



**Board of Aldermen
Pre-Agenda Meeting
Agenda Packet
September 3, 2026**



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

DATE
September 3, 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. PUBLIC HEARING – Proposed Economic Development Incentive for Crow Holdings Development at 626 Willow Creek Drive**
- 4. PUBLIC HEARING – Proposed Designation of 600 & 520 South Salisbury Avenue for Economic Development Purposes**
- 5. PUBLIC HEARING – Proposed Conveyance of 600 & 520 South Salisbury Avenue to October Ninth Investments, LLC for Economic Development Purposes**
- 6. PUBLIC HEARING – Proposed Rezoning of Parcel 034 004 Located on John St. from Single Family Residential 3.00 units/acre (SFR-3) to the Residential Main Street Transition (RMST) Zoning Classification**
- 7. CONSIDER ADOPTING – Resolution 26-12 Declaring 600 South Salisbury Avenue (Parcel No. 032-112) and 520 South Salisbury Avenue (Parcel No. 032-135) to be Held for Economic Development Purposes Pursuant to N.C.G.S. § 158-7.1**
- 8. REVIEW OF SEPTEMBER 8, 2026, AGENDA**
 - 1. CALL TO ORDER – Mayor Jonathan Williams**
 - 2. INVOCATION – TBD**
 - 3. PLEDGE OF ALLEGIANCE – Mayor Jonathan Williams**
 - 4. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA**
 - 5. RECOGNITIONS**
 - 6. PUBLIC COMMENT** *This agenda item is included to allow input to the Board of Aldermen from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Board of Aldermen must provide their name, address, and topic to be addressed. The Board will listen and may or may not respond at their discretion*

or may decide to place a topic on a future agenda. A speaker will be allowed three (3) minutes to speak.

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

- a. **APPROVAL OF MINUTES:** August 6, 2026, Pre-Agenda Meeting Minutes
 August 11, 2026, Regular Meeting Minutes

8. **RECEIVE PRESENTATION – Rowan County Public Health Regarding Recreational Partnership Opportunities**

9. **CONSIDER APPOINTING - Greg Lambeth, II, to the Historic Preservation Commission (HPC) for a 4-Year Term Expiring September 30, 2030**

10. **RECEIVE UPDATE – 17th Street Stormwater Improvement Project and Consider Authorizing Draft Deed of Easements for the Project**

11. **RECEIVE REPORT – Potential Use of the Design/Build Delivery Method for Procurement of Qualified Designers and Contractors for the Rocky Branch Loop Trail**

12. **RECEIVE PRESENTATION – Spencer Growth and Prosperity**

13. **CONSIDER ADOPTING – Resolution 26-13 Approving Conveyance of 600 South Salisbury Avenue (Parcel No. 032-112) and 520 South Salisbury Avenue (Parcel No. 032-135) for Economic Development Purposes Pursuant to N.C.G.S. § 158-7.1**

14. **CONSIDER ADOPTING – Resolution 26-14 Granting an Economic Incentive Grant Pursuant to N.C.G.S. § 158-7.1 and the Town of Spencer's Investment Grant Program Adopted June 14, 2022, for Crow Holdings Development at 626 Willow Creek Drive**

15. **CONSIDER ADOPTING – Ordinance 26-12 Rezoning Parcel 034 004 Located on John St. from Single Family Residential 3.00 Units/Acre (SFR-3) to the Residential Main Street Transition (RMST) Zoning Classification**

16. **CONSIDER ADOPTING – Budget Ordinance Amendment 26-04.002 Appropriating Funds for the Stanback Educational Forest Shelter**

17. **CONSIDER ADOPTING – Ordinance 26-13 an Ordinance Adopting and Enacting a New Code for the Town of Spencer, North Carolina**

18. **DEPARTMENTAL REPORTS**

- a. Planning
- b. Code Enforcement
- c. Police
- d. Fire
- e. Public Works

- f. Finance*
- g. Active Living*

19. TOWN MANAGER REPORT

20. REQUESTS & COMMENTS by the Mayor and Board Members

21. EXECUTIVE SESSION per NC General Statute 143-318.11 (if necessary)

22. ADJOURNMENT

9. EXECUTIVE SESSION per NC General Statute 143-318.11 (if necessary)

10. ADJOURNMENT

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/03/2026

Agenda Item Title: Willow Creek Industrial Incentive Package

Category: Pre-Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Planner

Explanation:

Developer has requested an economic incentive package consistent with Town's policy

Financial Impact:

None.

Recommendations:

Hold a legislative public hearing to consider sale of property per NCGS 158-7.1

Attachment(s): ☒ Yes ☐ No

1. memo
2. slide presentation pdf
3. Incentive request

MEMO

Date: August 17, 2026

By: Steve Blount, Town Planner

RE: Willow Creek Industrial Development

Incentive Request

Narrative:

History

Development of this 80-acre site on the east side of I-85 located along the Willow Creek Drive began in early 2023 and proceeded through annexation, rezoning and site plan design and review before being abandoned by that first developer. A new developer, Crow Holdings Development has picked up this project and completed site plan review and approval along with preliminary approval of Salisbury Rowan Utilities (SRU) for off-site water and sewer main extensions and connections, and with NCDOT for traffic flow improvements at their entrance off Willow Creek and at the intersection of Willow Creek Drive and Long Ferry Rd. In light of these off-site costs, Crow is requesting an incentive grant from the Town of Spencer.

Incentive Request

The Town of Spencer adopted an Incentive Grant Program in 2022 in hopes of attracting high quality industrial development to our town. The developer has estimated that the two building development totaling 1,117,000 sq. ft. in size will require an approximate investment of \$80 million with potentially another \$40 million in plant upfit and equipment valuation. Based on the initial \$80 million investment, this project qualifies for a Level 2 Grant in our Incentive Grant Program. A Level 2 incentive grant amount is based on the actual property tax increase due to improvements of the property. The Town pays the developer 75% of this amount for five years. Based on the \$80 million and current tax rates, this would net the developer \$1,891,500 over five years and the Town \$630,500 over that same period. After the five year period, the Town's tax revenue increase from this project \$504,400/year.

Staff Recommendation

Long term property tax revenue increases would be enough to recommend approval of this project but there are other benefits that will accrue. Obviously, many jobs will be created by this project. The type and number of jobs won't be known until the buildings are leased or sold but based just on the large footprints of the buildings, we would expect the numbers to be high.

While we have seen much interest in developing commercial and industrial buildings along the Long Ferry Road corridor, this will be the first under construction. With its national developer's reputation and its prominent location along I-85, this development will likely serve as a

motivator to those other projects already planned and as an attractor to others looking in the area. Economic development terms like “cluster effect” and “tipping points” would apply.

Even with these benefits, approving incentive requests causes heartburn to staff and elected officials alike. It is unfortunate that it takes these types of economic incentives to remain competitive in a market where the developers have many places to choose from. Without these incentives, this and other projects might and probably would go to other communities. Remember, while we will only be getting 25% of the tax revenue for the first five years, 100% of nothing is nothing.

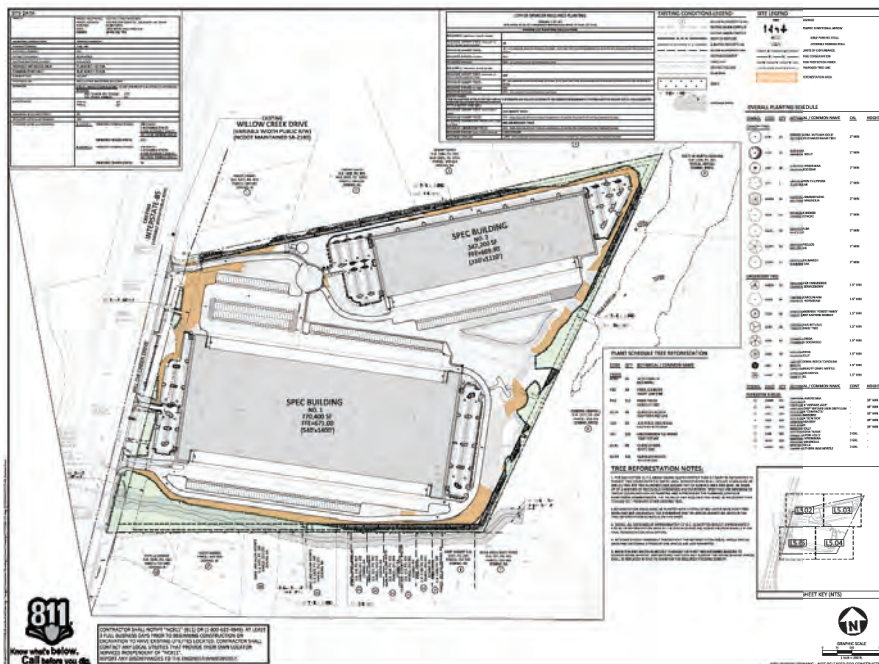
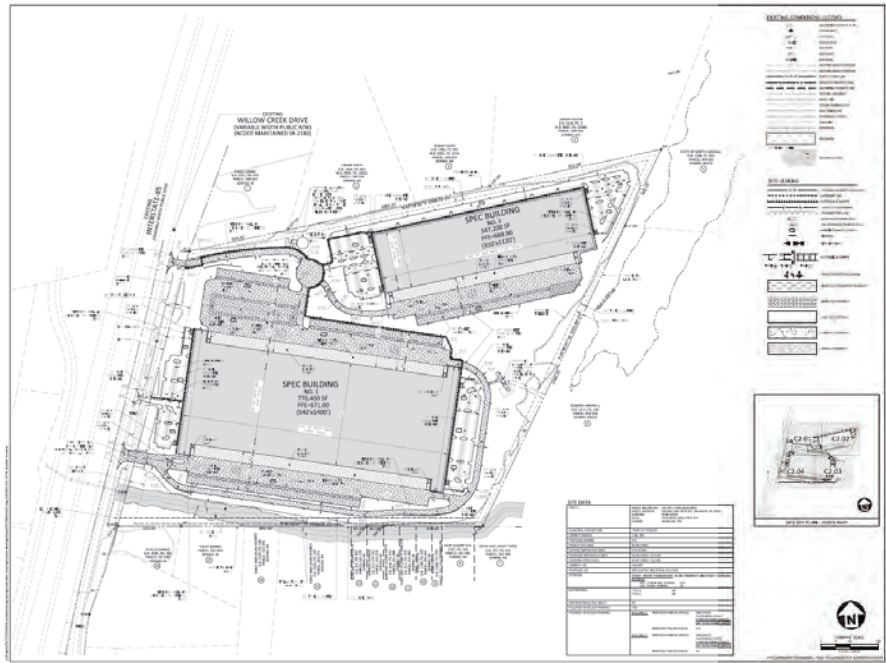
Based on the statistics provided, staff recommends approval of a Level 2 Economic Incentive Grant for this project and asks that you approve the grant in principle and authorize staff to work with the developer on the grant language and details.

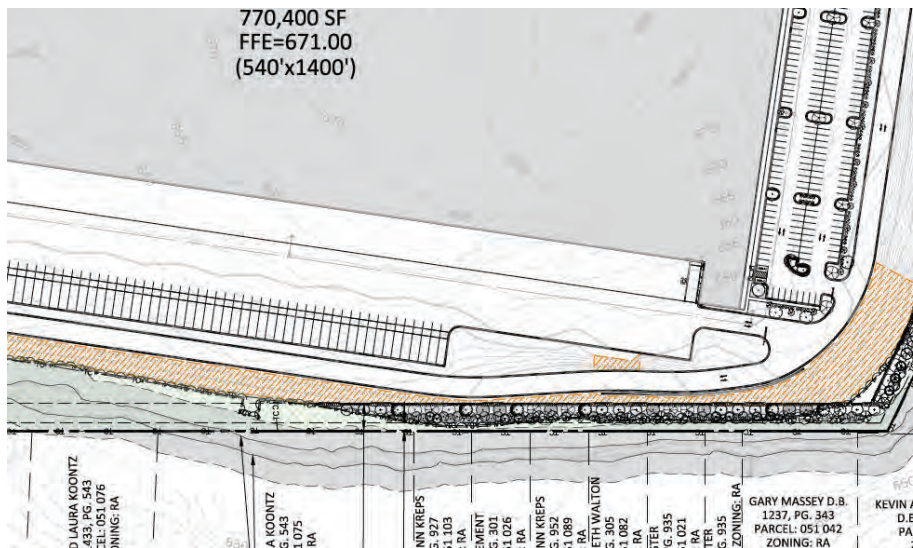
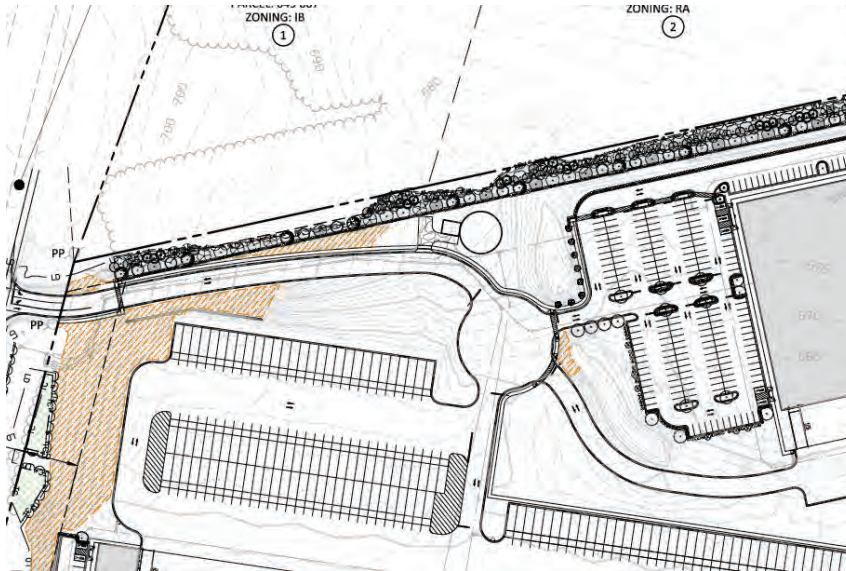
Willow Creek Drive Industrial Development

Incentive Grant Request









TREE REFORESTATION NOTES:

1. PER SDO SECTION 11.7.1, AREAS HAVING SLOPES STEEPER THAN 3:1 MUST BE REFORESTED TO PROVIDE TREE COVER OVER THE ENTIRE AREA. REFORESTATION SHALL INCLUDE A MINIMUM OF ONE (1) TREE PER TWO HUNDRED (200) SQUARE FEET OF SURFACE AREA AND SHALL BE MADE UP OF A MIXTURE OF DECIDUOUS HARDWOOD AND EVERGREEN TREES THAT ARE MINIMUM OF TWELVE (12) INCHES HIGH AT PLANTING AND APPROVED BY THE PLANNING, ZONING & SUBDIVISION ADMINISTRATOR. THE TRUNK OF ANY REQUIRED TREE SHALL BE NO CLOSER THAN TEN (10) FEET FROM ANY OTHER EXISTING TREE.
2. REFORESTATION AREAS SHALL BE PLANTED WITH A TOTAL OF 882 NATIVE BARE-ROOT TREE SEEDLINGS (602 DECIDUOUS / 322 EVERGREEN) PER THE SPECIES QUANTITIES LISTED IN THE TREE REFORESTATION SCHEDULE ON THIS SHEET.
3. INSTALL ALL SEEDLINGS AT APPROXIMATELY 15' O.C. QUANTITIES REFLECT APPROXIMATELY 4.05 AC OF REFORESTATION AREA AT THE SPECIFIED SPACING; ADJUST PROPORTIONALLY IF THE FINAL REFORESTATION AREA DIFFERS.
4. INTERMIX SPECIES RANDOMLY THROUGHOUT THE REFORESTATION AREAS. SINGLE-SPECIES GROUPING EXCEEDING 3 TREES OF ONE SPECIES ARE NOT PERMITTED.
5. MAINTAIN AND WATER AS NEEDED THROUGH THE FIRST TWO GROWING SEASONS TO ACHIEVE ESTABLISHMENT. ANY SEEDLING THAT DOES NOT SURVIVE THE ESTABLISHMENT PERIOD SHALL BE REPLACED IN KIND TO MAINTAIN THE REQUIRED STOCKING DENSITY.

80 Acre site, east side of Willow Creek Drive

Two Buildings

770,000 sq ft + 347,000 sq ft = 1,117,000 sq ft total

Estimated investment for buildings = \$80,000,000

Estimated investment in machinery and plant upfit = \$40,000,000
(based on similar projects)

3. Requested Assistance

Existing Investment Grant Program

Spencer's adopted Investment Grant Program provides a five-year grant to companies investing in the Town. The grant is established by a contract between the company and the Town of Spencer. The company must pay their taxes in full each year based on the actual tax value of the property or investment to be eligible to receive the grant. If the company meets all the criteria in the contract, a grant is then paid to the company. The amount of the grant is based on a designated percentage level for five consecutive years. Below is a chart that summarizes the categories of grants, including the minimum investment required and the percentage of new taxes paid that would be used to calculate the grant:

<i>Grant Category</i>	<i>Minimum Taxable Investment Required</i>	<i>Percentage of Paid Taxes Returned as a Grant</i>
Level 1 Grant	\$5 million	50%
Level 2 Grant	\$50 million	75%
Level 3 Grant	\$100 million	85%

Requested Assistance

Based on Crow's potential investment of \$80 million for this project, the company would typically qualify for a Level 2 Grant under this program, which would provide them with a five-year grant equal to 75% of new taxes paid on both real and business personal property.

The evolving nature of Town tax rates, assessed value of the installed equipment, and construction timelines require certain assumptions in order to develop a functioning model. To establish a baseline, the following constants were applied:

- The Town tax rate is fixed at the current rate of .6305
- Total taxable investment is \$80 million
- Construction on both buildings run concurrently

In application, it is unlikely that all assumptions will hold constant. The model provides general trends of expected revenues and expenditures. Based on these assumptions, we estimate the following outcomes:

- During the five incentivized years, the Town would stand to collect \$2,522,000 in revenue and provide incentive grants totaling \$1,891,500. The Town would retain \$630,500 of revenue during the incentive term.
- Modeled with a 10-year horizon, the Town would stand to collect an estimated \$5,044,000, disburse a \$1,891,500 grant and retain an estimated \$3,152,500 of new revenue.

July 30, 2026



PARTNERSHIP for ECONOMIC DEVELOPMENT
SALISBURY, NC

Be an original.

ECONOMIC
IMPACT
SUMMARY

SUMMARY OF PROPOSED INDUSTRIAL
DEVELOPMENT BY CROW HOLDINGS



July 30, 2026

The Honorable Jonathan Williams &
Town of Spencer Board of Aldermen
Post Office Box 45
Spencer, NC 28159

Re: Summary of Proposed Industrial Development by Crow Holdings

Dear Mayor Williams and Board Members:

On behalf of your Economic Development Council, please allow me to present to you this summary of the proposed industrial development by Crow Holdings in Spencer.

We are optimistic that, with your support, this project will reach a successful conclusion, creating new employment and expanding the non-residential tax base in Spencer. This document addresses the primary drivers and impacts of the project and is designed to provide the information necessary for the Board to consider their request for assistance.

We sincerely hope that you find this document a useful resource as you consider this matter. We have made substantial efforts to gather the most relevant information possible regarding the potential impacts this project could have on the Town and its citizens.

In the preparation of this document, we have strived to utilize factual data and realistic projections. It is our intent that this document serves as a resource as you deliberate potential actions.

Please do not hesitate to contact our office with any questions you may have regarding this matter. We look forward to your feedback.

Sincerely,



Scott Shelton
Vice President

Contents

- 1. Project Description**
- 2. Regulatory Approval Process**
- 3. Requested Assistance**
- 4. Town Revenue Projections**
- 5. Closing**
- 6. Attachments**

1. Project Description

About The Company

Founded in 1948, Crow Holdings (Crow) is a privately-held real estate and investment firm based in Dallas, Texas. Through its subsidiary, Crow Holdings Development, the company specializes in building modern industrial, multi-family, and office properties in major markets across the United States. According to the company's LinkedIn page (www.linkedin.com/company/crow-holdings-l-l-c-) Crow currently has \$35 billion of assets under management.



Prior Crow Projects in Rowan County

In 2022, Crow began construction on Innovation Logistics Center, a speculative industrial building park, located on Peeler Road in Salisbury. Two buildings, totaling 1.1 million square feet were completed, with Crow investing over \$100 million into the project. In 2023, DHL Supply announced it would be occupying one of the buildings for a new distribution center that will create 80 new jobs and invest an additional \$40 million in tenant improvements. Earlier this month, American Eagle Outfitters announced it will occupy the second building, creating over 200 new jobs and investing an additional \$41 million in tenant improvements.



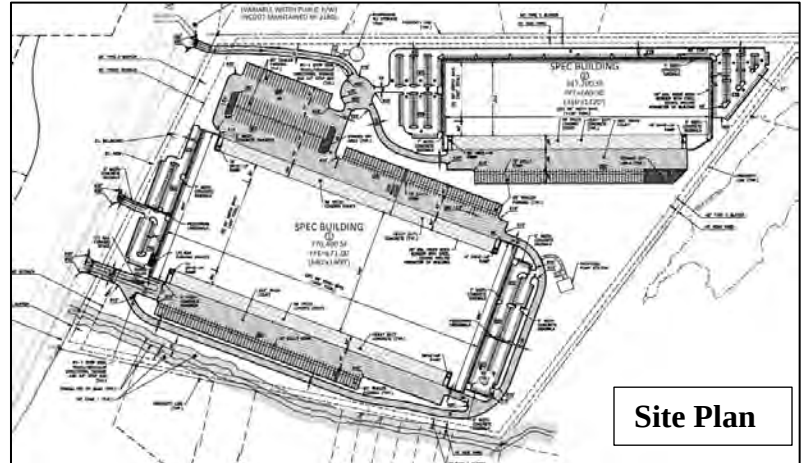
About Crow's Proposed Project

Crow is seeking a site in the Charlotte region along the I-85 corridor for a new industrial park. The company has identified property on Willow Creek Drive as a potential location.

The proposed site is approximately 83 acres and is located at 626 Willow Creek Drive (parcel number 051 070). The site was recently annexed into Spencer.



If acquired, Crow plans to construct two buildings totaling 1.1 million square feet at this location. The larger building would be a 770,000 square foot cross dock facility. The smaller building would be a 347,000 square foot rear load facility. Total capital investment for this project is estimated to be approximately \$80 million. Construction is anticipated to begin in either the fourth quarter of 2026 or the first quarter of 2027.



Once completed, these buildings would either be leased or sold to companies seeking to locate or expand their businesses in Spencer. The number of new jobs created and amount of capital investment in business personal property will be determined by the end users of these new buildings.

A larger site plan of the proposed development is included at the end of this document.

Infrastructure Improvements

Providing utilities to the site will require the extension of an approximately 4,400 linear foot water line (12-inch) to the northern property boundary, as well as approximately 5,300 linear feet of force main sewer (6-inch). A lift station will also need to be installed to serve the project and surrounding watershed.

Necessary road improvements will include:

- Installation of a traffic signal at Willow Creek Drive and Long Ferry Road
- Building an eastbound turn lane with 100 feet of full storage and taper
- Rebuilding the u-turn bulb for westbound u-turn vehicles

Crow is responsible for the cost of these infrastructure improvements, which the company estimates to be \$3.5 million.

2. Regulatory Approval Process

The property is currently zoned for industrial purposes. Crow will work with Town of Spencer and Rowan County staff to navigate the appropriate review and permitting process.

3. Requested Assistance

Existing Investment Grant Program

Spencer's adopted Investment Grant Program provides a five-year grant to companies investing in the Town. The grant is established by a contract between the company and the Town of Spencer. The company must pay their taxes in full each year based on the actual tax value of the property or investment to be eligible to receive the grant. If the company meets all the criteria in the contract, a grant is then paid to the company. The amount of the grant is based on a designated percentage level for five consecutive years. Below is a chart that summarizes the categories of grants, including the minimum investment required and the percentage of new taxes paid that would be used to calculate the grant:

<i>Grant Category</i>	<i>Minimum Taxable Investment Required</i>	<i>Percentage of Paid Taxes Returned as a Grant</i>
Level 1 Grant	\$5 million	50%
Level 2 Grant	\$50 million	75%
Level 3 Grant	\$100 million	85%

Requested Assistance

Based on Crow's potential investment of \$80 million for this project, the company would typically qualify for a Level 2 Grant under this program, which would provide them with a five-year grant equal to 75% of new taxes paid on both real and business personal property.

However, it is important to note that Crow's incentive request would apply only to real property improvements and taxes. Once a job-creating tenant states its interest in occupying the building, Crow would like the Town to consider offering an incentive grant to the tenant based on its taxable investments in business personal property.

In order to illustrate the fiscal impact of this potential project on the Town we have projected revenue returns over a 10-year period. These projections are provided below in Section 4.

We respectfully ask that the Board of Aldermen consider approving their request based on the potential impact on our community from the project.

4. Town Revenue Projections

If the Willow Creek Drive site is chosen, Crow plans to begin construction in either the fourth quarter of 2026 or first quarter of 2027. The overall investment timeline is based on information provided to the Rowan EDC by the company.

The evolving nature of Town tax rates, assessed value of the installed equipment, and construction timelines require certain assumptions in order to develop a functioning model. To establish a baseline, the following constants were applied:

- The Town tax rate is fixed at the current rate of .6305
- Total taxable investment is \$80 million
- Construction on both buildings run concurrently

In application, it is unlikely that all assumptions will hold constant. The model provides general trends of expected revenues and expenditures. Based on these assumptions, we estimate the following outcomes:

- During the five incentivized years, the Town would stand to collect \$2,522,000 in revenue and provide incentive grants totaling \$1,891,500. The Town would retain \$630,500 of revenue during the incentive term.
- Modeled with a 10-year horizon, the Town would stand to collect an estimated \$5,044,000, disburse a \$1,891,500 grant and retain an estimated \$3,152,500 of new revenue.

New Crow Holdings Development (Years 1-10):

		Year 1	Year 2	Year 3	Year 4	Year 5
Total Capital Investment	Total planned amount of project	\$80,000,000	\$80,000,000	\$80,000,000	\$80,000,000	\$80,000,000
Town Tax Rate	0.6305%	0.6305%	0.6305%	0.6305%	0.6305%	0.6305%
Town Tax Revenue	Local Taxable Capital Investment times Town Tax Rate	\$504,400	\$504,400	\$504,400	\$504,400	\$504,400
Investment Grant %	75% for 5 years.	75%	75%	75%	75%	75%
Investment Grant Amt	Town Tax Revenue times Investment Grant %	\$378,300	\$378,300	\$378,300	\$378,300	\$378,300
Town Net Revenue	Town Tax Revenue minus Investment Grant	\$126,100	\$126,100	\$126,100	\$126,100	\$126,100

		Year 6	Year 7	Year 8	Year 9	Year 10	Totals
Total Capital Investment	Total planned amount of project	\$80,000,000	\$80,000,000	\$80,000,000	\$80,000,000	\$80,000,000	\$80,000,000
Town Tax Rate	0.6305%	0.6305%	0.6305%	0.6305%	0.6305%	0.6305%	0.6305%
Town Tax Revenue	Local Taxable Capital Investment times Town Tax Rate	\$504,400	\$504,400	\$504,400	\$504,400	\$504,400	\$5,044,000
Investment Grant %	75% for 5 years.						
Investment Grant Amt	Town Tax Revenue times Investment Grant %	\$0	\$0	\$0	\$0	\$0	\$1,891,500
Town Net Revenue	Town Tax Revenue minus Investment Grant	\$504,400	\$504,400	\$504,400	\$504,400	\$504,400	\$3,152,500

5. Closing

The Town of Spencer and Rowan County are in need of new industrial buildings to enable our community to remain competitive in attracting new company locations and existing company expansions. Crow's proposed project will add multiple Class A buildings to our inventory as well as increase the Town's tax base.

Once these buildings are occupied, the community will benefit from new job creation and additional increases to the Town's tax base through business personal property investments.

On behalf of your Economic Development Council, we look forward to providing you with any additional information requested, or meeting with you personally to discuss these findings in detail. We hope that you have found this information useful as you consider this matter.

6. Attachments

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/03/2026

Agenda Item Title: 600 & 520 S Salisbury Ave Economic Development Project Public Hearings

Category: Pre-Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Planner

Explanation:

Town is working with developer to create class A office space at old Town Hall building and adjacent parking lot

Financial Impact:

None.

