



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro

Wednesday, April 19, 2023

I. Call to Order & Roll Call

II. Adoption of Minutes

- [a.](#) March 15, 2023 meeting minutes

III. Reports

- [a.](#) **Monthly Report**
- b. Upcoming Programs/Events**
- c. Updates**

IV. New Business

- [a.](#) Rental fees

V. Old Business

VI. Comments

VII. Adjournment

Next Meeting May, 17, 2023, 5:30 PM

**REGULAR MEETING MINUTES
SWANSBORO PARKS AND RECREATION ADVISORY BOARD**

March 15, 2023

The Swansboro Parks and Recreation Board met at the Swansboro Recreation Center for a regular board meeting on Wednesday, March 15, 2023. Jennifer Steele called the meeting to order at 5:30 p.m.

Members present were Jenifer Steele, Debbie Harnatkiewicz, Nancee Allen, Patrick Larkin, and Lawrence Abalos. Anna Stanley and Robby Fellows were present on behalf of the Town. Debra Pylypiw was absent from the meeting.

APPROVAL OF MINUTES

The board reviewed the meeting minutes from February 15, 2023. Nancee A. made a motion to approve, Patrick L. seconded the motion, and the meeting minutes were unanimously passed.

REPORTS

Managers' Report: The 2023 January and February managers' report was provided to the board for review. The advisory board had no questions or comments.

Upcoming Programs: Robby Fellows provided an update on previous and upcoming programs. Fellowship Night, Teacher Workday Camp, Seaside Book Buzz, theater trips, Pound Fitness, Music Therapy, and pickleball lessons with Tennis Bloc continue. Summer Day Camp opened March 1 and sold out within 20 minutes. Robby F. is working with Tennis Bloc to offer more specialized clinics for pickleball. Thai Chi will begin in end of this month, Spring Break Sports Camp is April 3-6, and The Down Syndrome Network will host small Easter celebration. The department has the Easter Egg Hunt on March 31, the Scouts of America will be volunteering to help set up the hunt and distribute prizes after. There is a new fitness instructor, Carrie White, that will begin offering several new fitness classes. Touch a Truck is April 29, and 14 vehicles have been confirmed and expecting more over the next few weeks. Patrick L. informed Robby that Battlefield Tire Pro's has a monster truck and should contact them.

NEW BUSINESS

Director Stanley reminded the board that the Advisory Board reception is March 16, 2023.

OLD BUSINESS

Comprehensive Master Plan- Director Stanley communicate the comments from the previous board meeting and adjustments were made. The Greenway section has been included in the chapter, Inventory and Analysis rather than being a stand-alone chapter. Town Manager Webb and Director Stanley drove around the town to visit some of the recommended greenway plans. A few of the roads/intersections were not visibly clear and asked the firm to provide further details. McAdams informed Director Stanley that the report was conducted through GIS. The recommendations made are high level and further research and studies should be conducted. The only revisions needed are grammar, punctuation, and formatting. Lawrence asked what some of the recommendations were in the plan. Some of the recommendation include, continue to make high quality investments and upgrades to the parks (add additional basketball and pickle courts, and trails and greenways), position parks and recreation as an essential public service, strategically acquire land, activate underused areas, construction of a gymnasium, leverage parks to meet community goals, develop a comprehensive maintenance plan, develop outdoor programs/education, build staff to accommodate community

needs, and continue to grow marketing efforts. Director Stanley asked for additional comments and approval of the plan. Debbie H. made a motion to recommend the proposed Comprehensive Master Plan and that it be presented to the Board of Commissioners for approval. Lawrence A. seconded the motion, and all were in favor.

ARP Funding-The Town of Swansboro was awarded funds from the American Rescue Plan and our department submitted capital projects, items, and equipment the department needed. The cameras at Church Street Dock have been installed and are live. Director Stanley continues to search for a park's maintenance truck. The board inquired if the department was purchasing outright or through a leasing program. The board suggested the Town look into a leasing program. The UTV has arrived at the dealership and will be delivered in the next couple of weeks. Director Stanley is working with two vendors on conceptual design for the splashpad renovation. The concrete work will need to be contracted out by the department. Robby F. is going to reach out to the same vendors that provided him with a quote for the basketball courts. Once the concrete quotes come in, then the department can begin further development on the site design and work. A new start activator button will be installed with the construction.

Dog Park Features-Director Stanley consulted with a professional dog trainer for suggestions of what type of features may best suit the department's dog park. The professional suggested before adding any features, that a smaller fenced in area (within current area) for smaller dogs. Staff reached out to surrounding parks and recreation departments to inquire if they had a separate area for smaller dogs and in fact most departments did have separate areas. Robby F. received quotes for the addition of the smaller dog area and hopes to start the project in the next several weeks.

