, North Carolina General Statute § 160A-274 authorizes a governmental unit in this state to exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property upon such terms and conditions as the governmental unit deems wise, with or without consideration; and

WHEREAS, the Town of Spencer has determined that it is in the best interest of the Town to convey the 1995 E-one Fire Engine to Rowan Cabarrus Community College and deems it wise to do so for the sale of \$25,000.

NOW, THEREFORE, BE IT RESOLVED by the Town of Spencer Board of Aldermen as follows:

Section 1. The Town of Spencer hereby conveys to Rowan Cabarrus Community College the following property: 1995 E-One Fire Engine

Section 2. The property herein described shall be conveyed for sale at \$25,000.

Section 3. The Spencer Board of Aldermen authorizes the Town Manager to execute all documents necessary to convey the property in the manner authorized by this Resolution.

RESOLUTION 25-13

A RESOLUTION ADOPTING UPDATED JOB DESCRIPTIONS FOR THE TOWN OF SPENCER CLASSIFICATION PLAN

WHEREAS, the Town of Spencer Charter authorizes the Board of Aldermen of the Town of Spencer to appoint, provide for the pay, and prescribe the duties of such officers and employees as the Board may deem necessary for the proper administration of the Town; and

WHEREAS, pursuant to N.C.G.S. 160A-146, the Board of Aldermen has the authority to create, change, and abolish positions and departments of the Town government; and

WHEREAS, under N.C.G.S. 160A-148, the Town Manager is charged with directing and supervising the administration of all departments of the Town government, including the implementation of personnel policies and classification plans adopted by the Board; and

WHEREAS, the Town of Spencer Personnel Policy and Procedure Manual provides that the Town's Classification Plan, including all official job descriptions, shall be adopted and amended by resolution of the Board of Aldermen upon recommendation of the Town Manager; and

WHEREAS, the Town Manager has reviewed and recommended adoption of updated job descriptions for Part-Time Firefighter (Engineer), Firefighter, Fire Engineer, Fire Captain, Deputy Fire Chief, and Fire Chief, to ensure that each accurately reflects current duties, responsibilities, and minimum qualifications.

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

8. The updated job descriptions attached hereto and incorporated herein by reference are hereby approved and adopted as part of the Town's official Classification Plan.
9. The Town Manager is authorized to implement these changes effective upon adoption, and to make administrative or formatting revisions as needed for clarity or compliance, provided such changes do not materially alter the duties or grade assignments approved by this resolution.
10. This Resolution shall become effective upon its adoption.

RESOLUTION 25-14

A RESOLUTION AUTHORIZING THE TOWN OF SPENCER TO ENGAGE IN ELECTRONIC PAYMENTS AS DEFINED BY N.C.G.S. 159-28 AND AUTHORIZING THE FINANCE OFFICER TO ADOPT WRITTEN POLICY OUTLINING PROCEDURES FOR DISBURSING PUBLIC FUNDS BY ELECTRONIC TRANSACTION

WHEREAS, it is the desire of the Board of Aldermen that the Town of Spencer is authorized to engage in electronic payments as defined by N.C.G.S. 159-28; and

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code (NCAC) 20 NCAC 03 .0409; and

WHEREAS, it is the responsibility of the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by 20 NCAC 03 .0410.

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

Section 1. Authorizes the Town of Spencer to engage in electronic payments as defined by N.C.G.S. 159-28.

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by 20 NCAC 03 .0409.

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by 20 NCAC 03 .0410.

RECEIVE REPORT – Rowan EDC Vice President Scott Shelton

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

RECEIVE PRESENTATION – Group Insurance Renewal Rates for 2025 – 2026

Snow Benefits Principal, Senior Client Executive Lee Snow gave a presentation regarding the group insurance renewal rates for 2025 – 2026 and answered questions from the Mayor and Board.

The Town's group insurance runs on a plan year that begins December 1. Our broker, Snow Benefits, recently received the renewal rates for 2025 – 2026 and has met with staff. This year's renewal included medical coverage quotes from various BlueCross BlueShield of North Carolina (BCBSNC) plans, Aetna, and UnitedHealthcare.

The Town provides group, medical, dental, vision, EAP, life, and other insurance benefits to full-time staff, with the option for staff to cover eligible dependents through payroll deduction. Staff also have access to other optional cafeteria benefits provided through Aflac (not part of this renewal as staff sign up directly with Aflac if interested).

The Town's FY26 budget accommodates a renewal with up to a 7 percent cost increase. The BCBSNC plan renewal would provide a 7.9 percent premium increase from the current rates. The Equitable dental/vision/EAP/life plans have increased slightly.

CONSIDER APPROVING – Group Insurance Renewal Rates for 2025 – 2026

Action

Alderman Muhammad moved to approve group insurance renewal rates for 2025 – 2026. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

CONSIDER ADOPTING – Ordinance 25-11.004 Appropriating \$2,500 for Bike Lane Striping

Planning & Zoning Administrator Blount gave a presentation regarding Ordinance 25-11.004 Appropriating \$2,500 for Bike Lane Striping and answered questions from the Mayor and Board.

The Town has entered into an agreement with Kimley-Horn and Associates, Inc. for the furnishing of professional services. The agreement is hereby amended to include the development of a restriping plan for approximately 3,400 linear feet along Whitehead Avenue (from 3rd Street to Jefferson Street) and Jefferson Street (to Salisbury Avenue). The plan will include the addition of bike lanes and pedestrian crosswalks. Details of services are included in the amended agreement.

The cost of the plan is \$5,015. The Town plans to appropriate \$2,500 from the “Payment in Lieu of Sidewalks” received from developers in FY26. The remaining \$2,515 is included in the FY26 Adopted Budget in the Professional Services line.

Action

Alderwoman Moody moved to adopt Ordinance 25-11.004 Appropriating \$2,500 for Bike Lane Striping, which is incorporated in the body of the minutes below. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0.

AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA FY 25-26 ANNUAL BUDGET

ORDINANCE 25-11.004

OCTOBER 14, 2025

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Section 1. To appropriate \$2,500 of Payment in Lieu of Sidewalks payments in the Zoning Fees Revenue to Professional Services expense line.

Section 2. To amend the FY 25-26 revenue and expense appropriations as follows:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4541	Zoning Fees	\$12,500	\$15,000	\$2,500
Expenses/Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5210-511	Professional Services	\$26,904	\$29,404	\$2,500

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

CONSIDER ADOPTING – Ordinance 25-11.005 Accepting \$11,857.00 Safety First Grant from the Norfolk Southern Railroad and Authorizing the Town Manager to Execute the Grant Agreement

Town Manager Franzese and Police Lieutenant Leonard gave a presentation regarding Ordinance 25-11.005 Accepting \$11,857.00 Safety First Grant from the Norfolk Southern Railroad and Authorizing the Town Manager to Execute the Grant Agreement and answered questions from the Mayor and Board.

The Town of Spencer has been awarded a \$11,857.00 Safety First Grant from the Norfolk Southern Railroad to purchase a thermal capable drone. No local match required.

Action

Mayor Pro Tempore Secreast moved to adopt Ordinance 25-11.005 Accepting \$11,857.00 Safety First Grant from the Norfolk Southern Railroad and Authorizing the Town Manager to Execute the Grant Agreement, which is incorporated in the body of the minutes below. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA FY 25-26 ANNUAL BUDGET

ORDINANCE 25-11.005

OCTOBER 14, 2025

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

Section 1. The Town has been awarded the \$11,857.00 Safety First Grant from Norfolk Southern Railroad.

Section 2. To amend the FY 25-26 revenue and expense appropriations as follows:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4615	Miscellaneous Grants Revenue	\$0	\$11,857	\$11,857
Expenses/Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5300-561	Capital Outlay	\$13,400	\$25,257	\$11,857

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

CONSIDER ADOPTING – Ordinance 25-19 Amending the Town’s Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification

Planning & Zoning Administrator Blount gave a presentation regarding Ordinance 25-19 Amending the Town’s Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification and answered questions from the Mayor and Board.

Property is currently in use as a used car dealership and property owner would like to sell the property to a second party. Property is currently zoned IND which does not allow this use. Owner and applicant have requested a rezoning to VSR to allow the second party to continue using this property as a used car dealership.

Actions

Alderdwoman Sledge moved to adopt Ordinance 25-11.19 Amending the Town's Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification, which is incorporated in the body of the minutes below. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0.

Alderdwoman Sledge moved to “adopt a Statement of Consistency and Reasonableness stating that we find that this rezoning is consistent in general with the town's Comprehensive Land Use Plan (per requirements of NCGS 160D-605(a)), said plan stating specifically, *‘This is a strip of mixed development on both sides along N Salisbury Ave (US HWY 29) from about 1625 (the old weigh station site) to about 2175 (Yadkin Baptist Church Rd) that is currently zoned Industrial (IND) for industrial development. These are relatively small lots that over time will likely transition to retail uses, especially if the surrounding properties are developed into industrial uses and the NC Finishing property is developed into some sort of mixed-use development. We would suggest rezoning this to an appropriate commercial zoning classification (C-29) to promote commercial development over time.’* This rezoning is consistent with the Town's corridor study of this area completed in July of 2023.

We further find this rezoning to be reasonable in all ways as prescribed by NCGS 160D-605(b). This rezoning will be beneficial to the citizens of the Town of Spencer.” Alderdwoman Moody seconded the motion, which carried by a vote of 6 – 0.

ORDINANCE 25-19

AN ORDINANCE TO AMEND the Town's Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 048 042 located at 2038 US HWY 29 from IND to VSR zoning classification:

WHEREAS, the current IND zoning classification is meant for light industrial uses on large parcels and requires large setbacks not available on this parcel; and

WHEREAS, the property is currently and has for some time been in use as a used car dealership; and

WHEREAS, the existing uses of structures on this property are not allowed in the current zoning classification, and the property owner would like to sell the property to a person interested in continuing the existing business; and

WHEREAS, the requested VSR zoning classification would make the current uses conforming with our development ordinance; and

WHEREAS, the proposed rezoning to the VSR classification is in compliance with a corridor study completed in July of 2023.

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

Section 1. The Town's Official Zoning Map dated September 10, 2024, will be revised as follows:

Parcel 048 042 located at 2038 US HWY 29 will be revised from IND to VSR zoning Classification.

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

CONSIDER ADOPTING – Resolution 25-08 Authorizing Application for CDBG-NR Funds, Resolution 25-09 Re-Affirming Compliance Policies and Procedures, and Resolution 25-10 Re-Confirming Housing Selection Committee (HSC)

Planner Harris gave a presentation regarding Resolution 25-08 Authorizing Application for CDBG-NR Funds, Resolution 25-09 Re-Affirming Compliance Policies and Procedures, and Resolution 25-10 Re-Confirming Housing Selection Committee (HSC), and answered questions from the Mayor and Board

The Town of Spencer is preparing an application to the NC Department of Commerce for an additional \$950,000 in FY2025 Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) funds. These funds will allow the Town to continue its successful scattered-site housing rehabilitation program, first funded in 2020, which established a proven framework for project delivery.

CDBG-NR program guidelines require the governing board to take certain actions prior to application submittal. To ensure full compliance, three resolutions were presented for Board consideration. Together, these resolutions authorize the application, reaffirm existing compliance policies, and reconfirm the Housing Selection Committee.

