



**Board of Aldermen
Pre-Agenda Meeting
Agenda Packet
March 5, 2026**



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

DATE
March 5, 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 & PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

3. REVIEW OF MARCH 10, 2026, AGENDA

1. CALL TO ORDER – Mayor Jonathan Williams

2. INVOCATION

3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams

4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA

5. RECOGNITIONS

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

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

a. APPROVAL OF MINUTES: *February 5, 2026, Pre-Agenda Meeting Minutes
February 10, 2026, Regular Meeting Minutes*

b. CONSIDERATION OF PROPERTY LIENS - 204 S. Iredell Ave., Spencer, NC

8. CONSIDER APPOINTING – Mason Ivy to the Historic Preservation Commission (HPC)

9. CONSIDER ADOPTING – Ordinance 26-01 Granting a Franchise to Duke Energy Carolinas, LLC (second reading)

- 10. CONSIDER ADOPTING – Historic Preservation Commission (HPC) Bylaws Amendment**
- 11. CONSIDER ADOPTING – Budget Ordinance Amendment 25-11.012 HVAC for Spencer Public Library**
- 12. CONSIDER ACCEPTING – Deed of Utility Easement for 207 W. 17th Street**
- 13. CONSIDER GRANTING – In-Kind Sponsorship to Waive Certain Town Park Reservation and Permit Fees for the Spencer Jaycees’ Easter Egg Hunt Scheduled for March 28, 2026**

14. DEPARTMENTAL REPORTS

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

15. TOWN MANAGER REPORT *(provided in writing)*

16. REQUESTS & COMMENTS by the Mayor and Board Members

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

18. ADJOURNMENT

- 4. EXECUTIVE SESSION per NC General Statute 143-318.11** *(if needed)*
- 5. ANNUAL PLANNING SESSION – Part 1**
- 6. RECESS** until Friday, March 6, 2026, at 8:30 a.m.
- 7. RECONVENE**
- 8. ANNUAL PLANNING SESSION – Part 2**
- 9. ADJOURNMENT**

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

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 7. a.

Agenda Item Title: Approval of February 2026 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 February 5, 2026, and the Regular Meeting held on February 10, 2026. 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 February 5, 2026, and the Regular Meeting held on February 10, 2026, on the Consent Agenda.

Attachment(s): ☒ Yes ☐ No

1. February 5, 2026, Pre-Agenda Meeting Minutes (draft)
2. February 10, 2026, Regular Meeting Minutes (draft)

MINUTES
Spencer Board of Aldermen
Pre-Agenda Meeting
February 5, 2026

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, February 5, 2026, at 5:32 p.m.

Present were: Mayor Pro Tempore Rashid Muhammad

Alderman Steve Miller

Alderwoman Erin Moody

Alderwoman Patti Secreast

Alderwoman Patricia Sledge

Alderwoman Pamela Stanley

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, Planning & Zoning Administrator Steve Blount, and Police Officer Brandon Dodson.

Mayor Jonathan Williams was absent.

Mayor Pro Tempore Muhammad called the meeting to order, gave the invocation, and led the Pledge of Allegiance.

Alderwoman Sledge entered the board room at 5:34 p.m.

REVIEW OF FEBRUARY 10, 2026, AGENDA

INVOCATION

Alderwoman Sledge volunteered to give the invocation at the at the February 10, 2026, regular meeting.

RECOGNITIONS

Mayor Pro Tempore Muhammad will read a proclamation for Heart Awareness Month 2026.

Alderwoman Moody wishes to recognize the Town of Spencer Public Works Department for their work throughout the recent ice and snowstorms.

Alderwoman Secreast wishes to recognize the Town of Spencer Fire Department for their work throughout the recent ice and snowstorms.

CONSENT AGENDA

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

- a. APPROVAL OF MINUTES:** January 8, 2026, Pre-Agenda Meeting Minutes
 January 13, 2026, Regular Meeting Minutes
- b. CONSIDER RATIFYING** – Clerical Corrections for Budget Ordinances 25-11.002 & 25-11.008
- c. CONSIDER ADOPTING** – Budget Amendment 25-11.011 Fire Department Station Damages

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

Alderman Miller moved to adjourn the meeting. Alderwoman Secreast seconded the motion, which carried by a vote of 6 – 0. The meeting stood adjourned at 5:45p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

MINUTES
Spencer Board of Aldermen
Regular Meeting
February 10, 2026

The Town of Spencer Board of Aldermen met in regular session in the Hilda B. Palmer Board Room at the Spencer Town Hall on Tuesday, February 10, 2026, at 6:00 p.m.

Present were: Mayor Pro Tempore Rashid Muhammad
Alderwoman Erin Moody
Alderwoman Patti Secreast
Alderwoman Patricia Sledge
Alderwoman 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, Police Chief Michael File, Special Projects Planner Joe Morris, Planning & Zoning Administrator Steve Blount, Deputy Fire Chief David Keyser, Fire Captain Dakota Anderson, Fire Engineer William Parrish, and Firefighter Arturo Garcia Zapoteco.

Mayor Jonathan Williams and Alderman Steve Miller were absent.

Mayor Pro Tempore Muhammad called the meeting to order.

Alderwoman Sledge gave the invocation.

Mayor Pro Tempore Muhammad led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

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

RECOGNITIONS

Mayor Pro Tempore Muhammad gave a proclamation for Heart Awareness Month 2026, which is included in the body of the minutes below.

Alderwoman Moody recognized the Town of Spencer Public Works Department for their hard work and dedication to clearing the streets of ice and snow during the recent storms.

Alderwoman Secreast requested that recognition of the Spencer Fire Department staff be postponed until they returned from an incident that occurred during the meeting.

PROCLAMATION
OFFICE OF THE MAYOR PRO TEMPORE

WHEREAS, the American Heart Association, Rowan County Public Health, the Rowan Public Library System, and Spencer Town Library have partnered to make heart health more accessible by transforming libraries into community hubs for education and blood pressure monitoring; and

WHEREAS, this initiative provides free access to blood pressure kiosks and loaner kits for at-home monitoring, empowering individuals with educational materials, tracking logs, and clinic referrals, thereby helping people take control of their health; and

WHEREAS, nearly half of U.S. adults have high blood pressure, and many are unaware of it. Hypertension, often called the “silent killer,” has no obvious symptoms and is a leading risk factor for heart disease, which remains the leading cause of death in Rowan County and across the United States; and

WHEREAS, normal blood pressure is below 120/80 mm Hg, and accurate measurement is essential for diagnosis and prevention. Community blood pressure stations provide kiosks, educational resources in English and Spanish, tracking logs, and QR codes linking to instructional videos, along with a loaner program for monitors; and

WHEREAS, these stations connect individuals to their blood pressure numbers, help confirm or rule out hypertension, and support better health decisions in partnership with healthcare providers; and

WHEREAS, libraries play a vital role by creating “Know Your Numbers” spaces, promoting stations through signage and wellness challenges, and assisting visitors with accurate measurement guidance and device check-out;

NOW, THEREFORE, I, Rashid Muhammad, Mayor Pro Tempore of the Town of Spencer, do hereby proclaim February 2026 as

HEART AWARENESS MONTH

in Rowan County and encourage all residents to take advantage of these resources to monitor their blood pressure and prioritize their heart health.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of Spencer, North Carolina, to be affixed this 10th day of February 2026.

PUBLIC COMMENT

Mayor Pro Tempore Muhammad opened the floor to receive public comment. The following person addressed the 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 Pro Tempore Muhammad called for a motion to close the public comment portion of the meeting.

Action

Aldерwoman Moody moved to close public comment portion of the meeting. Aldерwoman Stanley seconded the motion, which carried by a vote of 5 – 0.

CONSENT AGENDA

Aldерwoman Sledge moved to approve the consent agenda as presented. Aldерwoman Moody seconded the motion, which carried by a vote of 5 – 0. Items b and c are incorporated in the body of the minutes below. Items approved were:

- a. APPROVAL OF MINUTES:** January 8, 2026, Pre-Agenda Meeting Minutes
January 13, 2026, Regular Meeting Minutes
- b. CONSIDER RATIFYING** – Clerical Corrections for Budget Ordinances 25-11.002 & 25-11.008
- c. CONSIDER ADOPTING** – Budget Amendment 25-11.011 Fire Department Station Damages

ORDINANCE 24-10.002

AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA, FY 24-25 ANNUAL BUDGET SEPTEMBER 9, 2025

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment

of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2025, and ending on June 30, 2026:

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

Section 2. The donation is for public safety supplies.

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

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4644	Donations-Fire	\$0	\$200	\$200
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5400-551	Supplies	\$39,547	\$39,747	\$200

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

ORDINANCE 24-10.008
AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA, FY 24-25 ANNUAL BUDGET
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:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4644	Donations-Fire	\$200	\$500	\$300
Expenditures				
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.

ORDINANCE 24-10.011
AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA, FY 24-25 ANNUAL BUDGET
FEBRUARY 10, 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 \$2,077.07 from National General to caulk and repaint offices, replace electrical outlets, and replace landscaping damage sustained when a passenger vehicle ran into the fire station.

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

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4740	Insurance Recovery	\$0	\$2,078	\$2,078

Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5400-522	Maint & Rep - Buildings & Grounds	\$11,700	\$13,778	\$2,078

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

CONSIDER ADOPTING – Ordinance 26-01 Granting a Franchise to Duke Energy Carolinas, LLC (first reading)

Town Manager Franzese and Town Attorney Dees presented the first reading of Ordinance 26-01, which would grant a franchise to Duke Energy Carolinas, LLC, and answered questions from the board. Joe Crapster, Duke Energy’s Government & Community Relations Manager for Cabarrus, Davidson, Davie, Iredell, Rowan, and Stanley Counties, also addressed board inquiries. A copy of the ordinance is included with these minutes as Attachment A.

Duke Energy Carolinas, LLC currently operates under a sixty-year ordinance approved by the Town on May 13, 1966, allowing them to construct and maintain electric transmission lines along, over, and under Town property, including highways, streets, roads, sidewalks, alleys, lanes, bridges, and other public spaces. With this ordinance set to expire, Duke Energy has proposed a new ordinance with identical terms for another 60 years. The City Attorney reviewed the draft and found it consistent with State law. According to Duke Energy, this ordinance is standard among municipalities and requests a typical sixty-year term. It grants permission for Duke Energy to work on their lines within the Town and on public property such as sidewalks, and ensures they can continue facility improvements and grid enhancements. As required by G.S. 160A-76, franchise renewals must be adopted through ordinances passed at two regular meetings. The second reading is scheduled for March 10, 2026.

CONSIDER ADOPTING – Budget Ordinance 25-11.010 Police 2025 Toyota Tacoma

Police Chief File delivered a presentation on Budget Ordinance 25-11.010 regarding the acquisition of a 2025 Toyota Tacoma for the Police Department and addressed questions from the board.

The initial fleet replacement plan proposed the procurement of two vehicles for the FY25-26 budget; however, these purchases were eliminated to achieve cost savings. Subsequently, available funding allowed for the purchase of one vehicle.

The Police Chief identified a 2025 Toyota Tacoma offered at \$35,884, with additional tax and title costs totaling \$1,123.00. The vehicle upfit would require \$7,000.00, bringing the total purchase price to \$44,007.00. This vehicle is accessible through contract pricing.

The Town must allocate funds from savings in the FY25-26 Police Budget to the Capital Reserve Fund to facilitate the \$44,007.00 purchase.

Action

Alderwoman Sledge moved to adopt, which is incorporated in the body of the minutes below. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0.

ORDINANCE 24-10.010
AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA, FY 24-25 ANNUAL BUDGET
FEBRUARY 10, 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. To amend the FY 25-26 expense appropriations as follows: Appropriate funds from the General Fund and transfer the funds to the Capital Reserve Fund for the purchase and equipping of a 2025 Toyota Tacoma for the Police Department.