Events and Programs-The department is partnering with Onslow County Parks and Recreation again to host Piratefest on May 13, 2023 in Downtown Swansboro. Director Stanley is seeking new features, such as mermaids to help draw more patrons to the event. The department assists with planning and hosting Senior Games and events will begin in April.

PUBLIC COMMENTS

OTHER COMMENTS

ADJOURNMENT

Patrick L made a motion to adjourn the meeting and was seconded by Debbie H. and was unanimously approved and adjourned at 6:10 p.m.

**PARKS AND RECREATION
MARCH 2023**

Item III - a.

DIRECTOR'S REPORT

Festivals/Events

Mullet-Continue booking bands and procuring contracts. Researching new bands and new genera of music.

Sponsorship

- Sponsorships are still be collected.
- Reaching out to previous sponsors and potential sponsors.
- Met with Saltwater Grill for 2023 events, they will continue to provide golf carts for the festivals. Will assist in providing items to create packages for overnight visitors.

Misc.

- Secure toilets, shuttle services, and security services
- Met with DFS Agency to discuss marketing opportunities.
- Meeting with Front Row Communications for upcoming advertising and discuss ideas for next fiscal year.
- Vendor applications continue to come in for Arts by the Sea and Mullet Festival.

Piratefest

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm.
- Confirmed entertainment and procuring contracts.
- Researching new performers for event.
- Collect certificate of insurance from performers.
- Met with Chief Taylor to discuss street closures.

Comprehensive Master Plan Update

- Draft of plan is complete.
- Reviewing for editor edits.

ARP Funding Projects

- Cameras-Cameras installed and working.
- UTV-has come in, accessories being added, waiting on delivery confirmation.

Miscellaneous

- Submitted the 2023-24 Onslow County Tourism Assistance Grant and presented it to the committee.
- Revisions of the 2023-24 budget for the department.
- Completed equipment orders, docks and playgrounds.
- Met with two vendors on Splashpad renovation project. Met with two concrete contractors for the concrete work and waiting for quotes.
- Rope Climber was installed in Municipal Park.
- Revising standard operating procedures for Church Street Dock.
- Attended Advisory Board Appreciation Reception.
- Webinar with Play Core : Infusing Nature to the Everyday Spaces.
- Webinar with NRPA: Using Park Metrics
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice 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.

- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,511	29,654	4,418	177
Instagram	685	261		48

Activity Report

Organization Activity

From 3/6/2023 to 4/5/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	P
All	233	45	12	0	257	
Resident	25	3	4	0	32	
Non-Resident	208	42	8	0	225	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	144	3	0	0	107	
18 - 65	65	29	8	0	123	
65+	23	13	4	0	26	
Male	101	20	4	0	102	
Female	132	25	8	0	155	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	161	0	0	N/A	180	
In-Person	72	45	12	N/A	77	

Revenue

Slip Fee - Town Dock	\$768.50
Rental Fees-Parks	\$895
Rentals Rooms	\$2705
Dog Park Registrations	\$45
Rec Program Fees	\$3395
Gym Memberships	\$425
Summer Day Camp	\$10,457
Vendor Fees	\$6605
Festival Sponsorships	\$2500

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events.
- Emailed monthly distribution list the upcoming programs/events for the department.
- Dock Slip reservations/Pump Outs.

- Compiled daily deposits.
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News.
- Created all programs/events in RecDesk software for registration.
- Created program proposals for new programs to be approved by Director.
- Submitted weekly Community Service Work Program timesheets.
- Submitted departmental work orders.
- Parks advisory board monthly meeting – presented past, current, and future programs to board.
- Create marketing materials for new programs and events.

Planned programs and other monthly work:

Spring Pickleball Tournament

- Discussed with pickleball volunteer board with details of tournament
- Researched medal and t-shirt options for purchasing for tournament winners

Summer Camp 2023

- Created design for camp t-shirt
- Requested quote from team connection for t-shirts
- Reviewed camp field trips and schedule with summer camp staff

Onslow County Senior Games

- Attended meeting on March 21 with Onslow County Parks & Recreation

Touch-a-Truck

- Continued contacting potential participants and emailed event registration forms
- Contacted food trucks for participation, confirmed Kona Ice and Capones
- Emailed Special Event Application Form to Onslow County for approval of food trucks on site
- Requested services quote from DJ Sam Lewis for event
- Prepared military vehicle request form and submitted to MCCS for participation in event

Summer Teen Adventure Camp

- Contacted potential sites for field trips (rock wall, kayaking w Pogies, and Swamp Park- Shalotte)
- Set camp dates for August 14-18
- Reviewed field trip prices and locations online
- Contacted Roanoke River Partners about paddle near Williamston, NC

Spring Break Youth Sports Camp (April 3-6)

- Completed daily schedule for camp with activities and timeline
- Contacted High School and sent flyer to for volunteers for the program

Easter Egg Hunt

- Reached out to Scouts of America for volunteering with event
- Planned setup and event details with Gigi Robles of Southern Coast Realty
- Purchased candy from Sam's Club for stuffing easter eggs.
- Submitted work order to Public Works for staking and taping off fields for egg hunt.

