



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



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

DATE
December 4, 2025

The Board of Aldermen meets on the second Tuesday of each month at 6:00 p.m., with a pre-agenda meeting on the Thursday prior at 5:30 p.m. The primary purpose of the pre-agenda meeting is to review the agenda for the upcoming regular meeting, set the consent agenda, hold public hearings, and receive other presentations. Regular meetings focus on action items, departmental reports, and other business. Both meetings are open to the public and are held in the Hilda B. Palmer Board Room in Town Hall, located at 460 South Salisbury Avenue. A printed copy of the entire agenda packet is available in the H. B. Palmer Board Room for public use. Please find meeting agendas, minutes, and a link to view the meetings live or on demand at spencernc.gov/town-government-and-services/aldermen-meeting-and-agenda.

1. CALL TO ORDER – Mayor Jonathan Williams

2. INVOCATION & PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

3. REVIEW OF DECEMBER 9, 2025, AGENDA

1. CALL TO ORDER – Mayor Jonathan Williams

2. INVOCATION

3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

4. ORGANIZATION AND PROCEDURE OF MAYOR AND BOARD OF ALDERMEN

- a. Oath of Office Administered to Newly Elected Members of the Board of Aldermen**
- b. Establishment of Time and Place for the Board's Regular Meetings in 2026**
- c. Election of Mayor Pro Tempore for 2026-2028**
- d. Consider Appointment/Reappointment of Representatives**

5. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

6. RECOGNITIONS

7. 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.

8. 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:** November 13, 2025, Pre-Agenda Meeting Minutes
November 18, 2025, Regular Meeting Minutes

9. CONSIDER REAPPOINTING – Planning Board Members

10. NCRR Build Ready Site Grant Agreement

- a. CONSIDER AUTHORIZING – Town Manager to Execute NCRR Build Ready Site Grant Agreement and Subrecipient Agreement with Samet Properties**
- b. CONSIDER ADOPTING – Project Budget Ordinance 25-20 Appropriating and Approving the Build Ready Site Grant Funds**

11. DEPARTMENTAL REPORTS

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

12. TOWN MANAGER REPORT

13. REQUESTS & COMMENTS by the Mayor and Board Members

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

15. ADJOURNMENT

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

5. ADJOURNMENT

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 4. a.

Agenda Item Title: Oath of Office Administered to Newly Elected Members of the Board of Aldermen

Category: Organization and Procedure of Mayor and Board of Aldermen

Presenter(s): Peter Franzese, Town Manager; Todd Wyrick, Clerk of Court

Explanation:

Clerk of Court Todd Wyrick will administer oaths to the newly elected members of the Town of Spencer Board of Aldermen: Rashid Muhammad, Erin Moody, and Pamela Stanley.

Financial Impact:

N/A

Recommended Action:

Take oaths administered by Clerk of Court Wyrick.

Attachment(s): ☐ Yes ☒ No

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Post Office Box 45
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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 4. b.

Agenda Item Title: Establishment of Time and Place for the Board's Regular Meetings in 2026

Category: Organization and Procedure of Mayor and Board of Aldermen

Presenter(s): Peter Franzese, Town Manager

Explanation:

The Board of Aldermen currently holds its regular meeting at 6:00 p.m. on the second Tuesday of each month and its pre-agenda meeting at 5:30 p.m. on the Thursday preceding the regular meeting. Both meetings are held in the Hilda B. Palmer Board Room. Per North Carolina General Statutes (G.S.) § 160A-71(a), the governing board "shall fix the time and place for regular meetings." If they do not choose a time, then it "shall be held at least once a month at 10:00 A.M. on the first Monday of the month."

Per G.S. § 143 Article 33C Meetings of Public Bodies (a.k.a. Open Meetings Law), any meeting, in-person or electronic, of at least a quorum of the members of a governing body constitutes an official meeting, except closed sessions and specific meetings at the state level. This article also specifies legal requirements for notification of meeting dates, times, and topics. Per G.S. § 143-318.12, the schedule shall be filed with the Town Clerk and posted to the Town website.

The Board can approve the attached draft schedule, which continues this schedule in the same location, or it can modify the time and/or place for the pre-agenda and/or regular meetings.

Financial Impact:

N/A

Recommended Motion:

Move to adopt the time and place for the Board of Aldermen's regular and pre-agenda meetings in 2026 as presented.

Attachment(s): ☒ Yes ☐ No

1. DRAFT 2026 Board of Aldermen Meeting Schedule

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townofspencer.com



Post Office Box 45
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2026 Board of Aldermen Meeting Schedule

**Spencer Town Hall and Police Department
Hilda B. Palmer Board Room
460 S. Salisbury Avenue
Spencer, NC 28159**

Month	Pre-Agenda Meeting 5:30 p.m.	Regular Meeting 6:00 p.m.
January	8	13
February	5	10
March	5	10
April	9	14
May	7	12
June	4	9
July	9	14
August	6	11
September	3	8
October	8	13
November	5	10
December	3	8

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Post Office Box 45
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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 4. c.

Agenda Item Title: Election of Mayor Pro Tempore for 2026-2028

Category: Organization and Procedure of Mayor and Board of Aldermen

Presenter(s): Peter Franzese, Town Manager

Explanation:

A municipal election was held in November which resulted in the re-election Alderwoman Erin Moody and Alderman Rashid Muhammad as well as the election of Alderwoman Pamela Stanley. After the previous election, Alderwoman Patti Secreast was appointed as Mayor Pro Tempore for 2024 – 2026. The Town of Spencer Board of Aldermen must now nominate and appoint a Mayor Pro Tempore for 2026 – 2028.

NC General Statute 160A-70 states:

At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the pleasure of the council. A councilman serving as mayor pro tempore shall be entitled to vote on all matters and shall be considered a councilman for all purposes, including the determination of whether a quorum is present. During the absence of the mayor, the council may confer upon the mayor pro tempore any of the powers and duties of the mayor. If the mayor should become physically or mentally incapable of performing the duties of his office, the council may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the mayor pro tempore. Upon the mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the council, the mayor shall resume the exercise of his powers and duties. In the event both the mayor and the mayor pro tempore are absent from a meeting, the council may elect from its members a temporary chairman to preside in such absence. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 4.)

Town of Spencer Code of Ordinances Section 30.08 states:

At the organizational meeting, the Council shall elect from among its members a Mayor Pro Tempore to serve at the Council's pleasure. A Council member who serves as Mayor Pro Tempore shall be entitled to vote on all matters and shall be considered a Council member for all purposes, including

the determination of whether a quorum is present. In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. If the Mayor should become physically or mentally unable to perform the duties of his or her office, the Council may by unanimous vote declare that the Mayor is incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When a Mayor declares that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties. If both the Mayor and Mayor Pro Tempore are absent from a meeting, the Council may elect from among its members a temporary chairman to preside at the meeting.

Financial Impact:

N/A

Recommended Action:

1. Nominate
2. Vote on nominees
3. Move to appoint the winner as Mayor Pro Tempore for 2026-2028 (or a different timeframe at the pleasure of the board)

Attachment(s): ☒ Yes ☐ No

1. Bluestein, F. (2018, August 27). *Answers to questions about the mayor pro tem*. Coates' Canons: NC Local Government Law. <https://canons.sog.unc.edu/2018/08/answers-to-questions-about-the-mayor-pro-tem/>
2. 2025 Town of Spencer Board of Aldermen Municipal Election Results

Coates' Canons NC Local Government Law

Answers to Questions About the Mayor Pro Tem.

Published: 08/27/18

Author: Frayda Bluestein

North Carolina law, GS 160A-70 requires city governing boards to elect from among its members a mayor pro tem. What powers does the mayor pro tem have? Does the mayor pro tem vote on all matters even in cities where the mayor votes only to break a tie? Does the mayor pro tem automatically become mayor if the mayor resigns? What does “pro tem” mean, anyway? Read on to learn the answers to these and other questions about mayors pro tem.

“Pro tem.” sounds like some fancy Latin term. What does it mean? Pro tem. is an abbreviation of the Latin phrase *pro tempore*, which means “for the time being” or “temporary.” So that’s the first thing to know about the mayor pro tem. The mayor pro tem serves temporarily in place of the mayor when the mayor is absent. For efficiency, I’ll substitute MPT for mayor pro tem. and I’ll call GS 160A-70, the MPT statute.

How is the MPT chosen?

The MPT statute requires the council to elect the MPT from among its members. There is no statutory guidance about how to structure the election. There are two choices – motion and vote, and nominations and ballot. You can learn more about these methods [in a blog post here](#).

Does the MPT serve in that role for the duration of his or her term of office on the council?

Not necessarily. The MPT statute says that the MPT must be elected at the organization meeting, and that the MPT serves at the pleasure of the council. This means that the council has to choose a MPT at each organizational meeting, and that the council has the choice of reelecting the current MPT, or electing a new one. It also means that the council can, with or without cause, vote to remove the MPT at any time, and appoint a new one.

What powers does the MPT have?

The general rule nationally is that, unless state law provides otherwise, the MPT “exercises all of the functions of the mayor, including discretionary, ministerial, executive and administrative, legislative and judicial or quasi-judicial powers,” when acting in place of the mayor. *3 McQuillin Mun. Corp. § 12:72 (3d ed.)*. See *State v. Thomas*, 141 N.C. 791 (1906) (*upholding a warrant issued by the mayor pro tem*. *Issuing warrants was one of the powers of mayors at that time.*)

The North Carolina MPT statute departs from the national rule and allows the council to confer upon the MPT “any of the powers and duties of the mayor.” In the School of Government’s [Suggested Rules of Procedure for a City Council](#), 4thEd., recommended Rule 18 delegates to the MPT the power to preside in the Mayor’s absence, including all of the powers of the presiding officer as specified in Rule 17(d). As noted in my [blog post here](#), North Carolina mayors have few statutory powers. When electing a MPT, the council should consider whether to delegate powers beyond simply presiding at meetings. It’s common, for example, for mayors to have delegated authority to sign contracts, participate in agenda preparation, sign ordinances, and conduct various ceremonial functions. Should the council delegate all of those powers to the MPT? The extent of a delegation to the MPT will likely depend upon the anticipated duration of the mayor’s absence. More on that below.

Are there any statutory powers that a MPT can exercise any time, even when the mayor is not absent?

Yes, at least one. [GS 160A-71\(b\)\(1\)](#) gives the MPT authority to call a special meeting. Other powers might exist in individual city charters.

Does a council member serving as mayor pro tem vote on all matters, even if the mayor only votes in a tie?

Yes. The MPT statute says, “A councilman serving as mayor pro tempore shall be entitled to vote on all matters and shall be considered a councilman for all purposes, including the determination of whether a quorum is present.” This is true even when even when the MPT is presiding in the mayor’s absence.

What happens if both the mayor and the MPT are both absent?

The MPT statute says that if they’re both absent, the council can elect from the members present, a temporary chair to preside.

What if the mayor is absent for an extended period of time? Is there a time limit after which the board can declare the mayor's seat vacant?

There are multiple scenarios that can occur so let's look at them separately.

What if the mayor becomes physically or mentally incapable of performing the duties of the office?

The MPT statute allows the council, by unanimous vote, to declare that the mayor is incapacitated and confer any of the mayor's powers and duties on the MPT. If the mayor subsequently declares that he or she is no longer incapacitated, and a majority of the council concurs, the mayor resumes his or her powers and duties. The statute doesn't set any limit on how long this situation can persist if the mayor continues to be incapacitated.

What if the mayor continues to be incapacitated and it appears that he or she will not be able to return to the office?

One option is for the mayor to resign. Sometimes, however, the mayor is unable or unwilling to make that decision. There are no statutory provisions that allow a board to remove a member of the board. Amotion is a common law mechanism for removing a member of an elected board when the member is unable or unwilling to properly carry out the duties of the office. The standard for removal of an elected board member by amotion are very high, and the process requires a hearing and presentation of evidence in support of the action. For more on amotion, see my [blog post here](#).

What if the mayor wants to take a leave of absence?