Recommendations:

Hold legislative public hearings to consider sale of property per NCGS 158-7.1

Attachment(s): ☒ Yes ☐ No

1. memo
2. slide presentation pdf
3. letter of intent

MEMO

Date: 8.18.26

By: Steve Blount, Town Planner

RE: 600 & 520 S Salisbury Ave Redevelopment

Narrative:

Originally built in about 1971 as a YMCA dormitory building, used in various ways through the years and home to Spencer's Town Hall and Police Department for many years, this structure was determined to have outlived its useful life and was closed in 2022 when the Town moved its current operation to 460 S Salisbury Ave. Due to its deteriorating condition and other factors, the Town was considering demolition so that at least the lot could be put to use or sold to an outside developer. Initial steps were taken to remove asbestos from the building. In all probability, the \$60,000 price tag for the demolition process is the only reason the building is still standing.

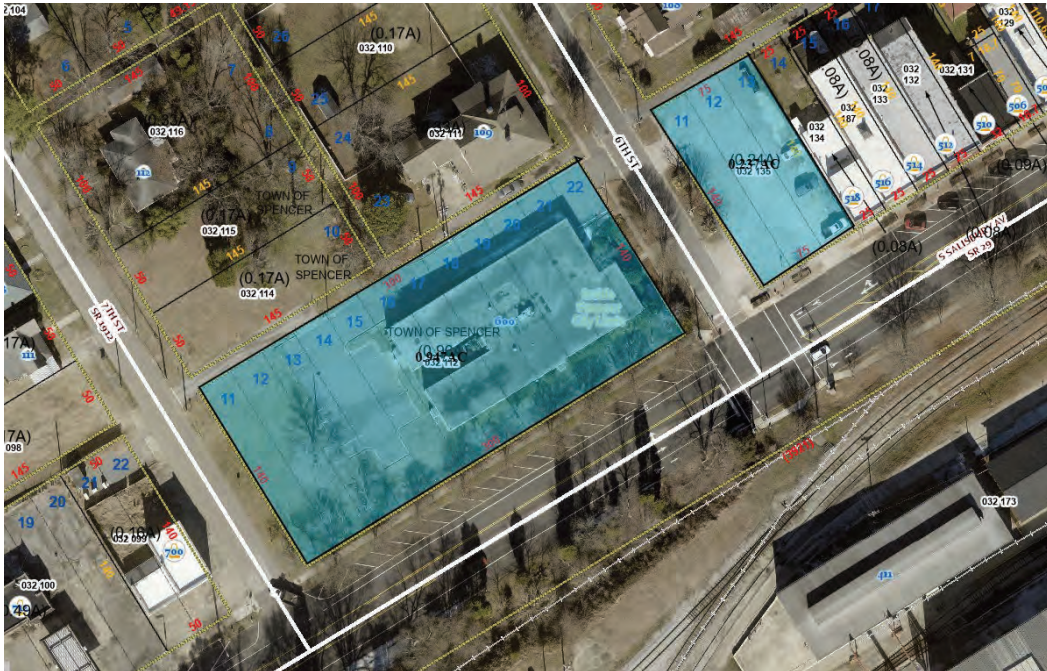
The Town has received a letter of intent from a local developer, October Ninth Investments, LLC, indicating their interest in purchasing this building and an adjacent parking lot as a redevelopment project. Their plan is to make major improvements to the existing structure, renovating it into the "Spencer Business Center", creating a "multi-tenant commercial office environment serving service providers, entrepreneurs, and small businesses within Spencer and the greater Salisbury market." Details of their offer can be found in their Letter of Intent.

Obviously, an investment of this magnitude in a currently derelict building at the entrance to our downtown area is an exciting prospect for our community. The increase in property tax base and creation of new jobs certainly gives adequate reason for support of this project. Creation of this type of private business operation also takes a significant step toward establishing something akin to the Business Incubator Center that was proposed some years ago.

Conclusion:

Based on these findings, staff recommends that after following proper procedures established in NC General Statutes for the sale of Town-owned property for economic development purposes, that staff be authorized to accept the developers Letter of Intent, and then take all necessary steps required to bring this project to fruition.

Parcel 032 112
Old Town Hall



View from S Salisbury Ave



View from 6th St



View from 7th St



View from 8th St

- Purpose of sale of property is to allow renovation of this unused government building into like-new office space.
- Developer will invest over \$1,000,000 to renovate building
- Developer will improve (pave, landscape) adjacent parking lot

Redevelopment Vision

- Approximately 17 private office suites
- Shared conference and training facilities
- Modernized common areas
- Executive-suite style positioning
- Disciplined premium adaptive reuse strategy



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600 S SALISBURY AVENUE
SPENCER, NORTH CAROLINA



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STRATEGIC LOCATION.
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SPENCERBUSINESSCENTER.COM

Letter of Intent



June 2, 2026

**RE: Letter of Intent to Purchase – 600 S Salisbury Avenue and 520 S Salisbury Avenue,
Spencer, North Carolina**

To:

Town of Spencer
c/o Town Manager
460 S Salisbury Avenue, Spencer, NC 28159

To Whom It May Concern,

October Ninth Investments, LLC (“Buyer”), a North Carolina limited liability company, is pleased to submit this Letter of Intent (“LOI”) to acquire certain real property located at 600 S Salisbury Avenue and 520 S Salisbury Avenue, Spencer, North Carolina 28159 (collectively, the “Property”), subject to the terms and conditions outlined herein. The proposed acquisition consists of the existing municipal building located at 600 S Salisbury Avenue together with the adjacent vacant parcel located at 520 S Salisbury Avenue, each currently owned by the Town of Spencer.

Buyer intends to pursue the adaptive reuse redevelopment of the Property as the “Spencer Business Center,” a professionally managed small-business and office redevelopment project designed to reposition the existing structure into a multi-tenant commercial office environment serving professional service providers, entrepreneurs, and small businesses within Spencer and the greater Salisbury market. As part of the proposed redevelopment, Buyer intends to improve the adjacent parcel through paving, parking, striping, landscaping, and related site enhancements intended to support the long-term viability and functionality of the project.

This LOI is intended solely to outline the principal business terms of the proposed transaction and shall serve as the basis for negotiating a formal Purchase and Sale Agreement (“PSA”) to be prepared in accordance with applicable North Carolina real estate law and customary commercial real estate transaction standards.

1. Buyer:

October Ninth Investments, LLC
(or its assigns, affiliates, or a newly formed development entity under common control)

2. Seller:

Town of Spencer, North Carolina

3. Property:

The real property located at 600 S. Salisbury Avenue, Spencer, North Carolina 28159, consisting of one parcel, together with all improvements, appurtenances, and rights thereto. Parcel Identification Numbers (PINs): 032 112

Letter of Intent



The real property located at 520 S. Salisbury Avenue, Spencer, North Carolina 28159, consisting of one parcel, together with all improvements, appurtenances, and rights thereto. Parcel Identification Numbers (PINs): 032 135

4. Purchase Price:

One Hundred Fifty Thousand Dollars (\$150,000.00 USD) payable in certified funds or wire at closing, subject to the terms of the PSA.

5. Earnest Money Deposit:

Buyer shall deposit Seven Thousand Five Hundred Dollars (\$7,500.00 USD) as earnest money into an escrow account maintained by Moretz Law, a licensed North Carolina closing attorney or title company, within three (3) business days following mutual execution of the Purchase and Sale Agreement (“PSA”). This deposit shall be fully refundable to Buyer for any reason during the Due Diligence Period as outlined below, provided Buyer delivers written notice of termination within that period. The escrow agent shall hold and disburse the funds in accordance with North Carolina real estate law and the terms of the PSA.

6. Due Diligence Period (Inspection Contingency):

Buyer shall have a period of ninety (90) calendar days commencing on the Effective Date of the Purchase and Sale Agreement (“PSA”) (the “Due Diligence Period”) to conduct all inspections, investigations, assessments, evaluations, testing, and approvals necessary for Buyer to determine, in Buyer’s sole and absolute discretion, the suitability of the Property for Buyer’s intended acquisition, redevelopment, and adaptive reuse purposes.

During the Due Diligence Period, Buyer and its agents, contractors, consultants, engineers, environmental professionals, attorneys, lenders, and representatives shall have the right to access the Property, upon reasonable notice to Seller, for the purpose of conducting any and all studies, inspections, and analyses deemed necessary or desirable by Buyer. Such investigations may include, without limitation:

- Phase I Environmental Site Assessment (ESA)¹;
- Title commitment and review to confirm marketable and insurable title;
- ALTA/NSPS Land Title Survey;
- Zoning, land use, and development feasibility review;
- Verification of utility availability, capacity, and infrastructure suitability;
- Financial modeling, engineering analysis, and any other relevant feasibility studies.

¹ Buyer acknowledges that Seller has previously undertaken asbestos abatement and related environmental remediation activities associated with the Property. Notwithstanding the foregoing, Buyer shall retain the right to conduct independent environmental investigations and testing, and Buyer’s obligation to proceed to Closing shall remain contingent upon Buyer’s sole satisfaction with the environmental condition of the Property and the adequacy of any prior remediation efforts.

Letter of Intent



During the Due Diligence Period, Buyer may terminate the PSA for any reason or no reason by providing written notice to Seller, in which case the Earnest Money Deposit shall be refunded in full to Buyer without penalty. Buyer may also elect to waive the remainder of the Due Diligence Period at any time by written notice, thereby triggering the Closing period to begin.

This Due Diligence structure is consistent with prevailing commercial real estate practice and enforceable under applicable North Carolina law.

7. Closing:

Closing shall occur no later than thirty (30) calendar days following the expiration of the Due Diligence Period (the “Closing Date”), unless extended by mutual written agreement of the parties. The Closing shall take place in the State of North Carolina and shall be conducted by Moretz Law, a duly licensed North Carolina real estate attorney selected by the Buyer, unless otherwise agreed. All funds shall be disbursed, and all documents recorded, in accordance with North Carolina real estate closing customs and applicable law.

8. Intended Use:

Buyer intends to acquire and redevelop the Property as the “Spencer Business Center,” an adaptive reuse commercial redevelopment project consisting of the renovation and repositioning of the existing $\pm 10,500$ square foot structure located at 600 S Salisbury Avenue into a professionally managed multi-tenant office and business services facility.

The redevelopment program currently contemplates approximately seventeen (17) private office suites, shared conference and training facilities, collaborative workspace, tenant amenities, and related common-area improvements designed to support small businesses, professional service providers, entrepreneurs, and satellite office users serving Spencer, Salisbury, and the surrounding Rowan County market.

As part of the redevelopment plan, Buyer intends to improve the adjacent parcel located at 520 S Salisbury Avenue through asphalt paving, parking striping, perimeter landscaping, and related site improvements intended to enhance parking capacity, circulation, accessibility, and the long-term operational functionality of the project.

Buyer’s intended use is consistent with a long-term adaptive reuse and economic development strategy designed to preserve and modernize the existing structure, reactivate underutilized municipal property, support local business growth, and contribute to the continued revitalization of the South Salisbury Avenue corridor within the Town of Spencer.

9. Title and Survey:

Seller shall deliver good, marketable, and insurable fee simple title to the Property at Closing, free and clear of all liens, claims, encumbrances, and defects, except for permitted exceptions as mutually agreed upon in the Purchase and Sale Agreement.

Buyer shall, at its sole cost, obtain and review the following during the Due Diligence Period:

Letter of Intent



- A current title insurance commitment, including all applicable endorsements, issued by a licensed title insurance company authorized to transact business in North Carolina;
- An ALTA/NSPS Land Title Survey prepared in accordance with current Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys.

Pursuant to Chapters 47 and 58 of the North Carolina General Statutes, Buyer shall require the issuance of both an Owner's Title Insurance Policy and, if applicable, a Lender's Title Insurance Policy at Closing. The title policies shall insure marketable and insurable title in the amount of the Purchase Price (and loan amount, if applicable), subject only to permitted exceptions.

10. Brokerage Disclosure:

This transaction shall be conducted in compliance with NCGS § 93A-6(a)(13) regarding broker disclosures and fiduciary duties.

The Buyer is represented by a licensed North Carolina real estate broker:

October Ninth Investments, LLC

c/o Sandra Toscano – Broker-in-Charge

The Seller and/or Seller's designated broker shall be solely responsible for any commissions or fees owed in connection with this transaction. No dual or undisclosed agency relationships are permitted. Each party agrees to indemnify, defend, and hold harmless the other from and against any claims for brokerage fees, commissions, or compensation made by any party claiming by or through them.

No broker commission shall be payable by Seller in connection with this transaction. Each party shall be solely responsible for any fees, commissions, or compensation arising from its own brokers, agents, advisors, or representatives and shall indemnify the other party from any claims arising therefrom.

Disclosure of Affiliated Interests:

Sandra Toscano, Broker-in-Charge and Managing Partner of October Ninth Investments, LLC, also holds an ownership interest in Bonaparte Castle, a property located adjacent to the subject Property. This disclosure is made in accordance with North Carolina Real Estate License Law to ensure transparency and avoid any appearance of conflict. Her ownership in the adjacent property does not influence the terms or intentions of this offer, which are based solely on market conditions, property characteristics, and investment criteria.

11. Contingencies:

This offer and Buyer's obligation to proceed to Closing are expressly contingent upon the satisfaction of the following conditions during the Due Diligence Period, each of which shall be subject to Buyer's sole and absolute discretion and satisfaction:

1. Completion and review of environmental due diligence acceptable to Buyer, including any Phase I Environmental Site Assessment ("ESA") and any additional environmental

Letter of Intent



investigation, testing, or analysis deemed necessary by Buyer or Buyer's environmental consultant.

2. Buyer's review and acceptance of all prior environmental reports, asbestos abatement documentation, remediation records, demolition preparation materials, permits, and related environmental materials associated with the Property.
3. Confirmation that no unacceptable environmental contamination, hazardous materials condition, underground storage tank issue, regulatory enforcement matter, or other environmental liability exists that would materially impair Buyer's intended redevelopment of the Property.
4. Delivery of good, marketable, and insurable fee simple title to the Property, subject only to permitted exceptions acceptable to Buyer.
5. Receipt and acceptance of a current title insurance commitment and any related title documentation reasonably required by Buyer or Buyer's lender.
6. Receipt and acceptance of a current ALTA/NSPS Land Title Survey showing no material encroachments, title defects, boundary disputes, easement conflicts, or other adverse conditions unacceptable to Buyer.
7. Confirmation that the Town of Spencer shall convey both parcels contemplated by this transaction, including the parcel located at 520 S Salisbury Avenue, under terms acceptable to Buyer, including the agreed infrastructure improvement consideration associated with the paving of 6th Street.
8. Confirmation that the Town of Spencer shall approve, support, or otherwise complete any rezoning, conditional zoning, land use entitlement, or other municipal approval reasonably necessary for Buyer's intended adaptive reuse redevelopment and commercial office use of the Property, including associated parking, site improvements, and related operational components contemplated by Buyer's redevelopment plan.

Buyer acknowledges that the Property consists of a decommissioned municipal facility intended for adaptive reuse redevelopment and, except as expressly provided herein or within the definitive Purchase and Sale Agreement, Buyer intends to acquire the Property in its existing "AS IS, WHERE IS" condition, with all faults known or unknown.

Failure of any of the foregoing contingencies to be satisfied or waived by Buyer during the Due Diligence Period shall entitle Buyer to terminate the Purchase and Sale Agreement by written notice to Seller, whereupon the Earnest Money Deposit shall be immediately refunded in full to Buyer and neither party shall have any further obligation to the other except for obligations expressly stated to survive termination.

Letter of Intent



12. Confidentiality:

Both parties agree to maintain the confidentiality of this Letter of Intent (LOI) and all subsequent negotiations, disclosures, and communications related to the proposed transaction. Neither party shall disclose the existence or contents of this LOI to any third party without the prior written consent of the other, except as may be required by:

- Legal or regulatory authorities;
- Financial institutions, attorneys, or consultants directly involved in the transaction; or
- Development, underwriting, or investor review purposes on a need-to-know basis.

Each party shall ensure that any such third parties to whom disclosure is made are bound by confidentiality obligations no less restrictive than those set forth herein.

13. Compliance with NC Law:

This transaction shall be governed by and construed in accordance with the laws of the State of North Carolina, including:

- NCGS Chapter 93A (Real Estate License Law);
- NCGS Chapter 47 (Real Property Instruments);
- NCGS Chapter 39 (Conveyances);
- Applicable local zoning and planning laws of the City of Salisbury and Rowan County.

All documents and procedures shall comply with North Carolina real estate closing customs, including use of a licensed North Carolina closing attorney for escrow, title, and disbursement.

14. Non-Binding Nature of this Letter:

This LOI is non-binding and shall not create any legal obligation or liability on either party except for Sections 10 (Brokerage), 12 (Confidentiality), and 13 (Compliance with NC Law), which shall be binding and enforceable. The parties agree to work in good faith to execute a mutually acceptable PSA incorporating the terms above.

Letter of Intent



15. Acknowledgement:

If these terms are acceptable, please acknowledge by countersigning below. We look forward to working toward a successful transaction.

Sincerely,

Sandra Toscano
Managing Partner
Real Estate Broker in Charge
October Ninth Investments, LLC
sandra@oct9th.com | 704.998.7860

ACKNOWLEDGED AND ACCEPTED:

TOWN OF SPENCER, NORTH CAROLINA

By: _____

Name: _____

Title: _____

Date: _____

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Public Hearing for proposed rezoning on John St Rd from SFR-3 to RMST

Category: Pre-Agenda

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

Explanation:

Property owner wants to rezone property to allow higher density to offset cost of infrastructure for a small residential subdivision

Financial Impact:

None.

Recommendations:

Hold a legislative public hearing

Attachment(s): ☒ Yes ☐ No

1. memo
2. slide presentation pdf

MEMO

Date: 7.30.26

By: Steve Blount, Town Planner

RE: John St Rezoning

Narrative:

This 3.21 acre parcel has been purchased by a Concord developer who plans to develop a small residential subdivision. As this development will require a new road and other infrastructure improvements, the developer would like to build out this property at a higher density than the current zoning classification will allow. Amending the zoning classification from SFR-3 to RMST will allow 12-16 lots to be created and homes to be built.

Existing zoning in this area includes primarily RMST to the east and south with SFR-2 & 3 to the west. Small to moderate sized homes on small lots is the prevalent development pattern in this area.

The Town's Comprehensive Land Use Plan supports higher density residential development in this area.

Conclusion:

Based on these findings, staff recommends that after proper procedure, notification, neighborhood meeting, and public hearings are held, that the Board of Aldermen vote to approve this rezoning and adopt the required Statement of Consistency for this action.

Rezoning Parcel 034 004

SFR-3 to RMST

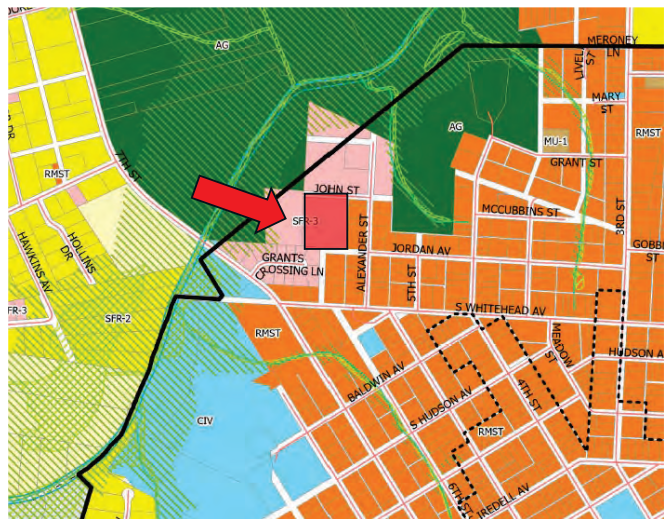
Future Residential Subdivision

- 3.21-acre parcel off John St with possible connection to Jordan Ave
- Rezoning needed for small residential subdivision (up to 16 single family homes or duplexes)
- Will require new road
- Existing RMST zoning to east and south of this property
- Water and sewer available









704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/03/2026

Agenda Item Title: Resolution 26-12 Declaring 600 South Salisbury Avenue (Parcel No. 032-112) and 520 South Salisbury Avenue (Parcel No. 032-135) to be Held for Economic Development Purposes Pursuant to N.C.G.S. § 158-7.1

Category: Pre-Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Planner

Explanation:

Town is working with developer to create class A office space at old Town Hall building and adjacent parking lot

Financial Impact:

None.

Recommendations:

Approve Resolution 26-12 Declaring 600 South Salisbury Avenue (Parcel No. 032-112) and 520 South Salisbury Avenue (Parcel No. 032-135) to be Held for Economic Development Purposes Pursuant to N.C.G.S. § 158-7.1.

Attachment(s): ☒ Yes ☐ No

1. Resolution 26-12

RESOLUTION 26-12
TOWN OF SPENCER
RESOLUTION DECLARING CERTAIN PROPERTY TO BE HELD FOR ECONOMIC DEVELOPMENT
PURPOSES PURSUANT TO N.C.G.S. § 158-7.1

WHEREAS, the Town of Spencer owns real property located at 600 South Salisbury Avenue (Parcel No. 032-112) and 520 South Salisbury Avenue (Parcel No. 032-135); and

WHEREAS, said properties include the former Spencer Town Hall building and an associated municipal parking lot; and

WHEREAS, the Town previously relocated its governmental operations from the former Town Hall to other municipal facilities; and

WHEREAS, the former Town Hall property has remained substantially vacant and underutilized for several years; and

WHEREAS, the Board of Aldermen has determined that the properties are no longer necessary for current or foreseeable governmental purposes; and

WHEREAS, redevelopment of the properties by a private entity has the potential to stimulate investment, encourage business growth, expand the tax base, create employment opportunities, and contribute to revitalization of the South Salisbury Avenue corridor; and

WHEREAS, the Board finds that holding the properties for economic development purposes is in the best interests of the Town and its citizens;

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

1. The properties identified above are hereby designated and held for economic development purposes pursuant to N.C.G.S. § 158-7.1.
2. The Board finds that future redevelopment of the properties has the potential to: stimulate private investment; increase taxable property value; encourage business expansion and employment opportunities; eliminate long-term vacancy and underutilization; and advance downtown revitalization efforts.
3. The Town may consider future conveyance of the properties pursuant to N.C.G.S. § 158-7.1 upon compliance with applicable statutory procedures.
4. This resolution shall be effective immediately upon adoption.

Adopted this 3rd day of September, 2026.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Approval of August 2026 Minutes

Category: Consent Agenda

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

Explanation:

Town Clerk Ward has drafted minutes for the Board of Aldermen (BOA) Pre-Agenda Meeting held on August 6, 2026, and the Regular Meeting held on August 11, 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 Action:

Approve the minutes from the Pre-Agenda Meeting held on August 6, 2026, and the Regular Meeting held on August 11, 2026, on the consent agenda

Attachment(s): ☒ Yes ☐ No

1. August 6, 2026, BOA Pre-Agenda Meeting (draft)
2. August 11, 2026, BOA Regular Meeting Minutes (draft)

MINUTES
SPENCER BOARD OF ALDERMEN
PRE-AGENDA MEETING
AUGUST 6, 2026

The Town of Spencer Board of Aldermen met in regular session for the pre-agenda meeting in the Hilda B. Palmer Board Room at the Spencer Town Hall on Thursday, August 6, 2026, at 5:33 p.m.

Members present were: Mayor Jonathan Williams
Mayor Pro Tempore Rashid Muhammad
Alderman Steve Miller
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, Police Chief Michael File, Special Projects Planner Joe Morris, and Planning & Zoning Administrator Steve Blount.

Absent: Alderwoman Erin Moody

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

PUBLIC HEARING – Proposed Annexation of Parcel 049 003 Located at About 850 Hackett Street

Planning & Zoning Administrator Blount presented information about the proposed annexation of parcel 049 003, located at about 850 Hackett Street, and answered questions from the Mayor and Board.

The following person spoke to the Mayor and Board:

1. Josh Drye, Senior Development Manager at Samet, Corp., which is the company that owns the property.

No one else appeared to speak. Mayor Williams called for a motion to close the public hearing on the proposed annexation of parcel 049 003 located at about 850 Hackett Street.

Action

Mayor Pro Tempore Muhammad moved to close the public hearing. Alderwoman Secreast seconded the motion, which carried by a vote of 5 – 0.

PUBLIC HEARING – Proposed Annexation of Parcels 044 077 & 044 019 on Lincoln Avenue

Planning & Zoning Administrator Blount presented information about the proposed annexation of parcels 044 077 and 044 019 on Lincoln Avenue and answered questions from the Mayor and Board.

No one appeared to speak. Mayor Williams called for a motion to close the public hearing on the proposed annexation of parcels 044 077 and 044 019 on Lincoln Avenue.

Action

Alderwoman Secreast moved to close the public hearing. Alderwoman Sledge seconded the motion, which carried by a vote of 5 – 0.

REVIEW OF AUGUST 11, 2026, AGENDA

INVOCATION

Alderswoman Stanley volunteered to give the invocation at the August 11, 2026, regular meeting.

ADDITIONS/DELETIONS

The Board reached consensus to add a presentation from a representative of the North Carolina Office of the State Auditor's Charlotte regional office as item number eight.

RECOGNITIONS

Alderswoman Secrest and Alderswoman Stanley wished to recognize the students, teachers, and volunteers returning to school.

Fire Chief Lanning wished to recognize Deputy Chief David Keyser for his reclassification as well as Firefighter Arturo Garcia and Firefighter Trainee Allison Mares for successfully completing their Probationary Firefighter Packets.

CONSENT AGENDA

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

- a. **APPROVAL OF MINUTES:** July 9, 2026, Pre-Agenda Meeting Minutes
July 14, 2026, Regular Meeting Minutes
- b. **CONSIDER ADOPTING** – Budget Ordinance Amendment 26-04.001 Concert Series Sponsorships

The Board reached consensus to leave the remaining items on the regular agenda.

Mayor Pro Tempore Muhammad left the board room at 6:06 p.m.

EXECUTIVE SESSION

Action

Alderswoman Sledge moved to go into executive session pursuant to N.C.G.S. § 143-318.11.(a)(4), which is incorporated in the body of the minutes below. Alderswoman Stanley seconded the motion, which carried by a vote of 5 – 0. The meeting stood closed at 6:09 p.m.

To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

Mayor Pro Tempore Muhammad returned at 6:10 p.m.

No action was taken during executive session.

ADJOURNMENT

Action

Alderswoman Sledge moved to return to open session. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 5 – 0. The meeting returned to open session at 6:41 p.m.

Action

Mayor Pro Tempore Muhammad moved to adjourn the meeting. Alderwoman Stanley seconded the motion, which carried by a vote of 5 – 0. The meeting was adjourned at 6:42 p.m.

APPROVED BY:

Jonathan Williams, Mayor

ATTEST:

Anna Kanode Ward, Town Clerk

DRAFT

MINUTES
SPENCER BOARD OF ALDERMEN
REGULAR MEETING
AUGUST 11, 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, August 11, 2026, at 6:00 p.m.

Members present were: Mayor Jonathan Williams
Alderman Steve Miller
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, Fire Chief Michael Lanning, Police Chief Michael File, Special Projects Planner Joe Morris, Planning & Zoning Administrator Steve Blount, Deputy Fire Chief David Keyser, Fire Engineer Kolby Smith, Firefighter Arturo Garcia Zapoteco, Firefighter Trainee Allison Mares, and Part-Time Firefighter Timothy Flanagan.

Absent at Call to Order: Mayor Pro Tempore Rashid Muhammad

Mayor Williams called the meeting to order.

Alderwoman Stanley gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

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

RECOGNITIONS

Alderwoman Secreast made two recognitions. The first was for students, staff, parents, and volunteers returning to the North Rowan Elementary, Middle, and High Schools the next day. The second was for three citizens with North Rowan schools and Spencer connections who had been inducted into the Salisbury-Rowan Sports Hall of Fame on Saturday, August 8, 2026: Larry Dixon, Jr., Roger Secreast, and William Noles.

Mayor Pro Tempore Muhammad arrived at 6:07 p.m.

Alderwoman Stanley recognized educators for their passion, dedication, and belief in students, and students for their curiosity, perseverance, and willingness to learn.

It was the consensus of the Board to postpone Fire Chief Lanning's recognitions until he and the other Fire Department staff were able to return from responding to fallen trees and other storm-related issues earlier that evening.

