



# Swansboro Parks & Recreation Advisory Board Agenda

**Town of Swansboro**  
Wednesday, November 20, 2024

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## **I. Call to Order & Roll Call**

## **II. Adoption of Minutes**

- [a.](#) September 18, 2024 Meeting Minutes

## **III. Reports**

- [a.](#) **Monthly Report**

- [b.](#) **Upcoming Programs/Events**

December Programs

Santa Fest

## **IV. New Business**

## **V. Old Business**

ARP Projects

Pickleball Court

Pool Committee

## **VI. Comments**

## **VII. Adjournment**

**Next Meeting January 15, 2025**

**Town of Swansboro**  
**Swansboro Parks & Recreation Advisory Board**  
**Meeting Minutes September 18, 2024**

Item II - a.

- I. Call to Order & Roll Call-** The Swansboro Parks and Recreation Board met at the Swansboro Recreation Center for a regular board meeting on Wednesday, September 18, 2024. Deb Pylypiw called the meeting to order at 5:30 p.m.

Members present were Jenifer Steele, Lawrence Abalos, Debra Pylypiw, and Elena Messenger. The members absent were Matthew Prane and Debbie Harnatkiewicz. Anna Stanley and Sara Elliott were present on behalf of the Town.

**II. Adoption of Minutes**

- a. August 21, 2024 Meeting Minutes- The board reviewed the meeting minutes from August 21, 2024. Jenn S. made a motion to approve the minutes, Lawrence A. seconded the motion, and the meeting minutes were unanimously passed.

**III. Reports**

- a. **Monthly Report-** Director Stanley said that the August monthly report was in the packet and asked if there were any questions. No questions from the board.

- b. **Upcoming Programs/Events-**Sara E. reviewed upcoming programs

Barkfest-September 28, Adoption first will attend and have dogs up for adoption. K9 demonstrations, dog crafts, and a water station will be at the event. In the case of rain, the event will be moved to the parking lot area.

Halloweenie Roast-The event is October 26, 6 pm and will be a little different this year. The event is moving back to the Recreation Center and adding a Truck or Treat. Sara E. invited all the Touch a Truck participants to come and has had a good response. There will be a craft area and will still provide hot dogs, chips, and water. Lighthouse Realty is sponsoring the event providing funds to purchase the food and supplies and is also providing the prizes for the contests. This year there will be a costume contest, dog costume contest, and pumpkin pie contest. They Mayor and two Board of Commissioners will judge the contests. Sara asked the board for volunteers.

Santa Fest-Event is December 7, 10am-1pm. Sara is looking to revamp the event and asked for Christmas event ideas. Lighthouse Realty will sponsor Santa Fest.

New holiday programs-Sara E. is creating a new series of craft programs themed around the holidays. She is looking at creating 4-5 new programs for the series. Boulder Designs, one of the festival sponsors, may conduct a holiday program with small decorative boulders to paint.

Tiny Trekkers and Sprout Scouts will continue and be Halloween themed in October. Director Stanley mentioned that Elf in the Woods is a popular program and would like to offer that again and have two options available, one during the week and one on a weekend.

Deb P. asked about Snow Up the Park that was done many years ago. Director Stanley stated that the company went out of business and all the equipment was sold to the city of Jacksonville. Deb P. asked if the City would be willing to hold the event. Director Stanley stated that she could look into it for the next budget cycle.

#### **IV. New Business**

#### **V. Old Business**

New logo design-The logo design went from very detailed to a simpler version. Director Stanley wanted the font to be changed. Lawrence A. liked the design, but suggested to put some initials on the building so that people would know that it is the Recreation Center. Deb P suggested to print the logo in a smaller size to see how it would look.

Mullet Festival activities-Deb P. reviewed the current activities we have; in the First Citizens parking lot there will be inflatables, and the boy scouts will have fish painting crafts. Deb P asked what type of activities the board wanted to provide. Elena M. is looking to provide more sedentary activities, or some fishing activities. Lawrence A asked where the activities would be held, Deb P. stated that it would be at the Schuller lot and would have an information tent. Lawrence suggested having a fossil dig but would have to find a location for it. Director Stanly asked if the board was still interested in having net casting activities. Deb P. is trying to find individuals to conduct those demonstrations. Lawrence A. suggested having the small rubber ducks to pick up and have numbers for prizes. Sara E. can get the supplies for the activities.

