SPENCER
NORTH CAROLINA
Rowan's Original Gateway.

Board of Aldermen
Pre-Agenda Meeting

Agenda Packet
October 8, 2026

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

DATE
October 8, 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. **RECEIVE PRESENTATION – 2026 Centralina Region of Excellence Award**
4. **REVIEW OF OCTOBER 13, 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***
        a. ***Mayor Jonathan Williams –*** *Proclamation for Kitty Black Perkins Day*
    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:*** *September 3, 2026, Pre-Agenda Meeting Minutes*
        September 8, 2026, Regular Meeting Minutes
    8. ***RECEIVE UPDATE – Winterfest Committee***

9. ***RECEIVE PRESENTATION – Insurance Rate Renewal***
10. ***CONSIDER APPROVING – Group Insurance Renewal Rates for 2026–2027***
11. ***RECEIVE PRESENTATION – Long Ferry Road Rail Separation Bridge Update***
12. ***CONSIDER ADOPTING – Ordinance 26-14 Approving a Temporary Lane Closure on US HWY 29 to Protect the Safety of Runners and Bicyclists Participating in the "Race to the River" Special Event***
13. ***CONSIDER ADOPTING – Ordinance 26-15 Approving Temporary Road Closures on Wednesday, November 25, 2026, to Ensure Public Safety During Spencer's Holiday Caravan Parade***
14. ***CONSIDER ADOPTING – Ordinance 26-04.003 Powell Bill FY27***
15. ***CONSIDER ADOPTING – Resolution 26-15 Internal Control Policy***
16. ***CONSIDER AUTHORIZING – Agreement to be Executed with Rowan County Fire***
17. ***DEPARTMENTAL REPORTS***
    - ***a.*** *Planning*
    - ***b.*** *Code Enforcement*
    - ***c.*** *Police*
    - ***d.*** *Fire*
    - ***e.*** *Public Works*
    - ***f.*** *Finance*
    - ***g.*** *Active Living*
18. ***TOWN MANAGER REPORT***
19. ***REQUESTS & COMMENTS by the Mayor and Board Members***
20. ***EXECUTIVE SESSION per NC General Statute 143-318.11*** *(if necessary)*
21. ***ADJOURNMENT***

5. **EXECUTIVE SESSION per NC General Statute 143-318.11** (if necessary)
6. **ADJOURNMENT**

KITTY BLACK PERKINS DAY
October 10, 2026

WHEREAS, Kitty Black Perkins is a native of Spartanburg, South Carolina, whose remarkable talent, creativity, and determination led to a distinguished career with Mattel; and

WHEREAS, during her career from 1976 to 2003, Kitty Black Perkins designed fashions and concepts for Barbie and other dolls, helping to shape one of the most recognized toy brands in the world; and

WHEREAS, Kitty Black Perkins made toy history as the designer of the first Black Barbie doll, introduced in 1980, creating an important and affirming representation for generations of children; and

WHEREAS, her groundbreaking work opened doors for greater diversity in the toy industry and inspired young people—especially young Black girls—to see their beauty, creativity, and possibilities reflected in the toys they loved; and

WHEREAS, Kitty Black Perkins's accomplishments have earned national recognition and established her as an important figure in American toy, design, and cultural history; and

WHEREAS, the NC Museum of Dolls, Toys & Miniatures is honored to welcome Kitty Black Perkins to Spencer on October 10, 2026, for "Designing History: A Day with Kitty Black Perkins," featuring a special presentation, exhibit, meet-and-greet, and celebration of her extraordinary legacy; and

WHEREAS, her visit provides a meaningful opportunity for our community to celebrate creativity, representation, perseverance, and the important role toys play in reflecting and shaping American culture;

NOW, THEREFORE, I, Jonathan Williams, Mayor of the Town of Spencer, North Carolina, do hereby proclaim October 10, 2026, as

KITTY BLACK PERKINS DAY

in the Town of Spencer and encourage all citizens to join the NC Museum of Dolls, Toys & Miniatures in recognizing Kitty Black Perkins for her historic achievements, creative contributions, and lasting influence on generations of children, artists, designers, and doll collectors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Spencer to be affixed this _____ day of _____, 2026.

704-633-2231
spencernc.gov

SPENCER
NORTH CAROLINA
Rowan's Original Gateway.

Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/13/2026

Agenda Item Title: Approval of September 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 September 3, 2026, and the Regular Meeting held on September 8, 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 September 3, 2026, and the Regular Meeting held on September 8, 2026, on the consent agenda

Attachment(s): ☒ Yes ☐ No

1. September 3, 2026, BOA Pre-Agenda Meeting (draft)
2. September 8, 2026, BOA Regular Meeting Minutes (draft)

MINUTES

SPENCER BOARD OF ALDERMEN

PRE-AGENDA MEETING

SEPTEMBER 3, 2026

The Town of Spencer Board of Aldermen met in regular session for a pre-agenda meeting in the Hilda B. Palmer Board Room at Spencer Town Hall on Thursday, September 3, 2026, at 5:32 p.m.

Members present were: Mayor Jonathan Williams
Mayor Pro Tempore Rashid Muhammad
Alderman Steve Miller
Alderwoman Erin Moody
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 Patti Secreast

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

PUBLIC HEARING – Proposed Economic Development Incentive for Crow Holdings Development at 626 Willow Creek Drive

Planning & Zoning Administrator Blount and Nick Thornton of Crow Holdings presented information about the proposed economic development incentive for Crow Holdings Development at 626 Willow Creek Drive and answered questions from the Mayor and Board.

Planning & Zoning Administrator Blount provided background on the Willow Creek Industrial Development incentive request. He explained that development of the 80-acre site on the east side of I-85 along Willow Creek Drive began in early 2023 and proceeded through annexation, rezoning, and site plan review before the original developer abandoned the project.

Mr. Blount stated that Crow Holdings Development has since taken over the project and completed site plan review and approval. He also noted that preliminary approval has been received from Salisbury-Rowan Utilities for off-site water and sewer main extensions and connections and from NCDOT for traffic improvements at the Willow Creek Drive entrance and the intersection of Willow Creek Drive and Long Ferry Road.

Mr. Blount reported that, in light of these off-site improvement costs, Crow Holdings Development requested an incentive grant from the Town of Spencer.

He reviewed the Town's Incentive Grant Program, adopted in 2022 to attract high-quality industrial development. The proposed two-building development would total approximately 1,117,000 square feet and require an estimated initial investment of $80 million, with the potential for an additional $40 million in plant upfit and equipment valuation.

Based on the initial $80 million investment, Mr. Blount stated that the project qualifies for a Level 2 Grant under the Incentive Grant Program. A Level 2 grant is based on the actual property tax increase resulting from improvements to the property, with the Town paying the developer 75 percent of that increase for five years.

Using current tax rates, the estimated incentive would provide approximately $1,891,500 to the developer over five years and approximately $630,500 to the Town during the same period. After the five-year incentive period, the Town's annual property tax revenue increase from the project is estimated at $504,400.

Staff recommended approval of the Level 2 Economic Incentive Grant. Mr. Blount noted that the project is expected to increase long-term property tax revenue, create jobs, and encourage additional commercial and industrial development along the Long Ferry Road corridor.

He further stated that, given Crow Holdings Development's national reputation and the project's prominent location along I-85, the development could help motivate other planned projects and attract additional investment in the area.

Staff requested that the Board approve the grant in principle and authorize staff to work with the developer to prepare the grant language and related details.

No one appeared to speak. Mayor Williams called for a motion to close the public hearing on the proposed economic development incentive for Crow Holdings Development at 626 Willow Creek Drive.

Action

Mayor Pro Tempore Muhammad moved to close the public hearing on the proposed economic development incentive for Crow Holdings Development at 626 Willow Creek Drive. Alderwoman Sledge seconded the motion, which carried by a vote of 5-0.

PUBLIC HEARING – Proposed Designation of 600 & 520 South Salisbury Avenue for Economic Development Purposes

Planning & Zoning Administrator Blount presented the proposed designation of 600 and 520 South Salisbury Avenue for economic development purposes and answered questions from the Mayor and Board.

Mr. Blount explained that the former Town Hall and Police Department building, originally constructed around 1971 as a YMCA dormitory, had served several uses before the Town relocated operations to 460 South Salisbury Avenue in 2022.

Mr. Blount stated that, due to the building's deteriorating condition and other factors, the Town had considered demolition so the property could be reused or sold to an outside developer. Initial asbestos removal steps had been taken, and the estimated $60,000 demolition cost was noted as a likely reason the building remained standing.

He reported that the Town received a letter of intent from October Ninth Investments, LLC, expressing interest in purchasing the building and adjacent parking lot for redevelopment. The proposed project would include major improvements to the existing structure and renovation into the Spencer Business Center, a multi-tenant commercial office environment serving service providers, entrepreneurs, and small businesses in Spencer and the greater Salisbury market.

Mr. Blount stated that redevelopment of the currently vacant and deteriorated building at the entrance to downtown would be a positive opportunity for the community. He noted that the project could increase the property tax base, create new jobs, and support a private business environment similar to the business incubator concept previously discussed by the Town.

Staff recommended that, after following the procedures established by North Carolina General Statutes for the sale of Town-owned property for economic development purposes, the Board authorize staff to accept the developer's letter of intent and take the necessary steps to move the project forward.

No one appeared to speak. Mayor Williams called for a motion to close the public hearing on the proposed designation of 600 and 520 South Salisbury Avenue for economic development purposes.

Action
Mayor Pro Tempore Muhammad moved to close the public hearing on the proposed designation of 600 and 520 South Salisbury Avenue for economic development purposes. Alderwoman Moody seconded the motion, which carried by a vote of 5-0.

PUBLIC HEARING – Proposed Conveyance of 600 & 520 South Salisbury Avenue to October Ninth Investments, LLC For Economic Development Purposes
No one appeared to speak. Mayor Williams called for a motion to close the public hearing on the proposed conveyance of 600 and 520 South Salisbury Avenue to October Ninth Investments, LLC for economic development purposes.

Action
Alderwoman Moody moved to close the public hearing on the proposed conveyance of 600 and 520 South Salisbury Avenue to October Ninth Investments, LLC for economic development purposes. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 5 – 0.

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
Planning & Zoning Administrator Blount presented information about the proposed rezoning of parcel 034 004 located on John Street from Single Family Residential 3.00 units per acre (SFR-3) to the Residential Main Street Transition (RMST) zoning classification. He answered questions from the Mayor and Board.

Planning & Zoning Administrator Blount provided background on the proposed rezoning of parcel 034 004 on John Street from Single Family Residential 3.00 units per acre (SFR-3) to Residential Main Street Transition (RMST). He explained that the 3.21-acre parcel had been purchased by a Concord developer who intends to develop a small residential subdivision.

Mr. Blount stated that the development would require a new road and other infrastructure improvements. Because the developer is seeking a higher-density buildout than permitted under the current zoning, the requested RMST zoning would allow approximately 12 to 16 lots and homes to be created.

He noted that surrounding zoning includes primarily RMST to the east and south, with SFR-2 and SFR-3 zoning to the west. Small- to moderate-sized homes on small lots were described as the prevalent development pattern in the area.

Mr. Blount stated that the Town's Comprehensive Land Use Plan supports higher-density residential development in this area.

Staff recommended that, following the required procedures, notifications, neighborhood meeting, and public hearings, the Board approve the rezoning and adopt the required Statement of Consistency.

The following people spoke against the proposed rezoning of parcel 034 004 located on John Street from Single Family Residential 3.00 units per acre (SFR-3) to the Residential Main Street Transition (RMST) zoning classification:

1. Trudy Gale, owner of parcels 034 005 and 034 006A (207 Alexander Street, Spencer, NC)
2. Randy Lomax, 601 John Street, Spencer, NC
3. Vickie Lomax, 601 John Street, Spencer, NC
4. Renita Ritchie, 603 South Whitehead Avenue, Spencer, NC
5. Toni Raper, 201 Alexander Street, Spencer, NC
6. Robert Pendleton, owner of parcels 034 005 and 034 006A (207 Alexander Street, Spencer, NC)

The following person spoke in favor of the proposed rezoning of parcel 034 004 located on John Street from Single Family Residential 3.00 units per acre (SFR-3) to the Residential Main Street Transition (RMST) zoning classification:

1. Jason Gaddis, owner of parcel 034 004

No one else appeared to speak. Mayor Williams called for a motion to close the public hearing on the proposed rezoning of parcel 034 004 located on John Street from Single Family Residential 3.00 units per acre (SFR-3) to the Residential Main Street Transition (RMST) zoning classification.

Action
Alderwoman Sledge moved to close the public hearing on the proposed rezoning of parcel 034 004 located on John Street from Single Family Residential 3.00 units per acre (SFR-3) to the Residential Main Street Transition (RMST) zoning classification. Alderwoman Stanley seconded the motion, which carried by a vote of 5-0.

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

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

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.

REVIEW OF SEPTEMBER 8, 2026, AGENDA

INVOCATION

Mayor Pro Tempore Muhammad volunteered to give the invocation at the September 8, 2026, regular meeting.

RECOGNITIONS

Alderwoman Sledge wished to recognize the organizers and volunteers of the Spencer Labor Day Dance.

Alderwoman Moody wished to recognize Town Manager Peter Franzese for receiving the Distinguished Rotarian of the Year Award.

Mayor Williams wished to recognize Town staff for their work during the N.C. Transportation Museum's America 250 Locomotive Celebration.

CONSENT AGENDA

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

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

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

EXECUTIVE SESSION

The Board reached consensus that there was no need to enter into executive session.

DRAFT

ADJOURNMENT

Mayor Pro Tempore Muhammad moved to adjourn the meeting. Alderwoman Moody seconded the motion, which carried by a vote of 5 – 0. The meeting was adjourned at 6:58 PM.

APPROVED BY:

_____

Jonathan Williams, Mayor

ATTEST:

_____

Anna Kanode Ward, Town Clerk

DRAFT

MINUTES

SPENCER BOARD OF ALDERMEN

REGULAR MEETING

SEPTEMBER 8, 2026

The Town of Spencer Board of Aldermen met in regular session in the Hilda B. Palmer Board Room at Spencer Town Hall on Tuesday, September 8, 2026, at 6:00 p.m.

Members present were: Mayor Jonathan Williams
Mayor Pro Tempore Rashid Muhammad
Alderman Steve Miller
Alderwoman Erin Moody
Alderwoman Patti Secreast
Alderwoman Patricia Sledge
Alderwoman Pamela Stanley

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

Mayor Williams called the meeting to order.

Mayor Pro Tempore Muhammad gave the invocation.

Mayor Williams led the Pledge of Allegiance.

ADDITIONS/DELETIONS

Action

Alderwoman Sledge moved to adopt the agenda. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 6–0.

RECOGNITIONS

Alderwoman Sledge recognized the organizers, sponsors, vendors, and volunteers of the Spencer Labor Day Dance.

Alderwoman Moody recognized Town Manager Peter Franzese for receiving the Distinguished Rotarian of the Year Award.

Mayor Williams recognized Town staff for their work during the N.C. Transportation Museum's America 250 Locomotive Celebration.

PUBLIC COMMENT

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

1. Trudy Gale, owner of parcels 034 005 and 034 006A (207 Alexander Street, Spencer, NC)
2. Sharon Hovis, speaking on behalf of the owner of 401 North Rowan Avenue Extension, Spencer, NC

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

CONSENT AGENDA
Mayor Pro Tempore Muhammad moved to approve the consent agenda. Alderwoman Moody seconded the motion, which carried by a vote of 6–0. Items approved were:

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

RECEIVE PRESENTATION – Rowan County Public Health Regarding Recreational Partnership Opportunities
Rowan County Public Health (RCPH) Education Program Manager Sierra Fitts presented the proposal to expand StoryWalk into Spencer and answered questions from the Board.

StoryWalk would promote literacy, outdoor activity, family engagement, and health by placing a children's book on outdoor sign panels along a walking route.

The program would require approximately 22 aluminum pedestal signs. RCPH would fund the signs and books, while the Town would provide the location and installation. The Rowan County Literacy Council would assist with book purchases and monthly changes.

RCPH Health Education Specialist/Wellness Coordinator Amy H. Smith presented the Mobile Recreation initiative and answered questions from the Board.

The 2025 Community Health Needs Assessment identified Spencer as a health empowerment zone. Mobile Recreation is a field-day-style service that brings fitness, active play, organized games, and supervised youth activities to residents. The program promotes healthy lifestyles, reduces cost and transportation barriers, encourages youth and family participation, and supports mental health through outdoor activity and community connection. RCPH would cover the City of Salisbury contract cost, resulting in no direct expense to the Town.

Action
It was the consensus of the Board to move forward with both the StoryWalk and Mobile Recreation Programs.

CONSIDER APPOINTING – Greg Lambeth, II, to the Historic Preservation Commission (HPC) for a Four-Year Term Expiring September 30, 2030
Planner Harris presented information about Greg Lambeth's application to the HPC for a four-year term expiring September 30, 2030. He and Mr. Lambeth answered questions from the Mayor and Board.

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 native who grew up in the community and graduated from North Rowan High School. He received his associate degree in advertising graphic design from Rowan-Cabarrus Community College and currently works as a CNC operator using advanced machining equipment to cut and shape 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, advertisements, promotional

materials, social media content, 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 vacancies on the HPC. If Mr. Lambeth is appointed, there will be one 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.

Action
Alderman Miller moved to appoint Mr. Lambeth to the HPC for a four-year term expiring September 30, 2030, whose application is included with these minutes as Attachment A. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 6–0.

RECEIVE UPDATE – 17th Street Stormwater Improvement Project and Consider Authorizing Draft Deeds of Easement for the Project
Town Manager Franzese and Hazen and Sawyer Project Manager Tom Gray presented information about the 17th Street Stormwater Improvement Project and draft deeds of easement. They answered questions from the Mayor and Board.

Tom Gray with Hazen and Sawyer provided 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 had focused on responding to state review comments, revising plans and specifications, documenting permit compliance, coordinating utility reviews, and advancing required easement acquisitions. These activities were necessary to obtain final approval and move the project to bid. The presentation also included discussion of future project phases being evaluated for inclusion as bid alternates and potential grant funding opportunities to advance additional flood mitigation improvements.

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.

Action
Alderwoman Moody moved to authorize the drafting of easements listed in the packet, which are included with these minutes as Attachment B. Alderwoman Secreast seconded the motion, which carried by a vote of 6–0.

RECEIVE REPORT – Potential Use of the Design-Build Delivery Method to Procure Qualified Designers and Contractors for the Rocky Branch Loop Trail
Special Projects Planner Morris presented information about the potential use of the design-build delivery method to procure qualified designers and contractors for the Rocky Branch Loop Trail. He answered questions from the Mayor and Board.

Staff reported that Resolution 23-13 established the Town's criteria for using design-build delivery and reviewed those criteria for the Rocky Branch Loop Trail. The proposed trail would be constructed in the Stanback Educational Forest with funding from a $690,000 N.C. Parks Great Trails State Program grant.

Staff presented a proposed procurement and construction schedule extending from qualifications review in October 2026 through construction completion in September 2027. Town staff and a Parks and Recreation

Advisory Board representative would oversee procurement, design, finances, permitting, construction, and grant compliance.

Staff stated that design-build would provide a single contract, increased coordination, a shorter delivery schedule, and potential cost savings compared with traditional delivery. Staff recommended authorizing the design-build method, subject to administrative, financial, and legal review.

Action
Alderwoman Secreast moved to authorize staff to use the design-build delivery method to procure qualified designers and contractors specifically for the Rocky Branch Loop Trail, pending the outcome of EB-5861 conversations with NCDOT. Alderwoman Sledge seconded the motion, which carried by a vote of 6–0.

RECEIVE PRESENTATION – Spencer Growth and Prosperity
Planning & Zoning Administrator Blount presented an overview of Spencer's historical growth, current development patterns, and future growth considerations. He answered questions from the Mayor and Board.

Staff reported that recent annexations and development have increased Spencer's population and geographic area. This growth can expand the tax base and support adopted community goals, but it also increases demand for municipal services and infrastructure.

Staff advised evaluating proposed annexations based on projected revenue, proximity to existing Town boundaries and utilities, efficient service delivery, infrastructure capacity, and long-term capital costs. Compact, contiguous development near existing service areas was identified as more efficient than scattered or isolated growth.

Staff recommended prioritizing compact growth adjacent to existing Town limits and utility networks; adopting policies for annexation and water and sewer connections; establishing service-capacity and capital-cost thresholds; and including anticipated growth-related expenses in long-range budgets and the Capital Improvement Plan.

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
Planning & Zoning Administrator Blount presented information about Resolution 26-13, which would approve the conveyance of 600 South Salisbury Avenue (parcel number 032-112) and 520 South Salisbury Avenue (parcel number 032-135) for economic development purposes pursuant to N.C.G.S. § 158-7.1. He answered questions from the Mayor and Board.

A public hearing had been properly advertised and held at the Town of Spencer Board of Aldermen Pre-Agenda Meeting on Thursday, September 3, 2026.

Action
Alderman Miller moved to approve Resolution 26-13, which is incorporated in the body of the minutes below. Alderwoman Sledge seconded the motion, which carried by a vote of 6–0.

RESOLUTION 26-13

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.

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

Planning & Zoning Administrator Blount presented information about 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. He answered questions from the Mayor and Board.

A public hearing had been properly advertised and held at the Town of Spencer Board of Aldermen Pre-Agenda Meeting on Thursday, September 3, 2026.

Action

Alderman Miller moved to approve the incentive grant to Crow Holdings Development, 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.

RESOLUTION 26-14

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.

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

Planning & Zoning Administrator Blount presented information about Ordinance 26-12, which would rezone 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. He answered questions from the Mayor and Board.

A public hearing had been properly advertised and held at the Town of Spencer Board of Aldermen Pre-Agenda Meeting on Thursday, September 3, 2026.

Action

Alderwoman Sledge moved to accept Ordinance 26-12 to allow rezoning, which is incorporated in the body of the minutes below. Mayor Pro Tempore Muhammad seconded the motion, and further discussion followed regarding the table of uses that designates how a parcel may be used. The motion carried by a vote of 6–0.

A Statement of Consistency and Reasonableness was adopted later in the meeting for this ordinance.

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.

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

Town Manager Franzese presented information about Budget Ordinance Amendment 26-04.002 appropriating funds for the Stanback Educational Forest Shelter. He answered questions from the Mayor and Board.

The Board of Aldermen requested that Town staff work with the Town's insurance provider, the North Carolina League of Municipalities, to confirm that the proposed payment was appropriate because the amount appeared low in relation to the cost of the materials.

Action

Alderman Miller moved to table this item until a future meeting. Mayor Pro Tempore Muhammad seconded the motion, which carried by a vote of 6–0.

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

Town Clerk Ward presented information about Ordinance 26-13, an ordinance adopting and enacting a new code for the Town of Spencer, North Carolina. She answered questions from the Mayor and Board.

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.

Action

Alderwoman Moody moved to adopt Ordinance 26-13 that would adopt and enact the new code, which is incorporated in the body of the minutes below. Alderwoman Stanley seconded the motion, which carried by a vote of 6–0.

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.

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 8:22 p.m. and returned at 8:25 p.m.

Alderwoman Secreast left the Board Room at 8:27 p.m. and returned at 8:30 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

The fire department report was provided in writing. Town Manager Franzese answered questions from the Mayor and Board.

PUBLIC WORKS

401 North Rowan Avenue Extension Drainage Easement Update

Town Attorney Dees provided an update regarding the drainage easement associated with 401 North Rowan Avenue Extension, Spencer, NC, including a brief history of the easement and the most recent communication with Sharon Hovis, the daughter of property owner Lucy Hovis. He explained that the easement was originally unrecorded and that, upon the issue being brought to the Town's attention, the Town obtained appraisals with and without the easement to determine its value and impact on the property. Following several meetings with the property owner and Town staff, an easement agreement was executed that included specific maintenance provisions. The attorney reported that maintenance records have been reviewed and, in his opinion, the Town has fulfilled its obligations under the easement agreement and will continue to do so.

Mr. Dees also addressed prior discussions regarding potential improvements, such as retaining walls or alternative stabilization methods. Two contractors evaluated the site, with estimated costs ranging from approximately $40,000 to more than $90,000 at that time, exclusive of any permitting requirements. He noted that any such improvements would require regulatory approval and that it is uncertain whether the necessary permits would be granted.