PUBLIC COMMENT

Mayor Williams opened the floor to receive public comment.

No one appeared to speak. Mayor Williams closed the public comment portion of the meeting.

CONSENT AGENDA

Alderwoman Secreast moved to approve the consent agenda as presented. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0. Item b is incorporated in the body of the minutes below. Items approved were:

- a. **APPROVAL OF MINUTES:** July 9, 2026, Pre-Agenda Meeting Minutes
July 14, 2026, Regular Meeting Minutes
- b. **CONSIDER ADOPTING –** Budget Ordinance Amendment 26-04.001 Concert Series Sponsorships

ORDINANCE 26-04.001

AN ORDINANCE AMENDING THE TOWN OF SPENCER, NORTH CAROLINA, FY 25-26 ANNUAL BUDGET AUGUST 11, 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, 2026, and ending on June 30, 2027:

Section 1. The Town received \$2,500 from Duke Energy and \$2,500 from Piedmont Natural Gas in sponsorship of the Third Thursday Music Series.

Section 2. To amend the FY 26-27 revenue and expense appropriations as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4615	Miscellaneous Grants	\$10,000	\$15,000	\$5,000

Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5510-512	Contractual Services	\$4,000	\$9,000	\$5,000

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.

RECEIVE PRESENTATION – Office of the State Auditor

Office of the State Auditor Charlotte Regional Field Manager Andrew Stiffel, III, presented information about the Office of the State Auditor. He answered questions from the Mayor and Board.

RECEIVE PRESENTATION – Update on Group Insurance Renewal Process for 2026–2027

One Digital Principal and Senior Client Executive Lee Snow presented information about the group insurance renewal process for 2026–2027. He answered questions from the Mayor and Board.

RECEIVE PRESENTATION – Rowan County Master Gardeners Regarding a Proposed Pollinator Garden at the Yadkin River Park Trailhead in Memory of Jean McCoy

Special Projects Planner Morris and Rowan County Cooperative Extension Director Amy-Lynn Albertson presented information about a proposed pollinator garden at the Yadkin River Park Trailhead in memory of Jean McCoy. They answered questions from the Mayor and Board.

The Extension Master GardenerSM Volunteers of Rowan County requested permission to plan, design, and create a pollinator garden at the Yadkin River Park Trailhead. The Master Gardeners sought authorization from the Mayor and Board of Aldermen to create the garden in memory of Jean McCoy, a longtime master gardener and Spencer resident.

The cost to extend a water line and install a yard hydrant to serve the proposed garden area, estimated at approximately \$600, would be provided by the Town. The cost of plant material is estimated at approximately \$3,000 to \$4,000 and would be secured through private donations, sponsorships, and gifts of plants propagated by members of the Rowan County Master Gardeners Association.

Staff recommended that the Mayor and Board of Aldermen authorize staff to work with members of the Rowan County Master Gardeners Association to design and create a pollinator garden at the Yadkin River Park Trailhead in memory of Jean McCoy.

Action

Mayor Pro Tempore Muhammad moved to authorize site preparation for the pollinator garden. Alderwoman Moody seconded the motion. Further discussion led to the motion being amended to authorize staff to work with members of the Rowan County Master Gardeners to design and create a pollinator garden at the Yadkin River Park Trailhead, which Mayor Pro Tempore Muhammad and Alderwoman Moody accepted. The motion carried by a vote of 6 – 0.

CONSIDER AUTHORIZING STAFF – Proposed Restriping of Salisbury Avenue/U.S. Highway 29 from Jefferson Street to Yadkin River Wil-Cox Bridge, Adding Bike Lanes and Center Turn Lane

Planning & Zoning Administrator Blount presented information about the proposed restriping of Salisbury Avenue/U.S. Highway 29 from Jefferson Street toward the Yadkin River Wil-Cox Bridge, adding bicycle lanes and a center turn lane. He answered questions from the Mayor and Board.

NCDOT is scheduling resurfacing of Salisbury Avenue/U.S. Highway 29 from Jefferson Street to the Yadkin River Bridge and is offering to restripe the roadway by adding a center turn lane and bike lanes at no cost to the Town.

Planning & Zoning Administrator Blount reviewed the history and purpose of the proposed Salisbury Avenue/U.S. Highway 29 restriping project. He noted that the proposal is consistent with NCDOT's Complete Streets guidance, the Town's 2016 Bicycle/Pedestrian Master Plan, and prior efforts to improve bicycle and pedestrian connectivity. The proposed restriping would reduce the roadway to one travel lane in each direction, add a center turn lane, and provide bike lanes, creating a traffic-calming effect and improving connections between downtown Spencer and the Yadkin River area. Staff reported that the earlier restriping from 17th Street to Jefferson Street had been successful, with added bike-lane amenities, reduced traffic speeds, and no traffic congestion issues during events.

Action

Aldерwoman Sledge moved to instruct staff to begin the restriping process in conjunction with NCDOT. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 6 – 0.

RECOGNITIONS

After Fire Department personnel returned from storm response, Fire Chief Lanning recognized Deputy Fire Chief Keyser for his reclassification from part-time to full-time and for completing UNC Charlotte's Fire and EMS Administrative Leadership Certificate program.

The Fire Department also recognized Firefighter Garcia and Firefighter Trainee Mares for successfully completing their probationary training.

CONSIDER ADOPTING – Ordinance 26-10 Annexing Rowan County GIS Parcel 049 003 Located at About 850 Hackett Street

Planning & Zoning Administrator Blount presented information regarding the proposed Ordinance 26-10, annexing Rowan County GIS Parcel 049 003, located at approximately 850 Hackett Street. He answered questions from the Mayor and Board.

The property owner requested annexation of the parcel to allow connection to municipal water and sewer service needed for development of an industrial park.

Staff reported that the anticipated increase in property tax revenue is expected to exceed the increased costs for fire, police, and public works services.

The Fisher-Lambe site is an approximately 100-acre parcel on the north side of Hackett Street, bordered by railroad lines, I-85, and a portion of the NC Finishing Company tract. The property is within the Town of Spencer's extraterritorial jurisdiction, zoned IND for light industrial and distribution uses, and is being developed by NC I85 Rowan Acquisitions, LLC, a subsidiary of Samet Construction Company.

Although the property has several favorable attributes, including proximity to I-85, adjacent natural gas and rail access, and no soil contamination, it also has limitations, primarily access to municipal water and sewer and limited road access. A \$750,000 North Carolina Railroad site improvement grant will provide initial funding for utility extensions to the site.

As part of Spencer's agreement with Salisbury-Rowan Utilities, properties located in the Town's extraterritorial jurisdiction must be annexed into the municipal limits before receiving connections to the municipal water and sewer system. Staff advised Samet that annexation would be required before grant funds are expended for water and sewer utility extensions. Samet agreed and is working on the required survey and petition to initiate the annexation process.

Staff recommended approval of the annexation.

Action

Mayor Pro Tempore Muhammad moved to adopt Ordinance 26-10 annexing Rowan County GIS Parcel 049 003, located at approximately 850 Hackett Street, which is incorporated in the body of the minutes below. Aldерwoman Sledge seconded the motion, which carried by a vote of 6 – 0.

ORDINANCE 26-10

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF SPENCER, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A- 31 to annex the area described below; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall, 460 S Salisbury Ave at 5:30 PM on 8/6/26 after due notice by publication in the Salisbury Post on 7/19/26 and

WHEREAS, the Board of Aldermen finds that the petition meets the requirements of G.S. 160A-31;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Spencer as of 12/14/2023:

Being all of parcel number 049 003 as shown on the Rowan County, NC GIS system further described as follows:

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

BEGINNING at a railroad spike found at the intersection of the centerline of Hackett Street [NCSR 2124] with the westerly right-of-way line of U.S. Interstate 85, said spike being located North 45 deg. 12' 20" West a distance of 120.67 feet from NGS Monument "Hackett", said monument having North Carolina Grid Coordinates (NAD 83/2011) of North(y) = 715,781.17 feet and East(x) = 1,585,425.58 feet; running thence with the centerline of Hackett Street the following three (3) courses and distances:

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

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

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

Thence with the centerline of said North Carolina Railroad right-of-way North 37 deg. 21' 43" East a distance of 2027.36 feet to a point; thence leaving the centerline of said railroad right-of-way along the "old line" as described in Deed Book 121, Page 121, Share 2, Third Tract, in the Rowan County Register of Deeds; thence with said "old line" the following two (2) courses and distances:

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

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

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

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

Section 2. Upon and after 8/11/26 the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Spencer and shall be entitled to the same privileges and benefits as other parts of the Town of Spencer. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Spencer, NC shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Rowan County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Spencer, NC

CONSIDER ADOPTING – Ordinance 26-11 Annexing Rowan County GIS Parcels 044 077 & 044 019 on Lincoln Avenue

Planning & Zoning Administrator Blount presented information about the proposed Ordinance 26-11, annexing Rowan County GIS Parcels 044 077 and 044 019 on Lincoln Avenue. He answered questions from the Mayor and Board.

The property owner requested annexation of the parcels to allow connection to municipal water and sewer service for construction of two duplexes.

Staff reported that the anticipated increase in property tax revenue is expected to exceed the additional costs for fire, police, and public works services because the Town has already annexed other properties along Lincoln Avenue.

Planning & Zoning Administrator Blount reviewed the history of the Lincoln Avenue area, noting that the parcels are located off Hollywood Drive near Grants Creek and were part of the 1903 Washington Heights subdivision. He stated that Lincoln Avenue was constructed and some homes were built, but many lots remained undeveloped and the side streets were not completed. Water and sewer lines were later extended along Lincoln Avenue.

Staff noted that in 2024, a developer requested annexation of ten properties along the western end of Lincoln Avenue to allow connection to municipal water and sewer service for new residential development. The developer later revised the plan from single-family homes to duplexes, which required coordination with Salisbury-Rowan Utilities regarding water main capacity.

Another developer has purchased two lots near the eastern end of Lincoln Avenue and plans to construct two duplexes. The developer requested annexation so the parcels may be connected to municipal water and sewer service. Staff reported that Salisbury-Rowan Utilities approved the development without requiring an increase in water main size.

Staff stated that although annexing individual parcels or small subdivisions can raise cost-benefit concerns, those concerns are reduced in this case because the Town has already annexed ten parcels along the same road.

Staff recommended approval of the annexation.

Action

Alderswoman Moody moved to adopt Ordinance 26-11 for annexation of GIS system parcels 044 077 and 044 019 on Lincoln Avenue, which is incorporated in the body of the minutes below. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 6 – 0.

ORDINANCE 26-11

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF SPENCER, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at Town Hall, 460 S Salisbury Ave at or about 5:30 PM on August 6th, 2026, after due notice by publication in the Salisbury Post on July 19, 2026; and

WHEREAS, the Board of Aldermen finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town;
- c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;
- e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town and the Town has a modification to this requirement by virtue of an act of the General Assembly; and

WHEREAS, the Board of Aldermen further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety, and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described.

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

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Spencer as of March 12, 2024

Being all of parcels number 044 077 & 044 019 as shown on the Rowan County, NC GIS system further described as follows:

Beginning at a stone at the intersection of Fourth St and Lincoln Ave.; thence along the eastern right of way of Fourth St (unopened) N00°47'42" E a distance of 150.21' to an iron pin ; thence N 88°53'39" W a distance of 49.71' to an iron pin; thence N 88°53'39" W a distance of 49.71' to an iron pin ;thence S 00°47'42" W a distance of 150.21' to an iron pin on the northern right of way of Lincoln Ave. ; thence along Lincoln Ave. S 88°53'39" E a distance of 49.71' to an iron pin; thence S 88°53'39" E a distance of 49.71' to a stone ;which is the point of beginning, having an area of 14934.6 square feet, 0.343 acres

Section 2. Upon and after August 11, 2026, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Spencer and shall be entitled to the same privileges and benefits as other parts of the Town of Spencer. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Spencer shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Salisbury Rowan County Board of Elections, as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Spencer.

CONSIDER ADOPTING – Project Ordinance Amendment 25-10.001 Accepting \$100,000 from the Blanch and Julian Robertson Foundation, \$25,000 from the Carolina Thread Trail Rolling Grant, and \$5,000 from Duke Energy as Matching Funds for the Great Trails State Program Grant of \$460,000 for the Rocky Branch Loop Trail Project Located in the Stanback Educational Forest

Finance Officer Kann, Town Manager Franzese, and Special Projects Planner Morris presented information about Project Ordinance Amendment 25-10.001, accepting \$100,000 from the Blanch and Julian Robertson Foundation, \$25,000 from the Carolina Thread Trail Rolling Grant, and \$5,000 from Duke Energy as matching funds for the \$460,000 Great Trails State Program Grant for the Rocky Branch Loop Trail Project located in the Stanback Educational Forest. They answered questions from the Mayor and Board.

The Town of Spencer was awarded a \$460,000 grant from the Great Trails State Program, with a required local match of \$230,000. Matching funds were provided from four sources: \$100,000 from Fred and Alice Stanback, accepted and received on June 24, 2025; \$100,000 from the Blanch and Julian Robertson Foundation, received on November 12, 2025; \$25,000 from the Carolina Thread Trail Rolling Grant, received on December 22, 2025; and \$5,000 from Duke Energy, received on December 31, 2024. The grant is intended for new trail development and the extension of existing trails across North Carolina, including planning, land and easement acquisition, construction, and maintenance. The project fund was established with the acceptance of the Fred and Alice Stanback donation; therefore, the amendment includes the Robertson Foundation donation, the Carolina Thread Trail Rolling Grant, and the Duke Energy donation.

The Great Trails State Program grant award totals \$460,000. Additional local matching funds totaling \$130,000 were provided through the Blanch and Julian Robertson Foundation, the Carolina Thread Trail Foundation, and the Duke Energy Foundation.

Action

Alderwoman Stanley moved to adopt Project Ordinance Amendment 25-10.001, which is incorporated in the body of the minutes below. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0.

PROJECT BUDGET ORDINANCE AMENDMENT 25-10.001**STANBACK FOREST CENTER AND TRAILS PROJECT BUDGET ORDINANCE FOR THE TOWN OF SPENCER, NORTH CAROLINA
AUGUST 11, 2026**

BE IT ORDAINED by the Governing Board of the Town of Spencer, North Carolina, the following anticipated revenues and expenditures from the Great Trails State Program Grant, Carolina Thread Trail Rolling Grant and donations from the Blanch and Julian Robertson Foundation and Duke Energy are hereby appropriated and approved for the Rocky Branch Loop Trail Project located in the Stanback Forest Center and Trails Project Fund and

Section 1. The Town accepts the \$100,000 donation from Blanch and Julian Robertson Foundation.

Section 2. The Town received a \$5,000 donation from Duke Energy in F25.

Section 3. The Town accepts the \$25,000 Carolina Thread Trail Rolling Grant.

Section 4. The Town accepts the \$460,000 Great Trail State Program Grant.

Section 5. To appropriate revenues and expense appropriations as follows in the Stanback Forest Center & Trails Project Fund for Rocky Branch Loop Trail project:

Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4999	Appropriation from Fund Balance	\$387,340	\$392,340	\$5,000
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5100-765	Transfer to Stanback Forest RBLT	\$0	\$5,000	\$5,000
Revenues				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
65-4645-326	Donations Stanback Forest-RBLT	\$100,000	\$200,000	\$100,000
65-4615-326	Other Grants - RBLT	\$0	\$485,000	\$485,000
65-4910-326	General Fund Transfer	\$0	\$5,000	\$5,000
	Total			\$590,000
Expenditures				
Account	Title	Current Budget	Amended Budget	(Decrease) Increase
65-5510-512-326	Contracted Services	\$100,000	\$384,672	\$284,672
65-5510-561-326	Capital Outlay - Infrastructure	\$0	\$305,328	\$305,328
	Total			\$590,000

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

DEPARTMENTAL REPORTS**PLANNING**

Planning & Zoning Administrator Blount presented the monthly planning department report and answered questions from the Mayor and Board.

Mayor Pro Tempore Muhammad left the board room at 7:16 p.m. and returned at 7:19 p.m.

CODE ENFORCEMENT

Police Chief File presented the monthly code enforcement report and answered questions from the Mayor and Board.

POLICE

Police Chief File presented the monthly police department report and answered questions from the Mayor and Board.

FIRE

Fire Chief Lanning presented the monthly fire department report and answered questions from the Mayor and Board.

PUBLIC WORKS

Public Works Director Taylor presented the monthly public works department report and answered questions from the Mayor and Board.

FINANCE

Finance Officer Kann presented the monthly finance department report and answered questions from the Mayor and Board.

ACTIVE LIVING

Town Clerk Ward presented the monthly active living report and answered questions from the Mayor and Board.

TOWN MANAGER REPORT

Town Manager Franzese presented his monthly report and answered questions from the Mayor and Board.

REQUESTS AND COMMENTS BY THE BOARD MEMBERS

Alderman Steve Miller

- Praised Town staff and the breadth of projects and accomplishments reflected in the meeting agenda, including annexations, economic development, fire department personnel development, the pollinator garden, trails, and community events.
- Expressed appreciation for sponsors and staff supporting the Town's recreation and music programming.

Alderdwoman Erin Moody

- Reminded motorists to use extra caution as students return to school, particularly around children walking, new drivers, and school drop-off areas.

Alderdwoman Pamela Stanley

- Recognized August as National Wellness Month and encouraged residents to care for their mental, physical, emotional, and social well-being.
- Thanked Town employees and community members for their work and contributions to Spencer.

Mayor Pro Tempore Rashid Muhammad

- Expressed appreciation for the Town's continued growth, projects, staff, residents, department heads, and fellow Board members.
- Encouraged residents to use the blood-pressure kiosk available at the Spencer Public Library during regular library hours and noted that similar resources are available at other Rowan County libraries.
- Wished students and educators a safe and successful school year.

Alderwoman Patti Secreast

- Encouraged Spencer residents to support the Town of East Spencer's 125th anniversary celebration on August 29, including its parade and activities at Royal Giants Park.
- Recognized Spencer businesses and community partners for charitable efforts, including a pay-what-you-can meal program and a new monthly “Silver Sprout” market providing food and essentials for residents age 60 and older.
- Encouraged residents to support and protect children, including those walking in areas without sidewalks.

Alderwoman Patricia Sledge

- Reported attending a retirement celebration for Rowan County Chamber of Commerce President Elaine Spalding and noted that Christine-Lynn, former Dean at Catawba College, had been selected as the Chamber's next executive director.
- Encouraged volunteers to assist with the Dragon Boat Festival and called for volunteers to serve on the Winterfest committee and during the event.
- Reported attending a media-relations webinar and noted an upcoming Centralina meeting concerning data centers.
- Thanked staff for preparing two Centralina regional award applications related to aging and quality-of-life/community involvement initiatives.
- Shared information regarding the September 25 Velvet Hour Gala supporting the new North Rowan Health Center and noted the August 25 RSVP deadline.

Mayor Jonathan Williams

- Thanked the Board members and noted the Town’s active community, ongoing positive developments, and many reasons to celebrate and be thankful.

EXECUTIVE SESSION

Action

Mayor Pro Tempore Muhammad moved to go into executive session pursuant to N.C.G.S. § 143-318.11(a)(3), § 143-318.11(a)(4), and § 143-318.11(a)(5), which are incorporated in the body of the minutes below. Alderwoman Sledge seconded the motion, which carried by a vote of 6 – 0. The meeting stood closed at 7:50 p.m.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

No action was taken during executive session.

Action

Alderwoman Moody moved to return to open session. Alderwoman Stanley seconded the motion, which carried by a vote of 6 – 0. The meeting returned to open session at 8:47 p.m.

LEASE AGREEMENT EXTENSION – 446 S. Salisbury Avenue

Action

Alderwoman Stanley moved to approve an extension of the lease agreement for the property located at 446 S. Salisbury Avenue to include a 120-day due diligence period, free of lease obligation, which may be waived if due diligence is completed sooner, followed by an eight-month construction period. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 6 – 0.

ADJOURNMENT

Action

Alderwoman Stanley moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 6 – 0. The meeting was adjourned at 8:48 p.m.

APPROVED BY:

Jonathan Williams, Mayor

ATTEST:

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Mayor and Board of Aldermen to receive a presentation from the Rowan County Public Health regarding recreational partnership opportunities.

Category: Regular Agenda

Presenter(s): , Amy Smith and Sierra Fitts, Rowan County Public Health

Explanation:

The Spencer Parks and Recreation Advisory Board's (PRAB) annual workplan identifies the objective of pursuing local and regional partnerships to enhance recreational opportunities for Spencer citizens. The PRAB has endorsed the idea of a partnership with the Rowan County Public Health (RCPH) to participate in the Mobile Recreation and StoryWalk programs. Amy Smith and Sierra Fitts from RCPH will present these partnership opportunities for consideration by the Board of Aldermen.

Financial Impact:

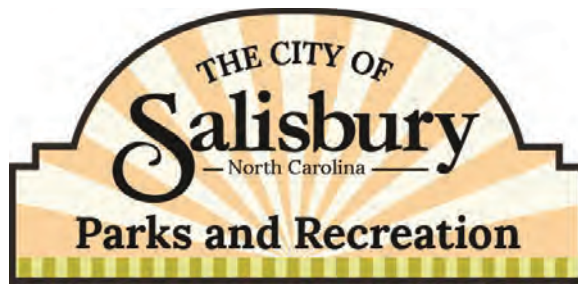
These programs are provided at no cost to the Town. Labor for installation of the StoryWalk signage would be requested of the Spencer Public Works Department.

Recommendations:

The Spencer Parks and Recreation Advisory Board has endorsed the Mobile Recreation and StoryWalk partnership. Therefore, the PRAB is requesting that the Mayor and Board of Aldermen move to accept the proposal to collaborate with the Rowan County Public Health for the implementation of the Mobile Recreation and StoryWalk programs.

Attachment(s): ☒ Yes ☐ No

1. Mobile Recreation Presentation
2. StoryWalk Presentation



Mobile Recreation

Contact:

Rakeem.Brawley@salisburync.gov

704.638.2139



What is Mobile Recreation?

- Mobile Recreation is a City of Salisbury initiative that brings fun, fitness, and community engagement directly to residents — no matter where they are.
- A mobile program designed to reach all corners of the city
- Serves youth, families, and community members
- Promotes health, wellness, and active lifestyles
- Removes barriers to recreation by coming to you



Why Mobile Recreation?

- Increase access to recreation for underserved communities
- Reduce barriers such as transportation and cost
- Foster a sense of community and belonging
- Encourage physical activity and healthy habits
- Provide safe, supervised activities for youth



Sports equipment and organized games
 Fitness activities
 Arts and crafts for younger participants
 On-site staff and trained recreation leaders
 Seasonal programming and themed events
 Free or low-cost participation for all residents





Building Healthier Communities

- Encourages regular physical activity for all ages
- Provides access to wellness education and resources
- Supports healthy lifestyle habits from an early age
- Addresses chronic disease prevention through movement
- Connects residents with health and wellness partners

Thank you!

TOWN OF SPENCER STORYWALK® INTRO MEETING

AUGUST 5, 2026



STORYWALKS® CAN PROMOTE THE FOLLOWING:

- A Healthier Lifestyle
- Higher Literacy Rates
- The Importance of Getting Outside Once Again
- The Importance of Getting Away from Technology
- Better Mental Health and Less Stress
- Family and Community Engagement
- Free, Monthly Activities for Local Youth and Families
- Stronger Community Partnerships with Local Schools, Rowan County Public Libraries, Rowan County Literacy Council, and Rowan County Public Health
- Equality and Equity with Rowan County's Growing and Diverse Populations

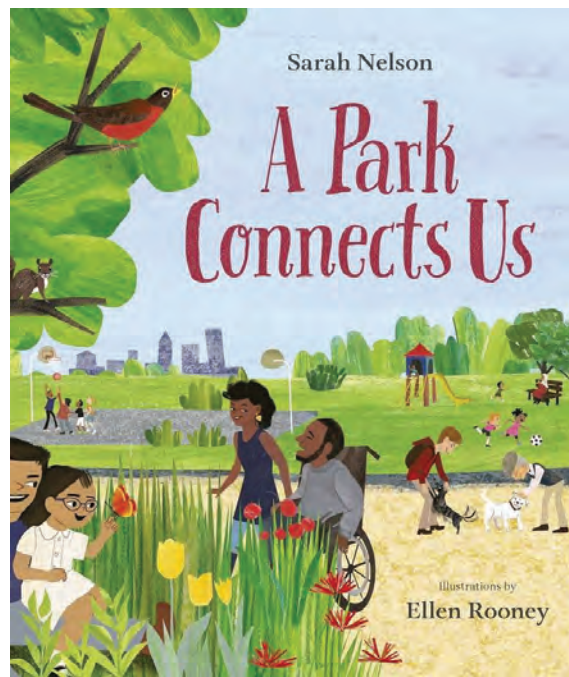
NC MAP OF SURROUNDING STORY TRAILS

- The closest story trails or walks to Rowan County are currently in Davie and Iredell County. However, we are excited to share that a StoryWalk® was erected on the City of Salisbury's Greenway (the Stanback Section) in early July, with a second one coming to the Town of Cleveland in September.



REQUIRED STORYWALK® EQUIPMENT

- Average of 20 aluminum pedestal stands for each book, plus 2 extra stands to introduce the community to the project, as well as ask for community feedback at the end of each monthly, featured book.
 - Each pedestal is set 40 paces apart; a half a mile is usually the best for small children
 - All signs are angled for ADA accessibility
 - Possible Prompts to Encourage Active Participation:
 - Math skills
 - Observation Skills
 - Physical Movement Activities
 - Fun Facts
 - Wondering Questions
-



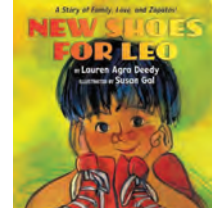
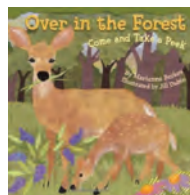
The Town of Spencer provides the land and the staff to install the signs.

The Rowan County Literacy Council selects the books to be featured each month and changes the book and signage out each month.

Rowan County Public Health will purchase the aluminum pedestal signs, the StoryWalk® backer panels, and any extra books that will be featured.



SAMPLE OF BOOKS THAT HAVE BEEN CHOSEN AND THAT WILL BE FEATURED IN THE CITY OF SALISBURY'S STORYWALK®...



MEASURING SUCCESS, PARTICIPATION, AND ENGAGEMENT

Survey: Create a QR code that takes people to a survey, maybe about what short stories they would like to see, how many were in their party that participated in the StoryWalk®, and any other comments or feedback.

Photos: Post selfies on the Town of Spencer or Spencer Library's social media pages or websites.

Other ideas:

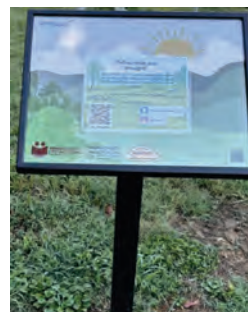
- Perhaps partner with the Spencer Library to get bookmarks or a prize after competing in each month's StoryWalk®.
- Promote this community resource as a quick field trip idea for classes at North Rowan Elementary School.



NEXT STEPS:



- Discuss partnership and any concerns
- Pannier is the chosen vendor that RCPH is currently working with so our community will be able to identify the StoryWalk® project throughout Rowan
- Identify timeline for installation
- Order materials and books
- Prepare for installation
- Begin media and marketing
- Perhaps schedule a ribbon cutting
- Track park usage and trends for possible expansion



Thank You!

SIERRA FITTS, PROGRAM MANAGER
704-216-7804
SIERRA.FITTS@ROWANCOUNTYNC.GOV

AMY H. SMITH, HEALTH EDUCATION SPECIALIST/WELLNESS COORDINATOR
704-216-8859
AMY.SMITH@ROWANCOUNTYNC.GOV

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Board to consider appointing Greg Lambeth II (100 N. Yadkin Ave.) to the Historic Preservation Commission (HPC) for a 4-year term expiring September 30, 2030.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

Greg Lambeth (100 N. Yadkin Ave.) has submitted a Board Application (attached) requesting appointment to the Historic Preservation Commission (HPC). The Commission interviewed Mr. Lambeth at its meeting on Monday, August 17, 2026, and voted unanimously to recommend to the Board of Aldermen his appointment to the HPC.

