



**Board of Aldermen
Regular Meeting
Agenda Packet
January 13, 2026**



AGENDA
Spencer Board of Aldermen
Regular Meeting
6:00 p.m.

DATE
January 13, 2026

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 – Alderman Steve Miller**
- 3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
- 4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA**
- 5. RECOGNITIONS**
 - a. Alderwoman Patti Secreast and Alderwoman Patricia Sledge**
 - i. Spencer’s Holiday Caravan Parade Organizers & Volunteers**
 - ii. Winterfest Organizers & Volunteers**
- 6. PUBLIC COMMENT** This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen must provide their name, address, and topic to be addressed. The Board will listen and may or may not respond at their discretion, or may decide to place a topic on a future agenda. A speaker will be allowed three (3) minutes to speak.
- 7. CONSENT AGENDA** The Consent Agenda is the first order of business. The items listed are believed to be non-controversial and administrative in nature. There will be no separate discussion of the items unless an Alderman or citizen requests and is granted permission to speak. The item(s) will then be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion.
 - a. APPROVAL OF MINUTES:** December 4, 2025, Pre-Agenda Meeting Minutes
December 9, 2025, Regular Meeting Minutes
 - b. CONSIDER ADOPTING – Budget Ordinance Amendment 25-11.007 Police Department Donations**
 - c. CONSIDER ADOPTING – Budget Ordinance Amendment 25-11.008 Fire Department Donations**
 - d. CONSIDER ADOPTING – Budget Ordinance Amendment 25-11.009 Updating the Chart of Account Numbers and Descriptions per the MAS Program Effective August 1, 2025**

8. RECEIVE PRESENTATION – FY25 Audit Presentation from Nick Whicker, Strickland Hardee PLLC Director

9. PROVIDE GUIDANCE – Cell Tower on Town Property

10. DEPARTMENTAL REPORTS

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

11. TOWN MANAGER REPORT

12. REQUESTS & COMMENTS by the Mayor and Board Members

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

14. ADJOURNMENT

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Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 7. a.

Agenda Item Title: Approval of December 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 December 4, 2025, and the Regular Meeting held on December 9, 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 December 4, 2025, and the Regular Meeting held on December 9, 2025, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. December 4, 2025, Pre-Agenda Meeting Minutes (draft)
2. December 9, 2025, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
December 4, 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, December 4, 2025, at 5:31 p.m.

Present were: Mayor Jonathan Williams
Mayor Pro Tempore Patti Secreast
Aldерwoman Erin Moody
Alderman Andrew Howe
Alderman Rashid Muhammad
Aldерwoman 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, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

Alderman Steve Miller was absent.

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

REVIEW OF DECEMBER 9, 2025, AGENDA

INVOCATION

Aldерwoman Sledge volunteered to give the invocation at the at the December 9, 2025, regular meeting.

RECOGNITIONS

Aldерwoman Sledge wishes to recognize the Spencer's Holiday Caravan Parade volunteers and organizers.

ADDITIONS/DELETIONS

It was the consensus of the board to add the FY25 audit update as an agenda item before the departmental reports.

CONSENT AGENDA

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

- a. **APPROVAL OF MINUTES:** November 13, 2025, Pre-Agenda Meeting Minutes
November 18, 2025, Regular Meeting Minutes
- b. **CONSIDER REAPPOINTING** – Planning Board Members
- c. **NCRR Build Ready Site Grant Agreement**
 - i. **CONSIDER AUTHORIZING** – Town Manager to Execute NCRR Build Ready Site Grant Agreement and Subrecipient Agreement with Samet Properties

ii. CONSIDER ADOPTING – Project Budget Ordinance 25-20 Appropriating and Approving the Build Ready Site Grant Funds

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

EXECUTIVE SESSION

It was the consensus of the board that there was no reason to go into executive session.

ADJOURNMENT

Aldерwoman Sledge moved to adjourn the meeting. Alderman Howe seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 5:44 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
December 9, 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, December 9, 2025, at 6:03 p.m.

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

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

Mayor Williams called the meeting to order.

Aldерwoman Sledge gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ORGANIZATION AND PROCEDURE OF MAYOR AND BOARD OF ALDERMEN

Oath of Office Administered to Newly Elected Members of the Board of Aldermen

Oaths were administered to members of the Board of Aldermen by Clerk of Court Todd Wyrick. Aldерwoman Pamela Stanley was seated and board members thanked former Alderman Andrew Howe for his years of service and presented him with a memento. Mr. Howe offered parting remarks.

Establishment of Time and Place for the Board's Regular Meetings in 2026

The Board of Aldermen holds its regular meetings at 6:00 p.m. on the second Tuesday of each month and its pre-agenda meetings 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 statute (G.S.) § 160A-71(a), the governing board "shall fix the time and place for regular meetings." If a time is not chosen, then meetings "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, also known as North Carolina's 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 must be filed with the town clerk and posted to the town website.

The Board was requested to approve the draft schedule, which continued this schedule in the same location, or consider modifications to the time and/or place for the pre-agenda and/or regular meetings.

Action

Alderman Miller moved to accept the establishment of time and place for the board's regular meetings in 2026 as presented. Mayor Pro Tempore Secreast seconded the motion, which carried by a vote of 6 – 0.

Election of Mayor Pro Tempore for January 2026 – November 2027

Town Manager Peter Franzese presented the board with the following information.

A municipal election was held in November which resulted in the re-election of 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.

Mayor Williams opened the floor for discussion regarding how the board will nominate the mayor pro tempore moving forward. The mayor and board expressed their thoughts regarding the various options.

Action

Alderman Miller moved to nominate and vote on a mayor pro tempore annually. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

Mayor Williams called for nominations for the position of mayor pro tempore. Mayor Pro Tempore Secreast nominated Alderman Muhammad.

Action

Alderwoman Sledge moved to appoint Alderman Muhammad as the Mayor Pro Tempore from December 2025 - December 2026. Alderwoman Stanley seconded the motion, which carried by a vote of 6 – 0.

Consider Appointment/Reappointment of Representatives

Each year, 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).

Mayor Williams also addressed the fact that he has typically served as the representative for the Transportation Advisory Board (TAB) for the City of Salisbury and he would like to have the board make appointments to it.

The mayor and board discussed who would remain in their current roles and who would replace Alderman Howe.

Action

Mayor Pro Tempore Muhammad moved to appoint the following representatives and alternates.

CRMPO TAC - Alderman Steve Miller, Mayor Pro Tempore Rashid Muhammad (alternate)

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

COG BOD - Alderwoman Patricia Sledge, Alderwoman Pamela Stanley (alternate)

TAB – Mayor Pro Tempore Rashid Muhammad, Alderwoman Moody (alternate)

Alderwoman Secreast seconded the motion, which carried by a vote of 6 – 0.

The mayor and board next discussed which members should be appointed as primary and alternate liaisons to various community focus areas. It was the consensus of the board to appoint the board members as follows.

- Jonathan Williams (Mayor)
 - Primary: Community Partnerships
 - Alternate: Community Development
- Rashid Muhammad (Mayor Pro Tempore)
 - Primary: Community Housing
 - Alternate: Community Partnerships
- Steve Miller
 - Primary: Community Non-Profits
 - Alternate: Community Parks, Recreation, Tourism
- Pamela Stanley
 - Primary: Community Businesses
 - Alternate: Community Schools
- Erin Moody
 - Primary: Community Parks, Recreation, Tourism
 - Alternate: Community Businesses
- Patti Seacrest
 - Primary: Community Schools
 - Alternate: Community Non-Profits
- Pat Sledge:
 - Primary: Community Development
 - Alternate: Community Housing

ADDITIONS/DELETIONS

Action

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

RECOGNITIONS

Alderwoman Sledge recognized the Spencer's Holiday Caravan Parade organizers and volunteers.

Mayor Williams stated there would be an official recognition at the regular meeting in January for the organizers and volunteers of the Spencer's Holiday Caravan Parade and Winterfest.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment. The following person addressed the mayor and board:

1. Leslie Ann Talbott, Chair of the Spencer Historic Preservation Commission, 308 N. Salisbury Ave.

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

CONSENT AGENDA

Alderwoman Moody moved to approve the consent agenda as presented. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0. Item c. ii. is incorporated in the body of the minutes below and items b and c.i. are included as Attachment A and Attachment B respectively. Items approved were:

- a. **APPROVAL OF MINUTES:** November 13, 2025, Pre-Agenda Meeting Minutes
November 18, 2025, Regular Meeting Minutes
- b. **CONSIDER REAPPOINTING** – Planning Board Members
- c. **NCRR Build Ready Site Grant Agreement**
 - i. **CONSIDER AUTHORIZING** – Town Manager to Execute NCRR Build Ready Site Grant Agreement and Subrecipient Agreement with Samet Properties
 - ii. **CONSIDER ADOPTING** – Project Budget Ordinance 25-20 Appropriating and Approving the Build Ready Site Grant Funds

**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:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
66-4611	Grant Revenues	\$ 0	\$750,000	\$750,000
Expenditures				
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.

ANNUAL AUDIT UPDATE – Finance Officer Heather Kann to Provide Update on Fiscal Year 2024-2025 Annual Audit

Finance Officer Kann gave a presentation regarding the need to amend the contract with Strickland Hardee, PLLC, and answered questions from the mayor and board. Recently released guidance changed the auditor’s opinion on whether a single audit was necessary. The timing this year has been impacted by the

recent federal government shutdown, and new guidance released November 25 says that units subject to single audit requirements will have until February 12 to submit a timely audit.

Additional time is needed to complete a single audit and the original contract with Strickland Hardee, PLLC, needs to be amended. A draft audit will be presented to the board at the regular January meeting.

Alderwoman Sledge pointed out that the contract amendment needs to be updated with correct year for the audit deadline.

Action

Mayor Pro Tempore Muhammad moved to amend the audit contract for a modified date of January 31, 2026, which is included with these minutes as Attachment C. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

DEPARTMENTAL REPORTS

Planning

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

Code Enforcement

Police 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.

Fire

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

Public Works

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

Finance

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

Active Living

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

TOWN MANAGER REPORT

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

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderman Steve Miller

- Conveyed appreciation to fellow board members, town staff, volunteer groups, and residents who help make the holidays and community events meaningful. Described Spencer as the greatest little town in North Carolina and extended Merry Christmas wishes.

Alderdwoman Erin Moody

- Shared her gratitude for being elected to another term and her anticipation of serving four more years. Noted her enthusiasm about Alderdwoman Stanley joining the board and reflected on the many recent community events, the positive spirit among residents, and how special the past few weeks have been in Spencer.

Alderdwoman Pamela Stanley

- Offered appreciation to the board and citizens for their warm welcome. Spoke about beginning a new chapter and her excitement for the transition into office. Stated her pride in the town she calls home and highlighted recent events such as the parade and Winterfest. Added that she looks forward to working alongside a strong and supportive team.

Alderdwoman Patricia Sledge

- Reinforced comments made by Alderman Miller and recognized the many individuals involved in Winterfest.
- Shared a personal point of privilege, acknowledging the Public Works Director and staff for assisting when her vehicle stalled while she was out of town, including replacing the battery after AAA did not respond. Noted she will address the invoice with AAA.
- Announced that the Civic Board is coordinating a winter coat drive in partnership with the Salvation Army and offered to help ensure donations reach the appropriate recipients, including arranging pickup if a local collection representative is identified.
- Extended holiday greetings for Merry Christmas, Happy Holidays, Happy Hanukkah, Happy Kwanzaa, and "Festivus for the rest of us."
- Observed that the board is effectively a new board due to changes in its overall dynamics.

Alderdwoman Patti Secreast

- Pointed out opportunities for charitable giving, including the community garden blessing box, noting it is especially challenging to keep stocked during this time of year.
- Mentioned that Pinocchio's and Cool Noggins are supporting families and welcoming donations and suggestions, and added that Chef Q is likely doing the same.
- Commended students from across the county who volunteered at Winterfest, emphasizing the importance of youth giving back, and noted that teachers also participated this year for the first time. Recognized adult volunteers as well.
- Welcomed Alderdwoman Stanley and shared her enthusiasm about working together.
- Concluded by turning the floor over to Mayor Pro Tempore Muhammad, noting she was pleased not to be the final speaker.

Mayor Pro Tempore Rashid Muhammad

- Reflected on his gratitude for the opportunity to continue serving in both his current and new roles. Congratulated Alderwoman Stanley and affirmed the board's support as she transitions into her position.
- Recognized the board as a whole, noting the energy and promise that come with a new board and fresh perspectives.
- Noted the passing of Chief Battalion Carlyle and honored his service to the county and abroad, offering prayers to his family and fellow service members.
- Stressed the importance of acknowledging service departments and credited the Police Department, Fire Department, and Public Works for their contributions to the parade, Winterfest, and other events throughout the year.
- Highlighted the dedication of town staff and department heads, stating that essential services depend on their efforts.
- Applauded volunteers and remarked on the growing involvement of students, underscoring the responsibility of adults to model community service for younger generations.
- Recognized residents attending in person and watching online, noting that volunteers are always welcome.
- Closed with well wishes for a safe, warm, and prosperous holiday season and encouraged residents to cherish time with loved ones.

Mayor Jonathan Williams

- Noted that many of his sentiments had already been covered and offered a few closing thoughts. Referred to the holiday season as a time for reflection, gratitude, and appreciation.
- Acknowledged board members, staff, and citizens, stating he is honored and proud to serve alongside them.
- Commented on the excitement surrounding Spencer and credited the community's collective efforts in making it the best small town in North Carolina.
- Looked ahead to the coming year and shared his enthusiasm for continuing work with the board and advancing initiatives planned for 2026.

EXECUTIVE SESSION

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

ADJOURNMENT

Mayor Pro Tempore Muhammad moved to adjourn the meeting. Alderwoman Secreast seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 7:34p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk



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Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 12/09/2025

Agenda Item #: 8. b.

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

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



COLOR		COLOR	
	* BLACK		* BLACK
	* WHITE		* WHITE
	* YELLOW		* YELLOW
	* CYAN		* CYAN
	* MAGENTA		* MAGENTA
	* RED		* RED
	* GREEN		* GREEN
	* BLUE		* BLUE
	* ORANGE		* ORANGE
	* PURPLE		* PURPLE
	* BROWN		* BROWN
	* GREY		* GREY
	* SILVER		* SILVER
	* GOLD		* GOLD
	* BRONZE		* BRONZE
	* COPPER		* COPPER
	* NICKEL		* NICKEL
	* CHROME		* CHROME
	* PLATINUM		* PLATINUM
	* TITANIUM		* TITANIUM
	* ALUMINUM		* ALUMINUM
	* STEEL		* STEEL
	* IRON		* IRON
	* ZINC		* ZINC
	* CADMIUM		* CADMIUM
	* LEAD		* LEAD
	* TIN		* TIN
	* NICKEL		* NICKEL
	* CHROMIUM		* CHROMIUM
	* MANGANESE		* MANGANESE
	* SILICON		* SILICON
	* BORON		* BORON
	* FLUORINE		* FLUORINE
	* CHLORINE		* CHLORINE
	* SULFUR		* SULFUR
	* PHOSPHORUS		* PHOSPHORUS
	* NITROGEN		* NITROGEN
	* OXYGEN		* OXYGEN
	* HYDROGEN		* HYDROGEN
	* HELIUM		* HELIUM
	* NEON		* NEON
	* ARGON		* ARGON
	* KRYPTON		* KRYPTON
	* XENON		* XENON
	* RADON		* RADON
	* FRANCIUM		* FRANCIUM
	* RADIUM		* RADIUM
	* ACTINIUM		* ACTINIUM
	* THORIUM		* THORIUM
	* PROTACTINIUM		* PROTACTINIUM
	* URANIUM		* URANIUM
	* NEPTUNIUM		* NEPTUNIUM
	* PLUTONIUM		* PLUTONIUM
	* AMERICIUM		* AMERICIUM
	* CURIUM		* CURIUM
	* BERKELIUM		* BERKELIUM
	* CALIFORNIUM		* CALIFORNIUM
	* EINSTEINIUM		* EINSTEINIUM
	* FERMIUM		* FERMIUM
	* MENDELEVIUM		* MENDELEVIUM
	* NOBELIUM		* NOBELIUM
	* LAWRENCIUM		* LAWRENCIUM
	* RUTHERFORDIUM		* RUTHERFORDIUM
	* DUBNIUM		* DUBNIUM
	* SEABORGIUM		* SEABORGIUM
	* BOHRNIUM		* BOHRNIUM

 **SAFET**
CORPORATION
P.O. Box 0900
Greenwich, CT
06830
(330) 544-2800
TELE
(330) 544-2838

PRELIMINARY SKETCH PLAN
HWY 29 ROWAN COUNTY
ROWAN COUNTY, NORTH CAROLINA

[illegible]

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	294,585.00		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

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 7. b.