Section 2. The following General Fund line items are amended as follows:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
NO CHANGE				
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5100-790	Transfer To Capital Reserve Fund	\$18,400	\$62,407	\$44,007
10-5300-411	Full-time Regular Wages	\$1,036,118	\$1,021,111	(\$15,007)
10-5300-421	FICA	\$82,090	\$75,090	(\$7,000)
10-5300-423	LEGRS	\$168,187	\$156,187	(\$12,000)
10-5300-425	Health & Life Insurance	\$170,778	\$160,778	(\$10,000)
	Total			\$0

Section 3. The following Capital Reserve and Replacement Fund line items are amended as follows:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
90-4910	Transfer from General Fund	\$18,400	\$62,407	\$44,007
	Total			\$44,007
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
90-5300-561	Capital Outlay	\$22,636	\$66,643	\$44,007
	Total			\$44,007

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Town Manager and the Finance Officer for record-keeping.

DEPARTMENTAL REPORTS

Planning

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

Code Enforcement

Police Chief File gave the monthly code enforcement report and answered any questions from the board.

Police

Police Chief File gave the monthly police department report and answered any questions from the board.

Fire

Deputy Fire Chief Keyser gave the monthly fire department report and answered any questions from the board.

Alderwoman Secreast recognized Town of Spencer Fire Department for their hard work and dedication to keeping citizens safe during the recent ice and snowstorms. In particular, she recognized the following employees based on a commendation from a citizen they had assisted: Fire Captain Dakota Anderson, Fire Engineer William Parrish, and Firefighter Arturo Garcia Zapoteco.

Public Works

Public Works Director Taylor gave the monthly public works department report and answered any questions from the board.

Finance

Finance Officer Kann gave the monthly finance department report and answered any questions from the board.

Active Living

Town Clerk Ward and Special Projects Planner Morris gave the monthly active living report and answered any questions from the board.

Action

Alderwoman Sledge moved to authorize Special Projects Planner Morris the ability to pursue grants for an enhancement to our park centered toward childhood activities. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0.

TOWN MANAGER REPORT

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

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderwoman Erin Moody

- Extended best wishes to the community in recognition of Black History Month, noting that Spencer is a unique and special community and expressing appreciation for its diversity and the contributions of all residents.
- Announced that early voting is now open in Rowan County and encouraged all eligible residents to cast their votes by Election Day, March 3, for the primary elections.
- Thanked everyone involved in everything currently underway in the community and stated that 2026 is going to be an exciting year.
- Wished everyone a good evening and continued well-being.

Alderwoman Pamela Stanley

- Thanked all individuals who assisted the community during the recent winter weather event, including non-essential personnel who went above and beyond to ensure residents were cared for.

- Recognized Black History Month and echoed comments regarding the town's diversity and strong sense of community.
- Extended Valentine's Day wishes and encouraged residents to continue sharing warmth and kindness.

Alderwoman Patricia Sledge

- Expressed appreciation for the flexibility and efforts of Town staff and the community in welcoming the monks to Spencer.
- Commended the North Carolina Transportation Museum for selflessly opening its facilities to the group.
- Stated that, to her understanding, the monks crossed the Wil-Cox Bridge over the Yadkin River and traveled behind the park on the Davidson County side, emerging near Sowers Road by the campground so that residents could see them along their route.
- Thanked those who attended the recent heart health event at the Rowan Public Library Headquarters and emphasized the importance of heart health awareness.
- Recognized the grand opening of MexiCasa Latin Market and encouraged residents to visit, noting its unique product offerings, wide selection of spices, and prepared foods.
- Expressed gratitude for the opportunity to serve as a representative of the Town of Spencer and stated her commitment to fulfilling her assigned responsibilities.
- Complimented the recent "Table 10" supper and encouraged residents to attend, noting it is held on the second Monday of each month at Fleming Street.

Alderwoman Patti Secreast

- Expressed pride in the town's diversity and appreciation for the Spencer Public Library's partnership with Essie Foxx School in recognition of Black History Month.
- Emphasized that Black History Month is an important part of shared history and is meaningful for all students.
- Expressed support for the "Table 10" supper initiative.
- Recognized Ms. Annie Bates as a valued and longstanding member of the Spencer community, referring to her as "living Black history" in Spencer.
- Shared appreciation for Ms. Bates and her family, noting her longstanding connection with them as an educator and commending the family's positive contributions to the community.
- Expressed gratitude that Ms. Bates continues to reside in Spencer.

Mayor Pro Tempore Rashid Muhammad

- Thanked Public Works staff for their dedication during the recent snow event, noting he personally observed crews working, including on Sunday, to clear roads and assist residents.
- Expressed appreciation for updates provided regarding ongoing work and thanked all Town staff, residents in attendance, and those watching remotely.
- Reminded residents to secure their property by locking vehicles and homes and emphasized the importance of taking precautions.

- Commented positively on the recent heart health awareness event at the Spencer Public Library and noted the availability of blood pressure monitoring stations at public libraries throughout Rowan County, including Spencer. Emphasized the importance of addressing heart disease as a serious health concern.
- Expressed enthusiasm for the new MexiCasa Latin Market in the plaza and welcomed its presence in the community.
- Encouraged residents to attend upcoming meetings, including the “Talk of the Town” on February 17, and to remain engaged.
- Noted that residents may email the Board with concerns if they are unable to attend meetings in person and will receive a response.

EXECUTIVE SESSION

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

ADJOURNMENT

Aldерwoman Stanley moved to adjourn the meeting. Aldерwoman Secreast seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 7:10 p.m.

Approved by:

Attest:

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 8

Agenda Item Title: Board to consider appointing Mason Ivy (421 South Iredell Avenue) to the Historic Preservation Commission (HPC) for a 4-year term expiring March 31, 2030.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

Mason Ivy (421 South Iredell Avenue) has submitted a Board Application (attached) requesting appointment to the Historic Preservation Commission (HPC). The Commission interviewed Mr. Ivy at its meeting on Wednesday, February 4, 2026, and voted unanimously to recommend to the Board of Aldermen his appointment to the HPC.

Mr. Ivy has attended and observed HPC meetings for several months to become acquainted with the HPC's procedures and responsibilities. He has a longstanding interest in historic preservation, architecture, and traditional crafts, and he and his wife are currently restoring their historic home in Spencer.

Mr. Ivy has an extensive educational background, with coursework at Georgia Southern University, Georgia State Perimeter College, Catawba Valley Community College, and Central Piedmont Community College, with areas of study including architecture, horticulture, and applied sciences. He was awarded a \$47,000 scholarship to a five-year architecture program. He has also been affiliated with professional organizations including the North-South Turfgrass Association and the Turfgrass Council of North Carolina.

Mr. Ivy is currently employed as a Maintenance Technician at Reed Gold Mine, where his responsibilities include oversight of historic buildings, building systems, and electrical infrastructure.

There are currently two (2) vacancies on the HPC. If Mr. Ivy is appointed, there will be one (1) vacancy.

The Board of Aldermen can approve Mr. Ivy's appointment, deny his appointment, or request additional information from the applicant or HPC prior to rendering a decision.

Financial Impact:

N/A

Recommended Motion:

Planning staff recommends that the Board of Aldermen appoint Mason Ivy to the Historic Preservation Commission (HPC) for a 4-year term expiring March 31, 2030.

Attachment(s): ☒ Yes ☐ No

1. Mason Ivy Board Application
2. HPC Chair Letter of Recommendation

Exhibit A: Mason Ivy Board Application

TOWN OF SPENCER BOARDS AND COMMISSIONS APPLICATION

(Attach any additional sheets necessary)

NAME: MASON W. IVY

MAILING ADDRESS:

421 S. IRDELL AVE
SPENCER, NC 28159

STREET ADDRESS:

SAME

HOME PHONE: N/A

WORK

PHONE:

704.721.4654

CELL PHONE: 704.907.3780

EMAIL: _____

I AM INTERESTED IN SERVING ON:

☐

COMMUNITY APPEARANCE COMMISSION
PLANNING AND ZONING BOARD

☒

HISTORIC PRESERVATION COMMISSION

PERSONAL INFORMATION

HIGH SCHOOL ATTENDED: ST. Pius X CATHOLIC

COLLEGE ATTENDED: GA. SOUTHERN, GA PERIMETER, CATANBA VAREX CC, LCC

DEGREE: (S) BA A.A. GENERAL STUDIES, B. APPLIED SCIENCE - TURF & HORT.

EMPLOYER: DEED GOLD MINE (NORCIS)

JOB TITLE: MAINTENANCE TECH I

SPOUSE NAME: JENNIFER

PRIOR PUBLIC SERVICE

BOARD / COMMISSION / CIVIC GROUP

FROM:

TO:

NORTH/SOUTH TURF ASSN
CHRONING GOLF COURSE SUPERINTENDENT ASS.
TURF COUNCIL OF N.C.

COMMENT

(Statement of why you want to serve on this group and any experience you have that will be relevant to the group)

HAVING BEEN A RESIDENT FOR 2 YRS, WE ARE ENAMORED BY IT'S POTENTIAL. A STUDENT OF
ARCHITECTURE SINCE A YOUNGER. I GREW UP IN A HISTORIC NEIGHBORHOOD IN ATL, GA, AND
GREATER FATHER, READY TO LEARN MORE. I ENJOY WOODWORKING AND LOOK FORWARD TO
RESTORING THE 1910 HOUSE TO ITS GLORY. AT 21 I WAS AWARDED A \$47,000 SCHOLARSHIP
TO GO TO A 5 YEAR ARCHITECTURE PROGRAM

Exhibit B: HPC Chair Letter of Recommendation

Kyle Harris

From: leslie talbott <latalbott@att.net>
Sent: Thursday, February 5, 2026 10:31 AM
To: Kyle Harris
Subject: HPC Applicant Mason Ivy

Here is my recommendation for Mason Ivy. I plan on attending tonight.

The HPC has interviewed Mason Ivy and recommends he fill one of the vacancies on the Historic Preservation Commission. Mason is a familiar face in our HPC meetings as he has been observing the HPC for months and has decided to join us as a member. Growing up in an historic district outside of Atlanta, he appreciates the value of maintaining a town's character through its architecture. He and his wife are actively restoring their historic home here in Spencer. Because of their love for Spencer's unique character, Mason wants to participate actively in Spencer's preservation. His background in architecture and horticulture will expand the HPC's ability to better serve the town of Spencer. Please accept this recommendation and approve this applicant.

Sincerely,

Leslie Ann Talbott
Chair of HPC
704 640-6766

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 9

Agenda Item Title: Consider adopted Ordinance 26-01 Granting a Franchise to Duke Energy Carolinas, LLC (second reading)

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager; Jay Dees, Town Attorney

Explanation:

Duke Energy Carolinas, LLC has an existing sixty (60) – year ordinance, approved by the Town on May 13, 1966 that grants Duke Energy (formerly Duke Power Company) permission to construct and maintain its lines for the transmission of electricity along, over and under Town property, that includes highways, streets, roads, sidewalks, alleys, lanes, bridges, and other public places. Since this ordinance is expiring, Duke Energy has drafted a new ordinance, proposing the same, for another 60 years. The City Attorney has reviewed this draft ordinance for consistency with State law and has no issues. Duke Energy states that this is a standard ordinance with municipalities, sixty-years is a standard request, grants permission to work on their lines within the Town and on Town property (sidewalks etc.) and provides assurances to continue with improvements to their facilities and grid enhancements. Per [G.S. 160A-76](#), franchise renewals must be adopted by ordinance that has been considered and passed at two regular meetings. The first reading occurred at the February 10, 2026, meeting.

Financial Impact:

N/A

Recommended Motion:

Motion to adopt Ordinance 26-01 to Grant a Franchise to Duke Energy Carolinas, LLC (second reading).