Director Stanley informed the board that the Jacksonville Onslow Sports Commission will host the Movin Mullet 5K on Oct. 5. Currently there are 170 registered, and roads will be closed for runners. The race should be over by 9:30, so the streets will not be closed for too long. Letters will be delivered to downtown businesses and residents.

Deb P. informed the board that Blessing of the Fleet will be held Friday evening, October 11, at 6 pm at Caspers Marina. A trumpet player from Swansboro High School will play Taps, a wreath donated from Blooming Florist, a pastor from One Harbor Church will conduct the prayers, and the mayor will read the list of names of commercial fisherman who have passed. Flyers were distributed to all the marinas.

For the 70<sup>th</sup> anniversary the department has been working with the Swansboro Historical Association to offer special activities and displays. A boy scout troop is building a replica of a mullet hut. Static displays will be moved to Main St and the fish

fry will be moved to the parking lot across from the Heritage Center. The Marine Corps Band has been confirmed for the parade. The Tideland news has been publishing historical articles written by Lee Schuller and will post on the festival Facebook page.

Field Rental Rates-Director Stanley met with the Town Manager and reviewed the recommendations the board made. The Town Manager agreed that prices should increase but not to the regular rental rates because it would be a drastic increase. The contract will be a one-year contract at \$75 per week. This is an increase from the last contract period of \$30 per week and have set the expectation that the fees will continue to increase until the full rental rates have been reached. The Swansboro Adult Soccer League also requests to use the fields for their games. There will also be a one-year contract with the same rate as the youth league. Director Stanly created a new field use agreement that was modeled after other recreation departments agreements. The Town Manager will present the new agreement to the Board of Commissioners at the next meeting.

ARP Projects-Director Stanley reviewed each of the ARP projects. The seating wall is complete, shades have been installed, and the amenities will go in once the season is over. New sod had to be laid. The quotes for the basketball court re-paving have been received and quotes for new equipment are being submitted.

## **VI. Comments**

Several pickleball members were present. Ruth White stated that members were told that money was set aside for six dedicated pickleball courts. Director Stanley informed the group that no specific number of courts has been determined or scope of the project. Anna S. also stated that the project could begin once the ARP projects were completed. ARP project funds must be encumbered by the end of the year and that was a priority. Anna S. has received preliminary research from other recreation departments that have recently had courts renovated or new courts installed. She has collected approximately 6-7 contractors, and the project costs were \$75,000-\$300,000. Cost will be dependent on the scope of the project. Some options to consider are renovating the existing courts to multi-use, adding new courts, or converting the skate park into courts. If new courts are added, it is likely that a new stormwater permit would have to be obtained, which could be a lengthy and costly process. Ruth White asked if there was anything the league could do to assist, such as reach out to contractors to obtain quotes. Director Stanley replied she would need to be involved in the process of obtaining quotes.

Director Stanley stated that they could create a survey for the league to inquire about particular amenities which would be helpful. Ruth White asked if the funds set aside would expire at the end of the fiscal year and Anna S replied that she would ask for the funds to be reallocated since the project would not be completed by the end of this fiscal year.

Ruth White asked what the process was if the league wanted to add fixtures to the courts. Anna S. replied that information should be given directly to her before any work is to be conducted. All work and items added need to be approved by the Director and possibly discussed with the Town Manager. Anna S. explained that needs to be reviewed for safety precautions and liability issues. Anna S. told the league it would be helpful for them to research grant opportunities for the courts.

A member of the pickleball league asked why pickleball revenue is not part of the budget and why there was no expense line item listed for pickleball. Anna S. explained that there is, but it is combined with program supplies, just as camp, class, and art supplies. The revenue from pickleball is under the revenue line item of programs.

Ruth White asked what to do on a holiday when the courts were not unlocked. Anna S. instructed them to call the non-emergency police number and to let her know. The police are supposed to unlock them on weekends and holiday's when the Recreation Center is closed. Ruth White asked about the message board the league had asked for by the courts. Anna S. replied that it was added to the budget, but all non-capitol equipment was removed from the park budget.