Agenda Item Title: Budget Ordinance 25-11.007

Category: Consent Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

The Police Department received four donations from businesses and local citizens to cover expenses for the annual National Night Out. F&M bank \$150, Civic Federal Credit Union \$350, Floyd Pitt & Vonda Crews \$150, and Kevin Reid Motorsports \$250.

Financial Impact:

\$900.00 in donations to be appropriated to the Governing Body Projects expense account.

Choose an item.

Motion to approve the Police Department Donation Budget Ordinance 25-11.007

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 25-11.007

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.007
JANUARY 13, 2026

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

Section 1. The Town received a \$150.00 donation from F&M Bank for the Police Department to assist in expenses for the National Night Out.

Section 2. The Town received a \$350.00 donation to the Police Department from Civic Federal Credit Union for the Police Department to assist in expenses for the National Night Out.

Section 3. The Town received a \$150.00 donation from Floyd Pitt & Vonda Crews for the Police Department to assist in expenses for National Night Out.

Section 4. The Town received a \$250.00 donation from Kevin Reid Motorsports for the Police Department to assist in expenses for National Night Out

Section 5. To amend the FY 25-26 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4641	Donations-Other	\$1,100	\$2,000	\$900
<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5100-573	Governing Body Projects	\$24,100	\$25,000	\$900

Section 6. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 13th, day of January 2026.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 7. c.

Agenda Item Title: Budget Amendment 25-11.008 Fire Department Donation

Category: Consent Agenda

Presenter(s): Heather Kann Finance Officer

Explanation:

The Fire department received four donations from citizens and organizations throughout the town to assist the Fire Department in sponsoring a family for the Christmas Holiday and miscellaneous expenses. Donations are as follows Karen Cuchar \$100, Susan Morris \$50, Spencer Women's Club \$50, and Beth Nance \$100.

Financial Impact:

\$300 donations to be appropriated to the Fire Department miscellaneous expense budget.

Choose an item.

Motion to approve the Fire Donation Budget Ordinance 25-11.008

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance 25-11.008

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 25-26 ANNUAL BUDGET
ORDINANCE 25-11.008
JANUARY 13, 2026

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

Section 1. The Town received a \$100 donation to the Fire Department from Karen Kuchar.

Section 2. The Town received a \$50 donation to the Fire Department from Susan Morris.

Section 3. The Town received a \$50 donation to the Fire Department from Spencer Women's Club.

Section 4. The Town received a \$100 donation to the Fire Department from Beth Nance.

Section 5. To amend the FY 25-26 revenue and expense appropriations as follows:

<u>Revenues</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4611	Donations-Other	\$5,200	\$5,500	\$300
<u>Expenses/Expenditures</u>				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5400-579	Miscellaneous Expense	\$39,747	\$40,047	\$300

Section 6. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

Adopted this 13th, day of January 2026.

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 7. d.

Agenda Item Title: Consider adopting Budget Amendment 25-11.009 updating the Chart of Account numbers and description per the MAS Program effective August 1, 2025.

Category: Regular Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

Due to the converting to a new accounting software (Black Mountain Software) and updating the Town Chart of Accounts this budget amendment is to illustrate

- The account number and description changes
- The reallocation of funds by department and function but does not change the overall budgeted amounts originally approved by the board for the 25-26 fiscal year
- This amendment does not include budget amendments that have been made during the fiscal year.

Financial Impact:

No financial impact.

Recommended Motion:

Motion to adopt Ordinance 25-11.009 to amend the FY26 account numbers, names, and reallocate the budgeted funds according to the changes with no impact to the approved budget.

Attachment(s): ☒ Yes ☐ No

1. List of accounts and descriptions for comparison.

[illegible]

GOVERNING BODY TRAVEL	Governing Body Staff Development & Travel	\$2,500.00	-	2,500.00
GOVERNING BODY TELEPHONE & INTERNET	Governing Body Utilities & Communication	\$600.00	-	600.00
GOVERNING BODY TRAINING	Governing Body Staff Development & Travel	\$4,875.00	-	4,875.00
GOVERNING BODY INSURANCE-PROP/GEN/PROF LIAB	Governing Body Property & Other Liability Insurance	\$3,884.00	-	3,884.00
GOVERNING BODY DUES AND SUBSCRIPTIONS	Governing Body Dues & Subscriptions	\$14,757.00	-	14,757.00
GOVERNING BODY COMMUNITY APPEARANCE COMM	Governing Body Community Appearance	\$6,485.00	-	6,485.00
GOVERNING BODY HISTORIC PRESERVATION COMM	Governing Body Historic Preservation	\$7,677.00	-	7,677.00
GOVERNING BODY ROWAN COUNTY ELECTIONS	Governing Body Election Expenses	\$3,500.00	-	3,500.00
GOVERNING BODY ROWAN COUNTY TAX COLLECTOR	Governing Body Collection Fee	\$35,500.00	-	35,500.00
GOVERNING BODY TOURISM AND EVENTS	Governing Body Governing Board Projects	\$23,000.00	-	101,750.00
GOVERNING BODY NONPROFIT GRANTS		\$78,750.00	-	
GOVERNING BODY TRANSFER TO CAPITAL RESERVE FUND	Governing Body Transfer to Capital Reserve	\$18,400.00	-	18,400.00
GOVERNING BODY CONTINGENCIES	Governing Body Contingencies	\$5,000.00	-	5,000.00
Total Governing Body		\$305,078.00	(20,808.00)	284,270.00
ADMINISTRATION SALARIES/WAGES-REGULAR	Administration Full-time Regular Wages	322,051.00	-	322,051.00
ADMINISTRATION SALARIES/WAGES/TEMPORARY	Administration Part-time Regular Wages	1,670.00	-	1,670.00
ADMINISTRATION SALARIES/WAGES-BONUS	Administration Supplements to Regular Wages	3,000.00	-	3,000.00
ADMINISTRATION FICA	Administration FICA	24,835.00	-	24,835.00
ADMINISTRATION RETIREMENT	Administration LGERS Pension	46,585.00	-	46,585.00
ADMINISTRATION GROUP INSURANCE	Administration Health & Life Insurance	41,854.00	-	41,854.00
ADMINISTRATION 401K CONTRIBUTION	Administration 401K	15,440.00	-	15,440.00
ADMINISTRATION WORKERS COMPENSATION	Administration Workers' Compensation Insurance	795.00	-	795.00
ADMINISTRATION UNEMPLOYMENT	Administration Unemployment Insurance	1,500.00	-	1,500.00
ADMINISTRATION MEDICAL SERVICES	Administration Drug Screening/Background Checks	2,925.00	-	2,925.00
ADMINISTRATION CONTRACT SERVICES	Administration Contractual Services	138,813.00	-	138,813.00
ADMINISTRATION SERVICES-ENGINEERING	Administration Engineering & Design <i>Moved portion to Miscellaneous Grants Fund</i>	26,904.00	(13,914.00)	12,990.00
ADMINISTRATION JANITORIAL SUPPLIES	Administration Supplies	1,500.00	-	4,600.00
ADMINISTRATION SUPPLIES-OFFICE		1,500.00	-	
ADMINISTRATION SUPPLIES-MEDICAL		100.00	-	
ADMINISTRATION SUPPLIES AND MATERIALS		1,500.00	-	
ADMINISTRATION UNIFORMS	Administration Uniforms	360.00	-	360.00
ADMINISTRATION TRAVEL	Administration Staff Development & Travel	4,163.00	-	9,138.00
ADMINISTRATION TRAINING		4,975.00	-	
ADMINISTRATION PRINTING	Administration Postage & Printing	500.00	-	2,382.00
ADMINISTRATION POSTAGE		1,882.00	-	
ADMINISTRATION UTILITIES	Administration Utilities & Communication	26,340.00	-	34,644.00
ADMINISTRATION TELEPHONE AND INTERNET		8,304.00	-	
ADMINISTRATION MAINTENANCE-BUILDINGS	Administration Maint & Rep - Buildings & Grounds	11,500.00	-	11,500.00
ADMINISTRATION ADVERTISING	Administration Advertising	5,100.00	-	5,100.00
ADMINISTRATION DAVID TREME EDUCATION FUND	Administration Special Activities	3,000.00	-	3,000.00
ADMINISTRATION EQUIPMENT RENTAL	Administration Rent Expense	5,439.00	-	5,439.00
ADMINISTRATION MAINTENANCE CONTRACTS	Administration Contractual Services	28,832.00	-	28,832.00
ADMINISTRATION DUES AND SUBSCRIPTIONS	Administration Dues & Subscriptions	2,669.00	-	25,793.00
ADMINISTRATION LICENSE FEE		23,124.00	-	
ADMINISTRATION INSURANCE-PROP/GEN/PROF LIAB	Administration Property & Other Liability Insurance	12,527.00	-	14,275.00
ADMINISTRATION INSURANCE - BONDS		1,748.00	-	
ADMINISTRATION MISCELLANEOUS	Administration Miscellaneous Expense	500.00	-	500.00
ADMINISTRATION PRINCIPAL	Debt service - Principal	72,786.00	(72,786.00)	<i>Moved to Debt Service Department</i>
ADMINISTRATION INTEREST	Debt service - Interest	55,610.00	(55,610.00)	<i>Moved to Debt Service Department</i>
Total Administration		\$900,331.00	(142,310.00)	758,021.00
POLICE SALARIES/WAGES-REGULAR	Police Full-time Regular Wages	\$1,036,118.00	-	1,036,118.00
POLICE PART-TIME/TEMPORARY	Police Part-time Regular Wages	\$19,575.00	-	19,575.00
POLICE SALARIES/WAGES-BONUS	Police Supplements to Regular Wages	\$11,250.00	-	11,250.00
POLICE SUPPLEMENTAL LAW RETIREMENT	Police Special Compensation	\$7,108.00	-	7,108.00
POLICE FICA	Police FICA	\$82,090.00	-	82,090.00
POLICE RETIREMENT	Police LGERS Pension	\$168,187.00	-	168,187.00

POLICE GROUP INSURANCE	Police Health & Life Insurance		\$170,778.00	-	170,778.00
POLICE 401K CONTRIBUTION	Police 401K		\$52,233.00	-	52,233.00
POLICE WORKERS COMPENSATION	Police Workers' Compensation Insurance		\$33,724.00	-	33,724.00
POLICE SERVICES-MEDICAL	Police Drug Screening/Background Checks		\$1,575.00	-	1,575.00
POLICE CONTRACT SERVICES	Police Contractual Services		\$16,024.00	-	46,652.00
POLICE MAINTENANCE CONTRACTS	Police Contractual Services		\$30,628.00	-	
POLICE UNIFORMS	Police Uniforms		\$17,555.00	-	\$17,555.00
POLICE SUPPLIES-SAFETY	Police Supplies		\$3,900.00	-	27,886.00
POLICE SUPPLIES-OFFICE			\$1,700.00	-	
POLICE SUPPLIES-DATA PROCESSING			\$3,987.00	-	
POLICE SUPPLIES-MEDICAL			\$1,010.00	-	
POLICE SUPPLIES AND MATERIALS			\$17,289.00	-	
POLICE TRAVEL	Police Staff Development & Travel		\$4,000.00	-	10,060.00
POLICE TRAINING			\$6,060.00	-	
POLICE TELEPHONE AND INTERNET	Police Utilities & Communication		\$17,401.00	-	21,721.00
POLICE OTHER COMMUNICATION			\$4,320.00	-	
POLICE PRINTING	Police Postage & Printing		\$400.00	-	\$400.00
POLICE MAINTENANCE-EQUIPMENT	Police Maint & Rep - Equipment		\$2,800.00	-	\$2,800.00
POLICE MAINTENANCE-VEHICLES	Police Maint & Rep - Vehicles		\$15,134.00	-	\$15,134.00
POLICE DUES AND SUBSCRIPTIONS	Police Dues & Subscriptions		\$1,395.00	-	20,239.00
POLICE LICENSE FEE			\$18,844.00	-	
POLICE INSURANCE-PROP/GEN/PROF LIAB	Police Property & Other Liability Insurance		\$31,102.00	-	56,295.00
POLICE INSURANCE-VEHICLES			\$25,193.00	-	
POLICE MISCELLANEOUS	Police Miscellaneous Expense		\$1,200.00	-	\$1,200.00
POLICE MOTOR FUEL AND LUBRICANTS	Police Fuel		\$55,000.00	-	\$55,000.00
POLICE LEASE PYMTS-COMPUTER SYS	Debt Service Lease Payment - Principal		\$10,166.00	(\$10,166.00)	Moved to Debt Service Department
Total Police			\$1,867,746.00	(10,166.00)	1,857,580.00
FIRE SALARIES/WAGES-REGULAR	Fire Full-time Regular Wages		\$507,562.00	-	507,562.00
FIRE OVERTIME	Fire Overtime		\$23,490.00	-	23,490.00
FIRE PART-TIME/TEMPORARY	Fire Part-time Regular Wages		\$36,109.00	-	36,109.00
FIRE SALARIES/WAGES-BONUS	Fire Supplements to Regular Wages		\$7,000.00	-	7,000.00
FIRE FICA	Fire FICA		\$44,739.00	-	44,739.00
FIRE RETIREMENT	Fire LGERS Pension		\$73,533.00	-	73,533.00
FIRE GROUP INSURANCE	Fire Health & Life Insurance		\$85,763.00	-	85,763.00
FIRE 401K CONTRIBUTION	Fire 401K		\$26,162.00	-	26,162.00
FIRE WORKERS COMPENSATION	Fire Workers' Compensation Insurance		\$21,585.00	-	21,585.00
FIRE CONTRACT SERVICES	Fire Contractual Services		\$15,781.00	-	18,829.00
FIRE MAINTENANCE CONTRACTS			\$3,048.00	-	
FIRE SUPPLIES-OFFICE	Fire Supplies		\$1,000.00	-	39,547.00
FIRE JANITORIAL SUPPLIES			\$1,600.00	-	
FIRE SUPPLIES AND MATERIALS			\$2,100.00	-	
FIRE SUPPLIES-SAFETY			\$25,429.00	-	
FIRE SUPPLIES-EDUCATIONAL			\$5,418.00	-	
FIRE SUPPLIES-MEDICAL	Fire Uniforms		\$4,000.00	-	10,815.00
FIRE UNIFORMS			\$10,815.00	-	
FIRE MOTOR FUEL AND LUBRICANTS	Fire Fuel		\$15,000.00	-	15,000.00
FIRE TRAINING	Fire Staff Development & Travel		\$4,300.00	-	6,350.00
FIRE TRAVEL			\$2,050.00	-	
FIRE TELEPHONE AND INTERNET	Fire Utilities & Communication		\$12,722.00	-	24,566.00
FIRE UTILITIES			\$11,844.00	-	
FIRE MAINTENANCE-BUILDINGS	Fire Maint & Rep - Buildings & Grounds		\$11,700.00	-	11,700.00
FIRE MAINTENANCE-EQUIPMENT	Fire Maint & Rep - Equipment		\$3,000.00	-	3,000.00
FIRE MAINTENANCE-VEHICLES	Fire Maint & Rep - Vehicles		\$27,089.00	-	27,089.00
FIRE INSURANCE-PROP/GEN/PROF LIAB	Fire Property & Other Liability Insurance		\$9,120.00	-	15,213.00
FIRE INSURANCE - VEHICLES			\$6,093.00	-	
FIRE DUES AND SUBSCRIPTIONS	Fire Dues & Subscriptions		\$4,755.00	-	4,755.00
FIRE MISCELLANEOUS	Fire Miscellaneous Expense		\$1,000.00	-	1,000.00
FIRE LEASE PAYMENTS	Debt Service Lease Payment - Principal		\$49,660.00	(\$49,660.00)	Moved to Debt Service Department