Although it's rarely used, state law allows any elected or appointed official of a city or county to obtain a leave of absence for protracted illness or "other reason satisfactory to the governing body" of the city or county. See [GS 128-40 \(counties\)](#) and [GS 128-41 \(cities\)](#). The process must be initiated by the official seeking the leave of absence and must be approved by the governing body. While on leave the official does not receive a salary but retains any sick leave to which he or she is entitled. The leave does not extend the term of office.

If the mayor takes a leave of absence, it seems likely that the council would delegate to the MPT some or all of the mayor's duties during the leave period. The statute, however, provides an alternative option:

If, by reason of the length of the period of absence or the nature of the duties of the official, the governing body deems it necessary, it may appoint any qualified citizen of the municipality as a temporary replacement for the period of the official's leave of absence. This appointee shall have all the authority, duties, perquisites, and emoluments of the official temporarily replaced. The appointee shall possess all the qualifications required by law for holding the office for which the temporary replacement official is appointed. *GS 128-41*.

What if the Mayor moves out of the city, or does something else that renders her ineligible for the office? Can the governing board remove the mayor?

Not exactly, but they may be able to declare the office vacant. If there is documented evidence that the mayor ceases to be qualified for the office, state law provides that the office is “ipso facto” (Latin for “by the fact itself”), vacant. As described [in a blog post here](#), in this circumstance, the board can declare the office vacant and fill the vacancy.

If there is a vacancy in the mayor's seat, does the MPT automatically become the mayor?

No. As indicated earlier, the council has authority to delegate the mayor's duties to the MPT. But when it comes to filling a vacancy in the mayor's seat, the council fills the seat as provided in [GS 160A-63](#). Under that statute the council can appoint the MPT, or any other council member, or any other person who is eligible to serve. If they appoint the MPT or any other council member, that creates a new vacancy and the council fills it.

What if the council wishes to leave the mayor's seat vacant and have the MPT carry out the mayor's duties until the next election?

It's not entirely clear whether the council has the discretion to do this. The statute doesn't provide any time frame within in which a vacancy on the council must be filled, but on the other hand the, the law says that the council “shall” fill the vacancy. For more on this issue see my [blog post here](#).

Do you have questions about the mayor pro tem?

Send them to me in a comment and I'll try to answer them.

11/04/2025 OFFICIAL MUNICIPAL ELECTION RESULTS - ROWAN

Text Size: A A | Options | Downloads

Criteria

Election: 11/04/2025 ▼
County: ROWAN ▼
Office: ALL LOCAL ▼
Contest: TOWN OF SPENCER BOARD OF ALDERMEN ▼

Display Results

Refresh

ROWAN County Info

Last County Submit:

November 7, 2025 5:22 pm

Last County Upload:

November 7, 2025 5:22 pm

Precincts Reported:

100.00% (29 out of 29)

100.00%

Ballots Cast:

12.87% (4,963 out of 38,569)

12.87%

TOWN OF SPENCER BOARD OF ALDERMEN (VOTE FOR 3) Precincts Reported: 3 of 3

NAME ON BALLOT	PARTY	BALLOT COUNT	PERCENT
Rashid H. Muhammad		168	33.87%
Pamela Stanley		159	32.06%
Erin S. Moody		150	30.24%
Write-In (Miscellaneous)		19	3.83%

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 4. d.

Agenda Item Title: Consider Appointment/Reappointment of Representatives

Category: Organization and Procedure of Mayor and Board of Aldermen

Presenter(s): Peter Franzese, Town Manager

Explanation:

The Board of Aldermen makes appointments to the Cabarrus-Rowan Metropolitan Planning Organization (CRMPO) Transportation Advisory (TAC) and Coordinating Committees (TCC), and the Centralina Council of Government (COG) Board of Delegates (BOD). Current appointees are as follows:

CRMPO TAC - Alderman Steve Miller Alderman Andrew Howe (alternate)

CRMPO TCC - Planning & Zoning Administrator Steve Blount Public Works Director Joel Taylor (alternate)

COG BOD - Alderwoman Patricia Sledge Alderman Andrew Howe

The Town of Spencer Board of Aldermen Liaisons for 2025 remained the same as 2024.

Board Members and Liaison Assignments

- Jonathan Williams (Mayor)
 - Primary: Community Partnerships
 - Alternate: Community Development
- Patti Seacrest (Mayor Pro Tempore)
 - Primary: Community Schools
 - Alternate: Community Non-Profits
- Steve Miller
 - Primary: Community Non-Profits
 - Alternate: Community Businesses
- Andrew Howe
 - Primary: Community Businesses
 - Alternate: Community Housing

- Rashid Muhammad
 - Primary: Community Housing
 - Alternate: Community Partnerships
- Erin Moody
 - Primary: Community Parks, Recreation, Tourism
 - Alternate: Community Schools
- Pat Sledge:
 - Community Development
 - Community Parks, Recreation, Tourism

Financial Impact:

N/A

Recommended Motion:

Move to

Attachment(s): ☒ Yes ☐ No

1. Email from Cabarrus Rowan MPO Executive Director Phil Conrad and Cabarrus Rowan MPO Connie Cunningham
2. Email from Centralina Strategic Engagement & Technical Services Coordinator Narissa Claiborne
3. 2025 Centralina Delegates
4. Centralina 2026 Final Meeting Schedule
5. Town of Spencer Board of Aldermen Liaison Focus Areas (2025)

CRMPO Representatives and Alternates 2026

From ccunningham <ccunningham@mblsolution.com>

Date Wed 2025-11-05 21:52

To Peter Franzese <pfranzese@spencernc.gov>

Cc Anna Ward <AWard@spencernc.gov>

November 5, 2025

Mr. Peter Franzese, Town Manager

RE: 2026 Appointments to the Transportation Advisory Committee (TAC) and the Technical Coordinating Committee (TCC) of the Cabarrus-Rowan Urban Area Metropolitan Planning Organization (CRMPO)

Dear Peter,

As you know, each year the North Carolina Department of Transportation (NCDOT) requires the CRMPO to supply a list of current TAC and TCC representatives along with their alternates. At present, Alderman Steve Miller is the appointed member and Alderman Andrew Howe serves as the alternate to represent the Town of Spencer on the TAC. Currently Mr. Steve Blount is serving as the TCC representative and Mr. Joel Taylor is serving as the alternate. Please notify the CRMPO as to who will serve in 2026 as your designated appointees to the TAC (elected officials only), as well as the TCC (staff) appointee and alternate.

The TAC and TCC appointees must be available to attend regular monthly meetings and to also participate on regional transportation planning committees. Attendance at the meetings is critical to the success of our planning efforts and to bring information back to their respective communities. A schedule of the meetings will be sent to your designated representative as soon as their information is made available to us.

As the current TAC members are aware, there is a requirement to serve as a member or alternate of the TAC. TAC members are subject to provisions of the NC State Government Ethics Act, Chapter 138A of the NC General Statutes. There are two specific requirements: 1) State of Economic Interest (SEI) application, and 2) Real Estate Disclosure Form. Current MPO TAC members and their alternate must electronically file their SEI and Real Estate Disclosure Form annually by April 15th. This information can be found at <https://ethics.nc.gov/seis/electronic-filing>. Go to Statement of Economic Interest and click on MPO/RPO filer.

Please alert any new TAC representatives/alternates of this requirement when making your selections. New TAC representatives/alternates are required to file before January 15, 2026.

Please provide current contact information for your selected individuals to include mailing address, telephone number, fax number and e-mail address to Connie Cunningham at the CRMPO office by January 9, 2026. You may email your information to ccunningham@mblsolution.com.

Thank you for your attention to this matter.

Sincerely,

Phil Conrad, Cabarrus Rowan MPO Executive Director

Connie Cunningham
Cabarrus Rowan MPO
Concord, NC 28025

****This email including any attachments is confidential and may be privileged by law. Statements and opinions expressed in this message are the property of RL Conrad and Associates. If you are not the intended recipient, please notify the sender immediately and remove this message from your inbox.**

Action Required: Appoint your 2026 Centralina Delegate

From Narissa Claiborne <nclaiborne@centralina.org>

Date Mon 2025-11-24 12:37

To Narissa Claiborne <nclaiborne@centralina.org>

 2 attachments (266 KB)

3 - Centralina 2026 schedule.pdf; 2025 Handbook- 2025 Board of Delegates.pdf;

Hello,

I hope your week is off to a great start. For those who may not know me, my name is Narissa Claiborne, and I am the Strategic Engagement and Technical Services Coordinator with the Centralina Regional Council. In my role, I support our organization's legislative governing boards and relationships with Clerks across the region.

As a valued member of Centralina, your jurisdiction plays an important role in shaping regional conversations and collaborations.

Through a member-appointed Board of Delegates and the work of our experienced staff, our region is planning for and taking steps to address initiatives our communities find important, such as housing and land use, transportation and mobility, workforce development, economic growth, and natural resource resilience. Our programs also help establish and support effective relationships across the region and with decision makers in Raleigh.

Action Requested – Deadline (INSERT DATE)

Please add “Centralina Regional Council Appointment Approval” to your upcoming Board meeting agenda.

Each year, we ask our member governments to appoint an **elected official to serve as a Delegate on our Board of Delegates**, along with an **Alternate** who can step in when needed. These representatives help ensure your community's voice is heard as we make decisions that strengthen our region.

To assist with this action, we've attached:

- The current list of 2025 Delegates and Officer Roles
- The 2026 Centralina Meeting Schedule

Appointing a Delegate provides your jurisdiction with a platform to discuss local and regional issues, share best practices, and build relationships with peers across the region.

When selecting your Delegate and Alternate, we encourage you to choose individuals who:

- Are passionate about regional collaboration and networking
- Align with Centralina's focus areas (growth, transportation, economic development, health, workforce, resilience, and advocacy)

- Are available to participate and vote on key decisions. An ideal delegate must have the time and capacity to attend **four Board meetings per year**. *Participants in in-person meetings receive reimbursement for travel from your offices to Centralina's office, located at 10735 David Taylor Dr., #250, Charlotte, NC 28262.*
- Report on Centralina meeting highlights at Board/Council meetings. *To support transparency and communication, Centralina will send a high-level overview to the delegate, alternate, manager, and clerk after each meeting.*

Submission Instructions

Once your Board/Council has made its appointment, please complete the linked [Microsoft Form](#).

- [2026 Centralina Regional Council Delegate & Alternate Appointment – Fill out form](#)

For questions about the appointment process, contact me at nclaiborne@centralina.org.

If your jurisdiction is interested in a general update or overview presentation at an upcoming Board/Council meeting, please email [Centralina Executive Director Geraldine Gardner](#).

We look forward to working with you and strengthening collaboration across our region!