1. Resolution (25-08) Authorizing Application for CDBG-NR Funds
 - Authorizes the Town to submit the FY 2025 CDBG-NR application.
 - Designates the Mayor as the Town’s official representative to execute documents.
 - Authorizes Town Manager/Grant Administrator to oversee day-to-day administration.
2. Resolution (25-09) Re-Affirming Compliance Policies and Procedures
 - Reaffirms all compliance plans adopted under the 2020 grant (Citizen Participation Plan, Fair Housing Plan, Language Access Plan, Procurement Policies, Conflict of Interest, etc.).
 - Declares these policies current, controlling, and applicable for the FY2025 program unless amended by the Board.
3. Resolution (25-10) Re-Confirming Housing Selection Committee (HSC)
 - Re-confirms the Housing Selection Committee originally appointed in 2020.
 - Clarifies that members remain active for the FY2025 program unless they resign or are replaced by Board action.
 - Confirms the HSC’s responsibility to oversee the Housing Distribution Plan and maintain the ranked waitlist.

Staff recommended adoption of all three resolutions to maintain compliance with state and federal requirements and ensure timely submission of the Town’s FY2025 CDBG-NR application.

This action authorizes submission of a grant application for up to \$950,000 in CDBG-NR funds. No local match is required. Administrative costs (up to 10% of the award) will be covered within the grant and managed by the Salisbury Community Development Corporation, with in-kind staff oversight provided by Town personnel. No impact to the General Fund is anticipated. If awarded, all funds will be disbursed on a reimbursement basis following State approval of invoices.

Action

Aldерwoman Moody moved to adopt Resolution 25-08 Authorizing Application for CDBG-NR Funds, Resolution 25-09 Re-Affirming Compliance Policies and Procedures, and Resolution 25-10 Re-Confirming Housing Selection Committee (HSC), which are incorporated in the body of the minutes below. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0.

RESOLUTION 25-08

RESOLUTION AUTHORIZING APPLICATION FOR FY2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION FUNDS FOR SCATTERED-SITE HOUSING REHABILITATION PROJECT

WHEREAS, the Town of Spencer's Mayor and Board of Aldermen have indicated their desire to assist in community development efforts for housing within the Town of Spencer; and

WHEREAS, the Mayor and Board of Aldermen have held the required two public hearings concerning the proposed application for Community Development Block Grant (CDBG) funding to benefit the Town's Scattered-Site Housing and Neighborhood Revitalization Project; and

WHEREAS, the Mayor and Board of Aldermen certify that the Town of Spencer will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program, including but not limited to citizen participation, equal opportunity, fair housing, financial management, procurement, and environmental review requirements;

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

Section 1. The Town of Spencer is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant to benefit the Town's Scattered-Site Housing and Neighborhood Revitalization Project.

Section 2. The Mayor of the Town of Spencer is hereby designated as the Town's official representative for purposes of the application and is authorized to provide all required information and to execute all application forms, certifications, assurances, contracts, and related documents necessary to carry out the grant. This authorization includes acceptance of all understandings and assurances contained in the application. The Mayor may designate another official to act on his/her behalf if necessary.

Section 3. The Town Manager and/or designated Grant Administrator is authorized to act on behalf of the Town in the day-to-day management and implementation of the project, consistent with applicable federal and state requirements.

RESOLUTION 25-09

RESOLUTION RE-AFFIRMING COMPLIANCE POLICIES AND PROCEDURES FOR THE FY2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION PROGRAM

WHEREAS, the Town of Spencer is preparing an application for FY2025 Community Development Block Grant (CDBG) – Neighborhood Revitalization funds to benefit low- and moderate-income residents through scattered-site housing rehabilitation; and

WHEREAS, the North Carolina CDBG Program requires participating units of local government to maintain and enforce written policies and plans addressing citizen participation, housing distribution (beneficiary selection), procurement, conflicts of interest, equal employment, fair housing, language access, and Section 3 (local jobs initiative); and

WHEREAS, the Town of Spencer previously adopted all required compliance policies and procedures in connection with its FY2020 CDBG-NR award, including but not limited to: Citizen Participation Plan, Housing Distribution Plan, Conflict of Interest Policy, Equal Employment Plan, Fair Housing Plan, Language Access Plan, Procurement Policies & Procedures Manual, Section 3 Plan (Local Jobs Initiative), and the Comprehensive CDBG-NR Regulatory Compliance Plan; and

WHEREAS, these compliance documents remain current, effective, and controlling, and shall continue in full force for the FY2025 CDBG-NR program unless and until amended by formal action of the Board of Aldermen.

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

Section 1. The Town of Spencer hereby reaffirms and readopts all compliance plans, policies, procedures, and manuals previously adopted for the FY2020 CDBG-NR program and declares them to remain in effect for the FY2025 CDBG-NR application and any subsequent grant activities. These include: the Citizen Participation Plan; Fair Housing Plan; Language Access Plan; Section 3 Plan; Conflict of Interest Policy; Procurement Policies and Procedures (2 CFR 200.317–.326 and State law, with EVP posting for solicitations exceeding \$25,000); Housing Distribution Plan; Housing Selection Committee By-laws and adopted minutes; Optional Temporary Relocation Policy; Lead-Based Paint compliance procedures; Housing Financial Design Model; and Environmental Review procedures under 24 CFR Part 58—and declares them current, controlling, and in full force for the FY2025 CDBG-NR application and any subsequent grant activities, unless and until amended by the Board.

Section 2. Said plans and policies shall remain in effect until formally amended or superseded by the Board of Aldermen in accordance with CDBG program requirements.

RESOLUTION 25-10

RESOLUTION RE-CONFIRMING THE HOUSING SELECTION COMMITTEE (HSC) FOR THE FY 2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD REVITALIZATION PROGRAM

WHEREAS, the Town of Spencer is preparing an application for FY 2025 Community Development Block Grant (CDBG) – Neighborhood Revitalization funds to benefit low- and moderate-income residents through scattered-site housing rehabilitation; and

WHEREAS, the North Carolina CDBG Program requires each applicant to maintain a fair and transparent process for selecting beneficiaries, documented in a written Housing Distribution Plan; and

WHEREAS, the Town of Spencer previously established and appointed a Housing Selection Committee (HSC) under its FY2020 CDBG-NR award, with officers and members serving for the duration of that grant, as provided in the adopted Housing Selection Committee By-Laws; and

WHEREAS, the Town of Spencer considers its FY2025 CDBG-NR award to be a continuation of the same housing rehabilitation framework established in 2020 and therefore intends to maintain the same HSC membership unless modified by resignation, replacement, or Board action.

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

SECTION 1. The Housing Selection Committee originally appointed by the Board of Aldermen under the FY2020 CDBG-NR grant is hereby reaffirmed as the official HSC for the FY2025 CDBG-NR program.

SECTION 2. The originally appointed members shall continue to serve unless and until they resign, are replaced by Board appointment, or otherwise modified by action of the Board of Aldermen in accordance with the adopted HSC By-Laws.

SECTION 3. The Housing Selection Committee shall carry out its responsibilities under the Town’s Housing Distribution Plan, including maintaining the ranked waitlist of potential beneficiaries, ensuring all households are re-verified with current income and eligibility data prior to assistance, and approving minutes and records of its meetings to document compliance.

CONSIDER APPROVING – Water/Sewer Extension Policy Application for SRU Funding

Planning & Zoning Administrator Blount gave a presentation regarding the proposed Water/Sewer Extension Policy Application for SRU Funding and answered questions from the Mayor and Board.

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

Staff understand 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 (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 Town. Higher density development grows 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.

There are several areas in Town where either water or sewer lines, or both are available near lots, but 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 on 6th St in front of these new lots, water was not. The developer, working with SRU, had to extend a two-inch 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 six-inch line at a cost that would have made these lots too expensive to build on. Staff is currently working with developers for lots on 3rd Street and Whitehead that have similar problems.

Staff suggested that the Town initiate a policy that would allocate the annual \$50,000 SRU allotment to logical and beneficial extensions of our existing water and sewer systems with some of the following guidelines:

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. Limit on any one application can encumber the total \$50,000 yearly allocation at the discretion of the Board of Aldermen with advice from staff as needed.
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 or in the case of a business, a major upfit of an existing building involving required water and sewer system improvements. The funding would not be made for speculative projects.
6. For large economic development-related projects, the Board could decide to dedicate all this funding or even multiple years (via debt financing) of this funding resource to a single project.

Action

Alderman Muhammad moved to approve the proposed Water/Sewer Extension Policy Application for SRU Funding, which is included with these minutes as Attachment B. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0.

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 Leonard gave the monthly Code Enforcement report and answered any questions from the Mayor and Board.

Police

Police Lieutenant Leonard 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

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

- Noted that many residents offered positive feedback about National Night Out and the Town Park Dedication, which were conducted properly and professionally, reflecting well on the Town Manager; added that there is broad excitement about what lies ahead.

Alderwoman Erin Moody

- Thanked the Town Manager, Public Works, and the Police Department, noting the long evening required to break everything down after National Night Out and the Town Park Dedication.
- Reminded residents to participate in early voting or vote on Election Day.

Alderman Andrew Howe

- Stated that the Davidson County Planning Board meets on the third Tuesday of the month and that this may be his last Tuesday meeting with the Spencer Board of Aldermen; expressed appreciation for the opportunity to serve, said the experience was humbling, and that he would not change any of

the decisions he made; praised staff as fantastic and noted it is easy to be a “keyboard warrior,” but harder to make decisions that affect people’s lives.

- Observed that many initiatives were already underway before his tenure and that he was glad to help move them toward the finish line.
- • Reflected that Spencer was once looked down upon elsewhere in the county but that this is no longer the case; credited past and present staff and those who took a chance on the Town and are now seeing results; emphasized that keeping party affiliation out of Town business helps get things done; said he will still attend community events.

Alderwoman Patricia Sledge

- Thanked Alderman Howe and said she enjoyed working with him; noted she may occasionally seek his input.
- Highlighted the Table 10 gathering at Fleming Street; noted Planning Board meetings have been kept short enough for attendees to arrive before 8:00 p.m.; described Table 10 as a meaningful way to serve the community, with the option to pay the regular amount, more, or nothing depending on ability.
- Reported attending the Centralina awards presentation and noted the Town was not a winner this year.
- Reminded residents that early voting will be at the new Rowan Community Center at the old Salisbury Plaza, beginning on the 16th, with Election Day voting at Town Hall on November 4.
- Announced Winterfest; stated that Mayor Pro Tempore Secreast and she are coordinating volunteers; noted events are scheduled for the first Friday, Saturday, and Sunday in December and the schedule is available on Winterfest websites; emphasized that all children’s activities are free and admission and entertainment are free; announced a partnership with the Terrie Hess House this year; stated that approximately 80 volunteers participated last year and additional volunteers are welcome for any amount of time; added that events will be in the new park.
- Added she is also participating in Trunk or Treat and the holiday parade.

Alderman Rashid Muhammad

- Stated it has been a pleasure to serve; said Alderman Howe will be missed and expressed confidence he will remain active as a volunteer; thanked staff, Public Works, Police, and Fire for their work on the National Night Out event; noted he was “wearing two hats” and emphasized the importance of keeping firearms secure, with educational outreach provided at the event; stated the event was safe and successful; noted that Fire Chief Lanning assisted with installing the sign.
- Thanked citizens for speaking at meetings and encouraged continued participation.
- Urged residents to vote early or on Election Day.
- Thanked his colleagues for their service.

Mayor Pro Tempore Patti Secreast

- Reiterated the Table 10 community gathering on the second Monday at Fleming Street with help from Pinocchio’s from 5:00–8:00 p.m., calling it a good opportunity to meet people in the community.

- Stated she had never been prouder than at the National Night Out and the park dedication, noting both as highlights among Spencer events.
- Noted that Trunk or Treat, the parade, and Winterfest will cap the year; credited staff and citizens.
- Reported that the Town is assisting with cleanup at the school and that progress is happening quickly, which she noted is rare in government.
- Expressed pride in working with Alderman Howe twice: first as a band teacher at NRHS and now on the Board; said his future in Spencer is not over and that he has earned a rest; said she looks forward to continuing to work with Alderwoman Moody and Alderman Muhammad; encouraged residents to vote, noting that although only three seats are open, it is important for candidates to know they are supported.