Total Fire			\$1,053,467.00	(49,660.00)	1,003,807.00
STREETS SALARIES/WAGES-REGULAR	Streets Full-time Regular Wages		\$199,618.00	-	\$199,618.00
STREETS SALARIES/WAGES-OVERTIME	Streets Overtime		\$2,500.00	-	\$2,500.00
STREETS PART-TIME/TEMPORARY	Streets Part-time Regular Wages		\$50,759.00	-	\$50,759.00
STREETS SALARIES/WAGES-BONUS	Streets Supplements to Regular Wages		\$2,962.00	-	\$2,962.00
STREETS FICA	Streets FICA		\$19,273.00	-	\$19,273.00
STREETS RETIREMENT	Streets LGERS Pension		\$36,576.00	-	\$36,576.00
STREETS GROUP INSURANCE	Streets Health & Life Insurance		\$46,417.00	-	\$46,417.00
STREETS 401K CONTRIBUTION	Streets 401K		\$10,281.00	-	\$10,281.00
STREETS WORKERS COMPENSATION	Streets Workers' Compensation Insurance		\$12,174.00	-	\$12,174.00
STREETS MAINTENANCE CONTRACTS	Streets Contractual Services		\$1,352.00	-	\$1,352.00
STREETS CONTRACTED SERVICES	Moved to Stormwater Fund		\$214,828.00	(214,828.00)	\$0.00
STREETS JANITORIAL SUPPLIES	Streets Supplies		\$750.00	-	\$11,200.00
STREETS SUPPLIES-SAFETY			\$3,150.00	-	
STREETS SUPPLIES-OFFICE			\$300.00	-	
STREETS SUPPLIES AND MATERIALS			\$7,000.00	-	
STREETS TRAVEL	Streets Staff Development & Travel		\$100.00	-	\$100.00
STREETS TELEPHONE AND INTERNET	Streets Utilities & Communication		\$2,577.00	-	\$68,677.00
STREETS UTILITIES			\$66,100.00	-	
STREETS MAINTENANCE GROUNDS AND TREES	Streets Maint & Rep - Buildings & Grounds		\$3,000.00	-	\$7,000.00
STREETS MAINTENANCE-BUILDINGS			\$4,000.00	-	
STREETS MAINTENANCE-EQUIPMENT	Streets Maint & Rep - Equipment		\$6,400.00	-	\$6,400.00
STREETS MAINTENANCE-VEHICLES	Streets Maint & Rep - Vehicles		\$8,500.00	-	\$8,500.00
STREETS MAINTENANCE-STREETS	Streets Maint & Rep - Infrastructure		\$2,500.00	-	\$2,500.00
STREETS EQUIPMENT RENTAL	Streets Rent Expense		\$1,000.00	-	\$1,000.00
STREETS MOTOR FUEL AND LUBRICANTS	Streets Fuel		\$22,000.00	-	\$22,000.00
STREETS UNIFORMS	Streets Uniforms		\$4,500.00	-	\$4,500.00
STREETS INSURANCE-PRO/GEN/PROF LIAB	Streets Property & Other Liability Insurance		\$3,769.00	-	\$8,241.00
STREETS INSURANCE - VEHICLES			\$4,472.00	-	
STREETS DUES & SUBSCRIPTIONS	Streets Dues & Subscriptions		\$850.00	-	\$850.00
STREETS MISCELLANEOUS	Streets Miscellaneous Expense		\$1,500.00	-	\$1,500.00
Total Streets			\$739,208.00	(214,828.00)	\$524,380.00
SOLID WASTE SALARIES/WAGES-REGULAR	Solid Waste Full-time Regular Wages		\$168,831.00	-	\$168,831.00
SOLID WASTE SALARIES/WAGES-OVERTIME	Solid Waste Overtime		\$2,000.00	-	\$2,000.00
SOLID WASTE SALARIES/WAGES-BONUS	Solid Waste Supplements to Regular Wages		\$1,962.00	-	\$1,962.00
SOLID WASTE FICA	Solid Waste FICA		\$13,153.00	-	\$13,153.00
SOLID WASTE RETIREMENT	Solid Waste LGERS Pension		\$24,672.00	-	\$24,672.00
SOLID WASTE GROUP INSURANCE	Solid Waste Health & Life Insurance		\$37,483.00	-	\$37,483.00
SOLID WASTE 401K CONTRIBUTION	Solid Waste 401K		\$8,596.00	-	\$8,596.00
SOLID WASTE WORKERS COMPENSATION	Solid Waste Workers' Compensation Insurance		\$12,442.00	-	\$12,442.00
SOLID WASTE CONTRACT SERVICES	Solid Waste Contractual Services		\$16,000.00	-	\$16,000.00
SOLID WASTE JANITORIAL SUPPLIES	Solid Waste Supplies		\$500.00	-	\$1,700.00
SOLID WASTE SAFETY SUPPLIES			\$1,000.00	-	
SOLID WASTE SUPPLIES-EDUCATIONAL			\$200.00	-	
SOLID WASTE UNIFORMS	Solid Waste Uniforms		\$6,000.00	-	\$6,000.00
SOLID WASTE MOTOR FUEL AND LUBRICANTS	Solid Waste Fuel		\$14,452.00	-	\$14,452.00
SOLID WASTE TELEPHONE AND INTERNET	Solid Waste Utilities & Communication		\$1,505.00	-	\$1,505.00
SOLID WASTE MAINTENANCE-EQUIPMENT	Solid Waste Maint & Rep - Equipment		\$4,000.00	-	\$4,000.00
SOLID WASTE MAINTENANCE-VEHICLES	Solid Waste Maint & Rep - Vehicles		\$19,000.00	-	\$19,000.00
SOLID WASTE ADVERTISING	Solid Waste Advertising		\$150.00	-	\$150.00
SOLID WASTE TRAINING	Solid Waste Staff Development & Travel		\$1,500.00	-	\$1,500.00
SOLID WASTE LANDFILL SER TIPPING FEE	Solid Waste Landfill Tipping Fees		\$68,100.00	-	\$68,100.00
SOLID WASTE MAINTENANCE CONTRACTS	Solid Waste Contractual Services		\$200.00	-	\$200.00
SOLID WASTE INSURANCE-PROP/GEN/PROF LIAB	Solid Waste Property & Other Liability Insurance		\$2,905.00	-	\$8,180.00
SOLID WASTE INSURANCE-VEHICLES			\$5,275.00	-	
SOLID WASTE LEASE PAYMENTS	Debt Service Lease Payment - Principal		\$35,214.00	(35,214.00)	Moved to Debt Service Department
Total Solid Waste			\$445,140.00	(\$35,214.00)	\$409,926.00

			-	
LIBRARY PART-TIME/TEMPORARY	Library Part-time Regular Wages	\$16,585.00	-	16,585.00
LIBRARY SALARIES/WAGES-BONUS	Library Supplements to Regular Wages	\$250.00	-	250.00
LIBRARY FICA	Library FICA	\$1,316.00	-	1,316.00
LIBRARY CONTRACT SERVICES	Library Contractual Services	\$2,100.00	-	2,100.00
LIBRARY SUPPLIES-OFFICE	Library Supplies	\$500.00	-	2,500.00
LIBRARY SUPPLIES	Library Supplies	\$2,000.00	-	
LIBRARY TRAVEL	Library Staff Development & Travel	\$631.00	-	631.00
LIBRARY TELEPHONE AND INTERNET	Library Utilities & Communication	\$2,249.00	-	11,621.00
LIBRARY UTILITIES		\$9,372.00	-	
LIBRARY MAINTENANCE-BUILDINGS	Library Maint & Rep - Buildings & Grounds	\$8,825.00	-	8,825.00
LIBRARY ADVERTISING	Library Advertising	\$100.00	-	100.00
LIBRARY TRAINING	Library Staff Development & Travel	\$90.00	-	90.00
LIBRARY MAINTENANCE CONTRACTS	Library Contractual Services	\$1,827.00	-	1,827.00
LIBRARY INSURANCE-PRO/GEN/PROF LIAB	Library Property & Other Liability Insurance	\$3,212.00	-	3,212.00
LIBRARY DUES & SUBSCRIPTIONS	Library Dues & Subscriptions	\$360.00	-	360.00
Total Library		\$49,417.00		49,417.00
				-
PARKS & REC CONTRACT SERVICES	Parks & Recreation Contractual Services	\$3,200.00	-	3,200.00
PARKS & REC SUPPLIES MATERIALS	Parks & Recreation Supplies	\$1,750.00	-	1,750.00
PARKS & REC UTILITIES	Parks & Recreation Utilities & Communication	\$5,820.00	-	5,820.00
PARKS & REC MAINTENANCE TRAILS	Parks & Recreation Maint & Rep - Buildings & Grounds	\$11,100.00	-	11,100.00
PARKS & REC INSURANCE PROP GEN PROF LIAB	Parks & Recreation Property & Other Liability Insurance	\$218.00	-	218.00
Total Parks & Recreation		\$22,088.00		22,088.00
SOLID WASTE LEASE PAYMENTS	Debt Service Lease Payment - Principal	<i>Moved from Solid Waste</i>	35,214.00	\$35,214.00
ADMINISTRATION PRINCIPAL	Debt service - Principal	<i>Moved from Administration</i>	72,786.00	72,786.00
ADMINISTRATION INTEREST	Debt service - Interest	<i>Moved from Administration</i>	55,610.00	55,610.00
POLICE LEASE PYMTS-COMPUTER SYS	Debt Service Lease Payment - Principal	<i>Moved from Police</i>	\$10,166.00	\$10,166.00
FIRE LEASE PAYMENTS	Debt Service Lease Payment - Principal	<i>Moved from Fire</i>	\$49,660.00	\$49,660.00
Total Debt Service			223,436.00	\$223,436.00
Total General Fund Expenditures		\$5,382,475.00	(249,550.00)	5,132,925.00
POWELL BILL FUND				
Old Description	BMS - New Description	7/31/25 Approved Budget	Reallocation	8/1/25 Budget as Amended in BMS
Revenues				
MUNICIPAL VEHICLE TAX	Municipal Vehicle Tax	13,000.00	-	13,000.00
POWELL BILL REVENUE	Powell Bill aid	134,902.00	-	134,902.00
INVESTMENT EARNINGS	Investment Earnings	7,690.00	-	7,690.00
Total Powell Bill Revenues		155,592.00	-	155,592.00
Expenditures				
SALARIES/WAGES-REGULAR	Full-time Regular Wages	12,128.00	-	12,128.00
SALARIES/WAGES-BONUS	Supplements to Regular Wages	52.00	-	52.00
FICA	FICA	932.00	-	932.00
RETIREMENT	LGERS Pension	1,748.00	-	1,748.00
GROUP INSURANCE	Health & Life Insurance	1,725.00	-	1,725.00
401K CONTRIBUTION	401K	609.00	-	609.00
SERVICES-ENGINEERING	Engineering & Design	5,000.00	-	5,000.00
SUPPLIES AND MATERIALS	Supplies	2,000.00	-	2,000.00
MAINTENANCE-SIDEWALKS	Maint & Rep - Infrastructure	12,000.00	-	12,000.00
MAINTENANCE-STREETS	Maint & Rep - Infrastructure	16,000.00	-	16,000.00
CO-INFRASTRUCTURE	Capital Outlay	103,398.00	-	103,398.00
		155,592.00	-	155,592.00

STORMWATER FUND (NEW)				
Old Description	BMS - New Description	7/31/25 Approved Budget	Reallocation	8/1/25 Budget as Amended in BMS
Revenues				
APPROPRIATED FUND BALANCE	Appropriated FB	<i>Moved from General Fund</i>	214,828.00	214,828.00
Total Stormwater Revenues		-	214,828.00	214,828.00
Expenditures				
STREETS CONTRACTED SERVICES	Streets Contractual Services	<i>Moved from General Fund</i>	214,828.00	\$214,828.00
Total Stormwater Expenses		-	214,828.00	214,828.00
MISCELLANEOUS GRANTS FUND (NEW)				
Old Description	BMS - New Description	7/31/25 Approved Budget	Reallocation	8/1/25 Budget as Amended in BMS
Revenues				
APPROPRIATED FUND BALANCE	Appropriated FB	<i>Moved portion from General</i>	34,722.00	34,722.00
STATE GRANTS*	Grant Revenues	N/A		100,000.00
Total Miscellaneous Grants Revenue		-	34,722.00	134,722.00
Expenditures				
GOVERNING BODY CONTRACT SERVICES	Misc Grants Fund - Gov Body - Contractual Services (Mural Project)	<i>Moved portion from General Fund</i>	20,808.00	20,808.00
ADMINISTRATION SERVICES-ENGINEERING	Misc Grants Fund - Admin - Engineering & Design (EB-5861)	<i>Moved portion from General Fund</i>	13,914.00	13,914.00
RECREATION CONTRACT SERVICES*	Misc Grants Fund - Parks & Rec - Contractual Services (Grants Creek Blueway)	N/A		100,000.00
Total Miscellaneous Grants Expenditures		-	34,722.00	134,722.00
*A budget ordinance amendment for Grants Creek Blueway Trailhead was approved on November 12th, 2024 (FY 2025) and was budgeted within the General Fund. According to MAS best practices, it will now be separately accounted for in the Miscellaneous Grants Fund. It was not re-budgeted in the General Fund in FY 25-26, but will now be budgeted within the Miscellaneous Grants Fund going forward. To date, there have been no revenues or expenditures against the grant.				
Adopted this 13th day of January, 2026				
Signature				
Attest:				
Signature				

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 8

Agenda Item Title: FY25 Audit Presentation

Category: Regular Agenda

Presenter(s): Nick Whicker, Strickland Hardee PLLC Director; Heather Kann, Finance Officer

Explanation:

Audit Manager Nick Whicker will make the presentation.

Financial Impact:

None

Recommended Action:

Receive Report

Attachment(s): ☐ Yes ☒ No

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 9

Agenda Item Title: Cell Tower on Town Property-preliminary discussion

Category: Regular Agenda

Presenter(s): Steve Blount

Explanation:

A cell phone tower company has contacted town staff concerning the possibility of locating a tower on the north end of our Public Works Dept. property at the end of Sowers Ferry Road. We will provide preliminary information to the Board for their education and consideration.

Financial Impact:

Monthly lease income to the Town

Choose an item.

Consensus for staff to continue negotiations with the cell tower company and to proceed with the rezoning needed for this project including public hearings

Attachment(s): ☒ Yes ☐ No

1. PowerPoint presentation to follow



MEMO

Date: 12.30.25

By: Steve Blount, Town Planner

RE: Proposed Cell Phone Tower

Narrative:

On or about December 16, 2025, I was contacted by a representative of Diamond Communications concerning the potential location of a cellular telephone tower on property located at 404 Sowers Ferry Road. Investigation concluded that this property was the site of the Alexander Long House which is on the National Registry of Historic Places and is additionally protected by a Three Rivers Land Trust conservation easement. Neither of these designations will allow cell tower location on the protected property.

I suggested as an alternative, a property the Town of Spencer owns at the end of Sowers Ferry Road where our Public Works Department is located. I provided the company with information on the site and regulations controlling cell towers from our Development Ordinance (see attached). Based on mutual interest, site investigation and lease negotiations continue.

As the site selection process for cell towers can be controversial, I wanted to bring the Board in on this project at this early point for your edification, giving you an opportunity to provide input as we work our way through this process. I offer the following information in addition to the slide show that will be presented at your January 13, 2026 meeting:

1. Company proposes installation of a cell tower, not to exceed 200' AGL in height on the northern portion of property owned by the Town of Spencer located at 700 Sowers Ferry Road.
2. While this is the location of our Public Works Department, the location is on property not currently being used.
3. Company's use of the site will include a 75' x 75' fenced area with an access easement along the existing road.
4. Company has offered two options of payment for use of this property. Option 1 is a one-time payment of \$70,000 for perpetual use or a monthly payment of \$700/month to be increased yearly by 1.5% with a lease duration of 40 years.
5. A recent site and neighborhood visit seems to indicate that few if any neighboring residences will be able to see the tower due to thick growth of trees and topography and thus will not be visually impacted. We will be using a drone to confirm limits of visual impact on surrounding properties
6. The new tower will provide improved cell service to the neighboring residential areas and to the currently sparsely served northern Rowan County area.

Spencer Development Ordinance

10.2-14 Wireless Support Structure (Telecommunications Tower).

(A.) Zoning Districts where the additional standards for this use below are applicable are identified in Article 8, Table 8.1 of this Ordinance.

(B.) Conditions:

- (1.) Wireless Support Structure (telecommunications towers) in the Main Street (MS) district must be a monopole design that does not exceed one-hundred and fifty (150) feet in height from average adjacent grade.
- (2.) The Town may elect to retain outside consultants or professional services to review a special use application for a Wireless Support Structure (telecommunications towers) and to make recommendations on relevant issues including, but not limited to, verification of the applicant's due diligence, analysis of alternatives, conditions of approval, and compliance with state and federal rules and regulations at the applicant's expense.
- (3.) In addition to the notice requirements found elsewhere in this Ordinance, the applicant for a special use permit for a Wireless Support Structure (telecommunications towers) shall be required to notify by regular mail all property owners within a one-quarter mile (1,320 feet) radius of the proposed location of any evidentiary hearing on the application at least ten days prior to the hearing. The *Planning, Zoning & Subdivision Administrator* may require the applicant to conduct a crane or balloon test to simulate the height of the proposed tower. Notice of the dates and times of such tests shall be mailed by the applicant to all property owners within a one-quarter mile (1,320 feet) radius of the proposed location at least ten days prior to the primary test date. The notice shall state primary and alternate test dates, as well as a range of dates for testing in the event of extended periods of inclement weather. The *Planning, Zoning & Subdivision Administrator* shall review and approve the sufficiency of the notice prior to mailing and, as part of its application, the applicant will be required to submit a certificate of mailing and attach a copy of the notice and a list of the addresses to which it was sent. In the event the applicant shall seek to increase the height of a proposed Wireless Support Structure (telecommunications towers), or move its location more than 150 feet laterally, from that stated in the original notices, additional notice shall be required to be given in accordance with the above provisions and all time-periods shall run from the date of supplemental notification.
- (4.) Public properties shall be subject to the same restrictions and standards of appropriateness as private properties. All such public agencies or instrumentalities shall retain discretion as to whether to make a specific property available for Wireless Support Structure (telecommunications towers) and to make determinations with respect to site capacity, aesthetics, or suitability of such facilities.
- (5.) Wireless Support Structure (telecommunications towers) proposed on public right-of-way under the ownership or control of the North Carolina Department of

Transportation or the Town of Spencer shall be limited to a height no greater than 50 feet and typical highway lighting towers in both height and appearance and shall be clustered amongst or near such towers so as to be unobtrusive. If any portion of a Wireless Support Structure (telecommunications towers) located on such properties is used to mount cameras, instruments, sensors or antennas for governmental use, and the same structure supports or incorporates commercial wireless telecommunication facilities, the governmental use shall be deemed incidental or accessory to the commercial use and the entire facility shall be treated as a commercial use for purposes of this section.