Body Basics: Flex & Flow Fitness Class

- Planned next class offering with instructor
- Changed day, time, and location of program to downtown Pug Pavilion

- Discussed with instructor drop in participant fee collection program registration protocol

Be- Inspired 24 Hour Art-A-Thon

- Meeting with instructor about individual classes offered at the Rec Center
- Helped instructor with designing flyer and setting up event and programs on Facebook
- Recorded video for Art-a-Thon and shared on social media.

Tennis Bloc Spring Pickleball/Tennis Lessons

- Attending phone meeting with company CEO Lee Kincheloe and Jackson Bowen about dates, times, questions and registration information about programs and offerings.

Teacher Workday Kids Camp

- Instructed full day program on March 10
- Emailed camp schedule to all parents prior to program date
- Created program for registration for April 10 camp

Dog Park Fence Project

- Requested separate quotes for fencing project in the dog park from Anchor Fencing, Clays Fencing, and Fences Unlimited for new fence install and repairs to damaged fence.

Bob Ross Paint-n-Sip

- Meeting with instructor Carol McDearmon to discuss upcoming paint programs
- Inventoried all paint class supplies and discussed needed supplies for class
- Set date for April 27 for the class
- Prepared program proposal for director to review
- Researched pricing for paint, brushes, and canvas supplies needed for class

Summer Art in the Afternoons Camp

- Discussed pricing, weeks offered with instructor Carol McDearmon
- Set up all weeks offered in RecDesk for registration.

Love Fur Exercise – Carrie White

- Reviewed program dates with instructor and adjusted start dates for Power in the Park and Every Body Move fitness programs.

Pogie's Fishing & Kayaking Center

- Meeting with owner Ethan Johnson about summer schedule and programs offered.
- Requested new contract and liability insurance certificate for current year.
- Discussed new program descriptions and requested detailed descriptions for newly offered programs (Senior Fishing, Bird Watching, & Teen Summer Camp Kayak Paddle trip)

American Red Cross Blood Drive

- Emailed region representative, Bryson Schmidt, new contract form and discussed times available for future blood drives.
- Scheduled blood drive for July 26 in the multipurpose room.

Item IV - a.						
City/Town	Facility	Res Rate	Non-Res Rate	Deposit	Dep Refunded Y/N	Notes
New Hanover Co.	Small Shelter	\$25.00	\$50.00			per 4 hours
	Medium Shelter	\$35.00	\$70.00			per 4 hours
	Large Shelter	\$45.00	\$90.00			per 4 hours
	Community Bldg. & Gazebo	\$150.00	\$300.00			per 4 hours
		\$37.50	\$75.00	\$250.00		*additional hrs. (after 4 hours)
	Long leaf gazebo and garden area	\$300.00 per 4 hours	\$300.00 per 4 hours			4 hour maximum
	Long leaf major event	\$1000.00 per day	\$1000.00 per day			1000 + people
	Long leaf special event	\$500.00 per day	\$500.00 per day			100 to 999 people
	Ogden park major event area	\$1000.00 per day	\$1000.00 per day			1000 + people
	Veterans Park major event area	\$1000.00 per day	\$1000.00 per day			1000 + people
	Walking trail use for fitness events	\$150.00 per day	\$150.00 per day			
Craven County (New Bern)						
	Rotary Picnic Shelter-Creekside Pk					\$25.00 per four-hour block
	Congleton Picnic Shelter-Creekside Pk					\$25.00 per four-hour block
	Bate Picnic Shelter-Creekside Pk					\$25.00 per four-hour block
	Walking Trail Picnic Shelter-Creekside Pk					\$15.00 per four-hour block
	Gazebo-Creekside Pk					\$15.00 per four-hour block
	Bate Picnic Shelter-West Craven Pk					\$25.00 per four-hour block
	Nature Park Picnic Shelter-Latham Whitehurst Nature Pk					\$25.00 per four-hour block
	Rocky Run Picnic Shelter-Rocky Run Pk					\$25.00 per four-hour block
						*\$50.00 - failure to clean-up will result in clean-up fee
New Bern Parks						
	Fort Totten	\$20.00 half day/\$30.00 full day	\$30.00 half day/\$40.00 full day			
	Glenburnie					
	Elks/Lions/Rotary	\$25.00 half day/\$35.00 full day	\$35.00 half day/\$45.00 full day			
	Jaycees	\$30.00 half day/\$45.00 full day	\$40.00 half day/\$50.00 full day			
	Henderson					
	#1 or #2	\$20.00 half day/\$30.00 full day	\$30.00 half day/\$40.00 full day			
	#3	\$25.00 half day/\$35.00 full day	\$35.00 half day/\$45.00 full day			
	Kidsville	\$25.00 half day/\$35.00 full day	\$35.00 half day/\$45.00 full day			
	Lawson Creek					
	#1/#2/Jacks Island	\$30.00 half day/\$45.00 full day	\$40.00 half day/\$50.00 full day			
	Martin Marietta					

