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Spencer, NC 28159-0045

**Parks & Recreation Advisory Board
AGENDA**

**April 16, 2025 11:00 AM
401 11th Street Spencer, NC**

Welcome & Introductions

Morris

Election of Officers

Chair

Vice Chair

Secretary

Review of Ordinance / Bylaws

Morris

Parks and Recreation Trust Fund Grant Application – Forest Center Project

Public comments

Board comments

Statement of support

Other business

Active Living Coordinator Position
NC Museum Grant Program

Next meeting date

Adjournment

ORDINANCE 25-03
TOWN OF SPENCER, NORTH CAROLINA
AN ORDINANCE TO AMEND THE TOWN OF SPENCER CODE OF ORDINANCES, TITLE III, CHAPTER
32, TO CREATE A PARKS & RECREATION ADVISORY BOARD

WHEREAS, the Town of Spencer has continued to expand its recreation opportunities and entertainment events and has also continued to expand and improve its parks and recreation-related properties; and

WHEREAS, the Spencer Board of Aldermen adopted the *Creating Outdoor Recreation Economies* (CORE) plan in November of 2023; and

WHEREAS, included in the stated objectives of that plan were the goals of hiring an *Active Living Coordinator* for the Town who would be involved in the planning and execution of events, recreation opportunities, and operations of the Town's park facilities; and the creation of a *Parks & Recreation Advisory Board* to work with the new *Active Living Coordinator* and to advise the Town on parks and recreation-related activities; and

WHEREAS, the Town is moving ahead with the hiring process for the *Active Living Coordinator* position, it is prudent and timely that the Town move forward with the creation of its *Parks & Recreation Advisory Board*; and

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

Section 1.

The following text will be added to the end of the Town of Spencer Code of Ordinances, Title III, Chapter 32 as follows:

32.53 PARKS AND RECREATION ADVISORY BOARD

(A) *There is hereby established a Parks and Recreation Advisory Board ("Board") under the authority of G.S. Ch. 160A-146. {§ 160A-146. Council to organize city government. The council may create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the city government and generally organize and reorganize the city government in order to promote orderly and efficient administration of city affairs, subject to the following limitations: (1) The council may not abolish any office, position, department, board, commission, or agency established and required by law; (2) The council may not combine offices or confer certain duties on the same officer when such action is specifically forbidden by law; (3) The council may not discontinue or assign elsewhere any functions or duties assigned by law to a particular office, position, department, or agency. (1971, c. 698, s. 1.)}*

(B) *The Board shall consist of 5 member members appointed by the Board of Aldermen. All members shall reside within the planning and zoning jurisdiction of Spencer. A majority of the members of the board shall have demonstrated special interest, experience, or education in parks, recreation, special events, planning, land stewardship, natural history or related*

fields. The Board shall serve without compensation. The Board may appoint advisory bodies and committees as appropriate.

(C) Members of the Board shall serve terms of four years. Terms shall be staggered. A member may be reappointed for a second consecutive term, but after two consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his or her second term.

(Ord. passed 02-11-2025)

§ 32.54 MEETINGS.

The Parks and Recreation Advisory Board shall establish a meeting time and shall meet monthly, or more often, as it shall determine and require. All meetings of the Board shall be open to the public, and reasonable notice of the time and place thereof shall be given to the public. All meetings shall conform to the North Carolina Open Meetings Law, G.S. § 143-33B.

(Ord. passed 02-11-2025)

§ 32.55 ATTENDANCE OF MEETINGS.

Any member of the Parks and Recreation Advisory Board who misses more than three consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the Board of Aldermen. Absence due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

(Ord. passed 02-11-2025)

§ 32.56 RULES OF PROCEDURE

Prior to any official action, the Board shall adopt and publish rules of procedure governing its meetings and the conduct of official business and bylaws governing the appointment of members, terms of office/ the election of officers, and related matters.

((Ord. passed 02-11-2025)

§ 32.57 MEETING MINUTES.

The Board shall keep permanent minutes of all its meetings. The minutes shall record the attendance of its members, its resolutions, findings, recommendations, and actions.

(Ord. passed 02-11-2025)

§ 32.58 BOARD ADVISORY CAPACITY.

The Parks and Recreation Advisory Board is authorized and empowered to advise the Board of Aldermen on matters related to Parks and Recreation and, in coordination with town administration, undertake actions reasonably necessary to the discharge and conduct of its

duties and responsibilities as outlined in this chapter and G.S. Ch. 160D – 306, including but not limited to the following:

(A) Coordinate and recommend strategies and policies to effectively forward the purpose and intent of the Parks and Recreation Master Plan, the Creating Outdoor Recreation Economies Strategic Plan, and other recreation-based plans and directives initiated by the Town Administration and /or the Board of Aldermen;

(B) Recommend to the Board of Aldermen an annual recreation work plan to include opportunities and priorities for improvements to recreational facilities, to explore strategies for coordination with community groups for events and activities, and identify prospects for the continuous advancement of a recreation-based economy

(C) Review and recommend proposals for the addition or alteration of recreation properties to advance recreational programming, improve access to recreational facilities, and to serve the public interest by way of enhanced environmental health and community wellness through physical activities and the availability of managed outdoor recreation space;

(D) Conduct educational programs with respect to parks, recreation, and community wellness within its jurisdiction;

(E) Cooperate with the state, Federal, and local government, in pursuance of the purposes of this ordinance, to offer or request technical assistance, funding through grants or direct appropriation, guidance, or advice concerning matters under its purview or of mutual interest. The Board of Aldermen, or the Board, when authorized by the Board of Aldermen, may contract with the State or the United States, or any agency of either, or with any other organization provided the terms are not inconsistent with state or Federal law;

(Ord. passed 02-11-2025)

Section 2.