A question was asked about the corner shades in the courts, if they could be replaced. Anna S. informed them that they were not purchased by the department and could possibly put in the budget for the next fiscal year.

**VII. Adjournment--** Jenn S. made a motion to adjourn at 6:323 pm and Elena M. seconded the motion. All members were in favor.

**PARKS AND RECREATION**  
**September 2024**

**DIRECTOR'S REPORT**

**Festivals/Events**

- Mullet Festival vendor spaces are sold out
- Contracted with WITN for Mullet festival advertising
- Preparing final logistics for the Mullet Festival, re-confirming toilets, tents, shuttles, golf carts, and creating final task sheets for departments.
- Partnering with the Jacksonville Onslow Sports Commission to host the Movin' Mullet 5 K on October 5, 2024. Met with Jacksonville Onslow Sports Commission and staff to review final logistics for the race.
- Held final logistics meeting with town staff.
- 

**ARP Project Updates**

*Splashpad Renovation*

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures were installed the first week in September. The amenities will be installed once the splashpad closes for the season.

*Basketball Courts*

- Collecting quotes from companies for the repair and asphalt overlay. Receiving quotes for new goals, backboards, and nets.

*Replacement of outdoor toilets/water fountains:* Contacted recommended plumber to obtain quotes on toilets and water fountains.

**Miscellaneous**

- Tunnel to Towers event held September 7, 2024. 818 participants registered for the event, estimated attendance over 2,000.
- Held planning meetings for the Veterans Day Service.
- Met with One Harbor Church to discuss potential partnerships for future programs and events.
- Conducted a meeting with Program and Special Event Manager and pickleball members. Introductions to the new staff, fees for 2025, review of policies, and tournaments were discussed.
- Conducted quarterly staff meeting.
- Assisted with first Barkfest event in Municipal Park. This free special event was dedicated to our beloved four-legged friends and promises a fun-filled day of activities, K9 demonstrations, dog products & services, and a doggie red carpet.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

**Metrics-social media  
September**

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	18,078	96,800	3,038	5,700	191

**Activity Report  
September**

**Organization Activity**

From 9/7/2024 to 10/7/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	175	34	7	0	124
Resident	16	5	5	0	10
Non-Resident	159	29	2	0	114
No Residency Set	0	0	0	0	0
<b>Demographics</b>					
< 18	38	1	1	0	18
18 - 65	118	28	2	0	93
65+	19	5	4	0	13
Male	80	15	3	0	61
Female	95	19	4	0	63
Other Genders	0	0	0	0	0
<b>Online vs In-House</b>					
Online	70	0	0	N/A	54
In-Person	105	34	7	N/A	70

**Revenue  
September**

Slip Fee - Town Dock	\$1117
Rental Fees-Parks	\$495
Rentals Rooms	\$1760
Rec Program Fees	\$1435
Gym Memberships	\$135
Dog Park Memberships	\$0
Festival Vendor Fees	\$650

**DIRECTOR'S REPORT****Festivals/Events**

- Partnering with the Jacksonville Onslow Sports Commission to host the Movin' Mullet 5 K on October 5, 2024. Met with Jacksonville Onslow Sports Commission and staff to review final logistics for the race.
- Executed 70<sup>th</sup> Annual Swansboro Mullet Festival
- Held after action meeting
- Began planning for annual Christmas Flotilla
- Festival website updates-ongoing

**ARP Project Updates***Splashpad Renovation*

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures were installed the first week in September. The amenities will be installed once the splashpad closes for the season.

*Basketball Courts*

- Collecting quotes from companies for the repair and asphalt overlay. Receiving quotes for new goals, backboards, and nets.

*Replacement of outdoor toilets/water fountains:*

- Contacted vendors and collecting quotes

**Miscellaneous**

- Assisted in planning for the Veterans Day Service.
- Process special event applications for Rotary 5'O Fishing Tournament
- Executed field usage agreements with Swansboro Soccer Association and Swansboro Adult Soccer League and conducted a meeting with both groups to discuss responsibilities and usage.
- Assisted with annual Halloweenie Roast
- Facilitated fall wreath class
- Began gathering information for pickleball courts, obtained contacts from other recreation departments that recently had courts built or renovated.
- Researching emergency call box information to apply for the NC
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.