Attachment(s): ☒ Yes ☐ No

1. Ordinance 26-01
2. May 13, 1966, Franchise

TOWN OF SPENCER, NORTH CAROLINA
ORDINANCE 26-01

AN ORDINANCE GRANTING A FRANCHISE TO
DUKE ENERGY CAROLINAS, LLC

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF SPENCER, as follows:

I. DEFINITIONS

- 1.1 As used in this Ordinance, the following terms, words and phrases shall have the meanings respectively ascribed to them in this section:

“Duke Energy” shall mean Duke Energy Carolinas LLC, is a North Carolina limited liability company organized under the laws of the State of North Carolina and authorized to do business in the State of North Carolina and any assignee of or successor in interest to Duke Energy Progress, LLC under this franchise Ordinance.

The Town of Spencer shall mean the Town of Spencer, a municipal corporation located in Rowan County, North Carolina; the area within the territorial Town limits of Spencer and within the extraterritorial area surrounding the Town to the extent it may be lawfully included as presently or hereafter fixed by law or ordinance; or the Aldermen or any officer or agent duly authorized in acting on behalf of the Town as a municipal corporation, as indicated by the context by which the term is used.

“Board of Aldermen” shall mean the governing body of the Town of Spencer.

II. FRANCHISE GRANTED

- 2.1 Duke Energy is hereby granted the right to construct, operate and maintain an electrical utilities system, including such communications infrastructure as is necessary and convenient for the electrical utility’s purpose, within the Town and within the extraterritorial area surrounding the Town to the extent the Town may lawfully do so, for the generation, transmission, distribution and sale of electricity to consumers and users within the Town and to the Town and any and all agencies and departments thereof. Duke Energy is also given permission to do all acts necessary or helpful for the purposes enumerated hereinabove or hereinafter; and assent, and permission is hereby given and granted to Duke Energy, its successors and assigns, to exercise all powers, right and privileges which Duke Energy under and by the terms of its charter, or otherwise is authorized, empowered or permitted

to conduct, carry on, exercise, do or transact including, without limitation, the power, right and privilege to use, lease, sell, convey and transmit power by electricity for manufacturing, lighting, heating, motive power or other purpose or purposes and for the doing of an electrical business generally.

- 2.2 Duke Energy is hereby granted the right, authority, and privilege to construct and install, operate, maintain, renew, replace and repair electrical and communications facilities including but not limited to lines, cables, towers, poles, conduits, transformers, connections and services thereto, in, through, across, along and under streets, avenues, roads, public alleys, lanes, parks, squares, and other public places and ways in the Town for the generation, transmission, distribution and sale of electricity, its communications purposes and for any and all other approved purposes, subject to the terms and conditions hereinafter set forth in this Ordinance; provided, however, that nothing in this Ordinance without further approval of the Town shall authorize or permit the construction of a cellular tower or similar facility within the public areas described herein.
- 2.3 If the Town determines that it is necessary to expand, widen, or improve a road or other public way, the Town may require Duke Energy to relocate its facilities that are in conflict with such expansion, widening or improvement. If the Town requests such a relocation, it will provide an acceptable alternate location for Duke Energy's facilities at no cost to Duke Energy. If Duke Energy's facilities are, or were originally, located on private property, the Town shall pay for the cost of relocation. If, however, Duke Energy's facilities were originally located within the existing public right-of-way which is being, expanded, widened or improved, Duke Energy shall bear the expense of relocating its facilities. If any street improvement project is to be funded in whole or in part by the State of North Carolina or the federal government, or an agency thereof, the Town will cooperate with Duke Energy in obtaining reimbursement for its relocation cost to the extent allowable under state and federal law. Such reimbursement, when received, shall be an offset against the cost of relocation to be paid by the Town. The relocation cost and reimbursement for relocation costs for facilities installed to provide electric service to the Town, including street and area lighting and traffic signals wherever located, shall be determined and paid by the Town in accordance with the Applicable Rate Schedules and Service Regulations of Duke Energy on file with the North Carolina Utilities Commission, as the same now exist or as they or any of them may be hereafter amended, modified, changed or annulled in accordance with the laws and regulations pertaining thereto.
- 2.4 Whenever Duke Energy shall cause any opening, excavation or alteration to be made in any street, lane or public place within the Town in the construction, operation or maintenance of any of its electrical and communications facilities including but not limited to lines, cables, towers, poles, conduits, transformers, connections and services owned or used by

it, Duke Energy shall cause such portions of said street, lane or public place to be restored to the same condition in which it found them as nearly as practicable. Additionally, if Duke Energy shall fail to restore the area to its approximate former condition within a reasonable period of time, but no less than thirty working days after notification by the Town, the Town shall proceed to restore such streets, lanes and public places as nearly as practicable to their original condition and the Town shall submit a statement of the costs for this restoration to Duke Energy. Duke Energy agrees to pay the Town for these costs within thirty days.

- 2.5 Pursuant to N.C.G.S. 160A-319(a) this franchise is granted for a term of sixty (60) years beginning _____, 2026, and ending at midnight _____, 2086, and thereafter it shall renew and continue in force on a year to year basis unless terminated by either party upon ninety days written notification to the other. Notwithstanding the foregoing, in the event that the electric industry in North Carolina is deregulated or restructured by state or federal legislation or regulation, or state or federal judicial action which affects retail distribution to the extent that the inhabitants of the Town may choose their electric supplier, then upon the date when such legislative, regulatory or judicial action has the force and effect of law, this franchise may be at any time thereafter terminated by either party upon ninety days written notification to the other. This franchise supersedes any and all former rights or franchises of Duke Energy to operate an electrical utilities system in the Town with respect to all acts and things done or admitted to be done, on or after _____, 2026.
- 2.6 Duke Energy is hereby granted the right during the existence of this franchise to mortgage or hypothecate this franchise, together with all rights and privileges hereunder and any right or interest therein, as security for indebtedness, subject to acceptance by any legal successor in interest of the obligations, duties, liabilities, limitations and prohibitions set out herein and subject to approval by the North Carolina Utilities Commission or other government agency whose approval is required by law. Duke Energy may not assign or transfer its rights under this franchise agreement without the express consent of the Board of Alderman and such consent shall not be unreasonably withheld, provided, however, that this provision shall not require Duke Energy to obtain permission from the Board of Alderman prior to assigning its rights hereunder to any new entity created in any corporate reorganization or merger in which Duke Energy is a party.
- 2.7 Duke Energy shall save the Town, Mayor, Board of Aldermen, and the Town officers, agents, servants and employees, harmless from all loss against any and all claims, suites, actions, liability, and judgments for damages (including but not limited to costs and expenses for reasonable legal fees and disbursements and liabilities assumed by the Town in connection therewith) sustained by the Town or the Mayor or the Board of Alderman, or the Town officers, agents, servants or employees, on account

of any suit, judgment, execution, claim, or demand whatsoever resulting or in any manner arising from sole negligence on the part of Duke Energy, its officers, agents, servants and employees in the construction, erection, operation and maintenance of its electric distribution system or the conduct of its business, such negligence having been determined by final order of a court of competent jurisdiction, not subject to appeal.

III. ACCEPTANCE OF FRANCHISE

This Ordinance shall take effect from the day of its passage, but only after it has been accepted in all its terms and revisions by Duke Energy, in writing, within sixty days after its passage otherwise, the same shall be null and void and of no effect.

This Ordinance was passed by a majority vote of the Board of Aldermen of the Town of Spencer, at the regular meeting of the Board of Aldermen held in the Town of Spencer, North Carolina on the _____ day of _____, 2026 and was again passed by a majority vote of Board of Aldermen of the Town of Spencer for the second time at the regular meeting held in the Town of Spencer, North Carolina, on the _____ day of _____, 2026.

ATTEST:

TOWN OF SPENCER

Town Clerk

BY: _____
Mayor, Town of Spencer

(S E A L)

NORTH CAROLINA

ROWAN COUNTY

This is to certify that on the ____ day of _____, 2026, personally came before me _____, Clerk of the Town, who, being by me duly sworn, says that (s)he knows the common seal of the Town of Spencer and (s)he is acquainted with _____, Mayor, and that (s)he saw the Mayor sign the foregoing instrument, and that (s)he affixed the Town's seal to the instrument and (s)he signed her name in attestation of the execution of this instrument in the presence of the Mayor

Witness my hand and official seal, this the ____ day of _____, 2026.

Notary Public

My Commission Expires:

The conditions and stipulations of the above Ordinance are hereby accepted by Duke Energy.

ATTEST:

DUKE ENERGY CAROLINAS, LLC

Assistant Secretary

BY: _____
President

(S E A L)

NORTH CAROLINA

ROWAN COUNTY

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged and she/he is _____ of Duke Energy _____, _____, and that by authority duly given and as the act of the company the foregoing instrument was signed in its name by its _____, sealed with its corporate seal, and attested by her/himself as its _____.

Witness my hand and official seal, this the ____ day of _____, 2026.

Notary Public

My Commission Expires:

Spencer, N. C.

Date: May 13, 1966

REGULAR MEETING OF THE MAYOR AND BOARD OF ALDERMEN
OF THE TOWN OF SPENCER, THIS THE 13th DAY OF
May, 1966.

The following resolution was offered by Mr. J. A. Palmer.

to wit:

WHEREAS the Mayor and Board of Aldermen of the Town of Spencer, at a regular meeting on the 22nd day of April, 1966, did pass upon its first reading the following resolution, granting a franchise to Duke Power Company, and it is the opinion of said Mayor and Board of Aldermen that said franchise be passed on its second and final reading:

NOW, THEREFORE, BE IT RESOLVED that the said ordinance be passed on its second and final reading, to wit:

AN ORDINANCE AND RESOLUTION granting permission unto the DUKE POWER COMPANY to construct and maintain its lines for the transmission of electricity along, over and under the streets and highways of the Town of Spencer, County of Rowan, State of North Carolina, and to conduct and carry on within said Town of Spencer the business authorized by and under the terms of the charter of said Duke Power Company.

SECTION 1. BE IT RESOLVED AND ORDAINED by the Mayor and Board of Aldermen of the Town of Spencer, in the County of Rowan, State of North Carolina, that assent and permission be, and the same hereby is given and granted unto the said Duke Power Company, its successors, lessees, and assigns, for the term of sixty (60) years from and after the enactment hereof, to lay, plant, extend, construct, build, erect, maintain, repair and remove its lines, poles, wires, appliances, conductors, fixtures and other appurtenances for the conducting, distributing, conveying and the transmission of power by electricity upon, along, over and under any and all the highways, roads, streets, sidewalks, alleys, lanes, bridges and other public places, now or hereafter laid out, within and near said Town of Spencer as now constituted and as the same may hereafter be extended, and to do all necessary

acts for that purpose; and assent and permission is hereby given and granted unto said Duke Power Company, its successors and assigns, to conduct, carry on, transact and do within and near the limits of said Town of Spencer any and all business, and to exercise all rights and privileges, which the said Duke Power Company, under and by the terms of its charter, or otherwise, is authorized, empowered or permitted to conduct, carry on, exercise, do or transact, including among other powers, privileges and rights, the right, power and privilege to use, lease, sell, convey and transmit power by electricity for manufacturing, lighting, heating, motive power or other purpose or purposes.