Mayor Jonathan Williams

- Thanked Alderman Howe for all he has done for the Town and the Board.
- Thanked everyone for their comments.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderman Howe moved to adjourn the meeting. Alderman Muhammad seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 7:44 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

from a geographic area as wide as is necessary to ensure that well qualified applicants are obtained.

5. All applications must be channeled through Town Hall in order for the application to be given consideration for employment. Applications will only be accepted for advertised openings. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment if a current vacancy exists.
6. Once received, the Town Manager and/or his designee will screen all applications prior to distributing to the department. Copies of applications of pre-screened candidates meeting position qualifications will then be referred to the department so that interviews may be scheduled and conducted.
7. The supervisor will interview candidates. If after interviewing from the pre-screened list, none of the candidates match the skills and qualifications desired by the supervisor, the supervisor may request that the search process for a candidate be continued.

SECTION 4. CONDITIONAL OFFER OF EMPLOYMENT (AMENDED 10/14/2025)

When an applicant is identified as the best suited choice for an open position of employment, the Town Manager and/or his designee will contact the selected applicant and extend a written conditional offer of employment. This written conditional offer of employment will advise the selected candidate that the granting of employment with the Town is contingent upon the successful completion of a pre-employment drug screen and a background check which includes a criminal history record check and, if the position sought by the applicant requires the ability to operate a motor vehicle, a review of the applicant's driving history. In addition to the items listed in the immediately preceding sentence, this offer of employment may also be conditioned on the completion, to the satisfaction of the Town, of any other examinations, tests, or reviews that are mandated by the applicable federal, state, and local laws, ordinances, and administrative regulations for the occupation/job sought by the applicant.

Pre-Employment Background Screening

When an inquiry of criminal history record information indicates that an individual has one or more pending criminal charges and/or has been convicted of or accepted responsibility for one or more felonious or misdemeanor criminal offenses, such information will not serve as an automatic disqualifier that mandates the withdrawal of a conditional offer of employment. Any pending criminal charge(s) and/or past criminal conduct will be subjected to an individualized review of the entirety of the available information before a decision is made as to whether to withdraw a conditional offer of employment. At a minimum, this review will take into account the type of crime(s) of which the individual has been charged or was convicted/accepted responsibility, the frequency of violations and/or any pattern of offenses, the time that has elapsed since the date(s) of any conviction(s)/disposition(s), the applicant's age at

the time of any conviction(s)/disposition(s), and the impact, if any, of the past criminal conduct or pending charges of criminal conduct on the ability of the applicant to perform the essential job functions of the position for which he or she has applied in a manner consistent with the maintenance of the public trust and confidence that is essential to the Town's effective delivery of municipal services.

N.C.G.S. 160A-164.2(b) Compliance

In compliance with G.S. 160A-164.2(b), if the position being filled requires an applicant for employment to work with children in any capacity, the Town must require the applicant, if offered and accepted the position, to be subject to a criminal history check conducted by the North Carolina State Bureau of Investigation (NCSBI). These checks must be performed in accordance with G.S. 143B-1209.26, which authorizes the NCSBI to provide fingerprint-based state and national criminal record checks to the Town.

Pre-Employment Drug Screening

The Town enforces a substance abuse policy for employees, as well as applicants for employment. This policy is to maintain a work environment that is drug-free, healthy, safe, and secure. The policy is found in this manual under the Conditions of Employment Article. Employment will be denied when the test results are positive for illegal drugs or for the presence of prescription drugs (unless the applicant has a current prescription, a valid medical reason for using such drugs and is using such drugs in the prescribed manner). No applicant will be permitted to begin work until the results of the test have been obtained. Once an applicant has been notified to report for the drug screen, the applicant has 24-hours to report to the nearest drug-testing site. Failure to report within 24 hours will be considered a withdrawal from consideration of the Town's offer of employment.

Applicants for employment who refuse to comply with or are unable to fully satisfy the conditions attached to a conditional offer of employment, including without limitation fully cooperating with and successfully completing, as defined above, the mandated drug and background screening, are automatically disqualified from final appointment to the position for which they have applied.

SECTION 5. APPOINTMENTS

The Town Manager is the ultimate hiring authority for the Town. However, because each Department Head will be responsible for recommending to the Town Manager the best qualified applicant, the Department Head will take a lead role in interviewing and selecting a final candidate for positions in his or her department. The recruitment process is a collaborative process to be coordinated between Town Hall and each Department. However, before any commitment is made to an applicant or employee, the Department Head will forward the applicant's completed application and any additional supporting documents to the Town Manager with a hiring recommendation and a recommendation of the salary to be paid. After considering the duties and responsibilities, as well as the qualifications and experience of the applicant, the Town



Water/Sewer Extension Fund



Application

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

Office: (704)-633-2231 ext. 28 • Steve Blount • sblount@spencernc.gov

Town Water/Sewer Main Extension Policy

1. To be considered, the project will 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. Limit on any single application is \$50,000. Total allocated is at the discretion of the Board of Aldermen with advice from staff as needed.
4. Payments will be made as reimbursements of actual costs based on invoices.
5. Allocations will not be made to offset normal costs of water and sewer tap fees or for extensions to a single lot.
6. Allocations would be subject to actual construction of a home or business on the lots in question or in the case of a business, a major upfit of an existing building involving required water and sewer system improvements. The funding would not be made for speculative projects.
7. For large economic development-related 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.

OFFICE USE ONLY

Filing Date:

Permit #

GENERAL INFORMATION

Property Address:

Rowan County Parcel ID:

Property Owner Name:

Property Owner Phone:

Property Owner Email:

Property Owner Mailing Address (City, State, Zip):

APPLICANT INFORMATION (if different from owner)

Applicant Name:

Applicant Phone:

Applicant Email:

Property Owner Mailing Address (City, State, Zip):

PROJECT INFORMATION	
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Please provide a clear and detailed description of the full scope of the Project for which you are seeking funding. Include detailed cost estimates, the potential for the extension to serve other properties, economic development benefits of the project, etc. Omissions of important details may result in a delay in staff review of your Project. Attach plans and drawings needed to explain your project.

SIGNATURE

By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations.

Signature of Applicant:

Date:

OFFICE USE ONLY

Town Seal indicates approval.

Approved By:

Date:

[illegible]

Project Contact Name:

Project Contact 1Phone:

Project Contact Email:

Project Contact 2 Name:

Project Contact 2 Phone:

Project Contact 2 Email:

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 8

Agenda Item Title: Mayor and Board of Aldermen to consider authorizing the Town Manager to execute a contract with the NC Department of Natural and Cultural Resources (NCDNCR) for a Parks and Recreation Trust Fund (PARTF) Grant for the Stanback Forest Center.

Category: Regular Agenda

Presenter(s): Special Projects Planner

Explanation:

The Town of Spencer has been awarded a grant from the NC Department of Natural and Cultural Resources/ Parks and Recreation Trust Fund for the adaptive reuse of 401 11th Street for a recreation facility. The property, formally known as the Carter House, was acquired as a donation from the Three Rivers Land Trust and has been designated for recreational use. The Stanback Forest Center Master Plan has been endorsed by the Spencer Parks and Recreation Advisory Board and includes redevelopment of the building and grounds to include restrooms, activity space, office areas, environmental education displays and landscaping featuring native plants.

Financial Impact:

The PARTF grant award is \$246,813.00. A matching grant of \$250,000 was provided by Fred & Alice Stanback.

Recommended Motion:

Move to authorize the Town Manager to execute a grant agreement with the NC Department of Natural and Cultural Resources / Parks and Recreation Trust Fund for the adaptive reuse of 401 11th Street for development of a recreation facility to be known as the Stanback Forest Center.

Attachment(s): ☒ Yes ☐ No

1. NC Parks & Recreation Trust Fund Project Agreement

STATE OF NORTH CAROLINA

GRANTEE'S FEDERAL TAX I.D.#

COUNTY OF WAKE

N.C. Parks and Recreation Trust Fund Project Agreement for Local Government Grants

Grantee: Town of Spencer

Grantee Address and Contact Information: Joe Morris, Special Projects Planner,
PO Box 45, Spencer, NC 28159
704-640-7867
jmorris@spencernc.gov

Grantee Fiscal Year End Date: June 30

Grant Award Date: August 22, 2025

Project Number: 2025-1159

Project Title: Stanback Forest Center

Period Covered by This Agreement: 11/1/2025 through 10/31/2028

Project Scope (Description of Project): Development includes Rec Center Renovation, Outdoor Gathering Spaces, Landscaping, Permitting, Construction management, Planning Costs, Contingency

Project Costs:	Grant Award Amount:	<u>\$246,813</u>
	Local Government Match:	<u>\$246,813</u>

The North Carolina Department of Natural and Cultural Resources (hereinafter called the "Department") and the Town of Spencer (hereinafter referred to as "Grantee") do hereby enter into this project agreement (the "Agreement"), effective as of the date of the last signature to this Agreement (the "Effective Date"), for the purpose of providing grant funding to the Grantee for public recreation purposes via either land acquisition, the construction of new public recreation facilities, or repair, renovation, improvement, or adaptation of existing public recreation facilities in North Carolina. The Parties agree to comply with the terms, requirements, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances described in the North Carolina Parks and Recreation Trust Fund ("PARTF") statute (N.C.G.S. 143B-135.56) and administrative rules (07 NCAC 13K), and the PARTF grant application and grant manual, which are hereby incorporated by reference into this Agreement and which are on file with the North Carolina Division of Parks and Recreation.

Now, therefore, the parties hereto do mutually agree as follows:

Upon execution of this Agreement, the Department hereby promises, in consideration of the promises by the Grantee herein, to provide to the Grantee the grant amount shown above. The Grantee hereby promises to efficiently and effectively manage the funds in accordance with the approved budget, to promptly complete grant assisted activities described above in a diligent and professional manner within the project period, and to monitor and report work performance.

Section I. Eligible Project Costs, Fiscal Management, and Recordkeeping

1. The grant amount must be matched on the basis of at least one dollar of funding provided by the Grantee for every one dollar of funding provided by the State. To be eligible, project costs must be incurred during the period covered by this Agreement, be documented in the grant application, described in the project scope of this Agreement, and initiated and/or undertaken after execution of this Agreement by the Grantee and the Department. The Department shall only pay or reimburse the Grantee for reasonable, eligible costs actually incurred by the Grantee that do not exceed the grant award amount for the Project outlined on page 1 of this Agreement.
2. PARTF assistance for land acquisition will be based on the fair market value of real property or the sales price, whichever is less. The value must be based upon an independent appraisal by a licensed appraiser holding a general or residential certification from the North Carolina Appraisal Board. The Department shall review the appraisal as to content and valuation. Approval of appraised amounts rests with the Department. The Grantee agrees to begin development on PARTF acquired land within five (5) years of the Effective Date of this Agreement in order to allow general public access and use.
3. Payment shall be made in accordance with this Agreement, the Scope of Work (Attachment B), and PARTF statutes and rules. Payment for work performed will be made upon receipt and approval of invoice(s) from the Grantee documenting the costs incurred in the performance of work under this Agreement. Invoices may be submitted to the Contract Administrator quarterly. Final invoices, including accounting records that document all expenditures and request for reimbursement, must be received by the Department for approval prior to or at the time of the close-out inspection. Accounting records should be based on generally accepted local government accounting standards and principles. All accounting records and supporting documents will clearly show the Project Number and Project Title to which they are applicable.
4. Records created or obtained under this Agreement shall not be destroyed, purged or disposed of without the express written consent of the Department. State basic records retention policy requires all grant records to be retained for a minimum of five (5) years or until all audit exceptions have been resolved, whichever is longer. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.
5. The State Auditor and the Department's internal auditors shall have access to persons and records as a result of all contracts and grants entered into by state agencies and or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.
6. The Grantee agrees to refund to the Department, subsequent to an audit of the project's financial records, any costs disallowed or required to be refunded to the Department on account of audit exceptions. The Grantee agrees that any unused State-awarded funds remaining after the completion of the project or termination of this Agreement shall revert back to the Department to be deposited into PARTF for distribution by the PARTF Authority.
7. The Parties agree and understand that the payment of the sums specified in this Agreement is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Department.