Best regards,
Narissa

Strategic Engagement & Technical Services Coordinator **Narissa Claiborne** *SETS Coordinator*

704-348-2701 | nclaiborne@centralina.org 10735 David Taylor Drive, Suite 250 | Charlotte, NC 28262 **www.centralina.org**



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Strategic Engagement
& Technical Services

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2025 CENTRALINA DELEGATES

1. Anson County, *Commissioner Jarvis Woodburn*
2. Cabarrus County, *Commissioner Kenny Wortman*
3. Gaston County, *Commissioner Bob Hovis*
4. Iredell County, *Commissioner Gene Houpe*
5. Lincoln County, *Commissioner Alex Patton*
6. Mecklenburg County, *Commissioner Elaine Powell*
7. Stanly County, *Commissioner Mike Barbee*
8. Union County, *Commissioner Melissa Merrell*
9. Albemarle, *Council Member Martha Sue Hall*
10. Ansonville, *Mayor Angela Caraway*
11. Badin, *No Delegate to date.*
12. Belmont, *No Delegate to date.*
13. Bessemer City, *Council Member Brent Guffey*
14. Charlotte, *Council Member Edmund Driggs*
15. Cherryville, *Mayor H.L. Beam*
16. China Grove, *Mayor Rodney Phillips*
17. Cleveland, *Mayor Patrick Phifer*
18. Concord, *Council Member Lori Clay*
19. Cornelius, *Commissioner Susan Johnson*
20. Cramerton, *Mayor Nelson Wills*
21. Dallas, *Mayor Pro Tem Sam Martin*
22. Davidson, *Commissioner Autumn Michael*
23. East Spencer, *Council Member Shawn Rush*
24. Faith, *Alderwoman Jane Lingle*
25. Gastonia, *Council Member Jennifer Stepp*
26. Granite Quarry, *Council Member Lori Mack*
27. Harrisburg, *Mayor Jennifer Teague*
28. Huntersville, *Commissioner Alisia Bergsman*
29. Indian Trail, *Council Member Crystal Buchaluk*
30. Kannapolis, *Mayor Darrell Hinnant*
31. Kings Mountain, *no appointment made to date*
32. Landis, *Mayor Pro Tem Ashely Stewart*
33. Lilesville, *Commissioner Christopher Harrington*
34. Lincolnton, *Mayor Ed Hatley*
35. Locust, *Council Member Rusty Efird*
36. Love Valley,
37. Lowell, *Council Member DeWayne Chitwood*
38. Marshville, *Council Member Paulette Blakeney*
39. Marvin, *Council Member Wayne Deatherage*
40. Matthews, *Commissioner Ken McCool*
41. McAdenville, *Council Member Jay McCosh*

2025 CENTRALINA DELEGATES

- 42. Midland, *Council Member, no appointment made to date*
- 43. Mineral Springs, *Council Member Jim Muller*
- 44. Mint Hill, *Commissioner Tony Long*
- 45. Misenheimer, *Council Member Jamie Hammil*
- 46. Monroe, *Council Member Surluta Anthony*
- 47. Mooresville, *Mayor Chris Carney*
- 48. Morven, *Council Member Corinthia Lewis-Lemon*
- 49. Mount Holly, *Council Member Lauren Shoemaker*
- 50. Norwood, *Commissioner Wes Hartsell*
- 51. Oakboro, *no appointment made to date*
- 52. Pineville, *Council Member Amelia Stinson-Wesley*
- 53. Ranlo, *Commissioner Katie Cordell*
- 54. Richfield, *no appointment made to date*
- 55. Rockwell, *Alderman Bill Earnhardt*
- 56. Salisbury, *Mayor Karen Alexander*
- 57. Spencer, *Alderwoman Pat Sledge*
- 58. Stallings, *Mayor Pro Tem David Scholl*
- 59. Stanfield, *Mayor Pro Tem James Kluttz*
- 60. Stanley, *no appointment made to date*
- 61. Statesville, *Council Member Joe Hudson*
- 62. Troutman, *Council Member Felina Harris*
- 63. Wadesboro, *No Delegate to date*
- 64. Waxhaw, *Commissioner Susanna Wedra*
- 65. Wingate, *Commissioner Thomas Legrand*

Proposed 2026 BOARD MEETING SCHEDULE

Executive Board Meeting Dates

These meetings will be held in person, with a virtual option, at 5:00 p.m.

Wednesday, January 14, 2026

Wednesday, March 11, 2026

Wednesday, April 8, 2026

Wednesday, June 10, 2026

Wednesday, September 9, 2026

Wednesday, November 18, 2026 (Date adjusted due to Veteran's Day)

Board of Delegates Meeting Dates

These meetings will be held in person at 5:00 p.m. unless otherwise noted below.

Date	Tentative Agenda Topics
Wednesday, February 11, 2026	Annual Meeting; Budget Hearing; Delegate Orientation
Wednesday, May 13, 2026	Regional Priority Setting - Shaping our FY26-27 workplan.
Wednesday, August 12, 2026	August Advocacy Focus: State & Federal Connections
Wednesday, October 14, 2026	Annual Dinner & Region of Excellence Awards Ceremony



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Town of Spencer Board of Aldermen Liaison Focus Areas (2025)

Board Members and Liaison Assignments

Jonathan Williams (Mayor)

- Primary: Community Partnerships
- Alternate: Community Development

Patti Seacrest (Mayor Pro-Tem)

- Primary: Community Schools
- Alternate: Community Non-Profits

Steve Miller

- Primary: Community Non-Profits
- Alternate: Community Businesses

Andrew Howe

- Primary: Community Businesses
- Alternate: Community Housing

Rashid Muhammad

- Primary: Community Housing
- Alternate: Community Partnerships

Erin Moody

- Primary: Community Parks, Recreation, Tourism
- Alternate: Community Schools

Pat Sledge:

- Community Development
- Community Parks, Recreation, Tourism

Focus Areas

Community Schools (Board Liaison: Patti Seacrest; Board Alternate: Erin Moody)

- North Rowan High School (Mike White)
 - North Rowan Middle School (Jonathan Clark)
 - North Rowan Elementary School (Rebecca Rolfsmeyer)
 - Rowan-Salisbury School System (TBD) & School Board (Kevin Jones)
-

Community Non-Profits (Board Liaison: Steve Miller; Board Alternate: Patti Secreast)

- NC Transportation Museum (Kelly Alexander)
- NC Doll and Toy Museum (Beth Nance)
- Meals on Wheels (Cindy Fink)
- Civic Organizations (Jaycees, Women's Club, Masonic Lodge, Moose Lodge, etc.)
- Friends of Rowan
- Friends of Eighth Street Ballpark
- Spencer Partnership
- Spencer Religious Organizations

Community Housing (Board Liaison: Rashid Muhammad; Board Alternate: Andrew Howe)

- Town of Spencer Historic Preservation Committee (Leslie Talbot)
- Salisbury Community Development Corporation (CDC) (Chanaka Yatawara)
- Salisbury Rowan REALTORS (Carla Rose/Kellie Fischer)
- Contractor/developer community (Patrick Morrison, Rob Nance; Roseman Brothers, Ed Hull, etc.)
- Spencer CDBG Housing Committee (Kyle Harris)

Community Businesses (Board Liaison: Andrew Howe; Board Alternate: Steve Miller)

- Downtown Small Businesses
- Highway 29 Small Businesses
- Large Industries (including ETJ area)
 - Innospec (Vic Jameson)
 - Chewy (Mazin Merghani; Joanna Hass)
 - Swing Transport

Community Events, Recreation and Tourism (Board Liaison: Erin Moody; Board Alternate: Pat Sledge)

- Spencer's Holiday Caravan Parade Committee (Heather Resino)
- Winterfest Committee (Sherry Mason Brown, Kim Lentz)
- Carolina Thread Trail Steering Committee (Yadkin River Bridge) (Ronnie Smith, Nick Bishop)
- 8th Street Ballpark/Spencer Little League (Wes Thompson, Rusty Miller)
- Rowan County YMCA (Richard Reinholz)
- Rowan County Tourism Authority (James Meacham)

Community Development (Board Liaison: Pat Sledge; Board Alternate: Jonathan Williams)

- Town of Spencer Planning and Zoning Board of Adjustment (Jimm Mosher)
- Rowan Economic Development Corporation (EDC) (Scott Shelton)
- Rowan Chamber of Commerce (Elaine Spalding)
- Development community (Wallace, Waggoner, Fisher, etc.)

Community Partnerships (Board Liaison: Jonathan Williams; Board Alternate: Rashid Muhammad)

- Rowan County Board of Commissioners (Greg Edds)
- City of Salisbury (Tamara Sheffield)
- Salisbury-Rowan Utilities (Jason Wilson)
- Town of East Spencer (Barbara Mallet)
- NC House and Senate Representatives (Harry Warren (District 76, House); Carl Ford (District 33, Senate))

- US House and Senate Representatives (Addison McDowell (District 6, House); Tedd Budd & Thom Tillis (Senate))
- Rowan-Cabarrus Community College (Carol Spalding)
- Davidson County Parks and Recreation (Yadkin River Park)

Role and Expectations of Board Liaisons

Board Liaisons will serve as a vital link between the Spencer Board of Aldermen and the community members of the Town of Spencer and area organizations that have a direct impact on the future success of our town. The role of these liaisons is to build positive relationships with the organizations listed under each community focus area to enhance communication between these organizations and the Board of Aldermen.

By serving as a Liaison, you are a direct link to these organizations and will serve to bring needs, ideas, and concerns from these organizations before the Board for information and consideration for action when necessary. As a Liaison to your focus area, you are expected to be an active participant in meetings of these organizations, when possible, communicate frequently with them, and represent the best interests of the Town of Spencer and its citizens. Board Liaisons are also expected to communicate and work closely with the assigned Community Liaison from the public.

Each focus area will have an appointed Board alternate representative that should also participate, when possible, and be responsible for attending meetings in the event the primary liaison is unavailable. In this case, the alternate member will report back to the primary Liaison to share pertinent information.

Role and Expectations of Community Liaisons

Community Liaisons will serve as a vital link between the Town of Spencer community and the Spencer Board of Aldermen, as well as area organizations that have a direct impact on the future success of our town. The role of these community members is to work alongside the Board of Aldermen to help build positive relationships with the organizations listed under each community focus area to enhance communication between the community and the Board of Aldermen.

By serving as a liaison, you are a direct representative of the community within your assigned focus area and the organizations which fall under this focus area. You serve to bring needs, ideas, and concerns from these organizations and the community before the Board for information and consideration for action when necessary. As a Community Liaison to your focus area, you are expected to be an active participant in meetings of these organizations and with your Board Liaison(s), when possible, to communicate frequently with them, and represent the best interests of the Town of Spencer and its citizens.

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 8. a.

Agenda Item Title: Approval of November 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 November 13, 2025, and the Regular Meeting held on November 18, 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 November 13, 2025, and the Regular Meeting held on November 18, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. November 13, 2025, Pre-Agenda Meeting Minutes (draft)
2. November 18, 2025, Regular Meeting Minutes (draft)

MINUTES

Spencer Board of Aldermen

Pre-Agenda Meeting

November 13, 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, November 13, 2025, at 5:32 p.m.

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

Also present were: Town Manager Peter Franzese, Town Clerk Anna Kanode Ward, Finance Officer Heather Kann, Public Works Director Joel Taylor, Fire Chief Michael Lanning, Police Chief Michael File, and Planning & Zoning Administrator Steve Blount.

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

REVIEW OF NOVEMBER 18, 2025, AGENDA

INVOCATION

Alderman Muhammad volunteered to give the invocation at the at the November 18, 2025, regular meeting.

RECOGNITIONS

Mayor Jonathan Williams wishes to recognize Parks and Recreation Advisory Board (PRAB) Vice Chair Dionne Dixon for her work on the 2025 Race to the River Festival.

Mayor Pro Tempore Secreast wishes to recognize the Spencer Public Works Department, other Town staff, and citizens for their work on the North Rowan High School (NRHS) Courtyard.

Mayor Pro Tempore Secreast also wishes to recognize the owners of Fleming Street Bakery & Southern Cuisine, Pinocchio's Italian Restaurant, and Cool Nogginz Hair Salon for helping feed citizens in need.

CONSENT AGENDA

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

- a. APPROVAL OF MINUTES:** October 9, 2025, Pre-Agenda Meeting Minutes
October 14, 2025, Regular Meeting Minutes

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

FIRE DEPARTMENT REPORT

Fire Chief Lanning gave the monthly Fire Department report and answered any questions from the Mayor and Board as he will not be able to attend the meeting on Tuesday.

EXECUTIVE SESSION per NC General Statute 143-318(a)(6)

Alderwoman Sledge moved to go into Executive Session per the following NC General Statute:

§ 143-318.11(a)(2) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee [...]

Alderman Howe seconded the motion, which carried by a vote of 6-0. The regular session stood in recess at 5:43 p.m.

Mayor Williams reconvened the regular session at 6:11 p.m. and stated that no action had been taken during the executive session.

ADJOURNMENT

Mayor Pro Tempore Secreast moved to adjourn the meeting. Alderman Howe seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 6:11 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
November 18, 2025

The Town of Spencer Board of Aldermen met in regular session to conduct a regular meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Tuesday, November 18, 2025, at 6:00 p.m.

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

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

Alderman Andrew Howe was absent.

Mayor Williams called the meeting to order.