SECTION 2. All poles used by said Duke Power Company shall be erected under the supervision and direction of the Street Department of said Town of Spencer, and all highways, roads, streets, sidewalks, avenues, lanes, alleys, bridges and other public places that may be disturbed or damaged in the construction or maintenance of said lines, poles, wires, and other appliances, shall be promptly replaced and repaired by said Duke Power Company at its own expense, and to the satisfaction of said Street Department, and all poles shall be substantial and symmetrical and so located as not to interfere with the public use of said highways, roads, streets, sidewalks, avenues, lanes, alleys, bridges or other public places, or to endanger the property or persons of the citizens of said Town. And in case said Duke Power Company shall fail to replace or repair said highways, roads, streets, avenues, lanes, sidewalks, alleys, bridges or other public places within ten days after written notice so to do from the Street Department, the same may be replaced or repaired by the proper authorities of said Town, and the said Duke Power Company, in the event thereof, shall faithfully pay to said Street Department of said Town the costs of such replacing or repairing, and pay in addition thereto the sum of \$25.00 for each and every place so replaced or repaired, by way of a penalty for such failure.

SECTION 3. Said Duke Power Company shall be subject to the ordinances of said Town relative to the use of such highways, roads, streets, avenues, lanes, sidewalks, alleys, bridges, or other public places.

SECTION 4. Said Duke Power Company shall hold said Town free and harmless from all damages or claims for damages arising by reason of the negligent construction or maintenance of said lines, poles, wires, appliances, fixtures and appurtenances.

The foregoing resolution was duly seconded by Mr. W. Howard Gable and upon being put to the vote was carried.

The foregoing is a true copy of a resolution and ordinance passed upon its first reading by the Mayor and Board of Aldermen of the Town of Spencer, State of North Carolina, at a regular meeting on the 22nd day of April, 1966, and was passed upon its second and final reading by the Mayor and Board of Aldermen of the Town of Spencer, State of North Carolina, at a regular meeting on the 13th day of May, 1966.
This 13th day of May, 1966.

s/ J. R. Burdett, Jr.
Mayor

s/ Welda B. Palmer
City Clerk

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 10

Agenda Item Title: Board to consider amending the Historic Preservation Commission (HPC) Rules of Procedure to change the regular meeting time from 7:00 PM to 6:00 PM.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

This request is to change the HPC's regular meeting time from 7:00 PM to 6:00 PM, with no change to the regular meeting date (third Monday of each month) or location (Town Hall).

The HPC Bylaws & Rules of Procedure currently state that the Commission's regular meeting is held on the third Monday of each month at 7:00 PM at Town Hall. At its regular meeting on Monday, February 16, the HPC voted unanimously to adjust the standing meeting time to 6:00 PM to better support orderly meeting operations and customer service.

The earlier meeting time (6:00 PM) will help reduce the likelihood of late-night hearings. Due to the nature of quasi-judicial proceedings, meetings routinely extend between 2-4 hours, depending on the number and complexity of applications on the agenda. When hearings run late into the evening, participant fatigue may negatively impact testimony, deliberation, and decision-making by all parties, including Commission members, staff, applicants, and members of the public. Beginning meetings earlier supports clearer deliberations, careful consideration of evidence and testimony, and orderly administration of the HPC's quasi-judicial responsibilities.

Proposed Amendment Text (Exhibit A attached):

Revise the "Meetings" section of the HPC Bylaws & Rules of Procedure as follows (meeting time only):

"The regular meeting date of the HPC shall be the third Monday of each month at 6:00 PM at Town Hall, as prescribed by the Board of Aldermen."

Financial Impact:

N/A

Recommended Motion:

Planning staff recommends that the Board of Aldermen approve the amendment to the Spencer HPC Bylaws & Rules of Procedure to change the regular meeting time from 7:00 PM to 6:00 PM, effective upon adoption, and direct staff to update the Town calendar and all public notices accordingly.

Attachment(s): ☒ Yes ☐ No

1. Proposed Amended HPC Bylaws & Rules of Procedure
 - a. The attached Exhibit A reflects only the Meetings section of the HPC Bylaws & Rules of Procedure. No other provisions are proposed to be amended at this time.

EXHIBIT A
Proposed Amended HPC Bylaws & Rules of Procedure

Excerpt – Meetings Section (Proposed Amendment)

This excerpt reflects only the portion of the HPC Bylaws proposed for amendment. All other provisions remain unchanged.

B. Meetings

1. The regular meeting date of the HPC shall be the third Monday of each month at ~~7:00PM~~ 6:00 PM at Town Hall, as prescribed by the Board of Alderman. All meetings are open to the public and reasonable notice of time and place shall be given to the public. All meetings shall conform the North Carolina Open Meetings Law G.S. §143-33B.

2. Special meetings of the HPC shall be called by the Chairperson or Vice Chairperson. Notices of all special meetings shall be communicated to all members of the HPC at least forty-eight hours (48 hours) prior to the time of the meeting. Only those specified items in the call may be considered.

3. Regular Meetings shall be conducted as follows:

- a) Invocation and Pledge of Allegiance
- b) Call the Meeting to Order
- c) Adoption of Agenda
- d) Old Business
- e) Approval of Minutes
- f) New Business
- g) Public Comment
- h) Comments from Staff
- i) Comments from Board Members
- j) Announcements
- k) Adjournment

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Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 11

Agenda Item Title: Consider Adopting Ord. 25-11.012 - Library HVAC budget amendment

Category: Regular Agenda

Presenter(s): Heather Kann, Finance Officer and Joel Taylor, Public Works Director

Explanation:

We have been exploring alternative funding options for the Library HVAC replacement project. We researched several financing possibilities, but after conversations with several financial institutions and vendors, financing is not the best option due to limitations on the parts of the project expenses that a municipality is legally allowed to finance. Recently, there were positive trends in our current Fiscal Year revenues that will allow this as a cash purchase, with the adoption of a budget amendment. Three quotes for this project were obtained in the summer of 2025 and staff are working to confirm those quote amounts to select the vendor for this project.

Financial Impact:

We anticipate this project to cost approximately \$22,000-26,000. The recommended budget ordinance amendment 1) uses increased General Fund revenues to allow a transfer of \$26,000 to our Capital Reserve and Replacement Fund and 2) appropriates the Capital Fund revenue created by the General Fund transfer as a capital expenditure in the Library budget.

Recommended Motion:

Motion to adopt Budget Ordinance Amendment 25-11.012 appropriating funds for a replacement HVAC for the Spencer Public Library.

Attachment(s): ☒ Yes ☐ No

1. Budget Ordinance Amendment 25-11.012
2. Bid Tabulation

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 12

Agenda Item Title: Consider accepting a Deed of Utility Easement for 207 W. 17th St

Category: Regular Agenda

Presenter(s): Jay Dees, Town Attorney and Joel Taylor, Public Works Director

Explanation:

In support of the 17th Street Stormwater project, staff has negotiated a permanent utility easement to accommodate the installation of infrastructure improvements. The proposed easement on the property is in an area where there is existing infrastructure, although there are no records of a historical easement for that infrastructure. The intent of the work is to improve the current stormwater infrastructure, limit street and property flooding, and decrease erosion. The impacts to this property and all private properties have been limited to the greatest extent possible while still achieving the project goals. The proposed easement is less than 3 percent of the impacted parcel.

Financial Impact:

A price of \$850 for the easement was negotiated based on the assessed property land value and the percentage of the property impacted. This amount can be covered in the existing Public Works budget.

Recommended Motion:

Motion to Accept a Deed of Utility Easement for 207 W. 17th Street.

Attachment(s): ☒ Yes ☐ No

1. Signed Deed provided by property owner.

STATE OF NORTH CAROLINA

COUNTY OF ROWAN

PARCEL NO. 030-186

DEED OF UTILITY EASEMENT

DATE: The ⁰²~~0~~ day of MARCH, 2026

GRANTOR: Branson S. Hurst and Cheryl Hurst Menendez, as joint tenants with Right of survivorship (collectively "Grantor")

GRANTEE: Town of Spencer, a North Carolina municipal corporation ("Town").

Grantor warrants that it is the owner of the property (the "Property") described in the instrument recorded in Deed Book 1285, Page 361, Rowan County Registry, that it is vested of the Property in fee simple, and that the Property is free from encumbrances except as expressly stated within this instrument.

For valuable consideration in the amount of **eight hundred and fifty and no/100 dollars (\$850.00)**, the receipt and sufficiency of which are hereby acknowledged, Grantor gives, grants, bargains, and conveys unto the Town a permanent, non-exclusive easement, which is more particularly described as follows:

An easement area that is twenty-five (25) feet by twenty-one (21) feet consisting of 525 square feet and more particularly shown on the attached three sheets that are collectively **Exhibit A** (the "Easement Area").

The Town shall have the right to enter into and upon the Easement Area for any purpose related to the construction, installation, operation, maintenance, or improvement of the utility line(s) and related infrastructure, together with the right to transport water or sewage through the same.

Grantor represents that no superior deeds of trust, mortgages, or liens (other than property tax liens for the current tax year) encumber or affect the Property at the time of the execution and recording of this Deed of Utility Easement, or that if any of the foregoing exist, they have been subordinated to this Deed of Utility Easement.

TO HAVE AND TO HOLD the terms, conditions, obligations, and restrictions imposed herein shall be binding upon Grantor, its successors and assigns, and shall continue as a servitude running with the land in perpetuity. And Grantor does covenant that it is seized of the Easement Area in fee simple and has the right to convey the easement rights to the Easement Area contained herein, that it will warrant and defend the said title to the same against the lawful claims of all persons whomsoever.

This Deed of Utility Easement is subject to the following additional TERMS AND CONDITIONS:

1. The Town is authorized to remove and keep removed from the Easement Area all trees, vegetation, or other obstructions as necessary to maintain, repair, and protect the utility

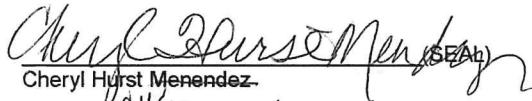
line(s) and related infrastructure. Following any construction or maintenance work, the Town agrees to re-grade, mulch, and re-seed or otherwise restore the Easement Area in accordance with generally accepted landscaping and engineering practices.

2. Grantor shall not erect any permanent structures or plant any vegetation within the Easement Area that would interfere with the Town's ability to access the Easement Area without the prior written approval of the Town. Provided, however, that Grantor is allowed to: (1) construct, maintain, and use the Easement Area for paved or unpaved drives and parking areas; and (2) plant and maintain shallow-rooted ground cover material within the Easement Area, subject to applicable laws and regulations. Grantor assumes all risk of damage for these improvements caused by the Town's maintenance or repair of the utility line(s).
3. Nothing in this Deed of Utility Easement shall be construed to grant to the Town any right of access through or over any other property of the Grantor except that lying within the Easement Area or previously existing easements areas along the 17th Street right of way.
4. The Grantor shall retain fee simple ownership of the Property through and over which the Easement Area passes; provided, however, no use may be made of the Easement Area which interferes or is inconsistent with the Town's easements rights and full, reasonable use of the Easement Area for utility purposes.
5. To the extent reasonably necessary and incidental to the installation of the utilities and related infrastructure within the Easement Area described herein, Grantor grants to the Town a temporary construction easement for the movement and storage of vehicles and equipment, construction staging, the repair, reconstruction, and reconnection of private driveway(s) onto adjacent public street right of way, and similar purposes. If so granted to the Town, the temporary construction easement is more particularly identified as an area within ten (10) feet of the boundary of the Permanent Easement Area. Following the installation of the utility line(s) and related infrastructure within the Permanent Easement Area, any temporary construction easement interest herein conveyed to the Town shall terminate; and further, the area within the Permanent Easement Area and the Temporary Construction Easement shall be re-graded, mulched, and re-seeded or otherwise restored in accordance with generally accepted landscaping and engineering practices.

{Signature Page Follows}

IN WITNESS WHEREOF, the Property Owner has duly executed the foregoing as of the day and year first above written.