**Metrics-social media**

**October**

Item III - a.

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	18,119	46,403	8,493	10,300	160

**Activity Report**

**October**

**Organization Activity**

From 10/5/2024 to 11/4/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
<b>All</b>	254	57	5	0	117
<b>Resident</b>	24	8	0	0	10
<b>Non-Resident</b>	230	47	5	0	107
<b>No Residency Set</b>	0	0	0	0	0
<b>Demographics</b>					
<b>&lt; 18</b>	25	2	0	0	8
<b>18 - 65</b>	185	42	4	0	87
<b>65+</b>	44	11	1	0	22
<b>Male</b>	92	30	2	0	55
<b>Female</b>	162	25	3	0	62
<b>Other Genders</b>	0	0	0	0	0
<b>Online vs In-House</b>					
<b>Online</b>	39	0	0	N/A	43
<b>In-Person</b>	215	55	5	N/A	74

**Revenue**

**September**

Slip Fee - Town Dock	\$3499
Rental Fees-Parks	\$540
Rentals Rooms	\$1965
Rec Program Fees	\$883
Gym Memberships	\$0
Dog Park Memberships	\$60
Festival Vendor Fees	\$21210
Sponsorship-Programs & Events	\$700

**PROGRAM/EVENT MANAGER MONTHLY REPORT**

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Continued promoting Mullet Festival
- Secured food donations for Mullet Festival
- Completed Halloweenie Roast & Truck-A-Treat
- Handled several different logistical aspects of Mullet Festival including staff and volunteer schedule
- Participated in Movin' Mullet 5K
- Processed monthly reservations and damage deposits
- Planned and organized volunteers for Mullet Festival
- Created new craft class called Fall Pinecone Bouquet
- Helped organize and execute Blessing of the Fleet
- Attended Mullet Festival meeting
- Organized and planned Veteran's Day Service including securing military assistance and donations

**Planned Programs****Fellowship Night- September 16<sup>th</sup>**

- 7 attended

**Tiny Trekkers- October 20<sup>th</sup>**

- 10 registered and 7 attended

**Sprout Scouts- October 4<sup>th</sup>**

- 10 registered and 8 attended
- 1 waitlisted

**POUND! – September 28<sup>th</sup> – November 2<sup>nd</sup>**

- 10 drop-ins
- 2 series

**Fall Pinecone Bouquet Craft & Sip – October 3<sup>rd</sup>**

- 15 registered and 13 attended

**Tai Chi – October 31<sup>st</sup> – December 12<sup>th</sup>**

- 10 registered
- 6 waitlisted

**Mullet Festival – October 12<sup>th</sup> and 13<sup>th</sup>**

- Estimated 40,000 people attended
- Over 50 participants for Mullet Toss
- Added information tent and Little Mullet activities that were both successful

**Fall Wreath & Wine – October 23<sup>rd</sup>**

- 15 registered and 14 attended
- 2 waitlisted

**Halloweenie Roast & Truck-A-Treat – October 25<sup>th</sup>**

- 320 hot dogs served and gone by 7 PM
- 4 different costume categories for humans and 2 categories for dogs
- 17 Truck-A-Treat vehicles include police, fire, cement trucks, and personal vehicles
- Estimated 400-600 people attended
- Event sponsored by Lighthouse Realty

# STAYING BUSY - December 2024-

## Town of Swansboro Parks & Recreation

All activities take place at the Recreation Center (830 Main St Ext) in Swansboro, unless otherwise noted. The Recreation Center's hours are as follows: Mon-Fri, 9 AM-7 PM, Sat, 8 AM-12 PM, closed Sunday. Call (910) 326-2600 for more info. Be sure to visit our website at [swansboro.recdesk.com](http://swansboro.recdesk.com) to register for programs/events.