In response to questions from the Board, it was clarified that the drainage channel is a naturally occurring stream that existed before development of the area, and that stormwater infrastructure was subsequently directed into the natural drainageway. Public Works staff confirmed that vegetation within the stream channel is managed through manual cutting rather than herbicide application to avoid introducing chemicals into the waterway. Staff also indicated that additional trimming would be performed as needed.

Board discussion also included property access under the easement. While the easement permits Town personnel to enter the property to perform maintenance, staff indicated they could provide notification to the property owner when practicable.

Monthly Report

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.

Alderman Miller left the Board Room at 8:56 p.m.

ACTIVE LIVING

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

Alderman Miller returned to the Board Room at 9:00 p.m.

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

Alderwoman Patricia Sledge

- Thanked Town staff for the many responsibilities they handle and their work during a busy summer. She reported that she would represent Rowan County at an upcoming Centralina Council of Governments meeting and serve on the search committee for its next executive director.
- Described conversations with out-of-town visitors who stopped at the Labor Day Dance or discovered Spencer Town Park while visiting the N.C. Transportation Museum. She thanked those who make the park and community events welcoming.

Alderwoman Patti Secreast

- Reminded residents that Table 10 is on September 14.
- Welcomed Greg Lambeth II to the Historic Preservation Commission and expressed confidence in his contribution to the commission.
- Shared that she had met new neighbors and visitors from outside the region and welcomed the people choosing to make Spencer their home.

Alderman Steve Miller

- Thanked current and former Community Appearance Commission (CAC) members, including its former chair, Amy Ray, and Town staff for their work. He highlighted the Spencer Community Garden, raised beds, food pantry, produce distribution, and improvements to public green spaces.
- Expressed concern about the future care of the Town's parks and green spaces, including Jefferson Street Park, and encouraged continued attention to their maintenance and improvement.

Alderwoman Erin Moody

- Reminded residents of the Police Department's National Night Out on October 6 and the Race to the River 5K and Fun Run on October 17.
- Thanked residents serving on the Historic Preservation Commission, Police Chief's Citizens Advisory Board, and Parks and Recreation Advisory Board for their volunteer work.

Alderwoman Pamela Stanley

- Recognized Childhood Cancer Awareness Month and shared its personal importance to her family. She encouraged thoughtful growth that honors Spencer's character and thanked those whose work strengthens the community.

Mayor Pro Tempore Rashid Muhammad

- Thanked staff, department heads, Board members, volunteers, and residents for supporting Town events. He reported attending a regional transportation meeting with Alderman Miller and participating in the 125th anniversary celebrations in East Spencer and Landis.
- Reflected on the value of growth alongside care for Spencer's existing spaces. He encouraged residents to attend Board meetings and share their concerns with elected officials.

CONSIDER ADOPTING – Statement of Consistency and Reasonableness for 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

After Board member comments, Mayor Williams noted that the Board had approved the John Street rezoning but had not separately acted on the statement of consistency and reasonableness. The Board returned to agenda item 15.

Action

Alderwoman Stanley moved 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 adopting Ordinance 26-12. Mayor Williams reminded her that this motion had already been made, and Alderwoman Stanley withdrew the motion.

Alderwoman Sledge moved to adopt a Statement of Consistency and Reasonableness stating that, "we find that this rezoning is consistent in general with the Town's Comprehensive Land Use Plan (per requirements of NCGS 160D-605(a)), said plan stating specifically, *'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." Mayor Pro Tempore Muhammad seconded the motion, and further discussion followed regarding the table of uses that designates how a parcel may be used. The motion carried by a vote of 6–0.

EXECUTIVE SESSION

The Board reached consensus that there was no need to enter into executive session.

ADJOURNMENT

Alderwoman Moody moved to adjourn the meeting. Alderwoman Stanley seconded the motion, which carried by a vote of 6–0. The meeting was adjourned at 9:16 p.m.

APPROVED BY:	**ATTEST:**
_____	_____
Jonathan Williams, Mayor	Anna Kanode Ward, Town Clerk

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Agenda Item Coversheet

Meeting Date: 10/13/2026

Agenda Item Title: Long Ferry Rd Rail Separation Bridge Update

Category: Regular Agenda

Presenter(s): Steve Blount, Town Planner

Explanation:

NCDOT is beginning the planning process to build a new rail separation bridge at Long Ferry Rd. This will be an update of options suggested to date.

Financial Impact:

None at this time

Recommendations:

Accept update for informational purposes only. Provide input to staff.

Attachment(s): ☒ Yes ☐ No

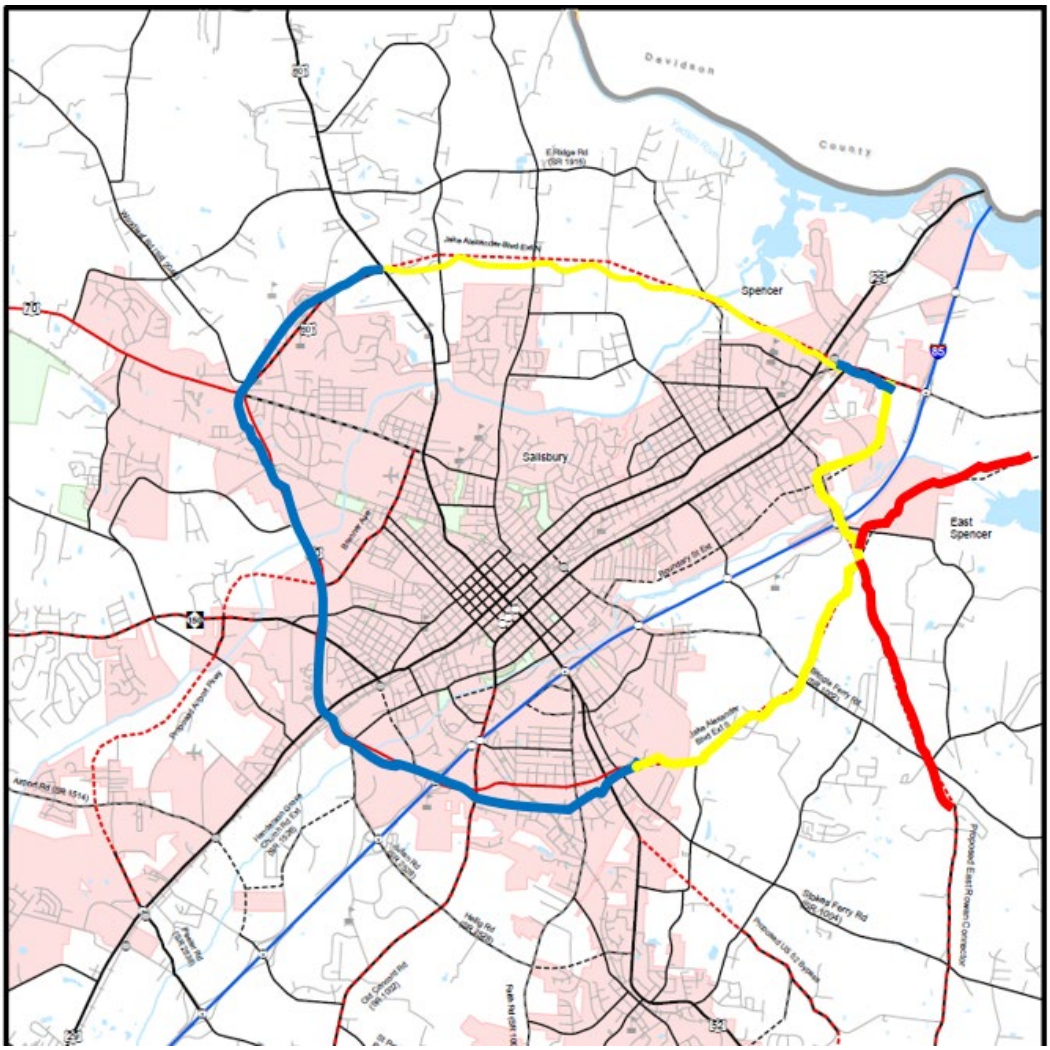
1. Memo
2. Slide presentation

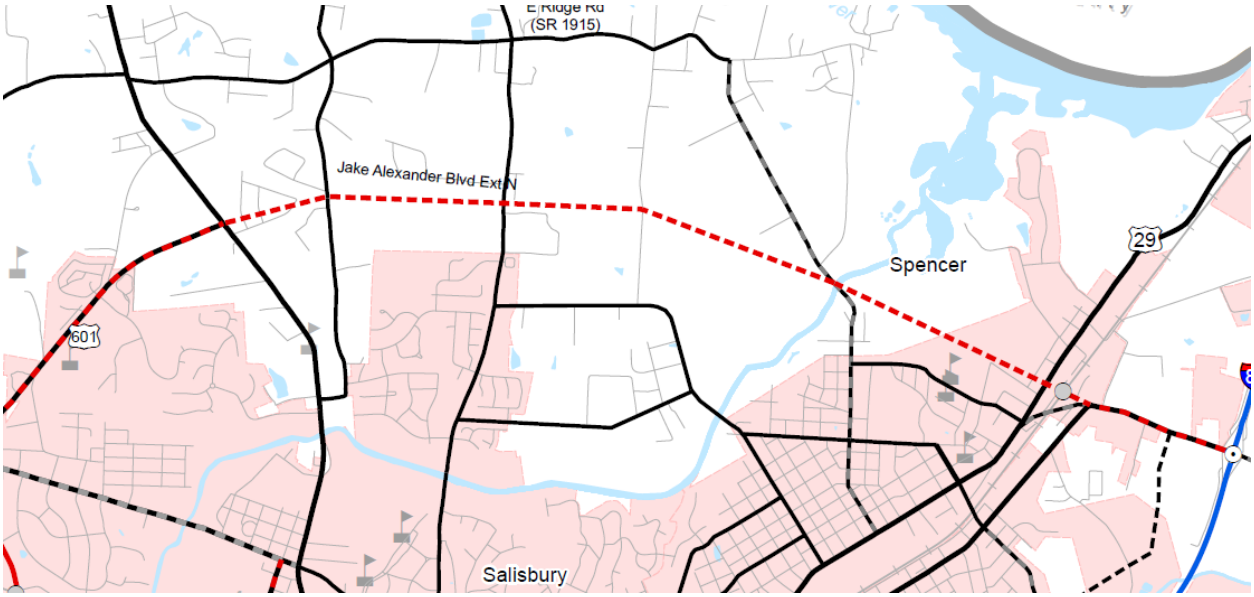
MEMO

Date:9.17.26

RE: Long Ferry Rd Rail Separation Bridge

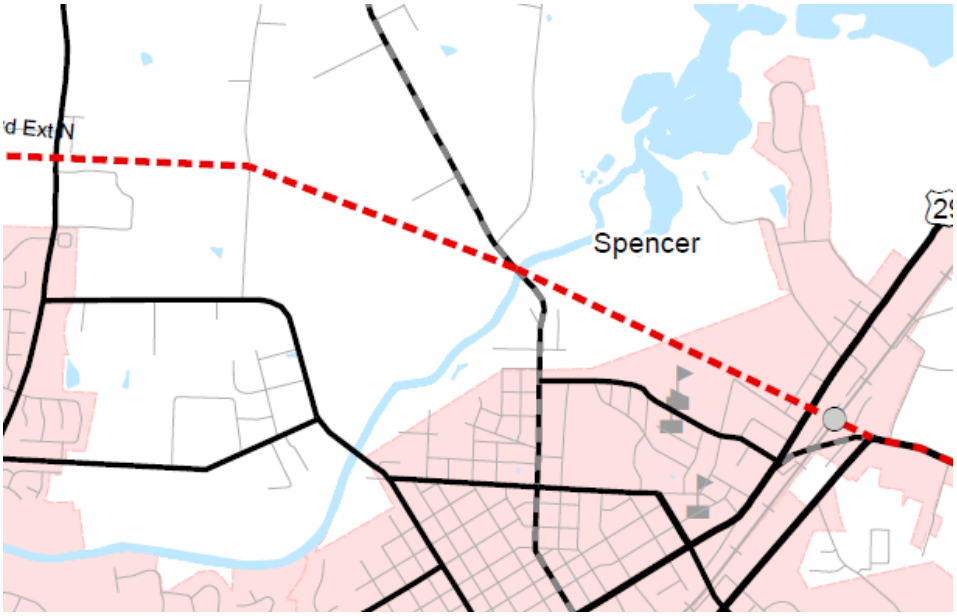
Narrative:
NCDOT has identified building a rail separation bridge for Long Ferry Rd at the N Salisbury Ave intersection as a high priority project and have started discussions concerning the various possible locations of the bridge and rerouting of this portion of Long Ferry Rd. This discussion and planning is starting from a routing proposed many years ago as an outer loop around the urban core areas of Salisbury and Spencer which is shown on the NCDOT STIP map. Shown in yellow below, this loop was to be an extension of Jack Alexander Blvd (shown in blue) and even included some connectors to the east and southeast (shown in red).



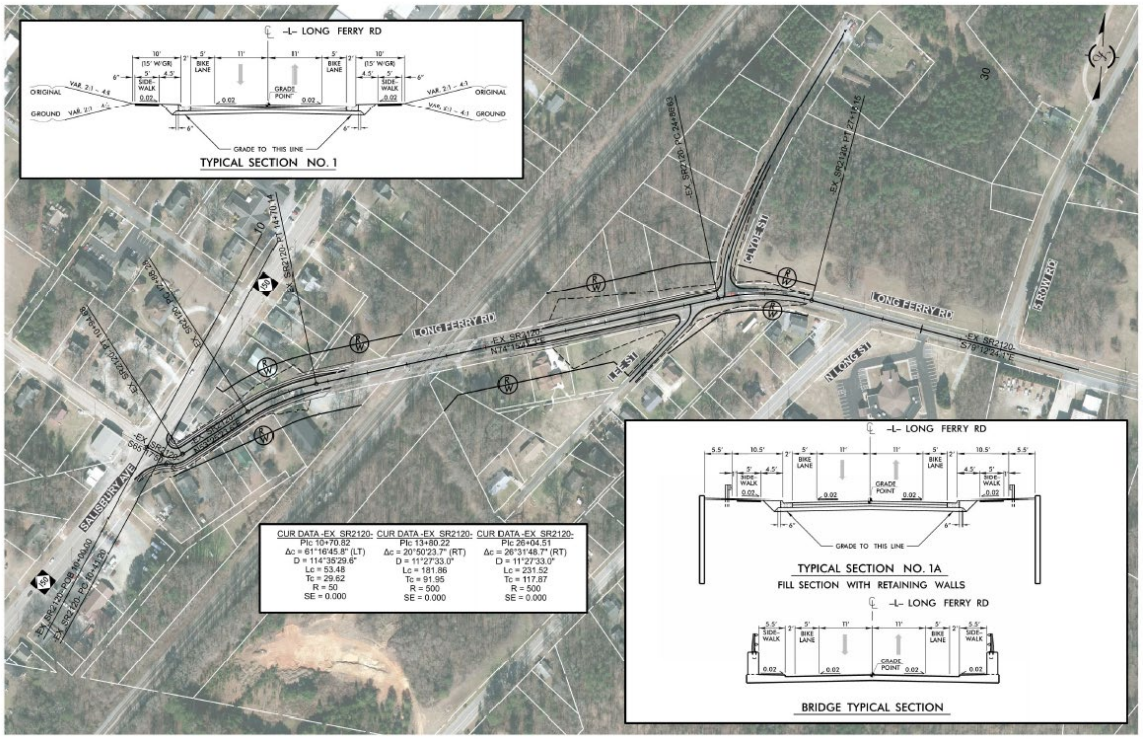


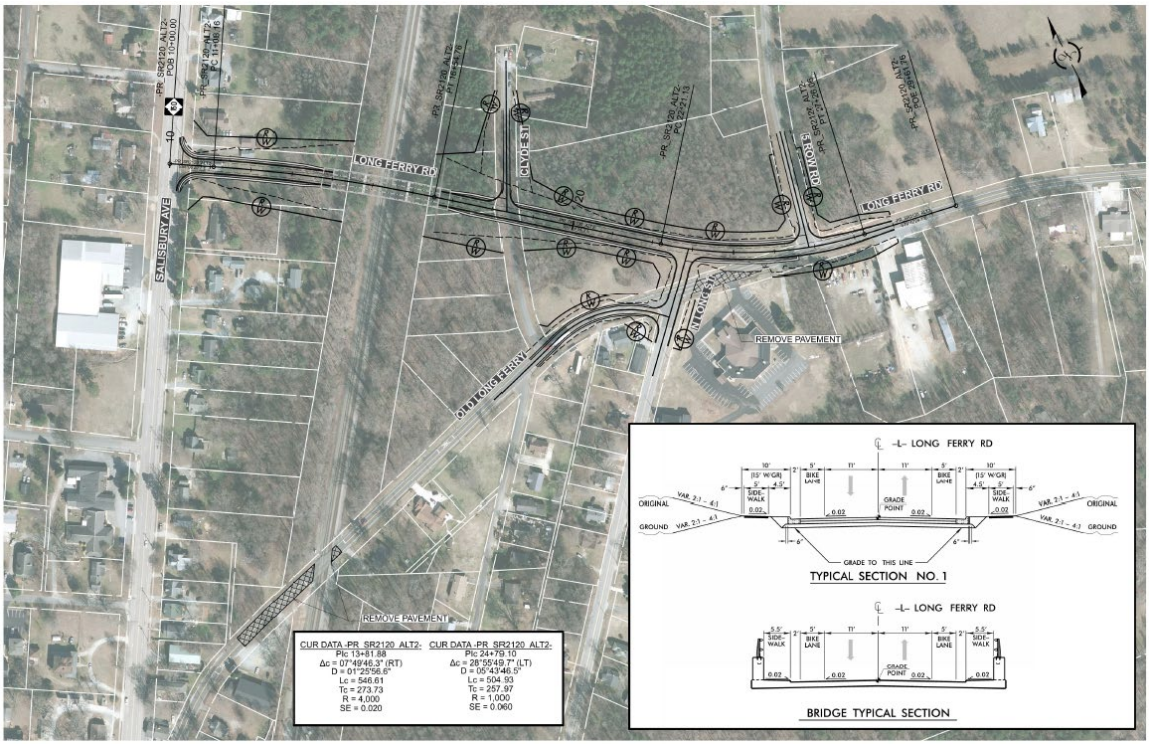
This was certainly forward-thinking, anticipating the need for a loop around our core urban areas to primarily allow ease of access to and from I-85 for traffic transiting through our municipalities to the east and west. While the new bridge over the railroad lines will still allow future construction of that loop and a better intersection with Salisbury Ave., our current focus needs to be on how the location of the bridge and intersection might best impact the Town of Spencer in the foreseeable future.

The current STIP routing shows the new bridge about 1,000 feet north of the current Longs Ferry crossing with the future loop road being routed north of Anne St. and then through undeveloped property around to HWY 601. While this routing straightens Long Ferry before the new bridge and has less impact on existing development on the west side of Salisbury Ave., it will require the acquisition and demolition of several of the new homes built in the Clyde St development.

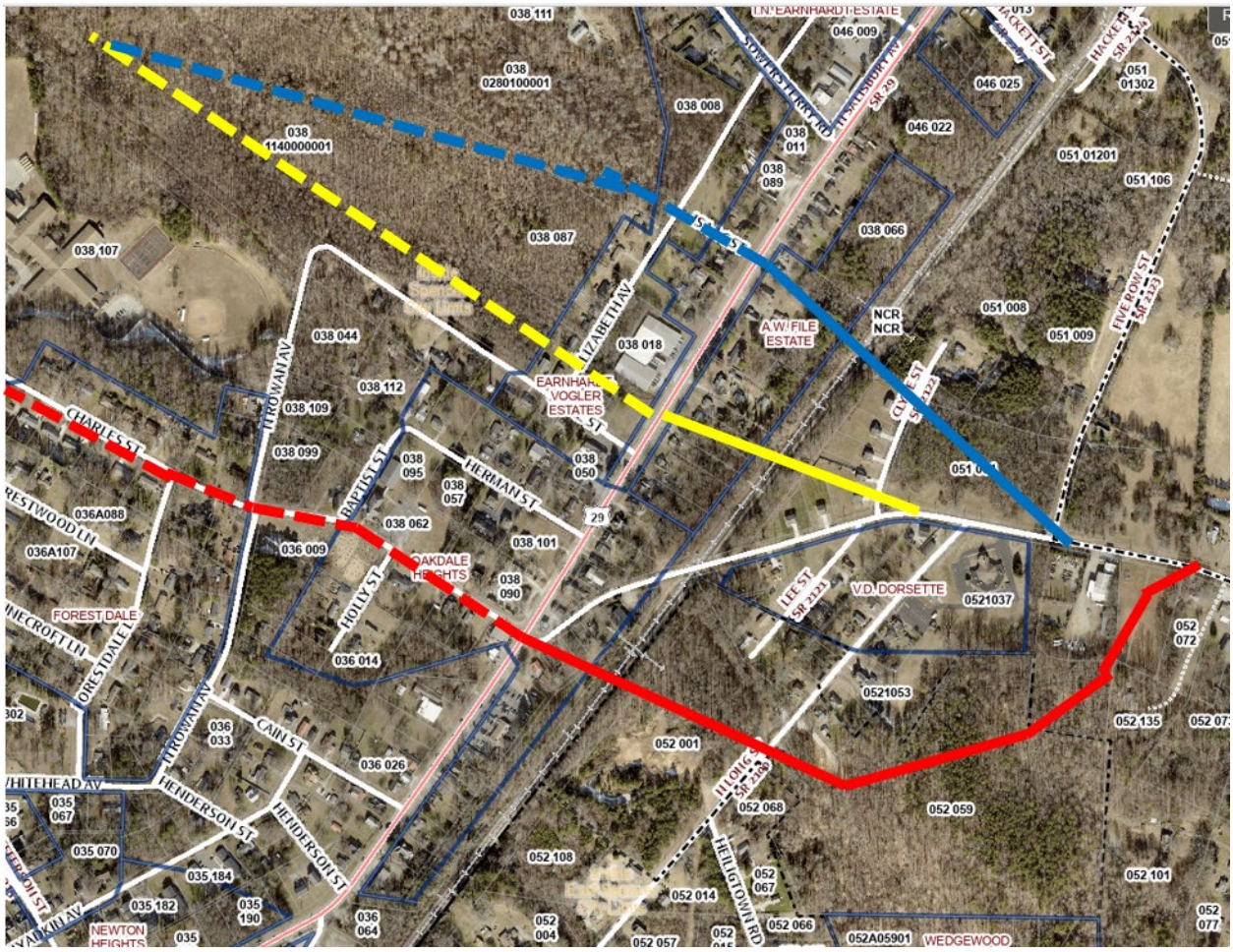


NCDOT has already begun feasibility design work with two alternates shown below. The first map shows an alternate that follows the path of the existing rail crossing with an angled crossing and intersection at Charles St. The second map shows the northern routing with a right angled crossing and intersection with Salisbury Ave. south of Isaac St





Shown below are some possible alternate bridge locations and road routings with the STIP routing shown in yellow, a slightly more northern routing shown in blue, and a southern routing that would align with Charles St shown in red. The more northern crossing shown in blue would allow the future loop road to follow much the same routing as originally planned while avoiding most if not all of the Clyde St homes. I'm not sure the red routing would even be acceptable to NCDOT due to the several turns required, but if it was, and if some improvements to Charles St could be made part of the package, this routing would allow us to create a new commercial intersection at Salisbury Ave and immediately provide better access to and from our western residential areas and I-85.