Greg is a Spencer local, having grown up in the community and graduated from North Rowan High School. He received his Associates Degree in Advertising Graphic Design from Rowan Cabarrus Community College, and currently works as a CNC operator (advanced machining for cutting and shaping parts from metal or wood). Greg has a deeply-rooted interest in American history, including architecture and historic preservation, and highly values "what can be cherished in our small town". Additionally, Greg has contributed his talents to several local civic groups, including the Holiday Parade Caravan committee, where he was one of the first Spencerians to step up and work to save the parade. Greg designed much of the artwork, logos, advertisement, promotional, social media, and other graphic design work for the Holiday Caravan Parade, and he now aims to bring those and other talents to the HPC.

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

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

Financial Impact:

N/A

Recommendations:

Greg Lambeth II (100 N. Yadkin Ave.) to the Historic Preservation Commission (HPC) for a 4-year term expiring September 30, 2030.

Attachment(s): ☒ Yes ☐ No

1. Greg Lambeth Board Application
2. HPC Chair Letter of Recommendation

Exhibit A: Board Application Form



SPENCER

NORTH CAROLINA

Rowan's Original Gateway.

704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

TOWN OF SPENCER BOARDS AND COMMISSIONS APPLICATION

Attach any additional sheets necessary

NAME: Gregory Lambeth II.

MAILING ADDRESS:

100 North Yadkin Avenue
Spencer NC 28159

STREET ADDRESS:

100 North Yadkin Avenue
Spencer NC 28159

HOME PHONE:

WORK PHONE:

CELL PHONE:

EMAIL: lambethg+620@gmail.com

704 267 2843

I AM INTERESTED IN SERVING ON:

☐
☐

COMMUNITY APPEARANCE COMMISSION

PLANNING AND ZONING BOARD

☒
☐

HISTORIC PRESERVATION COMMISSION

PARKS AND RECREATION ADVISORY BOARD

PERSONAL INFORMATION

HIGH SCHOOL ATTENDED:

North Rowan High School

COLLEGE ATTENDED:

Rowan Cabarrus Community College

DEGREE:

Associate Degree in Advertising Graphic Design

EMPLOYER:

McKenzie's Taxidermy

JOB TITLE:

CNC operator

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

N/A

PRIOR PUBLIC SERVICE

BOARD/COMMISSION/CIVIC GROUP

Spencer's Holiday Caravan Parade

FROM:

2024

TO:

July 21 2026

COMMENT

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

I am a native of Spencer who can gratefully note that I am
able to be a resident in the same historic home that I grew up in.
It is my inspiration for historic preservation and I value what
can be cherished in our small town

Exhibit B: Chair Letter of Recommendation

Letter of Recommendation for Greg Lambeth II

August 25, 2026

Dear Board of Aldermen,

I recommend that Greg Lambeth II be appointed to the Historic Preservation Commission. The Lambeth family has long resided in Spencer. Greg grew up and attended school here, and he currently resides in the family home in the Historic District. A lover of history from a young age, Greg has participated in and supported local historic groups by lending them his Graphic design skills. He brings to us his knowledge of this area's distant past, as well as Spencer's more recent history. His desire to continue learning Spencer's history, and how to preserve it for future generations, is a "win-win" for Spencer and the Historic Preservation Commission.

Respectfully,

Leslie Ann Talbott
Chair of Historic Preservation Commission
704 640-6766

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Receive an update on the 17th Street Stormwater Improvement Project and consider authorizing draft Deed of Easements for the project

Category: Regular Agenda

Presenter(s): Tom Gray, Hazen Project Manager; staff support from Joel Taylor, PW and Heather Kann, Finance

Explanation:

Tom Gray with Hazen and Sawyer will provide the Board with an update on progress toward securing final approval from the NC Division of Water Infrastructure for the Town's 17th Street Stormwater Improvement Project. Recent efforts have focused on responding to state review comments, revising plans and specifications, documenting permit compliance, coordinating utility reviews, and advancing required easement acquisitions. These activities are necessary to obtain final approval and move the project to bid. The presentation will also include discussion of future project phases being evaluated for inclusion as bid alternates and potential grant funding opportunities to advance additional flood mitigation improvements.

Financial Impact:

The project is funded through the NC Department of Environmental Quality ARPA Local Assistance for Stormwater Infrastructure Investments (LASII) grant program. Staff is also pursuing additional funding opportunities, including a potential NCDPS/FEMA Hazard Mitigation Grant Program (HMGP) award, to support future phases of the project that may be included as owner options within the bid package.

Recommendations:

- A. Receive the project update and provide any desired feedback or direction to staff.
- B. Consider approving draft Deed of Easement documents and authorizing staff to finalize and execute documents.

Attachment(s): ☒ Yes ☐ No

- 1. Pending Easement Deed documents

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Mayor and Board of Aldermen to receive a report from staff on the potential use of the design / build delivery method for procurement of qualified designers and contractors for the Rocky Branch Loop Trail.

Category: Regular Agenda

Presenter(s): Joe Morris, Special Projects Planner

Explanation:

The Town of Spencer has adopted Resolution 23-13 establishing criteria for design-build delivery method for construction projects. Town staff has formulated a plan to administer the construction of the Rocky Branch Loop Trail design & construction. Staff is prepared to present information to the Mayor & Board of Aldermen regarding the process for using design-build as a cost effective approach to building the trail.

Financial Impact:

The budget for the Great Trails State grant is \$690,000.00. Administration of grant activities is a general activity as accounted for through the general fund.

Recommendations:

Staff is requesting authorization from the Mayor and Board of Aldermen to pursue use of the design-build delivery method to procure design and construction services for the Rocky Branch Loop Trail as funded by the NC Parks / Great Trails State Program Grant

Attachment(s): ☒ Yes ☐ No

1. Criteria for Determining the Appropriateness of the Design-Build Delivery Method for a Town of Spencer Project – ROCKY BRANCH LOOP TRAIL – Great Trail State Program Grant
2. DRAFT – RFQ – Design -Build -ROCKY BRANCH LOOP TRAIL

Criteria for Determining the Appropriateness of the Design-Build Delivery Method for a Town of Spencer Project – ROCKY BRANCH LOOP TRAIL – Great Trail State Program Grant

In compliance with N.C.G.S. 143-128.1A, the following criteria will be used to determine whether the design-build delivery method is an appropriate choice for a Town of Spencer project as compared with other available delivery methods.

1. Project Requirements and Description

Project requirements should be adequately and thoroughly defined before issuance of a request for qualifications, and the design-build delivery method may be used if all major work tasks are identifiable. Specifically, the proposed Rocky Branch Loop Trail (RBLT) is located within the Stanback Educational Forest in Spencer, Rowan County, North Carolina. The 46-acre tract was deeded to the Town of Spencer by the Three Rivers Land Trust in October 2023. A preliminary assessment of the land area establishes a trail alignment that starts on South Spencer Avenue, generally parallels Rocky Branch, and extends to a proposed overlook at Grants Creek. The proposed trail development would connect to a planned Grants Creek Blueway Trailhead and loops back to South Spencer Avenue.

The proposed Rocky Branch Loop Trail (RBLT) compliments a larger, existing trail network within the larger (~100-acre) Stanback Educational Forest. (Trail map attached) The proposed trail is intended to increase use of an informal trail network that currently exists within the Stanback Forest property. Trail development will include a 6' to 8' wide stone and natural surface path that will traverse roughly parallel to Rocky Branch and extend from South Spencer Avenue to an overlook on Grants Creek. Side loops will vary in width and will conform with a trail layout originally created in 2014 by Carolina Thread Trail volunteers. Essential construction activities will include grubbing, grading, erosion control, storm drainage improvements, stream crossings, small bridges, a trail map kiosk, signage, and trail blazing. The project budget is \$690,000.

Administrative staff, the town attorney and public facility personnel should review the project requirements to determine whether this criterion is met and should review and approve the language before issuance of an RFQ, if the design-build delivery method is approved. The RFQ should include confirmation that legal, administration, planning, and finance have reviewed and approved the RFQ before issuance.

2. Time Constraints for Delivery of the Project

Time constraints for the project should be identified, and a project schedule should be created. The design-build delivery method may be used if it is likely to ensure completion before the required deadline or to provide completion sooner than the traditional design-bid-build method.

Milestone	Anticipated Date
Qualification package review and selection	October 2026
Award contract for design-build	November 2026
Concept drawings	January 2027
Permitting	February 2027
Final guaranteed maximum price	March 2027
Construction completion	September 2027

It is anticipated that early site grading can occur while permitting is underway if the design-build method is used. Under the traditional design-bid-build method, all permits would generally need to be in hand before construction packages could proceed. In addition, having one construction contract instead of multiple contracts is expected to save time.

3. Ability to Ensure Delivery of a Quality Project

The Town administrative staff who would serve on the RFQ review committee, along with a representative of the Parks and Recreation Advisory Board, should be identified. The criteria to be considered for selection, including the weighting of qualifications criteria, should also be identified. The design-build delivery method may be used if it is shown that Town staff ensures that a quality project can be delivered.

RFQ Review Committee:

Peter Frazese, Town Manager;

Heather Kann, Finance Officer;

Steve Blount, Town Planner;

Preston Eagle, Code Enforcement Officer;

Joel Taylor, Public Works Director;

Joe Morris, Special Projects Planner; and

Bob Pendergrass, Parks and Recreation Advisory Committee Chairman.

Initial Shortlist Selection Criteria

Item	Criterion	Weight
1	Project team and availability of resources	20%
2	Project experience	20%
3	Design performance	20%
4	Construction performance	20%
5	Project approach	20%

Final Selection Criteria

Item	Criterion	Weight
1	Project team and availability of resources	30%
2	Project understanding and approach	40%
3	Project management approach	30%

4. Capability to Manage and Oversee the Project

The professional Town staff who would oversee the project should be identified, their roles should be defined, and their availability should be confirmed. The design-build delivery method may be used if the identified staff have the capability to manage and oversee the project.

Role	Staff Member	Responsibilities
Project Manager	Peter Franzese, Town Manager	Develop the RFQ with department and administrative input and review; ensure design-build criteria are met; manage the RFQ and selection process; and work on contract documents and contract execution.
Project Finance Coordinator	Heather Kann, Finance Officer	Work with design build team and contractor to negotiate a project budget based on design criteria and goals of the GTSP grant program. Establish protocols for payments to the selected contractor

		based on work performed on a reasonable timeline. Facilitate reimbursement from NC Parks
Design-Build Team Leader	Joe Morris, Special Projects Planner	Work with the design-build contractor on preliminary design and preliminary costs versus budget; review construction drawings; communicate with the design-build contractor; ensure compliance with the contract; track the budget; and serve as liaison between the Town design-build team and the selected design-build contractor.
Parks and Recreation Advisory Board Representative	Bob Pendergrass, PRAB Chairman	Receive information from the design-build team leader; provide feedback on preliminary designs; attend design-build team meetings, perform field visits as needed; and serve as liaison between the design-build team and Town administration.
Public Works/Build Representative	Joel Taylor, Public Works Director	Receive information from the team leader; provide feedback on preliminary designs; attend design-build team meetings as needed; and serve as liaison between the design-build team and Town administration.
Town Planning Representative	Steve Blount, Town Planner	Receive information from the team leader; provide feedback on preliminary designs. Provide input to compliance with master planning and greenway development strategies. Coordinate permitting requirements with Rowan County.
Code Coordination Representative	Preston Eagle, Code Enforcement Officer	Receive information from the team leader, provide feedback on preliminary designs. Provide input on project elements as related to local codes.

5. Statutory Compliance and Small Business Recruitment

The design-build delivery method may be used if requirements are imposed to ensure compliance with applicable North Carolina statutory requirements, including any good-faith efforts required for minority business participation, women-owned business participation, and small business recruitment and selection. The Town should confirm with legal counsel whether any provisions previously referenced under G.S. 143-128.2 and G.S. 143-128.4 remain applicable or have been modified by recent legislation before issuance of the RFQ.

6. Comparison of Advantages and Disadvantages

A list of advantages and disadvantages of using the design-build delivery method should be compiled and compared with other project delivery methods, including construction manager at risk, design-build bridging, and public-private partnership delivery. The design-build delivery method may be used if, after review, it is expected to meet the Town's operational goals, achieve a quality product, and result in expected expenses less than the expected expense of a traditional RFQ, study, design-bid, and construction project.

Advantages

1. One contract instead of multiple contracts.
2. Ability to begin early grading before all permitting is complete, which is important given the tight project timeframe.
3. Design-build is expected to provide the shortest delivery schedule.
4. Potential to avoid or reduce change orders.
5. One integrated team helps eliminate disputes between designer and contractor.
6. Greater collaboration between design and construction professionals.

Disadvantages

No disadvantages are currently noted.

7. Cost Consideration

The project estimate is \$690,000. It is anticipated that the design-build method will cost less than the traditional design-bid-build method because the contractor and designer would work together for the streamlined delivery a quality project . The integrated approach is also expected to create cost efficiencies, and the total cost comparison between the two methods reflects potentially significant savings to the grant funded project.

Recommendation

Based on the criteria above, the design-build delivery method appears to be an appropriate project delivery method for this Town of Spencer project, subject to final review and approval by Town administration, finance, and legal counsel. The above items will be submitted to the Town Manager and Finance Officer for recommendation to the Spencer Board of Aldermen.



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR THE TOWN OF SPENCER**

Issued By:

Town of Spencer
Administration / Special Projects
460 South Salisbury Avenue / PO Box 45
Spencer, NC 28159
Phone: (704) 633-2231

Issued for:

Town of Spencer
Spencer Administration / Special Projects
Stanback Educational Forest
Rocky Branch Loop Trail

Date of Issue: October 1, 2026

Due Date: October 30, 2026

KEY INFORMATION SUMMARY SHEET
STANBACK EDUCATIONAL FOREST
ROCKY BRANCH LOOP TRAIL
DESIGN & BUILD

RFQ ISSUE DATE: October 1, 2026

Mailing address to submit qualifications: Town of Spencer

Attn: Joe Morris,
Special Projects Planner
PO Box 45 or 460 S. Salisbury Ave.
Spencer, NC 28159

Electronic file (pdf) Email Address: jmorris@spencernc.gov

Submissions due: 12:00 noon Friday, October 30, 2026

**SUBMISSIONS RECEIVED AFTER 12:00 noon EST ON OCTOBER 30,
2026 WILL BE RETURNED UN-OPENED.**

REQUEST FOR QUALIFICATIONS (RFQ) FOR THE TOWN OF SPENCER, STANBACK EDUCATIONAL FOREST / ROCKY BRANCH LOOP TRAIL SYSTEM

INTRODUCTION

The Town of Spencer (Owner) is issuing this Request for Qualifications (RFQ) from qualified firms for the design and construction of a trail system.

PROJECT DESCRIPTION

- The project includes a design-build for the construction of a combined aggregate and natural surface trail system including design, construction documents, permitting, grading, stream crossing structures and construction.

Budget

- FUNDING – This project budget is up to \$690,000 and is funded with a NC Dept of Natural and Cultural Resources - Great State Trail Program grant and local funds. The project will follow Town of Spencer guidance for procurement and execution of services.
- The facility will be designed and constructed per Owner’s specifications based on generally accepted trail construction standards and best practices.

PROPOSAL FORMAT

The Firm’s proposal shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward and concise description as possible. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner’s needs.

Qualification materials must be enclosed in a sealed envelope (box or container) addressed to the Point of Contact person; the package must clearly identify the submittal deadline and label stating, “Town of Spencer GTSG-Rocky Branch Loop Trail Project,” and the name and return address of the respondent.

- Proposal page limit will be 40 pages maximum, excluding cover, executive summary/cover letter, and back cover.
- Submit one hard copy and one digital copy of the Qualifications. Digital copy file size must be 10 MB or less.
- All proposals must be formatted to 8.5” x 11” sheet size, portrait, or landscape orientation. The PDF shall be exported as single pages (not spreads) to facilitate easier viewing and printing.
- Qualifications received after the deadline will be returned to the respondent unopened.
- Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

- Properly submitted Qualifications will not be returned to respondents and will become the property of the Owner.

PROPOSAL CONTENT

To facilitate an equitable evaluation of your firm's qualifications, please respond specifically to the following items in the order as described below:

Executive Summary/Cover Letter

- Provide a statement of interest for the project, including a narrative describing the respondent's unique qualifications as they pertain to this project.
- Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake the project.

Firm Information

- Firm Name, Address, State, Zip Code, Website, and Telephone Number
- Firm history and year established
- If your firm has branch offices, list locations and staff count for each branch office.
- Type of Organization (individual, partnership, corporation)
- List of Officer's Names
- Contact Person's Name, Address, State, Zip Code, Telephone Number, and Email.
- Provide the following information on your firm for the past five fiscal years:
 - o Annual number, value, and percent change of contracts per year.
 - o Annual revenue totals and percent change per year.
 - o Total bonding capacity to include available bonding and current backlog. Attach a letter of intent from a surety company, indicating your firm's ability to bond for the entire construction cost of the project. The security shall acknowledge that the firm may be bonded for each stage/phase of the project, with a total maximum cost of \$690,000.00.

Personnel Information

Provide resumes for key personnel employed by your firm who will be assigned to this project.

Roles

- Corporate Management / Project Executive
- Project Management
- Estimating and Scheduling

- Project Superintendent

Resumes

Include the following information for each resume:

- Name
- Project Role
- Firm Role / Title
- Years of Experience
- Education
- Similar Relevant Experience / Projects
- Other Qualifications

Organizational Chart

Provide an organizational chart graphically, indicating how the firm will structure the proposed team of pre-construction and construction phases for the project. Identify who will be the primary contact with the Owner. Indicate any personnel who will be located at the Project Field Office.

Project Experience Information

Provide examples of comparable projects for which your firm constructed. Include the following information:

- Project Name and Location
- Owner, Project Manager, Sub-Contractors
- Trail System Type and Size
- Construction Cost
- Year of project construction was completed and construction duration of the project
- Representative, color images of project
- Initial contract amount and final contract amount
- References (for each project listed above)
- Architect/Engineer's name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number and email
- Length of business relationship with the Owner

The Owner may contact references during any part of this process.

Project Understanding, Construction Methodology, Technologies, Best Practices, and Approach

- Project Understanding – Describe your firm’s understanding of this project.
- Grant Funding Understanding – Describe your firm’s understanding of NC Parks and Recreation grants processes and especially those through the NC Great Trails State Program.
- Approach and Methodology – Describe your firm’s approach and methodology to providing services for this project. Specifically address the following items:
 - o Describe your firm’s relationship with and utilization of local contractors, subcontractors, and suppliers? Provide specific examples or references.
 - o Describe your firm’s approach to sub-contractor engagement, bid review, and recommendation.
 - o Describe your firm’s approach to project schedule development and management.
 - o Describe your firm’s experience with sustainable construction and documentation.
 - o Describe your firm’s communication processes during pre-construction and construction. How does your firm handle communication for construction meetings and submittals?
 - o Describe your quality assurance program. Explain the methods used to ensure quality control during the construction phase of a project.
 - o Describe your procedures for implementing industry’s “best practices” as defined by the US Forest Service or other similar sustainable trail design standards.
 - o Provide an example of a successful constructability program used to maintain project budgets without sacrificing quality.
 - o Describe your firm’s construction coordination and quality control process.
 - o Describe your firm’s safety and OSHA compliance program and procedures.
 - o Describe your firm’s unique qualifications for this project.
- Describe your firm’s experience with State of NC funded grant projects especially through the NC Recreation and Parks Department.

Schedules

- Describe how your firm will develop, maintain, and update the project schedule during design and construction.
- Describe your firm’s approach to assuring timely completion of this project, including methods for schedule recovery, if necessary.

- Describe how your firm will develop and maintain work schedules during design and construction to coordinate with the Owner and tenants' project schedule.

SELECTION

The Owner will review each firm's proposal and rank them to determine the top candidates. Firms may be interviewed as deemed necessary to determine the successful firm. The Owner reserves the right to reject all proposals and to select a firm and award a contract as is deemed in the best interest of the Owner. The Owner reserves the right to negotiate costs and contract issues with one or more finalists.

EVALUATION CRITERIA

The proposals will be evaluated relative to the following criteria:

- Firm Qualifications
- Personnel Qualifications
- Project Experience
- Project Understanding, Approach and Methodology
- Availability
- State of NC Parks & Recreation Grant Experience

COST OF PREPARATION

All costs associated with preparation of Statement of Qualifications (RFQ) shall be borne by the interested firm. At the completion of the RFQ process, the responsive submitted documents shall become the property of the Owner.

PROCEDURE FOR SUBMISSION

RFQ's shall submit one hard copy and one electronic copy submitted by email of their proposal materials to:

Mail or In Person:

Joe Morris, Special Projects Planner
Town of Spencer
P.O. Box 45, or Spencer Town Hall, 460 South Salisbury Avenue
Spencer, NC 28159
Email : jmorris@spencernc.gov

The Owner appreciates the interest and time spent submitting this proposal packages for consideration.

****FOR ANY QUESTIONS REGARDING THE RFQ,
PLEASE EMAIL CONTACT PERSON ABOVE.
RFQ ADDENDUMS WILL BE SENT TO ALL INTERESTED PARTIES AS NEEDED.****

GENERAL ASSERTIONS AND ATTESTATIONS

Duties and Obligations of Firms in the RFQ Process

Interested proposers are expected to fully inform themselves as to all conditions, requirements, and specifications of this RFQ before submitting qualifications. Proposers must perform their own evaluation and due diligence verification of all information and data provided by the Owner. The Owner makes no representations or warranties regarding any information or data provided by the Owner. Proposers are expected to promptly notify the Owner in writing to report any ambiguity, inconsistency, or error in this RFQ. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency, or error.

No Collusion, Bribery or Conflict of Interest

By responding to this RFQ, the proposer shall be deemed to have represented and warranted that its RFQ submittal is not made in connection with any competing firm submitting a separate response to this RFQ and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed, or attempted to bribe, an officer or employee of the Owner, or other government official at the state or federal level, in connection with this RFQ.

Public Records

Upon receipt by the Owner, each qualified responsive RFQ becomes the property of the Owner and is considered a public record except for material that qualifies as "Trade Secret" information under North Carolina General Statute 66-152 et seq. RFQs will be reviewed by the Owner's evaluation committee, as well as other Owner staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Qualification package," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each proposer agrees that the Owner may reveal any trade secret materials contained in their proposal to all Owner staff and Owner officials involved in the selection process and to any outside consultant, such as the Owner's Advisor, or other third parties who serve on the Selection Committee or who are hired by the Owner to assist in the selection process. Furthermore, each proposer agrees to indemnify and hold harmless the Owner and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material that the proposer has designated a trade secret. Any proposer that designates its entire Proposal as a trade secret may be disqualified from the selection process.

Owner's Reserved Rights and Options

The Owner expects to select one proposal but reserves the right to request substitutions of any key team member, including staff and subconsultants. The Owner reserves the right to contact any proposer if such is deemed desirable by the Owner to obtain any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The Owner reserves the right to conduct investigations with respect to the qualifications and experience of any proposer.

The Owner reserves the right to modify any part of this RFQ by issuing one or more addenda during the RFQ response period. The Owner reserves the right to reject any or all responses to the RFQ, to advertise for new RFQ responses,

or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Owner. The Owner reserves the right to waive technicalities and informalities.

This RFQ does not constitute an offer by the Owner. A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the Owner unless the Owner and the proposer execute a contract. The Owner may select the proposer to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by the Owner to execute a contract or to continue discussions. The Owner can terminate discussions at any time and for any reason. No recommendations or conclusions from this RFQ process concerning the proposer shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

Registration with Secretary of State for North Carolina

Any proposer wishing to be considered for the services must be properly registered with the Office of the Secretary of State at the time of submission of the RFQ. The firm selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required Services.

Ownership of Work Products

The Owner shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the proposer pursuant to any contract under this RFQ (collectively, the “design work”), including, without limitation, the right to copy, use, disclose, distribute, and make derivations of the Design Work for any purpose or to assign such rights to any third party. The design work shall be prepared in the Owner’s name and shall be the sole and exclusive property of the Owner, whether or not the work contemplated therein is performed. The Owner will grant the proposer a royalty-free, non-exclusive license to use and copy the Design Work to the extent necessary to perform the contract.

No Lobbying

The proposer certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the Owner or the State of North Carolina in connection with obtaining a contract under this RFQ.

Compliance with Equal Opportunity Laws and Regulations

Proposers must comply with all applicable equal opportunity statutes, regulations, and Executive Orders.

Commercial Non-Discrimination Ordinance

The following provisions are incorporated into any contract that may result from this solicitation:

As a condition of entering into this Contract, the proposer represents and warrants that it will fully comply with the Owner's Commercial Non-Discrimination Policy, as described in Section 2, Article IV of the Recruitment and Employment policy, and consents to be bound by the award of any arbitration conducted thereunder. As part of such compliance, the proposer shall not discriminate on the basis of race, religion, color, creed, national origin, gender, political affiliation, disability, or age in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers in connection with an Owner contract or contract solicitation process, nor shall the proposer retaliate against any person or entity for reporting instances of such discrimination. The proposer shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all of its subcontracting and supply opportunities on Owner contracts, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. The proposer understands and agrees that a violation of this clause shall be considered a material breach of this agreement and may result in termination of this agreement, disqualification of the proposer from participating in Owner contracts or other sanctions.

As a condition of entering into this contract, proposer agrees to: (a) promptly provide to the Owner in a format specified by the Owner all information and documentation that may be requested by the Owner regarding the solicitation, selection, treatment and payment of subcontractors in connection with this contract; and (b) if requested, provide to the Owner within 60 days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the proposer has used on Owner contracts in the past five years, including the total dollar amount paid by proposer on each subcontract or supply contract. Proposer further agrees to fully cooperate in any investigation conducted by the Owner pursuant to the Owner's Non-Discrimination Policy, to provide any documents relevant to such investigation that are requested by the Owner, and to be bound by the award of any arbitration conducted under such policy.

The proposer agrees to provide to the Owner occasionally at the Owner's request, payment affidavits detailing the amounts paid by the proposer to subcontractors and suppliers in connection with this contract within a certain period of time. Such affidavits shall be in the format specified by the Owner occasionally.

The proposer understands and agrees that violation of this commercial non-discrimination provision shall be considered a material breach of this contract and may result in contract termination, disqualification of the proposer from participating in Owner contracts and other sanctions.

E-Verify

As a condition for payment under this contract, proposer shall: (i) comply with the E-Verify requirements set forth in Article 2 of Chapter 64 of the North Carolina General Statutes (the "E-Verify Requirements"); and (ii) cause each subcontractor under this Contract to comply with such E-Verify Requirements as well. proposer will indemnify and save harmless the Owner from all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations, duties, fines, penalties, interest charges and other liabilities (including settlement amounts) incurred on account of any failure by proposer or any subcontractor to comply with the E-Verify Requirements.

NC Prohibition on Contracts with Companies that Invest in Iran or Boycott Israel

Proposer certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the "Treasurer's IDA List"); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a company engaged in the boycott of Israel (such designation being referred to as the "Treasurer's IB List"); and (iii) it will not take any action causing it to appear on the Treasurer's IDA List or the Treasurer's IB List before or during the RFQ. In submitting a proposal in response to this RFQ, Proposer further agrees, as an independent obligation, separate and apart from this RFQ, to reimburse the Owner for any and all damages, costs and attorneys' fees incurred by the Owner in connection with any claim that the proposer's RFQ or any part thereof is void due to proposer appearing on the Treasurer's IDA List or the Treasurer's IB List at any time before or during the RFQ.

Sales Tax Certification

The proposer agrees to collect and certify sales tax for construction materials for themselves and all sub-contractors on this project pursuant to GS 105-164.14(c) if selected as CMAR for this project.

PROJECT CONTEXT & DESCRIPTION
STANBACK EDUCATIONAL FOREST ROCKY BRANCH LOOP TRAIL
GREAT TRAILS STATE PROGRAM GRANT

Context: The Stanback Forest -Rocky Branch Loop Trail (RBLT) Development is a key component of an overarching plan to build a robust trail network in Spencer, North Carolina. The creation of the loop trail helps fulfill a larger land conservation vision extending back to the original land acquisition (2010) carried out by the Land Trust for Central NC (now the Three Rivers Land Trust). The proposed trail creates an outdoor recreation, nature study and greenspace preservation opportunity for outdoor enthusiasts, casual hikers, scout organizations, educational groups and tourists visiting the nearby NC Transportation Museum.

