



AGENDA
Spencer Parks and Recreation
Advisory Board
Regular Meeting
10:30 a.m.

DATE
October 7, 2026

The Parks and Recreation Advisory Board meets on the first Wednesday of each month at 10:30 a.m. Regular meetings focus on action items, departmental reports, and other business. This meeting is open to the public and is held in the Hilda B. Palmer Board Room at Town Hall, located at 460 South Salisbury Avenue. Please find meeting agendas, minutes, and other information at spencernc.gov/town-government-and-services/appointed-boards-and-commissions/parks-recreation-advisory-board.

- 1. CALL TO ORDER – Chair Bob Pendergrass**
- 2. ADDITIONS/DELETIONS AND ADOPTION OF AGENDA**
- 3. APPROVAL OF MINUTES – September 2, 2026, Regular Meeting Minutes**
- 4. NEW BUSINESS**
 - a. CONSIDER MOTION OF SUPPORT - Memorandum Of Understanding (Inter-local Agreement) Between the Town of Spencer, City of Salisbury and Catawba College to Pursue a Feasibility Study and Preliminary Design for the Grants Creek Greenway, Connect the Catawba Ecological Preserve, the Salisbury Greenway and the Stanback Educational Forest; Planning & Zoning Administrator Steve Blount**
 - b. RECEIVE INFORMATION – Upcoming Events; Town Clerk Anna K. Ward**
 - c. RECEIVE UPDATE – Race to the River; Vice Chair Dionne Dixon**
- 5. OLD BUSINESS**
 - a. RECEIVE UPDATE – Ongoing Projects; Special Projects Planner Joe Morris**
- 6. NEXT MEETING DATE – November 4, 2026**
- 7. ADJOURNMENT**

MINUTES

SPENCER PARKS AND RECREATION ADVISORY BOARD

REGULAR MEETING

SEPTEMBER 2, 2026

The Town of Spencer Parks and Recreation Advisory Board met in regular session in the Hilda B. Palmer Board Room at Spencer Town Hall on Wednesday, September 2, 2026, at 10:33 a.m.

Members present were: Chair Bob Pendergrass

Member Jim Gobbel

Member Jack Moore

Member Phip Sparger

Also present were: Alderwoman Erin Moody, Town Clerk Anna Kanode Ward, Special Projects Planner Joe Morris, Police Chief Michael File, Planner Kyle Harris, and Office Assistant Allison Myers

Absent at Call to Order: Vice Chair Dionne Dixon

Absent: Secretary Vivian Koontz

Chair Pendergrass called the meeting to order.

ADDITIONS AND DELETIONS

No additions or deletions were proposed.

Member Moore moved to adopt the agenda as presented. Member Gobbel seconded the motion, which carried by a vote of 4-0.

APPROVAL OF MINUTES – August 5, 2026, Regular Meeting

Member Sparger moved to approve the August 5, 2026, Regular Meeting Minutes. Member Moore seconded the motion, which carried by a vote of 4-0.

DISCUSSION – Upcoming Events; Various Town Staff Members

Planner Harris and Chief File led a discussion about the constraints Town staff face with upcoming events. They answered questions from the Board.

Vice Chair Dixon arrived at 10:48 a.m.

The Board reached a general consensus to recommend that Town staff reverse the direction of Race to the River this year, with the event proceeding from the Wil-Cox Bridge to Spencer Town Park.

UPDATES ON PROJECTS – Special Projects Planner Joe Morris

Special Projects Planner Morris presented his monthly report and answered questions from the Board.

- **Stanback Forest Center:** Design work is underway, with site survey/mapping next and interior planning already started.
- **Grants Creek Blueway:** No-rise certification is under review, with site-clearing bids planned for October and launch construction expected in spring.