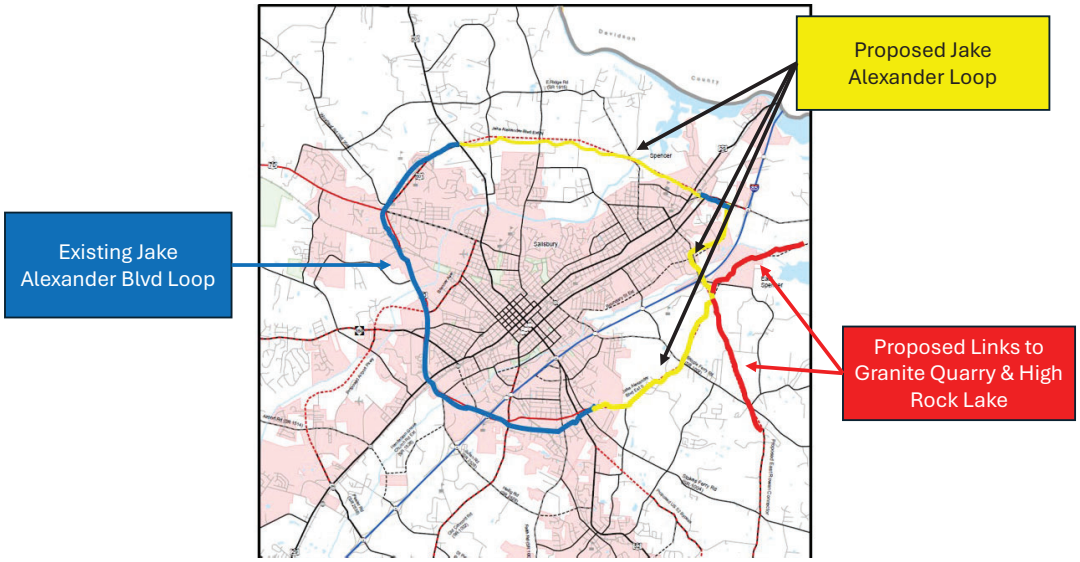


In the coming months, NCDOT will begin gathering input from stakeholders and start narrowing down their route selections. During their detailed feasibility examinations, some of the options that look good as a simple line on a map will be discarded due to topography, bridge & road design constraints, and/or cost.

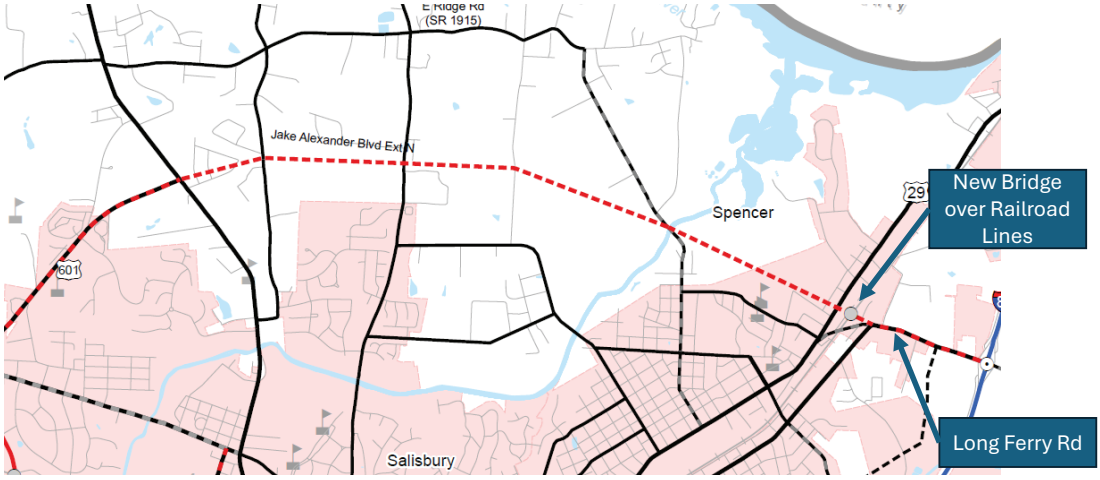
Now is the time for the Town to offer ideas and concerns about this project to NCDOT. Please let staff know your thoughts on this matter.

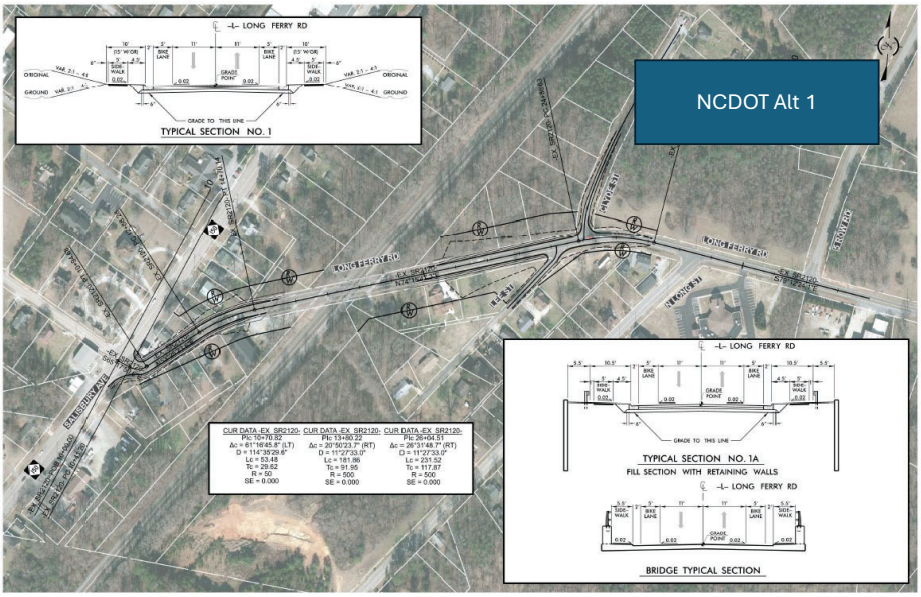
Long Ferry Rd Rail Separation Bridge

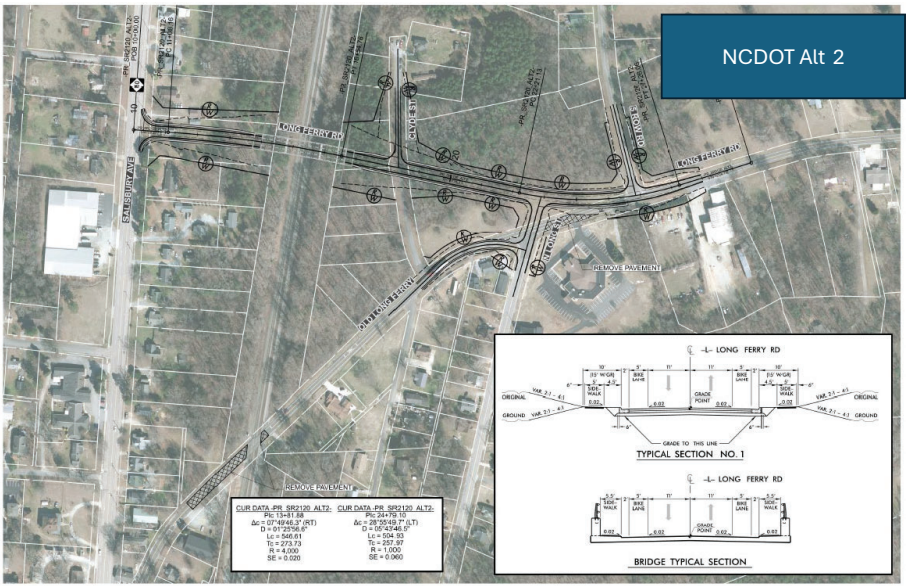
Considering Alternate Routes and Location

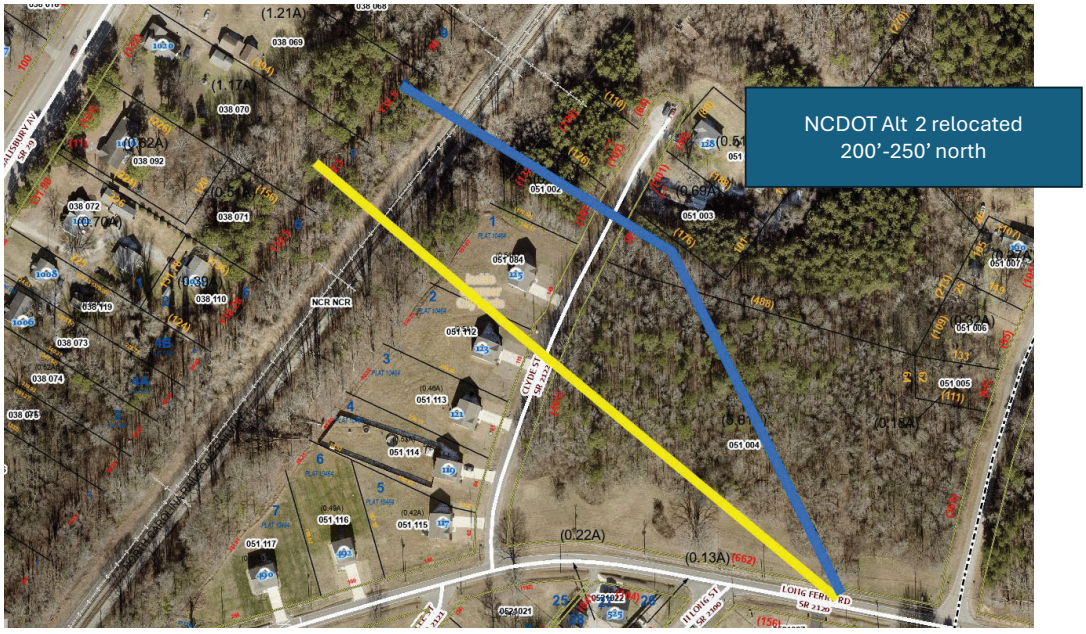


NCDOT STIP Map




NCDOT Alt 1
-L- LONG FERRY RD
TYPICAL SECTION NO. 1
GRADE TO THIS LINE
TYPICAL SECTION NO. 1A
FILL SECTION WITH RETAINING WALLS
BRIDGE TYPICAL SECTION
LONG FERRY RD
SALISBURY AVE
CLOVE ST
STONE RD


NCDOT Alt 2
LONG FERRY RD
SALISBURY AVE
CLOVE ST
STONE RD
REMOVE PAVEMENT
-L- LONG FERRY RD
TYPICAL SECTION NO. 1
BRIDGE TYPICAL SECTION


NCDOT Alt 2 relocated
200'-250' north
LONG FERRY RD
SR 2120
CLOVE ST
SR 2122
NCR NCR


Southernly routing using Long Street to Charles


Southernly routing using undeveloped land to Charles

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Agenda Item Coversheet

Meeting Date: 10/13/2026

Agenda Item Title: Board to consider adopting an ordinance approving a temporary lane closure on US HWY 29 to protect the safety of runners and bicyclists participating in the "Race to the River" special event.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

To ensure the safety of participating runners and bicyclists, Town staff are recommending temporary closure of one southbound lane on US-29 between 3rd Street and NC Finishing Lane.

The lane would be separated from regular traffic by traffic cones. An electronic signboard will be installed to notify traffic of the closure.

The event date is Saturday, October 17. Lane closure time is from 7:00 A.M. to approximately 12:00 (Noon) or until the lane is cleared of all participating runners and bicyclists.

This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Financial Impact:

N/A

Recommendations:

Approval of Ordinance 26-14.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 26-14. AN ORDINANCE APPROVING A TEMPORARY LANE CLOSURE ON US HWY 29 FOR THE PURPOSE OF FACILITATING A SPECIAL EVENT

Greg Edds, Chairman
Jim Greene, Vice- Chairman
Mike Caskey
Judy Klusman
Craig Pierce

Aaron Church, County Manager
Sarah Pack, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners
130 West Innes Street · Salisbury, NC 28144
Telephone 704-216-8181 · Fax 704-216-8195

AN ORDINANCE APPROVING A TEMPORARY LANE CLOSURE ON US HIGHWAY 29 FOR THE PURPOSE OF FACILITATING A SPECIAL EVENT

WHEREAS, North Carolina General Statute § 20-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; *and*

WHEREAS, the Town of Spencer is sponsoring a 5K run special event on Saturday, October 17, 2026, beginning at 9:00 A.M., which will involve a procession of runners and bicyclists along the US Highway 29 corridor; *and*

WHEREAS, to ensure public safety, the County has deemed it necessary to temporarily close one southbound lane on US Highway 29 from 3rd Street to NC Finishing Lane on the date of the event, the closure beginning at 7:00 A.M. and ending at approximately 12:00 noon or until the lane is cleared of all participating runners and bicyclists; *and*

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town of Spencer has confirmed to the County that it has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

NOW, THEREFORE, BE IT ORDAINED by the Rowan County Board of Commissioners that:

Section 1. Pursuant to N.C.G.S. §20-169, Rowan County hereby approves the use of US Highway 29 outside the Town's jurisdiction, for the 5K run special event procession as specified in this Resolution. The Town, as sponsor of the event accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section 2. The Town will place signs giving notice of the special event, in accordance with §20-169, and will provide to Highway Division 9 a copy of this ordinance.

Section 3. This ordinance shall only be effective on October 17, 2026, beginning at 7:00 A.M. and ending at approximately 12:00 noon, or until the lane is cleared of all participating runners and bicyclists.

This the 8th day of September, 2026.

Gregory C. Edds, Chairman
Board of Commissioners

ATTEST:

Sarah Pack, NCCCC
Clerk to the Board

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE APPROVING A TEMPORARY LANE CLOSURE ON US HWY 29 FOR THE PURPOSE OF FACILITATING A SPECIAL EVENT

ORDINANCE 26-14

WHEREAS, N.C.G.S. §29-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; and

WHEREAS, the Town of Spencer is sponsoring a 5K run and bicycling special event on Saturday, October 17, 2026, beginning at 9:00 A.M. which will involve a procession of runners and bicyclists along the US HWY 29 corridor; and

WHEREAS, to ensure public safety, the Town has deemed it necessary to temporarily close one southbound lane on US HWY 29 from 3rd Street to NC Finishing Lane on the date of the event, the closure beginning at 7:00 A.M. and ending at approximately 12:00 (Noon) or until the lane is cleared of all participating runners and bicyclists; and

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

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

Section 1. Pursuant to N.C.G.S. §29-169, the Town of Spencer hereby approves the use of US HWY 29 within the Town's jurisdiction for the 5K run and bicycling special event procession as specified in this ordinance. This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section 2. The Town will place signs giving notice of the special event, in accordance with §29-169, and will provide to Highway Division 9 a copy of this ordinance.

Adopted this 13th day of October, 2026.

_____

Jonathan Williams, Mayor

_____

Anna Kanode Ward, Town Clerk

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Agenda Item Coversheet

Meeting Date: 10/13/2026

Agenda Item Title: Board to consider adopting an ordinance approving temporary road closures on Wednesday, November 25, 2026, to ensure public safety during Spencer's Holiday Caravan Parade.

Category: Regular Agenda

Presenter(s): Kyle Harris, Planner

Explanation:

To ensure the safety of participants, Town staff are recommending temporary closures of the following NCDOT street segments (see map attached):

- US 29 HWY from 11th St. to Jefferson St.
- Jefferson St. from US 29 HWY to N. Whitehead Ave.
- N. Whitehead Ave. from Forestdale Dr. to 2nd St.
- Oakwood Dr. from N. Whitehead Ave. to Pinecroft Ln.

US 29 HWY is to be closed from approximately 5:00 PM to 9:00 PM. Additionally, Jefferson Street, N. Whitehead Avenue, and Oakwood Drive are to be closed from approximately 3:30 PM to 7:30 PM.

This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Financial Impact:

N/A

Recommendations:

Approval of Ordinance 26-15.

Attachment(s): ☒ Yes ☐ No

1. Ordinance 26-15. AN ORDINANCE APPROVING TEMPORARY ROAD CLOSURES ON US HWY 29, JEFFERSON STREET, N. WHITEHEAD AVENUE, AND OAKWOOD DRIVE, FOR THE PURPOSE OF FACILITATING A HOLIDAY PARADE PROCESSION.

TOWN OF SPENCER, NORTH CAROLINA

AN ORDINANCE APPROVING TEMPORARY ROAD CLOSURES ON US HWY 29, JEFFERSON STREET, N. WHITEHEAD AVENUE, AND OAKWOOD DRIVE, FOR THE PURPOSE OF FACILITATING A HOLIDAY PARADE PROCESSION

ORDINANCE 26-15

WHEREAS, N.C.G.S. §29-169 authorizes local authorities to provide by ordinance for the regulation of the use of highways for processions or assemblages; and

WHEREAS, the Town of Spencer is co-sponsoring a holiday parade procession on Wednesday, November 25, 2026, which will involve a parade procession along the US HWY 29 corridor from Jefferson Street to 11th Street; and

WHEREAS, to ensure public safety, the Town has deemed it necessary to temporarily close US HWY 29 from Jefferson Street to 11th Street on the date of the event, the closure beginning at 5:00 P.M. and ending at approximately 9:00 P.M., or until the highway is cleared of all procession participants; and

WHEREAS, to ensure public safety, the Town has also deemed it necessary to temporarily close or otherwise restrict regular traffic on the following NCDOT State-Maintained Roads from 3:30 P.M. to 7:30 P.M., or until the roads are cleared of all procession participants: Jefferson Street from US HWY 29 to N. Whitehead Avenue; N. Whitehead Avenue from Forestdale Drive to 2nd Street; and Oakwood Drive from N. Whitehead Avenue to Pinecroft Lane; and

WHEREAS, pursuant to the NCDOT Special Event Guidelines, the Town has consulted with the Highway Division 9 – Division Traffic Engineer to verify that the proposed special event will not impact, or be impacted by, planned maintenance or other activities.

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

Section 1. Pursuant to N.C.G.S. §29-169, the Town of Spencer hereby approves the use of US HWY 29 within the Town's jurisdiction for the holiday parade procession as specified in this ordinance. This ordinance is evidence that the Town accepts full responsibility for safety, traffic flow, traffic control, appropriate signage, and ensuring that all debris, litter, decorations, and other items associated with the event are removed following the event.

Section 2. The Town will place signs giving notice of the special event, in accordance with §29-169, and will provide to Highway Division 9 a copy of this ordinance.

Adopted this 13th day of October, 2026.

_____

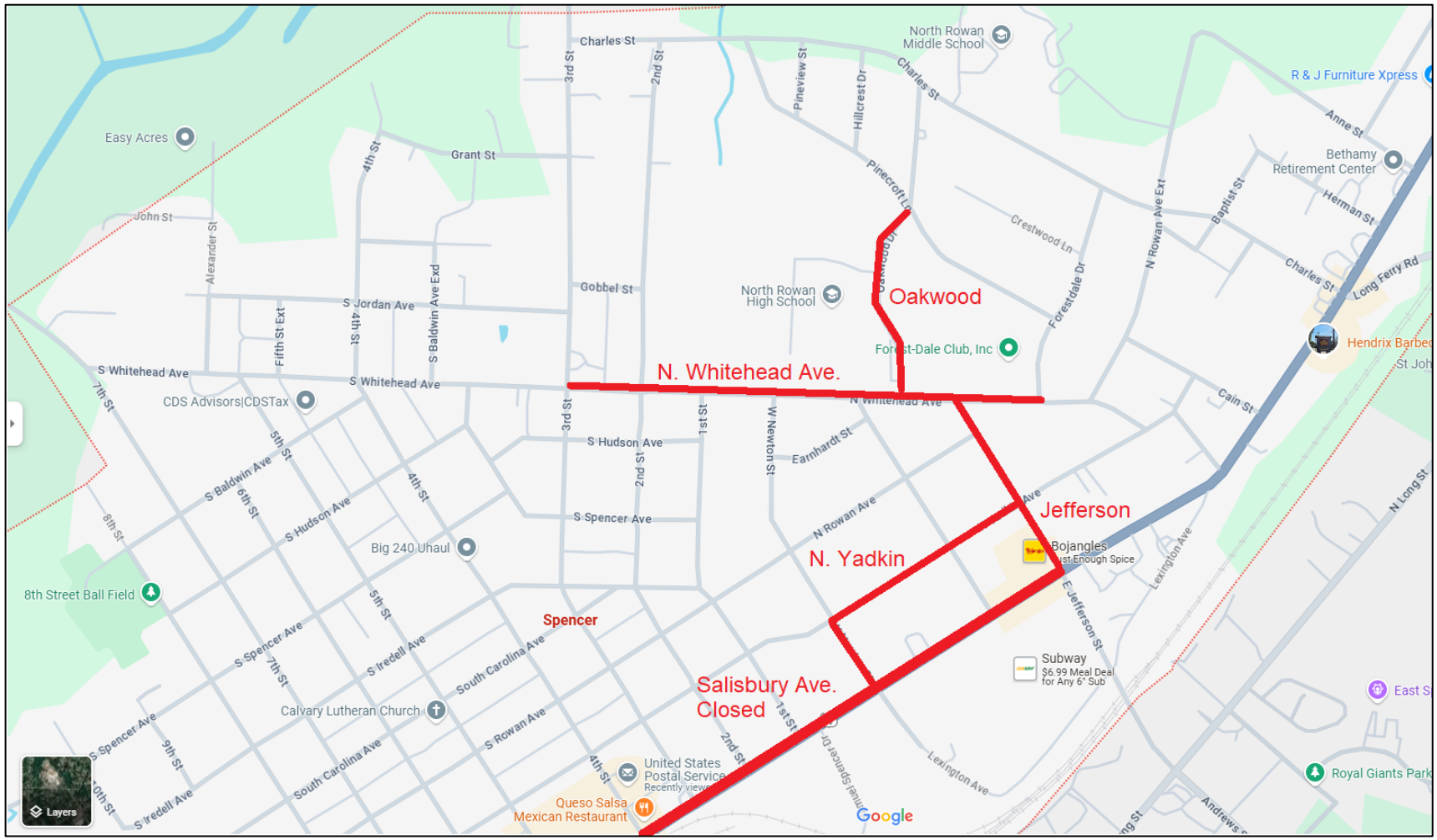
Jonathan Williams, Mayor

_____

Anna Kanode Ward, Town Clerk

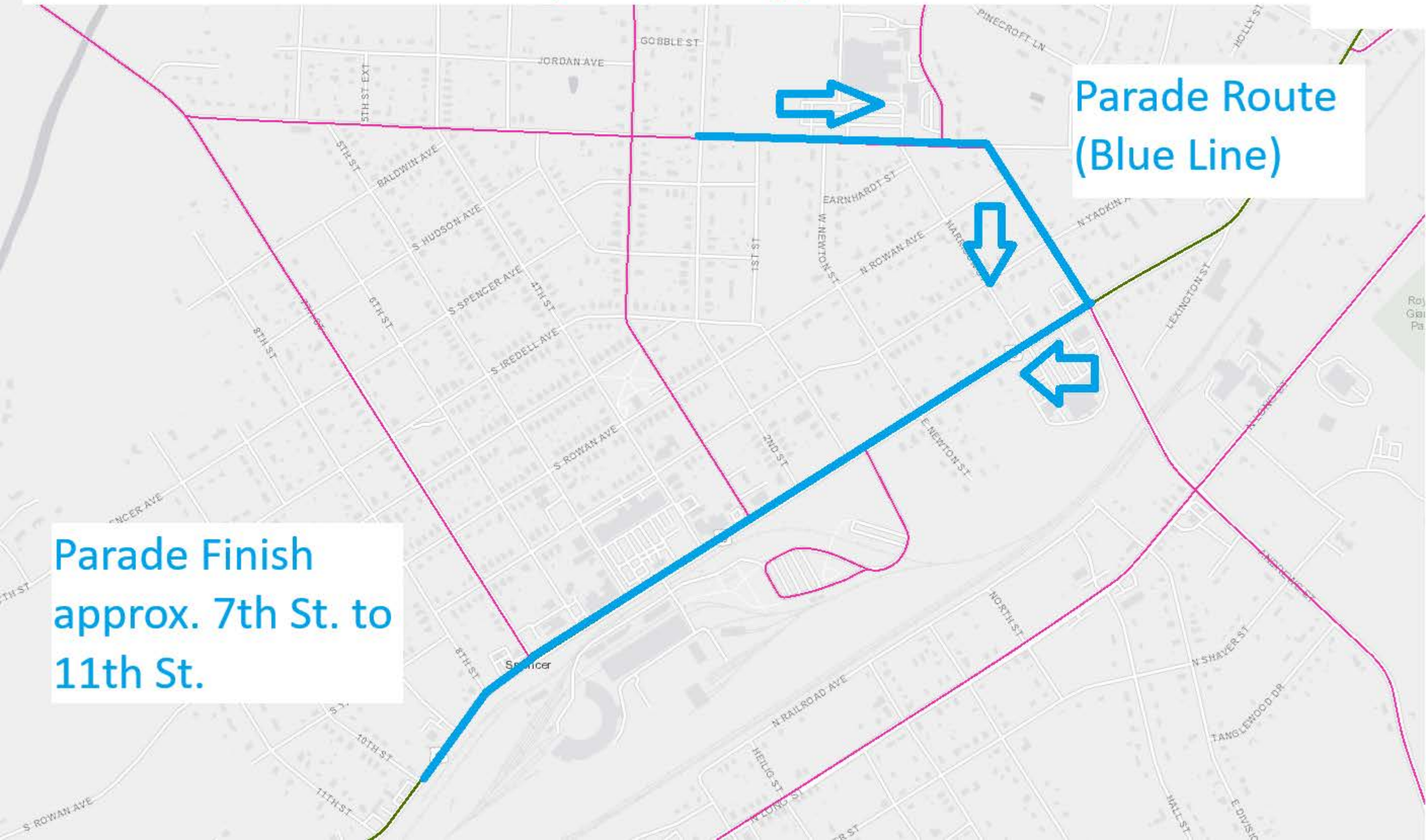
Holiday Parade Road Closures

Wednesday November 25, 2026, 3:30-7:30 P.M.