- (6.) It is the policy of the Town to encourage collocation and the use of existing structures where appropriate. In furtherance of that policy objective, the following provisions shall apply to an application for a special use permit for a Wireless Support Structure (telecommunications tower):
 - (a.) A special use application for a Wireless Support Structure (telecommunications towers) shall not be approved if an electric transmission tower is located above, or no less than 25 feet below, the ground elevation of and within the search radius and/or ring of a proposed wireless (telecommunication) facility, unless the applicant can demonstrate one or more of the following:
 - (i.) That sufficient easements or other interests in real property cannot be obtained to accommodate the wireless (telecommunication) facility;
 - (ii.) That the electric utility owning the electric transmission tower is unwilling to allow its use for wireless facilities;
 - (iii.) That the applicant is unable to gain sufficient ingress and egress to the electric transmission tower;
 - (iv.) That the existing use of the electric transmission tower would interfere with the operations of the applicant as documented by a qualified and licensed North Carolina engineer and the interference cannot be prevented;
 - (v.) That the planned equipment would exceed the structural capacity of the electric transmission tower as documented by a qualified and licensed North Carolina professional engineer, and the electric transmission tower cannot be reinforced, modified, or replaced to accommodate planned or equivalent equipment at a reasonable cost.
 - (b.) Electric transmission towers may be increased in height to that allowed for Wireless Support Structure (telecommunications towers) in the district in which the electric transmission tower is located if the Town Board of Aldermen determines such height extension is preferable to placement of a new Wireless Support Structure (telecommunications towers) in that area.
 - (c.) A special use application for a Wireless Support Structure (telecommunications towers) shall not be approved unless the equipment planned for the proposed tower cannot be accommodated on existing or approved wireless (telecommunication) facilities, buildings or alternative structures more than 30 feet in height (after first considering electric transmission towers) within a one-quarter mile (1,320 foot) radius of the proposed Wireless Support Structure (telecommunications towers) due to one or more of the following reasons:

- (i.) The planned equipment would exceed the structural capacity of the existing or approved tower, building or alternative structures, as documented by a qualified and licensed North Carolina professional engineer, and the existing or approved tower, building or structure cannot be reinforced, modified or replaced to accommodate planned or equivalent equipment at a reasonable cost.
- (ii.) The planned equipment would cause interference materially impacting the usability of other existing or planned equipment on the towers, buildings or alternative structures, as documented by a qualified and licensed North Carolina engineer, and the interference cannot be prevented at a reasonable cost.
- (iii.) Existing or approved towers, buildings or other structures within the search radius, or combinations thereof, cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified and licensed North Carolina professional engineer.
- (iv.) Other unforeseen reasons that make it infeasible to locate the planned telecommunication equipment upon existing or approved towers, buildings or alternative structures.
- (d.) Antennas associated with a wireless (telecommunication) facility may not be collocated on a tower or other support structure used by an amateur radio operator.
- (e.) No wireless (telecommunication) facility shall interfere with usual and customary radio and television reception excepting broadcast facilities as provided for in the regulations of the FCC.
- (7.) All wireless (telecommunication) facilities must comply with FCC and FAA regulations.
- (8.) A copy of the applicant's FCC license must accompany its application. If the applicant is not an FCC licensee, the applicant must demonstrate that it has binding commitments from one or more FCC licensees to utilize the Wireless Support Structure (telecommunications tower) and must submit a copy of each such wireless service provider's FCC license. If FCC licenses have previously been filed with the Town in conjunction with other wireless (telecommunication) facilities, the applicant may certify that such licenses remain in full force and effect.
- (9.) As part of its application, each applicant for a Wireless Support Structure (telecommunications towers) shall be required to execute a standard maintenance/removal agreement binding the applicant and its successors and assigns to maintain properly the exterior appearance of and ultimately remove the facility within 180 days of the abandonment or cessation of operations of the facility. Such agreement shall require the applicant to pay all costs for monitoring compliance with, and enforcement of, the agreement and to reimburse the Town of Spencer for all costs it incurs to perform any work required of the applicant by the agreement that it fails to perform. A \$5,000.00 performance guarantee in accordance with Sub-section 16.1-9 of this Ordinance shall be required in conjunction with the maintenance/removal agreement. The applicant and its successors and assigns shall be required to continue such performance guarantee until such time as the facility has been removed and all other requirements of the

maintenance/removal agreement have been satisfied. Private business users operating a single wireless (telecommunication) facility at their principal place of business and governmental users are exempt from the bond requirement.

- (10.) Abandoned or unused wireless (telecommunication) facilities shall be removed within 180 days of abandonment or cessation of operations. If not removed within that period, such facilities may be removed as provided in the permittee's maintenance/removal agreement and the costs of removal recovered from the permittee's bond or other security. Prior to removing a wireless (telecommunication) facility pursuant to this provision, the Town shall give 30 days written notice of its intention to do so to the permittee at its last known address.
- (11.) All wireless (telecommunication) facilities shall comply with FAA lighting requirements. In addition, in a specific instance, the Town may impose lighting requirements for a tower that is not required by FAA regulations to be lit.
- (12.) Except as otherwise provided herein, minimum setbacks for wireless (telecommunication) facilities shall be in accordance with the setback requirements set forth in the development standards for the district in which the location of the tower is proposed. In addition, wireless (telecommunication) facilities must be set back from any residentially zoned or residentially used properties a distance equivalent to one-half the height of the tower being erected. The Town Board of Aldermen may reduce the setback requirement upon a showing by the applicant that there are special physical circumstances or conditions affecting the proposed site such that the strict application of the setback requirement would not allow the most effective use of the proposed site to minimize the visual impact of the wireless (telecommunication) facility.
- (13.) Wireless (telecommunication) facilities shall be buffered from adjacent properties with a buffer which, at a minimum, meets the requirements of a Type B buffer as described in Article 11 of this ordinance, regardless of adjacent zoning district classifications or uses.
- (14.) No wireless (telecommunication) facility shall be located:
 - (a.) On top of buildings; or
 - (b.) In a locally or nationally designated historic area or property or on a nationally or locally designated historic structure or building. Nor shall a Wireless Support Structure (telecommunications tower) be located such that it adversely impacts the historic integrity of a locally or nationally designated historic area, property, or structure.
- (15.) In cases where an applicant is required to perform an environmental assessment (EA) or an environmental impact statement (EIS) under the National Environmental Policy Act or the National Historic Preservation Act, such EA or EIS shall be submitted as part of its application for a special use permit. An application for a special use permit will not be deemed complete until any required EA or EIS has been submitted to the Town.
- (16.) Wireless (telecommunication) facilities shall not be constructed unless the company erecting the tower has general liability coverage of at least

\$1,000,000.00. The owner of a wireless (telecommunication) facility shall provide the Town with a certificate of insurance showing evidence of its coverage and the certificate shall contain a requirement that the insurance company notify the Town 30 days prior to the cancellation, modification or failure to renew the insurance coverage required.

(17.) Wireless (telecommunication) facilities shall be designed to meet the following standards:

- (a.) Towers and antennas shall be designed to blend into the surrounding environment through the use of color and camouflaging architectural treatment. The Town Board of Aldermen may condition approval on the use of specific concealment techniques where it determines that doing so is necessary or desirable.
- (b.) Guyed towers are prohibited. Commercial Wireless Support Structures (telecommunications towers) shall be of a monopole design unless the Town Board of Aldermen determines that an alternative design would better blend in to the surrounding environment.
- (c.) Use of dual-polarized antennas which electronically combine the functions of transmit and receive antennas (rather than spatial diversity antenna arrays which rely on antennas being physically separated), dual-band/multi-band antennas (allowing two or more providers of different types of commercial wireless services to share a common antenna), and use of combiners (allowing antenna sharing by providers using the same frequency band) are encouraged.
- (d.) Antennas shall be mounted on Wireless Support Structure (telecommunications towers) so as to present the smallest possible silhouette, profile, or cross-section. Preferred antenna mounting scenarios are, in order of descending preference:
 - (i.) Compact dual-polarized antennas in a cylindrical uni-cell arrangement extending no more than two feet from the sides of the supporting structure and mounted atop the tower;
 - (ii.) Panel antennas flush-mounted against the tower;
 - (iii.) Antennas mounted at the end of straight or curved davit arms or brackets extending from the sides of the tower.
- (e.) No Wireless Support Structure (telecommunications towers) shall have constructed thereon, or attached thereto in any way, any platform, catwalk, crow's nest, triangular framework, or like structures or equipment, except during periods of construction or repair. Curved or straight davit arms or brackets used for antenna mounting shall be connected to the tower at the base of the arms or brackets only and such arms or brackets (and any antennas or hardware mounted thereon) shall not be physically interconnected with any similar arm or bracket.
- (f.) All equipment enclosures and other improvements accessory to a Wireless Support Structure (telecommunications towers) shall be architecturally designed to blend in with the surrounding environment and shall be maintained in good appearance and repair. No equipment enclosure may exceed 12 feet in height. Ground mounted equipment shall be screened from view with a minimum "B" buffer (see Article 11), except where a design of non-vegetative screening better reflects and complements the architectural character of the surrounding neighborhood.

- (18.) Generators may not be used as a primary electrical power source. Backup generators shall only be operated during power outages or for testing and

maintenance purposes. Testing and maintenance shall only take place on weekdays between the hours of 8:30 a.m. and 4:30 p.m.

- (19.) Wireless Support Structure (telecommunications towers), equipment enclosures and other improvements shall be enclosed within a security fence consisting of chain link fencing at least eight feet in height. The fence shall not be topped with barbed wire. The Town Board of Aldermen may require as a condition of approval that the fencing be screened by appropriate landscaping or other means. The Town Board of Aldermen may waive or modify the fencing requirement if it determines that doing so will enhance the overall appearance of the facility without any compromise in safety or security.

- (20.) Wireless (telecommunication) facilities shall have a flat gray or galvanized finish unless the Town Board of Aldermen determines another color scheme would be a preferable aesthetic alternative.

- (21.) No two Wireless Support Structure (telecommunications towers) shall be constructed within 1,320 feet of each other unless documentation is provided to the *Planning, Zoning & Subdivision Administrator* to show that collocation on towers within the 1,320 feet is not technically feasible.

- (22.) No wireless (telecommunication) facility shall be permitted that exceeds 200 feet in height.

- (23.) Signage at any wireless (telecommunication) facility site shall conform to the following provisions:

- (a.) A sign listing the name of the wireless telecommunication service provider operating the site, the site name or number and an emergency telephone number shall be posted at or near the entrance to the site so as to be readily visible to persons outside the site's security fencing.

- (b.) Equipment hazard warning and informational signs are permitted.

- (c.) The posting of any other signs or advertising is prohibited at any wireless (telecommunication) facility or upon any wireless (telecommunication) facility.

- (24.) The Town Board of Aldermen may require any other conditions deemed necessary or desirable to ameliorate the impact of the tower on the adjacent properties and uses. Such conditions shall include but are not limited to: the height of the tower; the construction or type of tower; lighting; and collocation of the antennas and facilities of different parties on a single tower.

- (25.) A special use approval for a Wireless Support Structure (telecommunications towers) shall become null and void if the facility is not constructed and placed in service within twenty-four months of the date of approval provided, however, that the special use approval may be extended one time for six months if substantial construction has commenced before the end of the initial twenty-four month

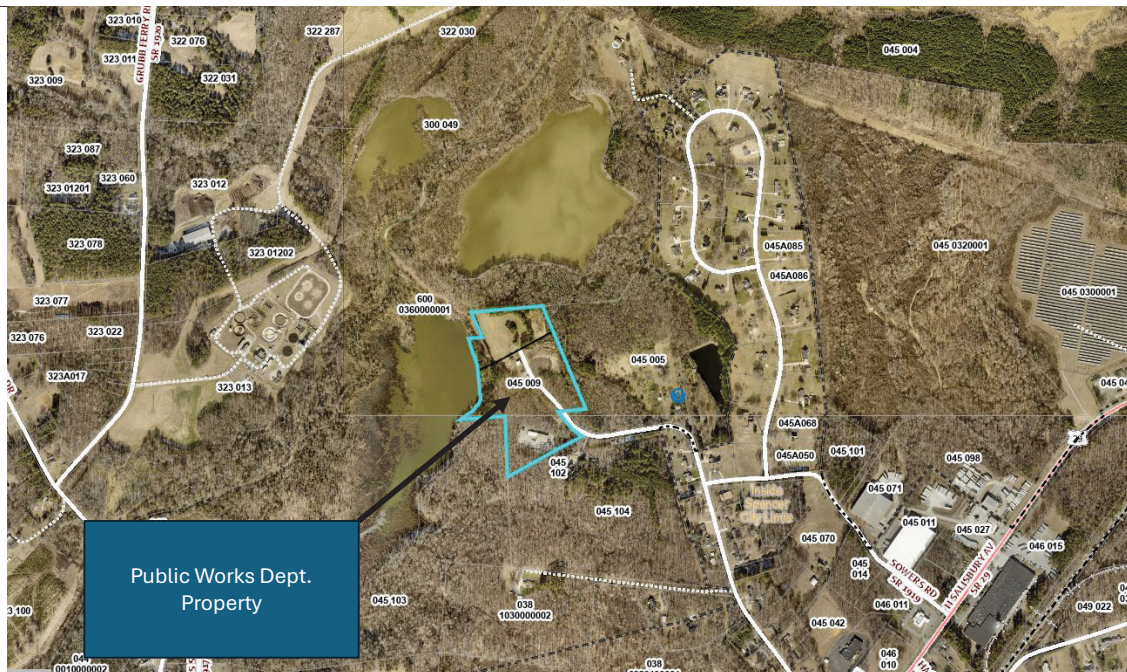
period.

- (26.) Modifications shall be permitted upon existing Wireless Support Structure (telecommunications tower) facilities provided they do not exceed any of the following criteria:

- (a.) Increase in vertical height of the greater of either: 1) ten percent (10%), or 2) the height of one additional antennae array with separation from the nearest existing array of not more than twenty (20) vertical feet; provided the maximum height of 200 vertical feet is not exceeded.
- (b.) Addition of an appurtenance protruding the greater of either: 1) more than twenty (20) feet, or 2) more than the width of the wireless support structure at the elevation of the appurtenance, unless:
 - (i.) necessary to shelter an antenna, and/or
 - (ii.) necessary to connect the antenna to the tower via cable
- (c.) Increasing the square footage of the existing equipment compound by more than 2,500 square feet; provided all applicable minimum yard area, buffering and screening provisions are maintained.

Cell Tower
Sowers Ferry Road

Preliminary Information





1

519 Sowers Ferry Road- 1,350 feet to tower
Heavily wooded lot should screen property owner from tower



2

404 Sowers Ferry Rd- 1,560 feet from tower
Heavily wooded lot should screen tower from view of house but might be visible from rear of property



Alexander Long Farm

National Register of Historic Places & Land Trust Conservation Easement

Three Rivers Land Trust

Another protection project in Rowan County involved the enlargement of the previously protected Alexander Long House in Spencer. Tommy Thomas and his wife, Dr. Barbara Thomas, owners of the historic home, purchased an additional 33 acres situated adjacent to their existing tract.

Listed on the National Register of Historic Places in 1972, the residence is believed to be the second oldest residential structure in Rowan County constructed in 1783 and the one time home to famed Salisbury Confederate Prison doctor, Alexander Long.

"We were very excited to learn that we could enlarge the protected site to a total of 68 acres. The more natural and open space we can permanently protect around the 18th century historic home the better," said Tommy Thomas regarding their recent addition.

Along with extending the buffer around the home, the easement also protects significant wildlife habitat and serves as a safeguard for water quality, as the property is adjacent to Grant's Creek near its confluence with the Yadkin River. The Alexander Long House, once the seat of a several hundred acre plantation is the second oldest house in the county, built in 1783.