Stanback Forest is central to Spencer's efforts to re-tool the local economy in manner that reflects the intent of local leadership to make Spencer a cleaner, greener and better place to be. Further, the Town of Spencer seeks to develop a trail network to connect Stanback Forest, through a combination of sidewalks, bicycle lanes and multi-use paths to area schools, downtown Spencer, Library Park, the NC Transportation Museum, the Yadkin River Trailhead, the Carolina Thread Trail, the Piedmont Legacy Trail, the Davidson County River Park and the Yadkin River State Trail (blueway).

Description: The proposed Rocky Branch Loop Trail (RBLT) is located within the Stanback Educational Forest in Spencer, Rowan County, North Carolina. The ~46-acre tract was deeded to the Town of Spencer by the Three Rivers Land Trust in October 2023 and is subject to conservation easements held by the Three Rivers Land Trust and the Land & Water Conservation Fund. Trail construction and recreational uses are allowed by the easements.

A preliminary assessment of the land area anticipates a trail alignment that starts on South Spencer Avenue, generally parallels Rocky Branch and extends to a proposed overlook at Grants Creek. The proposed trail development would connect to a planned Grants Creek Blueway Trailhead and returns to South Spencer Avenue. The proposed Rocky Branch Loop Trail (RBLT) compliments a larger, existing trail network within the larger (~100-acre) Stanback Educational Forest. (Trail alignment map attached) The proposed trail is intended to increase use of an informal trail network that currently exists within the Stanback Forest property. Trail development will include a 6' to 8' wide stone-surface path that will traverse roughly parallel to Rocky Branch and extend from South Spencer Avenue to an overlook on Grants Creek. Side loops will vary in width and will conform with a trail layout originally created in 2014 by Carolina Thread Trail volunteers. Essential construction activities will include grubbing, grading, erosion control, storm drainage improvements, small bridges, a trail map kiosk, signage and trail blazing. The Town of Spencer was successfully awarded a \$460,000 Great Trails State grant along with local matching funding for trail development., including: \$100,000 from the Blanch and Julian Robertson Family Foundation, \$100,000 from Fred & Alice Stanback, \$25,000 from the Carolina Thread Trail Foundation and \$5,000 from the Duke Energy Foundation. The total of privately contributed funds is \$230,000.00 **The total project budget will not exceed \$690,000.**

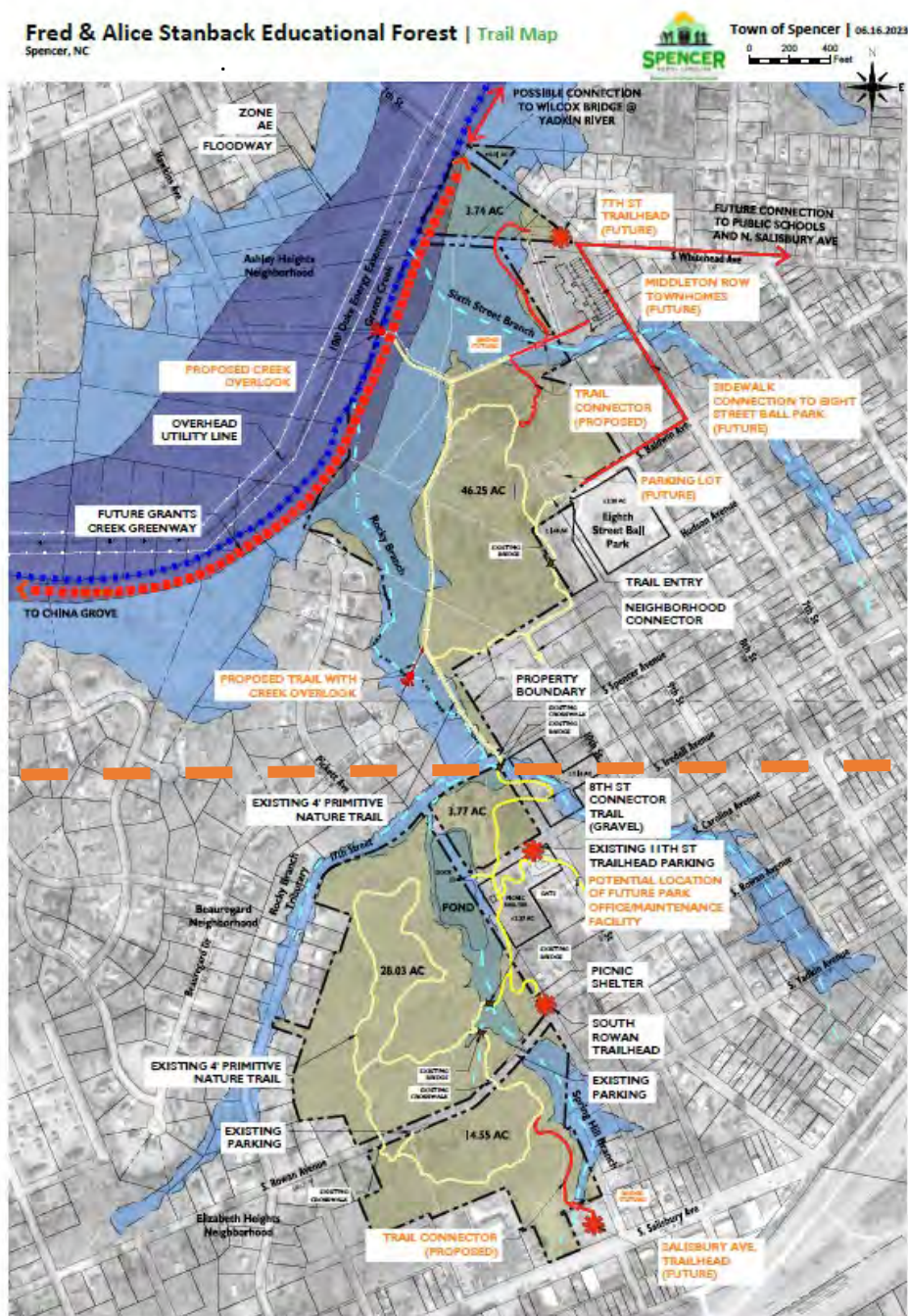
Preliminary Project Budget (Subject to Modification, Adjustment and Value Engineering):

Demolition, grubbing, selective vegetation removal, etc.	\$ 40,000.00
Grading / Erosion Control	\$250,000.00
Trail Construction	\$ 80,000.00
Stormwater (swales, culverts, surface, drainage)	\$ 90,000.00
Site Improvements (bridges, signage, markings, etc.)	\$135,238.00
Contingency (5%)	\$ 29,762.00
Subtotal Construction	\$625,000.00
Soft costs, Design, Survey, etc.	<u>\$ 65,000.00</u>
TOTAL PROJECT BUDGET*	\$690,000.00

*As a design / build trail construction project, modifications, adjustments and value engineering decisions are to be expected, based on field conditions and well-reasoned analysis and situational problem solving. In all cases, changes in alignment, construction technique, materials, etc. will be made in consultation with the Owner. A written log will be maintained by the Owner's representative for purposes of recordation of field modifications affecting project quality, outcomes and budgetary considerations.

The trail network will also connect to 8th Street Ballpark and, ultimately to future urban greenway that traverses Spencer to the Yadkin River.

The map below illustrates the overall trail network of the Stanback Educational Forest Trail. Positions south of Spencer Avenue are not included in this RFQ.



**Area of Rocky
Branch Loop
Trail – North of
Spencer
Avenue ONLY**

**Area of Stanback
Forest trail network
south of Spencer
Avenue NOT
INCLUDED in this
RFQ**

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item #:

Agenda Item Title: Spencer Growth and Prosperity Presentation

Category: Regular Agenda

Presenter(s): Steve Blount, Planner

Explanation:

Physical and population growth through annexation come with a cost of providing municipal services to more people and new places. How can we minimize linear cost increases and avoid large capital need surprises by planning for growth and growing smart

Financial Impact:

NONE at this time

Choose an item.

1. Include any specific language needed for motions.

Attachment(s): ☒ Yes ☐ No

1. memo
2. slide presentation pdf



MEMO

Date: 8.4.26

By: Steve Blount, Town Planner

RE: The Long-Term Cost of Growth
Annexation and our Water/Sewer Extension Policy

Narrative:

NC General Statutes allow annexation of property into a municipality under strict regulation and with the specific requirement that the municipality provide municipal services (solid waste management, fire & police protection, road maintenance, etc.) at essentially the same quality and level as is provided within the existing municipality. The Town of Spencer currently provides street pickup of garbage, solid yard waste removal, fire & police protection, and road maintenance of streets accepted into our system. It is important when agreeing to annex property that, 1) the property tax revenue generated by the annexed property will at least offset this ongoing municipal cost, 2) that annexing the property furthers some other goal of the municipality such as creating a growth corridor (i.e., US HWY 29) or growth area (i.e., Yadkin River District), or 3) that general population growth is recognized as beneficial to the town even if some individual annexation projects are of negative financial benefit.

While general statutes allow several methods of annexation, the most prominent and widely used is by voluntary petition of the property owners. The only leverage/incentive we have to encourage annexation is via an agreement we have with Salisbury Rowan Utilities (SRU) that any property owner located within our defined extraterritorial jurisdiction (ETJ) who wishes to connect to SRU's water or sewer lines must have Spencer's approval. We have to date given our approval for connection subject to a request for "voluntary" annexation.

In the past several years, Spencer has had a steady stream of annexations requested and approved by the Board of Aldermen. These annexations have primarily been of two types: 1) annexation of specific parcels for development of commercial, industrial or distribution businesses or, 2) annexation of specific parcels for medium to large residential developments that required municipal water and sewer for the density of development required. In both cases, it was easy to justify annexation based on tax revenues alone and in some cases the annexations also furthered the Town's development priorities as defined in our *Comprehensive Land Use Plan* such as higher density residential growth in the Hawkinstown Road area and industrial/commercial development north along US HWY 29 and east along Long Ferry Road.

Last year, staff brought a requested annexation to the board for residential development on existing lots along Lincoln Ave. As the area was located just outside of our existing municipal boundary (close enough where expansion of services wouldn't require major extensions of service routes) and since there were eleven lots involved (enough to justify a slight expansion of

our service areas) staff felt comfortable recommending approval of the annexation. Lincoln Ave is also in the defined growth corridor area of 3rd St/Hollywood Drive. Just recently we recommended annexation of an additional two lots on Lincoln Ave for duplexes with the logic that if you're serving 11 lots on Lincoln Ave, two more wouldn't add appreciably to the cost of services.

Just recently, an individual property owner who lives within the Town's ETJ came to request a zoning permit as required by SRU to connect to their water lines. His well was failing and he thought it would be cheaper to connect to the municipal line running across his front yard than to dig a new well. He did not want to be annexed due to the increased property tax costs. If we wouldn't approve the water tap without annexation, he stated he would just pay the higher price and have a new well installed.

This situation raised the question of how to evaluate marginal annexation/utility connection situations where the cost of services likely would be in excess of the new tax revenue generated based on the isolated location of the property in question. This is a policy decision that should be made by the Board of Aldermen.

A few thoughts on this issue:

1. In general, growth is good. Annexation always creates some new property tax base and revenue. Commercial and industrial growth creates jobs. Population growth related to residential annexations grows the town's population, which increases our sales tax allocation.
2. All annexations add some cost of municipal services. In almost all commercial and industrial annexations, the predicted tax revenue increase far exceeds these costs. In large to medium size residential annexations, revenues equal or exceed costs, especially when sales tax benefits are considered. The cost of municipal services may exceed new revenues from small residential developments and/or individual residential lot annexations.
3. Proximity to our existing municipal boundary and location relative to existing service routes/areas will also impact on the cost of services. For example, the Hawkinstown Road developments are near 7th St and Whitehead Ave where similar services are being provided and are intermediate to trips to and from the county landfill. The NC Finishing Company property was annexed years ago and since services (primarily fire & police) are already provided to that property, annexing property along N Salisbury Ave./US HWY 29 will not appreciably increase demand on, or cost of, those services. On the other hand, we have not provided service in the Long Ferry Road corridor east of I-85 in the past. Annexation east of I-85 or too far north (Willow Creek, Hinkle) and south (Montclair) of Long Ferry will constitute an expansion of our traditional service areas with associated increases in costs.
4. Increases in municipal service costs caused by annexation are not linear in nature. Existing staff and equipment are adequate for some level of increases in population and geographic area. The incremental costs of growth may not be apparent in each year's budget process as a little more fuel is consumed, a few more hours of work time are logged, or even when a person or two are added to the town's employment, especially if incremental revenue growth from annexations exceed those costs. At some point in the

future, though, some bigger ticket items may be caused by growth. A new patrol unit for the police department. A second garbage truck and crew. A new satellite fire station. These costs should be kept in mind and accounted for in the Town's long-term budgeting efforts.

5. Like the inefficiencies inherent with residential sprawl development, scattered annexations and/or annexations of small properties widely separated from other municipal areas will cause inefficiencies in the provision of municipal services. These should be avoided unless they are in the furtherance of desired long-term growth patterns. Annexing individual properties shown by the blue dots on the first map below wouldn't seem to be justified unless the plan was to annex a broader area over time as shown in the second map.



6. Water and sewer capacity is finite. Each connection allowed depletes the amount of service capacity available for future projects.
7. Population growth and demand for commercial and industrial sites will continue in our state, region, county, and town. Saying no to annexations will not stop the growth, it will only allow growth around us to continue without input from our citizens and leaders on what kind of growth we want.
8. Physical growth is finite. We are bordered by Salisbury to the southwest, East Spencer to the southeast, and the Yadkin River to the north. Geography and topography limit our growth to the northwest to about Ridge Road. Duke Energy and Rowan County's Red Rock development limit our growth potential to the east. Recognizing these physical limitations, we need to be smart about the types of growth we encourage.

Recommendations:

1. The Town should carefully consider and then define preferred areas for residential, commercial and industrial growth. This has been done in our ***Comprehensive Land Use Plan*** and the resultant ***Development Ordinance*** and ***Zoning Map***, but commitment to these growth plans should be reconfirmed with specific knowledge that there may be costs related to the increased demands for municipal services related to annexations.
2. The predicted incremental cost increases of municipal services (a new garbage truck, a satellite fire station, etc.) related to annexations should be identified and factored into a long-range budgeting process. Once parameters leading to the requirements for these incremental cost increases are identified, a plan should be implemented to avoid/delay these tipping points as long as possible.
3. Policy direction should be adopted by the Board of Aldermen for staff when permitting or denying connections to SRU's water/sewer system for single properties within our ETJ or any projects outside our identified growth areas and corridors. Recognize that denying connections or forcing connections in return for annexation may create financial hardship on some individuals.

Action steps:

1. Have staff begin investigation into growth patterns that would trigger the need for additional staffing or capital expenditures. Suggest ways to delay or avoid these trigger points.
2. Have staff begin investigation of future growth related capital costs such as a satellite fire station, additional garbage collection equipment, etc. and present these projects as a part of all future budget presentations once amounts and timing can be determined.
3. Make funding of Capital Improvement Plan a high priority in each year's budgeting process.



MEMO

Date: August 17, 2026

By: Steve Blount, Town Planner

RE: Growth and Prosperity in Spencer
Can we Afford to Grow? Can we Afford not to?

Narrative:

The early growth in the Town of Spencer must have been breathtaking. Starting as pastureland and forests north of Salisbury, soon after the site selection for the Southern Railroads maintenance facility in the late 1890s our town burst into being. Hundreds of residential lots were platted in around 1900 as the downtown core began to grow. A proper grid of urban streets was planned. Commercial growth came soon after along Salisbury Ave, 5th and 4th Streets.

Estimated population in 1800 was less than 150 people. The population grew rapidly with the expansion of the railroad maintenance shops to about 769 in 1900, 911 in 1910, 1075 in 1920. The town's population reached 3072 people in 1940. As the railroads began conversion to diesel engines in the 1950s, however, the maintenance shops employment levels declined and by the 1970s, the shops were closed. The town's population growth stalled during the 1970s and 80s, but with the establishment of the NC Transportation Museum and a new focus on recreation and tourism based economies, the town has started to grow again.

Regional growth is now impacting Spencer. North Carolina is the 9th largest state in the nation and had the third highest annual growth rate in 2024-25 at 1.3%. The I-85 corridor from Raleigh to Charlotte is the fastest growing area in the state, adding 47,000 in 2022-23. Trend analysis predicts that in coming years, the state will add about one million people per decade with two-thirds locating in the I-85 corridor.

Based on the number of zoning permits issued in Spencer for housing units over the last four years, our annual growth rate is higher than the state at 2.17%. Based on this trend and the number of projects already in the planning phase, Spencer could easily see its population grow to between 4,700-5,000 people by 2030.

During the past four years, Spencer's geographic area has grown through annexation by about 119 acres or 6%. Other projects in the planning stages could easily double that amount by 2030. Each annexation proposed is examined on an economic cost vs benefit basis and to date, each project has been predicted to generate more in tax revenue for the town than any expected increase in the cost of providing municipal services (garbage, fire & police protection, etc.). Now is the time, however, to begin considering the cumulative cost of growth and to define the tipping

points we may reach that require large expenditures for labor and/or capital expenditures related to geographic and population growth.

Tipping Points vs Linear Impacts

Much of our growth during the past four years has been of the infill type- building on small lots located along existing streets, usually between existing homes. Since, for example, we already run a garbage collection route down that street, the time required to empty one additional garbage can is negligible. Add enough infill homes along enough existing streets, however, what used to take one day may slip into requiring a day and a half. The extra cost in this scenario is a little extra labor cost.

It's hard to imagine enough infill growth occurring to require another garbage collection truck, but we might need to hire a few extra workers at some point. The big tipping point comes, however, when one truck can't get to all the homes in a one week period. Then you have the one-time cost of a new truck and crew. What might cause that tipping point? Quantity of pick-ups is one factor, but geographic spread is probably of more impact.

Industrial and commercial growth to the north and northeast of the downtown core (where our fire station is located) is the gold standard of economic development due to the large amount of tax revenue created vs services needed. Our measurement of response time is indicative of the quality of our fire department. Response time in our downtown core is wonderfully quick. Time to Hawkinstown Road will be a little longer. What will our response time be to a fire on Willow Creek Drive? What kind of equipment will we need to fight fires in large, especially tall industrial buildings? When will our growth in people and structures lead to the need for a satellite fire station? Those are a few of the tipping points worth consideration.

Grow Smart

To avoid or at least delay the tipping points that will require large capital expenditures, we need to try and grow smart. Population growth in close proximity to current residential areas is good. Higher density residential growth is more efficient when considering service delivery costs. Scattered growth is bad. Following planned growth patterns will help avoid unexpected capital and labor expenses.

Plan for Capital Needs

Growth is coming regardless of our feelings about its impact. While tipping points can be delayed and some even avoided, it is prudent to begin now to plan for the unavoidable expenses. The Town's budgeting process should be used to identify the timing and cost of predictable capital expenditures and then money should be set aside each year to fund a Capital Improvement Plan meant to address these needs. Funding the Capital Improvement Plan should become a priority just as important as paying our power bill or providing benefits to our employees.

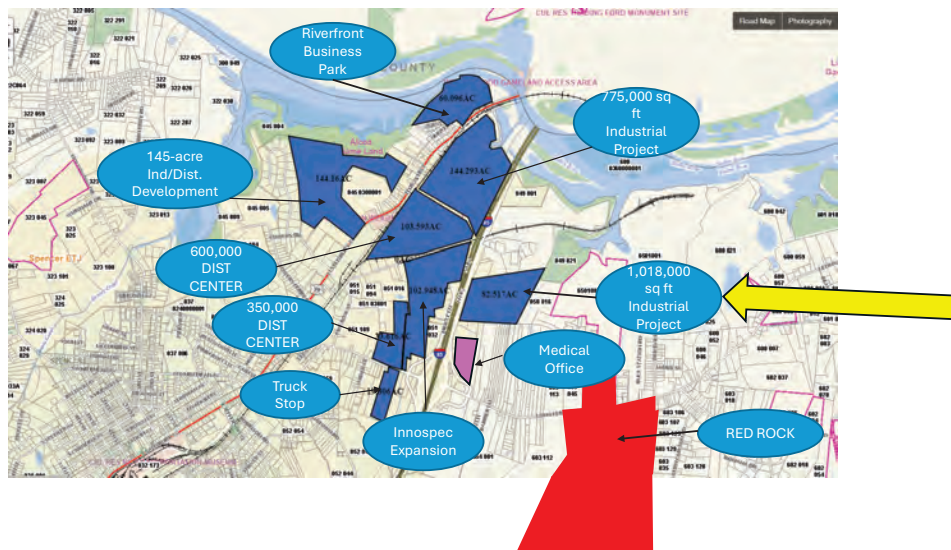
Spencer Growth and Prosperity

Can we Afford to Grow?

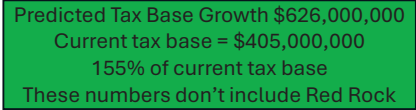
Can we Afford Not to?

Commercial/Industrial Growth

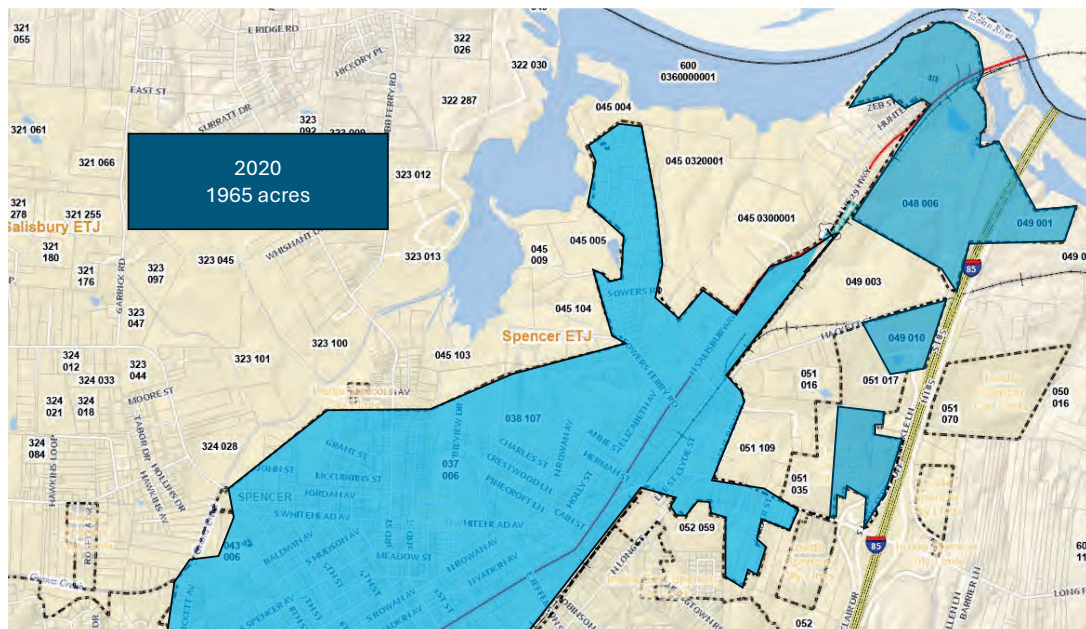
Other Projects in the Planning Stage

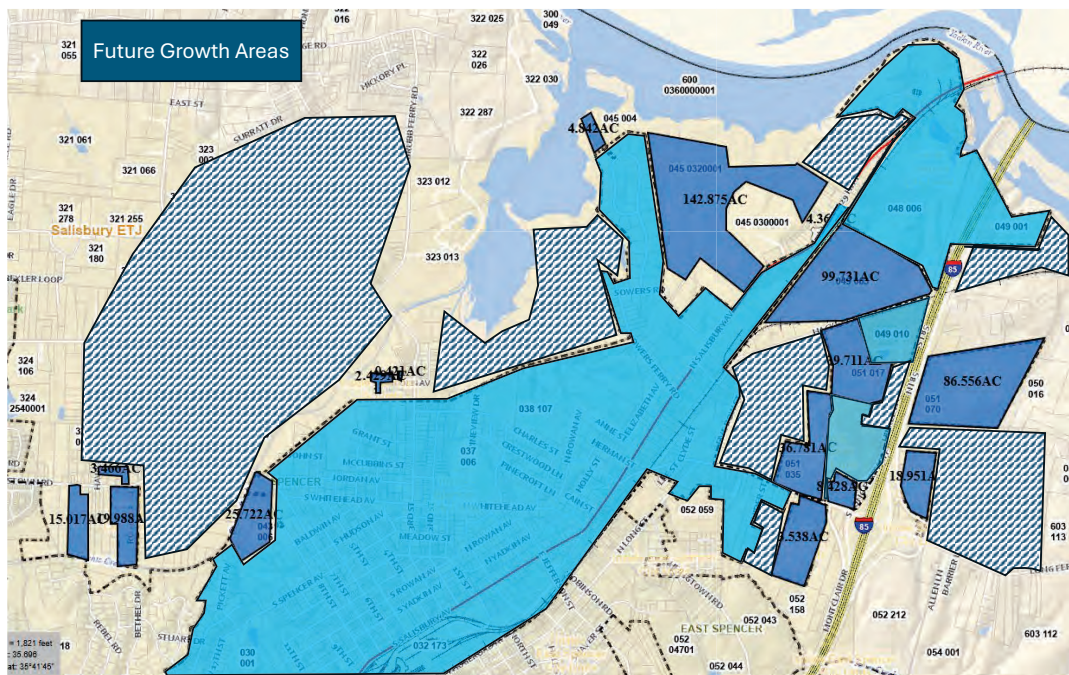
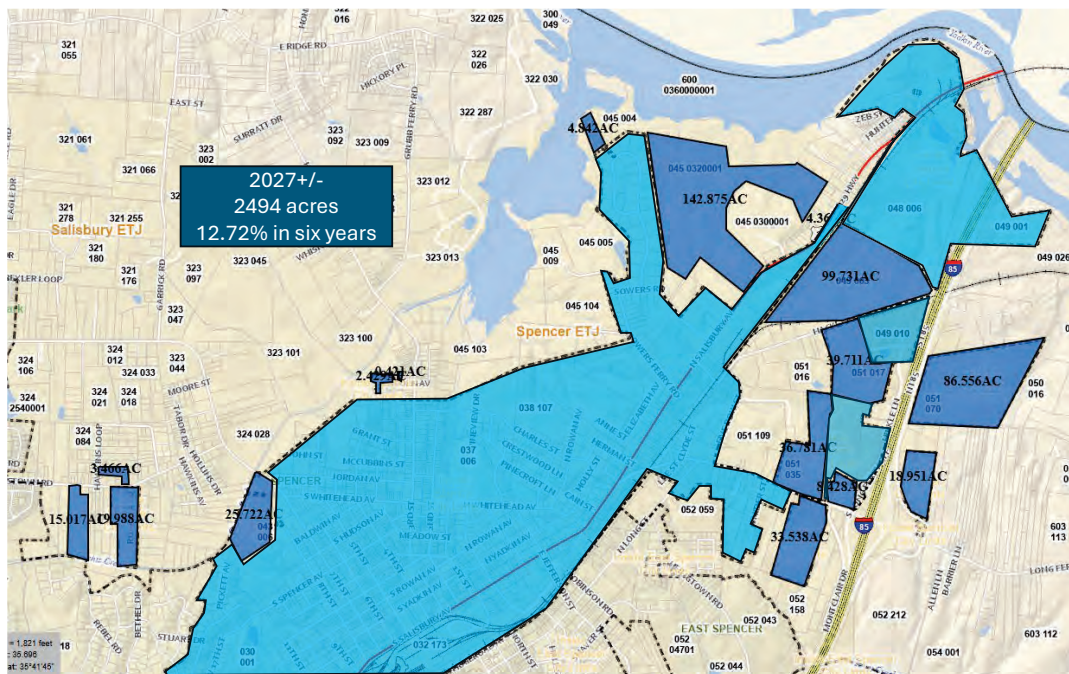
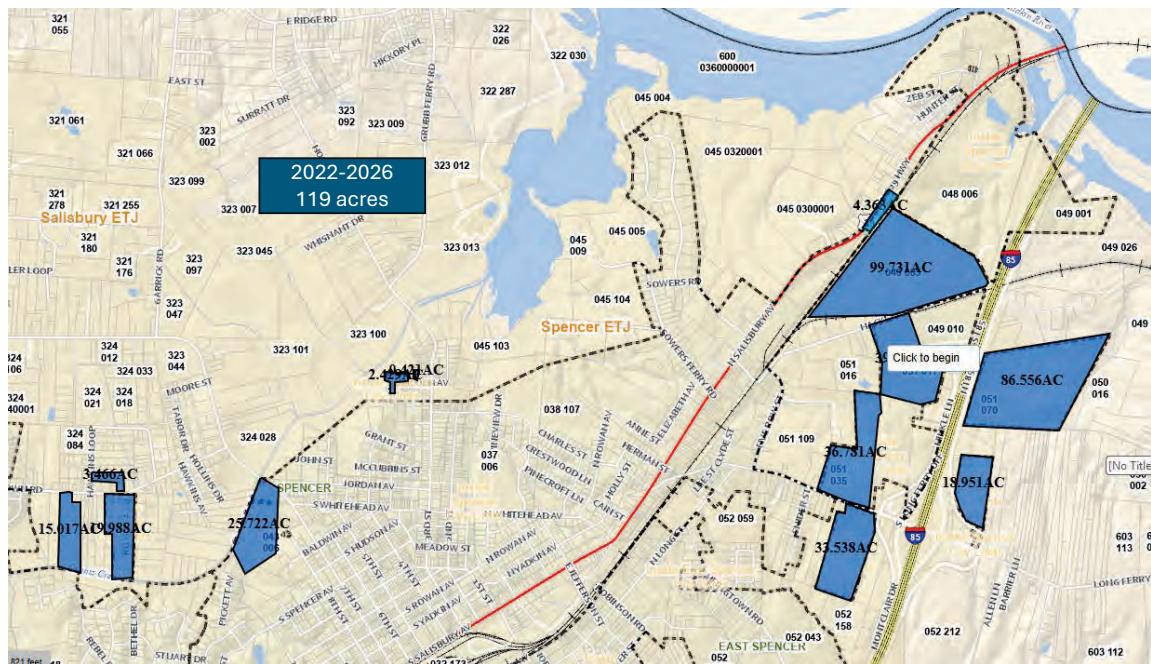


Other Projects in the Planning Stage



Growth Through Annexation





Residential Growth

North Carolina Population Growth Overview

North Carolina's population has been **one of the fastest-growing in the U.S.** in recent years, driven primarily by **domestic migration** despite a notable drop in international migration.