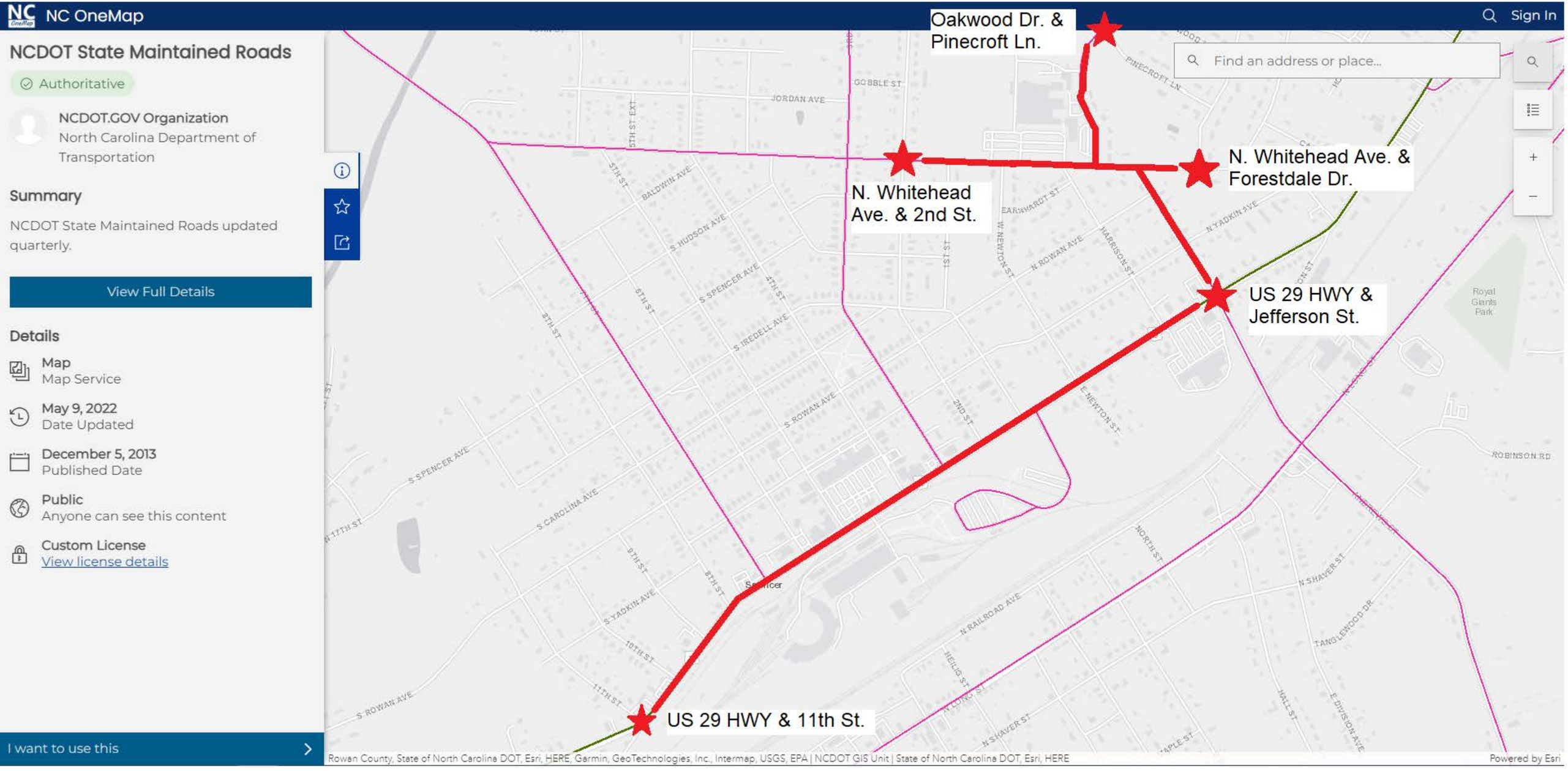


- Salisbury Ave. will close from 6:00-8:30 PM from Jefferson Street to 11th Street.
- The other streets (in red) will close at approx. 3:30 PM and reopen at 7:30 PM.

2026 Spencer Holiday Parade - Route Map
Starts at NRHS, Finish at approx. 7th-11th St.



FOR NDCOT REVIEW: ROAD CLOSURE MAP - HOLIDAY PARADE - WED. NOV. 25, 2026 - SPENCER, NC



704-633-2231
spencernc.gov

SPENCER
NORTH CAROLINA
Rowan's Original Gateway

Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/13/2026

Agenda Item Title: Street Paving – Award Bid

Category: Regular Agenda

Presenter(s): Joel Taylor, Public Works Director

Explanation:

Bid Packet for fifteen projects was sent out to contractor's on September 21st, with bid opening on October 2nd. This item is to award bid to lowest bidder. Projects will be taken in order until funds are expended.

Financial Impact:

This item will be paid for by Powell Bill funding.

Recommendations:

Staff recommendation is to award bid to lowest bidder.

Attachment(s): ☐ Yes ☐ No

1.

AN ORDINANCE AMENDING

THE TOWN OF SPENCER, NORTH CAROLINA

FY 26-27 ANNUAL BUDGET

ORDINANCE 26-04.003

OCTOBER 13, 2026

BE IT ORDAINED, by the Governing Board of the Town of Spencer, North Carolina, that the following amendment of anticipated fund revenues and departmental expenditures, certain Fee and Charge Schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of Town Government and its activities for the Fiscal Year beginning July 1, 2026, and ending on June 30, 2027:

Section 1. The Town has entered into a contract for the FY27 paving and resurfacing projects in the amount of $215,132.

Section 2. Appropriate Powell Bill reserves from Fund Balance of $48,402

Section 3. To amend the FY 26-27 revenue and expense appropriations as follows:

Revenues

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
20-4999	Appropriation from Fund Balance	$74,000	$122,402	$48,402

Expenses/Expenditures

Account	Title	Current Budget	Amended Budget	(Decrease) Increase
20-5740-561	Capital Outlay	$166,730	$215,132	$48,402

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

Adopted this 13th, day of October 2026.

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

RESOLUTION 26-15

TOWN OF SPENCER

A RESOLUTION ADOPTING A NEW INTERNAL CONTROL POLICY

WHEREAS the Mayor and Board of Aldermen wish to adopt a new Internal Control policy to establish framework for the management, administration, oversight, and monitoring of federal and state financial assistance received or administered by the Town.

WHEREAS, Town Staff have prepared and recommended an Internal Control policy as required under 2 CFR § 200.303.

WHEREAS the intent is to establish and maintain effective internal controls that provide reasonable assurance of compliance with all state and federal award requirements.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF SPENCER RESOLVES:

Section 1. The Town of Spencer Board of Aldermen hereby adopts and enacts the following Internal Controls Policy.

Section 2. Authorizes annual review and updates to the policy to reflect changes in State and Federal regulations, organizational structure, or risk environment.

Section 3. This policy shall become effective upon adoption.

Adopted this the 13th of October 2023.

Approved by:

Jonathan Williams, Mayor

Attest:

Anna Kanode Ward, Town Clerk

Town of Spencer

Internal Control Policy for Federal and State Grants

Drafted: July 2026

Adopted by Resolution and Effective: _____

Latest Revision: _____

INTERNAL CONTROL POLICY FOR FEDERAL AND STATE FINANCIAL ASSISTANCE

1. PURPOSE

The purpose of this Internal Control Policy is to establish a comprehensive framework for the management, administration, oversight, and monitoring of federal and state financial assistance received or administered by The Town of Spencer ("Organization").

The Organization is committed to safeguarding public funds and assets; ensuring expenditures are allowable, allocable, reasonable, and properly documented; complying with applicable federal and state laws and regulations; preventing and detecting fraud, waste, and abuse; maintaining accurate financial and program records; and achieving the objectives of funded programs.

This policy is designed to provide an internal control framework consistent with:

- The **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**, 2 CFR Part 200 ("Uniform Guidance");
- The **Standards for Internal Control in the Federal Government**, commonly referred to as the **GAO Green Book, GAO-14-704G**, where adopted or used as an internal control framework;
- Applicable requirements established by the applicable federal awarding agency or pass-through entity;
- Applicable requirements of the **North Carolina Department of Environmental Quality (NC DEQ)** when the Organization receives or administers DEQ funding;
- Applicable North Carolina laws, rules, regulations, grant agreements, loan agreements, funding notices, and program-specific requirements; and
- Other applicable federal, state, or local requirements associated with a particular award.

The GAO Green Book organizes internal control around five components: **Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring**. The Green Book is intended to provide a framework for establishing and maintaining effective internal controls and may also be adopted by state, local, and other governmental or nonprofit organizations as a framework.

This policy is intended to apply broadly to federal and state financial assistance and is not limited to any particular funding program, including the American Rescue Plan Act (ARPA).

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2. APPLICABILITY

This policy applies to all federal and state financial assistance received and administered by the Organization, including, but not limited to:

- Grants;
- Cooperative agreements;
- Loans and loan-funded projects;
- Subawards;
- Pass-through funding;
- Capital projects;
- Infrastructure projects;
- Programmatic financial assistance; and
- Other funding sources subject to applicable federal or state requirements.

The policy applies to governing officials, management, employees, grant administrators, finance personnel, project managers, purchasing personnel, and any other individuals responsible for administering, approving, recording, monitoring, or reporting grant-funded activities.

Where an award, statute, regulation, grant agreement, loan agreement, or funding agency requirement is more restrictive than this policy, the more restrictive requirement shall apply.

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3. POLICY STATEMENT

The Organization shall maintain an effective system of internal controls designed to provide reasonable assurance that:

- Grant and program objectives are achieved;
- Federal and state funds are used only for authorized purposes;
- Financial transactions are accurate, complete, properly authorized, and adequately documented;
- Costs charged to awards are allowable and allocable under applicable requirements;

- Assets and records are safeguarded;
- Fraud, waste, abuse, conflicts of interest, and other improper activities are prevented or detected;
- Applicable procurement requirements are followed;
- Required financial and programmatic reports are accurate and timely;
- Grant records are maintained in accordance with applicable record-retention requirements;
- Deficiencies and instances of noncompliance are promptly identified and corrected; and
- Management receives reliable information necessary to oversee funded programs.

The Organization recognizes that internal control is an ongoing management responsibility and shall periodically evaluate and improve its control environment based on changes in programs, personnel, risks, technology, regulations, and funding requirements.

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4. RESPONSIBILITIES

4.1 Governing Body

The Board of Aldermen provides overall governance and oversight of the Organization and shall:

- Establish expectations for ethical conduct, accountability, and stewardship of public funds;
- Approve applicable policies and significant grant-funded activities when required;
- Review financial and programmatic reports as appropriate;
- Monitor management's implementation of internal controls;
- Review significant audit findings and corrective action plans; and
- Provide oversight of significant risks and deficiencies.

Oversight may be documented through meeting agendas, minutes, resolutions, approvals, financial reports, audit reports, management reports, and other official records.

4.2 Chief Executive/Executive Director/Manager

The Town Manager is responsible for overall implementation of this policy and shall:

- Establish the tone and expectations for ethical conduct;
- Assign responsibility for grant administration;
- Ensure adequate resources and qualified personnel are available;

- Ensure significant risks are identified and addressed;
- Review significant compliance issues and corrective actions; and
- Ensure the Organization maintains an effective internal control system.

4.3 Finance Department

The Finance Officer along with the Finance department is responsible for financial administration and shall:

- Maintain accounting records;
- Establish appropriate grant accounting codes;
- Track grant revenues and expenditures;
- Review expenditures for financial compliance;
- Perform reconciliations;
- Monitor budgets;
- Prepare or coordinate required financial reports;
- Maintain financial documentation;
- Support audits and monitoring activities; and
- Escalate financial irregularities or potential noncompliance.
- Ensure that purchases made with grant funds comply with applicable federal, state, local and the Town's procurement requirements.

4.4 Grant/Program Management

The Special Projects and Grant Services along with Town staff shall:

- Understand applicable award requirements;
- Monitor program performance and programmatic documentation; Monitor project milestones and deadlines;
- Review expenditures for programmatic eligibility;
- Coordinate required reports;
- Communicate changes or risks to management; and
- Maintain grant files.

4.5 All Employees

All employees are responsible for complying with applicable policies, grant requirements, ethical standards, and internal controls and for promptly reporting suspected fraud, waste, abuse, conflicts of interest, errors, or noncompliance.

5. CONTROL ENVIRONMENT

The Organization shall maintain a control environment that promotes integrity, ethical conduct, accountability, competent personnel, appropriate oversight, and compliance with applicable requirements.

5.1 Integrity and Ethical Values

Management and governing officials shall demonstrate a commitment to honesty, integrity, ethical conduct, accountability, and compliance.

Employees shall perform their duties in accordance with applicable laws, regulations, Organization policies, grant requirements, and ethical standards.

The Organization shall maintain and enforce applicable conflict-of-interest and ethics requirements. Employees and officials shall disclose actual, potential, or perceived conflicts of interest and shall not participate in decisions where a conflict would compromise, or reasonably appear to compromise, impartiality.

Grant-related decisions shall be made in the best interest of the Organization and the funded program rather than for personal benefit.

5.2 Oversight Responsibilities

The governing body and management shall provide appropriate oversight of grant-funded activities.

Oversight may include:

- Review and approval of budgets;
- Review of financial reports;
- Review of grant performance;
- Approval of contracts or expenditures when required;
- Review of audit reports;
- Review of significant compliance matters;
- Review of corrective action plans; and
- Periodic reporting by management.

Documentation of oversight shall be maintained through meeting minutes, reports, approvals, correspondence, resolutions, or other appropriate records.

5.3 Organizational Structure and Delegation

The Organization shall maintain an organizational structure that clearly identifies responsibilities, reporting relationships, decision-making authority, and delegation of authority.

Responsibilities shall be assigned to positions or departments rather than individual people whenever practicable.

Delegations of authority shall be documented and shall identify the scope and limits of delegated authority.

5.4 Competence and Training

Employees assigned grant-related responsibilities shall possess the qualifications, knowledge, skills, and experience necessary to perform their assigned duties.

Employees shall receive appropriate training regarding:

- Grant requirements;
- Financial management;
- Procurement;
- Allowable costs;
- Recordkeeping;
- Conflicts of interest;
- Fraud prevention;
- Reporting requirements; and
- Other applicable compliance requirements.

Training shall be documented when appropriate.

5.5 Accountability

Employees and management shall be held accountable for performing assigned responsibilities and following established controls.

Failure to comply with applicable policies or grant requirements may result in corrective action, additional training, disciplinary action, repayment of funds, reporting to the funding agency, or other action appropriate to the circumstances.

---

6. RISK ASSESSMENT

The Organization shall identify, assess, and respond to risks that could prevent grant objectives from being achieved or result in financial loss, noncompliance, fraud, waste, or abuse.

6.1 Establishing Objectives

For each grant or funded project, management shall identify applicable program, financial, compliance, and performance objectives which shall be based on the applicable award agreement, approved budget, funding requirements, applicable laws and regulations, and the Organization's approved project scope.

- Operational Objectives: All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse
- Reporting Objectives: Finance systems and processes produce accurate and reliable financial reporting for federal & state award expenditures. The Town's Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- Compliance Objectives: Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and US Treasury guidance.

6.2 Identifying Risks

Grant-related risks may include, but are not limited to:

- Fraud;
- Waste;
- Abuse;
- Conflicts of interest;
- Ineligible expenditures;
- Unsupported expenditures;
- Procurement violations;
- Unauthorized expenditures;
- Loss or destruction of documentation;
- Improper access to financial systems;
- Misuse or loss of property;
- Project delays;
- Failure to meet milestones;
- Inaccurate reporting;
- Failure to meet matching or cost-sharing requirements;

- Failure to comply with award conditions;
- Changes in laws or regulations; and
- Staffing or organizational changes.

6.3 Risk Evaluation

Management shall evaluate identified risks based on factors such as likelihood, potential financial impact, compliance impact, programmatic impact, and the effectiveness of existing controls.

Higher-risk activities shall receive increased management attention and monitoring.

6.4 Risk Response

When significant risks are identified, management shall determine appropriate responses, which may include:

- Acceptance of risk;
- Reduce the risk by
  - Additional approvals;
  - Increased monitoring;
  - Additional documentation;
  - Staff training;
  - Segregation of duties;
  - Additional review;
  - System access restrictions;
  - Corrective action;
  - Modification of procedures; or
  - Communication with the awarding or pass-through entity
- Avoid the risk by not pursuing certain Activities

6.5 Changes in Operations

Management shall reassess internal controls when significant changes occur, including:

- Changes in personnel;
- Changes in organizational structure;
- New grant programs;
- Significant changes in project scope;
- Changes in funding requirements;
- Changes in federal or state regulations;

- Changes in accounting or financial systems;
- New technology;
- Significant audit findings; or
- Other events that may materially affect grant compliance.

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7. CONTROL ACTIVITIES

The Town shall establish control activities designed to prevent or detect errors, fraud, waste, abuse, and noncompliance.

7.1 Segregation of Duties

To the extent practicable, responsibilities shall be separated among different individuals or functions.

No individual should have complete control over a transaction from initiation through recording and reconciliation when adequate staffing permits separation.

Functions should be separated, when practicable, among:

- Requesting expenditures;
- Approving expenditures;
- Purchasing;
- Receiving goods or services;
- Processing payments;
- Recording transactions;
- Reconciling accounts; and
- Reviewing financial activity.

When staffing limitations prevent full segregation of duties, management shall implement compensating controls, such as supervisory review, independent reconciliation, or periodic transaction testing.

7.2 Approvals and Authorizations

Grant-funded expenditures shall be authorized before the Town incurs the expenditure when required by applicable policy or award requirements.

Approvals shall be based on established spending authority and shall be supported by Town's Procurement Policy.

Required documentation may include:

- Purchase requisitions;
- Purchase orders;
- Invoices;
- Contracts;
- Receipts;
- Timesheets;
- Travel documentation;
- Receiving records;
- Payment requests;
- Grant approvals; and
- Other supporting records.

7.3 Financial Management

The Town utilizes Black Mountain Software, to sufficiently identify and track grant revenues and expenditures using appropriate account codes, project codes, fund codes, or other tracking mechanisms. The software also compares expenditures with approved budgets and maintains source documentation.

Financial records shall be maintained in a manner that permits the Town to determine the amount, source, and use of grant funds.

These controls are intended to satisfy applicable requirements of **2 CFR § 200.302**, including identification of federal awards, financial reporting, source documentation, control over assets, budget-to-actual comparisons, and written procedures for determining allowable costs.

7.4 Budget Monitoring

Grant budgets shall be monitored periodically to identify:

- Actual expenditures compared with approved budgets;
- Unusual or unexpected expenditures;
- Potential budget overruns;
- Unspent funds;
- Costs charged to incorrect funding sources; and
- Required budget revisions or approvals.

Budgets are reviewed monthly by the Town's Board and any significant variances investigated and documented.

7.5 Reconciliations

Grant-related financial activity shall be reconciled to the Town's accounting records and supporting documentation at least monthly.

Differences identified through reconciliation shall be investigated and corrected promptly.

7.6 Information System Controls

The Town shall maintain reasonable controls over financial and grant-management systems.

Controls may include:

- Individual user accounts;
- Role-based access;
- Password requirements;
- Access based on job responsibilities;
- Timely removal of access when employment ends or responsibilities change;
- Periodic review of user access;
- System backups;
- Audit trails; and
- Other security controls appropriate to the system.

Employees shall have access only to the information and system functions necessary to perform their assigned responsibilities.

7.7 Written Procedures

The Town shall follow written procedures necessary to administer grants and comply with applicable requirements from award grantees.

Procedures shall be reviewed and updated when necessary due to:

- Regulatory changes;
- New funding requirements;
- Audit findings;
- Organizational changes;
- Changes in systems or processes; or
- Identified control deficiencies.

Updates shall be communicated to affected employees.

---

8. INFORMATION AND COMMUNICATION

8.1 Quality Information

The Town shall maintain accurate, complete, timely, and reliable information necessary to administer grant-funded activities.

Grant records shall be supported by documentation sufficient to demonstrate:

- What was purchased or accomplished;
- When the activity occurred;
- Who performed or approved the activity;
- The amount charged;
- The funding source;
- The applicable grant or project;
- The business or program purpose; and
- Compliance with applicable requirements.

8.2 Recordkeeping

Grant records shall be maintained in accordance with applicable federal, state, award-specific, and Town record-retention requirements.

Records shall be organized so that management, auditors, monitoring officials, and funding agencies can readily determine how grant funds were received, obligated, expended, and reported.

8.3 Internal Communication

Management shall communicate applicable grant requirements, policies, procedures, responsibilities, and changes to employees.

Communication may occur through:

- Training;
- Written procedures;
- Staff meetings;
- Electronic communication;
- Policy updates;
- Management directives; and
- Other appropriate methods.

Internal control deficiencies should be reported upstream with serious matters reported immediately to upper management and/or the Town's Board of Aldermen.

8.4 External Communication

The Town shall maintain appropriate communication with:

- Federal awarding agencies;
- State agencies;
- Pass-through entities;
- NC DEQ, when applicable;
- Auditors;
- Contractors;
- Vendors;
- Subrecipients; and
- Other parties with responsibilities under an award.

Material changes, significant risks, potential noncompliance, delays, or other matters requiring notification shall be communicated to the applicable funding agency or pass-through entity in accordance with the award and applicable requirements.

- The Town shall disclose public records and information upon request, in strict compliance with the provisions of the Freedom of Information Act (FOIA).
- The Towns issues an Annual Comprehensive Financial Report each hear and provides a Scheule of Expenditures or Federal and State Awards as required by the Single Audit Act.

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9. MONITORING

The Town shall monitor internal controls and grant-funded activities to determine whether controls are properly designed, implemented, and operating effectively.

9.1 Ongoing Monitoring

Monitoring may include:

- Management reviews;
- Budget-to-actual reviews;
- Grant expenditure reviews;
- Financial reconciliations;
- Review of procurement documentation;
- Review of grant reports;
- Review of project milestones;
- Review of property records;

- Review of supporting documentation;
- Internal audits, when applicable;
- External audits;
- Funding agency monitoring; and
- Other compliance reviews.

9.2 Corrective Actions

When deficiencies are identified, the responsible department shall document:

- The deficiency;
- The underlying cause, when reasonably determined;
- The applicable requirement or control;
- The corrective action required;
- The person or position responsible;
- The expected completion date; and
- Evidence demonstrating completion.

Corrective actions shall be monitored until resolved.

Significant deficiencies shall be escalated to management and, when required, to the Board of Aldermen or funding agency.

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10. FINANCIAL MANAGEMENT

The Town shall maintain financial management systems consistent with **2 CFR § 200.302**.

The financial management system shall:

- Identify federal awards received and expended;
- Identify applicable federal programs and award information;
- Support accurate and timely financial reporting;
- Maintain records identifying the amount, source, and expenditure of federal funds;
- Provide effective control over funds, property, and other assets;
- Compare expenditures with approved budgets;
- Expenditures must be supported by the Town's written procedures for determining the allowability, reasonableness, and allocability of costs. federal fund management;
- Maintain segregation of duties to ensure no one person has control over all parts of a financial transaction.