Alderman Muhammad gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

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

RECOGNITIONS

Mayor Williams recognized Parks and Recreation Advisory Board (PRAB) Vice Chair Dionne Dixon for her work on the 2025 Race to the River Festival.

Mayor Pro Tempore Secreast recognized the Spencer Public Works Department, other Town staff, and citizens for their work on the North Rowan High School (NRHS) courtyard.

Mayor Pro Tempore Secreast also recognized the owners of local businesses Fleming Street Bakery & Southern Cuisine, Quinta Ellis, and Pinocchio's Italian Restaurant, Amy Ray and Anthony Nero, for feeding citizens in need. She also recognized the owner of Cool Nogginz Hair Salon, Tiffany Jones, and her clients, who are sponsoring some families for the holidays.

Mayor Williams also recognized the organizers of the Spencer Neighborhood Art Walk held on Saturday, November 15, 2025, specifically Douglas Lail and Marty Lineberger.

PUBLIC COMMENT

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

1. Leslie Talbott, 308 N. Salisbury Ave., Spencer, NC 28159
2. Madison Gooch, NRHS Student

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

CONSENT AGENDA

Alderman Muhammad moved to approve the consent agenda as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 5 – 0. Items approved were:

- a. **APPROVAL OF MINUTES:** October 9, 2025, Pre-Agenda Meeting Minutes
October 14, 2025, Regular Meeting Minutes

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

Special Projects Planner Morris gave a presentation regarding the contract with NCDNCR for a PARTF Grant for the Stanback Forest Center and answered questions from the Mayor and Board.

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.

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

Town Manager Franzese clarified that Mayor Williams will need to sign the agreement.

Action

Alderman Muhammad moved to authorize Mayor Williams to execute the PARTF agreement, which is incorporated in the body of the minutes below. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0.

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

Town Manager Franzese gave a presentation regarding the \$99,800 NCRR Brownfield Grant from the NC Railroad for Site Assessment and answered questions from the Mayor and Board.

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.

Action

Alderman Muhammad moved to adopt Ordinance 25-11.006, which is incorporated in the body of the minutes below. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 5 – 0.

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.

DEPARTMENTAL REPORTS

Planning

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

Code Enforcement

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

Police

Police Chief File gave the monthly Police 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

Town Manager Franzese 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

- Stated that the evening highlighted the importance of volunteers.
- Noted that while the Town has an excellent staff, strong community involvement is essential.
- Encouraged residents to remain engaged and to help support Town events and initiatives.

Alderdwoman Erin Moody

- Acknowledged that some may be experiencing heavy hearts due to recent events.
- Encouraged residents to look for ways to help locally.
- Referenced Fred Rogers' reminder to "look for the helpers," noting that helpers can always be found in the community.

Alderdwoman Patricia Sledge

- Noted that the day had focused on recognizing volunteers and encouraged anyone not already involved to visit spencerexperience.org for opportunities to participate.
- Shared that both residents and visitors speak positively about Town events and community engagement.
- Mentioned attending the Rowan County Economic Development Council meeting to learn more about activities across the county.
- Reported she and Alderman Muhammad have been attending Fridays at the Stone at Livingstone College and that Dr. Anthony Davis, President of Livingstone College, recently underwent a successful kidney transplant.
- Expressed concerns about certain issues within the community and emphasized the need for residents to remain vigilant to ensure that rights are protected.
- Stated she was willing to stand up and speak out and encouraged citizens to also be willing to do so when necessary.

Alderman Rashid Muhammad

- Stated that giving back should be contagious and not optional, noting that the world would be better if more people embraced service to others.

- Expressed appreciation for residents in attendance and recognized local businesses that contribute to the community, including those who may not receive public acknowledgment.
- Thanked Town staff and fellow elected officials for their hard work and dedication.

Mayor Pro Tempore Patti Secreast

- Shared that she felt proud when her doctor and nurse commented on Spencer's progress after seeing her Town sweater during an appointment.
- Reported that the doctor, who drives through Spencer daily, praised the significant improvements and expressed interest in new businesses and restaurants.
- Noted how remarkable the transformation has been compared to 20 years ago.
- Thanked the current and previous Boards for their vision in developing Town Hall and the park, noting the positive impact on the community.

Mayor Jonathan Williams

- Reported that mayors across the county have begun meeting to discuss community issues.
- Announced that a "Mayors' Float" will be featured in each Rowan County parade.
- Expressed enthusiasm that Pamela Stanley will be joining the Board next month and thanked her for attending meetings in preparation for her role.

EXECUTIVE SESSION

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

ADJOURNMENT

Alderwoman Moody moved to adjourn the meeting. Alderman Muhammad seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 6:57 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 9

Agenda Item Title: Reappointment of Planning Board members

Category: Regular Agenda

Presenter(s): Steve Blount

Explanation:

Due in part to filling and then refilling vacancies, 4 of 7 Planning Board members terms end on 1/1/2026. To provide continuity of service, I would like to renew all four members for an additional 3-year term.

Financial Impact:

none

Recommended Motion:

Motion, second and vote to approve appointing Tim Witkowski, Anthony Nero, Donna Redfern, and Terry Bryan to an additional 3-year term on the Town's Planning Board/Board of Adjustment effective 1/1/2026.

Attachment(s): ☐ Yes ☒ No

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 10. a. – b.

Agenda Item Title: Authorize Town Manager to execute NCRR Build Ready Site grant agreement and subrecipient agreement with Samet and Adopt AND Adopt Project Budget Ordinance 25-20 Appropriating and Approving the Build Ready Site Grant Funds

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Town Planner; Heather Kann, Finance Officer

Explanation:

The Town has been awarded a \$750,000 grant by the NCRR to be applied to site improvements for the NC Finishing Company and Fisher Lamb sites. Work will be done by Samet Properties and their subcontractors. Samet will pay any required matching funds. In return, Samet is required to market and make efforts to sell/lease the property to rail served customers.

Financial Impact:

\$750,000 revenue to fund site improvements for NC Finishing Company and Fisher Lamb sites.

Recommended Motion:

1. Move to authorize the Town Manager to execute the NCRR Build Ready Site grant agreement and subrecipient agreement with Samet Properties.
2. Move to adopt Project Budget Ordinance 25-20 to appropriate

Attachment(s): ☒ Yes ☐ No

1. NCRR Agreement
2. Project Budget Ordinance 25-20

NORTH CAROLINA

ROWAN COUNTY

NORTH CAROLINA RAILROAD COMPANY

AND

TOWN OF SPENCER, NORTH CAROLINA

AND

SAMET PROPERTIES, LLC

BUILD READY SITE GRANT AGREEMENT

This BUILD READY SITE GRANT AGREEMENT (“Agreement”) is made as of the ___ day of **November, 2025**, by and between the **Town of Spencer, North Carolina** (hereinafter “Town”), the **North Carolina Railroad Company** (hereinafter “NCRR”), and **Samet Properties, LLC** (hereinafter “Developer”). Town, NCRR, and Developer are collectively referred to herein as the “Parties”.

RECITALS

WHEREAS, the County desires to stimulate and develop the local economy of its region, alleviate the problems of unemployment and underemployment by creating and/or retaining jobs for its citizens, and develop its local tax base.

WHEREAS, NCRR created the Build Ready Site program (the “Program”) to increase the number of rail-served sites that are ready for development in North Carolina, thereby increasing the likelihood that new rail-using manufacturers will locate or expand, yielding additional job creation, rail use, and expanded local tax base in communities throughout the State.

WHEREAS, the Parties have identified a site owned by NCi85 Rowan Acquisition LLC, a North Carolina limited liability company (“Owner”), located at 850 Hackett Street, Rowan County, North Carolina (“the Site”), which Site is more particularly described on Exhibit A attached hereto, to develop and market to potential rail-using industrial customers.

WHEREAS, in order to attract a potential rail-using industrial customer, the Parties have determined that certain preliminary engineering, design, and site preparation work needs to be undertaken in order to remove development barriers and improve construction timeline predictability around the Site. The Site as improved with all the work outlined in Section 2 of this Agreement hereinafter shall be referred to as the “Build Ready Site” and the completion of the

work to make the Site the Build Ready Site hereinafter shall be referred to as the "Build Ready Site Project".

WHEREAS, the preliminary cost estimate for the Town or Owner to complete the Build Ready Site Project is **\$750,000.00**.

WHEREAS, as part of the Program, NCRR has agreed to award the Town a grant in the amount of \$750,000 to be used for the costs incurred by the Town or Owner in completing the Build Ready Site Project as set forth in Section 2 of this Agreement.

WHEREAS, the Town and NCRR now desire to enter into this Agreement setting forth the business terms and conditions for the NCRR grant for the Build Ready Site Project.

NOW THEREFORE, the Parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

1. **TERM.** The term of this Agreement shall begin on the date this Agreement is executed (hereinafter the "Agreement Date") and shall end ("Expiration Date") five (5) years from the Agreement Date, unless otherwise extended as set forth in Section 4 herein.

2. **BUILD READY SITE PROJECT DESCRIPTION.**

The Build Ready Site Project shall consist of engineering, design, and site preparation work including, but not limited to, grading, drainage, and any other incidental work associated with the land preparation of the Build Ready Site. All Build Ready Site Project costs incurred in excess of the NCRR Grant shall be borne by the Town or other parties.

3. **PROJECT ESTIMATE, BUILD READY SITE PROJECT GRANT, AND TOWN ESCROW ACCOUNT.**

- A. Pursuant to this Agreement, NCRR shall award a grant of \$750,000 to Town for the Build Ready Site Project (the "NCRR Grant").
- B. The preliminary Build Ready Site Project conceptual and corresponding estimate are attached hereto as Exhibit B. Within thirty (30) days of execution of this Agreement, the Town shall cause to be provided to NCRR an updated estimate, schedule, and specifications for the Build Ready Site Project. In addition, the Town shall provide a current, updated Build Ready Site Project Budget (sources and uses of funds statement). Within five (5) days of execution of this Agreement or within five (5) days of execution of a construction agreement related to the Build Ready Site Project, whichever is later, the Town shall cause to be provided to NCRR a copy of the construction agreement for the Build Ready Site Project.
- C. The Town shall hold the funds from the NCRR Grant (the "Grant Funds") in escrow, to be used solely for the Build Ready Site Project. Within seven (7) days

of receiving the Grant Funds, the Town shall provide documentation showing the placement of the Grant Funds in an escrow account. Within sixty (60) days of releasing any or all of the Grant Funds from escrow, the Town shall submit to NCRR documentation including paid invoices showing actual, eligible costs that were paid or reimbursed in relation to the Build Ready Site Project. Furthermore, the Town shall retain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate actual costs incurred as part of the Build Ready Site Project, including but not limited to any forms supplied by NCRR, incurred under this Agreement, including, without limitation, receipts, vouchers, invoices, waivers of mechanic's and materialmen's liens by contractors and subcontractors, and certificates of the contractors. The Town shall make such materials available at its office at all reasonable times during the construction period of the Build Ready Site Project, and at least until the Expiration Date under this Agreement, for inspection and audit by NCRR at reasonable times during normal working hours at the location where such records are normally maintained by the Town. This provision shall survive the expiration or earlier termination of this Agreement.

4. **OWNERSHIP AND MARKETING OF BUILD READY SITE.**

The Site shall be owned and maintained by an entity, including Owner, who is committed to marketing the Build Ready Site, including all improvements made as part of the Build Ready Site Project, to a rail-using industrial company ("Company"). The Town and the Owner shall use reasonable efforts to market the Build Ready Site to a Company shall continue for a period of five (5) years from the Agreement Date (the "Marketing Period"). If the Build Ready Site is conveyed, by sale or lease, in whole or in part, to a Rail User, as defined herein, within the Marketing Period (the "Conveyance Date"), the Expiration Date of this Agreement shall be extended for a period of five (5) years and two (2) months from the Conveyance Date.

