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Rowan's Original Gateway.

Parks & Recreation Advisory Board

AGENDA

June 7, 2025 10:30 AM

Spencer Town Hall

420 South Salisbury Avenue

Call to Order

Bob Pendergrass, Chairman

Adoption of Minutes of April 16th Meeting

Pendergrass

Bylaws Presentation

Morris

Other business

Update of Spencer Town Park Capital Campaign

Town Park Opening Ceremony – June 28, 2025 @ 4:00 PM

Active Living Coordinator Position Update

Items for Discussion by Board Members

Update on Grants Creek Blueway

Update on Great Trails State Grant

Next meeting date June 4, 2025

10:30 AM Town Hall

Adjournment

MINUTES
Spencer Parks & Recreation Advisory Board
Regular Meeting
April 16, 2025

The Town of Spencer Parks and Recreation Advisory Board (PRAB) met in regular session to conduct a regular meeting in the Stanback Forest Center at the 401 11th Street, on Wednesday, April 16, 2025, at 11:00 a.m.

Present were: Chair Bob Pendergrass
Vice Chair Dionne Dixon
Secretary Vivian Koontz
Member Jim Gobbel
Member Jack Moore

Alternate Member Phip Sparger was not present.

Also present were: Town Clerk Anna Kanode Ward and Special Projects Planner Joe Morris.

Special Projects Planner Morris called the meeting to order.

ELECTION OF OFFICER Error! Reference source not found.

Special Projects Planner Morris began the process of electing officers for the PRAB by calling for nominations for the PRAB Chair.

Action

Member Gobbel nominated Member Pendergrass; Member Pendergrass nominated Member Koontz; Member Koontz nominated Member Pendergrass. Member Moore moved to close nominations and appoint Member Pendergrass as PRAB Chair. Member Gobbel seconded the motion, which carried by a vote of 5 – 0.

Chair Pendergrass called for nominations for the PRAB Vice Chair.

Action

Member Moore and Chair Pendergrass nominated Member Dixon. Member Gobbel moved to close nominations and appoint Member Dixon as PRAB Vice Chair. Member Moore seconded the motion, which carried by a vote of 5 – 0.

Chair Pendergrass called for nomination for the PRAB Secretary.

Action

Member Gobbel and Member Moore nominated Member Koontz. Member Moore moved to close nominations and appoint Member Koontz as PRAB Secretary. Member Gobbel seconded the motion, which carried by a vote of 5 – 0.

REVIEW OF ORDINANCE

Special Projects Planner Morris reviewed Ordinance 25-03, which amended the Town of Spencer Code of Ordinances, Title III, Chapter 32, to create a Parks & Recreation Advisory Board, and answered questions from the Chair and Board.

PARKS AND RECREATION TRUST FUND GRANT APPLICATION – FOREST CENTER PROJECT

Special Projects Planner Morris explained the Parks and Recreation Trust Fund (PARTF) Grant application process, plans to use it to fund the remodeling of 401 11th Street to create a center for education and recreation, and answered questions from the Chair and Board. The PARTF Grant application requires a statement of support from the Parks & Recreation Advisory Board.

Action

Member Gobbel moved to request staff draft a letter of support for Chair Pendergrass to sign. Vice Chair Dixon seconded the motion, which carried by a vote of 5 – 0.

OTHER BUSINESS

Special Projects Planner Morris and Town Clerk Ward gave a brief overview of the Active Living Coordinator position and answered questions from the Chair and Board.

NEXT MEETING DATE

Town Clerk Ward facilitated the process of setting the PRAB meeting schedule.

Action

Member Gobbel moved to hold PRAB meetings on the first Wednesday of each month at 10:30 a.m. Vice Chair Dixon seconded the motion, which carried by a vote of 5 – 0.

ADJOURNMENT

Member Moore moved to adjourn the meeting. Member Gobbel seconded the motion, which carried by a vote of 5 – 0. The meeting stood adjourned at 12:13p.m.

Approved by:

Attest:

Bob Pendergrass, Chair

Anna Kanode Ward, Town Clerk



PARKS AND RECREATION ADVISORY BOARD

BY-LAWS

(A) Town of Spencer Ordinance - 25-03, as adopted by Town of Spencer Board of Aldermen establishes a Parks and Recreation Advisory Board ("Board") under the authority of G.S. Ch. 160D-306. {§ 160D-306. Other advisory boards. A local government may by ordinance establish additional advisory boards as deemed appropriate. The ordinance establishing such boards shall specify the composition and duties of such boards. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).}

(B) The Board shall consist of 6 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.

Section 1, MEETINGS.

The Parks and Recreation Advisory Board shall meet on the second Wednesday of each month at 10:30 AM at Spencer Town Hall, and 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.

Section 2, 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.

Section 3, RULES OF PROCEDURE / By-Laws

Prior to any official action the Board shall adopt and publish rules of procedure (By-Laws) 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.

Section 4, MEETING MINUTES.

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

Section 5, 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 workplan 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 program 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;