Grant expenditures shall be recorded to the appropriate funding source and grant/project code. All recorded transactions are documented to ensure complete, accurate, and tracible from authorization and initiation through disbursement. Corrections to grant accounting records shall be supported by documentation explaining the correction.

---

11. PROGRAM INCOME

The Town shall identify and properly account for program income generated by federally funded activities.

Program income shall be:

- Identified;
- Recorded separately or otherwise tracked sufficiently to demonstrate compliance;
- Used only in accordance with the applicable award requirements;
- Reported when required; and
- Supported by appropriate documentation.

Unless otherwise specified by applicable federal requirements or the award, program income shall be administered in accordance with **2 CFR § 200.307**.

- Program income is reconciled monthly with supporting documentation
- Program income is tracked and accounted for separately within the grant project ordinance.
- Program income is processed using segregation of duties from the receipt of funds to generating of invoices, general ledger recordings and reconciliations.
- Income earned during the period of performance is generally required to be used for the original purpose of the Federal award and may be subject to deduction, addition, or cost-sharing treatment depending on the applicable award requirements.

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12. PROPERTY MANAGEMENT

The Town shall maintain adequate controls over property acquired or improved with federal or state financial assistance.

Property controls shall include, as applicable:

- Identification of grant-funded property;
- Equipment inventory records;
- Description of property;
- Identification numbers;
- Acquisition dates;
- Acquisition costs;
- Funding source;
- Location;
- Custodian or responsible department;
- Condition;
- Disposition information; and
- Periodic physical verification.

Property shall be covered by insurance to safeguarded against loss, damage, theft, unauthorized use, or disposal as with other Town property or equipment.

Disposition of federally funded property shall comply with applicable requirements and the terms and conditions of the award.

Property management shall comply, as applicable, with **2 CFR §§ 200.310–200.316**, including requirements concerning insurance, real property, federally owned property, equipment, supplies, intangible property, and property trust relationships.

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13. PROCUREMENT

All grant-funded procurement shall comply with applicable federal, state, local, and award-specific procurement requirements.

For federal awards, the Organization shall administer procurement in accordance with applicable provisions of **2 CFR §§ 200.317–200.327**.

Procurement controls are addressed in the Town's Procurement Policy.

The Town shall maintain sufficient documentation to demonstrate that procurement decisions were properly authorized, competitively conducted when required, and supported by appropriate cost or price analysis.

Federal procurement requirements are contained in 2 CFR §§ 200.317–200.327, including competition, procurement methods, contract cost and price, federal/pass-through review, and required contract provisions.

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14. CONFLICTS OF INTEREST

The Town shall maintain and enforce standards of conduct covering conflicts of interest in accordance with applicable federal, state, local, and Town requirements.

Employees and officials involved in grant-funded purchasing, contracting, award administration, or other decisions shall disclose actual, potential, or perceived conflicts.

Individuals with a prohibited conflict shall not participate in the affected decision or transaction.

The Town shall maintain documentation of required disclosures and actions taken to address identified conflicts. These are noted in the Town's Procurement Policy.

---

15. ALLOWABLE COSTS

The Town shall establish controls to ensure that costs charged to federal awards are allowable under applicable federal cost principles and the terms and conditions of the award.

Before a cost is charged to a federal award, responsible personnel shall consider whether the cost is:

- Necessary for the approved program or project;
- Reasonable;
- Allocable to the award;
- Consistent with applicable cost principles;
- Consistent with the approved budget and award terms;
- Properly documented; and
- Otherwise allowable under applicable requirements.

Allowability shall be determined in accordance with **2 CFR §§ 200.400–200.476**, applicable federal program requirements, and the specific terms and conditions of the award.

The Town shall maintain documentation supporting the allowability of costs through the program documentation.

The cost principles place responsibility on recipients and subrecipients to administer federal awards effectively and maintain accounting practices and documentation sufficient to support costs charged to awards.

---

16. PERIOD OF PERFORMANCE

The Town shall monitor the period of performance for each award and shall establish procedures to ensure that expenditures and activities occur within the authorized period unless specifically permitted by applicable requirements.

Grant managers and finance personnel shall monitor:

- Procurement methods;
- Competition;
- Procurement thresholds;
- Cost or price analysis;
- Contractor responsibility;
- Conflicts of interest;
- Documentation;
- Required contract provisions;
- Applicable socioeconomic contracting requirements;
- Suspension and debarment verification; and
- Required approvals.

Federal procurement requirements are contained in 2 CFR §§ 200.317–200.327, including competition, procurement methods, contract cost and price, federal/pass-through review, and required contract provisions.

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17. ELIGIBILITY

Where eligibility requirements apply to beneficiaries, participants, projects, expenditures, or other activities, the Town shall establish procedures to verify and document eligibility.

Eligibility documentation shall be maintained in accordance with applicable federal, state, and award-specific requirements.

Employees shall not authorize payment or participation when required eligibility documentation has not been obtained or verified.

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18. SUBRECIPIENT MONITORING

If the Town passes federal funds to another entity through a subaward, the Town shall establish and maintain procedures for subrecipient monitoring.

Before issuing a subaward, the Town shall perform required eligibility and exclusion checks and shall obtain and document required subrecipient information.

The Town shall assess each subrecipient's risk of fraud and noncompliance and shall establish monitoring procedures appropriate to the level of risk.

Monitoring may include:

- Review of financial reports;
- Review of performance reports;
- Review of supporting documentation;
- Desk reviews;
- Site visits;
- Review of audit findings;
- Follow-up on corrective actions;
- Verification of compliance with award terms; and
- Other risk-based monitoring activities.

The Town shall require corrective action when significant deficiencies or noncompliance are identified.

For federal awards, pass-through responsibilities shall be administered in accordance with **2 CFR § 200.332**. The regulation requires, among other things, subrecipient eligibility/exclusion verification, required subaward information, risk assessment, monitoring, review of financial and performance reports, and corrective action regarding significant developments affecting a subaward.

Fixed-amount subawards, when applicable, shall comply with **2 CFR § 200.333**, including applicable prior written approval requirements.

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19. AUDITS AND EXTERNAL MONITORING

The Town shall cooperate fully with authorized audits, monitoring visits, reviews, and examinations conducted by:

- Federal agencies;
- State agencies;
- NC DEQ, when applicable;
- Pass-through entities;
- Independent auditors;
- Inspectors general;

- Other authorized oversight bodies.

The Organization shall provide requested records and access in accordance with applicable law and award requirements.

Audit findings shall be evaluated and addressed through documented corrective action when required.

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20. FRAUD, WASTE, ABUSE, AND SUSPECTED NONCOMPLIANCE

The Organization shall maintain a zero-tolerance approach toward intentional fraud, theft, misuse of public funds, and other unlawful conduct.

Employees shall promptly report suspected:

- Fraud;
- Waste;
- Abuse;
- Theft;
- Conflicts of interest;
- Falsification of records;
- Improper payments;
- Procurement violations;
- Ineligible expenditures;
- Misuse of grant funds; or
- Other significant noncompliance.

Reports shall be directed to **Town Manager, Board of Aldermen, and Finance Officer** in accordance with applicable Organization procedures.

Management shall document, evaluate, and investigate reported matters as appropriate.

When required, the Organization shall notify the appropriate governing body, funding agency, pass-through entity, auditor, law enforcement agency, or other oversight authority.

Improper expenditures shall be evaluated for correction, repayment, reclassification, or other appropriate resolution.

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21. CORRECTIVE ACTION AND DEFICIENCY MANAGEMENT

When a control deficiency, audit finding, compliance issue, or other problem is identified, the Town shall:

- Document the issue;
- Determine the affected grant, program, transaction, or activity;
- Assess the significance and potential impact;
- Identify the cause when reasonably possible;
- Determine whether additional transactions require review;
- Establish corrective action;
- Assign responsibility for corrective action;
- Establish a completion deadline;
- Maintain supporting documentation; and
- Verify completion and effectiveness of corrective action.

Significant deficiencies shall be escalated to appropriate management and governing officials.

Where required, the Town shall communicate deficiencies and corrective actions to the applicable funding agency or pass-through entity.

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22. RECORD RETENTION AND DOCUMENTATION

The Town shall maintain grant records in accordance with applicable federal and state requirements and the terms and conditions of each award.

Documentation shall be sufficiently detailed to demonstrate:

- Authorization;
- Eligibility;
- Allowability;
- Allocation;
- Procurement compliance;
- Payment;
- Receipt of goods or services;
- Program performance;
- Financial reporting;
- Property management;

- Monitoring; and
- Corrective actions.

Records shall be protected from unauthorized alteration, destruction, or access.

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23. NC DEQ AND PASS-THROUGH ENTITY REQUIREMENTS

When the Town receives funding through the **North Carolina Department of Environmental Quality (NC DEQ)** or another state or federal pass-through entity, the Town shall comply with the applicable grant agreement, funding documents, program guidance, monitoring requirements, reporting requirements, procurement requirements, and other conditions imposed by the pass-through entity.

Where a pass-through entity establishes requirements that are more restrictive than this policy, the Town shall follow the more restrictive requirement.

The responsible grant manager shall maintain a copy of the applicable award and pass-through requirements in the grant file and shall communicate material requirements to responsible personnel.

NC DEQ's internal audit framework emphasizes governance, risk management, internal control, reliability and integrity of financial and operating information, compliance with applicable policies and laws, safeguarding of assets, and monitoring of risk-management processes. NC Department of Environmental Quality

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24. MANAGEMENT REVIEW AND POLICY UPDATE

Management shall review this policy at least annually and whenever significant changes occur in:

Improper expenditures shall be evaluated for correction, repayment, reclassification, or other appropriate resolution.

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25. EXCEPTIONS

Exceptions to this policy shall be permitted only when authorized in writing by **Town Manager and Board of Aldermen** and when the exception does not conflict with applicable law, regulation, grant requirements, or funding agency requirements.

Exceptions shall be documented and maintained with the applicable grant or administrative records.

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26. EFFECTIVE DATE AND APPROVAL

This policy shall become effective upon approval by the **Town of Spencer Board of Aldermen**.

Approved By: _____

Title: _____

Date: _____

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27. REFERENCES

This policy is based upon and shall be interpreted consistently with applicable requirements, including:

- **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200**, as amended from time to time.
- **2 CFR § 200.302 — Financial Management.**
- **2 CFR § 200.303 — Internal Controls.**
- **2 CFR § 200.307 — Program Income.**
- **2 CFR §§ 200.310–200.316 — Property Standards.**
- **2 CFR §§ 200.317–200.327 — Procurement Standards.**
- **2 CFR § 200.332 — Requirements for Pass-Through Entities.**
- **2 CFR § 200.333 — Fixed Amount Subawards.**
- **2 CFR §§ 200.400–200.476 — Cost Principles.**
- **U.S. Government Accountability Office, Standards for Internal Control in the Federal Government (GAO-14-704G), commonly known as the Green Book.**

    - Applicable North Carolina laws, regulations, grant requirements, and state financial assistance requirements.
    - Applicable **North Carolina Department of Environmental Quality (NC DEQ)** grant, loan, pass-through, monitoring, and compliance requirements.
    - **Developing an Internal Control Policy for Federal and State Grant Compliance: A Practical and Simplified Guide**, used as a policy-development framework for this document.

Monthly Activity Report

Planning, Zoning & Subdivision Administrator
September 2026

	Location	**Activity**	**Action**
8.31.26	Yadkin ave	Variance request	Review and comment
8.31.26	Grub Ferry Rd	Development questions	Answer questions
8.31.26	Alexander St	Zoning permit questions	Answered questions
8.31.26	Office	Grants creek greenway meeting	Attended and participated
8.31.26	US HWY 29	Verizon internet hub submittal	Review and comment
8.31.26	Office	John St neighborhood meeting	Attended and participated
9.1.26	Office	Staff meeting	Attended
9.1.26	Mexicasa	Sign questions	Answered questions
9.1.26	John St	Zoning option questions	Discussed with developer
9.2.26	Davidson co	Wilcox bridge meeting	Participated
9.2.26	Mexicasa	Window treatment/sign application	Approved
9.2.26	700 s Salisbury ave	Development questions	Answered questions
9.2.26	331 grant st	Development questions	Answered questions
9.2.26	1108 s Salisbury ave	Development questions	Answered questions
9.2.26	Jordan st	Development questions	Answered questions
9.3.26	EB-5861	Funding and scope meeting	Attended
9.3.26	US HWY 29	Verizon site plan review	Reviewed and approved
9.3.26	Steeplechase trail	Development questions	Answered questions
9.3.26	Oakwood ave	Development questions	Answered questions
9.3.26	Office	Preagenda meeting	Attended
9.3.26	Yadkin ave	Code violation question	Answered question
9.8.26	Benson st	Development questions	Answered questions
9.8.26	Alexander st	SRU questions on development	Answered questions
9.8.26	Office	Staff meeting	Attended
9.8.26	Office	BoA meting	Attended

9.9.26	Office	EB-5861 staff meeting	Attended
9.9.26	Office	Memo on northern rowan economic development	Drafted memo
9.9.26	332 steeplechase trl	Zoning permit for garage	Issued permit
9.9.26	Long street and lee	Alleyway closing questions	Answered questions
9.9.26	Trans museum	Food truck permit questions	Answered questions
9.10.26	Willow creek	Incentive policy questions	Answered questions
9.10.26	Long ferry	Rail separation bridge project	Reviewed and commented
9.10.26	S Yadkin ave	Development questions	Answered questions
9.10.26	3rd st	Zoning permits	Revised and reissued
9.14.26	Steeplechase trl	Limb burning question	Responded
9.14.26	Steeplechase trl	Fence permit questions	Answered questions
9.14.26	Snider lane	Pool, fence, garage questions	Answered questions
9.14.26	Oakwood lane	Sewer questions	Answered questions
9.14.26	Henderson st	Code violation questions	Answered questions
9.14.26	Boregard	RV parking questions	Answered questions
9.14.26	N Salisbury ave	Parking questions	Answered questions
9.14.26	2 pickett ave	Storage building permit request	Issued permit
9.15.26	Office	Online IT security traing	Participated
9.15.26	Snider lane	Nonconforming structure questions	Answered questions
9.15.26	Yadkin ave	Site plan submittal	Reviewed and commented
9.15.26	Willow creek	Site development questions	Answered questions
9.15.26	Whitehead ave	Two zoning permits for SFH and driveways	Issued permits
9.15.26	Office	Tree fall damage questions	Answered questions
9.17.26	618 n Salisbury ave	Parking layout questions	Answered questions
9.17.26	Alexander st	Questions on nearby development	Answered questions
9.17.26	Office	SRU subdivision regulations	Discuss with staff
9.21.26	1700 s rowan	Curb cut questions	Answered questions
9.21.26	Office	NCDOT funding discussion	Participated
9.21.26	Alexander st	Water sewer extension issues	Discussed with developer

9.21.26	618 n Salisbury ave	Zoning permit for change of use	Issued permit
9.21.26	S Iredell	Development questions	Answered questions
9.21.26	17th st	Meeting on drainage issues	Participated
9.21.26	Long st	Rail separation bridge submission	Reviewed and commented
9.22.26	5th st	Possible sale of property discussion with Kyle	Discussed
9.22.26	N Salisbury ave	Road resurfacing questions	Answered questions
9.22.26	N Salisbury ave	Development questions	Answered questions
9.22.26	Online	COG discussion on brownfield development	Participated
9.22.26	Hawkins loop rd	Development questions	Answered questions
9.22.26	Henderson st	Garage setback questions	Resolved issue
9.23.26	Office	Grants creek greenway meeting	Attended
9.23.26	Hollywood dr	Development questions	Answered questions
9.24.26	Newton st	Subdivision request	Respond with questions
9.24.26	Whitehead	Address changes	Notified property owners
9.24.26	3rd st	Multifamily project submission	Responded with questions
9.28.26	Hudson st	Storage building questions	Answered questions
9.28.26	Office	Park plaza parking lot issues	Drafted response
9.28.26	S Salisbury ave	Change of use zoning permit	Issued permit
9.29.26	Office	Staff meeting	Attended
9.29.26	Whitehead	Address change questions	Answered questions
9.29.26	Willow creek	Revised site plan drawings	Reviewed and commented

Quotes:

Never argue with stupid people, they will drag you down to their level and then beat you with experience.
Mark Twain

If you think you are too small to make a difference, try sleeping with a mosquito.
Dalai Lama

As you get older three things happen. The first is your memory goes, and I can't remember the other two.
Norman Wisdom

Before you judge a man, walk a mile in his shoes. After that who cares?... He's a mile away and you've got his shoes!
Billy Connolly

When I was a boy I was told that anybody could become President. I'm beginning to believe it.
Clarence Darrow

You have enemies? Good. That means you've stood up for something, sometime in your life.
Winston Churchill

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Agenda Item Coversheet

Meeting Date: 10/13/2026

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:

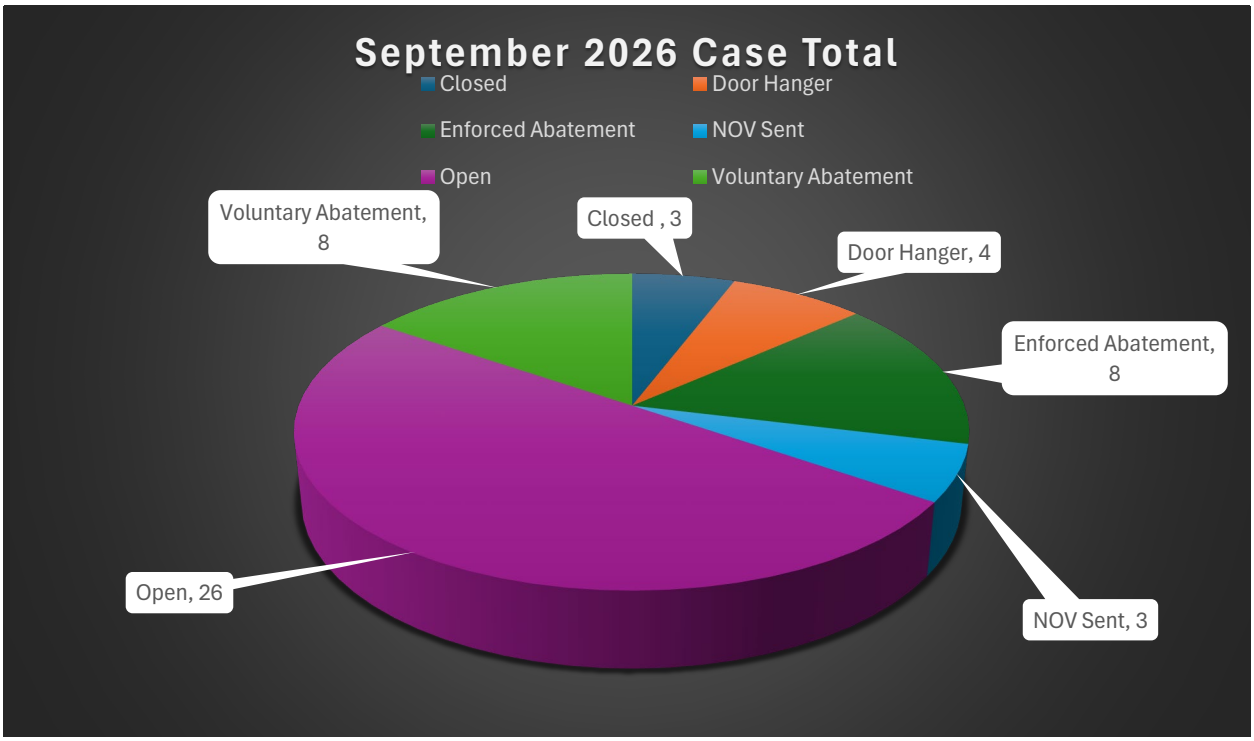
N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Code Enforcement Report

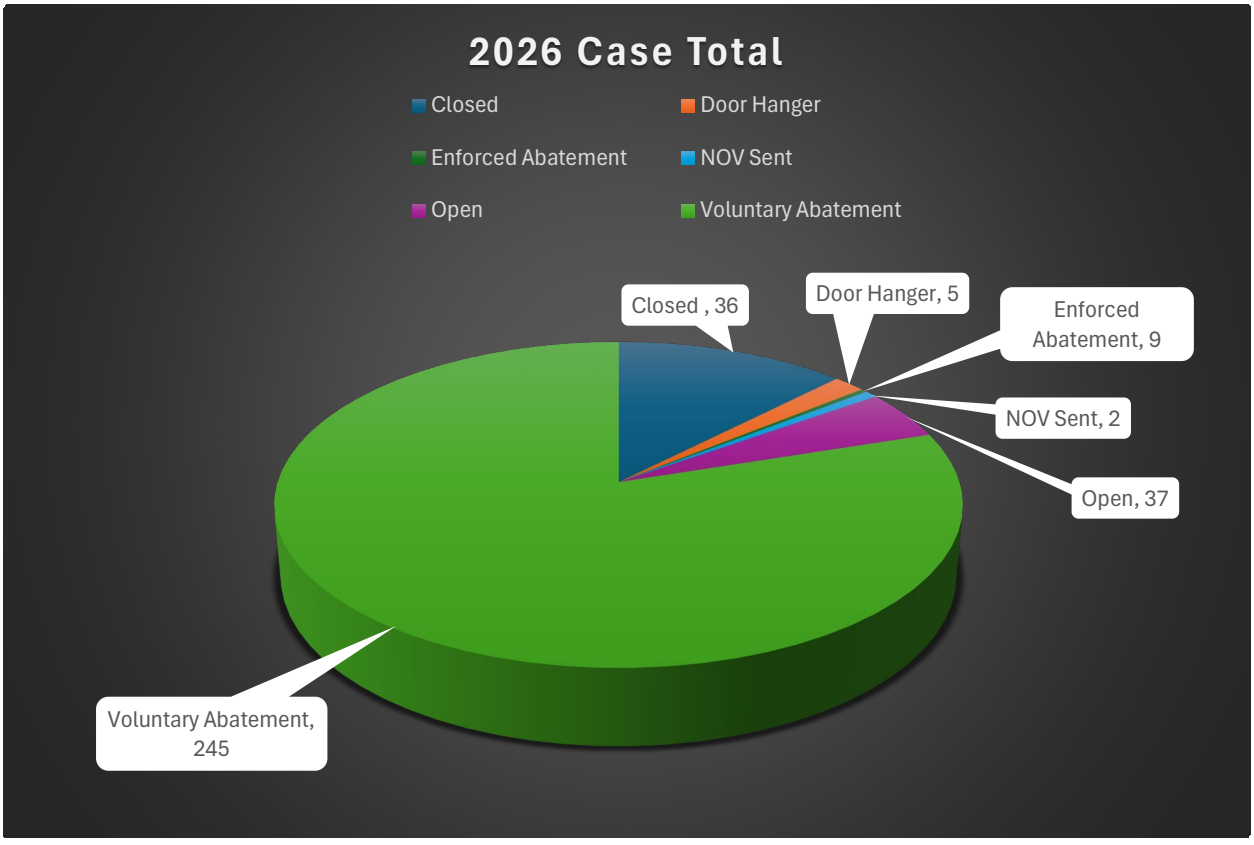
Monthly Report

- **Total cases – 52**
- **Open - 26**
- **Voluntary Abatement – 8**
- **Notice of Violations – 11**
- **Enforced Abatement – 8**
- **Door Hanger – 4**



2026 Yearly Report

- **Total cases – 342**
- **Open - 37**
- **Voluntary Abatement - 245**
- **Enforced Abatement - 9**
- **Notice of Violations – 30**
- **Notice of Bill - 0**
- **Notice of Lien – 0**



MH - Minimum Housing / OL - Overgrown Lot / JV - Junk Vehicle / JP - Junk Pile / AC - Animal Control / IP - Illegal Parking / ZV - Zoning Violation / CM - Commercial Maintenance/