5. **MAINTENANCE, OPERATION, LIABILITY AND INSURANCE.**

At all times prior to the Expiration Date, parties other than NCRR shall be responsible for the maintenance, operation, liability and insurance for the Build Ready Site. At the time of, or promptly following, a lease or sale to a Company, in whole or in part, the Town or Owner shall enter into a separate agreement with the Company which provides that the Company shall meet the Company Performance Requirements set forth in Section 6 herein and which provides for the maintenance, operation, and insurance for the Build Ready Site. Within five (5) days of the execution of such an agreement, the Town shall cause to be provided a copy of the agreement to NCRR.

6. **COMPANY PERFORMANCE REQUIREMENTS.**

- A. A "Rail User" is defined as an industrial customer that ships goods or materials from the Site through the use of at least one railroad car during its use of the Site. The date that is five (5) years after the Conveyance Date is the "Compliance Date."

- B. Beginning with the Conveyance Date, the Company shall (i) own or lease the Build-Ready Site, and (ii) meet the definition of Rail User before passage of the Compliance Date ("Company Performance Requirements").
- C. Upon meeting the Company Performance Requirements and within one (1) month after the occurrence of the Compliance Date, the Town shall cause to be provided to NCRR documentation concerning the Company's compliance with the Company Performance Requirements.
- D. If the Company meets the Company Performance Requirements in full prior to the Compliance Date, then the Town does not have to repay NCRR the NCRR Grant.
- E. In the event that the Town or Owner enter into an agreement for a developable part of the Site with a Company(s) that intend(s) to qualify as a Rail User, the following shall apply: if the Company(s) fails to own or lease the Site until the Compliance Date or fails to meet the definition of Rail User prior to the occurrence of the Compliance Date, then the Town shall repay NCRR the Grant as follows:
 - i. If the Company (a) owns or leases the Site for three (3) years or less from the Conveyance Date or (b) fails to meet the definition of Rail User during such three-year period, then the Town shall repay NCRR ninety percent (90%) of the Grant;
 - ii. If the Company (a) owns or leases the Site for more than three (3) years and one (1) day from the Conveyance Date but less than four (4) years from the Conveyance Date or (b) fails to meet the definition of Rail User during such period, then the Town shall repay NCRR sixty-five percent (65%) of the Grant; or
 - iii. If the Company (a) owns or leases Site for more than four (4) years and one (1) day from the Conveyance Date but less than five (5) years from the Conveyance Date or (b) fails to meet the definition of Rail User during such period, then the Town shall repay NCRR fifty percent (50%) of the Grant.

For purposes of clarity, if the Site is developed as a multi-user Site involving more than one Company, for purposes of the requirements of this Section the length of ownership/lease of the Company that shall be applied shall be the longest length of ownership/lease of a Company operating on the Site that meets the definition of a Rail User.

- F. The extent to which the Company has complied with the Company Performance Requirements, as set forth in Section 6(A)-6(E) herein, shall be determined by the Company Documentation and such other reports and letters that the Town shall

submit or forward to the NCRR Economic Development Department on or before the Expiration Date (as extended).

- G. For the avoidance of doubt, if either the Town or the Owner is unable to enter an agreement for the sale or lease of any portion of the Site with a Rail User prior to the initial Expiration Date (not extended), then the Town does not have to repay NCRR any of the Grant.
- H. In the event that prior to the initial Expiration Date (not extended), the Town or Owner enter into agreements for every developable part of the Site with Company(s) that do not intend to qualify as a Rail User(s) during the Term of this Agreement, Town shall repay NCRR one hundred percent (100%) of the Grant

7. **TERMINATION AND MODIFICATIONS.**

- A. Failure on part of the Town or the Developer to comply substantially with any material provision of this Agreement, which failure continues, and is not cured, for a period of thirty (30) days following the Town or Developer's receipt of written notice from NCRR setting forth, with reasonable particularity, the manner in which Town or Developer has failed to comply substantially with any material provision of this Agreement, will be grounds for NCRR to terminate this Agreement and the Grant awarded herein. Notwithstanding the foregoing, in the event that Town or Developer commences a cure of such failure to comply within thirty (30) days following the Town or Developer's receipt of such written notice from NCRR, the period for Town or Developer to complete such cure without NCRR having a right to terminate this Agreement shall be extended for a reasonable period of time, as determined in NCRR's reasonable discretion, during which Town or Developer continues to work towards such cure with reasonable diligence. Upon termination of this Agreement in accordance with this Section 7(A), the Town must repay 100% of the Grant paid by NCRR.
- B. If physical construction of the Build Ready Site Project (actual land-disturbing activities) has not begun within two (2) years of the Agreement Date, this Agreement terminates automatically.
- C. The completion of the work for the Build Ready Site Project covered by this Agreement shall be pursued as expeditiously as possible. If the work for the Build Ready Site Project specified in this Agreement is unable to be completed due to a condition of *force majeure* or other conditions beyond the reasonable control of the Town or Owner, then the Town or Owner will diligently pursue completion of the Build Ready Site Project once said condition or conditions are no longer in effect.
- D. If unforeseen calamity, an Act of God, financial disaster, a condition of *force majeure* or other conditions beyond the reasonable control of the Company is the cause of the Company's failure to meet its Company Performance Requirements as set forth in Section 6 above, then the Town, Owner, and/or the Company may

request an extraordinary modification of this Agreement from NCRR, including an extension of the term of this Agreement. The Parties agree that any decision to allow such modification shall be in the sole discretion of NCRR.

- E. Any modifications to the Company Performance Requirements or the obligation to repay provisions set forth herein may only be modified by written agreement of NCRR, the Town, Owner, and the Company.

8. **NOTICES.**

Any notice, request, or other communication among the Parties shall be delivered in writing, sent by first-class mail, overnight courier, and/or electronic transmission and shall be deemed given upon actual receipt by the addressee. Notice shall be addressed as follows:

If to Town, use:

Peter Franzese
Town of Spencer
PO Box 45
460 S Salisbury Avenue
Spencer, North Carolina 28159

If to Developer, use:

Brian Hall
Samet Properties
309 Gallimore Dairy Rd
Suite 102
Greensboro, NC 27409

If to NCRR, use:

North Carolina Railroad Company
2809 Highwoods Boulevard
Raleigh, North Carolina 27604-1640
ATTN: NCRR Economic Development Department

9. **MISCELLANEOUS.**

- A. Failure of the Town, Owner, or NCRR at any time to require performance of any term or provision of this Agreement shall in no manner affect the rights of the Town or NCRR at a later date to enforce the same or to enforce any future compliance with or performance of any of the terms or provisions herein.
- B. This Agreement constitutes a legally enforceable contract and shall be governed and construed in accordance with the laws of the State of North Carolina. The Parties agree and submit, solely for matters concerning this Agreement, to the

exclusive jurisdiction of the courts of North Carolina and agree that the only venue for any legal proceedings shall be Wake County, North Carolina.

SIGNATURES TO FOLLOW

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Town, the Developer, and NCRR by authority duly given.

TOWN OF SPENCER

Sign: _____

Print: _____

Title: _____

NORTH CAROLINA RAILROAD COMPANY

By: _____

Print: _____

Title: _____

SAMET PROPERTIES, LLC

By: _____

Title: _____

EXHIBIT A

(the Site)

LEGAL DESCRIPTION - 850 HACKETT STREET

All that certain tract or parcel of land, being located in Salisbury Township, Rowan County, North Carolina, being more particularly described as follows:

BEGINNING at a railroad spike found at the intersection of the centerline of Hackett Street with the westerly right-of-way line of U.S. Interstate 85, said spike being located North 45 deg. 12' 20" West a distance of 120.67 feet from NGS Monument "Hackett", said monument having North Carolina Grid Coordinates (NAD 83/2011) of North(y) = 715,781.17 feet and East(x) = 1,585,425.58 feet; running thence with the centerline of Hackett Street the following three (3) courses and distances:

- 1) South 74 deg. 41' 39" West a distance of 1030.81 feet to a magnetic nail found, being the westernmost nail of two nails found 0.03 feet apart.
- 2) South 72 deg. 20' 35" West a distance of 400.04 feet to a railroad spike found; and
- 3) South 70 deg. 05' 03" West a distance of 300.00 feet to a railroad spike found;

Thence leaving the centerline of Hackett Street North 80 deg. 14' 47" West a distance of 61.30 feet to a magnetic nail found in the centerline of the Dukeville Railway Spur (Deed Book 199, Page 165, Rowan County Register of Deeds); thence with the centerline of said Dukeville Railway Spur the following eight (8) courses and distances:

- 1) South 85 deg. 50' 16" West a distance of 1065.30 feet to a metal rebar found;
- 2) South 86 deg. 02' 35" West a distance of 478.12 feet to a point;
- 3) Along a curve to the left an arc length of 191.07 feet to a point, said arc having a chord bearing of South 83 deg. 21' 47" West, a chord distance of 191.00 feet, and a radius of 2042.37 feet;
- 4) Along a curve to the left an arc length of 96.82 feet to a point, said arc having a chord bearing of South 76 deg. 55' 12" West, a chord distance of 96.75 feet, and a radius of 737.11 feet;
- 5) Along a curve to the left an arc length of 252.97 feet to a point, said arc having a chord bearing of South 63 deg. 18' 21" West, a chord distance of 251.73 feet, and a radius of 735.64 feet;
- 6) Along a curve to the left an arc length of 108.91 feet to a point, said arc having a chord bearing of South 48 deg. 08' 07" West, a chord distance of 108.76 feet, and a radius of 586.61 feet;
- 7) South 43 deg. 11' 38" West a distance of 166.63 feet to a point; and
- 8) Along a curve to the left an arc length of 80.41 feet to a point at the centerline of the 200-foot North Carolina Railroad right-of-way (being centered on the northbound tracks), said point being located North 01 deg. 35' 05" West a distance of 159.08 feet from NCRR Monument "NCRR RO M329 4", said arc having a chord bearing of South 40 deg. 50' 45" West, a chord distance of 80.38 feet, and a radius of 845.10 feet;

Thence with the centerline of said North Carolina Railroad right-of-way North 37 deg. 21' 43" East a distance of 207.36 feet to a point; thence leaving the centerline of said railroad right-of-way along the "old

line" as described in Deed Book 121, Page 121, Share 2, Third Tract, in the Rowan County Register of Deeds; thence with said "old line" the following two (2) courses and distances:

- 1) North 62 deg. 26' 16" East a distance of 334.75 feet (passing a metal rebar found at a distance of 235.79 feet) to a metal rebar found; and
- 2) North 31 deg. 28' 55" East a distance of 329.85 feet to an iron pipe found at the southeasterly corner of Lot 184 of the Brown Estate Lands Subdivision as recorded in Plat Book 9995, Page 517 of the Rowan County Register of Deeds;

Thence with the easterly line of said Brown Estate Lands Subdivision North 32 deg. 26' 41" East a distance of 752.02 feet (passing a metal rebar found at a distance of 93.56 feet) to a magnetic nail found in a stone, said nail being located North 76 deg. 39' 41" East a distance of 226.75 feet from NCRR Monument "NCRR RO M329 1, said nail being the southwesterly corner of property owned, now or formerly by Waterford Funding, LLC (Deed Book 1346, Page 249, Rowan County Register of Deeds); thence with the southerly line of said Waterford Funding, LLC property the following two (2) courses and distances:

- 1) South 59 deg. 12' 34" East a distance of 1993.17 feet to a metal rebar found; and
- 2) South 29 deg. 14' 34" East a distance of 526.94 feet to a metal rebar found in the westerly right-of-way line of U.S. Interstate 85;

Thence with the westerly right-of-way line of U.S. Interstate 85 South 16 deg. 44' 43" West a distance of 203.26 feet to the point and place of BEGINNING, containing 104.427 acres, more or less (including 6.537 acres +/- lying within the rights-of-way of the N.C. Railroad and Dukeville Railway Spur and 1.072 acres +/- lying within the right-of-way of Hackett Street)