Current population and growth rate

As of **July 1, 2025**, North Carolina's population is **11.2 million**, ranking **9th largest state** in the U.S. [NC OSBM](#). From July 1, 2024, to July 1, 2025, the state added **145,000–146,000 residents**, a **1.3% growth rate**, placing it **third nationally** in population increase rate, behind only South Carolina (1.5%) and Idaho (1.4%).

The Charlotte region has experienced rapid population growth, adding over 127,000 residents since 2020, with an average of 157 new residents moving in daily in 2023-2024.

Recent Growth Trends

The Charlotte metropolitan area, encompassing 14 counties across North and South Carolina, has grown to nearly **3 million residents**. From 2022 to 2023, the region added more than **47,000 people**, reflecting a **1.6% annual growth rate**, outpacing other major U.S. metros like Nashville, Tampa, and Atlanta (Charlotte Region, U.S. Census Bureau).

Population Growth Along the NC I-85 Corridor

The I-85 corridor in North Carolina — stretching roughly from the Raleigh/Durham area to Charlotte — is one of the state's fastest-growing regions, driven by both urban expansion and suburban development.

Statewide and corridor trends

North Carolina's *NC Moves 2050* plan projects that **about a million more residents will move to the state each decade through 2050, with two-thirds of them settling in metropolitan areas along the I-85 corridor from Charlotte to Durham**. [Connect NCDOT](#). This influx is expected to increase congestion and strain transportation infrastructure, making multimodal options more critical.

Spencer's Growth Rate???

I've issued 119 zoning permits for residential units (SFH, Duplexes, Townhomes) in 4 ½ years

Based on 2.75 people per residence = 327 people

2022 population estimate= 3,350

$327/3350 = 9.76\%$ population growth in 4 ½ years = **2.17 % annual growth rate**

This number includes only 12 of the 140 townhomes at Hawkins Meadows

128 remaining townhomes = 352 people

30 lot subdivision = 82 people

220 Yadkin River District Apartments = 605 people

Other Yadkin River District = ???

Normal infill growth = ???

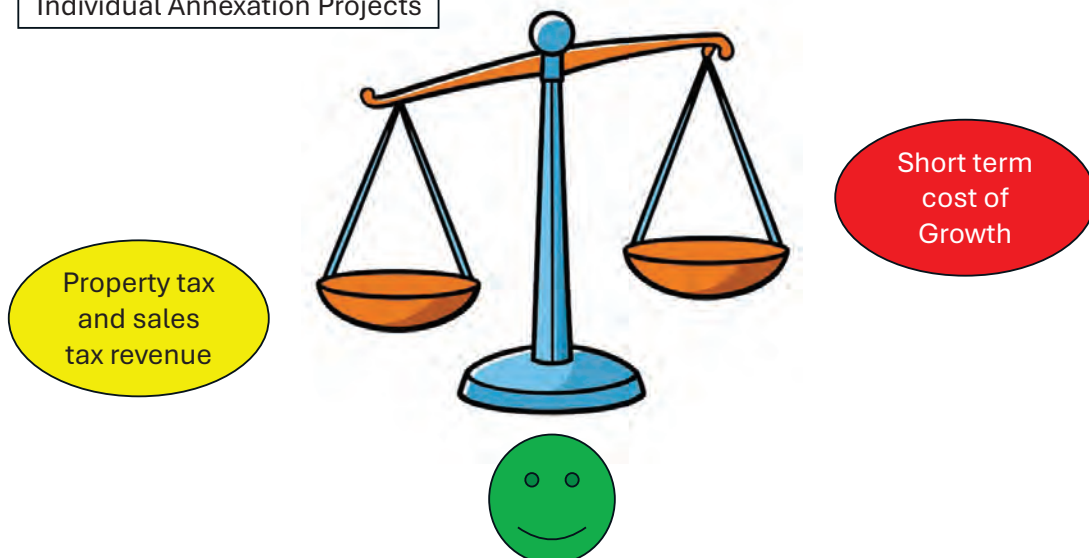
2030 population estimate = 4,700- 5,000 people

Can We Afford to Grow?

—

Can We Afford Not To?

Individual Annexation Projects



Cumulative Impact of Residential, Commercial & Industrial Growth



Growing Labor Costs



Growth is good

Commercial and industrial growth increases our tax base and revenue without much demand for services and provides jobs for our citizens

Residential growth increases our share of sales tax revenue and higher population levels will attract new businesses and encourage new amenities

Grow Smart

- Grow into areas defined by ***Comprehensive Land Use Plan***
- Embrace ***Higher Density Development***
 - Density = Efficiency
 - There is a finite amount of land to be developed
- Identify ***Tipping Points*** that will require large capital expenditures
 - ***Avoid*** those tipping points as long as possible
- Plan for the ***Cost*** of those tipping points
 - Build your yearly budget around the cost of those future costs
 - Begin funding your ***Capital Improvement Plan*** now

Action steps:

1. Have staff begin investigation into growth patterns that would trigger the need for additional staffing or capital expenditures, suggesting ways to delay or avoid these trigger points.
2. Have staff begin investigation of future growth-related capital costs such as a satellite fire station, additional garbage collection equipment, etc. and present these projects as a part of all future budget presentations once amounts and timing can be determined.
3. Make funding of ***Capital Improvement Plan*** a high priority in each year's budgeting process.

Growth is coming our way regardless of how we feel about it.

Planning will make that growth beneficial to us all.

Budgeting for it will make it painless.

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Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: 600 & 520 S Salisbury Ave Economic Development Project Public Hearings

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Planner

Explanation:

Town is working with developer to create class A office space at old Town Hall building and adjacent parking lot

Financial Impact:

None.

Recommendations:

1. Approve a resolution to authorize sale of property per NCGS 158-7.1
2. Authorize staff to negotiate with developer on sale of property with economic development considerations

Attachment(s): ☒ Yes ☐ No

1. Resolution 26-13

**RESOLUTION 26-13
TOWN OF SPENCER
RESOLUTION APPROVING CONVEYANCE OF PROPERTY FOR ECONOMIC DEVELOPMENT PURPOSES
PURSUANT TO N.C.G.S. § 158-7.1**

WHEREAS, the Town of Spencer owns the real property located at 600 South Salisbury Avenue (Parcel No. 032-112) and 520 South Salisbury Avenue (Parcel No. 032-135); and

WHEREAS, said properties include the former Spencer Town Hall building and an associated parking lot; and

WHEREAS, the Town previously relocated its governmental operations from the property and the property has remained substantially vacant and underutilized for several years; and

WHEREAS, the Board of Aldermen has determined that the property is no longer needed for governmental purposes and that redevelopment of the property represents an opportunity to advance the Town's economic development goals; and

WHEREAS, October Ninth Investments, LLC has proposed redevelopment of the property as the Spencer Business Center; and

WHEREAS, the Board finds that the proposed redevelopment will generate substantial public benefits through private investment, economic activity, increased tax base, property rehabilitation, downtown revitalization, and employment opportunities; and

WHEREAS, after proper notice, a public hearing was conducted on September 3, 2026; and

WHEREAS, the Board has determined that the public benefits associated with the project justify the consideration received by the Town pursuant to N.C.G.S. § 158-7.1;

NOW, THEREFORE, BE IT RESOLVED:

1. The conveyance of the property to October Ninth Investments, LLC for \$150,000 is hereby approved.
2. The Board finds that the conveyance serves a valid public purpose and promotes economic development within the Town.
3. The Mayor and Town Manager are authorized to execute all contracts, deeds, agreements, restrictive covenants, and other documents necessary to complete the transaction.
4. This resolution shall become effective immediately upon adoption.

Adopted this 8th day of September, 2026.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Willow Creek Industrial Incentive Package

Category: Regular Agenda

Presenter(s): Peter Franzese, Town Manager; Steve Blount, Planner

Explanation:

Developer has requested an economic incentive package consistent with Town's policy

Financial Impact:

None.

Recommendations:

Vote to approve, modify or disapprove economic incentive

Attachment(s): ☒ Yes ☐ No

1. resolution

**RESOLUTION 26-14
TOWN OF SPENCER**

**RESOLUTION GRANTING AN ECONOMIC INCENTIVE GRANT PURSUANT TO N.C.G.S. § 158-7.1 AND THE TOWN
OF SPENCER'S INVESTMENT GRANT PROGRAM ADOPTED JUNE 14, 2022**

WHEREAS, NCGS 158-7.1 gives local governments authority to enter into economic development agreements with developers; and

WHEREAS, the NC Court of Appeals in their decision on Maready v City of Winston Salem provided legal policy guidelines for local government units to follow when establishing incentive policies and agreements, such guidelines being followed in establishing this policy; and

WHEREAS, attracting businesses to our community creates new tax base and jobs for our citizens and promotes ancillary economic growth; and

WHEREAS, attracting high quality businesses to our community is a competitive endeavor where the businesses have multiple site location options; and

WHEREAS, competing communities are, in almost all cases, offering incentive plans to attract said businesses to their communities; and

WHEREAS, a developer, Crow Holdings Development, is committing to the development of Rowan County tax parcel 051 070 located in the Town of Spencer, investing approximately \$80 million in site improvements and building construction; and

WHEREAS, per the Town of Spencer Investment Grant Program and a request from the developer, this project qualifies for a Level 2 Grant that will pay the developer an amount yearly for five years based on 75% of the increase in property tax revenue paid to the Town due to development of this property, the total estimated amount being approximately \$1,891,500;

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

1. The Board authorizes staff to negotiate the terms of the Economic Incentive Grant with the Developer.
2. The Town may consider future improvements and investments in this property for expansion of this grant or for separate grants with details to be furnished to the Board at a later date.
3. This resolution shall be effective immediately upon adoption.

Adopted this 8th day of September, 2026

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Consider approval of proposed rezoning at John St from SFR-3 to RMST

Category: Regular Agenda

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

Explanation:

Property owner wants rezone this property to allow creation of a small (12-16 lot) residential subdivision. Development will require cost of new road and he needs higher density to offset that cost.

Financial Impact:

None.

Recommended Motion:

1. Suggested Motion Language for rezoning approval:

I move to approve the staff's recommendation as presented to rezone parcel 034 004 located on John St from SFR-3 to the RMST zoning classification by adoption of ordinance 26-12.

2. Suggested motion language for Statement of Consistency and reasonableness:

I move to adopt a Statement of Consistency and Reasonableness stating that we find that this rezoning is consistent in general with the Town's Comprehensive Land Use Plan (per requirements of NCGS 160D-605(a)), said plan stating specifically, "Hawkinstown Rd Area- Area north of Hawkinstown Rd, east and south of 7th Street and west to Salisbury ETJ boarder, includes a mixture of small and medium sized parcels with limited residential development. If combined and redivided, and provided with municipal water and sewer, this could be prime area for higher density residential development and annexation." We further find this rezoning to be reasonable in all ways as prescribed by NCGS 160D-605(b). This rezoning will be beneficial to the citizens of the Town of Spencer.

Attachment(s): ☒ Yes ☐ No

1. ordinance

TOWN OF SPENCER, NORTH CAROLINA

ORDINANCE 26-12

AN ORDINANCE TO AMEND the Town's Official Zoning Map dated September 10, 2024, rezoning Rowan County GIS System parcel number 034 004 located on John St from SFR-3 to RMST zoning classification:

WHEREAS, the current SFR-3 zoning classification is a residential classification as is the proposed RMST classification; and

WHEREAS, the RMST classification would allow a smaller minimum lot size; and

WHEREAS, the property owner plans to subdivide this parcel to create a small residential subdivision; and

WHEREAS, the smaller lot size is needed to allow an adequate number of lots to be created to offset the cost of road and utility extensions; and

WHEREAS, small lot development is the prevalent current land use in this area and is recommended by the Town's Comprehensive Land Use Plan;

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

Section 1.

The Town's Official Zoning Map dated September 10, 2024 will be revised as follows:
Parcel 034 004 located on John St will be revised from SFR-3 to RMST zoning Classification

Section 2. This ordinance shall become effective immediately upon adoption.
Adopted this 8th day of September, 2026.

Jonathan Williams, Mayor

ATTEST

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Insurance reimbursement for Stanback Park Shelter Budget Amendment 26-04.002

Category: Regular Agenda

Presenter(s): Heather Kann, Finance Officer

Explanation:

July 13, 2026, a tree fell on the Stanback Park shelter causing significant damage and loss of the shelter. Insurance assessment minus deductible resulted in a \$15,836.65 payment.

Financial Impact:

Revenue received will be used to replace the shelter.

Recommendations:

Move to approve Budget Amendment 26-04.002

Attachment(s): ☒ Yes ☐ No

1. Budget Amendment 26-04.002

AN ORDINANCE AMENDING
THE TOWN OF SPENCER, NORTH CAROLINA
FY 26-27 ANNUAL BUDGET
ORDINANCE 26-04.002
SEPTEMBER 8, 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, 2026, and ending on June 30, 2027:

Section 1. The Town received \$15,836.65 insurance payment to replace the loss of a shelter in Stanback Forest.

Section 2. To amend the FY 26-27 revenue and expense appropriations as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-4740	Insurance Recovery	\$0	\$15,836	\$15,836

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
10-5510-522	Maint & Repair – Buildings & Grounds	\$15,600	\$31,436	\$15,836

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

Adopted this 8th, day of September 2026.

Jonathan Williams, Mayor

Anna Kanode Ward, Town Clerk

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Ordinance 26-13 an Ordinance Adopting and Enacting a New Code for the Town of Spencer

Category: Regular Agenda

Presenter(s): Anna Kanode Ward, Town Clerk; Jay Dees, Town Attorney

Explanation:

The Town contracted with CivicPlus to complete a comprehensive recodification of the Town of Spencer Code of Ordinances. The process included review and coordination among CivicPlus and its legal counsel, the Town Attorney, and Town staff. Proofs of the recodified Code were also provided to members of the Board of Aldermen for review.

The recodification and review process has been completed, and Ordinance 26-13 is presented for formal adoption of the recodified Code as the Code of Ordinances of the Town of Spencer. The adopting ordinance also addresses the repeal of certain prior ordinances not included in the Code, preservation of specified ordinances and existing rights or proceedings, penalties for violations, and the manner in which future amendments will be incorporated.

Adoption of Ordinance 26-13 will complete the Town's formal recodification process. Following adoption, the executed ordinance will be submitted to CivicPlus, which will initiate publication of the new Code on the Town's online code platform. The recodified Code will provide an updated and systematically organized resource for the Board, Town staff, and the public, with future amendments incorporated through the Town's ongoing code supplementation process.

Financial Impact:

None for the adoption of the recodified code of ordinances.

Recommended Motion:

I move to adopt Ordinance 26-13 an Ordinance Adopting and Enacting a New Code for the Town of Spencer.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 26-13 an Ordinance Adopting and Enacting a New Code for the Town of Spencer, North Carolina

**TOWN OF SPENCER
ORDINANCE 26-13**

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF SPENCER

WHEREAS, the Town of Spencer has undertaken a comprehensive review and recodification of its ordinances to improve organization, accessibility, and usability for residents, staff, and public officials; and

WHEREAS, CivicPlus, LLC has compiled, revised, and codified the Town's ordinances into a unified Code of Ordinances incorporating ordinances adopted through August 12, 2025; and

WHEREAS, the Board of Aldermen finds that adoption of a recodified Code of Ordinances will promote efficiency in municipal administration and provide a current and organized statement of the Town's general and permanent legislation; and

WHEREAS, the Board of Aldermen desires to adopt the recodified Code of Ordinances and provide for the continued amendment and maintenance of the Code;

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

Section 1. The Code entitled "Code of Ordinances, Town of Spencer, North Carolina" published by CivicPlus, LLC is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before August 12, 2025, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Violations of such Code shall be punished as provided in such Code.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after the date specified in section 2 hereof that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Adopted this 8th day of September 2026.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Planning Monthly Report

Category: Departmental Report

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

Explanation:

No approval needed. This item is for information only.

Financial Impact:

None.

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report

Monthly Activity Report
 Planning, Zoning & Subdivision Administrator
 August 2026

Date	Location	Activity	Action
8.3.26	Hawkins loop rd	Development questions	Answered questions
8.3.26	John st	Subdivision questions	Answered questions
8.3.26	410 s Salisbury ave	Sign permit	Issued
8.3.26	N Yarkin ave	Driveway questions	Answered questions
8.3.26	Lincoln ave	Zoning permit for duplexes	Revised
8.3.26	Us hwy 29	Zoning permit for water tap	Issued permit
8.3.26	Office	Water tap policy discussion with staff	Participated
8.3.26	S Salisbury ave	Driveway permit questions	Answered questions
8.3.26	Office	Annexation vs water tap extension policy	Drafted
8.4.26	Office	Spencer growth statistics data	Provided to mayor
8.4.26	Office	Staff meeting	Participated
8.4.26	Office	I-Works discussion	Participated
8.4.26	706 5 th st	Zoning and driveway permits for new house	Issued
8.4.26	S Salisbury ave	Site planning process discussion	Participated
8.4.26	618 n Salisbury ave	Development questions	Answered questions
8.6.26	216 n rowan ave	Zoning permit questions	Answered questions
8.6.26	Whitehead ave	Bike lane questions from Carolina thread trail staff	Answered questions
8.6.26	Office	Property owner problems with rowan co on building permits	Resolved issues
8.6.26	Office	Board of Aldermen meeting	Participated

8.10.26	Hawkins ave	Development questions	Answered questions
8.10.26	Us hwy 29	Possible code violation	Notified code enf officer
8.10.26	Beauregarde	Possible code violation	Notified code enforcement
8.10.26	Us hwy 29	Notified businesses of restriping and bike lanes	Discussed with property owners
8.10.26	608 s Carolina	Storage building questions	Answered questions
8.10.26	Various	Public hearing signs	Retrieved
8.10.26	Office	Planning Board meeting	Participated
8.11.26	Yadkin ave	Development questions	Answered questions
8.11.26	Office	Staff meeting	Participated
8.11.26	Whitehead ave	Zoning permit questions	Answered questions
8.11.26	Hinkle ave	Sign questions	Answered questions
8.11.26	Office	Advertisement language for economic incentive projects	Drafted
8.11.26	Office	BoA meeting	Participated
8.13.26	1205 s Salisbury ave	Development questions	Answered questions
8.13.26	Hawkinstown rd	Subdivision preliminary site plan	Reviewed and commented
8.13.26	Grubb ferry rd	Subdivision questions	Answered questions
8.13.26	Hollywood dr	Development questions	Answered questions
8.13.26	Alexander st	Subdivision plat	Reviewed and commented
8.13.26	Hawkins meadows development	Five zoning permits for townhomes	Issued
8.13.26	610 s Yadkin st	Zoning permit for new home	Issued permit
8.17.26	Hawkins loop rd	Development questions	Answered questions
8.17.26	John st	Public hearing sign	Posted
8.17.26	Us hwy 29	Incentive grant request nc finishing co project	Staff discussion
8.17.26	Office	Board presentation material	Drafted and sent to anna
8.18.26	Yadkin ave	Fence questions	Answered questions
8.18.26	Office	HPC meeting on code violation process	Participated
8.18.26	Long st	Development questions	Answered questions

8.18.26	1016 2 nd st	Zoning permit for deck addition	Issued
8.18.26	Office	Online IT security training	Participated
8.20.26	Hawkinstown rd	Fire hydrant locations	Reviewed and commented
8.20.26	Salisbury ave & 9 th st	Zoning permit applications	Reviewed and commented
8.20.26	Long ferry rd	Grade separation bridge preliminary discussions with NCDOT	Participated
8.20.26	1214 3 rd st	Addressing issue	Answered questions
8.24.26	Baldwin ave	Storage bldg. questions	Answered questions
8.24.26	806 s Salisbury ave	Zoning and driveway permits for new house	Issued permits
8.24.26	104 9 th st	Zoning and driveway permits for new house	Issued permits
8.24.26	6 th st	Alleyway closing questions	Answered questions
8.24.26	17 th st	Easement maps	Reviewed
8.24.26	216 n rowan st	Code enforcement questions	Answered questions
8.25.26	630 n Salisbury ave	Parking lot issues	Answered questions
8.25.26	Benson drive	Development questions	Answered questions
8.25.26	Office	Staff meeting	Attended
8.25.26	Yadkin ave	Development questions/sewer easement problems	Met with property owner
8.25.26	Whitehead	Zoning permits for two sfh	Reviewed and commented
8.27.26	Alexander	Zoning and driveway permit questions	Answered questions
8.27.26	452 5 th st	Zoning permit revisions	Responded
8.27.26	N long st	Zoning and driveway permits for two duplexes	Issued
8.27.26	N Salisbury ave	Questions on Behavior health facility zoning	Asked for more detail
8.27.26	508 4 th st	Zoning permit for storage building	Issued permit

Quotes:

“Don’t focus so much on single buildings as fabric. If fabric is lost, we have a few heroic buildings in parking lots.”

Stephen Mouzon

“The mark of a great city isn’t how it treats its special places – everybody does that right – but how it treats its ordinary ones.”

Aaron M. Renn

“We don’t want a plan based on land uses. We want a plan based on experiences. Who visits downtown to see land uses?”

Mitchell Silver

“I thought digital technology would eventually reverse urbanization, and so far that hasn’t happened. But people always overestimate how much will change in the next three years, and underestimate how much will change over the next ten years.”

Bill Gates

“The second mode [to deal with unsafe cities] is to take refuge in vehicles. This is the technique practiced in the big wild-animal reservations of Africa, where tourists are warned to leave their cars under no circumstances until they reach a lodge. It is also the technique practiced in Los Angeles.”

Jane Jacobs

“Cities, like cats, will reveal themselves at night.”

Rupert Brooke

“They can print statistics and count the population in hundreds of thousands, but to each man a city consists of no more than a few streets, a few houses, a few people.”

Graham Green

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Code Enforcement Monthly Report

Category: Departmental Report

Presenter(s): Chief Michael J. File

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

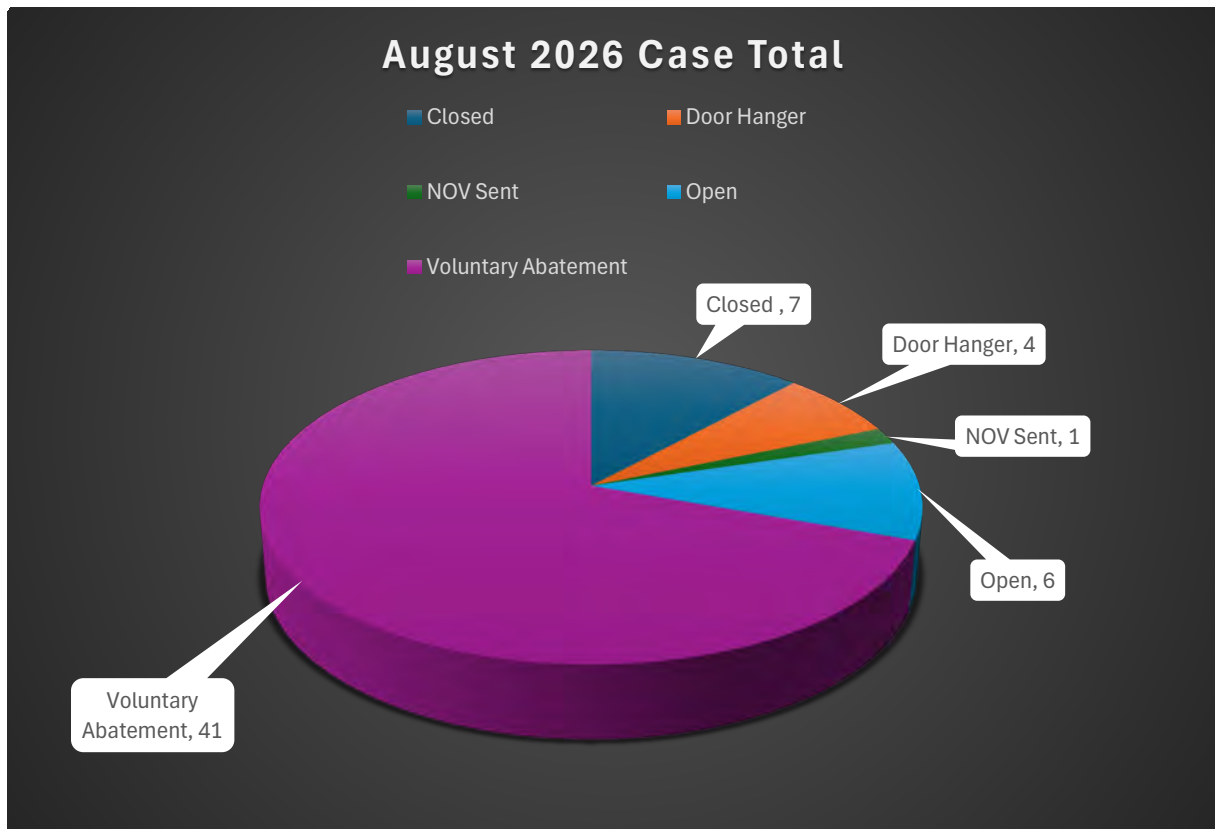
N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Code Enforcement Report