2026 Open Cases

Case Number	Address	Nature of Complaint	Main Status
202600345	630 N Salisbury Ave	Sign Violation	Open
202600343	707 N Salisbury Ave	Sign Violation	Open
202600342	701 N Salisbury Ave	Sign Violation	Open
202600337	1205 S Salisbury Ave	Museum Signage	Open
202600336	1113 S Salisbury Ave	Sign Violation	Open
202600335	1115 S Salisbury Ave	Sign Violation	Open
202600334	1205 S Salisbury Ave	Garbage Overflowing	Open
202600330	117 5TH ST	High Grass	Open
202600329	712 4TH ST	High Grass	Open
202600328	507 3RD ST	High Grass	Open
202600325	1100 Charles St	High Grass	Open
202600323	655 Hackett Street	Nuisance	Open
202600321	501 9th St	Front yard parking numerous vehicles	Open
202600320	500 7th St	Junk/trash on front porch	Open
202600319	706 S. Rowan Ave	High grass/overgrown.	Open
202600317	500 7TH ST	Junk Pile	Open
202600316	512 4TH ST	High Grass	Open
202600315	309 N Rowan Ave	High Grass	Open
202600313	436 N Salisbury Ave	High Grass	Open
202600312	206 Henderson St	High Grass	Open
202600311	212 N Salisbury Ave	High Grass	Open
202600309	402 S Salisbury Ave	Grass/Trash	Open
202600308	405 8TH ST	High Grass	Open
202600307	414 s Rowan Ave	High Grass	Open
202600302	212 Hudson	Junk Vehicle	Open
202600299	513 3RD ST	Brush Pile	Open
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
202600234	613 5TH ST	Tall Grass	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

9/1/2026 - 9/30/2026

Case #	Case Date	Main Status	Last Status Change Date	Complaint Received	Violation Address	Nature of Complaint
Group: Closed						
202600306	9/11/2026	Closed	9/28/2026		709 7th St.	Done
202600305	9/11/2026	Closed	9/14/2026		709 7th St. Spencer NC	Duplicate
202600295	9/9/2026	Closed	9/9/2026	Phone Call	608 S Carolina	Impeding Alley
202600281	8/20/2026	Closed	9/28/2026	Site Visit	907 2ND ST	High Grass
202600262	8/20/2026	Closed	9/30/2026	Site Visit	708 4TH ST	HPC Violation
					Group Total: 5	
Group: Door Hanger						
202600331	9/28/2026	Door Hanger	9/28/2026	Site Visit	605 S Whitehead	Junk
202600327	9/28/2026	Door Hanger	9/28/2026	Site Visit	907 2ND ST	High Grass
202600326	9/28/2026	Door Hanger	9/28/2026	Site Visit	910 2ND ST	Junk Pile
202600324	9/28/2026	Door Hanger	9/28/2026	Site Visit	818 3RD ST	High Grass
					Group Total: 4	
Group: Enforced Abatement						
202600346	9/30/2026	Enforced Abatement	9/30/2026	Site Visit	Corner at Bojangles	Sign Violation
202600341	9/30/2026	Enforced Abatement	9/30/2026	Site Visit	429 N Salisbury Ave	Sign Violation
202600340	9/30/2026	Enforced Abatement	9/30/2026	Site Visit	335 N Salisbury Ave	Sign Violation
202600339	9/30/2026	Enforced Abatement	9/30/2026	Site Visit	Food lion	Sign Violation
202600338	9/30/2026	Enforced Abatement	9/30/2026	Site Visit	313 N Salisbury Ave	Sign Violation
202600333	9/30/2026	Enforced Abatement	9/30/2026	Site Visit	5TH & Yadkin	Sign Violation
202600301	9/10/2026	Enforced Abatement	9/16/2026	Site Visit	703 5th St	Overgrowth
202600300	9/10/2026	Enforced Abatement	9/16/2026	Site Visit	616 5th St	Tall Grass

Group Total: 8

Group: NOV Sent

202600322	9/25/2026	NOV Sent	9/28/2026	Site Visit	440 S Salisbury Ave	Sign Violation
202600304	9/10/2026	NOV Sent	9/10/2026	Site Visit	508 S Whitehead Ave	Overgrowth
202600303	9/10/2026	NOV Sent	9/10/2026	Site Visit	908 7th St	Overgrowth

Group Total: 3

Group: Open

202600345	9/30/2026	Open	9/30/2026	Site Visit	630 N Salisbury Ave	Sign Violation
202600343	9/30/2026	Open	9/30/2026	Site Visit	707 N Salisbury Ave	Sign Violation
202600342	9/30/2026	Open	9/30/2026	Site Visit	701 N Salisbury Ave	Sign Violation
202600337	9/30/2026	Open	9/30/2026	Site Visit	1205 S Salisbury Ave	Museum Signage
202600336	9/30/2026	Open	9/30/2026	Site Visit	1113 S Salisbury Ave	Sign Violation
202600335	9/30/2026	Open	9/30/2026	Site Visit	1115 S Salisbury Ave	Sign Violation
202600334	9/30/2026	Open	9/30/2026	Site Visit	1205 S Salisbury Ave	Garbage Overflowing
202600330	9/28/2026	Open	9/28/2026	Site Visit	117 5TH ST	High Grass
202600329	9/28/2026	Open	9/28/2026	Site Visit	712 4TH ST	High Grass
202600328	9/28/2026	Open	9/28/2026	Site Visit	507 3RD ST	High Grass
202600325	9/28/2026	Open	9/28/2026	Site Visit	1100 Charles St	High Grass
202600323	9/25/2026	Open	9/28/2026		655 Hackett Street	Nuisance
202600321	9/21/2026	Open	9/22/2026		501 9th St	Front yard parking numerous vehicles
202600320	9/21/2026	Open	9/22/2026		500 7th St	Junk/trash on front porch
202600319	9/21/2026	Open	9/22/2026		706 S. Rowan Ave	High grass/overgrown. Possibly minimal housing violations
202600317	9/14/2026	Open	9/14/2026	Site Visit	500 7TH ST	Junk Pile
202600316	9/14/2026	Open	9/14/2026	Site Visit	512 4TH ST	High Grass
202600315	9/14/2026	Open	9/14/2026	Site Visit	309 N Rowan Ave	High Grass
202600313	9/14/2026	Open	9/14/2026	Site Visit	436 N Salisbury Ave	High Grass

202600312	9/14/2026	Open	9/14/2026	Site Visit	206 Henderson St	High Grass
202600311	9/14/2026	Open	9/14/2026	Site Visit	212 N Salisbury Ave	High Grass
202600309	9/14/2026	Open	9/14/2026	Site Visit	402 S Salisbury Ave	Grass/Trash
202600308	9/14/2026	Open	9/14/2026	Site Visit	405 8TH ST	High Grass
202600307	9/12/2026	Open	9/14/2026		414 s Rowan Ave	High Grass
202600302	9/10/2026	Open	9/10/2026	Site Visit	212 Hudson	Junk Vehicle
202600299	9/9/2026	Open	9/9/2026	Site Visit	513 3RD ST	Brush Pile

Group Total: 26

Group: Voluntary Abatement

202600344	9/30/2026	Voluntary Abatement	9/30/2026	Site Visit	1109 N Salisbury Ave	Sign Violation
202600332	9/30/2026	Voluntary Abatement	9/30/2026	Site Visit	1030 S Salisbury Ave	Nonapproved Signage
202600318	9/16/2026	Voluntary Abatement	9/28/2026	*Other	Corner of Charles st and Rowan ave ext., Address is 400 Charles st.	RV Parking
202600314	9/14/2026	Voluntary Abatement	9/30/2026	Site Visit	315 N Rowan Ave	Junk
202600310	9/14/2026	Voluntary Abatement	9/30/2026	Site Visit	210 S Salisbury Ave	High Grass
202600298	9/9/2026	Voluntary Abatement	9/10/2026	Site Visit	909 S Carolina Ave	Minimal housing
202600297	9/9/2026	Voluntary Abatement	9/28/2026	Site Visit	608 S Rowan Ave	Nuisance Vehicle
202600296	9/9/2026	Voluntary Abatement	9/28/2026	Site Visit	418 S Carolina ave	High Grass
202600288	8/20/2026	Voluntary Abatement	9/28/2026	Site Visit	512 4TH ST	High Grass
202600275	8/20/2026	Voluntary Abatement	9/28/2026	Site Visit	301 N Yadkin	High Grass
202600274	8/20/2026	Voluntary Abatement	9/28/2026	Site Visit	120 2ND ST	High Grass
202600221	7/27/2026	Voluntary Abatement	9/28/2026	Site Visit	400 Charles ST	Simming Pool Violation

202600220	7/27/2026	Voluntary Abatement	9/28/2026	Site Visit	400 Charles ST	RV in grass

Group Total: 13

Total Records: 59

9/30/2026

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Agenda Item Coversheet

Meeting Date: 10/13/2026

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

(09/01/2026 - 09/30/2026)

<No Event Type Specified>	4	8th Street Ballpark Check	51
911 Hang-Up	10	Administrative Work	36
Alarm - Other	12	Assault - Report	1
Assist - East Spencer Police	21	Assist - EMS	2
Assist - Fire Department	4	Assist - Motorist/Public	6
Assist - Other Agency	4	Assist - Other Officer	18
Assist - Sheriff's Office	3	B&E/Burglary - Commercial, In-Progress	1
B&E-Vehicle, Report	2	Business Check-Drive Through	291
Calls For Service (General)	8	Code Enforcement Activities	19
Communicating Threats	2	Court	2
Disturbance	2	Disturbance- Verbal	4
Disturbance-Physical	5	Domestic - Property Pick-up	1
Domestic Dispute	6	Fight - In-Progress	1
Follow-up Investigation- Spencer	16	Foot Patrol - Business	43
Foot Patrol - School	1	Found Property	1
Fraud - Report	1	House Check	21
Juvenile Complaint	1	Larceny - In-Progress	1
Larceny - Report	6	Library Park Check	74
Magistrate's Office	3	Maintenance - Vehicle	2
Meeting	12	Missing Juvenile	1
NCTM - Drive Through	156	NCTM - Foot Patrol	30
Noise Complaint	4	Norfolk Southern Railroad-Drive Through	11
Overdose	1	Park Check	86
Property Damage - Report	3	Public Service	13
School Activities	1	School Check - NRES	76
School Check - NRHS	76	School Check - NRMS	72
Security Check/Standby	1	Special Assignment - Other	1
SRO Duties	61	Suicide Threat	1
Suspicious - Activity	5	Suspicious - Person	4
Suspicious - Vehicle	6	Traffic Accident - PD	8
Traffic Accident - PI	4	Traffic Complaint	2
Traffic Control	1	Training - PD	23
Training - Range	8	Trespassing - In-Progress	2

Activity Log Event Summary (Totals)

Spencer Police Department

(09/01/2026 - 09/30/2026)

Trespassing - Report	2	Unattended Death	1
Unlock Vehicle	2	Vehicle Stop	124
Warrant Service	5	Welfare Check	6
Yadkin River Park Check - Davidson County	39	Yadkin River Park Check - Spencer	58

Total Number Of Events: 1,592

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Agenda Item Coversheet

Meeting Date: 09/15/2026

Agenda Item Title: How should this item appear on the agenda?

Category: Where does this item go on the agenda?

Presenter(s): Name, Title; Name, Title; etc.

Explanation:

Background, current status, proposed changes, points to consider, options, and any other details the Board needs to know in order to make a decision.

Financial Impact:

Revenue? Expense? How will it be funded? Are there grant opportunities?...

Recommendations:

Include any specific language needed for motions.

Attachment(s): ☐ Yes ☒ No

SEPTEMBER 2026 MONTHLY REPORT

Calls for Service: 9/1/26-9/30/26

Fire: *
Medical: *
Monthly Total: 148

2026 Total: 1056

Apparatus:

- E752 has returned to service. The issue was the VPOD not functioning properly, meaning the turbo would not work, eliminating any power for the apparatus.

Equipment:

- N/A

Special Events:

- Fire Prevention Week: October 4-10. The official NFPA theme is "**Charge into Fire Safety: Safe Charging Is a Superpower**," focusing on lithium-ion battery charging safety.

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.**

704-633-2231
spencernc.gov

Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/13/2026

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.

Financial Impact:

N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Monthly Report

Public Works Director

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

October 2026 Board of Alderman Meeting

1) Regular services (Sanitation, Brush, Mowing) are running on schedule.

2) The Leaf Vac will begin running the second Monday of October (12th) on a limited schedule in the beginning, and picking up as demand calls for it. The vac will be running from now until the end of the year, so leaves and loose material can be placed at the curb for pick-up. **Reminder** to please place material as close to the curb as possible without being in the street or blocking the sidewalk.

3) The bid packets, which includes the areas listed below, were sent out to the contractors on September 21st, with the bid opening on October 2nd. We will have the full bid tabulation available and asking the Board to award the bid at the regular scheduled meeting.

1) Intersection of Herman St. and Baptist St.
2) Intersection of Henderson St. and Salisbury Ave.
3) Harrison St. at entrance to Doctors office
4) Intersection of Yadkin Ave. and Harrison St.
5) Intersection of Whitehead Ave. and Newton St.
6) Intersection of 1st St. and Rowan Ave. (Both sides)
7) Intersection of 1st St. and Salisbury Ave.
8) Intersection of Baldwin Ext. and McCubbins Ave.
9) Intersection of 2nd St. and Salisbury Ave.
10) Intersection of 10th St. and Salisbury Ave.
11) Intersection of 16th St. and Salisbury Ave.
12) Stuart Drive
13) 5th Street Extension
14) 6th Street (entrance to old Town Hall)
15) 9th Street (half block from Dentists office to Yadkin Ave)

4) The fall mulch give-away that was scheduled for October 3rd, was canceled due to weather. We have mulch available and will work with any resident that wishes to get some. Please let Public Works or Town Hall know that you are interested and you can come get it for free, or we will deliver it to you for the $10.00 fee.

5) The waterline project is finally about ready to get started. Supplies have been delivered to the site, and work will get started in the next several weeks. The first monthly progress meeting on September 16th was canceled due to inactivity, but the next one is scheduled to be held on October 21st and we 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.

6) Several of us from the Town of Spencer participated in a storm drain marking event for the Creek Week celebration. Thanks to the Town Manager Mr. Franzese and Ms. Sledge for joining myself to make this event a success.

7) We will be hosting the Race to the River event again on October 17th. The race will begin at 9:00 and will include a bike ride, 5K foot race, and a children's race at the Town Hall Park. The race will begin at the Fire Department on Salisbury Avenue, and will follow Salisbury Avenue completing at the Yadkin River Bridge Park. All of our departments will be involved to make this event happen, so please spread the word to anyone who would like to participate.

8) The trees and debris from the damaged shelter at Stanback Forest have been removed, allowing the paths to be reopened. We have provided our insurance company with estimates to put the shelter back as it was, and we are waiting on their decision.

9) We will be completing a stormwater repair on Anne Street this week. We began to make the repair, but found out that the pipe had failed all the way across the street. We have called a contractor to help us maneuver the multiple utilities, (water, sewer, gas) to complete the repair the full length across the Street.

10) 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.

11) We have also been doing some trimming along streets and sidewalks as time allows. Please let Public Works or Town Hall know if you have concerns about an area.

12) 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.

13) We have completed our third and hopefully final round, of spraying for the year. We will keep an eye on things and will do more if needed before cold weather sets in. 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.

14) 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.

15) Since last report:
There were 0 abatement's issued and completed this month.

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

Monthly Events:

October 3rd, 4th - **Thomas the Train at NCTM**

October 3rd - **Fall Mulch Give-away *CANCELED***

October 6th - **National Night Out**

October 17th - **Race to the River**

October 29th - **Trunk or Treat**

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SPENCER
NORTH CAROLINA
Rowan's Original Gateway.

Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/13/2026 **Agenda Item #:**

Agenda Item Title: Finance Monthly Report

Category: Departmental Report

Presenter(s): Heather Kann, Finance Officer

Explanation:

- Bank Reconciliations are up to date as of September.
- Audit Fieldwork and Audit Samples have been submitted. The auditors postponed onsite fieldwork because I submitted the trial balance the Friday prior the scheduled onsite visit. Per the auditor, the new chart of accounts created extensive work to their books and reports. Therefore, the onsite visit is scheduled for Nov 2-5.
- Allison was able to attend the Black Mountain Software Conference in Greensboro 9/23-9/24. She was able to make connections with others converting software and with the League.
- I will be in Montana for the Black Mountain User Conference 10/27 & 10/28

Sales and Use Tax Distributions As of September 8, 2026		
Aug distributions are June revenues		
	FY 26	**FY27**
Total Revenues	211,208.69	225,653.47
FY27 vs FY26 @ October Reporting		6.83%

Financial Impact: N/A

Recommendations:

N/A

Attachment(s): ☒ Yes ☐ No

1. Finance Report

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4100	* Tax Revenues - 41xx						
4111	Ad Valorem Tax - CY			1,504,790.51	2,299,029.00	-794,238.49	65 %
4112	Ad Valorem Tax - PY			21,193.11	52,000.00	-30,806.89	41 %
4113	Interest & Penalties			2,605.93	16,000.00	-13,394.07	16 %
4120	Vehicle Property Tax			37,051.26	206,915.00	-169,863.74	18 %
4142	Municipal Vehicle Tax			2,410.00	13,750.00	-11,340.00	18 %
Total Group				**1,568,050.81**	**2,587,694.00**	**-1,019,643.19**	**61 %**
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			112,721.24	1,230,337.00	-1,117,615.76	9 %
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				**112,721.24**	**1,744,377.00**	**-1,631,655.76**	**6 %**
4300	* Investment income - 43xx						
4311	Investment Earnings			19,013.52	60,000.00	-40,986.48	32 %
Total Group				**19,013.52**	**60,000.00**	**-40,986.48**	**32 %**
4400	* Sale of Services - 44xx						
4451	Solid Waste Collection Fees			51,116.68	326,486.00	-275,369.32	16 %
4452	Yard Waste Sales			554.00	1,500.00	-946.00	37 %
Total Group				**51,670.68**	**327,986.00**	**-276,315.32**	**16 %**
4500	* Fees and Fines - 45xx						
4531	Court, Pkg Fees, Reports			444.15	1,500.00	-1,055.85	30 %
4532	First Responder Fees			1,005.00	8,000.00	-6,995.00	13 %
4533	Lien Payments			100.00	5,000.00	-4,900.00	2 %
4534	Civil Citations - Police				100.00	-100.00	0 %
4535	Civil Citations - Land Mgmt			750.00	500.00	250.00	150 %
4541	Zoning Fees			7,817.50	25,000.00	-17,182.50	31 %
4551	Park Reservation Fees			350.00	2,500.00	-2,150.00	14 %
Total Group				**10,466.65**	**42,600.00**	**-32,133.35**	**25 %**

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 %
4613	State Grants						
4615	Miscellaneous Grants			9,902.78	15,000.00	-5,097.22	66 %
4641	Donations-Other			100.00	1,500.00	-1,400.00	7 %
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			8,390.67	33,562.00	-25,171.33	25 %
4652	State Shared Revenue - Fire				13,500.00	-13,500.00	0 %
Total Group				**18,793.45**	**70,062.00**	**-51,268.55**	**27 %**
4700	* Miscellaneous - 47xx						
4715	Lease Proceeds			1,000.00	14,896.00	-13,896.00	7 %
4740	Insurance Recovery			15,836.65		15,836.65	
4751	Capital Asset Sales				15,000.00	-15,000.00	0 %
4790	Miscellaneous Revenue			378.80	5,000.00	-4,621.20	8 %
Total Group				**17,215.45**	**34,896.00**	**-17,680.55**	**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				1,797,931.80	5,327,321.00	-3,529,389.20	34 %
Expenses							
5100	Governing Body						
411	Full-time Regular Wages	5,387.50		5,387.50	17,475.00	-12,087.50	31 %
421	FICA	311.92		311.92	1,337.00	-1,025.08	23 %
511	Professional Services	10,000.00	17,000.00	27,000.00	54,000.00	-27,000.00	50 %
512	Contractual Services	937.50	5,812.50	6,750.00	6,750.00		100 %
513	Staff Development & Travel	50.00		50.00	6,375.00	-6,325.00	1 %
514	Uniforms				280.00	-280.00	0 %
525	Property & Other Liability	3,884.00		3,884.00	3,884.00		100 %
526	Utilities & Communication	42.90		42.90	600.00	-557.10	7 %
534	Dues & Subscriptions	14,292.05		14,292.05	15,807.00	-1,514.95	90 %
537	Collection Fee	22,926.41		22,926.41	37,590.00	-14,663.59	61 %
551	Supplies				1,000.00	-1,000.00	0 %
573	Governing Board Projects	20,125.00		20,125.00	25,600.00	-5,475.00	79 %
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		**77,957.28**	**22,812.50**	**100,769.78**	**250,064.00**	**-149,294.22**	**40 %**

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
5210	Administration						
411	Full-time Regular Wages	69,856.36		69,856.36	341,470.00	-271,613.64	20 %
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	5,144.59		5,144.59	26,251.00	-21,106.41	20 %
422	Unemployment Insurance				2,186.00	-2,186.00	0 %
423	LGERS Pension	10,637.13		10,637.13	51,562.00	-40,924.87	21 %
424	401K	3,241.38		3,241.38	17,074.00	-13,832.62	19 %
425	Health & Life Insurance	11,389.37		11,389.37	46,642.00	-35,252.63	24 %
426	Workers' Compensation	875.70		875.70	974.00	-98.30	90 %
511	Professional Services						
512	Contractual Services	33,066.50	86,543.51	119,610.01	157,495.00	-37,884.99	76 %
513	Staff Development & Travel	1,966.46	288.00	2,254.46	10,000.00	-7,745.54	23 %
514	Uniforms				360.00	-360.00	0 %
515	Advertising	1,814.82		1,814.82	4,500.00	-2,685.18	40 %
517	Drug Screening/Background	418.00	1,000.00	1,418.00	5,749.00	-4,331.00	25 %
522	Maint & Rep - Buildings &	6,123.01	115.95	6,238.96	23,189.00	-16,950.04	27 %
525	Property & Other Liability	12,562.78		12,562.78	15,775.00	-3,212.22	80 %
526	Utilities & Communication	7,809.20		7,809.20	34,783.00	-26,973.80	22 %
531	Rent Expense	1,240.32	4,027.68	5,268.00	5,733.00	-465.00	92 %
534	Dues & Subscriptions	14,622.14	16.79	14,638.93	25,734.00	-11,095.07	57 %
535	Postage & Printing	35.96		35.96	2,500.00	-2,464.04	1 %
551	Supplies	550.49	289.30	839.79	6,600.00	-5,760.21	13 %
562	Engineering & Design				10,000.00	-10,000.00	0 %
575	Special Activities				3,000.00	-3,000.00	0 %
579	Miscellaneous Expense	80.99		80.99	1,000.00	-919.01	8 %
	Total Account	**181,595.20**	**92,281.23**	**273,876.43**	**796,998.00**	**-523,121.57**	**34 %**
5300	Police						
411	Full-time Regular Wages	207,097.48		207,097.48	1,044,508.00	-837,410.52	20 %
412	Part-time Regular Wages	5,567.50		5,567.50	19,575.00	-14,007.50	28 %
413	Overtime	112.77		112.77	113.00	-0.23	100 %
415	Supplements to Regular				11,250.00	-11,250.00	0 %
417	Special Compensation	592.44		592.44	593.00	-0.56	100 %
421	FICA	15,794.84		15,794.84	81,457.00	-65,662.16	19 %
423	LGERS Pension	35,532.77		35,532.77	178,638.00	-143,105.23	20 %
424	401K	10,360.49		10,360.49	52,234.00	-41,873.51	20 %
425	Health & Life Insurance	35,935.42		35,935.42	164,268.00	-128,332.58	22 %
426	Workers' Compensation	26,416.03		26,416.03	41,286.00	-14,869.97	64 %
512	Contractual Services	26,774.72	7,805.40	34,580.12	48,595.00	-14,014.88	71 %
513	Staff Development & Travel	588.18	1,335.70	1,923.88	10,060.00	-8,136.12	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	1,362.04	7,992.60	9,354.64	22,993.00	-13,638.36	41 %
525	Property & Other Liability	63,986.00		63,986.00	63,986.00		100 %
526	Utilities & Communication	3,981.02	3,400.00	7,381.02	20,512.00	-13,130.98	36 %
534	Dues & Subscriptions	4,606.48		4,606.48	20,046.00	-15,439.52	23 %