Exhibit B
Preliminary Rail Project Conceptual and Estimate



Trade Package	Description	Takeoff Quantity	Grand Total Price	Grand Total Amount
01A	Design / Preconstruction	10,262 LF	46.39 /LF	476,100
01B	General Conditions	10,262 LF	68.26 /LF	700,480
01C	General Requirements	10,262 LF	18.36 /LF	188,400
01E	Material Testing	10,262 LF	9.74 /LF	100,000
01F	AS-Built Survey	10,262 LF	1.12 /LF	11,500
31A	Earthwork / Grading / Storm Drainage	10,262 LF	616.36 /LF	6,325,057
32A	Paving / Curb & Gutter	10,262 LF	394.24 /LF	4,045,695
32E	Landscaping & Irrigation	10,262 LF	18.71 /LF	192,000
33A	Fire & Domestic Water Distribution	10,262 LF	147.51 /LF	1,513,720
33B	Sanitary Sewer	10,262 LF	114.63 /LF	1,176,296

Estimate Totals

Description	Amount	Totals	Rate	Cost per Unit
Labor	700,880.00			68.299 /LF
Material				
Subcontract	13,682,768.00			1,333.343 /LF
Equipment	164,000.00			15.981 /LF
Other	181,600.00			17.696 /LF
	14,729,248.00	14,729,248.00		1,435.319 /LF
Preconstruction Contingency	1,472,925.00		10.000 %	143.532 /LF
Construction Contingency	294,685.00		2.000 %	28.706 /LF
	1,767,510.00	16,496,758.00		1,607.558 /LF
Subcontractor Default - SDI	191,559.00		1.400 %	18.667 /LF
	191,559.00	16,688,317.00		1,626.225 /LF
Technology Expense	26,461.00		0.150 %	2.579 /LF
Project Closeout	33,377.00		0.200 %	3.252 /LF
Builder's Risk	25,032.00		0.150 %	2.439 /LF
Contractor Insurances	107,607.00		0.610 %	10.486 /LF
GC Fee	759,636.00		4.500 %	74.024 /LF
Total		17,640,430.00		1,719.005 /LF

NC FINISHING CO SITE INFRASTRUCTURE PROJECT BUDGET ORDINANCE
FOR THE TOWN OF SPENCER,
NORTH CAROLINA
PROJECT BUDGET ORDINANCE 25-20
DECEMBER 9, 2025

BE IT ORDAINED by the Governing Board of the Town of Spencer, North Carolina, the following anticipated revenues and expenditures from the Build Ready Site Grant through North Carolina Railroad Company are hereby appropriated and approved for the NC Finishing Co Site Infrastructure Project Ordinance 25-20 and

Section 1. The Town accepts the \$750,000 Build Ready Site Grant through North Carolina Railroad Company for site improvements for the NC Finishing Company and Fisher Lamb sites.

Section 2. To appropriate revenues and expense appropriations as follows in the Stanback Forest Center & Trails Project Fund for the donation:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
66-4611	Grant Revenues	\$ 0	\$750,000	\$750,000

<u>Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
66-5610-512	Contractual Services	\$ 0	\$ 750,000	\$ 750,000

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

Adopted this 9th day of December 2025.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

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spencernc.gov



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Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. 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

November 2025

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
11.3.25	Whitehead & Baldwin	Alleyway questions	Answered questions
11.3.25	Lee St	Chroma Color Corp zoning consistency statement	Issued
11.3.25	Office	Staff meeting	Attended
11.3.25	All	Business license questions	Answered questions
11.3.25	712 s Salisbury ave	Fence permit	Issued permit
11.3.25	Sowers ferry rd	Address correction	Issued corrected address
11.4.25	Office	Staff meeting	Attended
11.4.25	7 th St	Trailhead discussions	Answered questions
11.4.25	5 th st alleyway	Yellow tape questions	Investigated and answered questions
11.4.25	Office	Parking lot management questions	Answered questions
11.4.25	Pickett ave	Greenway questions	Answered questions
11.6.25	Office	Entertainment district research	Compiled information
11.10.25	Office	MPO information on functional classification	Reviewed
11.10.25	Office	EV charging station questions	Provided information
11.10.25	Office	Public works property annexation	Researched deeds
11.10.25	5 th & 6 th St	Property owner development meeting	Met and discussed
11.10.25	Hollywood dr	Dorsett chapel sign permit	Approved and issued permit
11.10.25	808 s Salisbury ave	Zoning permit for new SF home and driveway	Approved and issued
11.10.25	806 s Salisbury ave	Zoning permit for new SF home and driveway	Approved and issued
11.10.25	9 th st	SRU concerning water/sewer extensions	Met and discussed

11.12.25	Office	Cybersecurity lesson	Took lesson
11.12.25	Salisbury ave	Ice cream shop permitting questions	Answered questions
11.12.25	10 th st	Food truck as home business questions	Answered questions
11.12.25	608 n Salisbury ave	Subdivision and site development questions	Met and discussed
11.13.25	Whitehead	Water line extension questions	Discussed
11.13.25	3160s Salisbury ave	Zoning permit for ice cream shop	Issued permit
11.13.25	Long ferry rd	Site visit to truck stop and medical office bldg.	Visited
11.13.25	Office	Preagenda meeting	Attended meeting
11.17.25	Salisbury ave	Zoning questions for PCA property	Answered questions
11.17.25	504 s Carolina	ADU questions	Answered questions
11.17.25	1209 3 rd st	ADU questions	Answered questions
11.18.25	Whithead	Bike lane drawing	Reviewed and commented
11.18.25	Yadkin ave	Addressing questions from USPS	Answered questions
11.18.25	Office	Greenway land swap questions	Answered questions
11.18.25	Office	BoA meeting	Attended meeting
11.20.25	512 2 nd st	Subdivision questions	Answered questions
11.20.25	N Salisbury ave	Subdivision questions	Answered questions
11.20.25	Whitehead	Revised bike lane drawing	Reviewed and approved
11.20.25	1129 3 rd st	Zoning permit for new SF home	Approved and issued
11.24.25	7 th st	Subdivision questions	Answered questions
11.24.25	Whitehead	NCDOT comments on bike lanes	Reviewed and responded
11.24.25	804 s Salisbury	Demolition questions	Answered questions
11.24.25	1307 s Salisbury	Request to pave parking lot	Issued request
11.24.25	104 baldwin	Fence permit	Issued permit
11.24.25	Office	NCRR grant	Reviewed and commented
11.24.25	504 s Carolina	Zoning permit for ADU	Issued permit
11.24.25	101&103 baldwin	Zoning permit for duplex	Issued permit
11.25.25	Office	Staff meeting	Attended
11.25.25	Office	Entertainment district plan	Research
11.25.25	507 4 th st	CoA application for new roof	Review and forward to Kyle

11.25.25	Office	Planning Board membership review	Forward agenda item to reappoint members
11.25.25	Office	Mayor Pro Temp process	Review code and comment

Quotes:

For the holiday season...

The worst gift is a fruitcake. There is only one fruitcake in the entire world, and people keep sending it to each other.

Johnny Carson

Christmas is a necessity. There has to be at least one day of the year to remind us that we're here for something else besides ourselves.

Eric Sevareid

Christmas is the time when kids tell Santa what they want and adults pay for it. Deficits are when adults tell government what they want and their kids pay for it.

Richard Lamm

And the Grinch, with his Grinch-feet ice cold in the snow, stood puzzling and puzzling, how could it be so? It came without ribbons. It came without tags. It came without packages, boxes or bags. And he puzzled and puzzled 'till his puzzler was sore. Then the Grinch thought of something he hadn't before. What if Christmas, he thought, doesn't come from a store. What if Christmas, perhaps, means a little bit more.

Dr. Seuss

Once again we find ourselves enmeshed in the Holiday Season, that very special time of year when we join with our loved ones in sharing centuries-old traditions such as trying to find a parking space at the mall.

Dave Barry

And for those who might have a drink or two this time of year...

"Beer is proof that God loves us and wants us to be happy." – **Benjamin Franklin**

"I feel bad for people who don't drink. When they wake up in the morning, that's as good as they're going to feel all day." - **Frank Sinatra**

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. 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.

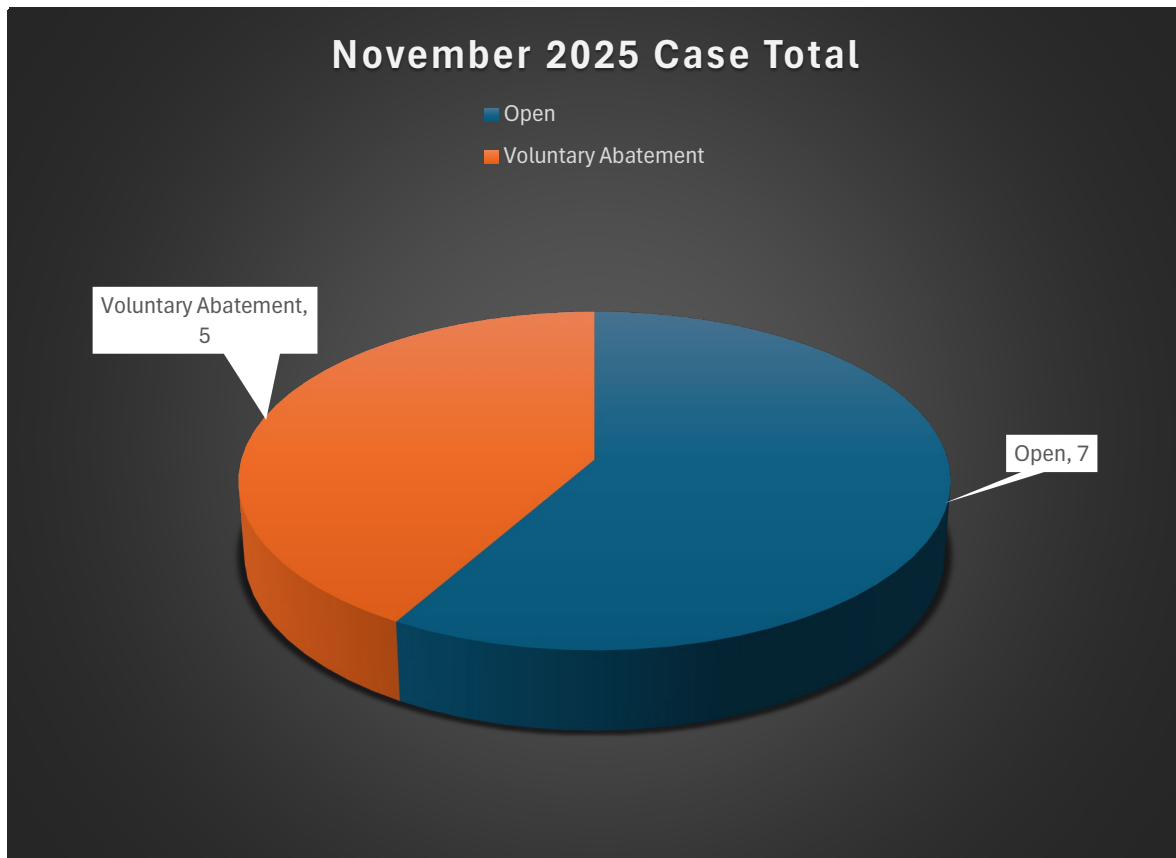
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