Section II. Project Execution

1. The Grantee may not deviate from the Scope of Work outlined in Attachment B without the prior written approval of the Department. When the Grantee seeks to change an element of the project, including, but not limited to, the project scope, a revised estimate of costs, a deletion or additions of project deliverables, or an extension of the Agreement period, the Grantee must submit in writing a request to the Department for approval.
2. The Grantee agrees to permit periodic audits and site inspections by the Department to ensure work progress in accordance with the approved project, including a required close-out inspection upon project completion. After project completion, the Grantee agrees to conduct compliance inspections at least once every five (5) years and to submit a Department-provided inspection report to the Department.
3. The Grantee shall not subgrant any of the work contemplated under this Agreement without prior written approval from the Department. The Department shall not be obligated to pay for any work performed by any unapproved subgrantee or subrecipient. The Grantee or subrecipient is not relieved of any of the duties and responsibilities of this Agreement. Furthermore, any subrecipient must agree to abide by the standards contained in this Agreement and to provide all information to allow the Grantee to comply with these standards.
4. The Grantee shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with the Department.
5. In the event the Grantee subcontracts for any or all of the services covered by this Agreement:
 - a. The Grantee is not relieved of any of the duties and responsibilities provided in this Agreement;
 - b. The Grantee's contract with the subcontractor must provide that the subcontractor agrees to abide by the standards contained in this Agreement or to provide such information as to allow the Grantee to comply with these standards; and
 - c. The Grantee's contract with the subcontractor must provide that the subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.
6. The Grantee agrees to comply with all applicable reporting requirements for grant recipients at the designated reporting level as outlined in 09 NCAC 03M .0205, including providing a certification that State financial assistance received was used for the purposes for which it was awarded.
7. The Grantee agrees land acquired with PARTF assistance shall be dedicated in perpetuity as a recreation site for the use and benefit of the public, the dedication will be recorded in the deed of said property and the property may not be converted to other than public recreation use without the prior written approval of the Department. The Grantee agrees to maintain and manage PARTF-assisted development/renovation projects for public recreation use for a minimum period of twenty-five (25) years after project completion.
8. The Grantee agrees to operate and maintain the project site so as to appear attractive and inviting to the public, kept in reasonably safe repair and condition, and open for public use at reasonable hours and times of the year, according to the type of facility and area.
9. The Grantee agrees to place utility lines developed with PARTF assistance underground.
10. The Grantee shall, in the landscaping of all PARTF-funded projects, only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the

U.S. Department of Agriculture has classified as native to North Carolina. The "Southeastern United States" shall be defined as the states of Alabama, Georgia, North Carolina, South Carolina, Tennessee, Virginia, and the following counties in Florida: Bay Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington. The following non-native plants shall be exempted from this requirement:

- a. Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
- b. Non-native turf grass; and
- c. Non-native seeds and plants where the primary purpose is:
 - i. crop cultivation;
 - ii. scientific research;
 - iii. botanical or historical gardens; or
 - iv. plantings for wildlife.
- d. If the project site is rendered unusable for any reason whatsoever, the Grantee agrees to immediately notify the Department of said conditions and to make repairs, at its own expense, in order to restore use and enjoyment of the project by the public.

Section III. Project Termination and Applicant Eligibility

1. The Grantee may unilaterally rescind this Agreement at any time prior to the expenditure of funds by the State on the project described in this Agreement by providing written notice to the Department.
2. Termination by Mutual Consent: The Parties may terminate this Agreement by mutual consent with sixty (60) days' written notice to the other Party, or as otherwise provided by law. If the Agreement is terminated by the Department as provided herein, the Grantee shall be paid for services satisfactorily completed, less payment or compensation previously made. Unexpended funds held by the Grantee shall revert to the PARTF upon termination of this Agreement.
3. Termination for Cause: If, through any cause, the Grantee shall fail to fulfill its obligations under this Agreement in a timely and proper manner, the Department shall have the right to terminate this Agreement by giving written notice to the Grantee and specifying the effective date thereof. Unexpended funds held by the Grantee shall revert to the PARTF upon termination of this Agreement. If the Agreement is terminated by the Department as provided herein, the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Department for damages sustained by the Department by virtue of the Grantee's breach of this Agreement, and the Department may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Department from such breach can be determined.

In addition, in the event of default by the Grantee under this Agreement, the State may immediately cease doing business with the Grantee, immediately terminate for cause all existing contracts the State has with the Grantee, and de-bar the Grantee from doing future business with the State.

Upon the Grantee filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Grantee, the State may immediately terminate, for cause, this Agreement and all other existing contracts the Grantee has with the State, and de-bar the Grantee from doing future business.

4. Failure by the Grantee to comply with the provisions and conditions set forth in the formal application, PARTF administrative rules, and this Agreement may result in the Department declaring the Grantee ineligible for further participation in future PARTF-funded grant cycles, in addition to any other remedies provided by law, until such time as compliance has been obtained to the satisfaction of the Department.
5. Waiver by the Department of any default or breach in compliance with the terms of this Agreement by the

Grantee shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the Department and the Grantee and attached to the Agreement.

6. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Section IV. General Terms

1. This Agreement is subject to the reporting requirements described in the Notice of Certain Reporting and Audit Requirements (Attachment A).
2. The Grantee must ensure that grant funds dispersed under this Agreement are audited in compliance with State and federal audit requirements for local governments and public authorities, institutions of higher education, and nonprofit organizations, and, as applicable, according to the standards of the federal Single Audit Act and Circular A-133 "Audits of States, Local Governments, and Nonprofit Organizations" as supplied by the Executive Office of the President, Office of Management and Budget, Washington, DC.
3. No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the Department, the Department may:
 - a. Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
 - b. Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s). In no event shall such approval and action obligate the Department to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Agreement obligations.
4. Except as otherwise provided herein, this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Department and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Department and Grantee that any such person or entity, other than the Department or the Grantee, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
5. To the extent allowed by law, the Grantee shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Grantee in the performance of this Agreement and that are attributable to the negligence or intentionally tortious acts of the Grantee.
6. All notices permitted or required to be given by one party to the other and all questions about the Agreement from one party to the other shall be addressed and delivered to the other party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either party may change the post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving written notice to the other party within thirty (30) calendar days of such change. The Grantee shall not substitute key personnel assigned to the performance of this Agreement, as outlined below, without prior written approval by the Department's Contract Administrator.

Department Contract Administrator	Grantee Contract Administrator
NC Department of Natural and Cultural Resources Division of Parks and Recreation Attention: Ms. Vonda Martin, Manager of Grants and Outreach 1615 Mail Service Center Raleigh, NC 27699-1615 Telephone 919-707-93338 Email: Vonda.Martin@ncparks.gov	Joe Morris Special Projects Planner PO Box 45 Spencer, NC 28159 704-640-7867 jmorris@spencernc.gov

7. The Grantee agrees to comply with all applicable federal, state and local laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to this Agreement and the conduct of its normal operations, including, but not limited to, purchasing, construction, land acquisition, fiscal management, equal employment opportunity, accessibility, and the environment.
8. The Grantee shall comply with all federal and State laws relating to equal employment opportunity. The Grantee shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
9. In accordance with Executive Order 24 (signed October 18, 2017), the Grantee agrees not to discriminate against any person on the basis of race, color, ethnicity, national origin, age, disability, sex, pregnancy, religion, National Guard or veteran status, sexual orientation, gender identity or expression in the use of any property or facility acquired or developed pursuant to this Agreement.
10. Grantees shall have on file with the Department a copy of the Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its governing body as set forth in N.C.G.S. § 143C-6-23(b). The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body, from the Grantee's disbursing of state funds and local matching funds and shall include actions to be taken by the Grantee or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the Department may disburse the grant funds, unless the Grantee is covered by the provisions of N.C.G.S. 160A-479.11 and/ or 14-234. [N.C.G.S. 143C-6-23(b)(2007)]. Grantee shall at all times comply with the Grantee's conflict of interest policy.
11. The Grantee certifies that it:
 - a. Has neither used nor will use any appropriated funds for payment to lobbyists;
 - b. Will disclose the name, address, payment details, and purposes of any agreement with lobbyists whom Grantee or its sub-tier contractor(s) or sub-grantee(s) will pay with profits or non-appropriated funds on or after December 22, 1989; and,
 - c. Will file quarterly updates about the use of lobbyists if material changes occur in their use.
12. Except as otherwise provided herein or unless superseded by applicable federal or State statute of limitations, all promises, indemnifications, requirements, terms conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date.
13. This Agreement may not be amended orally or by performance. Amendments shall be made in writing on a form prepared by the Department and duly executed by an authorized representative of the Department and the Grantee.
14. If any provisions of this Agreement are held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

15. If eligible, the Grantee and all subrecipients shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Agreement, pursuant to N.C.G.S. § 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
16. Travel expenses shall not be reimbursed in the performance of this Agreement. If travel is necessary in the performance of this Agreement, it shall be included in the approved project budget and narrative.
17. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the Parties and supersede all prior oral or written statements or agreements. This Agreement and any addenda thereto, are incorporated herein by reference as though set forth verbatim. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Section V. Attestation and Execution

N.C.G.S. §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Agreement, you (Grantee) attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

In witness whereof, the Department and the Grantee have executed this Agreement in duplicate originals, one of which is retained by each of the parties.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGES FOLLOWS]

Name of Grantee (Local Government)	Signature of Grantee (Chief Elected Official)
Typed or Printed Name of Official	Title of Official
Date	

(Notary Public Completes)

State of North Carolina

County of

On this _____ day of _____, 20____, _____

personally appeared before me the said named _____, in their capacity as _____ for Grantee, to me known and known to me to be the person described in and who executed the foregoing instrument, and he (or she) acknowledged that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My commission expires: _____, 20____.

Signature of Notary Public

(Seal Here)



**North Carolina Department of Natural and Cultural Resources
Pamela B. Cashwell, Secretary**

By:	Director, NC Parks & Recreation	
Department Head or Authorized Agent for Secretary Cashwell	Title	Date

Attachment A
Notice of Certain Reporting and Audit Requirements

The Grantee shall comply with all rules and reporting requirements established by State statute or administrative rules. For convenience, the requirements are set forth in this Attachment.

Reporting Thresholds.

There are two reporting levels established for grantees and subrecipients receiving State financial assistance. Reporting levels are based on the level of State financial assistance from all funding sources. The reporting levels are:

- (1) Level I – A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount less than one million dollars (\$1,000,000) within its fiscal year.
- (2) Level II - A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount equal to or greater than one million dollars (\$1,000,000) within its fiscal year.

Reporting requirements for grantees that meet the following reporting standards on an annual basis:

- (1) All grantees and subrecipients shall provide a certification that State financial assistance received or held was used for the purposes for which it was awarded.
- (2) All grantees and subrecipients shall provide an accounting of all State financial assistance received, held, used, or expended.
- (3) All grantees and subrecipients shall report on activities and accomplishments undertaken by the Grantee, including reporting on any performance measures established in this Agreement.
- (4) Level II grantees and subrecipients shall have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book.