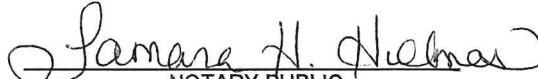
 (SEAL)
Branson S. Hurst

 (SEAL)
Cheryl Hurst Menendez
CW Menendez

STATE OF NORTH CAROLINA
ROWAN COUNTY

 ^{CH}
Mendez
Notary Public of the County and State, certify that Branson S. Hurst and Cheryl Hurst Menendez personally came before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and official seal, this the 2nd day of March, 2026


NOTARY PUBLIC

My commission expires: March 18, 2029

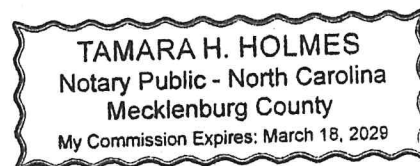
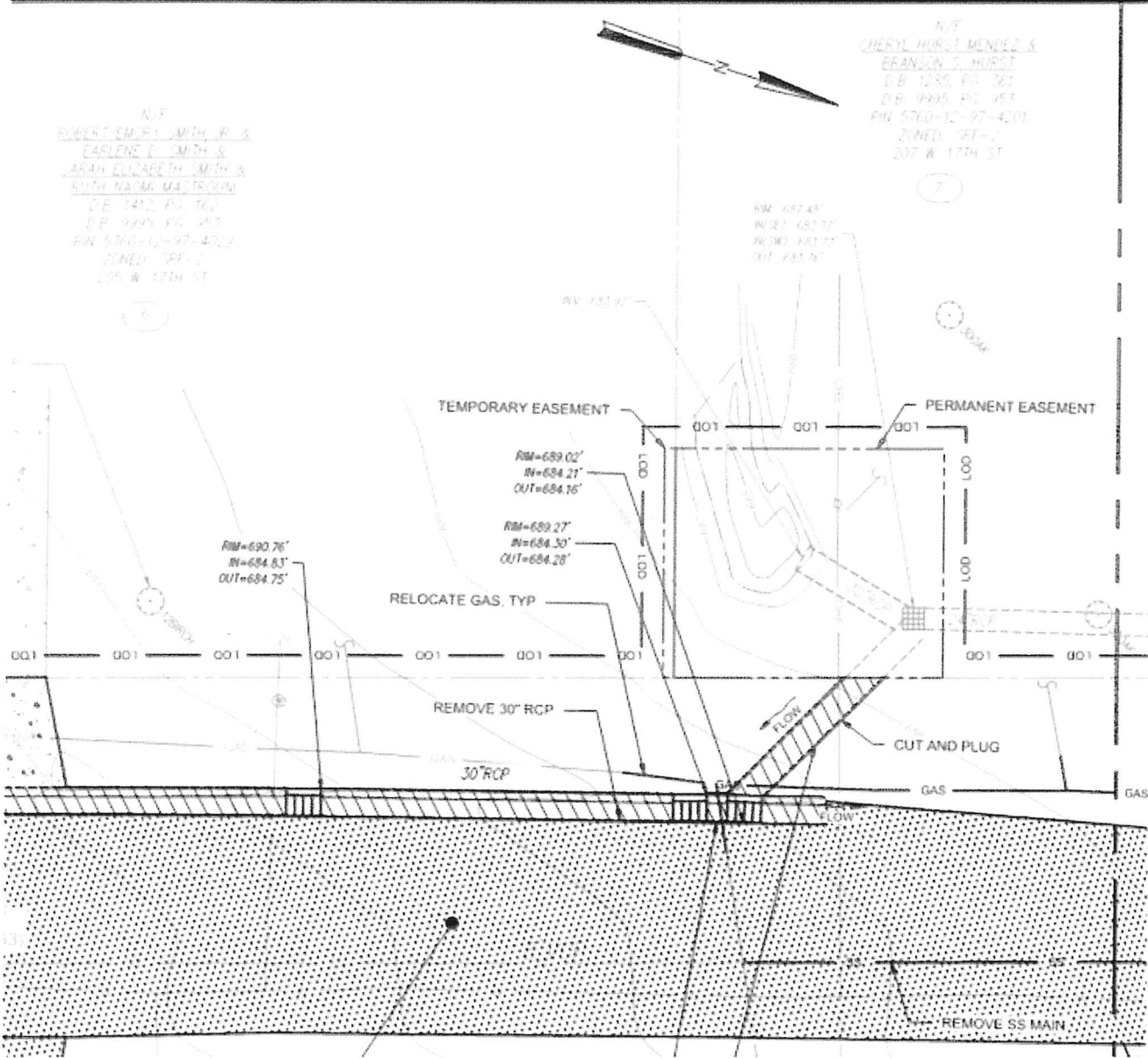


EXHIBIT A

(three sheets)





Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: 13

Agenda Item Title: Board to consider granting an in-kind sponsorship to waive certain Town Park reservation and permit fees for the Spencer Jaycees' Easter Egg Hunt scheduled for March 28, 2026.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

The Spencer Jaycees have historically hosted an annual Easter Egg Hunt on Town property, usually at the 8th Street Ballpark or Library Park. In prior years, event permit fees have generally been waived for this event.

For 2026, the Jaycees have requested to relocate the event to the new Town Park facility. Use of Town Park is governed by an adopted fee schedule designed to ensure fair and transparent rules around reservation and use fees. Under the adopted schedule, a Rowan County-based non-profit organization qualifies for a 50% discount on the minimum rental rate.

For exclusive use of the Gathering Lawn (3-hour minimum), the typical applicable fees would be:

- \$100 (50% discounted rental rate)
- \$20 Permit Application Fee
- \$75 Refundable Security Deposit

The Jaycees have requested that fees be waived, consistent with past practice for this event at other Town facilities.

Staff recognizes the longstanding civic contribution of the Spencer Jaycees and the community benefit associated with this event. At the same time, the Town has recently adopted a fee schedule for Town Park to ensure consistent and equitable application of rules to all groups. Allowing use of the facility outside of the adopted process without formal Board action may create precedent concerns and limit the Town's ability to apply the policy uniformly in the future. While this event is relatively simple in nature and presents minimal operational risk, the broader policy consideration is maintaining the integrity of the Town's

reservation process while preserving the Board's discretion to grant in-kind sponsorships when deemed appropriate.

The Board may consider whether to provide an in-kind sponsorship for this event in recognition of its longstanding civic nature and community benefit.

If approved, staff recommend waiving the Permit Application Fee and the Park Reservation Fee for this event only, with the exception of the \$75 refundable security deposit, which would still be required.

Staff further recommends that future requests for fee waivers or in-kind sponsorships be submitted no less than ninety (90) days in advance of the proposed event date to allow sufficient time for Board consideration.

Financial Impact:

Waiver of:

- \$100 rental fee
- \$20 permit application fee

Total waived amount: \$120

Security deposit of \$75 would still be required and refundable upon satisfactory condition of the facility.

Recommended Motion:

Staff recommends that the Board of Aldermen grant an in-kind sponsorship for the Spencer Jaycee's Easter Egg Hunt on March 28, 2026, waiving the Town Park rental fee and permit application fee, with the \$75 refundable security deposit remaining required.

Attachment(s): ☒ Yes ☐ No

1. Town Park Fee Schedule

Agenda Attachment: Town Park Fee Schedule

Special Event Permit Standard Fee: **\$20 (Non-Refundable)**

Town Park Rates:

Rowan County Rates

Gathering Lawn (3 hour minimum)	\$200 + \$75 Security Deposit
Each additional hour	\$50
F&M Bank Pavilion (3 hour min)	\$350 + \$100 Security Deposit
Each additional hour	\$100
F&M Bank Pavilion + Gathering Lawn (3 hr. min)	\$500 + \$150 Security deposit
Each additional hour	\$100
Rowan County Non-profits (must have IRS doc.)	50% discount on min/hourly
Monday-Friday 7am-3pm	25% discount on min/hourly

Out-of-County Rates

Gathering Lawn (3 hour minimum)	\$350 + \$75 Security Deposit
Each additional hour	\$100
F&M Bank Pavilion (3 hour min)	\$500 + \$100 Security Deposit
Each additional hour	\$100
F&M Bank Pavilion + Gathering Lawn (3 hr. min)	\$800 + \$150 Security deposit
Each additional hour	\$200
Entire Park Rental (includes parking lot)	
8 hour minimum	\$1,500 + \$500 Security Deposit
Each additional hour	\$200

Other options

Rain date Hold (non-refundable)	\$200
Pavilion Lighting Fee	\$25
Parking Lot (for duration of rental)	\$100
Food Truck Power Fee	\$100

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . 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

February 2026

	<u>Location</u>	<u>Activity</u>	<u>Action</u>
1.29.25	Office	Review safe routes to school program	Review and comment
1.30.26	Yadkin Ave	Development questions	Answered questions
1.30.26	215 9 th St	Storage building questions	Answered questions
2.2.26	9 th St	Development questions	Answered questions
2.2.26	Hinkle St	Snow clearing questions	Referred to NCDOT
2.2.26	Office	Great trails state program	Reviewed for grant opportunities
2.3.26	Office	Online security training	Participated
2.3.26	Yadkin Ave	Development questions	Answered questions
2.3.26	Tabor Ave	Development questions	Answered questions
2.3.26	1212 S Salisbury Ave	Development questions	Answered questions
2.3.26	310 Pinecrest	Garage questions	Answered questions
2.3.26	Hawkinstown Rd	Zoning permits process for townhomes	Answered process questions
2.3.26	Office	PP presentation for planning retreat	Prepared
2.4.26	Office	Staff meeting	Attended
2.4.26	Hawkinstown road	Zoning permit applications	Reviewed, commented, and issued
2.4.26	Various	Discussion with Kyle on HPC decisions	Discussed
2.4.26	Office	Discussion with manager on various projects	Discussions
2.5.26	Various	Sidewalk enquiry	Answered questions
2.5.26	Hollywood Dr	Site visit Dorset chapel signs	Checked for compliance
2.5.26	Office	PCA property owner meeting about options	Met and discussed
2.5.26	Office	Sign requests for Mexican grocery opening	Answered questions
2.5.26	108 4 th St	Sign permit	Issued permit

2.5.26	Office	Pre-Agenda meeting	Attended
2.9.26	Office	NCDOT interactive road map	Reviewed
2.9.26	109 5 th St	Addressing needs	Discussed with county and prop owner
2.9.26	US HWY 29	DEQ brownfield determination letter	Reviewed
2.9.26	N Salisbury Ave	Zoning permit questions	Answered questions
2.9.26	Hollywood Ave	Development questions	Answered questions
2.9.26	Salisbury Ave	Zoning permit revisions	Reviewed and approved
2.10.26	Office	Staff meeting	Attended
2.10.26	Office	Brownfield approval process	Researched
2.10.26	Yadkin Ave	Driveway permits for two projects	Issued permits
2.10.26	901 s Carolina	Driveway permit	Issued permit
2.10.26	S Salisbury Ave	Revised zoning permits	Reviewed and approved
2.10.26	Salisbury Ave	Zoning and driveway permits for three lots	Issued permits
2.10.26	701 N Salisbury Ave	Zoning questions	Answered questions
2.10.26	Hawkinstown Rd	Phasing questions	Answered questions
2.10.26	Office	BoA meeting	Attended
2.12.26	S Salisbury Ave	Parking lot questions	Answered questions
2.12.26	Willow creek	Medical office plan update	Reviewed and commented
2.12.26	Office	NCDOT bike ped survey	Responded
2.12.26	Office	Cell tower contract meeting	attended and commented
2.12.26	618 N Salisbury Ave	Zoning questions	Answered questions
2.12.26	Hawkinstown road	Development questions	Answered questions
2.12.26	Hawkins Meadows	Road dedication process	Reviewed and commented
2.16.26	807 N Rowan Ave	Development questions	Answered questions
2.16.26	Office	Spencer development statistics	Provided to manager
2.16.26	305 Steeplechase	Zoning questions	Answered questions
2.16.26	Office	SOG 2025 legislative bulletin	Reviewed for impact
2.17.26	Willow creek	Development questions	Answered questions
2.17.26	Office	Small town dev strategies memo	Sent to boards