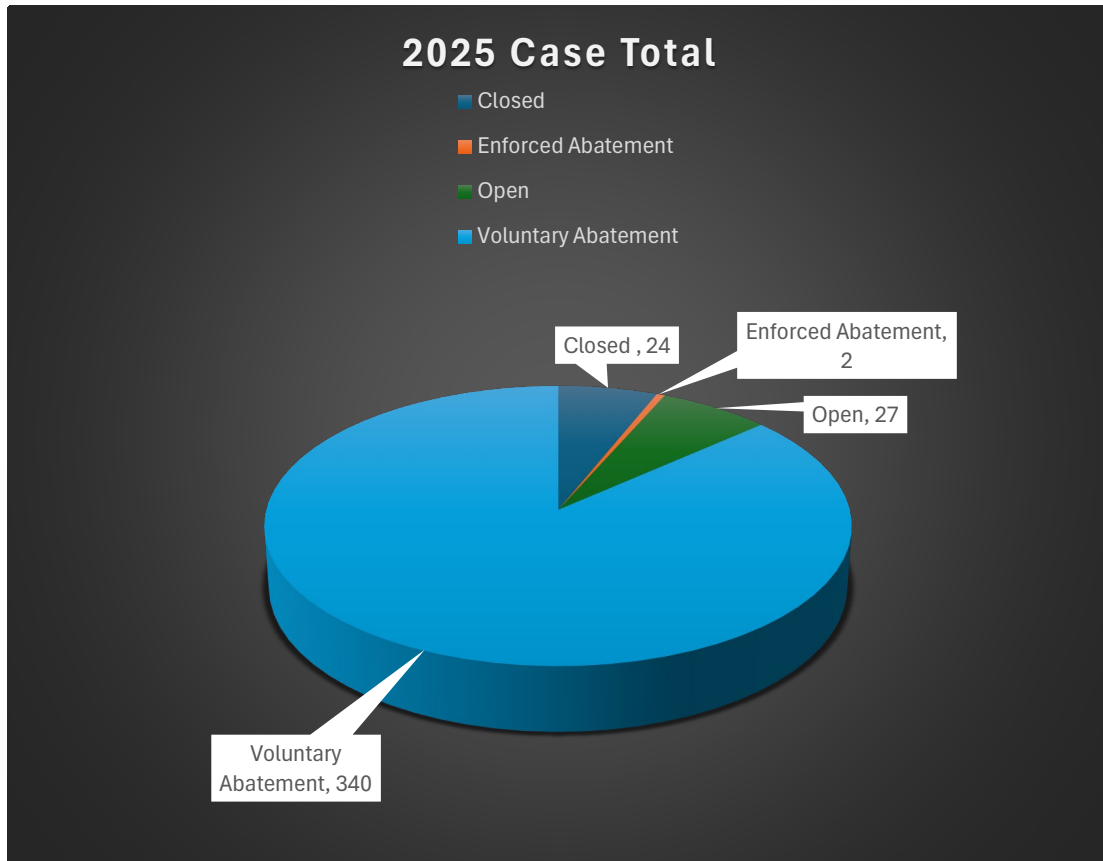
Monthly Report

- Total cases – 12
- Open - 7
- Voluntary Abatement - 5
- Notice of Violations – 2
- Notice of Bill - 0
- Notice of Lien – 0



2025 Yearly Report

- Total cases – 393
- Open - 27
- Voluntary Abatement - 340
- Enforced Abatement - 2
- Notice of Violations – 45
- 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
202500395	605 4TH ST	Tall Grass/ Weeds	Open
202500394	119 2ND ST	Junk	Open
202500392	1014 4TH ST	Junk	Open
202500389	1003 2ND ST	Tall Grass/ Weeds	Open
202500388	200 Gobble ST	Junk	Open
202500384	608 10TH ST	Illegal	Open
202500383	1000 2ND ST	Junk Piles	Open
202500382	406 N Salisbury Ave	Junk Pile	Open
202500381	403 7TH ST	Tall Grass/ Weeds	Open
202500380	208 Cain st	Junk	Open
202500378	207 17TH ST	Junk	Open
202500371	117 6TH ST	Tall Grass/ Weeds	Open
202500368	305 4TH ST	Junk Pile	Open
202500365	804 4TH ST	Tall Grass/ Weeds	Open
202500358	605 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
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

11/01/2025 - 11/30/2025

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

202500370	10/24/2025	Closed	11/12/2025	Phone Call		neighbor back yard are not clean causing snake issues

Group Total: 1

Group: Open

202500395	11/18/2025	Open	11/18/2025	Site Visit	605 4TH ST	Tall Grass/ Weeds
202500394	11/18/2025	Open	11/18/2025	Site Visit	119 2ND ST	Junk
202500392	11/18/2025	Open	11/18/2025	Site Visit	1014 4TH ST	Junk
202500389	11/18/2025	Open	11/18/2025	Site Visit	1003 2ND ST	Tall Grass/ Weeds
202500388	11/18/2025	Open	11/18/2025	Site Visit	200 Gobble ST	Junk
202500384	11/12/2025	Open	11/12/2025	Phone Call	608 10TH ST	Illegal
202500383	11/12/2025	Open	11/12/2025	Phone Call	1000 2ND ST	Junk Piles

Group Total: 7

Group: Voluntary Abatement

202500374	10/28/2025	Voluntary Abatement	11/12/2025	Site Visit	400 S Yadkin	Overgrowth
202500373	10/28/2025	Voluntary Abatement	11/12/2025	Site Visit	1202 N Salisbury Ave	Minimal Housing
202500354	10/15/2025	Voluntary Abatement	11/18/2025	Site Visit	1000 2ND ST	Tall Grass/ Weeds
202500279	8/18/2025	Voluntary Abatement	11/12/2025		909 S. Iredell Ave.	Car(s) parked in yard. Moved reported untagged vehicle from road into the front yard.

Group Total: 4

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. 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

(11/01/2025 - 11/30/2025)

<No Event Type Specified>	2	8th Street Ballpark Check	66
911 Hang-Up	2	Administrative Work	79
Alarm - Hold-up	1	Alarm - Other	14
Assault - Sexual	1	Assist - East Spencer Police	31
Assist - EMS	2	Assist - Fire Department	12
Assist - Motorist/Public	5	Assist - Other Agency	5
Assist - Other Officer	67	Assist - Sheriff's Office	11
B&E-Vehicle, Report	1	Business Check-Drive Through	276
Calls For Service (General)	8	Child Abuse/Neglect	1
Code Enforcement Activities	13	Communicating Threats	2
Community Event	9	Court	3
Directed Patrol	23	Disturbance	1
Disturbance- Verbal	4	Domestic - Property Pick-up	2
Domestic Dispute	8	Escort - Motorist/Public	1
Follow-up Investigation - Outside Town Limits	1	Follow-up Investigation- Spencer	9
Foot Patrol - Business	68	Foot Patrol - Residential	3
Foot Patrol - School	12	Found Property	2
Fraud - In-Progress	1	Fraud - Report	3
Harrassment-Stalking	1	House Check	14
Intoxicated Person	1	Involuntary Commitment	3
Larceny - Report	3	Library Park Check	83
Maintenance - Vehicle	21	Meeting	2
Missing Juvenile	1	Missing Person	1
NCTM - Bank Escort	1	NCTM - Drive Through	202
NCTM - Foot Patrol	50	Noise Complaint	1
Norfolk Southern Railroad-Drive Through	5	Overdose	1
Park Check	172	Public Service	11
School Check - NRES	85	School Check - NRHS	89
School Check - NRMS	74	Search	2
Shots Fired	3	Special Assignment - Other	3
SRO Duties	38	Subpoena Service	3
Suspicious - Activity	8	Suspicious - Person	2
Suspicious - Vehicle	4	Traffic Accident - PD	7

Activity Log Event Summary (Totals)

Spencer Police Department

(11/01/2025 - 11/30/2025)

Traffic Accident - PI	1	Traffic Complaint	1
Traffic Control	2	Traffic Enforcement	15
Training - PD	1	Training - School	1
Trespassing - In-Progress	2	Trespassing - Report	1
Unlock Vehicle	2	Vehicle Stop	228
Warrant Service	2	Weapon Possession (Not Firearm) on School Pro	1
Welfare Check	12	Yadkin River Park Check - Davidson County	100
Yadkin River Park Check - Spencer	98		

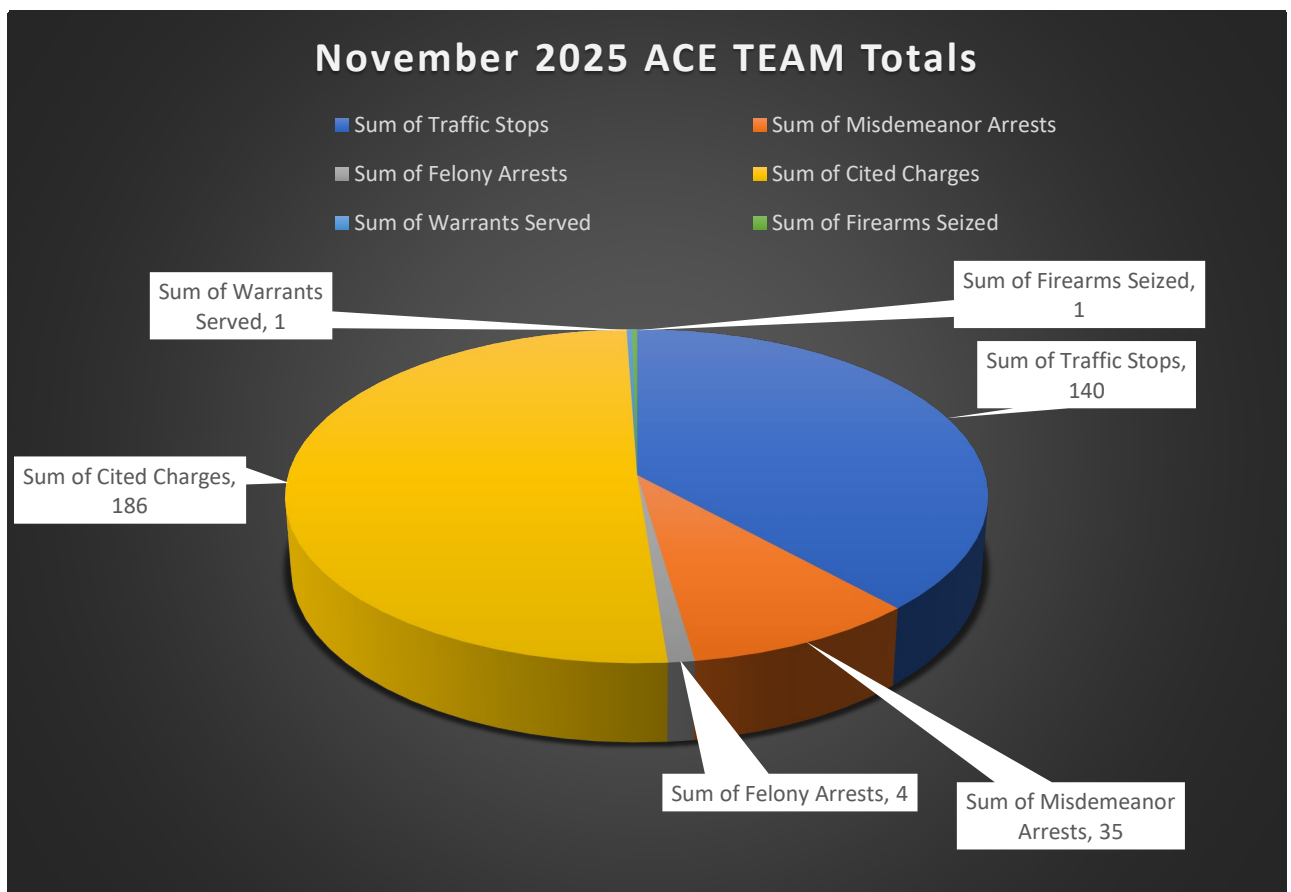
Total Number Of Events: 2,107

SPENCER POLICE ACE TEAM REPORT

November 2025

November 2025 Highlights

- November 2025 Cases: 8 (8 Closed)
- Traffic Stops: 140
- Total Arrests: 39 (Felony 4)
- Cited Charges: 186
- Warrants Served: 1
- Firearms Seized: 1