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
535	Postage & Printing				400.00	-400.00	0 %
551	Supplies	108.99	1,883.70	1,992.69	21,326.00	-19,333.31	9 %
553	Fuel	12,223.49	42,776.51	55,000.00	55,000.00		100 %
555	Safety	251.82		251.82	4,950.00	-4,698.18	5 %
579	Miscellaneous Expense				1,200.00	-1,200.00	0 %
	Total Account	**452,060.18**	**70,184.91**	**522,245.09**	**1,888,389.00**	**-1,366,143.91**	**28 %**
5400	Fire						
411	Full-time Regular Wages	123,511.53		123,511.53	590,347.00	-466,835.47	21 %
412	Part-time Regular Wages	3,914.25		3,914.25	14,976.00	-11,061.75	26 %
413	Overtime	4,657.73		4,657.73	13,360.00	-8,702.27	35 %
415	Supplements to Regular				7,000.00	-7,000.00	0 %
421	FICA	9,725.14		9,725.14	47,330.00	-37,604.86	21 %
423	LGERS Pension	19,473.25		19,473.25	91,160.00	-71,686.75	21 %
424	401K	5,861.71		5,861.71	30,186.00	-24,324.29	19 %
425	Health & Life Insurance	22,103.25		22,103.25	89,903.00	-67,799.75	25 %
426	Workers' Compensation	8,537.83		8,537.83	26,426.00	-17,888.17	32 %
512	Contractual Services	561.60	1,706.00	2,267.60	13,490.00	-11,222.40	17 %
513	Staff Development & Travel	1,286.65		1,286.65	6,250.00	-4,963.35	21 %
514	Uniforms	1,097.16	1,605.01	2,702.17	12,600.00	-9,897.83	21 %
522	Maint & Rep - Buildings &	380.88		380.88	14,500.00	-14,119.12	3 %
523	Maint & Rep - Equipment	1,846.93	849.94	2,696.87	9,600.00	-6,903.13	28 %
524	Maint & Rep - Vehicles	3,951.18		3,951.18	20,210.00	-16,258.82	20 %
525	Property & Other Liability	16,734.00		16,734.00	16,734.00		100 %
526	Utilities & Communication	5,228.65		5,228.65	25,650.00	-20,421.35	20 %
534	Dues & Subscriptions	1,687.57		1,687.57	10,728.00	-9,040.43	16 %
551	Supplies	11,513.17	2,654.00	14,167.17	25,372.00	-11,204.83	56 %
553	Fuel	4,041.77	10,958.23	15,000.00	16,200.00	-1,200.00	93 %
555	Safety		1,167.88	1,167.88	20,290.00	-19,122.12	6 %
575	Special Activities	605.25	48.04	653.29	7,218.00	-6,564.71	9 %
579	Miscellaneous Expense	373.33		373.33	1,000.00	-626.67	37 %
	Total Account	**247,092.83**	**18,989.10**	**266,081.93**	**1,110,530.00**	**-844,448.07**	**24 %**
5510	Parks & Recreation						
512	Contractual Services	2,850.00		2,850.00	9,000.00	-6,150.00	32 %
522	Maint & Rep - Buildings &	3,696.67	438.56	4,135.23	15,600.00	-11,464.77	27 %
525	Property & Other Liability	240.00		240.00	240.00		100 %
526	Utilities & Communication	3,855.48		3,855.48	13,184.00	-9,328.52	29 %
534	Dues & Subscriptions	205.00		205.00	205.00		100 %
551	Supplies	28.95		28.95	1,500.00	-1,471.05	2 %
	Total Account	**10,876.10**	**438.56**	**11,314.66**	**39,729.00**	**-28,414.34**	**28 %**
5530	Library						
412	Part-time Regular Wages	3,573.33		3,573.33	17,162.00	-13,588.67	21 %
415	Supplements to Regular				250.00	-250.00	0 %
421	FICA	273.35		273.35	1,378.00	-1,104.65	20 %
512	Contractual Services	413.05		413.05	3,307.00	-2,893.95	12 %
513	Staff Development & Travel				721.00	-721.00	0 %
515	Advertising	20.00		20.00	100.00	-80.00	20 %

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
522	Maint & Rep - Buildings &	31.02		31.02	7,300.00	-7,268.98	0 %
525	Property & Other Liability	3,212.00		3,212.00	3,212.00		100 %
526	Utilities & Communication	2,490.44		2,490.44	12,212.00	-9,721.56	20 %
534	Dues & Subscriptions				360.00	-360.00	0 %
551	Supplies	251.47		251.47	2,500.00	-2,248.53	10 %
Total Account		**10,264.66**		**10,264.66**	**48,502.00**	**-38,237.34**	**21 %**
5740	Streets						
411	Full-time Regular Wages	33,236.18		33,236.18	234,656.00	-201,419.82	14 %
412	Part-time Regular Wages	7,737.53		7,737.53	19,662.00	-11,924.47	39 %
413	Overtime	607.34		607.34	2,575.00	-1,967.66	24 %
415	Supplements to Regular				3,213.00	-3,213.00	0 %
421	FICA	2,939.49		2,939.49	19,653.00	-16,713.51	15 %
423	LGERS Pension	5,157.88		5,157.88	35,822.00	-30,664.12	14 %
424	401K	1,401.64		1,401.64	11,862.00	-10,460.36	12 %
425	Health & Life Insurance	9,072.73		9,072.73	58,895.00	-49,822.27	15 %
426	Workers' Compensation	370.18		370.18	14,904.00	-14,533.82	2 %
512	Contractual Services	1,037.05		1,037.05	1,112.00	-74.95	93 %
513	Staff Development & Travel				100.00	-100.00	0 %
514	Uniforms	618.20		618.20	4,000.00	-3,381.80	15 %
521	Maint & Rep -	1,546.50		1,546.50	2,500.00	-953.50	62 %
522	Maint & Rep - Buildings &	3,920.37		3,920.37	7,000.00	-3,079.63	56 %
523	Maint & Rep - Equipment	1,054.43	360.47	1,414.90	12,000.00	-10,585.10	12 %
524	Maint & Rep - Vehicles	1,227.15	697.22	1,924.37	7,500.00	-5,575.63	26 %
525	Property & Other Liability	9,065.00		9,065.00	9,065.00		100 %
526	Utilities & Communication	13,071.53		13,071.53	78,735.00	-65,663.47	17 %
534	Dues & Subscriptions	2,850.00		2,850.00	2,850.00		100 %
551	Supplies	2,032.06		2,032.06	8,050.00	-6,017.94	25 %
553	Fuel	7,400.48	516.25	7,916.73	22,000.00	-14,083.27	36 %
555	Safety				3,150.00	-3,150.00	0 %
579	Miscellaneous Expense				1,500.00	-1,500.00	0 %
Total Account		**104,345.74**	**1,573.94**	**105,919.68**	**560,804.00**	**-454,884.32**	**19 %**
5750	Solid Waste						
411	Full-time Regular Wages	41,901.59		41,901.59	180,513.00	-138,611.41	23 %
413	Overtime	84.36		84.36	2,060.00	-1,975.64	4 %
415	Supplements to Regular				1,713.00	-1,713.00	0 %
421	FICA	2,973.57		2,973.57	13,967.00	-10,993.43	21 %
423	LGERS Pension	6,331.29		6,331.29	27,569.00	-21,237.71	23 %
424	401K	1,408.00		1,408.00	8,562.00	-7,154.00	16 %
425	Health & Life Insurance	10,669.31		10,669.31	44,726.00	-34,056.69	24 %
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	819.54		819.54	5,000.00	-4,180.46	16 %
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	4,713.94	4,714.96	9,428.90	11,000.00	-1,571.10	86 %
525	Property & Other Liability	8,998.00		8,998.00	8,998.00		100 %
526	Utilities & Communication	114.77		114.77	1,376.00	-1,261.23	8 %

10 General

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
551	Supplies	255.65		255.65	11,275.00	-11,019.35	2 %
553	Fuel	4,933.64	344.18	5,277.82	15,752.00	-10,474.18	34 %
555	Safety				1,000.00	-1,000.00	0 %
575	Special Activities				200.00	-200.00	0 %
576	Landfill Tipping Fees	13,856.88		13,856.88	71,505.00	-57,648.12	19 %
	Total Account	**98,627.17**	**5,059.14**	**103,686.31**	**442,598.00**	**-338,911.69**	**23 %**
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		1,218,033.16	211,339.38	1,429,372.54	5,361,275.00	-3,931,902.46	27 %
Net Income				368,559.26			

20 Powell Bill

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4100	* Tax Revenues - 41xx						
4142	Municipal Vehicle Tax			2,410.00	13,750.00	-11,340.00	18 %
Total Group				**2,410.00**	**13,750.00**	**-11,340.00**	**18 %**
4200	* Intergovernmental - 42xx						
4280	Powell Bill aid			66,240.26	133,070.00	-66,829.74	50 %
Total Group				**66,240.26**	**133,070.00**	**-66,829.74**	**50 %**
4300	* Investment income - 43xx						
4311	Investment Earnings			2,078.83	7,690.00	-5,611.17	27 %
Total Group				**2,078.83**	**7,690.00**	**-5,611.17**	**27 %**
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				70,729.09	228,510.00	-157,780.91	31 %
Expenses							
5740	Streets						
411	Full-time Regular Wages	2,607.69		2,607.69	12,747.00	-10,139.31	20 %
415	Supplements to Regular				75.00	-75.00	0 %
421	FICA	180.32		180.32	976.00	-795.68	18 %
423	LGERS Pension	393.40		393.40	1,925.00	-1,531.60	20 %
424	401K	130.38		130.38	638.00	-507.62	20 %
425	Health & Life Insurance	393.25		393.25	2,188.00	-1,794.75	18 %
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	7,938.60	5,292.40	13,231.00	13,231.00		100 %
Total Account		**11,643.64**	**5,292.40**	**16,936.04**	**228,510.00**	**-211,573.96**	**7 %**
Total Expenses		11,643.64	5,292.40	16,936.04	228,510.00	-211,573.96	7 %
Net Income				53,793.05			

21 HI Reimbursement

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4900	* Transfers and Appropriations						
4910	Transfer from GF			26,500.00		26,500.00	
Total Group				**26,500.00**		**26,500.00**	
Total Revenue				26,500.00		26,500.00	
Expenses							
5210	Administration						
425	Health & Life Insurance	18,943.13		18,943.13		18,943.13	
Total Account		**18,943.13**		**18,943.13**		**18,943.13**	
Total Expenses		18,943.13		18,943.13		18,943.13	
Net Income				7,556.87			

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			

Working with Black Mountain to close this fund

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			

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	11,350.00		11,350.00	100,000.00	-88,650.00	11 %
Total Account		**11,350.00**		**11,350.00**	**100,000.00**	**-88,650.00**	**11 %**
Total Expenses		11,350.00	21,474.25	32,824.25	124,099.00	-91,274.75	26 %
Net Income				-32,824.25			

61 Yadkin River Trail

Account Object	Description	Expended 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		

Working with Black Mountain to close this fund

62 DT Park Project

Account Object	Description	Expended Current YTD	Encumber YTD	Committed	Budget	Variance	Committed %
Revenue							
4600	* Grants & Donations - 46xx						
4611	Grant Revenues						
4642	Donations - DT Park			9,645.50	41,431.00	-31,785.50	23 %
Total Group				**9,645.50**	**41,431.00**	**-31,785.50**	**23 %**
4900	* Transfers and Appropriations						
4910	Transfer from GF						
	Total Group						
Total Revenue				9,645.50	41,431.00	-31,785.50	23 %
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				308.00			

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			

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					161,620.00	-161,620.00	0 %
Net Income				0.00			

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		15,582.00	15,582.00	382,272.00	-366,690.00	4 %
561	Capital Outlay		54,050.00	54,050.00	555,328.00	-501,278.00	10 %
Total Account			**69,632.00**	**69,632.00**	**937,600.00**	**-867,968.00**	**7 %**
Total Expenses			69,632.00	69,632.00	937,600.00	-867,968.00	7 %
Net Income				-69,632.00			

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			

90 Capital Reserve

Account Object	Description	Expended 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**		**13,260.00**	**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			

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SPENCER
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Rowan's Original Gateway.

Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/13/2026

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 September 2.
- PRAB discussed the following:
    - Constraints Town staff face with upcoming events.
    - The need for volunteers at upcoming.
    - Possibility of reversing the direction of Race to the River to Race from the River.
        - After the meeting, it was determined this would not work logistically for the runners due to the uphill versus downhill nature of US Highway 29.
    - Project updates for the Stanback Forest Center, Grants Creek Blueway, Rocky Branch Loop Trail, and one-act play festival.

Events

- Creek Week, September 12-19
    - Storm Drain Marking in Spencer, September 14
- Talk of the Town: Design Workshop for the Children's Discovery & Play Garden at Spencer Town Park, September 15
- Third Thursday with Catawba College, September 17
- National Night Out, October 6
- Upcoming:
    - National Night Out – Wednesday, October 7, 6:00 p.m. – 9:00 p.m.
    - Race to the River – Saturday, October 17, 8:00 a.m. – 11:00 a.m.
    - Neighborhood Walk – Tuesday, October 20, 5:30 p.m. – 6:30 p.m.
    - Trunk or Treat – Thursday, October 29, 5:30 p.m. – 7:30 p.m.
    - 2026 General Midterms – Tuesday, November 3, 6:30 a.m. – 7:30 p.m.

Spencer Public Library

During September, the Spencer Public Library expanded community outreach efforts by promoting upcoming fall and winter programming at Community Day, sponsored by The Message Non-Denominational Church, as well as at local yard sales and churches. Library staff distributed informational flyers highlighting events scheduled through the Christmas season and provided children with educational promotional items, including stickers, erasers, and pencils.

The library also hosted its first local author program featuring Molly Birth, who presented and read from a book inspired by a significant event in the life of her dog, Coco. The event included opportunities for community members to purchase signed copies of the book and engage with the author.

Continuing its focus on literacy and educational programming, the library has scheduled an October author visit with Bria Freitas, a children's author and third-grade teacher from Rutherfordton. The program is planned for October 14 and will provide local children and families with an opportunity to participate in a

literary and educational event featuring children's books that depict family-centered activities and experiences.

The Spencer Public Library remains committed to providing accessible educational resources, supporting literacy development, and fostering community engagement through programming that serves residents of all ages.

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
Tue., 9/1/2026	5						
Wed., 9/2/2026	7	3		3			
WEEK TOTAL:	**12**	**3**		**3**			
Tue., 9/8/2026	5	3		1			
Wed., 9/9/2026	11	2	3				
Thu., 9/10/2026	3						
WEEK TOTAL:	**19**	**5**	**3**	**1**			
Mon., 9/14/2026	1						
Tue., 9/15/2026	8	6					
Wed., 9/16/2026	8			2			
WEEK TOTAL:	**17**	**6**	**0**	**2**			
Mon., 9/21/2026	4	1	2				
Tue., 9/22/2026	3			3	1		
Wed., 9/23/2026	3		5	2	1		
Sat., 9/26/2026	16				1		
WEEK TOTAL:	**26**	**1**	**7**	**5**	**3**		
Mon., 9/28/2026	1	1					
Tue., 9/29/2026	2	1					
Wed., 9/30/2026	1	0					
WEEK TOTAL:	**4**	**2**					
MONTH TOTAL:	**78**	**17**	**10**	**11**	**3**		

Blood Pressure Kiosk

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

How was your experience?

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

SPECIAL PROJECTS UPDATE

Spencer Board of Aldermen

Meeting Date	Wednesday, October 13, 2026
Time	6:00 PM
Subject	Special Projects / Spencer Parks and Recreation

1. Spencer Town Park

Spencer Town Park has hosted several programs in recent weeks, including the Labor Day street dance and the Third Thursday music program, which featured students from the Catawba College Music Department.

On September 8, 2026, Town administration conducted a Talk of the Town program to gather input for the proposed Children's Discovery and Play Garden. Landscape designer Colleen McDaniel led a discussion about elements that might be incorporated into the garden. Preliminary drawings are expected to be available for presentation to the Parks and Recreation Advisory Board and the Board of Aldermen in November.

2. Rocky Branch Loop Trail and Grants Creek Blueway

Staff is working with transportation consultants Kimley-Horn and the North Carolina Department of Transportation to evaluate whether trail-construction grant funds could serve as a potential match for pedestrian improvements along Whitehead Avenue, Oakwood Avenue and Charles Street. The proposed improvements would extend from the Grants Creek Blueway to Salisbury Avenue, with a side loop providing pedestrian facilities for Spencer's three public schools.

Staff has also been working with representatives from Catawba College and the City of Salisbury to draft a memorandum of understanding for a Grants Creek Greenway. The proposed greenway would extend from Catawba College along Grants Creek to the Stanback Educational Forest. The memorandum of understanding will be shared with the Parks and Recreation Advisory Board, and staff will seek a resolution for the BOA supporting continued pursuit of the agreement.

3. Stanback Forest Center

Staff is meeting with the design team, including the Bogle Architectural Firm and landscape architect Lynn Raker, to establish the schedule for design, bidding, and construction of the Stanback Forest Center.

The project will undergo its annual review by Parks and Recreation Trust Fund staff. Regional Recreation Specialist Trey Fouche will visit the site to review current project progress.

4. One-Act Play Festival

Staff has been exchanging information with local playwright Connie Dinkler, who has requested a partnership to explore a one-act play festival at Spencer Town Park. A preliminary proposal has been drafted and will be reviewed by the Parks and Recreation Advisory Board as additional details emerge.

5. Yadkin River Trailhead Pollinator Garden

Staff has been in contact with Amy-Lynn Albertson, Director of the Rowan County Cooperative Extension. A meeting was recently held to evaluate the project's design, timeline, and budget.

6. Spencer Town Park Sound System Grant

Staff is awaiting the results of an application to the Salisbury-Rowan Community Foundation for potential funding for a sound system to be used at Spencer Town Park. The results of the grant application have not been shared as of the date of this report.

7. StoryWalk System

Staff received notice that the StoryWalk system is scheduled to ship on October 14, 2026.

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Post Office Box 45
Spencer, NC 28159-0045

Agenda Item Coversheet

Meeting Date: 10/13/2026

Agenda Item Title: Town Manager's Report

Category: Town Manager's Report

Presenter(s): Peter Franzese, Town Manager

Explanation:

October 20 Neighborhood Walk – Forestdale area
Our next Neighborhood Walk will be from 5:30-6:30 p.m. on Tuesday, October 20 in the Forestdale neighborhood. As part of this ongoing series, neighbors walk alongside Town representatives in a pre-determined location to identify opportunities for improvement and build rapport with one another. Meet at the Forest Dale pool parking lot located at 401 Forestdale Drive. Thank you to the Forest Dale Club Inc. for use of their parking lot to start and end the walk.

NCDOT Pedestrian improvements
NCDOT has awarded regional contract of over $473,500 for pedestrian safety and ADA accessibility improvements at multiple intersections in Rowan and Stokes counties. In addition to our locations, the contract includes projects in East Spencer, Salisbury, and King. Within the Spencer area, improvements are planned along the Salisbury Avenue (US 29-70/NC 150) corridor at Jefferson Street, 4th Street, 5th Street, and 6th Street, including upgraded pedestrian signals with countdown displays, ADA-compliant curb ramps, enhanced crosswalk markings, and related accessibility improvements. The other planned Rowan improvements are Jefferson Street/Andrews Street and Long Street in East Spencer and Salisbury's intersection of Old Concord Road and Martin Luther King Jr. Avenue. Town staff has coordinated with NCDOT on construction details and streetscape impacts. Construction should be complete by April 30, 2027. Excerpts of the project plans showing the Spencer-area improvements along the Salisbury Avenue corridor are attached.

Attachment(s): ☒ Yes ☐ No

1. NCDOT HS-2409L Project information

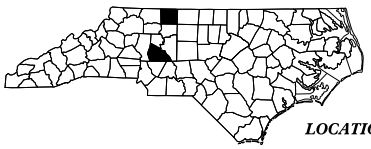
CONTRACT: DI00386 TIP PROJECT: HS-2409B, K, L

STATE OF NORTH CAROLINA
DIVISION OF HIGHWAYS

ROWAN & STOKES COUNTY

STATE	STATE PROJECT REFERENCE NO.	SHEET NO.	TOTAL SHEETS
N.C.	HS–2409B HS–2409K HS–2409L	1	

STATE PROJ. NO.	F.A. PROJ. NO.	DESCRIPTION
50981.1.3	5098103	HS–2409B (PE)
50981.3.3	5098103	HS–2409B (CONST.)
50981.1.12	5098112	HS–2409K (PE)
50981.3.12	5098112	HS–2409K (CONST.)
50981.1.13	5098113	HS–2409L (PE)
50981.3.13	5098113	HS–2409L (CONST.)

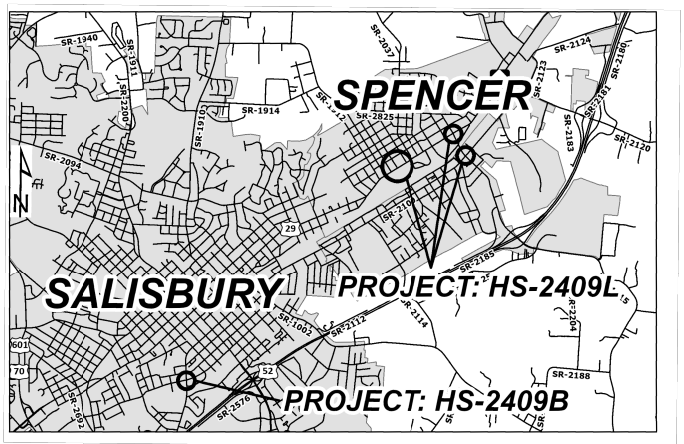


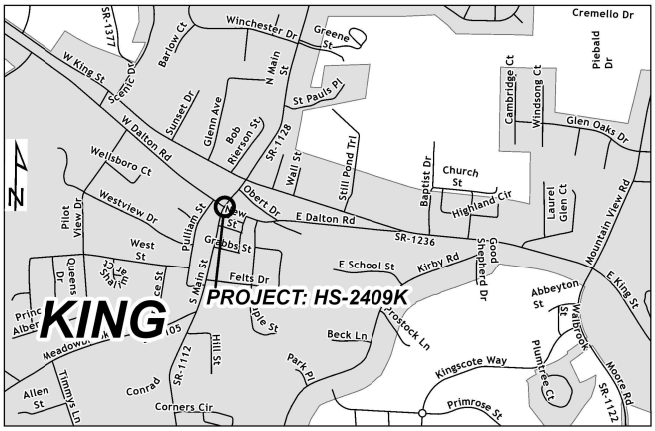
LOCATION: ***HS–2409B:*** *INTERSECTION OF SR 1002 (OLD CONCORD ROAD) AND MARTIN LUTHER KING JR. AVENUE*

HS–2409K: *SR 1112 (SOUTH MAIN STREET) AT WEST DALTON ROAD /EAST DALTON ROAD INTERSECTION*

HS–2409L: *US 29–70/NC 150 (SALISBURY AVE.) AT SR 1915 (JEFFERSON ST.), 4TH STREET, 5TH STREET, & 6TH STREET INTERSECTIONS; AND SR 1915 (ANDREWS STREET/JEFFERSON STREET) AT SR 2100 (LONG STREET) INTERSECTION*

TYPE OF WORK: CURB RAMP INSTALLATION, PEDESTRIAN SIGNALS, AND PAVEMENT MARKINGS





NOT TO SCALE

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

SHEET INDEX	DESIGN DATA	PROJECT LENGTH
N/A	N/A	TOTAL LENGTH OF PROJECTS HS–2409B, K, L = N/A
GRAPHIC SCALES: N/A		

Prepared In the Office of:
DIVISION OF HIGHWAYS
NINTH DIVISION DESIGN/CONSTRUCT
375 SILAS CREEK PARKWAY WINSTON-SALEM, N.C. 27127

2024 STANDARD SPECIFICATIONS

RIGHT OF WAY DATE: N/A

LETTING DATE: 08262026

DANIEL C. ULRICH, PE, PLS
PROJECT ENGINEER

HUNTER S. GRIESER
PROJECT DESIGN ENGINEER

ROADWAY DESIGN ENGINEER

Docusigned by: David Ulrich P.E.
SIGNATURE

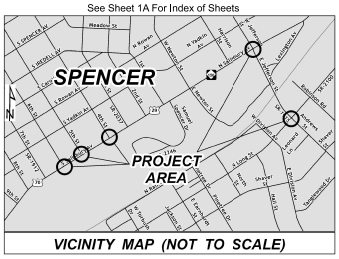
CERTIFICATION SEAL

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

22-JUN-2026 07:29
C:\Users\hsgrieser\Documents\TIP Projects\HS\HS-2409L-PedSignals-Spencer\Roadway\TITLE SHEET FOR B,K,L\HS-2409B,K,L_TSH_MAP.dgn
$$$$USERNAME$$$$

11/20/25

CONTRACT: DI00386 TIP PROJECT: HS-2409L



VICINITY MAP (NOT TO SCALE)

STATE OF NORTH CAROLINA
DIVISION OF HIGHWAYS

ROWAN COUNTY

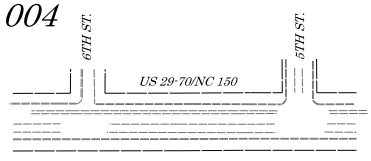
STATE	STATE PROJECT REFERENCE NO.	SHEET NO.	TOTAL SHEETS
N.C.	HS-2409L	1	

STATE PROJ. NO.	F. A. PROJ. NO.	DESCRIPTION
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50981.3.13	5098113	CONST.