All reports shall be filed with the Department in the format and method specified by the Department no later than three (3) months following the end of the Grantee's fiscal year. Audits must be provided to the Department no later than nine (9) months following the end of the Grantee's fiscal year. The Grantee shall use the reporting package forms provided by the Department in making and submitting reports to the Department.

Unless prohibited by law, the costs of audits made in accordance with the provisions of this Agreement shall be allowable charges to State and Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with cost principles outlined in the Code of Federal Regulations, 2 CFR Part 200. The cost of any audit not conducted in accordance with this Agreement shall not be charged to State awards.

Notwithstanding the provisions of this Agreement, a grantee may satisfy the reporting requirements of this Agreement by submitting a copy of the report required under federal law with respect to the same funds.

Attachment B
Scope of Work

North Carolina Division of Parks and Recreation
Parks and Recreation Trust Fund – PARTF Grant Program for Local Governments

Grantee: Town of Spencer

Title of Project: Stanback Forest Center

Project Number: 2025-1159

Contract Number: 2025-1159

Amount of Grant: \$246,813

Amount of Match: \$246,813

Contact Person for Project: Joe Morris

Title: Special Projects Planner

Address: PO Box 45, Spencer, NC 28159

Telephone: 704-640-7867

Contact email address: jmorris@spencernc.gov

Scope of Project: Development includes Rec Center Renovation, Outdoor Gathering Spaces, Landscaping, Permitting, Construction management, Planning Costs, Contingency

Length of Project: 11/1/2025 through 10/31/2028

Schedule for Reimbursements: Grantee may submit bills quarterly after a significant portion of work has been completed on the project element(s). Not more than 90% of the grant will be reimbursed until the grantee completes the project elements specified in the grant (refer to detailed budget submitted with grant application).

The Spencer grant application and support documentation are, by reference, part of the Agreement. The administrative rules of the N.C. Parks and Recreation Trust Fund are, by reference, a part of the Agreement.

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 9

Agenda Item Title: Mayor and Board of Aldermen to consider accepting a \$99,800 NCRR Brownfield Grant from the NC Railroad for site assessment.

Category: Regular Agenda

Presenter(s): Finance Officer Heather Kann and Town Manager Peter Franzese

Explanation:

The Board approved the Town Manager negotiating, along with Samet Corporation, the NCRR Brownfield Grant in April 2025. The Town has been awarded a \$99,800 grant with Samet Corporation providing the 20% matching requirement.

Financial Impact:

The grant amount is \$99,800.

Recommended Motion:

Move to adopt Budget Ordinance Amendment 25-11.006 accepting the NCRR Brownfield Grant of \$99,800.00.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.006
NOVEMBER 18, 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 has been awarded a \$99,800 Brownfields Site Grant through the NC Railroad to assist with the cost of environmental assessment and remediation of the NC Finishing Company site.

Section 2. To amend the FY 25-26 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
48-4615-126	Miscellaneous Grants Revenue – NC Finishing Co Site	\$0	\$99,800	\$99,800

<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
48-5210-562-126	Contractual Services – NC Finishing Co Site	\$0	\$99,800	\$99,800

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 18th day of November 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: 11/18/2025

Agenda Item #: 10. 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

October 2025

	Location	Activity	Action
9.29.25	1000 hawkinstown rd	Zoning permit accessory bldg.	Issued permit
9.29.25	20 pickett ave	Zoning permit for deck	Issued permit
9.29.25	2 pickett ave	Erosion control issue	Resolved
9.30.25	Office	Hawkins meadows townhome meeting	Attended
9.30.25	Office	Staff meeting	Attended
9.30.25	Whitehead	Bike lane design	Measured for bike lanes
9.30.25	Office	Online cyber security training	Participated
9.30.25	Holly st	Development questions	Answered questions
10.2.25	Office	Greenway routing map	Modified
10.3.25	22 pickett ave	Land swap planning	Developed maps
10.3.25	Hawkinstown rd	Respond to greenway questions	Answered questions
10.6.25	5 th st	Review rodger dogs sidewalk encroachment application	Reviewed
10.6.25	Pickett ave	Greenway access questions	Answered questions
10.6.25	Office	NCLM legislative changes bulletin	Reviewed for impact
10.6.25	Hawkins loop rd	Zoning questions	Answered questions
10.6.25	Yadkin and 8 th	Development questions	Answered questions
10.6.25	6 th st	Permitting questions	Answered questions
10.6.25	Salisbury ave	Post public hearing sign	Posted
10.6.25	Office	Parking lot issues	Discussed with Chief File
10.6.25	Long ferry rd	Annexation questions	Answered questions
10.7.25	Rowan ave	HPC questions	Provided information
10.7.25	Sowers ferry rd	Permitting process questions	Answered questions
10.7.25	Office	Neighborhood meeting for rezoning	Attended
10.7.25	Office	Town park opening	Attended
10.9.25	Salisbury ave & 9 th st	Subdivision	Approved

10.9.25	9 th st	Payment in lieu of for sidewalks	Accepted payment
10.9.25	S Salisbury ave	U/G storage tank questions	Answered questions
10.9.25	S Salisbury ave	Dance studio renovations meeting w/ developer	Discussions
10.9.25	Office	Preagenda meeting	Attended
10.13.25	Hollywood dr	Development questions	Answered questions
10.13.25	Office	planning board meeting	Attended
10.14.25	Office	Floodplain issues on CDBG project	Discussed with kyle
10.14.25	Office	Staff meeting	attended
10.14.25	Office	Online cybersecurity training	Attended
10.14.25	Office	US HWY 29 property	Met with surveyor
10.14.25	Longs ferry rd	Truck stop site visit	Attended
10.14.25	Office	BoA meeting	Attended
10.15.25	Office	TCC meeting	Attended online
10.16.25	Hollywood dr	Development questions	Answered questions
10.16.25	700 s Salisbury ave	Development questions	Answered questions
10.16.25	Office	PNG transmission line safety survey	Completed
10.20.25	Office	Greenway information request	Responded
10.20.25	712 s Salisbury	Fence and storage bldg. permit applications	Reviewed and responded
10.20.25	Yadkin & 11 th	Development questions for apartments	Answered questions
10.20.25	Long ferry rd	Annexation questions	Answered questions and sent paperwork
10.21.25	712 s Salisbury ave	Development questions from surveyor	Answered questions
10.21.25	Salisbury	Met with SRU staff on subdivisions	Met and discussed issues
10.21.25	N Salisbury ave	Reviewed sign permit application for food lion	Reviewed and commented
10.21.25	Hawkins ave	Development questions	Answered questions
10.21.25	Hudson ave	Zoning permit application for new house	Reviewed and commented
10.23.25	Office	Greenway meeting with Salisbury P&R director	Answered questions
10.23.25	Hudson st	Zoning permit for duplex	Issued permit
10.23.25	Hawkinstown rd	Addressing for Hawkins meadows townhomes	Working with rowan county staff
10.27.25	Willow creek	Medical office building	Check on design progress

10.27.25	Office	Zoning permit on website	Reviewed and commented to anna
10.27.25	108 4 th st	Zoning question for convenience store	Answered questions
10.28.25	Catawba College	Campus design meeting	Attended meeting
10.28.25	202 6 th st	Development questions	Answered questions
10.28.25	407 n Salisbury ave	Zoning permit for new home	issued permit
10.28.25	Steeple chase trail	Questions about RV storage building	Answered questions
10.28.25	Whitehead & Baldwin	Development and permitting questions	Answered questions
10.28.25	Hawkins loop rd	Development questions	Answered questions
10.30.25	Earnhardt st	Dumpster permit	Issued permit
10.30.25	407 N Salisbury ave	Zoning permit for new home	Issued permit
10.30.25	712 s Salisbury ave	Site plan for car dealership	Reviewed and commented

Quotes:

“The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint enough to keep from meddling with them while they do it.”

– **Theodore Roosevelt**

“How beautiful the leaves grow old. How full of light and color are their last days.”

John Burroughs

“Irrigators channel waters; fletchers straighten arrows; carpenters bend wood; the wise master themselves.”

Buddha

“Knowledge speaks, but wisdom listens.”

Jimi Hendrix

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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 10. b.

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Chief

Explanation:

Code Enforcement Monthly Report

Financial Impact:

N/A

Choose an item.

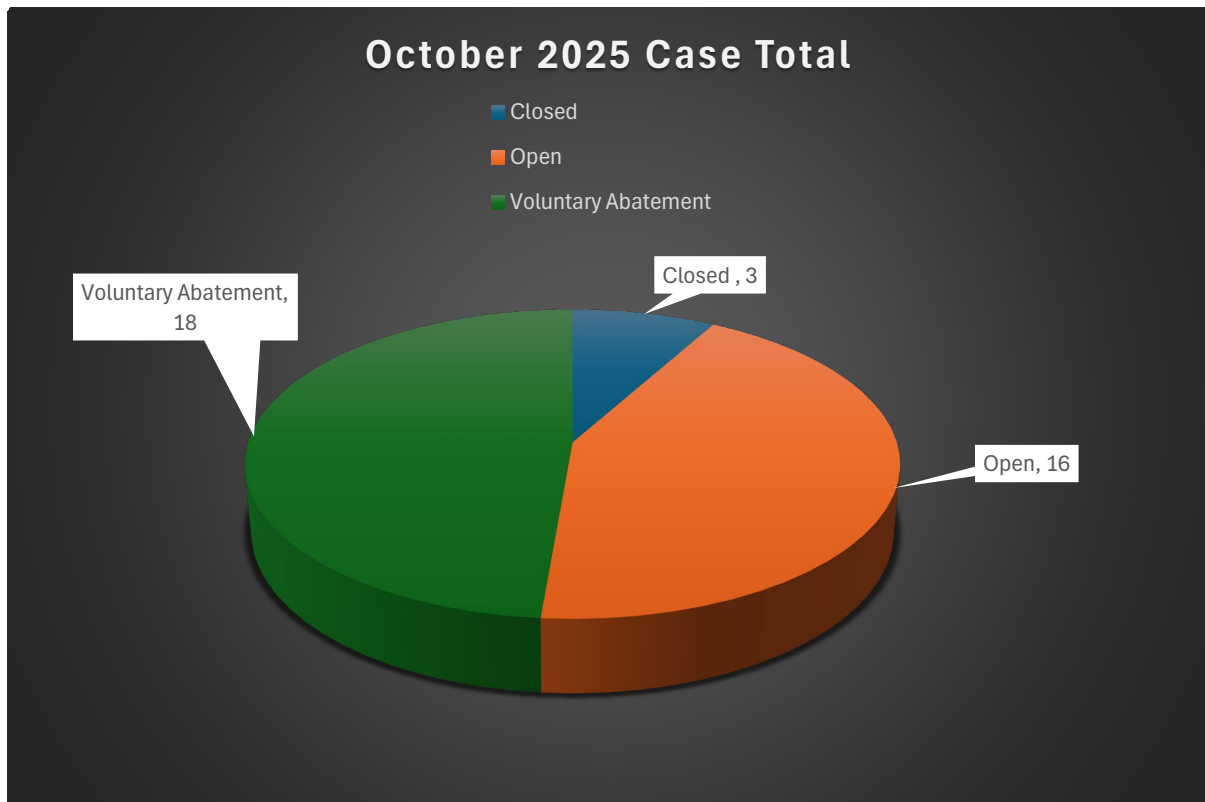
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