- **Rocky Branch Loop Trail:** Design-build criteria will be presented to the Board of Aldermen; RFQs are targeted for October, with construction anticipated in early spring.
- **One-act play festival:** The committee is exploring an April event at Spencer Town Park, likely supported by sponsorships while nonprofit/grant options continue to be discussed.
- **Board updates:** The Board of Aldermen received reports on the Yadkin River trailhead pollinator garden, Mobile Play program, and StoryWalk project.

ADJOURNMENT

Member Gobbel moved to adjourn the meeting. Vice Chair Dixon seconded the motion, which carried by a vote of 5–0. The meeting was adjourned at 11:34 a.m.

APPROVED BY:

Bob Pendergrass, Chair

ATTEST:

Anna Kanode Ward, Town Clerk

Interlocal Agreement For the Joint Planning of the Grants Creek Greenway from West Innes Street to the Fred and Alice Stanback Educational Forest

This *Interlocal Agreement For the Joint Planning of the Grants Creek Greenway from West Innes Street to the Fred and Alice Stanback Educational Forest* (the “Agreement”) is entered into as of _____, 2026 (the “Effective Date”) by and between the City of Salisbury, a North Carolina municipal corporation (“Salisbury”), the Town of Spencer, a North Carolina municipal corporation (“Spencer”), and Catawba College, a North Carolina nonprofit corporation (“College”) (collectively, the “Parties”).

1. **Purpose and Background.** The purpose of this Agreement is to establish a cooperative partnership for the joint planning of a new greenway segment along Grant’s Creek from West Innes Street to the Town of Spencer’s Fred and Alice Stanback Educational Forest. The new greenway segment is intended to strengthen connectivity, expand recreational opportunities, enhance environmental stewardship, and improve bicycle and pedestrian access between Salisbury and Spencer. The Parties desire to enter this Agreement to affirm their commitment to work together to evaluate feasible options, identify funding sources, and prepare a conceptual plan that will guide future design, engineering, property acquisition, and construction activities for the new greenway segment.

The Parties recognize that Grant’s Creek represents an important natural resource and potential recreational corridor connecting neighborhoods, ecological preserves, educational institutions, and other community destinations within and between Salisbury and Spencer.

The Parties further recognize that planning the greenway collaboratively will promote a coordinated vision, maximize public investment, improve competitiveness for state and federal grant opportunities, and ensure that future improvements are compatible across municipal boundaries.

2. **Scope.** The Parties agree to collaborate in the planning of the Grant’s Creek Greenway. Planning activities may include, but are not limited to:
 - a. Collecting and evaluating existing conditions.
 - b. Identifying potential greenway alignments.
 - c. Evaluating environmental, topographic, and engineering constraints.
 - d. Reviewing property ownership and potential easement needs.
 - e. Identifying connections to existing and planned sidewalks, bicycle facilities, schools, neighborhoods, and community destinations.
 - f. Developing conceptual designs and implementation alternatives.
 - g. Identifying potential funding opportunities.
 - h. Preparing recommendations for phased implementation.

Nothing in this Agreement shall obligate any Party to engage in any activity that cannot be completed by existing staff of any Party. Specifically, nothing in this Agreement shall

obligate any Party to hire consultants or other third parties or to engage in property acquisition, construction, or other capital improvements.