### Adult Programs

#### **Onslow County Senior Services Nutrition Site:**

Contact Onslow County Senior Services for more information.  
**Mon-Fri, 9 AM-12 PM**

### Fitness Programs

#### **POUND Fitness Class**

**November 9<sup>th</sup> – December 7<sup>th</sup> 9 AM – 10 AM**

Come get fit with RipStix! Join us at the Swansboro Recreation Center for our 5-week Pound fitness class with OFFICIAL POUND Instructor Karen Daly. Pound is a fun, total body workout that fuses the best strength training, Pilates, and cardio moves through drumming exercise. Register for the entire series for \$25 or drop-in for \$6 per individual session.

#### **Tai Chi**

**October 21<sup>st</sup> – December 12<sup>th</sup>**

Join Swansboro Parks & Recreation for Tai Chi with instructor Sifu Dr. Harold McMillion for a 6-week series, every Thursday starting March 7 at 2:00PM at the Swansboro Recreation Center. Tai chi is a series of gentle physical exercises and stretches. Each posture flows into the next without pause, ensuring that your body is in constant motion.

### Events

#### **SantaFest**

**December 7<sup>th</sup> 10 AM – 1 PM**

SantaFest is coming to Swansboro Recreation Center! Join us on December 7th from 10 AM to 1 PM for a festive day of fun. Take photos with Santa, enjoy our cozy hot cocoa bar, create holiday crafts, play games, and make lasting memories. A big thank you to Lighthouse Realty Group for sponsoring this magical event. Don't miss out on the holiday cheer.

### Programs

#### **Holiday Wreath Class**

**December 5<sup>th</sup> 6 PM – 8 PM**

Join us on December 5th at 6 PM for a festive Holiday Wreath Class at Swansboro Recreation Center. For \$30, create a beautiful holiday wreath to keep or gift, with all supplies included. Bring your own wine to enjoy while crafting; glasses will be provided. Celebrate the season with creativity and holiday spirit in a fun, relaxed setting!

**Sprout Scouts-Merry Little Sprouts**  
**December 13<sup>th</sup> 10 AM – 11 AM**

Welcome to our Sprout Scouts program, designed specifically for our littlest ones ages 1-2. Our program aims to provide a stimulating and engaging environment where toddlers can explore, create, and play in a safe and nurturing setting.

Item III - b.

#### **Tiny Trekkers-North Pole Adventures**

**December 20<sup>th</sup> 10 AM – 11 AM**

Welcome to our Tiny Trekkers program, designed specifically for our little ones ages 3-5! Our program offers a variety of age-appropriate crafts, activities, and games! From sensory play to art projects, there's always something fun and educational for our Trekkers to enjoy.

#### **Handmade Holidays**

**November-December**

Join us for our Handmade Holidays program, running from November through December! Participants will have the chance to create unique, personalized gifts perfect for the holiday season. Stay tuned for more information on how you can get involved!

November 19<sup>th</sup>- Snowman

December 3<sup>rd</sup>- Christmas Tree

December 10<sup>th</sup>- Gingerbread

December 17<sup>th</sup>- Reindeer

#### **Fellowship Night**

**December 16<sup>th</sup> 6:30 PM – 7:30 PM**

This program welcomes adults of all abilities to come together for a fun evening with a rotating theme or activity scheduled every month. This program is geared towards adults with disabilities and will be held once a month as an after dinner/evening group. We extend this invitation to anyone who is in their senior year of high school and above. For more information, call 910-326-2600 or come by the Swansboro Recreation Center, 830 Main St. Ext.

#### **Music Therapy**

**December 21<sup>st</sup> 10:30 AM – 11:30 AM**

Swansboro Parks and Recreation and Down Syndrome Network of Onslow and Carteret County are partnering to offer inclusive musical therapy sessions geared towards youth and young adults they are all FREE to attend! Sessions will be held at the Swansboro Recreation Center at 10:30 AM

**\*Be on the lookout for additional programs\***

**Register for programs at: [swansboro.recdesk.com](http://swansboro.recdesk.com)**

**Like us on Facebook: [Town of Swansboro](https://www.facebook.com/TownofSwansboro)**

**Follow us on Instagram: [@swansboro\\_recre8](https://www.instagram.com/swansboro_recre8)**