3

525 Steeplechase Trail- 1,550 feet from tower
Heavily wooded lot and adjacent area should screen view
of tower from this and neighboring properties



Not to Scale

Lease Agreement

Option 1

\$70,000 one-time payment for perpetual lease

Option 2

\$700/month with 1.5% increase/year for 40 years

Comparison

Option 1

Invest \$70,000 at 3.5%-5% return for 40 years = \$277,150 to \$492,800

Option 2

\$700/month with 1.5% increase/year for 40 years = \$455,850

Conclusion

Since Town will likely spend \$70,000 on current needs instead of investing it, it is better to consider a comparison of \$70,000 now vs. \$8,400- \$15,012 annually (\$11,700 average) for 40 years. Utilizing Option 2 to create predictable a revenue stream would allow us to leverage that revenue stream as needed to pay for immediate needs

Issues & Next Steps

- Company doing due diligence on site
- Researching SRU easement for sewer line across this property to pin down location of tower (resolved by 12.30.25 email from SRU)
- Cell towers not allowed per Table of Uses in our Development Ordinance in CIV classification.
 - Suggest rezoning 5-acre portion of property to IND Conditional
 - Conditions would limit uses to those shown in CIV classification plus allowing cell tower
- Cell towers also must meet requirements of Section 10.2-14 of our Development Ordinance
- Suggest expanding direct notice of public hearings from adjacent property owners and those within 1,320 feet to include homes on north end of Sowers Ferry Rd and all of Steeplechase Trail

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Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 10. a.

Agenda Item Title: Planning Monthly Report

Category: Departmental Report

Presenter(s): Steve Blount, Planning & Zoning Administrator

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report



Monthly Activity Report

Planning, Zoning & Subdivision Administrator

December 2025

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
12.1.25	N Salisbury Ave	Development questions	Answered questions
12.1.25	20 pickett ave	Floodplain questions	Answered questions
12.1.25	804 s Salisbury ave	Demolition permit	Issued permit
12.1.25	Office	HPC case discussion	Met with kyle to discuss
12.2.25	Office	Staff meeting	Attended
12.2.25	Office	Parking lot issues meeting	Attended
12.2.25	Stanback Forest	Meeting concerning trail system	Attended
12.2.25	Whitehead	Bike lane drawing review	Reviewed and commented
12.4.25	East Spencer	Property development questions	Directed to EAST SPENCER
12.4.25	6 th st	Development questions	Answered questions
12.4.25	7 th st	Development questions	Answered questions
12.4.25	Hawkinstown rd	Development questions for apartments	Answered questions
12.4.25	Office	Preagenda meeting	Attended
12.8.25	Montclair st	Sign permit questions	Answered questions
12.8.25	113 2 nd st	Tree removal questions	Referred to HPC and answered questions
12.8.25	Whitehead	Bike land drawing revision	Review and forward to NCDOT
12.8.25	N long st	Development questions	Answered questions
12.8.25	Office	NCRR grant questions	Reviewed and answered
12.8.25	Lincoln ave	Duplex development questions	Reviewed and commented
12.8.25	3 rd and Yadkin	Discussed possibility of development as parking lot	Discussed with Trans Museum Staff and property owner
12.9.25	Office	Virtual meeting on data center issues	Participated

12.9.25	Office	Staff meeting	Attended
12.9.25	2 nd st property	Renovation questions	Answered questions
12.9.25	Hawkins meadows	Development questions from developer	Answered questions
12.9.25	Office	EB-5861 discussing	Participated
12.9.25	Office	Board of Aldermen meeting	Attended
12.10.25	Longs ferry rd	Traffic questions/complaints	Answered questions
12.10.25	Office	NCCR grant discussion with contractor	Participated
12.10.25	Office	Met with developer concerning site for new business	Met and discussed
12.11.25	Long ferry rd	Lot development questions	Answered questions
12.11.25	4 th st property	Development questions	Answered questions
12.11.25	Office	ABC permit for new grocery Mexican store	Reviewed and approved
12.11.25	US HWY 29	PCA property development questions	Answered questions
12.11.25	1350 adams st	Addition questions	Answered questions
12.11.25	3 rd st	Addressing information for loan company	Answered questions
12.11.25	US HWY 29	Development questions for PCA building	Answered questions
12.11.25	4 th st	Awning questions for queso salsa	Referred to HPC
12.15.25	Yadkin/11 th st	Development questions	Answered questions
12.15.25	Whitehead	Ncdot comments on bike lanes	Responded
12.15.25	600 s Carolina	Site visit for project	Visited and approved
12.15.25	108 4 th st	Zoning permit for change of use	Issued permit
12.15.25	Office	Sign question for political candidate	Answered questions
12.15.25	Yadkin and 7 th st	Development questions	Answered questions
12.15.25	US HWY 29	PCA questions on max impervious surface	Researched and answered questions
12.16.25	Tabor dr	Development questions	Answered questions
12.16.25	Long st	Utility questions	Referred to SRU
12.16.25	Office	Online meeting to update CORE plan	Participated
12.16.25	Sowers ferry rd	Cell tower questions	Researched and responded
12.16.25	Long ferry rd	Development questions	Answered questions

12.18.25	108 4t st	Sign permit questions	Answered questions
12.18.25	Hawkins meadows	Driveway questions	Answered questions
12.18.25	Long st	Development questions for two lots	Answered questions
12.18.25	Sowers ferry rd	Cell tower discussion with joel	Met and discussed
12.19.25	Office	Staff Christmas lunch	Attended
12.22.25	Longs ferry rd	Construction schedule for truck stop	Review and comment
12.22.25	Various	Site visit for active projects	Attended
12.22.25	Longs ferry rd	Damaged house questions	Forwarded to code enforcement
12.23.25	106 s Carolina	Interior upfit questions	Answered questions
12.23.25	Innes st	Development questions	Referred to SALISBURY
12.29.25	Hollywood drive	Code enforcement questions	Referred to rowan county
12.29.25	Sowers ferry rd	Cell tower location submittal	Review and comment
12.29.25	Hawkins Meadows	Sign submittal	Reviewed and commented
12.29.25	Sowers ferry rd	Sewer easement question for cell tower location	Referred to SRU
12.29.25	Office	Addressing for Stanback forest trail system	Provided for joe
12.29.25	Salisbury ave and 9 th st	Utility easements for two lots	Reviewed
12.29.25	Sowers ferry road	Site visit for cell tower surrounding properties	Site visit

Quotes:

New Years Quotes

"I hope that in this year to come, you make mistakes. Because if you are making mistakes, then you are making new things, trying new things, learning, living, pushing yourself, changing yourself, changing your world. You're doing things you've never done before, and more importantly, you're doing something." —**Neil Gaiman**

"May this year, be structured enough for success and achievement and flexible enough for creativity and fun." —**Taylor Duvall**

"Tomorrow is the first blank page of a 365-page book. Write a good one." —**Brad Paisley**

Planning Quotes

“A goal without a plan is just a wish.” – *Antoine de Saint-Exupéry*

“By failing to prepare, you are preparing to fail.” – ***Benjamin Franklin***

“The secret of success is to be ready when your opportunity comes.” – ***Benjamin Disraeli***

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 10. b.

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Chief

Explanation:

Code Enforcement Monthly Report

Financial Impact:

N/A

Choose an item.

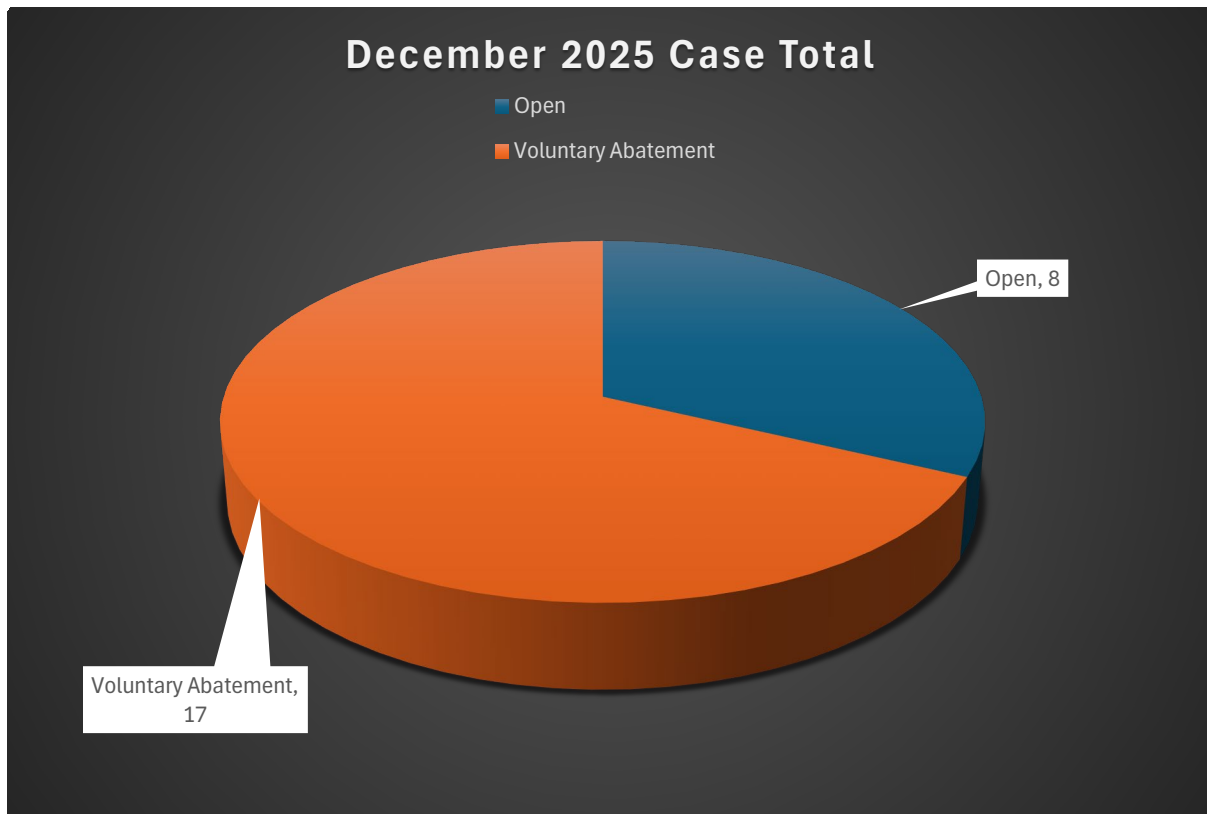
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

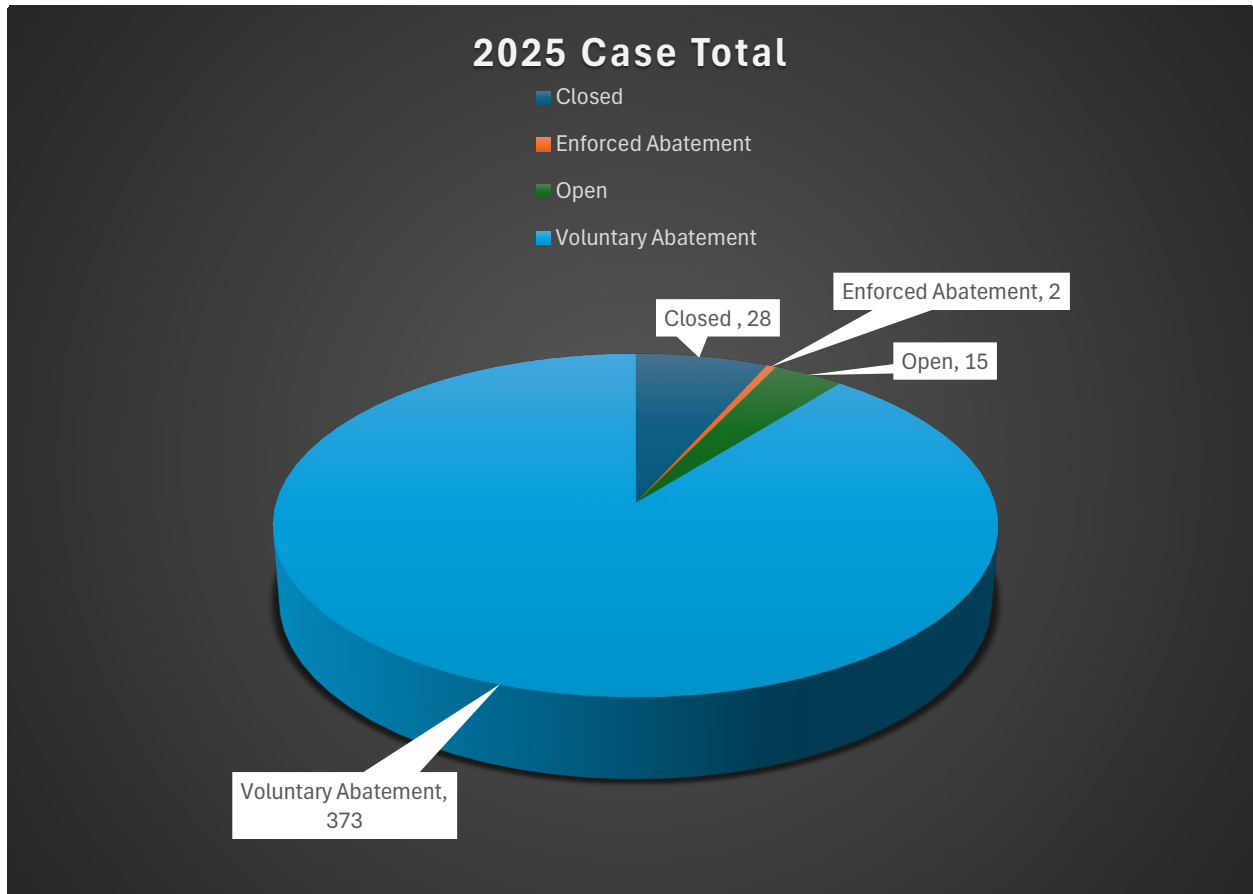
Monthly Report

- Total cases – 25
- Open - 8
- Voluntary Abatement - 17
- Notice of Violations – 0
- Notice of Bill - 0
- Notice of Lien – 0



2025 Yearly Report

- Total cases – 418
- Open - 15
- Voluntary Abatement - 373 **89%**
- 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
202500420	817 5TH ST	Illegal Parking	Open
202500419	785 Long Ferry Rd	Minimal Housing	Open
202500416	411 S Iredell	Tall Grass/ Weeds	Open
202500414	810 4TH ST	Junk	Open
202500411	033 152	Tall Grass/ Weeds	Open
202500408	220 8TH ST	Junk	Open
202500404	603 7TH ST	Nuisance	Open
202500403	704 4TH ST	Nuisance	Open
202500383	1000 2ND ST	Junk Piles	Open
202500382	406 N Salisbury Ave	Junk Pile	Open
202500371	117 6TH ST	Tall Grass/ Weeds	Open
202500346	155 Lee ST	Junk	Open
202500200	1355 Adams	Tall Grass/ Weeds	Open
202500199	1340 Adams	Tall Grass/ Weeds	Open
202500024	705 N Salisbury	Junk	Open



Case Status Report

12/1/2025 - 12/31/2025

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

202500381	10/31/2025	Closed	12/18/2025	Site Visit	403 7TH ST	Tall Grass/ Weeds
202500349	10/13/2025	Closed	12/16/2025	Site Visit	1840 N US 29	No permit
202500295	8/26/2025	Closed	12/16/2025	Site Visit	511 2ND ST	Minimum Housing
202500281	8/19/2025	Closed	12/18/2025		112 Henderson St	Junk. Front yard parking.