2.17.26	Hawkins Ave	Development questions	Answered questions
2.17.26	115 N Salisbury Ave	Building questions	Answered questions
2.17.26	6 th St	Site visit to new homes	Check for compliance
2.17.26	Hudson Ave	Site visit for new home site	Checked for compliance
2.17.26	2035 N Salisbury Ave	Zoning questions for church	Answered questions
2.17.26	Office	Development questions from Mr. Doby	Answered questions
2.17.26	807 N Rowan	Permit questions	Answered questions
2.19.26	Office	Sidewalk meeting with Wilsons	Met and answered questions
2.19.26	Hackett St	Innospec permit questions	Answered questions
2.19.26	Yadkin Ave	Mobile home questions	Answered questions
2.19.26	Office	Cell tower contract review comments	Sent to contractor
2.19.26	Long Ferry Rd	Truck stop site visit	Site visit
2.19.26	N Rowan Ave	Storage building questions	Answered questions
2.19.26	108 4 th St	ABC permit application	Reviewed and approved
2.19.26	US HWY 29	Site visit to check for new construction	Site visit
2.23.26	Yadkin Ave	Driveway permit questions	Answered questions
2.23.26	N Salisbury Ave	Sign questions for NR med	Answered questions
2.23.26	Office	Cell tower contract review meeting	Participated
2.23.26	Office	Salisbury Academy presentation	Prepared
2.24.26	Office	Cell tower process work	Prepared various items
2.24.26	Office	Staff meeting	Attended
2.24.26	Hawkinstown Rd	Entrance Sign review	Approved
2.24.26	6 th St	Sidewalk payment in lieu of	Discussion
2.24.26	Office	Draft resolution for upset bid process	Drafted
2.26.26	Willow Creek Dr	Research sewer needs for developer	Provide information
2.26.26	Salisbury	Presentation at Salisbury Academy	Participated

Quotes:

“Positivity always wins...Always.”

Gary Vaynerchuk

“Faith loves the journey. Gratitude loves the moment. Inner peace loves the pause.”

Maxime Lagacé

“Believe deep down in your heart that you’re destined to do great things.”

Joe Paterno

“Mix a little foolishness with your serious plans. It is lovely to be silly at the right moment.”

Horace

“No matter how many mistakes you make or how slow you progress, you are still way ahead of everyone who isn't trying.”

Tony Robbins

“A man who wants to lead the orchestra must turn his back on the crowd.”

Max Lucado

“You only have to do a very few things right in your life so long as you don't do too many things wrong.”

Warren Buffett

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Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . 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

Recommendations:

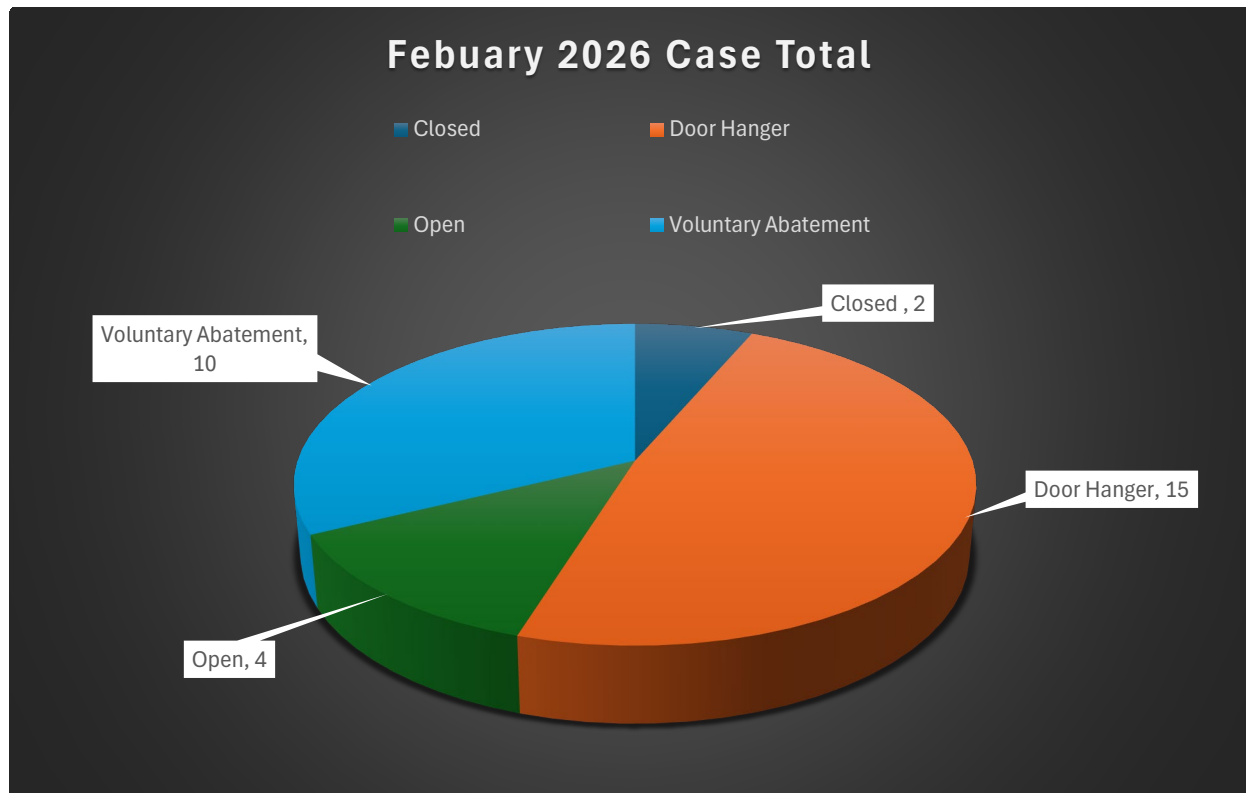
N/A

Attachment(s): ☒ Yes ☐ No

1. Code Enforcement Report

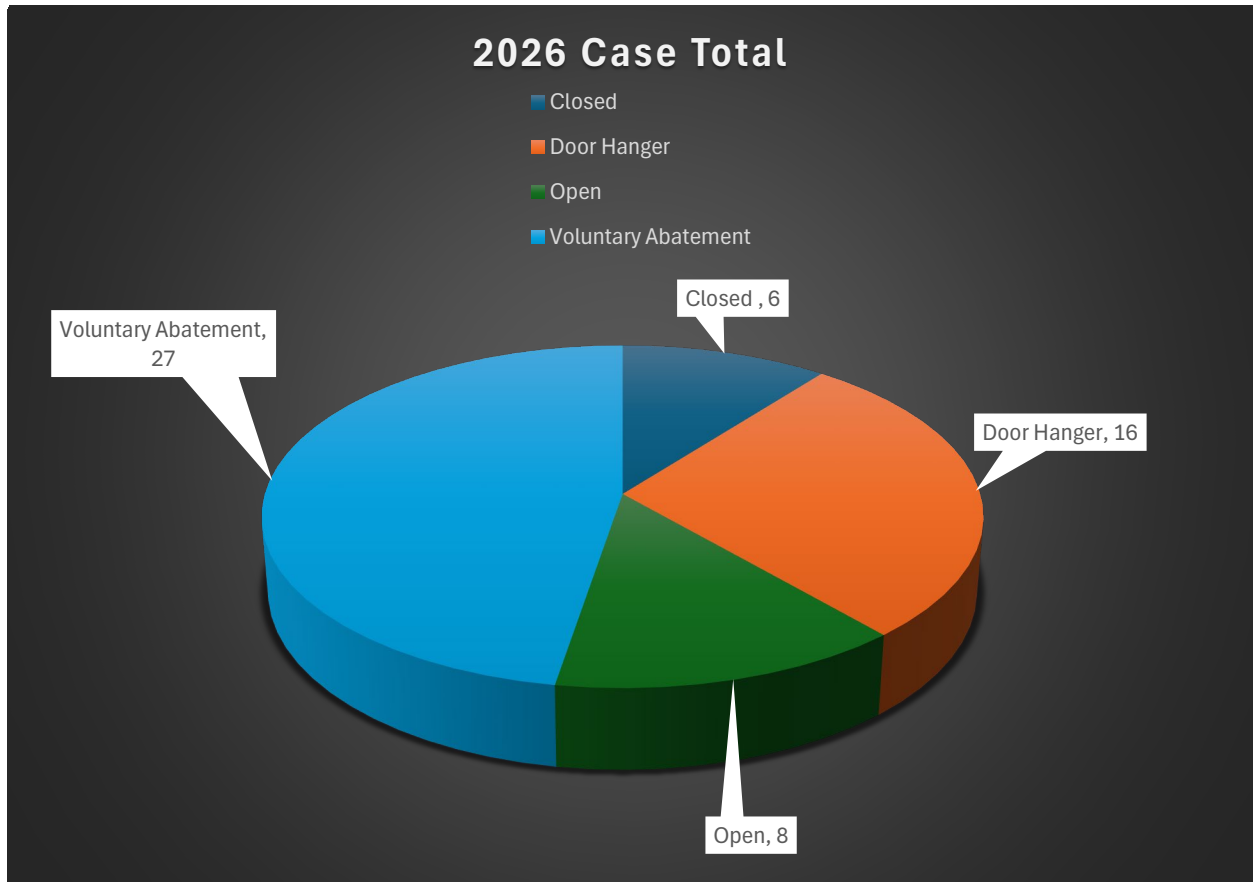
Monthly Report

- Total cases – 31
- Open - 4
- Voluntary Abatement – 10
- Closed – 2
- Door Hanger - 15
- Notice of Lien – 0



2026 Yearly Report

- Total cases – 57
- Open - 8
- Voluntary Abatement - 27
- Door Hanger - 16
- Notice of Violations – 2
- Closed - 6
- 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/

2026 Open Cases

Case Number	Address	Nature of Complaint	Main Status
202600042	511 3RD ST	Nuisance Home	Open
202600038	909 S Carolina Ave	Junk	Open
202600036	033 452	Overgrowth	Open
202600034	705 B N Salisbury Ave	Junk	Open
202600018	1355 Adams ST	Overgrowth	Open
202600017	1340 Adams ST	Overgrowth	Open
202600008	613 5TH ST	Minimal Housing	Open
202600007	032 108	Tall Grass/ Weeds	Open



Case Status Report

2/1/2026 - 02/28/2026

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

202600054	2/25/2026	Closed	2/25/2026		602 S. Carolina Ave	There has been a Mercedes suv sitting in front of 602 S. Carolina for months. It has no tag and a flat tire. The owner owns the house where the Mark Spain for sale sign is. My neighbor Greg Bernard saw the guy take the tag off and leave it. I stopped by the police station and reported it to the lady at the front desk. Thought I would officially report it. The neighbors are tired of looking at it.,
202600046	2/18/2026	Closed	2/19/2026	Site Visit	Bojangles	Sign Violation
202600024	1/28/2026	Closed	2/11/2026	Site Visit	304 S Iredell	No permit
202600014	1/21/2026	Closed	2/11/2026	Site Visit	Lexington Ave	Illegal Dumping
202500383	11/12/2025	Closed	2/25/2026	Phone Call	1000 2ND ST	Junk Piles

Group Total: 5

Group: Door Hanger

202600060	2/25/2026	Door Hanger	2/25/2026	Site Visit	511 2ND ST	Junk
202600058	2/25/2026	Door Hanger	2/25/2026	Site Visit	509 2ND ST	Junk on porch
202600057	2/25/2026	Door Hanger	2/25/2026	Site Visit	911 2ND ST	Junk
202600056	2/25/2026	Door Hanger	2/25/2026	Site Visit	507 2ND ST	Junk
202600055	2/25/2026	Door Hanger	2/25/2026	Site Visit	1000 2ND ST	Junk
202600053	2/20/2026	Door Hanger	2/20/2026	Site Visit	814 5TH ST	Minimal Housing
202600052	2/19/2026	Door Hanger	2/19/2026	Site Visit	802 4TH ST	Junk on Porch