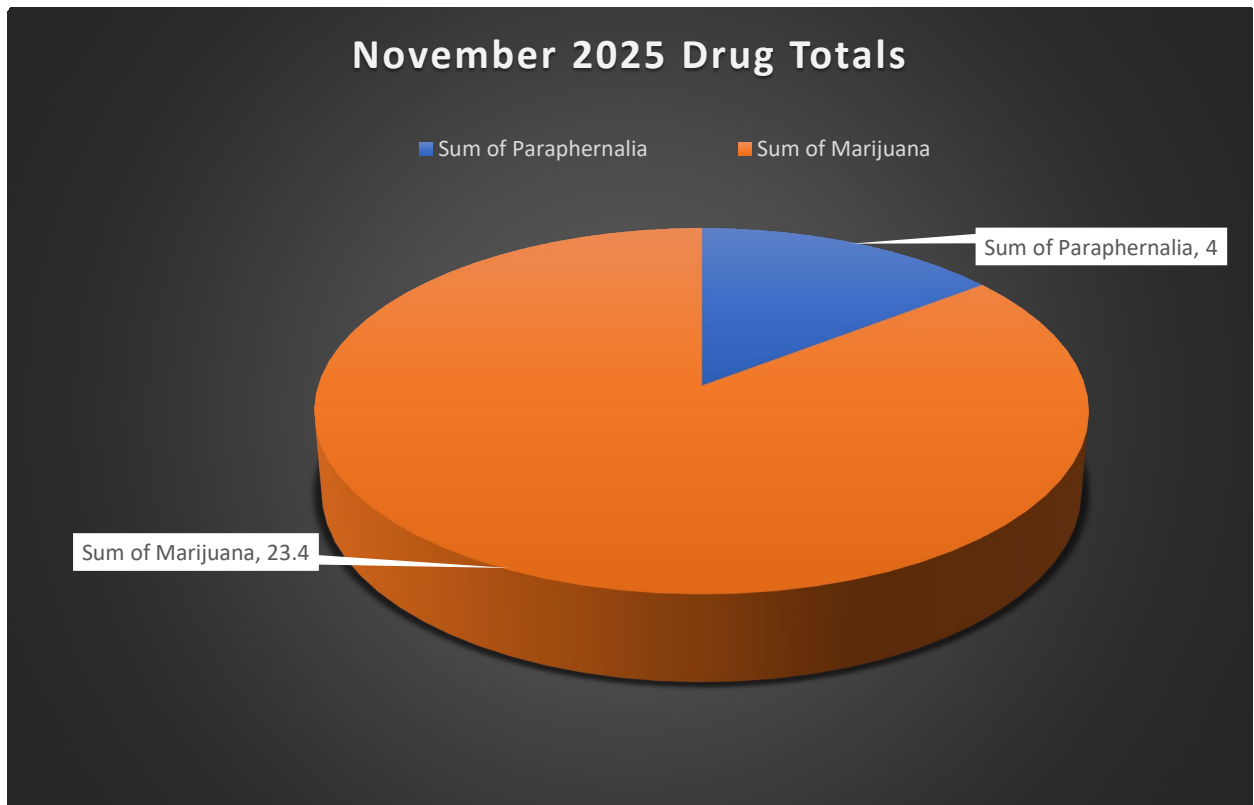


SPENCER POLICE ACE TEAM REPORT

Novemeber 2025

November 2025 Drug Totals

- Marijuana: 23.4 Grams
- Paraphernalia Items: 4



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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. 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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December 2025 Monthly Report

Calls for Service: 11/01/25-12/01/25

Fire: 52
Medical: 68
Monthly Total: 120

2025 Total: 1304

Apparatus:

- E752 ('08 Seagrave) is currently OOS- door sensor caught fire

Equipment:

- N/A

Special Events:

- N/A

Personnel:

- Conditional offer extended for the full-time vacancy
- Conditional offer extended for a part-time 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
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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. 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

December 2025 Board of Aldermen Meeting

- 1) Regular services (Sanitation, Brush, and Leaf removal) are running on schedule.
The Leaf Vac is now running a full schedule due to the demand for pick-up.
- 2) The Leaf Vac will be running from now until the week after New Year's, so leaves and loose material can be placed at the curb for pick-up. After this date leaves will have to be placed in bags for removal.
NOTE: Please make sure to stack all leaves, and loose material, on top of the curb not in the street gutter. This is so when it rains the leaves and small debris do not block the storm drains. Also please be aware of the sidewalks and try not to place leaves on them, so that they are passable.
- 3) **Reminder: Christmas Day falls on Thursday this year, so we will observe Wednesday (December 24th) thru Friday (December 26th) for the holiday.**

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:

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

- 4) Most of our time this month was, and will be spent decorating the Town for Christmas, preparing for events of the season, and picking up leaves.
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.
- 5) The second annual night time Holiday Parade was a huge success. The weather was perfect, and attendance was absolutely incredible. It keeps getting better every year. **Thanks to everyone who had a hand in putting such a successful event together for the Town.**
- 6) We have completed one small stormwater repair so far this month, and will be doing several others as time allows.
- 7) 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.
- 8) **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.

9) CCAP update:

We have received reimbursement for 75% of the project totaling \$15,000. We will be live staking the area this month to finish the project and receive the final portion of the reimbursement.

10) Since last report:

There was 1 abatement issued and completed this month.

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

Monthly Events:

December 5th	–	Christmas Tree Lighting Opening of Winterfest
December 6th	–	Freeze Your Buns 5K Race
December 5th - 7th	–	Winterfest
December 24th - 26th	–	Christmas Holidays (Town Offices Closed)
January 1st	–	New Years Holiday (Town Offices Closed)

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. f.

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- Keeping the audit update the same: waiting on verification that they will be here for the presentation
- 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.
- We are one step closer to having all information in BMS. I am in the process of verifying their reports and then we can move on to reconciliation and budget training.
- Sales & Use Tax Information

Sales and Use Tax		
As of December Distributions		
Aug. distributions are June revenues		
	FY 25	FY26
Total Revenues	398,400.47	417700.25
FY26 vs FY25 @ Nov. Reporting		4.84%

Financial Impact: N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

TOWN OF SPENCER								
Financial Summary Report								
For the Accounting Period:11/25								
Revenues								
Fund	Object Description	FMS	BMS	Total YTD	Budget	Variance	% Committed	
10	* Tax Revenues - 41xx		1,635,818.20	1,635,818.20	2,489,377.00	853,558.80	66%	
10	* Intergovernmental - 42xx		573,952.50	573,952.50	1,695,953.66	1,122,001.16	34%	
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	100,579.93	103,376.82	320,926.00	217,549.18	32%	
10	* Fees and Fines - 45xx	10,618.50	33,353.80	43,972.30	42,200.00	-1,772.30	104%	
10	* Grants & Donations - 46xx	5,424.35	15,752.26	21,176.61	59,972.72	38,796.11	35%	
10	* Miscellaneous - 47xx		32,547.80	32,547.80	28,000.00	-4,547.80	116%	
10	* Transfers and Appropriations - 49xx				686,045.00	686,045.00	0%	
	Expenditures							
	Department	Budget	Adjusted Budget	Black Mountain	Encumbered	Southern Software	Variance	% Used
	Governing Body	192,358.00	305,078.00	167,750.49	54,712.64	23,070.73	59,544.14	80%
	Administration	742,979.00	771,935.00	229,409.66	119,063.24	71,954.11	351,507.99	54%
	Police	1,862,137.00	1,867,746.00	524,601.38	52,107.46	212,962.09	1,078,075.07	42%
	Fire	996,183.00	1,003,807.00	283,369.49	9,853.89	83,380.52	627,203.10	38%
	Streets	524,380.00	524,380.00	167,502.86	1,910.46	68,209.78	286,756.90	45%
	Solid Waste	397,926.00	409,926.00	145,127.23	1,283.26	82,591.03	180,924.48	56%
	Library	49,417.00	49,417.00	13,788.20	295.00	6,050.38	29,283.42	41%
	Parks & Rec.	22,088.00	22,088.00	5,218.71	-	1,934.56	14,934.73	32%
	Debt Services	213,270.00	213,270.00	49,660.00	-	-	163,610.00	23%
		5,000,738.00	5,167,647.00	1,586,428.02	239,225.95	550,153.20	2,864,156.78	46%
	Project Fund	Budget	Black Mountain	Encumbered	Southern Software	Variance		
	Powell Bill	155,592.00	15,763.93		955.73	138,872.34		
Project Funds		Budget	BMS	Encumbered	FMS			
32	Stormwater Grant (Fund 10)	400,000.00	76,242.50	114,560.46	169,197.04	40,000.00		
48	Miscellaneous Grants (Fund 10)	75,000.00	-			75,000.00		
61	Yadkin River Trail (Fund 90)	825,333.00	0		789,320.83	36,012.17		
62	DT Park Project (Fund 92)	2,463,000.00	89,620.75	58,894.85	2,259,742.88	54,741.52		
63	17ST SW Improvements (Fund 96)	1,959,462.00	-	95,801.91	224,021.50	1,639,638.59		
64	CDBG-NR (Fund 95)	750,000.00	5,191.25		400,602.57	344,206.18		
90	Capital Reserve (Fund 30)	87,636.00	75,502.64	9,195.91	-	2,937.45		
65	Stanback Forest & Trails	350,000.00	-		-	350,000.00		

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 11. 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
 - o The PRAB did not meet in December; their next meeting is on Wednesday, January 7, 2026.
- Events
 - o Spencer's Holiday Caravan Parade was even more successful this year, and the Town Park was utilized by many during the parade.
 - o The new setup for Winterfest in the Town Park worked well, and improvements were made to the space for the indoor market. Winterfest is anticipated to be a success despite the weather forecasts.
 - o Spencer Senior Christmas Luncheon is on December 10 at 12:00 p.m. at the Oakdale Baptist Church.
- Library
 - o On November 18, the Library hosted a cultural presentation featuring photos and stories from a recent visit to Paris. Highlights included famous museums, landmarks, and unique libraries such as those at the Paris Opera House and Fontainebleau Castle, as well as charming children's libraries near Eglise Saint-Séverin. Attendees enjoyed viewing classic French children's books featuring beloved characters like Babar, Madeleine, Bécassine, Martine, and Caroline. Artwork by renowned artists such as Monet, Cézanne, Renoir, Van Gogh, Delacroix, and Chagall was also showcased, with works from the Musée d'Orsay and Musée de l'Orangerie. A local patron generously provided lemonade and croissants for the event.
 - o Looking ahead, the Library will feature the quilting work of Cindy Sipp in December. Her exhibit of holiday-themed pieces, including table runners and practical quilts made for crisis response, will be on display December 16 at 4 p.m.
 - o Planning is underway for author visits and school group participation in upcoming events.



Spencer Public Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Mon., 11/3/2025	4	2						11/18/2025
Tue., 11/4/2025	3	1						11/19/2025
Wed., 11/5/2025	2	3						11/20/2025
WEEK TOTAL:	9	6						
Mon., 11/10/2025	3							11/25/2025
Wed., 11/12/2025	5							11/27/2025
Thu., 11/13/2025	4							11/28/2025
WEEK TOTAL:	12							
Mon., 11/17/2025	8			2				12/2/2025
Tue., 11/18/2025	11	1		5			1	12/3/2025
Wed., 11/19/2025	3	4						12/4/2025
WEEK TOTAL:	22	5		7			1	
Mon., 11/24/2025	5	2	4					12/9/2025
Tue., 11/25/2025	5	1						12/10/2025
Wed., 11/26/2025	6	2						12/11/2025
WEEK TOTAL:								
MONTH TOTAL:	59	16	4	7			1	

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Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 12

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Thank you to all who create our Holiday magic

For another season of Holiday events, Town staff across the organization have once again contributed in on and off-duty capacities to facilitate both the Holiday Caravan parade on November 26 and Winterfest weekend on December 5, 6, and 7. As we know, these events are possible because our community comes together to make them happen. A large group of volunteers are supported by our staff to create these events that become lifelong memories. This is the result of many months of work, and I greatly appreciate the collaboration of Town staff, elected officials, and volunteers to work together towards such an enjoyable result for the community. We are fortunate to have businesses and visitor attractions in town that keep the momentum going for several months, with enjoyable experiences for locals and visitors, alike!

Staff Holiday Bonus

Our disbursement of annual Holiday Bonuses for staff is planned for December 5 per our personnel policy and adopted budget for the year. Thank you to our board for your support of the holiday bonus program!

2026 Annual Planning Session

As we close 2025, it is time to start thinking about our budget cycle for FY2026-27. Staff proposes February 20, February 27, or March 6 as potential dates for the Annual Planning Session and would appreciate Board feedback/preferences on those dates.

Attachment(s): ☐ Yes ☒ No