This ordinance shall become effective immediately upon adoption.

Adopted this the 11th day of February 2025.

Attest:



Anna Kanode Ward, Town Clerk



Jonathan Williams, Mayor



TOWN OF SPENCER

ACTIVE LIVING COORDINATOR

GENERAL STATEMENT OF DUTIES:

This position reports to the Town Clerk and is responsible for developing and implementing specialized technical work, particularly in event programming, to serve all age groups. This includes providing age-targeted offerings and intergenerational activities. General work hours are weekdays from 8:30 am to 5:00 pm, however, the schedule may vary at times to accommodate evening or weekend events. Employees in this class may occasionally be required to supervise volunteers or contract program providers. Performs intermediate-level work handling a variety of assignments. The employee in this class receives assignments from a supervisor who defines the objectives, priorities, and deadlines. The employee plans and executes assignments, resolving any issues that arise.

DISTINGUISHING FEATURE OF THE CLASS:

An employee in this class must possess exceptional customer service skills and experience with event development, planning, and implementation. The employee will greet visitors and potential event sponsors, asking them specific questions while maintaining a cordial and pleasant demeanor. Frequent contact with department heads and other management personnel is expected when executing programming. Responsible for adjusting work methods to resolve routine problems that commonly occur in current work processes and systems. Communicates within and outside the Town of Spencer government regarding processes and programming opportunities.

DUTIES AND RESPONSIBILITIES:

- Develop and host regular activities and programs serving all age groups, including age-targeted and intergenerational offerings.
- Serve as the staff liaison to the Parks & Recreation Advisory Board, assisting with the implementation of the goals and objectives outlined in the Parks & Recreation Master Plan and the Creating Outdoor Recreation Economies (CORE) Plan.
- Coordinate with partner organizations to provide educational and recreational opportunities for youth, seniors, and other key stakeholders, utilizing Town-owned recreational facilities.
- Coordinate Town events and serve as liaison to community events organized by partners with a Town special event agreement.
- Conduct marketing and outreach activities to attract new participants to Town programs and events.
- Build and maintain close relationships with other Town staff and outside entities, including but not limited to: Rufty Holmes Senior Center; Rowan County Parks; NC Transportation Museum; NC Museum of Dolls, Toys, and Miniatures; local senior and assisted living facilities; and local civic groups and other non-profits.

- Identify and collaborate with community partners to provide shared services, opportunities, and connectivity between organizations.
- Provide excellent customer service by making special efforts to greet new members and program participants, fostering positive relationships, and encouraging mutual support among class participants.
- Develop and maintain budgets for program areas and new initiatives, including opportunities with third-party payers.
- Maintain program registration and other records and data related to program activities and participation.
- Coordinate with other Town staff to review special event permit requests.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Clear and comprehensive understanding of the Town of Spencer's standards, methods, and procedures.
- Demonstrated understanding of intergenerational and age-specific programming.
- Demonstrated knowledge of program design and implementation for age-specific and intergenerational audiences.
- Ability to understand issues, identify problems, and opportunities to determine the appropriate course of action.
- Ability to prioritize and manage multiple work assignments requiring attention to detail.
- Demonstrated ability in developing and implementing creative, age-specific, and intergenerational program activities.
- Ability to seek new & improved methodologies for program development and implementation, especially for age-specific and inter-generational audiences.
- Ability to organize, allocate, and utilize manpower, financial, and other designated resources in an efficient and effective manner to achieve the Town's goals and objectives.
- Demonstrated ability to build and maintain effective working relationships with partners and participants.
- Ability to work independently on routine assignments.
- Effective oral and written communication skills
- Creativity in program design and implementation
- Computer technology
- Multitasking
- Organization skills
- Strong customer service and communication skills
- Time management and organizational skills

EQUIPMENT OPERATED:

- Computer/laptop & MS Office applications; computer printer; telephone; and other related office equipment

PHYSICAL REQUIREMENTS:

- Must be able to physically perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Employees in this class may sit most of the time, but the use of arm and/or leg controls requiring exertion of forces greater than those for sedentary work is required.
- The employee is required to have visual acuity to prepare and analyze data and numbers using a computer, as well as perform extensive reading.
- Must possess the visual acuity to compile and compute data and statistics, use measuring devices, operate a computer, proofread materials, and do extensive reading.

MINIMUM EDUCATION AND EXPERIENCE:

- Associate's degree in recreation, event management, planning, or programming, or a related field; 0-4 years of experience; or an equivalent combination of education and experience.
- Requires a valid NC Driver's License.

DISCLAIMER

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to modify the duties assigned to this classification.

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General Information

The North Carolina Science Museums Grant program is currently funded at more than \$2,400,000 annually. Applications will be accepted on a two-year cycle that coincides with the state's biennium budget.

Potential awards are given to eligible applicants based on criteria set forth by state government per G.S. 143B-135.227. Award amounts will be determined by the following criteria:

1. When compared to other museum applicants:

- a. Are located in counties that are more economically distressed according to the annual rankings prepared by the Department of Commerce pursuant to G.S. 143B-437.08(c).
- b. Generate a larger portion of their operating funds from non-State revenue.
- c. Have a higher attendance-to-population ratio.
- d. Partner with other museums in the State to share exhibits, programs, or other activities.
- e. Are not located in close proximity to other science or STEM education museums.

Award maximums are based on each applicant's county tier designation:

Tier One – up to \$75,000

Tier Two – up to \$60,000

Tier Three – up to \$50,000