Group Total: 4

Group: Open

202500420	12/23/2025	Open	12/23/2025	Site Visit	817 5TH ST	Illegal Parking
202500419	12/23/2025	Open	12/23/2025	Site Visit	785 Long Ferry Rd	Minimal Housing
202500416	12/23/2025	Open	12/23/2025	Site Visit	411 S Iredell	Tall Grass/ Weeds
202500414	12/23/2025	Open	12/23/2025	Site Visit	810 4TH ST	Junk
202500411	12/23/2025	Open	12/23/2025	Site Visit	033 152	Tall Grass/ Weeds
202500408	12/23/2025	Open	12/23/2025	Site Visit	220 8TH ST	Junk
202500404	12/16/2025	Open	12/16/2025	Site Visit	603 7TH ST	Nuisance
202500403	12/16/2025	Open	12/16/2025	Site Visit	704 4TH ST	Nuisance

Group Total: 8

Group: Voluntary Abatement

202500418	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	418 S Yadkin	Illegal Parking
202500417	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	415 S Rowan	Junk
202500415	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	407 S Rowan	Junk on Porch
202500413	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	905 5TH ST EXT	Illegal Parking

202500412	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	817 5TH ST	Junk Vehicle
202500410	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	908 7TH ST	Junk
202500409	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	501 10TH ST	Junk
202500407	12/23/2025	Voluntary Abatement	12/30/2025	Site Visit	909 S Iredell	Illegal Parking
202500406	12/18/2025	Voluntary Abatement	12/30/2025	Site Visit	112 Henderson	Tall Grass/ Weeds
202500405	12/18/2025	Voluntary Abatement	12/30/2025	Site Visit	403 7TH ST	Tall Grass/ Weeds
202500402	12/10/2025	Voluntary Abatement	12/30/2025	Site Visit	202 S Rowan	Junk
202500401	12/10/2025	Voluntary Abatement	12/16/2025	Site Visit	301 N Yadkin	Illegal Parking
202500400	12/10/2025	Voluntary Abatement	12/30/2025	Site Visit	208 Cain ST	Junk
202500399	12/10/2025	Voluntary Abatement	12/30/2025	Site Visit	301 N Yadkin	Junk
202500398	12/10/2025	Voluntary Abatement	12/30/2025	Site Visit	126 11TH ST	Junk
202500397	12/10/2025	Voluntary Abatement	12/16/2025	Site Visit	208 N Yadkin	Illegal Parking
202500396	12/10/2025	Voluntary Abatement	12/18/2025	Site Visit	224 N Yadkin	Junk
202500395	11/18/2025	Voluntary Abatement	12/30/2025	Site Visit	605 4TH ST	Tall Grass/ Weeds
202500394	11/18/2025	Voluntary Abatement	12/16/2025	Site Visit	119 2ND ST	Junk
202500393	11/18/2025	Voluntary Abatement	12/1/2025	Site Visit	1014 4TH ST	Illegal Parking
202500392	11/18/2025	Voluntary Abatement	12/16/2025	Site Visit	1014 4TH ST	Junk
202500391	11/18/2025	Voluntary Abatement	12/1/2025	Site Visit	602 2ND ST	Tall Grass/ Weeds
202500390	11/18/2025	Voluntary Abatement	12/1/2025	Site Visit	508 2ND ST	Tall Grass/ Weeds
202500389	11/18/2025	Voluntary Abatement	12/16/2025	Site Visit	1003 2ND ST	Tall Grass/ Weeds
202500388	11/18/2025	Voluntary Abatement	12/30/2025	Site Visit	200 Gobble ST	Junk
202500387	11/18/2025	Voluntary Abatement	12/1/2025	Site Visit	312 N Yadkin	Illegal Parking

202500386	11/18/2025	Voluntary Abatement	12/1/2025	Site Visit	1003 3RD ST	Illegal Parking
202500384	11/12/2025	Voluntary Abatement	12/16/2025	Phone Call	608 10TH ST	Illegal
202500380	10/31/2025	Voluntary Abatement	12/16/2025	Site Visit	208 Cain st	Junk
202500379	10/31/2025	Voluntary Abatement	12/1/2025	Site Visit	909 S Carolina	Trash/Garbage
202500378	10/31/2025	Voluntary Abatement	12/16/2025	Site Visit	207 17TH ST	Junk
202500372	10/28/2025	Voluntary Abatement	12/1/2025	Site Visit	120 11TH ST	Tall Grass/ Weeds
202500368	10/15/2025	Voluntary Abatement	12/16/2025	Site Visit	305 4TH ST	Junk Pile
202500365	10/15/2025	Voluntary Abatement	12/16/2025	Site Visit	804 4TH ST	Tall Grass/ Weeds
202500358	10/15/2025	Voluntary Abatement	12/16/2025	Site Visit	605 2ND ST	Tall Grass/ Weeds
202500333	9/23/2025	Voluntary Abatement	12/16/2025	Site Visit	709 7TH ST	Tall Grass/ Weeds
202500329	9/23/2025	Voluntary Abatement	12/30/2025	Site Visit	126 11TH ST	Non approved fencing
202500328	9/23/2025	Voluntary Abatement	12/16/2025	Site Visit	610 S Yadkin	Tall Grass/ Weeds
202500298	8/27/2025	Voluntary Abatement	12/30/2025	Site Visit	608 S Rowan	Nuisance Vehicle
202500251	7/28/2025	Voluntary Abatement	12/16/2025	Site Visit	033 152	Tall Grass/ Weeds

Group Total: 40

--	--	--	--	--	--	--

Total Records: 52

12/31/2025

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Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 10. c.

Agenda Item Title: Police Department Monthly Report

Category: Departmental Report

Presenter(s): Michael File, Police Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly PD Report
2. ACE Team Report
3. 2025 Year-End Event Summary

Activity Log Event Summary (Totals)

Spencer Police Department

(12/01/2025 - 12/31/2025)

<No Event Type Specified>	2	8th Street Ballpark Check	59
911 Hang-Up	3	Administrative Work	83
Alarm - Bank	1	Alarm - Other	16
Assault - Report	1	Assist - East Spencer Police	34
Assist - EMS	5	Assist - Fire Department	10
Assist - Motorist/Public	3	Assist - NCHP	1
Assist - Other Agency	9	Assist - Other Officer	60
Assist - Sheriff's Office	10	B&E-Vehicle, Report	1
Business Check-Drive Through	285	Calls For Service (General)	5
Checkpoint	1	Code Enforcement Activities	19
Community Event	5	Court	1
Directed Patrol	26	Disturbance	1
Disturbance- Verbal	6	Disturbance-Physical	1
Domestic - Property Pick-up	2	Domestic Dispute	8
Domestic Violence	1	Follow-up Investigation- Spencer	2
Foot Patrol - Business	86	Foot Patrol - Residential	2
Foot Patrol - School	4	Fraud - Report	1
House Check	3	Involuntary Commitment	3
Juvenile Complaint	2	Larceny - In-Progress	3
Larceny - Report	5	Library Park Check	80
Magistrate's Office	1	Maintenance - Vehicle	17
Meeting	5	Missing Juvenile	1
NCTM - Bank Escort	1	NCTM - Drive Through	198
NCTM - Foot Patrol	46	Noise Complaint	3
Norfolk Southern Railroad-Drive Through	7	Overdose	1
Park Check	155	Public Service	13
School Check - NRES	83	School Check - NRHS	81
School Check - NRMS	70	Security Check/Standby	1
Shots Fired	4	Special Assignment - Other	2
SRO Duties	38	Subpoena Service	3
Suicide Threat	1	Suspicious - Activity	4
Suspicious - Person	2	Suspicious - Vehicle	9
Traffic Accident - PD	9	Traffic Complaint	1

Activity Log Event Summary (Totals)

Spencer Police Department

(12/01/2025 - 12/31/2025)

Traffic Control	4	Traffic Enforcement	11
Training-Virtual Zoom Web-Ex, etc.	1	Trespassing - In-Progress	1
Trespassing - Report	1	Unattended Death	1
Unlock Vehicle	2	Vehicle Stop	208
Welfare Check	4	Yadkin River Park Check - Davidson County	93
Yadkin River Park Check - Spencer	105		

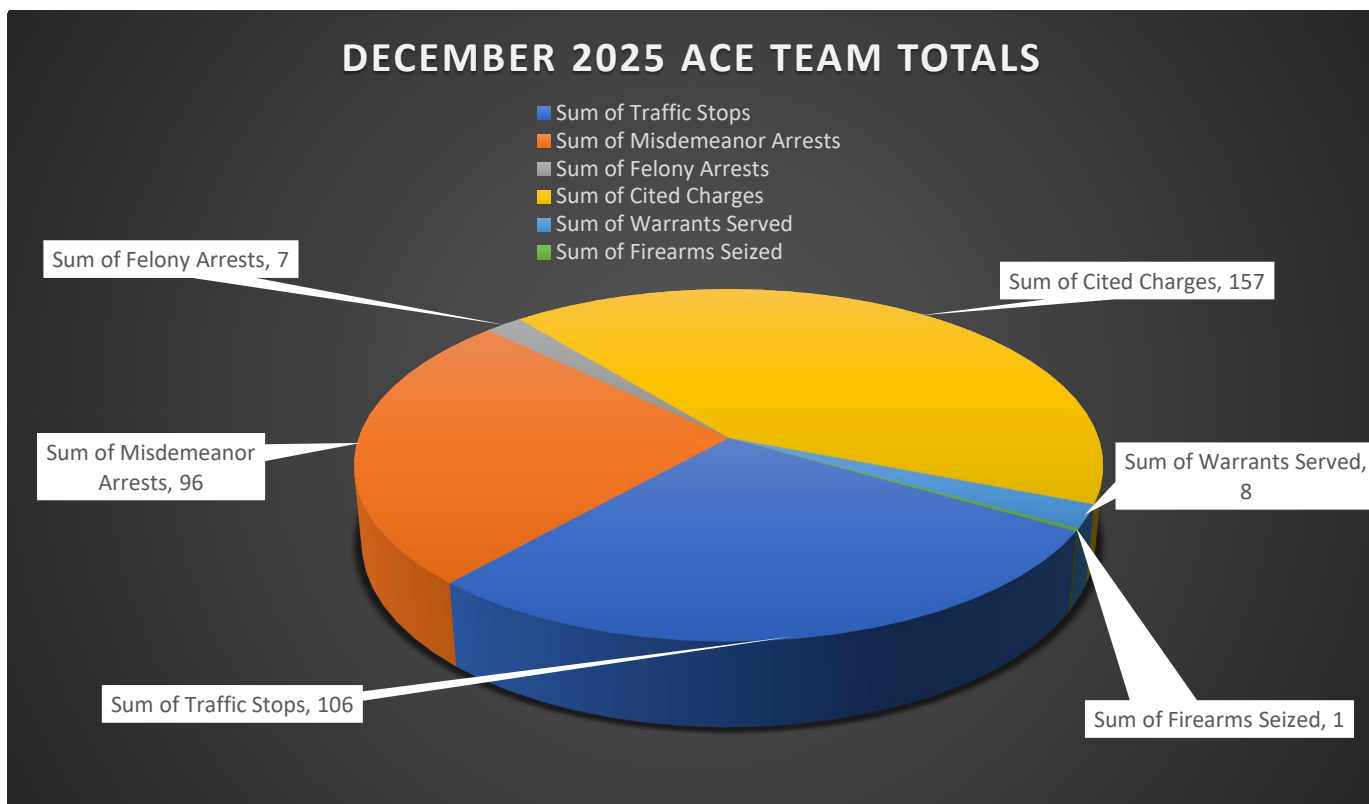
Total Number Of Events: 2,037

SPENCER POLICE ACE TEAM REPORT

December 2025

December 2025 Highlights

- December 2025 Cases: 11 (11 Closed)
- Traffic Stops: 106
- Total Arrests: 103 (Felony 7)
- Cited Charges: 157
- Warrants Served: 8
- Firearms Seized: 1

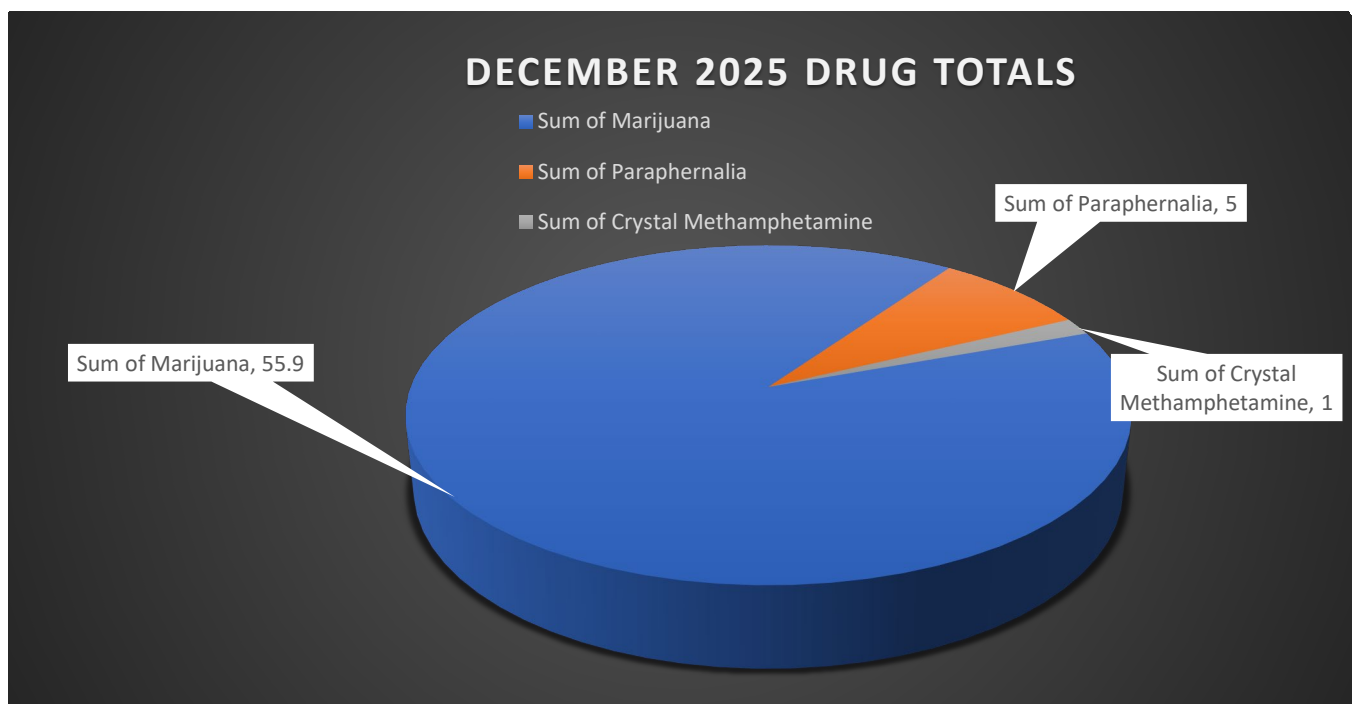


SPENCER POLICE ACE TEAM REPORT

December 2025

December 2025 Drug Totals

- Marijuana: 55.9 Grams
- Paraphernalia Items: 5
- Crystal Methamphetamine: 1Gram



2025 Year-End Event Summary (Totals)

Spencer Police Department

(01/01/2025 - 12/31/2025)

<No Event Type Specified>	27	8th Street Ballpark Check	990
911 Hang-Up	105	Administrative Work	1,201
Alarm - Bank	2	Alarm - Hold-up	9
Alarm - Other	131	Animal Complaint	16
Assault - In-Progress	4	Assault - Report	7
Assault - Sexual	6	Assist - East Spencer Police	515
Assist - EMS	51	Assist - Fire Department	176
Assist - Motorist/Public	50	Assist - NCHP	29
Assist - Other Agency	87	Assist - Other Officer	869
Assist - Sheriff's Office	159	B&E/Burglary - Commercial, In-Progress	1
B&E/Burglary - Residential, In-Progress	6	B&E/Burglary - Residential, Report	3
B&E-Vehicle, Report	4	Business Check-Drive Through	4,353
Calls For Service (General)	135	Checkpoint	3
Child Abuse/Neglect	6	Code Enforcement Activities	105
Communicating Threats	15	Community Event	34
Court	47	Directed Patrol	337
District Attorney's Office	4	Disturbance	64
Disturbance- Verbal	58	Disturbance-Physical	25
Domestic - Property Pick-up	23	Domestic Dispute	61
Domestic Violence	11	Drug Offense Not on School Property	4
Drug Offense on School Property	8	Escort - Funeral	2
Escort - Money	1	Escort - Motorist/Public	5
Fight - In-Progress	2	Follow-up Investigation - Outside County	3
Follow-up Investigation - Outside Town Limits	5	Follow-up Investigation- Spencer	72
Foot Patrol - Business	1,074	Foot Patrol - Residential	25
Foot Patrol - School	45	Found Property	12
Fraud - In-Progress	1	Fraud - Report	16
Harrassment-Stalking	11	House Check	149
Illegal Burning	2	Illegal Dumping	2
Interview	2	Intoxicated Person	5
Involuntary Commitment	22	Juvenile Complaint	3
Kidnapping	1	Larceny - In-Progress	12
Larceny - Report	46	Library Park Check	1,340

2025 Year-End Event Summary (Totals)

Spencer Police Department

(01/01/2025 - 12/31/2025)

Magistrate's Office	9	Maintenance - Equipment	27
Maintenance - Vehicle	272	Meeting	64
Missing Juvenile	11	Missing Person	9
NCTM - Bank Escort	6	NCTM - Drive Through	2,819
NCTM - Foot Patrol	657	Noise Complaint	27
Norfolk Southern Railroad-Drive Through	145	Obscene/Harassing Phone Calls	2
Overdose	11	Park Check	2,191
Property - Found	2	Property - Recovered Stolen	1
Property Damage - In-Progress	1	Property Damage - Report	10
Public Service	171	Robbery - In-Progress	1
Robbery - Report	1	School Activities	9
School Check - NRES	1,254	School Check - NRHS	1,220
School Check - NRMS	1,127	School Lockdown	2
Search	4	Security Check/Standby	87
Shots Fired	18	Special Assignment - Drugs	1
Special Assignment - Other	41	SRO Duties	511
Subject with Gun	2	Subpoena Service	12
Suicide - Attempted	1	Suicide Threat	11
Surveillance	4	Suspicious - Activity	67
Suspicious - Person	79	Suspicious - Vehicle	107
Traffic Accident - PD	59	Traffic Accident - PI	17
Traffic Complaint	14	Traffic Control	29
Traffic Enforcement	199	Training - PD	75
Training - Range	9	Training - School	63
Training-Virtual Zoom Web-Ex, etc.	4	Trespassing - In-Progress	40
Trespassing - Report	8	Unattended Death	3
Unlock Vehicle	23	Vehicle Pursuit	6
Vehicle Stop	2,263	Warrant Service	61
Weapon Possession (Not Firearm) on School Pro	3	Welfare Check	121
Yadkin River Park Check - Davidson County	1,257	Yadkin River Park Check - Spencer	1,292

Total Number Of Events: 29,139

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Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 10. d.