3. **Responsibilities of the Parties.** The Parties agree to work together throughout the planning process. To that end, each Party shall:
 - a. Designate a primary staff member to serve as project liaison.
 - b. Participate in project meetings and steering committee meetings, if applicable.
 - c. Except where such information is protected by law from disclosure, share available planning, engineering, GIS, utility, environmental, and transportation information relevant to the project.
 - d. Coordinate with elected officials and advisory boards as appropriate.
 - e. Assist in public outreach and stakeholder engagement with each Parties' citizens, constituents, faculty, staff, and students, as applicable.
 - f. Review planning documents and provide timely comments throughout the planning process.
 - g. Collaborate in identifying grant opportunities and potential funding partners.
4. **Primary Project Management.** A designee from Spencer shall act as the Primary Project Manager of the planning process. The Primary Project Manager is responsible for:
 - a. Coordinating project meetings.
 - b. Soliciting consultant services, with the prior written consent of the other Parties.
 - c. Coordinating public engagement activities.
 - d. Monitoring project progress and schedule.
5. **Funding.** This Agreement does not create a financial obligation for any Party. Unless otherwise agreed in writing, each Party shall be responsible for its own staff time and administrative expenses associated with the planning effort. Should consultant services, grant matching funds, or other project expenses become necessary, the Parties agree to work together to establish an appropriate cost-share. Provided, however, that nothing in this Agreement shall obligate the expenditure of funds by any Party. Any subsequent agreement that obligates the expenditure of funds shall be in writing and signed by all Parties bound to provide funding. The Parties agree to cooperate in pursuing grants and other funding opportunities that support planning, design, and future implementation of the Grants Creek Greenway.
6. **Future Implementation.** The Parties acknowledge that this Agreement is limited to collaborative planning activities. Any future actions involving the expenditure of funds for engineering, environmental permitting, property acquisition, easement acquisition, construction, operation, maintenance, or capital funding shall be through written agreements signed by all Parties.

7. **Term.** This Agreement shall be in effect from the Effective Date and shall remain in effect for three (3) years at which point it shall terminate without further action of any Party except where amended or earlier terminated as provided herein.
8. **Termination.** Any Party may terminate this Agreement by providing written notice to the other Parties, which notice can be by e-mail addressed to the designated project liaison.
9. **Amendment.** This Agreement may be amended only by written agreement executed by both Parties.
10. **No Assignment.** This Agreement is not assignable by any Party.
11. **Governing Law.** North Carolina law will govern the interpretation and construction of this Agreement.
12. **Entire Agreement.** This Agreement constitutes and expresses the entire agreement and understanding of the Parties concerning its subject matter. This Agreement supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this Agreement. To the extent there may be any conflict between this Agreement and other documents references herein, the terms of this Agreement shall control.
13. **Severability.** If any provision of this Agreement shall be declared invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect.
14. **Counterparts and execution.** This Agreement may be executed in any number of counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. The Parties agree that computer-scanned or copies of this Agreement will have the same validity and force as an “original.”
15. **Authority to enter Agreement.** The person(s) executing this Agreement on behalf of each Party have authority to do so as an official, binding act of each respective Party.

[INTENTIONALLY BLANK; SIGNATURE PAGES FOLLOW.]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

CITY OF SALISBURY

BY: _____
Jim Greene, Jr., City Manager

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

TOWN OF SPENCER

BY: _____
NAME, TITLE

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

CATAWBA COLLEGE

BY: _____
NAME, TITLE

704-633-2231
spencernc.gov



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TOWN OF SPENCER EVENTS

Fall/Winter 2026

1. National Night Out – Wednesday, October 7, 6:00 p.m. – 9:00 p.m.
2. Race to the River – Saturday, October 17, 8:00 a.m. – 11:00 a.m.
3. Neighborhood Walk – Tuesday, October 20, 5:30 p.m. – 6:30 p.m.
4. Trunk or Treat – Thursday, October 29, 5:30 p.m. – 7:30 p.m.
5. 2026 General Midterms – Tuesday, November 3, 6:30 a.m. – 7:30 p.m.
6. Veteran's Day – Wednesday, November 11, Town Offices Closed
7. Talk of the Town – November 17, 6:15 p.m.
8. Spencer's Holiday Caravan Parade – November 25, starting between 6:30 and 6:45 p.m.
9. Thanksgiving – November 26 – 27, Town Offices Closed
10. Winterfest –
 - a. December 4, 5:00 p.m. - 9:00 p.m.
 - b. December 5, 2:00 p.m. - 9:00 p.m.
 - c. December 6, 2:00 p.m. - 7:00 p.m.

Special Projects Update Report

Spencer Parks and Recreation Advisory Board

Meeting Date	Wednesday, October 7, 2026
Time	10:30 a.m.
Subject	Spencer Parks and Recreation Projects

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