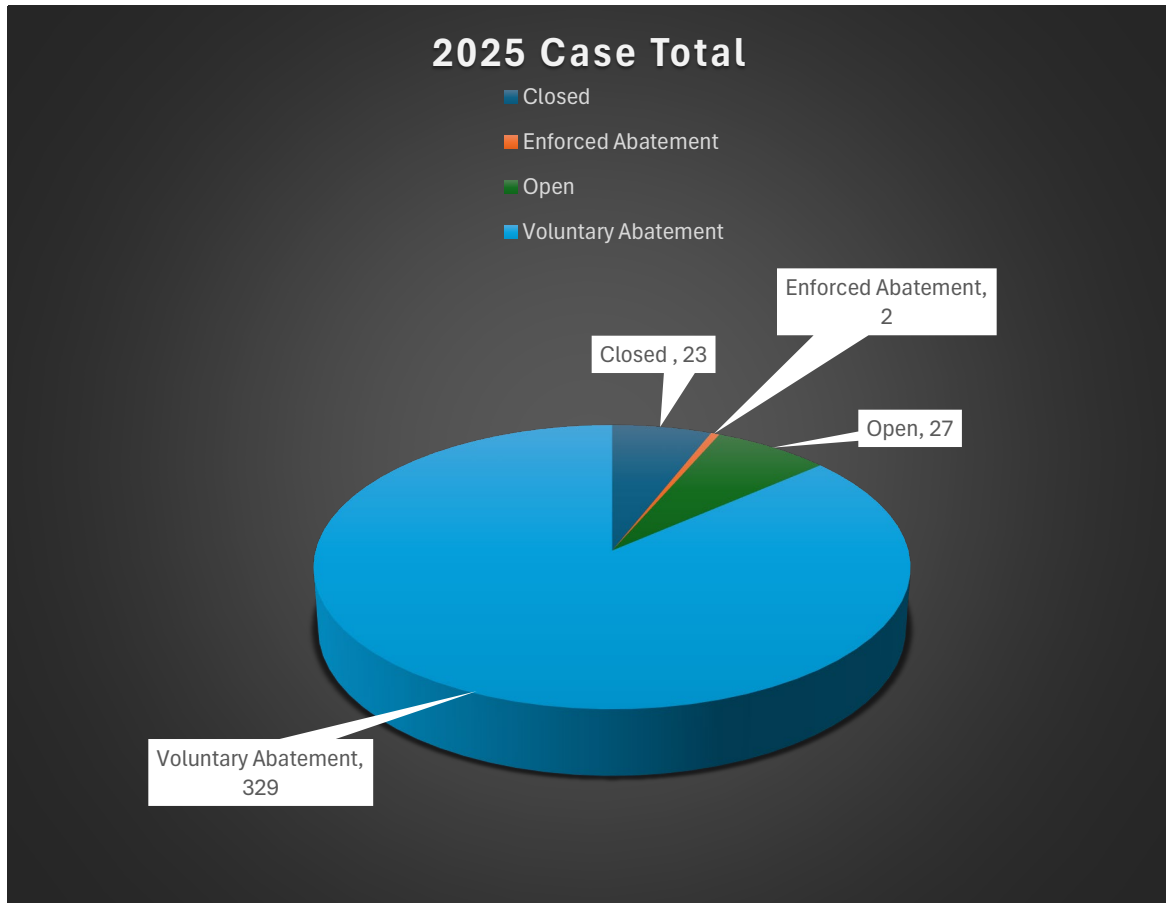
Monthly Report

- **Total cases – 37**
- **Open - 16**
- **Voluntary Abatement - 18**
- **Notice of Violations – 3**
- **Notice of Bill - 0**
- **Notice of Lien – 0**



2025 Yearly Report

- Total cases – 381
- Open - 27
- Voluntary Abatement - 329
- Enforced Abatement - 2
- Notice of Violations – 43
- 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
202500382	406 N Salisbury Ave	Junk Pile	Open
202500381	403 7TH ST	Tall Grass/ Weeds	Open
202500380	208 Cain st	Junk	Open
202500379	909 S Carolina	Trash/Garbage	Open
202500378	207 17TH ST	Junk	Open
202500374	400 S Yadkin	Overgrowth	Open
202500373	1202 N Salisbury Ave	Minimal Housing	Open
202500372	120 11TH ST	Tall Grass/ Weeds	Open
202500371	117 6TH ST	Tall Grass/ Weeds	Open
202500370	0	neighbor back yard are not clean causing snake issues	Open
202500368	305 4TH ST	Junk Pile	Open
202500365	804 4TH ST	Tall Grass/ Weeds	Open
202500358	605 2ND ST	Tall Grass/ Weeds	Open
202500354	1000 2ND ST	Tall Grass/ Weeds	Open
202500349	1840 N US 29	No permit	Open
202500346	155 Lee ST	Junk	Open
202500333	709 7TH ST	Tall Grass/ Weeds	Open
202500329	126 11TH ST	Non approved fencing	Open
202500328	610 S Yadkin	Tall Grass/ Weeds	Open
202500298	608 S Rowan	Nuisance Vehicle	Open
202500295	511 2ND ST	Minimum Housing	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
202500251	033 152	Tall Grass/ Weeds	Open
202500200	1355 Adams	Tall Grass/ Weeds	Open
202500199	1340 Adams	Tall Grass/ Weeds	Open
202500024	705 N Salisbury	Junk	Open



Case Status Report

10/01/2025 - 10/31/2025

Case #	Case Date	Main Status	Last Status Change Date	Complaint Received	Violation Address	Nature of Complaint
--------	-----------	-------------	-------------------------	--------------------	-------------------	---------------------

Group: Closed

202500377	10/29/2025	Closed	10/29/2025	Site Visit	N Salisbury & Jefferson	Sign Violation
202500376	10/29/2025	Closed	10/29/2025	Site Visit	S Salisbury Ave	Sign Violation
202500375	10/29/2025	Closed	10/29/2025	Site Visit	S Salisbury Ave	Sign Violation
202500345	9/29/2025	Closed	10/1/2025	Site Visit	402 S Salisbury Ave	Trash
202500331	9/23/2025	Closed	10/1/2025	Site Visit	307 11TH ST	No permit
202500303	9/8/2025	Closed	10/28/2025	Site Visit	033 452	Tall Grass/ Weeds

Group Total: 6

Group: Open

202500382	10/31/2025	Open	10/31/2025	Site Visit	406 N Salisbury Ave	Junk Pile
202500381	10/31/2025	Open	10/31/2025	Site Visit	403 7TH ST	Tall Grass/ Weeds
202500380	10/31/2025	Open	10/31/2025	Site Visit	208 Cain st	Junk
202500379	10/31/2025	Open	10/31/2025	Site Visit	909 S Carolina	Trash/Garbage
202500378	10/31/2025	Open	10/31/2025	Site Visit	207 17TH ST	Junk
202500374	10/28/2025	Open	10/28/2025	Site Visit	400 S Yadkin	Overgrowth
202500373	10/28/2025	Open	10/28/2025	Site Visit	1202 N Salisbury Ave	Minimal Housing
202500372	10/28/2025	Open	10/28/2025	Site Visit	120 11TH ST	Tall Grass/ Weeds
202500371	10/28/2025	Open	10/28/2025	Site Visit	117 6TH ST	Tall Grass/ Weeds
202500370	10/24/2025	Open	10/29/2025	Phone Call		neighbor back yard are not clean causing snake issues

202500368	10/15/2025	Open	10/15/2025	Site Visit	305 4TH ST	Junk Pile
202500365	10/15/2025	Open	10/15/2025	Site Visit	804 4TH ST	Tall Grass/ Weeds
202500358	10/15/2025	Open	10/15/2025	Site Visit	605 2ND ST	Tall Grass/ Weeds
202500354	10/15/2025	Open	10/15/2025	Site Visit	1000 2ND ST	Tall Grass/ Weeds
202500349	10/13/2025	Open	10/13/2025	Site Visit	1840 N US 29	No permit
202500346	10/8/2025	Open	10/8/2025	Site Visit	155 Lee ST	Junk

Group Total: 16

Group: Voluntary Abatement

202500369	10/15/2025	Voluntary Abatement	10/28/2025	Site Visit	032 180	Tall Grass/ Weeds
202500367	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	802 4TH ST	Tall Grass/ Weeds
202500366	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	605 4TH ST	Tall Grass/ Weeds
202500364	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	812 4TH ST	Tall Grass/ Weeds
202500363	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	112 2ND ST	Junk
202500362	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	512 2ND ST	Tall Grass/ Weeds
202500361	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	602 2ND ST	Tall Grass/ Weeds
202500360	10/15/2025	Voluntary Abatement	10/15/2025	Site Visit	601 2ND ST	Junk
202500359	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	609 2ND ST	Tall Grass/ Weeds
202500357	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	604 2ND ST	Tall Grass/ Weeds
202500356	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	1049 3RD ST	Junk Pile
202500355	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	200 Gobble ST	Illegal Parking
202500353	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	801 3RD ST	Tall Grass/ Weeds
202500352	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	1100 Charles St	Tall Grass/ Weeds
202500351	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	504 1ST ST	Junk
202500350	10/15/2025	Voluntary Abatement	10/31/2025	Site Visit	309 1ST ST	Junk
202500348	10/13/2025	Voluntary Abatement	10/31/2025	Site Visit	198 N Yadkin	Illegal Parking

202500347	10/8/2025	Voluntary Abatement	10/8/2025	Site Visit	115 N Salisbury Ave	Illegal Parking
202500344	9/29/2025	Voluntary Abatement	10/28/2025	Site Visit	402 S Salisbury Ave	Tall Grass/ Weeds
202500332	9/23/2025	Voluntary Abatement	10/31/2025	Site Visit	909 S Carolina	Junk Pile
202500330	9/23/2025	Voluntary Abatement	10/28/2025	Site Visit	126 11TH ST	Tall Grass/ Weeds
202500325	9/23/2025	Voluntary Abatement	10/28/2025	Site Visit	403 7TH ST	Tall Grass/ Weeds
202500324	9/23/2025	Voluntary Abatement	10/28/2025	Site Visit	510 S Carolina	Tall Grass/ Weeds
202500323	9/23/2025	Voluntary Abatement	10/28/2025	Site Visit	600 S Carolina	Tall Grass/ Weeds
202500320	9/17/2025	Voluntary Abatement	10/28/2025	Site Visit	102 S Yadkin	Junk pile
202500319	9/17/2025	Voluntary Abatement	10/28/2025	Site Visit	701 S Rowan	Junk/Debris
202500318	9/16/2025	Voluntary Abatement	10/31/2025		208 Cain st	Junk in front yard. It looks as if someone moved out and left a lot of items, kids toys, boxes and trash on yard and on porch of home
202500317	9/16/2025	Voluntary Abatement	10/28/2025	Site Visit	117 2ND ST	Tall Grass/ Weeds
202500304	9/9/2025	Voluntary Abatement	10/28/2025	Site Visit	303 S Yadkin	Tall Grass/ Weeds
202500302	9/8/2025	Voluntary Abatement	10/28/2025	Site Visit	710 5TH ST	Tall Grass/ Weeds
202500277	8/12/2025	Voluntary Abatement	10/28/2025	Site Visit	410 S Yadkin	Tall Grass/ Weeds
202500261	8/4/2025	Voluntary Abatement	10/28/2025	Site Visit	907 S Carolina Ave	Abandoned Vehicle
202500250	7/28/2025	Voluntary Abatement	10/28/2025	Site Visit	601 5TH ST	Tall Grass/ Weeds
202500246	7/23/2025	Voluntary Abatement	10/28/2025	Site Visit	510 S Iredell	Tall Grass/ Weeds
202500234	7/14/2025	Voluntary Abatement	10/28/2025	Site Visit	511 4TH ST	Junk

Group Total: 35

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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 10. c.