Agenda Item Title: Fire Department Monthly Report

Category: Departmental Report

Presenter(s): Michael Lanning, Fire Chief

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Fire Department Report

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January 2026 Monthly Report

Calls for Service: 12/1/25-12/31/25

Fire: 62
Medical: 52
Monthly Total: 114

2025 Total: 1418

Apparatus:

- E752- '08 Seagrave currently being repaired in Taylorsville.
- E751- '24 Pierce will be sent to Charlotte for repairs upon the return of E752. (Warranty Repairs-Coolant Leak)

Equipment:

- N/A

Special Events:

- Annual Awards Banquet and Badge Pinning Ceremony- December 10th at 1800- Spencer Moose Lodge

Personnel:

- Promotion of Firefighter Kolby Smith to the position of Fire Engineer, effective December 22nd.
- Full-Time Captain Austin Waller resigned effective January 2nd.
- Full-Time Firefighter Allison Mares begins on January 6th. She will be assigned to A-Shift.

Station:

- No updates on an expansion project.

Special Information:



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- N/A

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

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Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 10. e.

Agenda Item Title: Public Works Monthly Report

Category: Departmental Report

Presenter(s): Joel Taylor, Public Works Director

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report



Public Works Director

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28159-0045
704.633.2231 Ext. 50 Ofc.
704.633.3837 Fax
<http://www.ci.spencer.nc.us>

January 2026 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, and Leaf removal) are running on schedule.
- 2) The Leaf Vac will continue to run through the week after New Year's, after this date leaves will have to be placed in bags for removal. If weather prohibits us from picking up leaves during this time, adjustments may be made to this schedule.

NOTE: Please make sure to stack all leaves, and loose material, on top of the curb not in the gutter. This is so when it rains the leaves and small debris do not wash down the street and block the storm drains. Also, please be observant of the sidewalks and try not to place leaves on them.

- 3) **Reminder:** Town offices will be closed on January 19th, in celebration of the Martin Luther King Holiday.

Martin Luther King	Monday	January 19 th	***	Monday will run on Tuesday (January 20 th)
			***	Tuesday will run on Wednesday (January 21 st)
			***	Wednesday will run on Thursday (January 22 nd)
			***	Thursday will run on Friday (January 23 rd)

Bulky Items will be picked up on Friday.

- 4) The 2026 Holiday Trash Schedule will once again be posted on the Town's website, in the upcoming newsletter, and we have included a copy in your packet for quick reference. We have found that by posting this schedule in advance, it seems to cause less confusion among citizens.
- 5) One of our crew members, Matthew Hipp has resigned and his last day was January 2nd. He has been with us for about two years and filled many roles within the Public Works Department. Although he will be missed, we wish him well in all of his future endeavors.
This position will be posted soon, so if you know of anyone please have them apply.
- 6) The majority of this month has been, and will be spent, with clean-up from the Winterfest event, removing the Christmas decorations, picking up the last of the leaves, and doing final leaf clean-ups on our Parks and Buildings.
- 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:

January 1st

- **New Year's Holiday (Town Offices Closed)**

January 19th

- **Martin Luther King Jr. Holiday (Town Offices Closed)**

Holiday Trash Schedule for 2026

Holidays	**Town Hall Closed**		
Martin Luther King	Monday	January 19 th	*** Monday will run on Tuesday (January 20th) *** Tuesday will run on Wednesday (January 21st) *** Wednesday will run on Thursday (January 22nd) *** Thursday will run on Friday (January 23rd)
Good Friday	Friday	April 3 rd	No Change in Trash Schedule ***BULKY ITEMS WILL BE PICKED UP ON THURSDAY***
Memorial Day	Monday	May 25 th	*** Monday will run on Tuesday (May 26th) *** Tuesday will run on Wednesday (May 27th) *** Wednesday will run on Thursday (May 28th) *** Thursday will run on Friday (May 29th)
July 4th	Friday	July 3 rd	No Change in Trash Schedule ***BULKY ITEMS WILL BE PICKED UP ON THURSDAY***
Labor Day	Monday	September 7 th	*** Monday will run on Tuesday (September 8th) *** Tuesday will run on Wednesday (September 9th) *** Wednesday will run on Thursday (September 10th) *** Thursday will run on Friday (September 11th)
Veteran's Day	Wednesday	November 11 th	Monday (No Change in Trash Schedule) Tuesday (No Change in Trash Schedule) *** Wednesday will run on Thursday (November 12th) *** Thursday will run on Friday (November 13th)
Thanksgiving	Thursday / Friday	November 26 th & 27 th	Thursday will run on Wednesday (Nov. 25th) *** NO BULKY ITEM PICK-UP THIS WEEK***
Christmas	Thursday / Friday	December 24 th / December 25 th	Monday (No Change in Trash Schedule) Tuesday (No Change in Trash Schedule) *** Wednesday and Thursday will run on Wednesday (Dec. 23rd) *** NO BULKY ITEM PICK-UP THIS WEEK ***
New Year's	Friday	January 1 st	No Change in Trash Schedule *** BULKY ITEMS WILL BE PICKED-UP ON THURSDAY***

*** Denotes change from regular schedule

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Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #: 10. f.

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- All FY25-26 council approved budget is now entered into Black Mountain Software. The new chart of accounts is listed under Budget Amendment 25-11.009.
- Next step is to adjust the budget with the carry over Purchase Orders with the correct funds and accounts. New Funds are 32 Stormwater (Stormwater Planning Grant) and 48 Misc. Grants (grants under \$100k for designated projects) previously housed in the General Fund. Fund 66 NC Finishing Co Site Infrastructure is new to FY25-26. Fund 48 projects are Mural Project, EB-5861 Feasibility Study, NC Finishing Co Site (\$99,800 grant), and Grants Creek Blueway.
- Bank Reconciliations are up to date.
- Finance is pulling information from Southern Software to prepare for the FY26-27 budget.
- Budget training in BMS is in the works.

Sales and Use Tax As of January Distributions		
Aug. distributions are June revenues		
	FY 25	FY26
Total Revenues	398,400.47	519,084.32
FY26 vs FY25 @ Jan. Reporting		3.9%

Financial Impact: N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 1 of 13
Report ID: LB180S

10 General

Account	Expended					
Object Description	Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
Revenue						
* Tax Revenues - 41xx			1,808,792.38	2,489,377.00	-680,584.62	73 %
* Intergovernmental - 42xx			741,296.39	1,695,954.00	-954,657.61	44 %
* Investment income - 43xx			23,638.58	60,000.00	-36,361.42	39 %
* Sale of Services - 44xx			126,527.76	320,926.00	-194,398.24	39 %
* Fees and Fines - 45xx			44,842.65	49,200.00	-4,357.35	91 %
* Grants & Donations - 46xx			37,746.04	61,073.00	-23,326.96	62 %
* Miscellaneous - 47xx			36,012.73	23,500.00	12,512.73	153 %
* Transfers and Appropriations -				304,308.00	-304,308.00	0 %
Total Revenue			2,818,856.53	5,004,338.00	-2,185,481.47	56 %
Expenses						
Governing Body	197,628.70	41,572.06	239,200.76	193,458.00	45,742.76	124 %
Administration	359,784.63	107,812.72	467,597.35	745,479.00	-277,881.65	63 %
Police	880,100.20	53,222.95	933,323.15	1,851,971.00	-918,647.85	50 %
Fire	448,464.80	17,827.79	466,292.59	996,183.00	-529,890.41	47 %
Parks & Recreation	9,408.46		9,408.46	22,088.00	-12,679.54	43 %
Library	22,681.43	295.00	22,976.43	49,417.00	-26,440.57	46 %
Streets	280,916.03	3,251.25	284,167.28	524,380.00	-240,212.72	54 %
Solid Waste	211,862.19	2,915.05	214,777.24	397,926.00	-183,148.76	54 %
Debt Service	95,040.31		95,040.31	223,436.00	-128,395.69	43 %
Total Expenses	2,505,886.75	226,896.82	2,732,783.57	5,004,338.00	-2,271,554.43	55 %
Net Income			86,072.96			

Miscellaneous Revenue - \$25,000 from sale of Fire Engine.
Governing Body Expenses - \$8,400.00 unexpected legal fees
Worker's Comp adjustment - \$9,000 unexpected expense across all departments by percentage of salary base.

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 2 of 13
Report ID: LB180S

20 Powell Bill

Account		Expended		Committed	Budget	Variance	% Committed
Object	Description	Current YTD	Encumber YTD				
Revenue							
* Tax Revenues - 41xx				5,295.00	13,000.00	-7,705.00	41 %
* Intergovernmental - 42xx				133,069.95	134,902.00	-1,832.05	99 %
* Investment income - 43xx				4,319.53	7,690.00	-3,370.47	56 %
Total Revenue				142,684.48	155,592.00	-12,907.52	92 %
Expenses							
Streets		18,122.92	23,200.00	41,322.92	155,592.00	-114,269.08	27 %
Total Expenses		18,122.92	23,200.00	41,322.92	155,592.00	-114,269.08	27 %
Net Income				101,361.56			

Powell Bill Allocations were budgeted from what was received in FY25 of \$134,902.71

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 3 of 13
Report ID: LB180S

21 HI Reimbursement

Account		Expended		Committed	Budget	Variance	% Committed
Object	Description	Current YTD	Encumber YTD				
	Revenue						
*	Transfers and Appropriations -			25,000.00		25,000.00	
	Total Revenue			25,000.00		25,000.00	
	Expenses						
	Administration	27,049.20		27,049.20		27,049.20	
	Total Expenses	27,049.20		27,049.20		27,049.20	
	Net Income			-2,049.20			

31 ARPA

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
Revenue							
* Grants & Donations - 46xx				1,037,997.00	1,037,997.00		100 %
Total Revenue				1,037,997.00	1,037,997.00		100 %
Expenses							
Non-departmental		1,037,997.00		1,037,997.00	1,037,997.00		100 %
Total Expenses		1,037,997.00		1,037,997.00	1,037,997.00		100 %
Net Income				0.00			

Fund should close by the end of FY26

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 5 of 13
Report ID: LB180S

32 Stormwater Grant

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
Revenue							
* Grants & Donations - 46xx				54,318.00	376,591.00	-322,273.00	14 %
Total Revenue				54,318.00	376,591.00	-322,273.00	14 %
Expenses							
Streets		76,242.50	114,560.46	190,802.96		190,802.96	
Stormwater					376,591.00	-376,591.00	0 %
Total Expenses		76,242.50	114,560.46	190,802.96	376,591.00	-185,788.04	51 %
Net Income				-136,484.96			

Originally housed in General Fund 10.

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 6 of 13
Report ID: LB180S

48 Miscellaneous Grants

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
Revenue							
* Grants & Donations - 46xx				113,532.00	247,675.00	-134,143.00	46 %
Total Revenue				113,532.00	247,675.00	-134,143.00	46 %
Expenses							
Governing Body		44,404.39	364,347.66	408,752.05		408,752.05	
Administration		9,429.00	45,966.61	55,395.61	147,675.00	-92,279.39	38 %
Parks & Recreation					100,000.00	-100,000.00	0 %
Total Expenses		53,833.39	410,314.27	464,147.66	247,675.00	216,472.66	187 %
Net Income				-350,615.66			

Originally housed in General Fund 10.

Error made when setting up the new fund. Corrections are scheduled for 1/6/25 with BMS and our League representative.

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 7 of 13
Report ID: LB180S

61 Yadkin River Trail

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
Revenue							
*	Grants & Donations - 46xx			640,074.40	640,075.00	-0.60	100 %
*	Transfers and Appropriations -			149,246.43	185,258.00	-36,011.57	81 %
Total Revenue				789,320.83	825,333.00	-36,012.17	96 %
Expenses							
	Parks & Recreation	789,320.83		789,320.83	825,333.00	-36,012.17	96 %
Total Expenses		789,320.83		789,320.83	825,333.00	-36,012.17	96 %
Net Income				0.00			

Fund should close by the end of FY26

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 8 of 13
Report ID: LB180S

62 DT Park Project

Account	Expended					
Object Description	Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
Revenue						
* Grants & Donations - 46xx			1,955,338.50	2,060,000.00	-104,661.50	95 %
* Transfers and Appropriations -			403,000.00	403,000.00		100 %
Total Revenue			2,358,338.50	2,463,000.00	-104,661.50	96 %
Expenses						
Parks & Recreation	2,379,983.89	28,274.59	2,408,258.48	2,463,000.00	-54,741.52	98 %
Total Expenses	2,379,983.89	28,274.59	2,408,258.48	2,463,000.00	-54,741.52	98 %
Net Income			-49,919.98			

Pledges are made and are scheduled through 2027.

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 9 of 13
Report ID: LB180S

63 17ST SW Improvements

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
Revenue							
* Grants & Donations - 46xx				224,021.50	1,959,462.00	-1,735,440.50	11 %
Total Revenue				224,021.50	1,959,462.00	-1,735,440.50	11 %
Expenses							
Stormwater		224,021.50	95,801.91	319,823.41	1,959,462.00	-1,639,638.59	16 %
Total Expenses		224,021.50	95,801.91	319,823.41	1,959,462.00	-1,639,638.59	16 %
Net Income				-95,801.91			

Reimbursements for expenses have been submitted and are pending

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 10 of 13
Report ID: LB180S

64 CDBG-NR

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
	Revenue						
*	Grants & Donations - 46xx			400,602.57	750,000.00	-349,397.43	53 %
Total Revenue				400,602.57	750,000.00	-349,397.43	53 %
	Expenses						
	Planning & Development	408,345.12		408,345.12	750,000.00	-341,654.88	54 %
Total Expenses		408,345.12		408,345.12	750,000.00	-341,654.88	54 %
Net Income				-7,742.55			

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 11 of 13
Report ID: LB180S

65 STANBACK FOREST

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
	Revenue						
*	Grants & Donations - 46xx			475,000.00	350,000.00	125,000.00	136 %
Total Revenue				475,000.00	350,000.00	125,000.00	136 %
	Expenses						
	Parks & Recreation				350,000.00	-350,000.00	0 %
Total Expenses					350,000.00	-350,000.00	0 %
Net Income				475,000.00			

Revenue Diff = \$25,000 from Catawba Lands & \$100,000 BJRF for matching Funds.

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 12 of 13
Report ID: LB180S

66 NC Finishing Co Site Infra

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
	Revenue						
*	Grants & Donations - 46xx			750,000.00	750,000.00		100 %
	Total Revenue			750,000.00	750,000.00		100 %
	Expenses						
	Planning & Development				750,000.00	-750,000.00	0 %
	Total Expenses				750,000.00	-750,000.00	0 %
	Net Income			750,000.00			

01/05/26
12:46:50

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 12 / 25

Page: 13 of 13
Report ID: LB180S

90 Capital Reserve

Account		Expended		Committed	Budget	Variance	% Committed
Object	Description	Current YTD	Encumber YTD				
Revenue							
* Transfers and Appropriations -					18,400.00	-18,400.00	0 %
Total Revenue					18,400.00	-18,400.00	0 %
Expenses							
Police		25,076.10		25,076.10	18,400.00	6,676.10	136 %
Solid Waste		59,611.20	388.80	60,000.00		60,000.00	
Total Expenses		84,687.30	388.80	85,076.10	18,400.00	66,676.10	462 %
Net Income				-85,076.10			

Purchase orders from FY25 carried over for chipper and police upfits.

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 01/08/2026

Agenda Item #: 10. g.

Agenda Item Title: Active Living Monthly Report

Category: Departmental Report

Presenter(s): Anna Ward, Town Clerk

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Active Living Report
2. Library Statistics

ACTIVE LIVING MONTHLY REPORT

- Parks and Recreation Advisory Board
 - The PRAB met on Wednesday, January 7, 2026.
 - The main item of discussion was a report and work plan outlining what was accomplished in 2025 and what they hope to accomplish in 2026. It will be presented to the Board of Aldermen next month.
 - The bylaws will need to be amended to get appointments on track for the staggered terms.
- Grants/Projects
 - PARTF agreement has been executed and returned for the Stanback Forest Center
 - Great Trail State grant, a grant from the Blanch and Julian Robertson Family Foundation, and another from Duke Energy have been awarded for the Rocky Branch Loop Trail project along with other donations
 - Grants Creek Blueway project is in the process of getting a floodplain permit
 - Special Projects Planner Morris pursuing funding for the Spencer Town Park 5th Street entrance archway
- Events
 - There was discussion during the PRAB meeting regarding the water retention of the lawn during Winterfest.
 - Rowan County is working on a 250th anniversary celebration in Dan Nicholas Park on June 13 and promoting other local celebrations on the Rowan County Tourism website
- Library December Program Highlights
 - December 16 – Artisan Demonstration
 - Local artisans Cindy Sipp and Wendy Ervin presented their expertise in woodworking and textile arts.
 - Ms. Ervin demonstrated laser-based personalization techniques on items such as flashlights, tape measures, and mirrors.
 - Ms. Sipp shared her quilting journey, emphasizing its therapeutic benefits and commemorative value.
 - Her collection included vibrant, seasonal designs in lap quilts, placemats, table runners, and other decorative pieces.
 - The program concluded with light refreshments.
 - December 23 – Holiday Story Hour and Crafts
 - Children ages 2–12, accompanied by parents and caregivers, attended a festive story hour.
 - Three traditional Christmas tales were featured: *Good King Wenceslas*, *The Little Juggler*, and *The Baker*.
 - The librarian utilized puppetry to enhance the storytelling experience.
 - Following the readings, participants engaged in holiday crafts:
 - Younger children created foam snowflakes, trees, and angels.