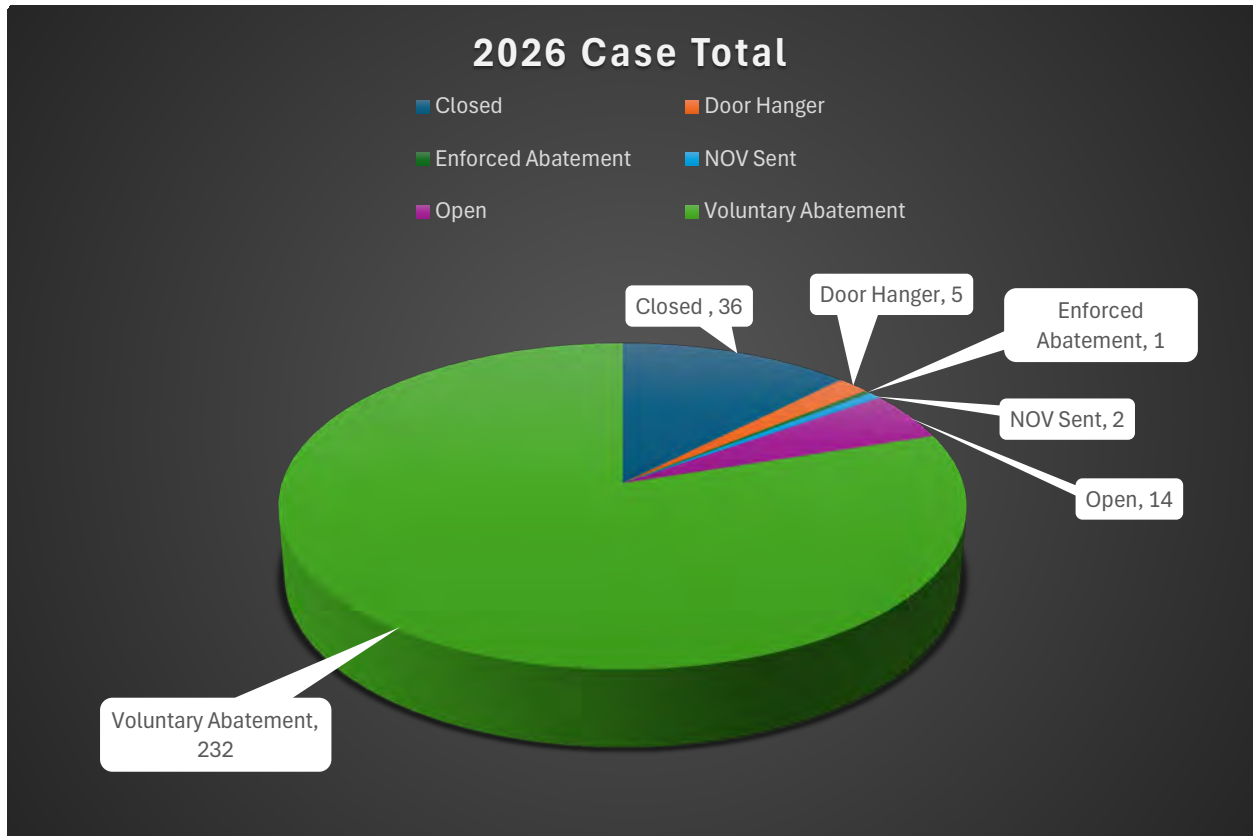
Monthly Report

- Total cases – 59
- Open - 6
- Voluntary Abatement – 41
- Notice of Violations – 1
- Closed - 7
- Door Hanger– 4



2026 Yearly Report

- Total cases – 290
- Open - 14
- Voluntary Abatement - 232
- Enforced Abatement - 1
- Notice of Violations – 22
- Door Hanger - 5
- Closed – 36



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
202600293	401 Crestwood Lane	tall grass	Open
202600291	614 5TH ST	Minimal Housing	Open
202600286	804 4TH ST	High Grass	Open
202600285	902 4TH ST	High Grass	Open
202600281	907 2ND ST	High Grass	Open
202600262	708 4TH ST	HPC Violation	Open
202600234	613 5TH ST	Tall Grass	Open
202600221	400 Charles ST	Simming Pool Violation	Open
202600178	705 N Salisbury Ave	Junk	Open
202600124	813 4TH ST	Junk Vehicle	Open
202600042	511 3RD ST	Nuisance Home	Open
202600018	1355 Adams ST	Overgrowth	Open
202600017	1340 Adams ST	Overgrowth	Open
202600008	613 5TH ST	Minimal Housing	Open

Case Status Report

8/1/2026 - 8/31/2026

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

202600294	8/28/2026	Closed	8/31/2026		512 4th street	Grass over grown
202600292	8/26/2026	Closed	8/31/2026		902 4th street Spencer nc 28159	Grass is very high looks like a jungle
202600250	8/10/2026	Closed	8/10/2026	Animal Complaints	812 Fourth St Spencer, NC 28159 United States	I am submitting a complaint regarding dogs at a neighboring property that appear to be continuously tethered outdoors without adequate shelter. The dogs bark, cry, and howl throughout the day and night, creating a significant disturbance and raising concerns about their welfare. The barking occurs at all hours, including overnight and early morning hours, and frequently continues for extended periods. In addition, the dogs appear to remain tied in the yard with little or no protection from weather conditions.
202600248	8/6/2026	Closed	8/10/2026		812 4th st	4th complaint: Barking dogs ALL DAY
202600247	8/5/2026	Closed	8/10/2026		812 4th St.	3rd complaint. Barking dogs
202600245	8/4/2026	Closed	8/18/2026	Site Visit	1840 N US HWY 29	County Inspection Due
202600242	8/4/2026	Closed	8/5/2026	Site Visit		
202600084	3/24/2026	Closed	8/12/2026	Site Visit	401 S Rowan Ave	Falling Fence

Group Total: 8

Group: Door Hanger

202600288	8/20/2026	Door Hanger	8/31/2026	Site Visit	512 4TH ST	High Grass
202600276	8/20/2026	Door Hanger	8/20/2026	Site Visit	309 N Rowan	High Grass
202600275	8/20/2026	Door Hanger	8/20/2026	Site Visit	301 N Yadkin	High Grass
202600274	8/20/2026	Door Hanger	8/20/2026	Site Visit	120 2ND ST	High Grass

Group Total: 4

Group: NOV Sent

202600254	8/10/2026	NOV Sent	8/17/2026	Site Visit	45 Beaureguard	RV Parking

Group Total: 1

Group: Open

202600293	8/27/2026	Open	8/31/2026		401 Crestwood Lane	tall grass
202600291	8/20/2026	Open	8/20/2026	Site Visit	614 5TH ST	Minimal Housing
202600286	8/20/2026	Open	8/20/2026	Site Visit	804 4TH ST	High Grass
202600285	8/20/2026	Open	8/20/2026	Site Visit	902 4TH ST	High Grass
202600281	8/20/2026	Open	8/20/2026	Site Visit	907 2ND ST	High Grass
202600262	8/20/2026	Open	8/20/2026	Site Visit	708 4TH ST	HPC Violation

Group Total: 6

Group: Voluntary Abatement

202600290	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	304 S Iredell	High Grass
202600289	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	314 S Iredell	High Grass
202600287	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	610 4TH ST	High Grass
202600284	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	1003 2ND ST	High Grass
202600283	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	1000 2ND ST	High Grass
202600282	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	912 2ND ST	High Grass
202600280	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	609 2ND ST	High Grass
202600279	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	602 2ND ST	High Grass
202600278	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	301 Meadow	High Grass
202600277	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	216 N Rowan	Illegal Parking

202600273	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	117 2ND ST	High Grass
202600272	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	116 11TH ST	High Grass
202600271	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	401 8TH ST	High Grass
202600270	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	510 9TH ST	High Grass
202600269	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	602 S Carolina	High Grass
202600268	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	600 S Carolina	High Grass
202600267	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	205 S Carolina	High Grass
202600266	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	205 S Rowan	High Grass
202600265	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	209 S Rowan	High Grass
202600264	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	211 S Rowan	High Grass
202600263	8/20/2026	Voluntary Abatement	8/31/2026	Site Visit	301 S Rowan	High Grass
202600261	8/13/2026	Voluntary Abatement	8/13/2026	Site Visit	222 N Yadkin	Illegal Parking
202600260	8/13/2026	Voluntary Abatement	8/13/2026	Site Visit	306 N Yadkin Ave	Illegal Parking
202600259	8/13/2026	Voluntary Abatement	8/13/2026	Site Visit	108 4TH ST	Sign Violation
202600258	8/13/2026	Voluntary Abatement	8/31/2026	Site Visit	101 Sowers Ferry Rd	Junk
202600257	8/13/2026	Voluntary Abatement	8/31/2026	Site Visit	505 Steeplechase Trl	High Grass
202600256	8/12/2026	Voluntary Abatement	8/31/2026	Portal Complaint	440 Steeplechase Trail	Tall Grass
202600255	8/10/2026	Voluntary Abatement	8/31/2026	Site Visit	501 7TH ST	High Grass
202600253	8/10/2026	Voluntary Abatement	8/31/2026	Site Visit	200 S Salisbury Ave	Tall Grass
202600252	8/10/2026	Voluntary Abatement	8/31/2026	Site Visit	502 S Carolina Ave	High Grass
202600251	8/10/2026	Voluntary Abatement	8/13/2026	Site Visit	701 N Salisbury Ave	Sign Violation
202600249	8/9/2026	Voluntary Abatement	8/31/2026	Site Visit	610 S. Carolina ave	Minimal Housing

202600246	8/4/2026	Voluntary Abatement	8/31/2026		812 4th street	Barking dogs all day and night
202600244	8/4/2026	Voluntary Abatement	8/10/2026	Site Visit	222 N Yadkin	Illegal Parking
202600243	8/4/2026	Voluntary Abatement	8/10/2026	Site Visit	206 N Yadkin Ave	Illegal Parking
202600241	8/4/2026	Voluntary Abatement	8/31/2026	Site Visit	311 S Rowan	Abandoned vehicle
202600240	8/3/2026	Voluntary Abatement	8/13/2026	Site Visit	511 3RD ST	Brush Pile
202600239	8/3/2026	Voluntary Abatement	8/10/2026	Site Visit	311 N Rowan Ave	High Grass
202600238	8/3/2026	Voluntary Abatement	8/10/2026	Site Visit	410 S Rowan Ave	High Grass
202600237	8/3/2026	Voluntary Abatement	8/31/2026	Site Visit	414 S Rowan Ave	High Grass
202600236	8/3/2026	Voluntary Abatement	8/10/2026	Site Visit	505 4TH ST	Tree Down
202600235	7/28/2026	Voluntary Abatement	8/10/2026	Site Visit	605 5TH ST	Tall Grass
202600231	7/28/2026	Voluntary Abatement	8/10/2026	Site Visit	808 5TH ST	Tall Grass
202600230	7/28/2026	Voluntary Abatement	8/10/2026	Site Visit	814 5TH ST	Tall Grass
202600227	7/27/2026	Voluntary Abatement	8/31/2026	Site Visit	307 N Yadkin Ave Apt C	Minimal Housing
202600226	7/27/2026	Voluntary Abatement	8/10/2026	Site Visit	113 10th ST	Tall Grass
202600225	7/27/2026	Voluntary Abatement	8/31/2026	Site Visit	117 10TH ST	Junk Pile
202600224	7/27/2026	Voluntary Abatement	8/10/2026	Site Visit	500 7TH ST	Tall Grass
202600223	7/27/2026	Voluntary Abatement	8/10/2026	Site Visit	501 7TH ST	Tall Grass
202600222	7/27/2026	Voluntary Abatement	8/10/2026	Site Visit	707 7TH ST	Tall Grass
202600219	7/27/2026	Voluntary Abatement	8/13/2026	Site Visit	606 Grants Crossing	Junk Pile
202600215	7/27/2026	Voluntary Abatement	8/10/2026	Site Visit	510 5TH ST	Tall Grass
202600205	7/20/2026	Voluntary Abatement	8/31/2026	Site Visit	901 3RD ST	Yard Parking/ Junk
202600204	7/20/2026	Voluntary Abatement	8/31/2026	Site Visit	816 3RD ST	Junk/Yard Parking

202600184	6/22/2026	Voluntary Abatement	8/31/2026	Site Visit	411 S Iredell	Overgrowth
202600181	6/22/2026	Voluntary Abatement	8/31/2026	Site Visit	306 S Carolina ave	Junk/ Grass
202600165	6/8/2026	Voluntary Abatement	8/12/2026	Site Visit	113 2ND ST	HPC Violation
202600164	6/3/2026	Voluntary Abatement	8/12/2026		304 Harrison St	Overgrown bushes are blocking the intersection at Harrison & N Rowan (coming from Whitehead). You have to pull into the middle of the intersection to see if there is anything coming.
202600137	5/13/2026	Voluntary Abatement	8/31/2026	Site Visit	610 S Yadkin	High Grass

Group Total: 59

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Total Records: 78

8/31/2026

August Code Enforcement Case Highlight

610 S. Carolina Ave. • Spencer, NC 28159



BEFORE ABATEMENT



AFTER ABATEMENT

Case Outcome: The property conditions shown in the before photograph were addressed through code enforcement abatement. The after photograph documents the improved condition of the site following abatement.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Police Department Monthly Report

Category: Departmental Report

Presenter(s): Chief Michael J. File

Explanation:

No approval needed. This item is for information only.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Police Department Report

Activity Log Event Summary (Totals)

Spencer Police Department

(07/31/2026 - 08/31/2026)

<No Event Type Specified>	3	8th Street Ballpark Check	85
911 Hang-Up	8	Administrative Work	61
Alarm - Hold-up	2	Alarm - Other	8
Animal Complaint	8	Assault - Sexual	1
Assist - East Spencer Police	27	Assist - EMS	7
Assist - Fire Department	7	Assist - Motorist/Public	7
Assist - NCHP	1	Assist - Other Agency	5
Assist - Other Officer	24	Assist - Sheriff's Office	17
B&E/Burglary - Residential, Report	1	Business Check-Drive Through	486
Calls For Service (General)	9	Code Enforcement Activities	20
Communicating Threats	1	Community Event	1
Court	3	Directed Patrol	21
Disturbance	1	Disturbance- Verbal	10
Domestic - Property Pick-up	2	Domestic Dispute	5
Escort - Motorist/Public	1	Follow-up Investigation- Spencer	6
Foot Patrol - Business	64	Fraud - Report	4
House Check	29	Interview	1
Involuntary Commitment	1	Larceny - In-Progress	1
Larceny - Report	7	Library Park Check	93
Magistrate's Office	2	Maintenance - Vehicle	7
Meeting	4	Missing Juvenile	2
Missing Person	1	NCTM - Drive Through	206
NCTM - Foot Patrol	52	Noise Complaint	2
Norfolk Southern Railroad-Drive Through	17	Overdose	1
Park Check	130	Property - Lost/Missing	1
Property Damage - In-Progress	1	Property Damage - Report	2
Public Service	17	School Check - NRES	84
School Check - NRHS	93	School Check - NRMS	82
Shots Fired	2	SRO Duties	58
Subpoena Service	2	Suspicious - Activity	3
Suspicious - Person	6	Suspicious - Vehicle	8
Traffic Accident - PD	12	Traffic Accident - PI	1
Traffic Complaint	1	Traffic Control	2

Activity Log Event Summary (Totals)

Spencer Police Department

(07/31/2026 - 08/31/2026)

Traffic Enforcement	8	Training - PD	10
Training - School	11	Trespassing - In-Progress	3
Unlock Vehicle	2	Vehicle Stop	139
Warrant Service	6	Welfare Check	13
Yadkin River Park Check - Davidson County	95	Yadkin River Park Check - Spencer	113

Total Number Of Events: 2,237

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Agenda Item Coversheet

Meeting Date: 09/08/2026

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

SEPTEMBER 2026 MONTHLY REPORT

Calls for Service: 8/1/26-8/31/26

Fire: *

Medical: *

Monthly Total: 119

2026 Total: 908

Apparatus:

- E752 is OOS. The truck is losing power; parts have been ordered, and downtime is unknown.

Equipment:

- N/A

Special Events:

- Thomas the Train- September 25-27 and October 4-6

Personnel:

- N/A

Station:

- N/A

Special Information:

***State reporting software will currently not allow reports of any kind to be run. An improved RMS system has been requested in the FY 26-27 budget. This RMS system will allow the sharing of information amongst all Rowan County Departments that choose to participate.**

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Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

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.

Public Works Director

Post Office Box 45
Spencer, NC 28159-0045
704.633.2231 Ext. 50 Ofc.
jtaylor@spencernc.gov

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report

September 2026 Board of Alderman Meeting

- 1) Regular services (Sanitation, Brush, Mowing) are running on schedule.
Note: We would like to continue to remind all citizens that we are in the Out-of-Season time for the leaf vacs and all small debris and leaves must be bagged for pick-up. This allows the brush crew to pick up the debris, and keeps the loose debris from ending up in the storm drains during thunderstorms.
- 2) The finalized list for paving improvements this Summer/Fall is listed below. Our engineer's notified me that we should see the preliminary draft of the bid documents on Monday, (8/31) and if we do not have to make many revisions, we should be able to put it out to bid in the next week or so.

1) Intersection of Herman St. and Baptist St.	9) Intersection of 2 nd St. and Salisbury Ave.
2) Intersection of Henderson St. and Salisbury Ave.	10) Intersection of 10 th St. and Salisbury Ave.
3) Harrison St. at entrance to Doctors office	11) Intersection of 16 th St. and Salisbury Ave.
4) Intersection of Yadkin Ave. and Harrison St.	12) Stuart Drive
5) Intersection of Whitehead Ave. and Newton St.	13) 5 th Street Extension
6) Intersection of 1 st St. and Rowan Ave. (Both sides)	14) 6 th Street (entrance to old Town Hall)
7) Intersection of 1 st St. and Salisbury Ave.	15) 9 th Street (half block from Dentists office
8) Intersection of Baldwin Ext. and McCubbins Ave.	to Yadkin Ave)
- 3) The date for the fall mulch give-away has been set for October 3rd, from 7:00 am until 12:00 pm. Delivery for in-town residents will be available, and residents can call ahead to request delivery. **Three loads per residence maximum.** The recycling center at the Public Works Garage will also be open.
- 4) The waterline project has not yet started due to an easement issue on the Salisbury side of the project. We have been in touch with them finalizing material details for them to order, and they are just about ready to get started. I will be attending the first monthly progress meeting on September 16th and will relay any important info, and progress of the project. SRU and the contractor will be communicating with affected residents as they get into their area, and we will be posting information in our newsletter and on our website.
- 5) We have spent quite a bit of time this month trimming the crepe myrtles on the NCTM side of Salisbury Avenue in preparation for the 250th train celebration. These trees had become very heavy do to the amount of blooms, and coupled with the recent storms had begun to sag and break.
- 6) We have been working diligently to remove the tree and broken shelter in Stanback Forest. This is ongoing due to the amount of the debris we have had to haul off, but should be finished in the near future.
- 7) We completed a large abatement of a property that has been an issue in Town for some time (610 S. Carolina Ave.). There is still more to be done at this property and Preston is working with the owners to get the final issues resolved.

- 8) We had to use the back-up trash truck for several days due to a valve failure. Our mechanic did all of the preliminary work to fix the problem, but we eventually had to take it to CES for repair. The truck was out of service for just a couple of days before returning to full service. Thanks to CES for getting us in on such short notice.
- 9) We continue to do sidearm mowing as time and personnel allow. There are plenty of areas around Town that are need of attention from this machine.
- 10) We have also been doing some trimming along streets and sidewalks as time allows. As the trees continue to put out, they begin to droop and impede vision and brush against our larger trucks. Please let Public Works or Town Hall know if you have concerns about an area.
- 11) Staffing update: We have conducted several interviews, but have yet to find the right candidate. We are continuing to go through the applications as they come in, and conduct interviews as we see fit. Once all interviews have been completed, we will make a decision on which candidate to extend an offer. We will be repeating this process at the beginning of the year to fill the frozen position.
- 12) We have completed our second round of spraying curbs across Town, and we will keep an eye on them moving into the Fall to see if there is a need for a third round. As always, we only spray where it is needed, so if you keep the curb line in front of your property maintained, we will not spray.

13) Update: Chicken Springs Dam

We are staying in touch with our engineer's and completing tasks as they let us know. We continue to keep the water level down, using the existing siphon, mowing the area, and constantly monitoring the situation with the outfall and boil.

We 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.

14) Since last report:

There were 0 abatement's issued and completed this month.

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

Monthly Events:

- September 5th** - **Street Dance Celebration**
- September 7th** - **Labor Day**
- September 26th, 27th** - **Thomas the Train at NCTM**
- October 3rd, 4th** - **Thomas the Train at NCTM**
- October 3rd** - **Fall Mulch Give-away**
- October 6th** - **National Night Out**

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Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- Bank Reconciliations are up to date as of August.
- Preliminary audit fieldwork is in progress.
- Fixed Assets are still a work in progress, meaning I'm working with the auditor to record prior Construction in Progress correctly.
- Sales & Use Tax not reported as of 9/2/26

Sales and Use Tax		
Distributions As of September 8, 2026		
Aug distributions are June revenues		
	FY 26	FY27
Total Revenues	1,248,854.95	
FY27 vs FY26 @ September Reporting		%

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

09/02/26
16:34:48

TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 8 / 26

Page: 1 of 18
Report ID: LB180

10 General

Account	Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue								
4100		* Tax Revenues - 41xx						
	4111	Ad Valorem Tax - CY			1,198,483.51	2,299,029.00	-1,100,545.49	52 %
	4112	Ad Valorem Tax - PY			9,485.51	52,000.00	-42,514.49	18 %
	4113	Interest & Penalties			1,343.05	16,000.00	-14,656.95	8 %
	4120	Vehicle Property Tax			19,653.60	206,915.00	-187,261.40	9 %
	4142	Municipal Vehicle Tax			1,265.00	13,750.00	-12,485.00	9 %
	Total Group				1,230,230.67	2,587,694.00	-1,357,463.33	48 %
4200		* Intergovernmental - 42xx						
	4210	ABC Revenue				16,000.00	-16,000.00	0 %
	4231	NCDOR - Beer & Wine Tax				14,500.00	-14,500.00	0 %
	4232	NCDOR - Local Option Sales				1,230,337.00	-1,230,337.00	0 %
	4233	NCDOR - Solid Waste				2,600.00	-2,600.00	0 %
	4234	NCDOR - Utility Franchise				204,000.00	-204,000.00	0 %
	4272	Resource Officer				276,940.00	-276,940.00	0 %
	Total Group					1,744,377.00	-1,744,377.00	0 %
4300		* Investment income - 43xx						
	4311	Investment Earnings			11,474.11	60,000.00	-48,525.89	19 %
	Total Group				11,474.11	60,000.00	-48,525.89	19 %
4400		* Sale of Services - 44xx						
	4451	Solid Waste Collection Fees			25,709.96	326,486.00	-300,776.04	8 %
	4452	Yard Waste Sales			356.00	1,500.00	-1,144.00	24 %
	Total Group				26,065.96	327,986.00	-301,920.04	8 %
4500		* Fees and Fines - 45xx						
	4531	Court, Pkg Fees, Reports			288.45	1,500.00	-1,211.55	19 %
	4532	First Responder Fees			670.00	8,000.00	-7,330.00	8 %
	4533	Lien Payments			50.00	5,000.00	-4,950.00	1 %
	4534	Civil Citations - Police				100.00	-100.00	0 %
	4535	Civil Citations - Land Mgmt			750.00	500.00	250.00	150 %
	4541	Zoning Fees			5,917.50	25,000.00	-19,082.50	24 %
	4551	Park Reservation Fees			350.00	2,500.00	-2,150.00	14 %
	Total Group				8,025.95	42,600.00	-34,574.05	19 %

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TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 8 / 26

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10 General

Account	Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
4600		* Grants & Donations - 46xx						
	4612	Grants - Stanback Forest				5,000.00	-5,000.00	0 %
	4615	Miscellaneous Grants			5,000.00	15,000.00	-10,000.00	33 %
	4641	Donations-Other				1,500.00	-1,500.00	0 %
	4643	Donations-Police Dept.				1,000.00	-1,000.00	0 %
	4644	Donations-Fire Dept.			400.00	500.00	-100.00	80 %
	4651	NCTM Payments			5,593.78	33,562.00	-27,968.22	17 %
	4652	State Shared Revenue - Fire				13,500.00	-13,500.00	0 %
		Total Group			10,993.78	70,062.00	-59,068.22	16 %
4700		* Miscellaneous - 47xx						
	4715	Lease Proceeds			1,000.00	14,896.00	-13,896.00	7 %
	4740	Insurance Recovery Bud. Amend 26-04.002			15,836.65		15,836.65	
	4751	Capital Asset Sales				15,000.00	-15,000.00	0 %
	4790	Miscellaneous Revenue			377.57	5,000.00	-4,622.43	8 %
		Total Group			17,214.22	34,896.00	-17,681.78	49 %
4900		* Transfers and Appropriations						
	4999	Appropriation from FB				459,706.00	-459,706.00	0 %
		Total Group				459,706.00	-459,706.00	0 %
Total Revenue					1,304,004.69	5,327,321.00	-4,023,316.31	24 %
Expenses								
5100		Governing Body						
	411	Full-time Regular Wages	3,493.75		3,493.75	17,475.00	-13,981.25	20 %
	421	FICA	233.94		233.94	1,337.00	-1,103.06	17 %
	511	Professional Services				54,000.00	-54,000.00	0 %
	512	Contractual Services	412.50	6,337.50	6,750.00	6,750.00		100 %
	513	Staff Development & Travel				6,375.00	-6,375.00	0 %
	514	Uniforms				280.00	-280.00	0 %
	525	Property & Other Liability	3,884.00		3,884.00	3,884.00		100 %
	526	Utilities & Communication	44.90		44.90	600.00	-555.10	7 %
	534	Dues & Subscriptions	14,065.01		14,065.01	15,807.00	-1,741.99	89 %
	537	Collection Fee	18,138.82		18,138.82	37,590.00	-19,451.18	48 %
	551	Supplies				1,000.00	-1,000.00	0 %
	573	Governing Board Projects	4,000.00		4,000.00	25,600.00	-21,600.00	16 %
	577	Contingencies				6,000.00	-6,000.00	0 %
	602	Community Appearance				500.00	-500.00	0 %
	603	Historic Preservation				500.00	-500.00	0 %
	765	Transfer to Fund 65				5,000.00	-5,000.00	0 %
	790	Transfer to Capital Reserve				67,366.00	-67,366.00	0 %
		Total Account	44,272.92	6,337.50	50,610.42	250,064.00	-199,453.58	20 %

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TOWN OF SPENCER
Financial Summary Report
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10 General

Account		Expended	Encumber YTD	Committed	Budget	Variance	Committed %
Object	Description	Current YTD					
5210	Administration						
411	Full-time Regular Wages	43,685.82		43,685.82	341,470.00	-297,784.18	13 %
412	Part-time Regular Wages	160.00		160.00	1,671.00	-1,511.00	10 %
415	Supplements to Regular				2,750.00	-2,750.00	0 %
421	FICA	3,221.67		3,221.67	26,251.00	-23,029.33	12 %
422	Unemployment Insurance				2,186.00	-2,186.00	0 %
423	LGERS Pension	6,674.91		6,674.91	51,562.00	-44,887.09	13 %
424	401K	2,027.06		2,027.06	17,074.00	-15,046.94	12 %
425	Health & Life Insurance	7,202.58		7,202.58	46,642.00	-39,439.42	15 %
426	Workers' Compensation	875.70		875.70	974.00	-98.30	90 %
511	Professional Services						
512	Contractual Services	16,996.97	87,434.95	104,431.92	157,495.00	-53,063.08	66 %
513	Staff Development & Travel		2,090.06	2,090.06	10,000.00	-7,909.94	21 %
514	Uniforms				360.00	-360.00	0 %
515	Advertising	1,084.02		1,084.02	4,500.00	-3,415.98	24 %
517	Drug Screening/Background	100.00	1,100.00	1,200.00	5,749.00	-4,549.00	21 %
522	Maint & Rep - Buildings &	5,544.66	115.95	5,660.61	23,189.00	-17,528.39	24 %
525	Property & Other Liability	12,562.78		12,562.78	15,775.00	-3,212.22	80 %
526	Utilities & Communication	4,916.92		4,916.92	34,783.00	-29,866.08	14 %
531	Rent Expense	413.44	4,854.56	5,268.00	5,733.00	-465.00	92 %
534	Dues & Subscriptions	12,298.26	1,013.67	13,311.93	25,734.00	-12,422.07	52 %
535	Postage & Printing				2,500.00	-2,500.00	0 %
551	Supplies	137.80		137.80	6,600.00	-6,462.20	2 %
562	Engineering & Design				10,000.00	-10,000.00	0 %
575	Special Activities				3,000.00	-3,000.00	0 %
579	Miscellaneous Expense	78.00		78.00	1,000.00	-922.00	8 %
Total Account		117,980.59	96,609.19	214,589.78	796,998.00	-582,408.22	27 %
5300	Police						
411	Full-time Regular Wages	128,615.86		128,615.86	1,044,667.00	-916,051.14	12 %
412	Part-time Regular Wages	3,937.50		3,937.50	19,575.00	-15,637.50	20 %
415	Supplements to Regular				11,250.00	-11,250.00	0 %
417	Special Compensation	592.44		592.44	547.00	45.44	108 %
421	FICA	9,848.93		9,848.93	81,457.00	-71,608.07	12 %
423	LGERS Pension	22,146.45		22,146.45	178,638.00	-156,491.55	12 %
424	401K	6,430.79		6,430.79	52,234.00	-45,803.21	12 %
425	Health & Life Insurance	22,689.43		22,689.43	164,268.00	-141,578.57	14 %
426	Workers' Compensation	26,416.03		26,416.03	41,286.00	-14,869.97	64 %
512	Contractual Services	25,706.57	8,367.30	34,073.87	48,595.00	-14,521.13	70 %
513	Staff Development & Travel	353.12	1,544.60	1,897.72	10,060.00	-8,162.28	19 %
514	Uniforms	767.70	4,991.00	5,758.70	20,924.00	-15,165.30	28 %
517	Drug Screening/Background				1,575.00	-1,575.00	0 %
523	Maint & Rep - Equipment				2,900.00	-2,900.00	0 %
524	Maint & Rep - Vehicles	560.27	7,992.60	8,552.87	22,993.00	-14,440.13	37 %
525	Property & Other Liability	63,986.00		63,986.00	63,986.00		100 %
526	Utilities & Communication	2,620.33	3,740.00	6,360.33	20,512.00	-14,151.67	31 %
534	Dues & Subscriptions	4,586.49		4,586.49	20,046.00	-15,459.51	23 %
535	Postage & Printing				400.00	-400.00	0 %