Agenda Item Title: Police Department Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Police Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly PD Report
2. ACE Team Report

Activity Log Event Summary (Totals)

Spencer Police Department

(10/01/2025 - 10/31/2025)

<No Event Type Specified>	1	8th Street Ballpark Check	82
911 Hang-Up	7	Administrative Work	75
Alarm - Other	10	Animal Complaint	1
Assault - Sexual	2	Assist - East Spencer Police	28
Assist - EMS	4	Assist - Fire Department	15
Assist - Motorist/Public	3	Assist - NCHP	2
Assist - Other Agency	4	Assist - Other Officer	65
Assist - Sheriff's Office	9	B&E/Burglary - Commercial, In-Progress	1
B&E/Burglary - Residential, In-Progress	1	Business Check-Drive Through	309
Calls For Service (General)	5	Child Abuse/Neglect	1
Code Enforcement Activities	16	Communicating Threats	2
Community Event	11	Court	4
Directed Patrol	36	Disturbance	3
Disturbance- Verbal	4	Disturbance-Physical	3
Domestic - Property Pick-up	1	Domestic Violence	1
Drug Offense on School Property	1	Escort - Money	1
Follow-up Investigation- Spencer	3	Foot Patrol - Business	79
Foot Patrol - Residential	4	Foot Patrol - School	2
Fraud - Report	1	Harrassment-Stalking	2
House Check	5	Interview	1
Intoxicated Person	1	Involuntary Commitment	2
Juvenile Complaint	1	Larceny - In-Progress	1
Larceny - Report	2	Library Park Check	100
Maintenance - Vehicle	23	Meeting	6
Missing Juvenile	2	Missing Person	1
NCTM - Drive Through	183	NCTM - Foot Patrol	41
Noise Complaint	3	Norfolk Southern Railroad-Drive Through	10
Overdose	1	Park Check	154
Property Damage - Report	1	Public Service	12
School Activities	1	School Check - NRES	88
School Check - NRHS	89	School Check - NRMS	71
Search	2	Special Assignment - Other	9
SRO Duties	58	Suicide Threat	2

Activity Log Event Summary (Totals)

Spencer Police Department

(10/01/2025 - 10/31/2025)

Suspicious - Activity	5	Suspicious - Person	9
Suspicious - Vehicle	8	Traffic Accident - PD	5
Traffic Accident - PI	4	Traffic Control	2
Traffic Enforcement	21	Training - PD	1
Trespassing - In-Progress	6	Trespassing - Report	1
Unlock Vehicle	5	Vehicle Stop	211
Warrant Service	8	Weapon Possession (Not Firearm) on School Pro	1
Welfare Check	7	Yadkin River Park Check - Davidson County	91
Yadkin River Park Check - Spencer	88		

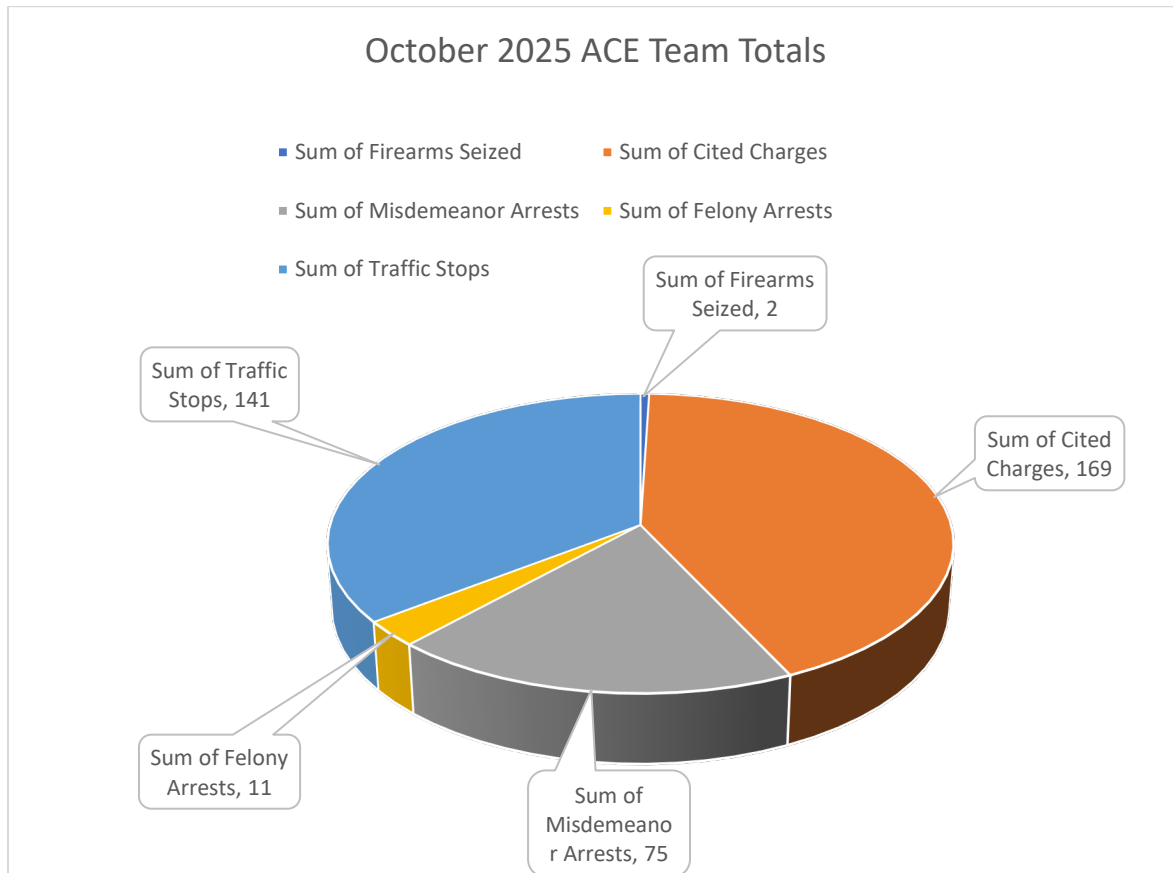
Total Number Of Events: 2,142

SPENCER POLICE ACE TEAM REPORT

October 2025

October 2025 Highlights

- July 2025 Cases: 22 (21 Closed)
- Traffic Stops: 141
- Total Arrests: 86 (11 Felony)
- Cited Charges: 169
- Warrants Served: 7
- Firearms Seized: 2

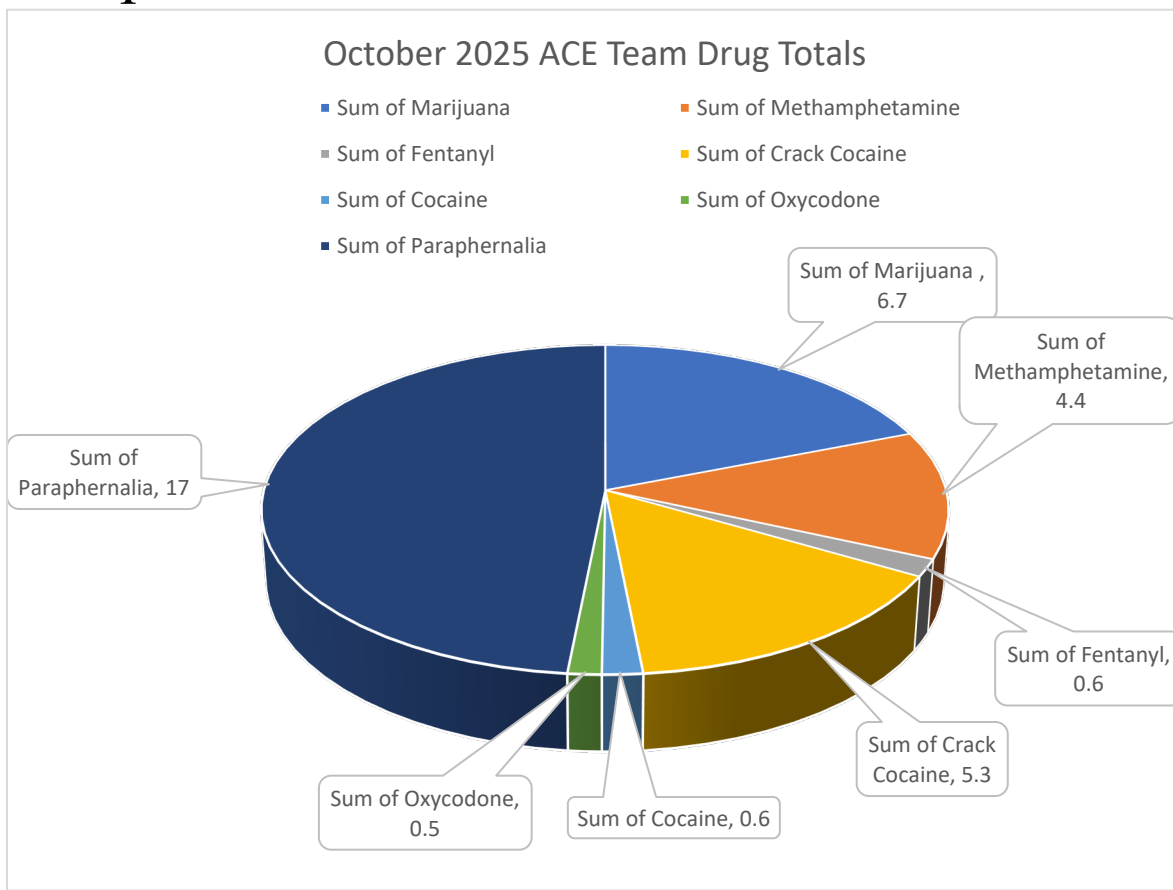


SPENCER POLICE ACE TEAM REPORT

October 2025

October 2025 Drug Totals

- Marijuana: 6.7 Grams
- Methamphetamine: 4.4 Grams
- Fentanyl: .6 Grams
- Crack Cocaine: 5.3 Grams
- Cocaine: .6 Grams
- Oxycodone: .5 Dosage Units
- Paraphernalia Items: 17



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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 10. 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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November 2025 Monthly Report

Calls for Service: 10/01/2025-11/01/2025

Fire: 66
Medical: 78
Monthly Total: 144

2025 Total: 1190

Apparatus:

- Surplus engine has been sold to RCCC for \$25,000.

Equipment:

- N/A

Special Events:

- N/A

Personnel:

- Currently accepting applications for the vacant A-Shift firefighter position.

Station:

- No updates on an expansion project.