- Older youth designed gifts using red and green pipe cleaners.
- The event concluded with seasonal refreshments for all attendees.



Spencer Public Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Mon., 12/1/2025	5							12/16/2025
Tue., 12/2/2025	6							12/17/2025
Wed., 12/3/2025	4							12/18/2025
WEEK TOTAL:	15							
Mon., 12/8/2025	2	1						12/23/2025
Tue., 12/9/2025	2	4						12/24/2025
Wed., 12/10/2025	3	2	4					12/25/2025
WEEK TOTAL:	7	7	4					
Mon., 12/15/2025	5	4						12/30/2025
Tue., 12/16/2025	10							12/31/2025
Wed., 12/17/2025	4	2	5	2				1/1/2026
WEEK TOTAL:	19	6	5	2				
Mon., 12/22/2025	3							1/6/2026
Tue., 12/23/2025	23	1	4	3			2	1/7/2026
WEEK TOTAL:	26	1	4	3			2	
Mon., 12/29/2025	1							1/13/2026
Tue., 12/30/2025	4							1/14/2026
Wed., 12/31/2025	5		4	3	1			1/15/2026
WEEK TOTAL:	10		4	3	1			
MONTH TOTAL:	77	14	17	8	1		2	

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Agenda Item Coversheet

Meeting Date: 01/13/2026

Agenda Item #:

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Update from the City of Salisbury on Microtransit

For several years, the City of Salisbury has been exploring a microtransit pilot project. After several years of planning, this new service will serve the Route 3/Blue Route area that includes parts of Spencer. On December 31, Salisbury staff met with East Spencer's Town Manager and me to discuss the new service and the contract provider that will operate the service.

Expected to start January 19, the current fixed Route 3 or Blue Route will be serviced with on-demand microtransit. The Salisbury microtransit pilot project will function as a rideshare service where passengers can request a same day pick-up. Microtransit service will be available within the designated zone Monday through Friday between the hours of 6 a.m. and 7 p.m. This new service is expected to help riders meet their everyday transportation needs, including trips to the doctor, grocery store, and other key destinations, while providing additional convenience. The new microtransit service is supported by the North Carolina Department of Transportation's (NCDOT) Integrated Mobility Division through a statewide Mobility for Everyone, Everywhere in North Carolina (MEE NC) initiative.

Salisbury recently invited public comment on proposed service changes and the new microtransit pilot program. For more information about transit service changes please contact Transit Director Rodney Harrison at (704) 638-5252 or rlhar@salisburync.gov. More information about Salisbury Transit services is available at salisburync.gov/Government/Transit.

Attachment(s): ☒ Yes ☐ No

1. Salisbury Microtransit Pilot Project additional information



Microtransit Pilot Project

Mobility for Everyone Everywhere in North Carolina (MEE NC)

Rodney Harrison, Transit Director

Strategic Plan 2024

- Council adopted a priority stating “Implement a Microtransit pilot project to determine the viability of alternate transportation” and listed as a strategy in the 2024 Strategic Plan.
- Implement a Microtransit program to connect neighborhoods and residents with growing economic opportunities and improve mobility for all.



KEY FOCUS AREA

Public Safety

Ensure a safe Salisbury by partnering with our neighborhoods, businesses, Rowan County, and non-profit organizations to provide innovative, efficient, equitable, and responsive cross-departmental public safety services.

Strategies

- Complete public safety projects including the construction of Fire Station 3 with an Emergency Operations Center, the water system fire loop for better fire protection in our historic downtown, and the decontamination facility at Fire Station 2.
- Expand “Community Conversations” with Police and Fire Departments and neighborhoods, businesses, and organizations throughout the city to engage the public and proactively address safety and crime prevention through open, transparent, and accessible communications and partnerships.
- Evaluate Police and Fire Departments and staffing in support services’ roles, facilities, and technologies and continue to pursue state and federal funding to provide enhanced and specialized safety services for our community.
- Reduce the crime rate in our community by building partnerships with homeowners, businesses, and organizations, implementing creative crime deterrence programs and services, and continuing partnerships with Federal, State, and other Local Law Enforcement agencies.
- Evaluate and seek funding to build and operate a needed training and certification firing range for the City’s Police Department.
- Support expanded Parks and Recreation programming to support youth safety and crime reduction initiatives.



KEY FOCUS AREA

Economic and Workforce Development

Foster opportunities for economic growth and prosperity for all by retaining, cultivating, and attracting a strong and diverse workforce while leveraging local assets and partnerships to promote a resilient local economy that supports business growth and development.

Strategies

- Undertake ventures for redevelopment to encourage economic growth and tourism advancement in downtown, including the purchase of the Depot for multimodal development and the sale and redevelopment of the Empire Hotel.
- Collaborate with schools and organizations to build skilled trade programs in targeted growth industries, including the use of internships and apprenticeships.
- Conduct a branding study for marketing and promoting Salisbury’s strengths and potential to help attract talent and businesses.
- Implement a microtransit program to connect neighborhoods and residents with growing economic opportunities and improve mobility for all.
- Promote an environment to support small business development and growth to include evaluation of grants and partnerships that benefit small businesses.

What is Microtransit

Microtransit is a flexible, tech-enabled public transportation service that uses smaller vehicles (typically vans or shuttles) to provide on-demand or dynamically routed trips within a defined service area.

How Microtransit Works

1. Customer requests a ride using an app or by phone.
2. Algorithm optimizes seating and assign a driver based on availability and location.
3. Customer is picked up at the designated pickup location.
4. Vehicle pick up multiple passengers traveling in similar directions, share ride.
5. Algorithm optimizes routes in real time based on passenger demand.
6. Customer arrives at their destination.
7. There are different models to meet each community needs.

Benefits:

- More efficient and responsive service that responds to rider demands
- Provides transit to low density, or otherwise difficult to serve areas
- Does not require advance reservations
- Robust data and insights on trip behavior
- Assists with providing paratransit services

Challenges:

- Implementing changes to transit agency staff and vehicle fleets
- Data gatekeeping by Microtransit companies
- Equitable access for unbanked riders
- More responsive service often increases demand, requiring additional resources; higher cost to the City

Partnership Model



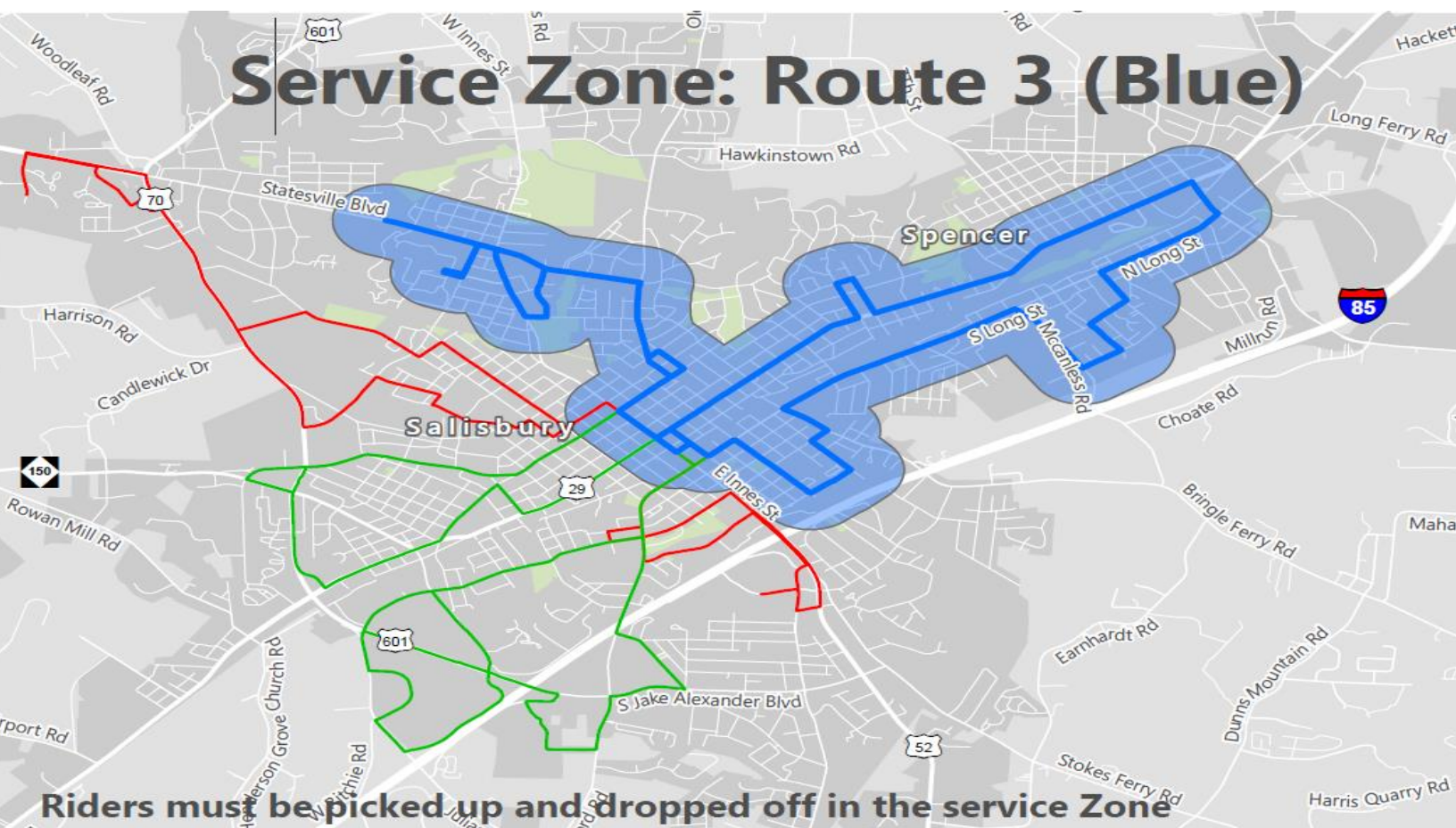
City Council approved a pilot project using the Transportation-AS-A-Service model.

Transportation-As-A-Service (TAAS)

A turnkey solution operated by a third party on behalf of the City that includes technology, operations, vehicles, drivers, and operation management.

Recommended Pilot Project

- Council approved a pilot project which replaces one route, Route #3 (Blue Route) and includes ADA Paratransit service.
- Pick up and drop off must be within the service zone.
- Microtransit service will not expand in rural areas.
- The service will be offered using the TaaS Model.
- Desired 20-minute wait time for pick-up.
- Desired 30-minute trip duration.
- Connects with other two routes at the transfer site.
- Door to door service will be offered to ADA Paratransit riders, all other riders will use door to door service and/or virtual bus stops.



Our Microtransit Journey

January 28, 2022, Council Retreat

- Council adopts a priority stating “Implement a Microtransit pilot project to determine the viability of alternate transportation” after hearing from the City of Wilson regarding their Microtransit experience.

Our Microtransit Journey

December 21, 2022

- City notified of \$2,895,000 three-year Mobility for Everyone Everywhere in North Carolina (MEE NC) grant pending approvals by the Federal Transit Administration (FTA) Region IV, the U.S. Secretary of Transportation Office in Washington, DC, and the North Carolina Department of Transportation Integrated Mobility Division (NCDOT-IMD).
- Federal share 40% and State share 60%.
- No local match is required.
- Lengthy process to get grant executed and authorized to use funds. This included Federal and State approval levels.

Our Microtransit Journey

June 20, 2023

- Council authorized staff to move forward with issuing a Request for Proposals (RFP) to support a Microtransit pilot project for Route 3 and ADA Paratransit service utilizing the Transportation-As-A-Service (TAAS) model.

August - October 1, 2024

- Council approved a Program Resolution to move forward with the Microtransit pilot project as required by MEE NC grant.
- North Carolina Board of Transportation approved the MEE NC grant application.

Our Microtransit Journey

January 28, 2025

- City Council received an update on the Microtransit Pilot project during their retreat.

May 2, 2025

- Executed agreements from NCDOT-IMD received.
- The grant performance period is July 1, 2024 – December 31, 2027.

July 11, 2025

- Vendor selected to recommend to City Council.

Our Microtransit Journey

October 21, 2025

- Council authorized the City Manager to execute a contract with Downtowner Holdings LLC.
- Downtowner Holdings LLC will provide a turn-key solution for microtransit pilot project service for the City. This solution will provide operators, vehicles, including maintenance, fuel, software, and management for Route 3 (serving Spencer, East Spencer, VA-Medical Center, and Novant Health Rowan Medical Center and ADA Paratransit service).

Selection Process

- Collaborative effort from various departments and outside partners
 - The Evaluation Team was composed of members from City Departments, NCDOT, NC State, and Outside partners.
- Held in-person interviews with two vendors
 - Vendors provided a detailed demonstration of their service, application, team members, costs, and solution for the City.
 - Follow-up questions from team members were sent, and all information was reviewed.
- Reference checks were completed - City/County of Denver, City of Idaho Falls, City of Gastonia, and City of Wilson.
- The selection committee recommends contracting with Downtowner Holdings LLC.

Why Downtowner?

- Experience – 13 years of experience providing Microtransit to various Cities across the United States
- Team members – all members have worked in Microtransit
- Downtowner employs their drivers – will not be using a 3rd party contractor
- Boots on the ground in Salisbury – local manager on site and locally hired assistant manager
- Customer Service – quick response to City and Customer questions or complaints, US based location
- Costs – proposed services fits within the budget
- First client in NC

Who is Downtowner?

- Founder lead company who started Downtowner to improve transportation in their hometown
- 24 turnkey operations nationwide
- 75+ licensing clients using our dispatch software
- Strategic management structure that allows for successful services
- All data is collected to analyze success of the pilot and to help inform data driven decisions

Current Fares

Prices/Fees

Type of Ticket	Price
Regular (all locations)	\$1.00
Senior Citizen (with I.D.)	\$0.50
Disabled (with Reduced Fare card)	\$0.50
Medicare (with Medicare card & ID)	\$0.50
ADA Paratransit System	\$2.00
Student*	\$0.50
College Student* (with ID and/or proof of enrollment)	\$0.50
Transfers (at Depot Station)	FREE
Children Under 5	FREE

Exact change is required when boarding bus.

*Students must contact their school for student tickets. ID and proof of enrollment may be required.

Passes

Buying a pass can save you money. Each trip will cost a little less with a pass than if you buy separately. Ride passes can be bought in person at the Salisbury Customer Service Center: 1415 S. MLK Jr. Ave. Salisbury, NC 28144

Type of Pass	Price
40 Ride Pass (Regular)	\$35.00
40 Ride Pass (Senior)	\$17.00
40 Ride Pass (Disabled)	\$17.00
40 Ride Pass (Medicare)	\$17.00
40 Ride Pass (College Student)*	\$17.00

Exact change is required when boarding the bus.

*Students must contact their school for student passes. ID and/or proof of enrollment may be required.

Microtransit Fares Approved by City Council

Fixed Route	\$1.00
Microtransit	\$1.00
ADA Paratransit	\$1.00
Discount Fare	\$0.50
(Medicare, seniors, students, person with a disability)	
20 Ride Pass - Regular	\$15.00
20 Ride Pass – Discount	\$7.00
Transfers	Free
Children under 5	Free

*Passengers must have the exact fare.

*Fares are for each trip and per rider.

*Promotional fares effective first 60 days after microtransit pilot project is implemented.

*All trips booked using the app is free the first two weeks after the microtransit pilot project is implemented.

*Service is anticipated to start mid to late January 2026.

Next Steps

Downtown Implementation Schedule

- Application Development
- Branding & Marketing Campaign
- Develop Detailed Standard Operation Plan
- Hiring & Training
- Community Engagement
- Educating Riders/Community
- Testing Application, and Website
- Vehicle Delivery and Setup



The public is invited to comment on the service changes and new microtransit pilot program from Nov. 25, 2025, to Dec., 29, 2025.

Public comments can be submitted by phone (704) 638-4460; email RideSalisbury@salisburync.gov; or mail to Salisbury Transit, PO Box 479, Salisbury, NC 28145-0479.