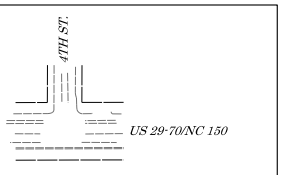
LOCATION: *US 29-70/NC 150 (SALISBURY AVE.) AT SR 1915 (JEFFERSON ST.), 4TH STREET, 5TH STREET, &6TH STREET INTERSECTIONS: AND SR 1915 (ANDREWS STREET/ JEFFERSON STREET) AT SR 2100 (LONG STREET) INTERSECTION*

TYPE OF WORK: *UPGRADE TRAFFIC SIGNALS WITH PEDESTRIAN ACCOMODATIONS, UPGRADE CURB RAMPS & PAVEMENT MARKINGS*

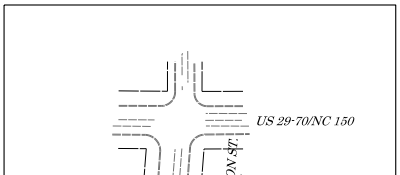
004



SHEET: 4
SIG. 4.0 THRU 4.1
SIG. 5.0 THRU 5.1



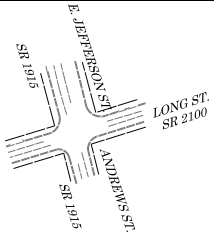
SHEET: SIG. 3.0 THRU 3.1



SHEET: SIG. 2.0 THRU 2.2



005



SHEET: 4
SIG. 1.0 THRU 1.2

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

GRAPHIC SCALES	PROJECT LENGTH
20 10 0 20 40 PLANS	LENGTH OF ROADWAY PROJECT HS-2409L: N/A

Prepared In the Office of:
DIVISION OF HIGHWAYS
NINTH DIVISION DESIGN CONSTRUCT
375 SILAS CREEK PARKWAY, WINSTON-SALEM, NC, 27127

2024 STANDARD SPECIFICATIONS

RIGHT OF WAY DATE: N/A

LETTING DATE: 08/26/2026

DANIEL C. ULRICH, PE, PLS
PROJECT ENGINEER

HUNTER S. GRIESER
PROJECT DESIGN ENGINEER

ROADWAY DESIGN ENGINEER

Docusigned by: David Ulrich P.E.
SIGNATURE

CERTIFICATION SEAL

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

DOT/hsgrieser - 6/22/2026

11/14/23

HS-2409L
R/W 004

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ROWAN COUNTY

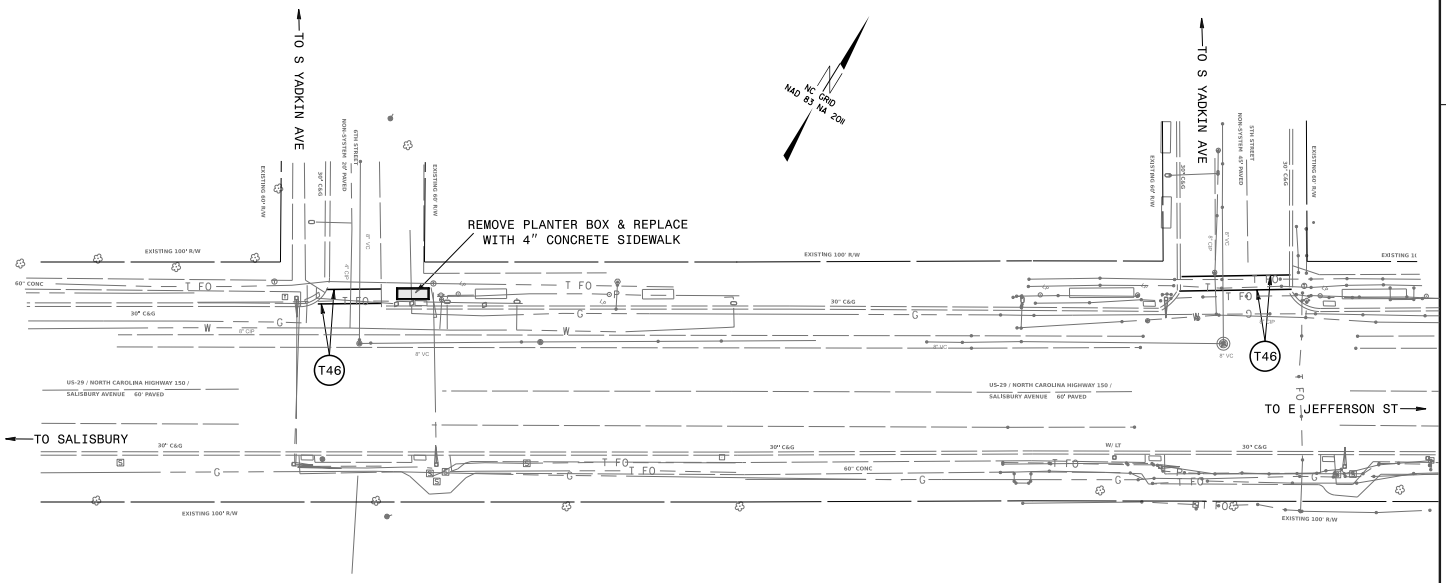
DIVISION NINE DESIGN CONSTRUCT

ROADWAY DESIGN ENGINEER

PROFESSIONAL ENGINEER SEAL 047162

David Woods

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

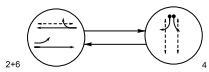


PAVEMENT MARKING SCHEDULE

SYMBOL	MARKINGS
	THERMOPLASTIC
T46	WHITE CROSSWALK LINE (8", 90 MIL)

PROJECT REFERENCE NO.	SHEET NO.
HS-2409L	Sig.3.0

PHASING DIAGRAM



PHASING DIAGRAM DETECTION LEGEND
- DETECTED MOVEMENT
- UNDETECTED MOVEMENT (OVERLAP)
- UNSIGNALIZED MOVEMENT
- PEDESTRIAN MOVEMENT

TABLE OF OPERATION

SIGNAL FACE	2+6	4	2+6/4
21, 22	"	"	
41, 42		"	
61, 62	"	"	"
P41, P42	"		
P43, P44			
P61, P62	"	"	

SIGNAL FACE I.D.

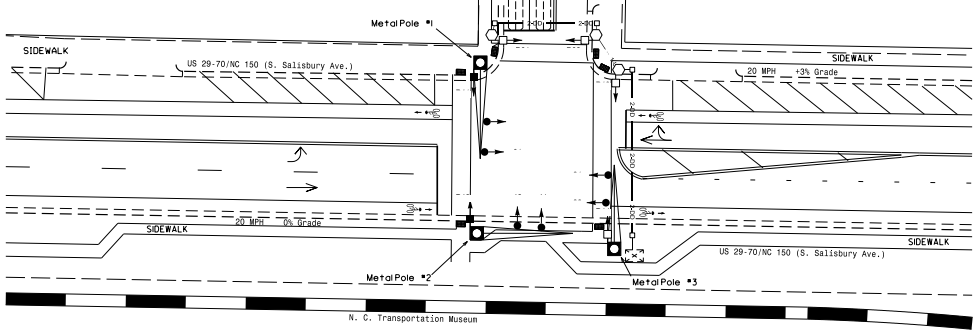
All Heads L.E.D.



21, 22 — P41, P42
41, 42 — P43, P44
61, 62 — P61, P62

MAXTIME DETECTOR INSTALLATION CHART

DETECTOR				PROGRAMMING							
LOOP	SIZE (FT)	DISTANCE FROM STOP LINE (FT)	TURNS	NEW LOOP	CALL PHASE	DELAY TIME	EXTEND TIME	EXTEND	ADDED INITIAL	CALL BOTH DIRECTIONS	DELAY	NEW CARD
4A	6X40	0	2-4-2	-	4	3.0	-	X	-	X	-	-
4B	6X40	0	2-4-2	-	4	10.0	-	X	-	X	-	-



TIMING CHART

FEATURE	PHASE		
	2	4	6
Walk *	-	14	12
Ped Clear	-	16	9
Min Green *	10	7	10
Passage *	0.0	2.0	0.0
Max 1 *	45	20	45
Yellow Change	3.0	3.0	3.0
Red Clear	2.4	2.4	2.4
Added Initial *	-	-	-
Maximum Initial *	-	-	-
Time Before Reduction *	-	-	-
Time To Reduce *	-	-	-
Minimum Gap	-	-	-
Advance Walk	-	7	5
Non Lock Detector		X	-
Vehicle Recall	MAX RECALL	-	MAX RECALL
Dual Entry	-	-	-

* These values may be field adjusted. Do not adjust Min Green and Passage times for phases 2 and 6 lower than what is shown. Min Green for all other phases should not be lower than 4 seconds.

2 Phase
Semi Actuated
(US 29-70/NC 150 (Salisbury Ave.) CLS)
Signal System #: D09-21_Spencer

NOTES

1. Refer to "Roadway Standard Drawings NCDOT" dated January 2024 and "Standard Specifications for Roads and Structures" dated January 2024.
2. Do not program signal for late night flashing operation unless otherwise directed by the Engineer.
3. Set all detector units to presence mode.
4. In the event of loop replacement, refer to the current TSMO Design Manual and submit a Plan of Record to the Signal Design Section.
5. Omit "WALK" and flashing "DON'T WALK" with no pedestrian calls.
6. Program pedestrian heads to countdown the flashing "Don't Walk" time only.
7. Pavement markings are existing.
8. Maximum times shown in timing chart are for free-run operation only. Coordinated signal system timing values supersede these values.
9. All pedestals shall be black (Federal Std. 595C Color Chip 27038) in color.

LEGEND

PROPOSED		EXISTING
	Traffic Signal Head	
	Modified Signal Head	N/A
	Sign	
	Pedestrian Signal Head	
	Signal Pole with Guy	
	Signal Pole with Sidewalk Guy	
	Inductive Loop Detector	
	Controller & Cabinet	
	Junction Box	
UC	24in Underground Conduit	UC
2-DD	Directional Drill	N/A
N/A	Right of Way	
	Directional Arrow	
	Metal Pole with Mastarm	
N/A	Railroad Tracks	
	Type 1 Signal Pedestal	
N/A	Curb Ramp	

Signal Upgrade

Prepared by the Offices of:

750 N. Greenfield Pkwy, Garner, NC 27529

US 29-70/NC 150
(S. Sallsbury Avenue)
at
Fourth Street

Division 9 | Rowan County | Spencer

PLAN DATE	October 2025	REVIEWED BY:	J.A. Lohr
PREPARED BY:	I.O. Umozurike	REVIEWED BY:	

SCALE: 0 20, 1"=20'

REVISION	INIT.	DATE

SEAL 047162 ENGINEER

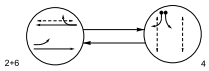
Signature: 12/08/2025
DATE:
DESIGNATION NO. 09-0261

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

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PROJECT REFERENCE NO.	SHEET NO.
HS-2409L	Sig.4.0

PHASING DIAGRAM



PHASING DIAGRAM DETECTION LEGEND

- DETECTED MOVEMENT
- UNDETECTED MOVEMENT (OVERLAP)
- UNSIGNALIZED MOVEMENT
- PEDESTRIAN MOVEMENT

TABLE OF OPERATION

SIGNAL FACE	2+6	4	1,3,5,7+8
21, 22	G	R	R
41, 42	R	G	R
61, 62	G	R	R
P41, P42	DW	W	DRK
P43, P44	DW	W	DRK
P61, P62	W	DW	DRK

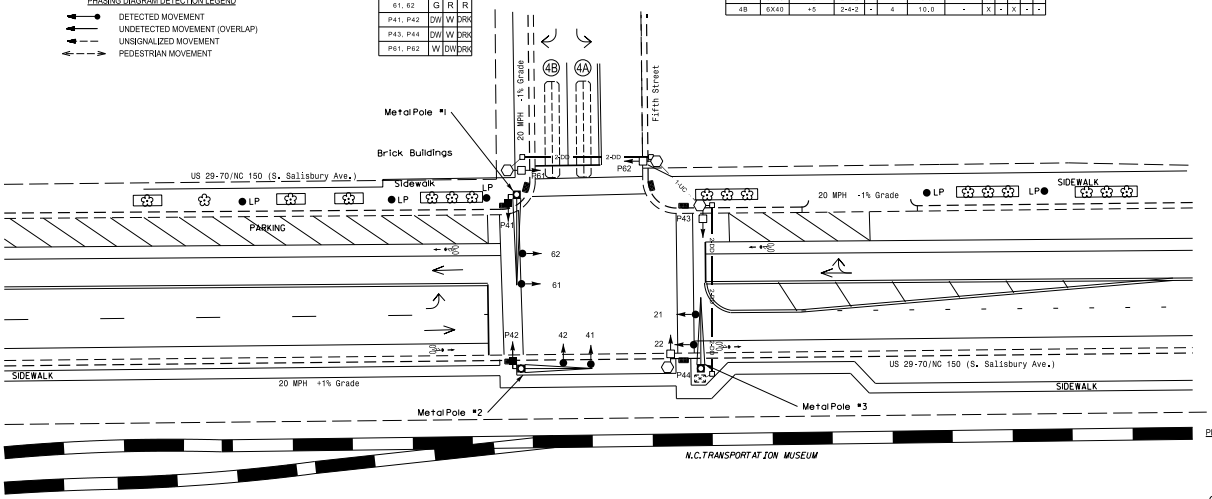
MAXTIME DETECTOR INSTALLATION CHART

DETECTOR					PROGRAMMING							
LOOP	SIZE (FT)	DISTANCE FROM STOP LINE (FT)	TURNS	NEW LOOP	CALL PHASE	DELAY TIME	EXTEND TIME	EXTEND	ADDED INITIAL	CALL DELAY/TURNS OFF LOCAL	NEW CARD	
4A	6X40	+5	2-4-2	-	4	3.0	-	X	-	X	-	-
4B	6X40	+5	2-4-2	-	4	10.0	-	X	-	X	-	-

2 Phase
Semi Actuated
US 29-70/NC 150 (Sallsbury Ave.) CLS
Signal System #: D09-21_Spencer

NOTES

1. Refer to "Roadway Standard Drawings NCDOT" dated January 2024 and "Standard Specifications for Roads and Structures" dated January 2024.
2. Do not program signal for late night flashing operation unless otherwise directed by the Engineer.
3. Set all detector units to presence mode.
4. In the event of loop replacement, refer to the current TSMO Design Manual and submit a Plan of Record to the Signal Design Section.
5. Omit "WALK" and flashing "DON'T WALK" with no pedestrian calls.
6. Program pedestrian heads to countdown the flashing "Don't Walk" time only.
7. Pavement markings are existing.
8. Maximum times shown in timing chart are for free-run operation only. Coordinated signal system timing values supersede these values.
9. All pedestals shall be black (Federal Std. 595C Color Chip 27038) in color.



MAXTIME TIMING CHART

FEATURE	PHASE		
	2	4	6
Walk *	-	14	13
Ped Clear	-	15	12
Min Green *	10	7	10
Passage *	0.0	2.0	0.0
Max 1 *	45	20	45
Yellow Change	3.0	3.0	3.0
Red Clear	2.8	2.8	2.8
Added Initial *	-	-	-
Maximum Initial *	-	-	-
Time Before Reduction *	-	-	-
Time To Reduce *	-	-	-
Minimum Gap	-	-	-
Advance Walk	-	7	6
Non Lock Detector	-	X	-
Vehicle Recall	MAX RECALL	-	MAX RECALL
Dual Entry	-	-	-

* These values may be field adjusted. Do not adjust Min Green and Passage times for phases 2 and 6 lower than what is shown. Min Green for all other phases should not be lower than 4 seconds.

SIGNAL FACE I.D.

All Heads L.E.D.



21, 22
41, 42
61, 62

P41, P42
P43, P44
P61, P62

LEGEND

PROPOSED		EXISTING
	Traffic Signal Head	
	Modified Signal Head	N/A
	Sign	
	Pedestrian Signal Head	
	Signal Pole with Guy	
	Signal Pole with Sidewalk Guy	
	Inductive Loop Detector	
	Controller & Cabinet	
	Junction Box	
X-UC	2-in Underground Conduit	UC
2-DD	Directional Drill	N/A
N/A	Right of Way	
	Directional Arrow	N/A
N/A	Curb Ramp	
	Metal Pole with Mastarm	N/A
N/A	Railroad Tracks	
	Type I Signal Pedestal	

Signal Upgrade

Prepared in the Offices of:
Traffic Engineering Branch
Congestion Management Unit
Signal Design Section

750 N. Greenfield Pkwy, Garner, NC 27529

SCALE 0 20 1"=20'

US 29-70/NC 150
(S. Sallsbury Avenue)
at
Fifth Street

Division 9 | Rowan County | Spencer

PLAN DATE: November 2025 | REVIEWED BY: J.A. Lohr
PREPARED BY: I.O. Umozurike | REVIEWED BY:

REVISIONS	INT.	DATE

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

SEAL

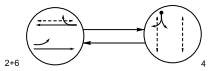
Signed for NCDOT by: Robert D. Smith, PE
12/08/2025
DATE

SIGNATURE

INVENTORY NO. 09-0262

PROJECT REFERENCE NO.	SHEET NO.
HS-2409L	Sig.5.0

PHASING DIAGRAM



PHASING DIAGRAM DETECTION LEGEND

- DETECTED MOVEMENT
- UNDETECTED MOVEMENT (OVERLAP)
- UNSIGNALIZED MOVEMENT
- PEDESTRIAN MOVEMENT

TABLE OF OPERATION

SIGNAL FACE	2+6	4	1,3,5,7+8
21, 22	G	R	R
41, 42	R	G	R
61, 62	G	R	R
P41, P42	DW	W	DRK
P43, P44	DW	W	DRK
P61, P62	W	DW	DRK

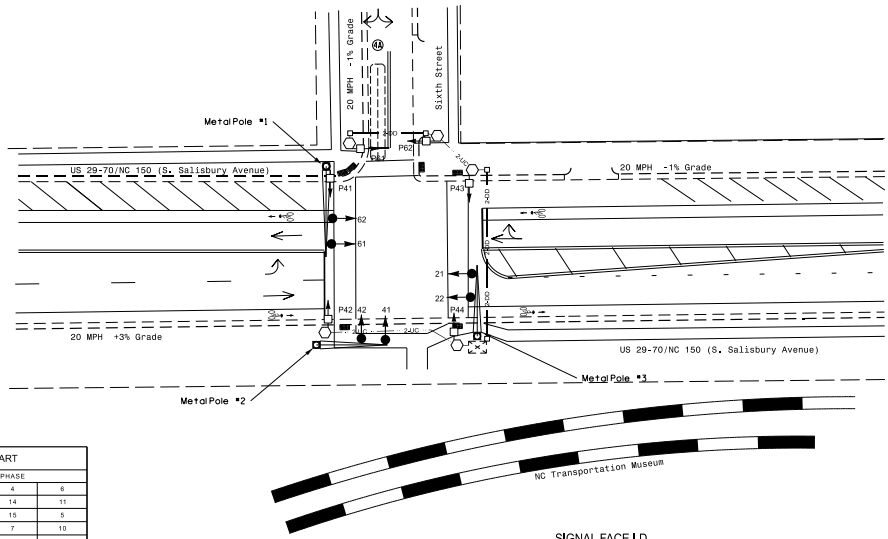
MAXTIME DETECTOR INSTALLATION CHART

DETECTOR					PROGRAMMING							
LOOP	SIZE (FT)	DISTANCE FROM STOP LINE (FT)	TURNS	NEW LOOP	CALL PHASE	DELAY TIME	EXTEND TIME	EXTEND	ADDED INITIAL	CALL DELAY/TURNS OFF LOCAL	NEW CARD	
4A	6X40	+5	2-4-2	-	4	5.0	-	X	-	X	-	-

2 Phase
Semi Actuated
US 29-70/NC 150 (Sallsbury Ave.) CLS
Signal System #: D09-21_Spencer

NOTES

1. Refer to "Roadway Standard Drawings NCDOT" dated January 2024 and "Standard Specifications for Roads and Structures" dated January 2024.
2. Do not program signal for late night flashing operation unless otherwise directed by the Engineer.
3. Set all detector units to presence mode.
4. In the event of loop replacement, refer to the current TSMO Design Manual and submit a Plan of Record to the Signal Design Section.
5. Omit "WALK" and flashing "DON'T WALK" with no pedestrian calls.
6. Program pedestrian heads to countdown the flashing "Don't Walk" time only.
7. Pavement markings are existing.
8. Maximum times shown in timing chart are for free-run operation only. Coordinated signal system timing values supersede these values.
9. All pedestals shall be black (Federal Std. 595C Color Chip 27038) in color.



MAXTIME TIMING CHART

FEATURE	PHASE		
	2	4	6
Walk *	-	14	11
Ped Clear	-	15	5
Min Green *	10	7	10
Passage *	0.0	2.0	0.0
Max 1 *	45	20	45
Yellow Change	3.0	3.0	3.0
Red Clear	1.9	2.3	1.9
Added Initial *	-	-	-
Maximum Initial *	-	-	-
Time Before Reduction *	-	-	-
Time To Reduce *	-	-	-
Minimum Gap	-	-	-
Advance Walk	-	7	4
Non Lock Detector	-	X	-
Vehicle Recall	MAX RECALL	-	MAX RECALL
Dual Entry	-	-	-

* These values may be field adjusted. Do not adjust Min Green and Passage times for phases 2 and 6 lower than what is shown. Min Green for all other phases should not be lower than 4 seconds.

SIGNAL FACE I.D.

All Heads L.E.D.



21, 22
41, 42
61, 62

P41, P42
P43, P44
P61, P62

LEGEND

PROPOSED		EXISTING
	Traffic Signal Head	
	Modified Signal Head	N/A
	Sign	
	Pedestrian Signal Head	
	Signal Pole with Guy	
	Signal Pole with Sidewalk Guy	
	Inductive Loop Detector	
	Controller & Cabinet	
	Junction Box	
X-UC	2-in Underground Conduit	UC
2-DD	Directional Drill	N/A
N/A	Right of Way	
	Directional Arrow	N/A
N/A	Curb Ramp	
	Metal Pole with Mastarm	N/A
N/A	Railroad Tracks	
	Type I Signal Pedestal	

Signal Upgrade

Prepared in the Offices of:
Traffic Engineering Branch
Congestion Management Unit
Signal Design Section

750 N. Greenfield Pkwy, Garner, NC 27529

SCALE 0 20 1"=20'

US 29-70/NC 150
(S. Sallsbury Avenue)
at
Sixth Street

Division 9 | Rowan County | Spencer

PLAN DATE: November 2025 | REVIEWED BY: J.A. Lohr
PREPARED BY: I.O. Umozurike | REVIEWED BY:

REVISIONS	INT.	DATE

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

SEAL

Signed for NCDOT by: Robert D. Smith, PE
12/10/2025
DATE

SIGNATURE

INVENTORY NO. 09-0263