Special Information:

Ofc. 704-633-2231 Ext. 50
Fax 704-633-3837
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Public Works Director
Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 10. 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

November 2025 Board of Aldermen Meeting

- 1) Regular services (Sanitation, Brush, and Leaf removal) are running on schedule.
- 2) **Reminder:** The Town will be observing the Veteran's Day Holiday on Tuesday, November 11th. There will be an adjustment to the trash schedule, for the next several holidays, so below is the Holiday Trash Schedule for the remainder of the year:

Veteran's Day	Tuesday November 11 th	Monday (No Change in Trash Schedule)
		*** Tuesday will run on Wednesday (November 12 th)
		*** Wednesday will run on Thursday (November 13 th)
		*** Thursday will run on Friday (November 14 th)
Thanksgiving	Thursday / November 27 th Friday & 28 th	Thursday will run on Wednesday (Nov. 26th)
		*** *** NO BULKY ITEM PICK-UP THIS WEEK***
Christmas	Wednesday December 24 th	*** Monday and Tuesday will run on Monday (Dec. 22 nd)
	Thursday December 25 th	*** Wednesday and Thursday will run on Tuesday (Dec. 23 rd)
	Friday December 26 th	*** NO BULKY ITEM PICK-UP THIS WEEK ***
New Year's	Thursday January 1 st	*** Thursday will run on Friday (January 2 nd) *** BULKY ITEMS WILL BE PICKED-UP ON FRIDAY***

*** Denotes change from regular schedule

- 3) The Leaf Vac is being run on a full schedule at this point. The vac will be running from now until the end of the year, so leaves and loose material can be placed at the curb for pick-up.
Reminder to please place material as close to the curb as possible without being in the street or blocking the sidewalk.
- 4) The third annual Trunk or Treat was held at Town Hall on Friday, October 31st. The event went great with a tremendous turnout. Many thanks to all who participated to make this event successful.
- 5) We hosted two separate workdays at North Rowan High School on October 15th, and October 24th. Both days went extremely well with help from staff members, aldermen, students, and members from Public Works to revitalize there courtyards at the school.
- 6) The Race to the River event took place on October 18th, and we had quite a few participants this year along with great weather for the event. All of our departments were involved to make this event a success.
- 7) The smaller storm water project on 2nd Street started this month and is near completion. The pipe across the road was fine, repairs had to be made to the catch basins on both sides of 2nd Street.
- 8) Joe applied for a grant to supply us with a bike station and bike rack for Jefferson Park. These items have been installed in the park completing the grant.
- 9) A great deal of time this month will be spent on decorating the Town for Christmas. We have altered the schedule this year a little to accommodate the NCTM since they added several weeks worth of trains to the Polar Express.
November 3rd – Trees in planters on Main Street, Angels/Snowflakes/Banners, lights on buildings
November 12th – Large Christmas tree in Town Park
November 26th - Merry Christmas signs across Salisbury Avenue, Library Park

We will continue to work with the Winterfest committee to make sure that everything is ready for the opening on December 5th.

10) We continue to do some trimming along streets and sidewalks as time allows. 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.

We have completed the tasks assigned to us by DEQ, 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:

We have received reimbursement for 75% of the project totaling \$15,000. 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:

November 7th	-	First Weekend for Polar Express (NCTM)
November 11th	-	Veteran's Day Holiday (Town Offices Closed)
November 26th	-	Holiday Parade
November 27th & 28th	-	Thanksgiving Holiday (Town Offices Closed)
December 5th	-	Christmas Tree Lighting, Beginning of Winterfest
December 6th	-	Freeze your Buns 5K

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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 10. f.

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- Audit update: wrapping up their review of working papers, Working on GASB 101 Compensated Absences, Finalizing the SEFSA (Schedule of Expenditures of Federal Awards) for Single Audit compliance. Currently, we do not anticipate the need for a Single Audit.
- Tentatively proposed Audit Presentation will be 12/9. We are certain that the audit will be complete by the 12/31/25 LGC deadline.
- Black Mountain Conversion: FY25 information entered and verified. We are in the process of updating FY26 budget and Trial Balance as of 7/31/25. The implementation specialist has the information, once she has everything entered, and I verify it, we will be set.
- Sales & Use Tax Information

Sales and Use Tax		
As of November Distributions		
Aug. distributions are June revenues		
	FY25	FY26
Total Revenues	306,153.87	312,618.35
FY26 vs FY25 @Nov. Reporting		2.11%

Financial Impact: N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period:10/25

Revenues							
Fund	Object Description	FMS	BMS	Total YTD	Budget	Variance	% Committed
	10 * Tax Revenues - 41xx		1,532,125.55	1,532,125.55	2,489,377.00	957,251.45	62%
	10 * Intergovernmental - 42xx		219,061.07	219,061.07	1,695,953.66	1,476,892.59	13%
	10 * Investment income - 43xx		3,955.35	3,955.35	60,000.00	56,044.65	7%
	10 * Sale of Services - 44xx	2,796.89	74,702.47	77,499.36	320,926.00	243,426.64	24%
	10 * Fees and Fines - 45xx	10,618.50	30,894.30	41,512.80	42,200.00	687.20	98%
	10 * Grants & Donations - 46xx	5,424.35	12,955.37	18,379.72	59,972.72	41,593.00	31%
	10 * Miscellaneous - 47xx		33,059.59	33,059.59	28,000.00	-5,059.59	118%
	10 * Transfers and Appropriations - 49xx				686,045.00	686,045.00	0%
Expenditures							
	Department	Budget	Adjusted Budget	Black Mountain	Encumbered	Southern Software	Variance
	Governing Body	192,358.00	305,078.00	80,689.32	136,427.64	23,070.73	64,890.31
	Administration	871,375.00	771,935.00	176,031.51	134,030.32	71,954.11	389,919.06
	Police	1,862,137.00	1,867,746.00	410,120.22	57,180.39	212,962.09	1,187,483.30
	Fire	1,045,843.00	1,003,807.00	220,024.37	10,472.30	83,380.52	689,929.81
	Streets	524,380.00	524,380.00	130,782.91	1,576.37	68,209.78	323,810.94
	Solid Waste	433,140.00	598,148.00	118,470.84	1,413.29	82,591.03	395,672.84
	Library	49,417.00	49,417.00	11,056.50	295.00	6,050.38	32,015.12
	Parks & Rec.	22,088.00	22,088.00	4,120.59	-	1,934.56	16,032.85
		5,000,738.00	5,142,599.00	1,151,296.26	341,395.31	550,153.20	3,299,288.54
							</

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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 10. 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. Active Living Report
2. Library Statistics



ACTIVE LIVING MONTHLY REPORT

- Parks and Recreation Advisory Board (PRAB) met on November 5, 2025.
 - o In the process of developing a 2025 report and 2026 workplan to present to the Board at a future meeting.
 - o Topics discussed included: PARTF Grant, Great Trail State Grant, Connecting Communities to State Parks, NC Trails Complete the Trails Program, and next meeting in January.
- Race to the River and Trunk or Treat were well received.
- Spencer's Holiday Caravan Parade will be on Wednesday, November 26, 2025, and will start around 6:30 p.m. They need volunteers to help on parade day. More information is on their [Facebook page](#).
 - o Town Hall will close at 3:00 PM on Wednesday, November 26, to accommodate parade staffing needs for the Spencer's Holiday Caravan Parade.
 - o Road closures on Wednesday:
 - From 5:00 PM to 9:00 PM (or until the highway is cleared of all participants):
 - US HWY 29 corridor will be closed from Jefferson St. to 11th St.
 - From 3:30 PM to 7:30 PM (or until the roads are cleared of all participants):
 - Jefferson St. will be closed from US HWY 29 to N. Whitehead Ave.
 - N. Whitehead Ave. will be closed from Forestdale Dr. to 2nd Street
 - Oakwood Dr. will be closed from N. Whitehead Ave. to Pinecroft Ln.
- Winterfest is the first weekend in December, and they also need volunteers.
 - o December 5 from 5-9pm
 - o December 6 from 2-9pm
 - o December 7 from 2-8pm
- Spencer Senior Christmas Luncheon is on December 10 at 12:00pm at the Oakdale Baptist Church.
- Town Clerk attended the Rowan Municipal Association (RMA) Meeting at the end of October. Emphasis on communication between municipalities, especially regarding events. Need to avoid stacking events and to encourage attendance at events held by other municipalities.
 - o Found out about community calendars hosted by the Salisbury Post and Rowan County Tourism. Will be posting and updating events through those resources.
- Library

With the start of the school year in full swing, we've seen a natural decrease in visits from students and young children as families settle into their routines. Our successful Summer Reading Program

concluded recently, and we've noted that two of our most engaged families have relocated from the area.

In early October, the Librarian spent two weeks in Paris exploring a range of cultural institutions, including museums, children's libraries, château libraries, and opera houses. A public slideshow presentation highlighting this professional development trip is scheduled for November.

Additionally, at a recent conference held in Concord, the Librarian secured commitments from three local authors to present their works at the library, at no cost to the public. We are also pleased to share that a local children's author has offered to debut her new book, *The Man on the Moon, Eating a Banana*, with an in-person reading. We plan to invite a local private school to attend this special event.

Please stay connected through our Facebook page for updates on upcoming programs and events.

Spencer Public Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Wed., 10/1/2025	6	4						10/16/2025
WEEK TOTAL:	6	4						
Mon., 10/6/2025	3	5						10/21/2025
Tue., 10/7/2025	6	1		2	1			10/22/2025
Wed., 10/8/2025	3	2						10/23/2025
WEEK TOTAL:	12	8		2	1			
Mon., 10/13/2025	4		3		1			10/28/2025
Tue., 10/14/2025	5	2						10/29/2025
Wed., 10/15/2025	3	2		1				10/30/2025
WEEK TOTAL:	12	4	3	1	1			
Mon., 10/20/2025	2							11/4/2025
Tue., 10/21/2025	4							11/5/2025
Wed., 10/22/2025	3							11/6/2025
WEEK TOTAL:	9							
Mon., 10/27/2025	2							11/11/2025
Tue., 10/28/2025	5	1						11/12/2025
Wed., 10/29/2025	3	4						11/13/2025
WEEK TOTAL:	10	5						
MONTH TOTAL:	49	21	3	3	2			

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Agenda Item Coversheet

Meeting Date: 11/18/2025

Agenda Item #: 11

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

November Talk of the Town: Our next "Talk of the Town" (TOTT) program will be hosted by the Police Department on Wednesday, November 19 at 6:15 p.m. This program is an "a la carte" version of a citizens academy for our community. Simply put, citizens academies are educational programs conducted by local governments to create better informed and engaged citizens. The Police program will offer an inside look on our community's law enforcement and code enforcement services, and how you can be involved. Previous programs in 2025 were held in February, April, and September. The second year of the series will pick up in February of 2026.

Town Hall closure on Parade day: On Wednesday, November 26, Town Hall will close at 3:00 p.m. in advance of Spencer's Holiday Caravan Parade! For more information about the parade, go to spencersholidaycaravan.com.

Board transition in December: The Board of Alderman transition and organizational meeting for 2026 will take place on Tuesday, December 9. Congratulations to re-elected members Erin Moody and Rashid Muhammad, and newly elected member Pam Stanley.

2026 Holiday Schedule

The Town's Holiday Schedule is established in the Personnel Policy, and we publish a calendar each year for the public's benefit as some holidays create additional service impacts. The Draft 2026 Holiday Schedule is attached for your reference and will be published on the Town website and distributed in our next newsletter once finalized.

Attachment(s): ☒ Yes ☐ No

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Spencer, NC 28159-0045

2026 Town of Spencer Holiday Schedule - **DRAFT**

Town offices will be closed for various holidays, as noted in the following schedule. Please note there may be other service impacts as indicated for each holiday. Please call Town Hall with questions at 704-633-2231.

Week of	Holiday	Date(s) Observed	Additional Service Impacts
Dec 29	New Year's Day 2026	Thurs Jan 1	• Thurs Trash collection on Fri (normal collection Mon-Wed)
Jan 19	Martin Luther King Day	Mon Jan 19	• One day delay in Trash collection • Library open Tues-Thurs
Mar 30	Good Friday	Fri April 3	
May 25	Memorial Day	Mon May 25	• One day delay in Trash collection • Library open Tues-Thurs
June 29	Independence Day	Fri July 3	
Sept 7	Labor Day	Mon Sept 7	• One day delay in Trash collection • Library open Tues-Thurs
Nov 9	Veterans Day	Wed Nov 11	• Wed Trash collection on Thurs, Thurs Trash collection on Fri (normal collection Mon-Tues) • Library open Mon, Tues, Thurs
Nov 23	Thanksgiving	Thurs/Fri Nov 26, 27	• All Trash should be out on Mon and will be collected by Wed • No Bulky collection this week • Town Hall closes at 3pm Nov 25 for parade
Dec 21	Christmas	Thurs/Fri Dec 24, 25	• All Trash should be out on Mon and will be collected by Wed
Dec 28	New Year's Day 2027	Fri Jan 1	