202600048	2/18/2026	Door Hanger	2/19/2026	Site Visit	605 4TH ST	junk on Porch
202600047	2/18/2026	Door Hanger	2/19/2026	Site Visit	710 4TH ST	Junk on Porch
202600041	2/18/2026	Door Hanger	2/19/2026	Site Visit	1009 4TH ST	Junk
202600040	2/18/2026	Door Hanger	2/19/2026	Site Visit	302 S Iredell	Junk on Porch
202600039	2/18/2026	Door Hanger	2/19/2026	Site Visit	500 7TH ST	Junk
202600037	2/18/2026	Door Hanger	2/18/2026	Site Visit	602 S Carolina Ave	Abandoned Vehicle
202600032	2/18/2026	Door Hanger	2/18/2026	Site Visit	155 Lee ST	Junk
202600029	2/9/2026	Door Hanger	2/11/2026	Site Visit	501 10TH ST	Junk Pile
202600013	1/14/2026	Door Hanger	2/11/2026	Site Visit	119 N Salisbury Ave	Junk

Group Total: 16

Group: Notice of Bill

202500024	2/5/2025	Notice of Bill	2/11/2026	Site Visit	705 N Salisbury	Junk
202400385	9/11/2024	Notice of Bill	2/11/2026	Site Visit	204 S Iredell	Overgrowth
202400348	8/13/2024	Notice of Bill	2/11/2026	Site Visit	204 S Iredell	Overgrowth
202400220	6/3/2024	Notice of Bill	2/11/2026	Site Visit	610 S Yadkin Ave	Overgrowth

Group Total: 4

Group: NOV Sent

202500371	10/28/2025	NOV Sent	2/11/2026	Site Visit	117 6TH ST	Tall Grass/ Weeds
202500346	10/8/2025	NOV Sent	2/11/2026	Site Visit	155 Lee ST	Junk

Group Total: 2

Group: Open

202600042	2/18/2026	Open	2/18/2026	Site Visit	511 3RD ST	Nuisance Home
202600038	2/18/2026	Open	2/19/2026	Site Visit	909 S Carolina Ave	Junk
202600036	2/18/2026	Open	2/18/2026	Site Visit	033 452	Overgrowth
202600034	2/18/2026	Open	2/18/2026	Site Visit	705 B N Salisbury Ave	Junk

Group Total: 4

Group: Voluntary Abatement

202600051	2/19/2026	Voluntary Abatement	2/25/2026	Site Visit	804 4TH ST	Junk on Porch
202600050	2/18/2026	Voluntary Abatement	2/25/2026	Site Visit	809 4TH ST	Junk

202600049	2/18/2026	Voluntary Abatement	2/25/2026	Site Visit	813 4TH ST	Junk
202600045	2/18/2026	Voluntary Abatement	2/25/2026	Site Visit	817 5TH ST	Abandoned Vehicle
202600043	2/18/2026	Voluntary Abatement	2/25/2026	Site Visit	507 Meadow St	Junk on Porch
202600035	2/18/2026	Voluntary Abatement	2/25/2026	Site Visit	817 5TH ST	Illegally Parked
202600031	2/16/2026	Voluntary Abatement	2/25/2026	Site Visit	207 W 17TH ST	Junk Pile
202600030	2/12/2026	Voluntary Abatement	2/25/2026	Site Visit	1118 N Salisbury Ave	Junk
202600028	2/9/2026	Voluntary Abatement	2/25/2026	Site Visit	501 9TH ST	Illegal Parking
202600027	2/9/2026	Voluntary Abatement	2/11/2026	Site Visit	112 Jefferson St	Illegal Parking
202600026	1/28/2026	Voluntary Abatement	2/18/2026	Site Visit	207 Seventeenth St	Obstructing Stormwater
202600025	1/28/2026	Voluntary Abatement	2/25/2026	Site Visit	198 N Yadkin	Illegally Parked
202600023	1/28/2026	Voluntary Abatement	2/11/2026	Site Visit	301 N Yadkin	Illegally Parked
202600022	1/28/2026	Voluntary Abatement	2/25/2026	Site Visit	308 N Yadkin	Illegal Parking
202600021	1/28/2026	Voluntary Abatement	2/25/2026	Site Visit	308 N Yadkin	Junk on Porch
202600019	1/28/2026	Voluntary Abatement	2/11/2026	Site Visit	810 4TH ST	Junk
202600004	1/9/2026	Voluntary Abatement	2/11/2026	Site Visit	403 7TH ST	Tall Grass/ Weeds
202500403	12/16/2025	Voluntary Abatement	2/11/2026	Site Visit	704 4TH ST	Nuisance

Group Total: 18

Group: Work Order submitted

202500382	10/31/2025	Work Order submitted	2/11/2026	Site Visit	406 N Salisbury Ave	Junk Pile

Group Total: 1

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Total Records: 50

2/27/2026

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Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . 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

Activity Log Event Summary (Totals)

Spencer Police Department

(02/01/2026 - 02/27/2026)

<No Event Type Specified>	4	8th Street Ballpark Check	57
911 Hang-Up	1	Administrative Work	57
Alarm - Hold-up	2	Alarm - Other	14
Assault - Report	2	Assist - East Spencer Police	21
Assist - EMS	4	Assist - Fire Department	2
Assist - Motorist/Public	4	Assist - NCHP	1
Assist - Other Agency	7	Assist - Other Officer	41
Assist - Sheriff's Office	5	B&E/Burglary - Commercial, Report	1
B&E-Vehicle, Report	1	Business Check-Drive Through	284
Calls For Service (General)	11	Code Enforcement Activities	20
Communicating Threats	1	Community Event	1
Court	3	Directed Patrol	19
Disturbance	1	Disturbance-Physical	3
Domestic Dispute	4	Domestic Violence	1
Follow-up Investigation - Outside Town Limits	1	Follow-up Investigation- Spencer	1
Foot Patrol - Business	75	Foot Patrol - Residential	2
Fraud - Report	1	House Check	14
Involuntary Commitment	1	Larceny - Report	2
Library Park Check	64	Maintenance - Vehicle	17
Meeting	4	Missing Juvenile	2
NCTM - Drive Through	231	NCTM - Foot Patrol	37
Noise Complaint	1	Norfolk Southern Railroad-Drive Through	12
Park Check	181	Property - Lost/Missing	2
Property Damage - Report	1	Public Service	15
School Activities	1	School Check - NRES	69
School Check - NRHS	77	School Check - NRMS	62
Search	1	Security Check/Standby	3
Special Assignment - Other	5	SRO Duties	47
Subpoena Service	2	Suicide Threat	1
Suspicious - Activity	4	Suspicious - Person	7
Suspicious - Vehicle	7	Traffic Accident - PD	4
Traffic Accident - PI	1	Traffic Complaint	2
Traffic Enforcement	6	Training - PD	16

Activity Log Event Summary (Totals)

Spencer Police Department

(02/01/2026 - 02/27/2026)

Training - Range	1	Training - School	1
Training-Virtual Zoom Web-Ex, etc.	4	Trespassing - Report	4
Unlock Vehicle	4	Vehicle Stop	132
Warrant Service	4	Welfare Check	4
Yadkin River Park Check - Davidson County	82	Yadkin River Park Check - Spencer	92

Total Number Of Events: 1,879

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Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . 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

March 2026 Monthly Report

Calls for Service: 02/01/2026-02/28/2026

Fire: *

Medical: *

Monthly Total:

2026 Total: 218

***State reporting software will currently not allow reports of any kind to be run.**

Apparatus:

- E751 coolant reservoir was replaced on 2/27/26. It has been returned to service.

Equipment:

- N/A

Special Events:

- N/A

Personnel:

- Engineer Aaron Russell started on 2/16/26. This fills the vacant Engineer position on B-Shift. All full-time positions are now filled.

Station:

- The HVAC unit for the living quarters has been repaired.

Special Information:

- N/A

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Public Works Director
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Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . 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

March 2026 Board of Aldermen Meeting

- 1) Regular services (Sanitation, Brush) are running on schedule.
- 2) The leaf vacs will begin running the week of March 16th and will run through April 17th for spring clean-up. After the week of April 17th, all small material will be required to be bagged for pick-up for the remainder of the summer.
- 3) We will be observing the Good Friday holiday on April 3rd. All Town offices will be closed, but there will be no change to the normal trash schedule and bulk items will be picked up on Thursday this week.

Good Friday	Friday	April 3 rd	No Change in Trash Schedule ***BULKY ITEMS WILL BE PICKED UP ON THURSDAY***
--------------------	--------	-----------------------	---

- 4) We have scheduled our Spring Mulch Give-away for March 21st from 7:00 am until 12:00 pm, for the citizens of Spencer. **Delivery will be available for In-Town residents only. Three deliveries per household maximum.** This date corresponds with the normal recycling Saturday, so the recycling center at the Public Works Department will also be open.
- 5) The final lights from Christmas have been removed and the crepe myrtles have been trimmed in the planters downtown.
- 6) We have completed the trimming part of a larger project at Library Park. All of the bushes have been trimmed, and several of the trees have been pruned, especially the ones around the flagpole. We are in the process of doing some pressure washing and mulching to get this park in shape for spring activities.
- 7) We have removed the overgrown/diseased trees in the rear of Town Hall. It has really opened up the roadway by several feet, and the parking lot as well. We will be spraying and mulching the bed in the coming weeks to complete this project. We intend to improve the looks of the fence line area with better landscaping when possible.
- 8) We have cleaned the dead debris out of several areas along the NCTM side of Salisbury Avenue. We will continue working along this area to remove the remainder of the unsightly material.
- 9) We have posted the job opening for a general laborer's position on the Town Website. We have had seven to apply so far, and we are in the process of going over their applications. Once we have completed this process, we will begin interviews with the most qualified candidates. As always, if you know of someone that is interested, please have them go to the website and submit an application. Chad Eagle has been filling in a little extra to help fill this position during the hiring process. We will continue this process until this position is filled.
- 10) We have had quite a few potholes to show up after the plowing of the streets during the snow. We will be fixing them as time and materials are available. Please let Public Works or Town Hall know if you see one that needs attention.
- 11) **Final CCAP update:**
The live stakes did finally arrive and were planted on February 16th under the supervision of Chris Sloop from Rowan County, and several engineers from the NC Department of Agriculture. We planted one-hundred stakes of Black Willow and one-hundred stakes of Silky Dogwood, both native plants to the area. We will be keeping an eye on them to make sure that they survive and make adjustments as necessary. This completes this project and the proper paperwork has been submitted so that we can be reimbursed the final 25%, or \$5,000 closing out this grant.

12) Update: Chicken Springs Dam

We are staying in touch with our engineers 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 have received news that we did receive the grant, which we had applied for some time ago, and have had several meetings with our engineers and DEQ to discuss options for fixing the pond in Stanback Forest. We are in the process of figuring out the match portion of the grant and which solution to go with for repairing the dam.

13) Since last report:

There was 1 abatement issued and was completed by the Property Owner.

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

Monthly Events:

March 5th & 6th	-	Annual Planning Retreat
March 21st	-	Spring Mulch Giveaway
April 3rd	-	Good Friday
April 5th	-	Easter

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Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . f.