Separation Pay will corr.
September

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TOWN OF SPENCER
Financial Summary Report
For the Accounting Period: 8 / 26

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10 General

Account		Expended	Encumber YTD	Committed	Budget	Variance	Committed %
Object	Description	Current YTD					
551	Supplies		800.00	800.00	21,326.00	-20,526.00	4 %
553	Fuel	8,030.81	46,969.19	55,000.00	55,000.00		100 %
555	Safety	125.96		125.96	4,950.00	-4,824.04	3 %
579	Miscellaneous Expense				1,200.00	-1,200.00	0 %
Total Account		327,414.68	74,404.69	401,819.37	1,888,389.00	-1,486,569.63	21 %
5400	Fire						
411	Full-time Regular Wages	76,342.89		76,342.89	590,347.00	-514,004.11	13 %
412	Part-time Regular Wages	3,071.85		3,071.85	14,976.00	-11,904.15	21 %
413	Overtime	3,637.31		3,637.31	13,360.00	-9,722.69	27 %
415	Supplements to Regular				7,000.00	-7,000.00	0 %
421	FICA	6,110.93		6,110.93	47,330.00	-41,219.07	13 %
423	LGERS Pension	12,177.41		12,177.41	91,160.00	-78,982.59	13 %
424	401K	3,667.40		3,667.40	30,186.00	-26,518.60	12 %
425	Health & Life Insurance	13,869.77		13,869.77	89,903.00	-76,033.23	15 %
426	Workers' Compensation	8,537.83		8,537.83	26,426.00	-17,888.17	32 %
512	Contractual Services	334.80		334.80	13,490.00	-13,155.20	2 %
513	Staff Development & Travel		1,022.00	1,022.00	6,250.00	-5,228.00	16 %
514	Uniforms	513.99	1,605.01	2,119.00	12,600.00	-10,481.00	17 %
522	Maint & Rep - Buildings &		372.90	372.90	14,500.00	-14,127.10	3 %
523	Maint & Rep - Equipment	1,846.93		1,846.93	9,600.00	-7,753.07	19 %
524	Maint & Rep - Vehicles	1,854.37		1,854.37	20,210.00	-18,355.63	9 %
525	Property & Other Liability	16,734.00		16,734.00	16,734.00		100 %
526	Utilities & Communication	3,249.42		3,249.42	25,650.00	-22,400.58	13 %
534	Dues & Subscriptions	1,931.09		1,931.09	10,728.00	-8,796.91	18 %
551	Supplies	83.72	13,894.00	13,977.72	25,372.00	-11,394.28	55 %
553	Fuel	2,412.83	12,587.17	15,000.00	16,200.00	-1,200.00	93 %
555	Safety				20,290.00	-20,290.00	0 %
575	Special Activities	113.95	356.37	470.32	7,218.00	-6,747.68	7 %
579	Miscellaneous Expense	373.33		373.33	1,000.00	-626.67	37 %
Total Account		156,863.82	29,837.45	186,701.27	1,110,530.00	-923,828.73	17 %
5510	Parks & Recreation						
512	Contractual Services	2,850.00		2,850.00	9,000.00	-6,150.00	32 %
522	Maint & Rep - Buildings &	577.65	438.56	1,016.21	15,600.00	-14,583.79	7 %
525	Property & Other Liability	240.00		240.00	240.00		100 %
526	Utilities & Communication	2,207.52		2,207.52	13,184.00	-10,976.48	17 %
534	Dues & Subscriptions				205.00	-205.00	0 %
551	Supplies	28.95		28.95	1,500.00	-1,471.05	2 %
Total Account		5,904.12	438.56	6,342.68	39,729.00	-33,386.32	16 %
5530	Library						
412	Part-time Regular Wages	2,234.97		2,234.97	17,162.00	-14,927.03	13 %
415	Supplements to Regular				250.00	-250.00	0 %
421	FICA	170.97		170.97	1,378.00	-1,207.03	12 %
512	Contractual Services	341.40		341.40	3,307.00	-2,965.60	10 %
513	Staff Development & Travel				721.00	-721.00	0 %
515	Advertising	20.00		20.00	100.00	-80.00	20 %
522	Maint & Rep - Buildings &				7,300.00	-7,300.00	0 %

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10 General

Account		Expended	Encumber YTD	Committed	Budget	Variance	Committed %
Object	Description	Current YTD					
525	Property & Other Liability	3,212.00		3,212.00	3,212.00		100 %
526	Utilities & Communication	1,152.67		1,152.67	12,212.00	-11,059.33	9 %
534	Dues & Subscriptions				360.00	-360.00	0 %
551	Supplies	113.87		113.87	2,500.00	-2,386.13	5 %
Total Account		7,245.88		7,245.88	48,502.00	-41,256.12	15 %
5740	Streets						
411	Full-time Regular Wages	20,816.77		20,816.77	234,656.00	-213,839.23	9 %
412	Part-time Regular Wages	4,757.90		4,757.90	19,662.00	-14,904.10	24 %
413	Overtime	463.95		463.95	2,575.00	-2,111.05	18 %
415	Supplements to Regular				3,213.00	-3,213.00	0 %
421	FICA	1,841.67		1,841.67	19,653.00	-17,811.33	9 %
423	LGERS Pension	3,255.87		3,255.87	35,822.00	-32,566.13	9 %
424	401K	873.80		873.80	11,862.00	-10,988.20	7 %
425	Health & Life Insurance	5,642.01		5,642.01	58,895.00	-53,252.99	10 %
426	Workers' Compensation	370.18		370.18	14,904.00	-14,533.82	2 %
512	Contractual Services	969.40		969.40	1,112.00	-142.60	87 %
513	Staff Development & Travel				100.00	-100.00	0 %
514	Uniforms	274.52		274.52	4,000.00	-3,725.48	7 %
521	Maint & Rep -	1,546.50		1,546.50	2,500.00	-953.50	62 %
522	Maint & Rep - Buildings &	1,670.09	1,251.20	2,921.29	7,000.00	-4,078.71	42 %
523	Maint & Rep - Equipment				12,000.00	-12,000.00	0 %
524	Maint & Rep - Vehicles	740.10	274.99	1,015.09	7,500.00	-6,484.91	14 %
525	Property & Other Liability	9,065.00		9,065.00	9,065.00		100 %
526	Utilities & Communication	6,805.87		6,805.87	78,735.00	-71,929.13	9 %
534	Dues & Subscriptions	2,850.00		2,850.00	2,850.00		100 %
551	Supplies	1,291.63		1,291.63	8,050.00	-6,758.37	16 %
553	Fuel	2,979.76	577.49	3,557.25	22,000.00	-18,442.75	16 %
555	Safety				3,150.00	-3,150.00	0 %
579	Miscellaneous Expense				1,500.00	-1,500.00	0 %
Total Account		66,215.02	2,103.68	68,318.70	560,804.00	-492,485.30	12 %
5750	Solid Waste						
411	Full-time Regular Wages	26,223.32		26,223.32	180,513.00	-154,289.68	15 %
413	Overtime	7.67		7.67	2,060.00	-2,052.33	0 %
415	Supplements to Regular				1,713.00	-1,713.00	0 %
421	FICA	1,858.53		1,858.53	13,967.00	-12,108.47	13 %
423	LGERS Pension	3,946.02		3,946.02	27,569.00	-23,622.98	14 %
424	401K	877.25		877.25	8,562.00	-7,684.75	10 %
425	Health & Life Insurance	6,642.70		6,642.70	44,726.00	-38,083.30	15 %
426	Workers' Compensation	898.26		898.26	15,232.00	-14,333.74	6 %
512	Contractual Services				17,000.00	-17,000.00	0 %
513	Staff Development & Travel				1,000.00	-1,000.00	0 %
514	Uniforms	363.90		363.90	5,000.00	-4,636.10	7 %
515	Advertising				150.00	-150.00	0 %
523	Maint & Rep - Equipment		668.37	668.37	4,000.00	-3,331.63	17 %
524	Maint & Rep - Vehicles	542.77	1,782.35	2,325.12	11,000.00	-8,674.88	21 %
525	Property & Other Liability	8,998.00		8,998.00	8,998.00		100 %
526	Utilities & Communication	6,882.16		6,882.16	1,376.00	5,506.16	500 %
551	Supplies	255.65		255.65	11,275.00	-11,019.35	2 %

**526 RoCo Landfill invoice \$6,609.60 charged to this account in error. Will correct in Sept

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10 General

Account	Expended					
Object Description	Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
553 Fuel	1,986.50	385.00	2,371.50	15,752.00	-13,380.50	15 %
555 Safety				1,000.00	-1,000.00	0 %
575 Special Activities				200.00	-200.00	0 %
576 Landfill Tipping Fees				71,505.00	-71,505.00	0 %
Total Account	59,482.73	2,835.72	62,318.45	442,598.00	-380,279.55	14 %
6000 Debt Service						
564 Debt service - Principal				74,334.00	-74,334.00	0 %
565 Debt service - Interest				54,064.00	-54,064.00	0 %
566 Lease Payment - Principal	35,214.00		35,214.00	95,263.00	-60,049.00	37 %
Total Account	35,214.00		35,214.00	223,661.00	-188,447.00	16 %
Total Expenses	820,593.76	212,566.79	1,033,160.55	5,361,275.00	-4,328,114.45	19 %
Net Income			270,844.14			

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20 Powell Bill

Account	Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue								
4100		* Tax Revenues - 41xx						
	4142	Municipal Vehicle Tax			1,265.00	13,750.00	-12,485.00	9 %
		Total Group			1,265.00	13,750.00	-12,485.00	9 %
4200		* Intergovernmental - 42xx						
	4280	Powell Bill aid				133,070.00	-133,070.00	0 %
		Total Group				133,070.00	-133,070.00	0 %
4300		* Investment income - 43xx						
	4311	Investment Earnings			1,395.45	7,690.00	-6,294.55	18 %
		Total Group			1,395.45	7,690.00	-6,294.55	18 %
4900		* Transfers and Appropriations						
	4999	Appropriation from FB				74,000.00	-74,000.00	0 %
		Total Group				74,000.00	-74,000.00	0 %
Total Revenue					2,660.45	228,510.00	-225,849.55	1 %
Expenses								
5740		Streets						
	411	Full-time Regular Wages	1,630.85		1,630.85	12,747.00	-11,116.15	13 %
	415	Supplements to Regular				75.00	-75.00	0 %
	421	FICA	112.76		112.76	976.00	-863.24	12 %
	423	LGERS Pension	245.50		245.50	1,925.00	-1,679.50	13 %
	424	401K	81.54		81.54	638.00	-556.46	13 %
	425	Health & Life Insurance	246.24		246.24	2,188.00	-1,941.76	11 %
	521	Maint & Rep -				28,000.00	-28,000.00	0 %
	551	Supplies				2,000.00	-2,000.00	0 %
	561	Capital Outlay				166,730.00	-166,730.00	0 %
	562	Engineering & Design	1,323.10	11,907.90	13,231.00	13,231.00		100 %
		Total Account	3,639.99	11,907.90	15,547.89	228,510.00	-212,962.11	7 %
Total Expenses			3,639.99	11,907.90	15,547.89	228,510.00	-212,962.11	7 %
Net Income					-12,887.44			

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21 HI Reimbursement

Account		Expended					
Object	Description	Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4900	* Transfers and Appropriations						
4910	Transfer from GF			16,500.00		16,500.00	
	Total Group			16,500.00		16,500.00	
Total Revenue				16,500.00		16,500.00	
 Expenses							
5210	Administration						
425	Health & Life Insurance	17,031.85		17,031.85		17,031.85	
	Total Account	17,031.85		17,031.85		17,031.85	
Total Expenses		17,031.85		17,031.85		17,031.85	
 Net Income							
				-531.85			

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31 ARPA

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4611	Grant Revenues				1,037,997.00	-1,037,997.00	0 %
Total Group					1,037,997.00	-1,037,997.00	0 %
Total Revenue					1,037,997.00	-1,037,997.00	0 %
Expenses							
9999	Non-departmental						
710	Transfer to GF				1,037,997.00	-1,037,997.00	0 %
Total Account					1,037,997.00	-1,037,997.00	0 %
Total Expenses					1,037,997.00	-1,037,997.00	0 %
Net Income				0.00			

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32 Stormwater Grant

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4611	Grant Revenues			5,532.50	24,969.00	-19,436.50	22 %
Total Group				5,532.50	24,969.00	-19,436.50	22 %
Total Revenue				5,532.50	24,969.00	-19,436.50	22 %
Expenses							
5740	Streets						
512	Contractual Services	11,402.50	13,567.21	24,969.71	24,970.00	-0.29	100 %
Total Account		11,402.50	13,567.21	24,969.71	24,970.00	-0.29	100 %
Total Expenses		11,402.50	13,567.21	24,969.71	24,970.00	-0.29	100 %
Net Income				-19,437.21			

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48 Miscellaneous Grants

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4615	Miscellaneous Grants				147,875.00	-147,875.00	0 %
Total Group					147,875.00	-147,875.00	0 %
Total Revenue					147,875.00	-147,875.00	0 %
Expenses							
5100	Governing Body						
512	Contractual Services		15,987.00	15,987.00	15,988.00	-1.00	100 %
Total Account			15,987.00	15,987.00	15,988.00	-1.00	100 %
5210	Administration						
562	Engineering & Design		5,487.25	5,487.25	8,111.00	-2,623.75	68 %
Total Account			5,487.25	5,487.25	8,111.00	-2,623.75	68 %
5510	Parks & Recreation						
512	Contractual Services	11,100.00		11,100.00	100,000.00	-88,900.00	11 %
Total Account		11,100.00		11,100.00	100,000.00	-88,900.00	11 %
Total Expenses		11,100.00	21,474.25	32,574.25	124,099.00	-91,524.75	26 %
Net Income				-32,574.25			

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61 Yadkin River Trail

Account			Expended					
Object	Description		Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue								
4600	* Grants & Donations - 46xx							
4611	Grant Revenues							
Total Group								
4900	* Transfers and Appropriations							
4910	Transfer from GF							
Total Group								
Total Revenue								
Expenses								
5510	Parks & Recreation							
512	Contractual Services							
515	Advertising							
534	Dues & Subscriptions							
561	Capital Outlay							
Total Account								
Total Expenses								
Net Income					0.00			

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62 DT Park Project

Account		Expended					
Object	Description	Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4611	Grant Revenues						
4642	Donations - DT Park			437.50	41,431.00	-40,993.50	1 %
	Total Group			437.50	41,431.00	-40,993.50	1 %
4900	* Transfers and Appropriations						
4910	Transfer from GF						
	Total Group						
Total Revenue				437.50	41,431.00	-40,993.50	1 %
Expenses							
5510	Parks & Recreation						
512	Contractual Services						
561	Capital Outlay	9,337.49	0.01	9,337.50	73,679.00	-64,341.50	13 %
	Total Account	9,337.49	0.01	9,337.50	73,679.00	-64,341.50	13 %
Total Expenses		9,337.49	0.01	9,337.50	73,679.00	-64,341.50	13 %
Net Income				-8,900.00			

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63 17ST SW Improvements

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4611	Grant Revenues				1,735,440.00	-1,735,440.00	0 %
Total Group					1,735,440.00	-1,735,440.00	0 %
Total Revenue					1,735,440.00	-1,735,440.00	0 %
Expenses							
5760	Stormwater						
561	Capital Outlay				1,490,420.00	-1,490,420.00	0 %
562	Engineering & Design		95,801.91	95,801.91	95,737.00	64.91	100 %
577	Contingencies				149,042.00	-149,042.00	0 %
Total Account			95,801.91	95,801.91	1,735,199.00	-1,639,397.09	6 %
Total Expenses			95,801.91	95,801.91	1,735,199.00	-1,639,397.09	6 %
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								
4600		* Grants & Donations - 46xx						
4611		Grant Revenues						
		Total Group						
Total Revenue								
Expenses								
5610		Planning & Development						
511		Professional Services				24,172.00	-24,172.00	0 %
562		Engineering & Design				137,448.00	-137,448.00	0 %
		Total Account				161,620.00	-161,620.00	0 %
Total Expenses								
Net Income						0.00		

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65 STANBACK FOREST

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4615	Miscellaneous Grants				485,000.00	-485,000.00	0 %
4645	Donations- Stanback Forest				100,000.00	-100,000.00	0 %
	Total Group				585,000.00	-585,000.00	0 %
4900	* Transfers and Appropriations						
4910	Transfer from GF				5,000.00	-5,000.00	0 %
	Total Group				5,000.00	-5,000.00	0 %
Total Revenue					590,000.00	-590,000.00	0 %
Expenses							
5510	Parks & Recreation						
512	Contractual Services		4,832.00	4,832.00	382,272.00	-377,440.00	1 %
561	Capital Outlay		54,050.00	54,050.00	555,328.00	-501,278.00	10 %
	Total Account		58,882.00	58,882.00	937,600.00	-878,718.00	6 %
Total Expenses			58,882.00	58,882.00	937,600.00	-878,718.00	6 %
Net Income				-58,882.00			

66 NC Finishing Co Site Infra

Account	Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Expenses								
5610		Planning & Development						
	512	Contractual Services				750,000.00	-750,000.00	0 %
Total Account						750,000.00	-750,000.00	0 %
Total Expenses						750,000.00	-750,000.00	0 %
Net Income					0.00			

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90 Capital Reserve

Account		Expended					
Object	Description	Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4900	* Transfers and Appropriations						
4910	Transfer from GF				67,366.00	-67,366.00	0 %
Total Group					67,366.00	-67,366.00	0 %
Total Revenue					67,366.00	-67,366.00	0 %
 Expenses							
5300	Police						
551	Supplies				2,500.00	-2,500.00	0 %
561	Capital Outlay				51,606.00	-51,606.00	0 %
Total Account					54,106.00	-54,106.00	0 %
5740	Streets						
551	Supplies		13,260.00	13,260.00	13,260.00		100 %
Total Account					13,260.00		100 %
5750	Solid Waste						
561	Capital Outlay						
Total Account							
Total Expenses			13,260.00	13,260.00	67,366.00	-54,106.00	20 %
Net Income				-13,260.00			

704-633-2231
spencernc.gov



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Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Active Living Monthly Report

Category: Departmental Report

Presenter(s): Anna K. 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 Monthly Report
2. Library Statistics
3. Special Projects Report

ACTIVE LIVING MONTHLY REPORT

Parks and Recreation Advisory Board (PRAB)

- Meeting was held on August 5.
- PRAB discussed the following projects:
 - o Plays in the Park: Connie Dinkler, Local Playwright, and Spencer Dixon, Rowan Arts Council
 - o Mobile Play Program: Amy Smith, Rowan County Public Health
 - o StoryWalk: Sierra Fitts, Rowan County Public Health
- Subcommittee formed for Plays in the Park project.

Events

- Neighborhood Walk in Stanback Educational Forest, August 18
- Third Thursday with Destiny Stone, August 20
- Upcoming:
 - o Creek Week, September 12-19
 - Storm Drain Marking in Spencer, September 14
 - o Talk of the Town: Design Workshop for the Children's Discovery & Play Garden at Spencer Town Park, September 15
 - o Third Thursday with Catawba College, September 17

Spencer Public Library

- Library Coordinator Beverly McCraw is continuing to organize and declutter library storage areas by reviewing older sales catalogs, obsolete records, magazines, damaged craft materials, and other accumulated items.
 - o Several historical materials have been identified during this process, including a 1928 Spencer High School commencement bulletin, church bulletins from Central Methodist and First Baptist dating to the 1940s, and Salisbury Post articles from 1978 and 1996 concerning the Spencer Shops and the 1996 centennial celebration.
 - o Historical materials of potential interest are being preserved and, when appropriate, provided to relevant organizations or individuals.
 - o Family photographs and obituaries discovered during the project were returned to a family with ties to Carolina Avenue.
- The library has three children's author programs scheduled for September and October:
 - o September 15 at 1:00 p.m.: Local author Molly Birth will discuss her first children's book, which features her dog, Co-Co. Books will be available for purchase and signing.
 - o September 30 at 1:00 p.m.: Dr. Sadie Elder will read from her *Booper the Bad Cat* series for young children. She also visits Title I schools in North Carolina and donates books to school libraries.

- o October 14: Author and teacher Bria Freitas will visit from Rutherfordton for a children's program featuring her books. Books will be available for purchase, and pizza will be provided.
- September 7, 2026: Closed in observance of Labor Day. Open Tuesday- Wednesday, 11:00 a.m.–6:00 p.m.; Thursday, 12:00 p.m.–5:00 p.m.

Library information:

- Hours: Monday–Tuesday, 11:00 a.m.–6:00 p.m.; Wednesday, 12:00 p.m.–5:00 p.m.
- Location: 300 Fourth St., Spencer, NC 28159
- Phone: 704-636-9072



Library Statistics

Day	Door Count	Adult Circulation	Children Circulation	Research Questions	New Cards Issued	Students Tutored	Volunteers/Tutors
Mon., 8/3/2026	2						
Tue., 8/4/2026	2	4					
Wed., 8/5/2026	7						
WEEK TOTAL:	11	4					
Mon., 8/10/2026	3	4					
Tue., 8/11/2026	6	5		3			
Wed., 8/12/2026	8	2	5	3	5		
WEEK TOTAL:	17	11	5	6	5		
Mon., 8/17/2026	4	2		2			
Tue., 8/18/2026	6	2					
Wed., 8/19/2026	4	3					
WEEK TOTAL:	14	7		2			
Mon., 8/24/2026	3						
Tue., 8/25/2026	4	3		2			
Wed., 8/26/2026	7	2					
WEEK TOTAL:	14	5		2			
Mon., 8/31/2026	3						
WEEK TOTAL:	3						
MONTH TOTAL:	59	27	5	10	5		

Blood Pressure Kiosk

QUESTION	YES	NO
Did you take your BP today?	2	-
Was your BP high?	2	-
Are you currently being treated for high BP?	2	-
Do you have a health care professional to talk to about your BP?	2	-
Will you be contacting one of the health care professionals listed for help?	1	-

How was your experience?

GREEN	YELLOW	RED
-	-	-
GOOD	OK	BAD
2	-	-

Special Projects Report

To: Mayor and Board of Aldermen, Town of Spencer, North Carolina

Reporting Period: August 2026 (September BOA Meeting)

The following report summarizes special projects activity for the Town of Spencer during August 2026, including grant activity, project review milestones, design coordination, recreation partnerships, and emerging arts programming opportunities.

1. Spencer Town Park Pavilion Sound System Grant Application

A grant application has been submitted to the Salisbury-Rowan Community Foundation for a permanent sound system at the Spencer Town Park pavilion. The proposed system would support public events, performances, ceremonies, and other community gatherings at the pavilion. Mike Shue was instrumental in providing cost estimates and technical descriptions for the proposed installation. If the grant is awarded, staff will proceed with the next steps necessary to install the sound system in coordination with project partners and applicable procurement requirements.

2. Grants Creek Blueway No-Rise Certification Review

No-rise certification information for the Grants Creek Blueway project has been submitted to the Rowan County Floodplain Administrator. The multi-page certification package includes information related to the hydraulic modeling of Grants Creek as it relates to construction of a streamside canoe and kayak launch. The information is currently under review and has also been shared with the North Carolina Department of Environmental Quality for awareness and coordination.

3. Stanback Forest Center Site Survey and Mapping

Staff is working with Pete Bogle Architects on design planning for the Stanback Forest Center and is currently identifying a civil engineer to provide a site survey, as-built drawings, and topographic mapping for the site. Once the survey and mapping work is complete, design activities for the building will begin.

4. Parks and Recreation Advisory Board Partnership Updates

The Parks and Recreation Advisory Board received updates and proposals from the Rowan County Health Department regarding potential partnerships for Mobile Play and StoryWalk programming. These partnership concepts would support community recreation, literacy, and family engagement opportunities in Spencer parks and public spaces.

5. One-Act Play Festival Exploration

A subcommittee of the Parks and Recreation Advisory Board is working with local playwright Connie Dinkler to evaluate the prospects for a one-act play festival that could potentially be held in the spring at the Town Park pavilion. The proposed festival would seek sponsorship support and may also pursue grant opportunities through the Rowan Arts Council in upcoming fiscal years.

Next Steps

- Monitor the Salisbury-Rowan Community Foundation grant application and prepare for implementation if funding is awarded.
- Continue coordinating the Grants Creek Blueway no-rise certification review with Rowan County and the North Carolina Department of Environmental Quality.
- Secure civil engineering support for the Stanback Forest Center site survey, as-built drawings, and topographic mapping.
- Evaluate Mobile Play and StoryWalk partnership opportunities with the Rowan County Health Department.
- Continue assessing feasibility, sponsorships, and grant opportunities for a potential one-act play festival at the Town Park pavilion.

704-633-2231
spencernc.gov



Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 09/08/2026

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

Upcoming events in September and beyond

September will bring several opportunities for residents to engage with and enjoy Spencer's parks, trails, and natural resources. The Town is partnering with regional organizations to participate in Rowan Creek Week, a countywide initiative focused on environmental education, water quality awareness, and outdoor recreation. In addition, the Third Thursday Music Series will continue at Spencer Town Park on September 17, further building efforts to activate the park, create community gathering opportunities, and promote Spencer as a destination for recreation and entertainment.

Talk of the Town to Highlight Children's Discovery Garden

The September 15 Talk of the Town program will focus on plans for a proposed Children's Discovery Garden at Spencer Town Park. Residents will have an opportunity to learn more about the concept and provide input that will help shape the project's design and future development. The Discovery Garden is intended to create new opportunities for outdoor play, environmental education, and family engagement. The project is possible due to a gift from the Carlton Family and a grant from the B&J Robertson Family Foundation.

Transportation and Trail Connectivity

Staff continues working with NCDOT and project partners regarding the EB-5861 bicycle and pedestrian connectivity project. We are planning to meet in early September to hear about NCDOT's feedback on our request to advance the project while coordinating with related trail, sidewalk, and greenway investments already underway in the community. The Town remains committed to improving connections between neighborhoods, schools, parks, the Stanback Educational Forest, and the Yadkin River corridor while maximizing the value of previously secured grant funding and community investments.

Grant Compliance and Organizational Improvement

As the Town continues to manage an increasing number of grant-funded projects, staff has been working to strengthen administrative procedures related to state and federal funding. In recent months, we have coordinated with the NC Department of Environmental Quality to finalize drafts of a new Internal Control Policy for Federal and State Financial Assistance. These efforts are intended to improve accountability, clarify responsibilities, and ensure continued compliance with grant requirements while positioning the organization for future funding opportunities. The resulting draft will come to the Board for consideration in the coming months.

Community Appearance Commission Update

The Community Appearance Commission recently discussed its future following the announced resignation of long-time Chair Amy Ray. Commissioners reflected on both the accomplishments and challenges of the organization and expressed support for entering a period of inactivity while the Town considers future options for community appearance and beautification efforts. Members expressed a desire to continue the Community Garden project, which remains one of the group's most successful and visible contributions to Spencer. We are grateful to Amy and the many current and former Commission members who have invested countless volunteer hours in improving our community. Staff and the Board will consider potential paths forward for community appearance initiatives in the months ahead, including possible alternative models for supporting volunteer-led beautification efforts.

Attachment(s): ☐ Yes ☒ No

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