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- Bank Reconciliations are up to date as of February.
- The LGC has accepted/approved the FY25 audit. We anticipate some kind of communication regarding the FO bond.
- Fund 32 has been corrected but we're still working on Fund 48. All actual revenues and expenses are accounted for, just not in the correct fund.
-

Sales and Use Tax Distributions As of March		
January distributions are March revenues		
	FY 25	FY26
Total Revenues	714,525.62	738,823.99
FY26 vs FY25 @ March Reporting		3.4%

Financial Impact: N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

03/02/26
13:41:10

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 2 / 26

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			2,339,419.52	2,489,377.00	-149,957.48	94 %
* Intergovernmental - 42xx			952,421.69	1,695,954.00	-743,532.31	56 %
* Investment income - 43xx			35,313.90	60,000.00	-24,686.10	59 %
* Sale of Services - 44xx			179,571.01	320,926.00	-141,354.99	56 %
* Fees and Fines - 45xx			54,878.70	49,200.00	5,678.70	112 %
* Grants & Donations - 46xx			45,739.82	62,473.00	-16,733.18	73 %
* Miscellaneous - 47xx			62,516.30	25,578.00	36,938.30	244 %
* Transfers and Appropriations -				436,495.00	-436,495.00	0 %
Total Revenue			3,669,860.94	5,140,003.00	-1,470,142.06	71 %
Expenses						
Governing Body	225,918.18	28,756.66	254,674.84	330,277.00	-75,602.16	77 %
Administration	487,348.13	74,434.31	561,782.44	760,521.00	-198,738.56	74 %
Police	1,128,283.88	53,080.59	1,181,364.47	1,813,573.00	-632,208.53	65 %
Fire	606,331.92	8,430.71	614,762.63	1,006,385.00	-391,622.37	61 %
Parks & Recreation	16,344.88		16,344.88	22,088.00	-5,743.12	74 %
Library	29,386.73		29,386.73	49,417.00	-20,030.27	59 %
Streets	358,808.04	685.68	359,493.72	524,380.00	-164,886.28	69 %
Solid Waste	269,931.35	167.73	270,099.08	409,926.00	-139,826.92	66 %
Debt Service	95,040.31		95,040.31	223,436.00	-128,395.69	43 %
Total Expenses	3,217,393.42	165,555.68	3,382,949.10	5,140,003.00	-1,757,053.90	66 %
Net Income			286,911.84			

Tax Reveue is at 94% of budget. Per the January tax reports (February revenue), we're at a 93.52% collection for real property. Miscellaneous Income is 244% due to the receipt of the Helene reimbursement of \$20,900

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20 Powell Bill

Account		Expended				
Object	Description	Current YTD	Encumber YTD	Committed	Budget	Variance
						% Committed
	Revenue					
*	Tax Revenues - 41xx			7,265.00	13,000.00	-5,735.00
*	Intergovernmental - 42xx			133,069.95	134,902.00	-1,832.05
*	Investment income - 43xx			5,853.76	7,690.00	-1,836.24
						56 %
						99 %
						76 %
	Total Revenue			146,188.71	155,592.00	-9,403.29
						94 %
	Expenses					
	Streets	43,987.43		43,987.43	155,592.00	-111,604.57
						28 %
	Total Expenses	43,987.43		43,987.43	155,592.00	-111,604.57
						28 %
	Net Income			102,201.28		

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21 HI Reimbursement

Account		Expended		Committed	Budget	Variance	% Committed
Object	Description	Current YTD	Encumber YTD				
	Revenue						
*	Transfers and Appropriations -			45,000.00		45,000.00	
	Total Revenue			45,000.00		45,000.00	
	Expenses						
	Administration	35,734.20		35,734.20		35,734.20	
	Total Expenses	35,734.20		35,734.20		35,734.20	
	Net Income			9,265.80			

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31 ARPA

Account	Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
		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			

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32 Stormwater Grant

Account		Expended					
Object	Description	Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
	Revenue						
*	Grants & Donations - 46xx			130,593.00		130,593.00	
*	Transfers and Appropriations -				214,828.00	-214,828.00	0 %
	Total Revenue			130,593.00	214,828.00	-84,235.00	61 %
	Expenses						
	Streets	142,555.75	48,247.21	190,802.96	214,828.00	-24,025.04	89 %
	Total Expenses	142,555.75	48,247.21	190,802.96	214,828.00	-24,025.04	89 %
	Net Income			-60,209.96			

Reimbursement requests have been submitted.

There are two items that were posted in revenue in August 2025 that should have been posted to the accounts receivable line as of 6/30/25. I am working on this correction.

The remaining balance on this project is \$48,247.21 from the original grant of \$400,000.

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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 %
* Transfers and Appropriations -					34,722.00	-34,722.00	0 %
Total Revenue				113,532.00	282,397.00	-168,865.00	40 %
Expenses							
Governing Body		44,404.39	15,987.00	60,391.39	20,808.00	39,583.39	290 %
Administration		30,591.95	24,803.66	55,395.61	161,589.00	-106,193.39	34 %
Parks & Recreation			11,100.00	11,100.00	100,000.00	-88,900.00	11 %
Total Expenses		74,996.34	51,890.66	126,887.00	282,397.00	-155,510.00	45 %
Net Income				-13,355.00			

This fund consists of these projects:

Mural Project - one open PO for the 4th St side of park plaza

EB-5861 -

NC Finishin Co Site - \$98,800 grant - Aprox \$24,700 remaining

Grants Creek Blueway - beginning work

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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			

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62 DT Park Project

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
Revenue							
*	Grants & Donations - 46xx			1,973,319.00	2,060,000.00	-86,681.00	96 %
*	Transfers and Appropriations -			403,000.00	403,000.00		100 %
Total Revenue				2,376,319.00	2,463,000.00	-86,681.00	96 %
Expenses							
	Parks & Recreation	2,379,983.89		2,379,983.89	2,463,000.00	-83,016.11	97 %
Total Expenses		2,379,983.89		2,379,983.89	2,463,000.00	-83,016.11	97 %
Net Income				-3,664.89			

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63 17ST SW Improvements

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
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			

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64 CDBG-NR

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	% Committed
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		480,921.11		480,921.11	750,000.00	-269,078.89	64 %
Total Expenses		480,921.11		480,921.11	750,000.00	-269,078.89	64 %
Net Income				-80,318.54			

Project #4 should be complete by the end of March and final expenses submitted for reimbursement requested.

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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			

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66 NC Finishing Co Site Infra

Account		Expended	Encumber YTD	Committed	Budget	Variance	% Committed
Object	Description	Current YTD					
	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			

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90 Capital Reserve

Account		Expended		Committed	Budget	Variance	% Committed
Object	Description	Current YTD	Encumber YTD				
Revenue							
* Transfers and Appropriations -					131,643.00	-131,643.00	0 %
Total Revenue					131,643.00	-131,643.00	0 %
Expenses							
Police		60,960.10	2,189.32	63,149.42	71,643.00	-8,493.58	88 %
Solid Waste		59,611.20	388.80	60,000.00	60,000.00		100 %
Total Expenses		120,571.30	2,578.12	123,149.42	131,643.00	-8,493.58	94 %
Net Income				-123,149.42			

transfers from GF to Fund 90 need to be made.

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #: ____ . 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 will meet on Wednesday, March 4, 2026.
 - Plan to approve the report and work plan to present to the Board of Aldermen during the Strategic Planning Session.
- Grants/Projects
 - Special Projects Planner Joe Morris is continuing to seek funding for the proposed children's play area in the Spencer Town Park.
- Events
 - First 2026 Talk of the Town was on February 17 and discussed Police and Code Enforcement.
 - First 2026 Neighborhood Walk is on March 17 in partnership with the N.C. Transportation Museum; involves a walking tour led by NCTM volunteer Lucas Safrit and museum staff.
- Spencer Public Library
 - Hosted a Black History Month program with Essie Academy, welcoming elementary and middle school students for educational activities. Younger students met local author Yvonne Hampden, who read from her new book and shared stories about the Great Migration, with themed giveaways for participants.
 - Middle school students participated in an interactive music session with Nate Brown of South Carolina, who demonstrated the history and cultural origins of Caribbean steel drums and African drums and invited students and teachers to play.
 - On February 18, local author Ivy Ashley presented a free community program on recognizing and addressing toxic relationships.
 - The library welcomed more than 102 patrons during the month.



NATE BROWN PLAYING AFRICAN DRUMS FOR MIDDLE SCHOOL STUDENTS FROM ESSIE ACADEMY.



LOCAL AUTHOR IVY ASHLEY WITH PROMOTIONAL MATERIAL FOR HER BOOK DADDY ISSUES.

Spencer Public Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/ Tutors	Corresponding Due Date
Mon., 2/2/2026	CLOSED							2/17/2026
Tue., 2/3/2026	1	4						2/18/2026
Wed., 2/4/2026		1						2/19/2026
Thu., 2/5/2026	5							2/20/2026
WEEK TOTAL:	6	5						
Mon., 2/9/2026	65	4		15	4		1	2/24/2026
Tue., 2/10/2026	3							2/25/2026
Wed., 2/11/2026	5	2		1	1		1	2/26/2026
WEEK TOTAL:	73	6		16	5		2	
Mon., 2/16/2026	5	2						3/3/2026
Tue., 2/17/2026	CLOSED							3/4/2026
Wed., 2/18/2026	10	3						3/5/2026
WEEK TOTAL:	15	5						
Mon., 2/23/2026	1	6						3/10/2026
Tue., 2/24/2026	1							3/11/2026
Wed., 2/25/2026	6	1						3/12/2026
WEEK TOTAL:	8	7						
MONTH TOTAL:	102	23		16	5		2	

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Rowan's Original Gateway.

Agenda Item Coversheet

Meeting Date: 03/10/2026

Agenda Item #:

Agenda Item Title: Town Manager's Report (written only)

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Please accept my monthly report in written form

I apologize for my absence at the regular meeting this month. I have strived to fulfil my duty of being present at all meetings of the Board of Aldermen throughout my five years with the Town, including careful scheduling of vacation time. However, we had the opportunity for a special family vacation while Rowan-Salisbury Schools is on Spring Break, and I greatly appreciate being able to spend that time together. Thank you to our outstanding staff, who continue our service to the community; I look forward to being back next week!

School visits and partnership

In February, we started our second year of a two-week civic education experience for Salisbury Academy Upper School. The program includes three days of school visits from Town staff and elected officials, followed by a field trip to some of our Town facilities. The tenth grade students are using a free textbook provided by the UNC School of Government to prepare for our visits: <https://pressbooks.pub/localgovernment/>. The idea is to describe work of our team and the community services we provide, help them understand the variety of career possibilities in local government, and also share the many ways people (even young people) can get involved.

We have also responded to a request about job shadowing possibilities with North Rowan High School. We have shared some ideas with NRHS about working with them, or incorporating into the RSS district-wide CTE community partner program.

HHPD Chicken Springs Dam grant update

In 2024, staff worked with our consultants, Hazen, to submit a grant application to NC DEQ for the inclusion of the Chicken Springs Dam improvements project on the State's list for FY24 FEMA high hazard potential dam (HHPD) grant funding. The grant application requested funding for design needed to prepare plans and gather permits for the project to rehabilitate the dam to required standards, covering 65 percent

of these costs. After two years, we recently heard from NCDEQ that FEMA has approved the project, under the FEMA HHPD Grant Award EMA-2024-GR-05011. The project has been approved for \$325,000 which includes a Federal grant of \$211,250 and a local cost-share amount of \$113,750.

Our project team has worked over the last several years to address NCDEQ notices of deficiency related to this facility and appreciates the support of NCDEQ and FEMA in planning for improvements. However, the significant cost-share portion still needs to be identified to move forward.

After continued study and in coordination with grant-funded recreation projects in the same vicinity, we believe there may be another alternative for reducing the hazard associated with this facility that was not expressed in the grant application. We are working to share this additional concept with the NCDEQ team, to help determine how best to proceed and maximize resources available. We hope exploration of this additional alternative can be added to the project scope, because we believe the overall project that would be constructed has a high likelihood of cost savings over the other alternatives that were envisioned.

Attachment(s): ☐ Yes ☒ No