Item IV - a.						
City/Town	Facility	Res Rate	Non-Res Rate	Deposit	Dep Refunded Y/N	Notes
	#1 Canal	\$30.00 half day/\$45.00 full day	\$40.00 half day/\$50.00 full day			
	#2 Lake	\$45.00 half day/\$60.00 full day	\$55.00 half day/\$70.00 full day			
	Pleasant Hill Park					
	#1 or #2	\$25.00 half day/\$35.00 full day	\$35.00 half day/\$45.00 full day			
New Bern Facility						
	West New Bern Rec Center					
	Gym (2 hr min.)	\$40.00 hour	\$55.00 hour			
	Multi-purpose room (2 hr. min)	\$30.00 hour	\$45.00 hour			
	Meeting room (2 hr. min)	\$25.00 hour	\$35.00 hour			
	Kitchen (2 hr. min)	\$25.00 hour	\$35.00 hour			
	408 Hancock					
	Multi-purpose room (2 hr. min)	\$30.00 hour	\$45.00 hour			
	Meeting room (2 hr. min)	\$25.00 hour	\$35.00 hour			
	Security deposit			\$50.00	Y	security deposit required to reserve each date
Surf City Community Center						
	Small multi purpose rooms	\$30.00 hour	\$40.00 hour			seated capacity 20-25
	Large multi purpose room	\$50.00 hour	\$60.00 hour			seated capacity 35-40
	Picnic Shelter #1	\$40.00 hour	\$60.00 hour			
	Event set-up and clean up	\$300.00	\$300.00			
	Security Deposit			\$50 flat fee	\$100.00 flat fee	refundable
	Staffing fee (per person)	\$25.00 hour	\$30.00 hour			required for rentals outside of normal business hours
Surf City Parks						
	Southside Pk. Picnic shelters (2, 3, 4, 5, 6, 7)	\$40.00 per shelter/per day	\$60.00 per shelter/per day			
	Southside Pk amphitheatre	\$100.00 per day	\$200 per day			
	Southside Park rental	\$250.00 per day	\$350.00 per day			small gatherings,meetings and birthdays, etc.
	Picnic shelter #8	\$40.00 per day	\$60.00 per day			
				\$50.00 flat fee	\$100.00 flat fee	Security Deposit fee (required for every rental)
Carteret County						
	Western Park			\$100.00	Y	

City/Town	Facility	Res Rate	Non-Res Rate	Deposit	Dep Refunded Y/N	Notes
	Large Meeting Room	\$50.00 per hour	\$75.00 per hour			
	Classroom I or II	\$20.00 per hour	\$25.00 per hour			
	Entire Building	\$100.00 per hour	\$150.00 per hour			
	Fort Benjamin Recreation Center			\$100.00	Y	
	Large meeting room	\$50.00 per hour	\$75.00 per hour			
	Game room (limited avail.)	\$15.00 per hour	\$30.00 per hour			
	Exercise room (limited avail.)	\$15.00 per hour	\$30.00 per hour			
	Entire building	\$100.00 per hour	\$150.00 per hour			
	Fort Benjamin Park Bandshell	\$50.00 per hour	\$100.00 per hour			
	Facility Usage Fees					
	Park/facility permit fee					\$30.00-\$200.00 (price depends on park/facility requested)
	Picnic shelter reservation					\$25.00 per - 4 hour rental (non-profit organizations exempt)/4 hour rental times: 800-1200, 1230-430, 500-900
Atlantic Beach						
	Town Park Picnic Shelter	\$25.00 per 4 hours	\$25.00 per 4 hours			Reservations are first-come-serve basis/4 hour block times:800-1200, 1230-430,500-900
Pender Co						
	Millers Pond					
	Picnic Shelter	\$10.00 per hour block	\$15.00 per hour block			
	Pender Memorial Park					
	Picnic Shelter	\$10.00 per hour block	\$15.00 per hour block			
	Hampstead Kiwansis Park					
	Small Shelter	\$10.00 per hour block	\$15.00 per hour block			
	Large Shelter	\$15.00 per hour block	\$20.00 per hour block			
Wilmington						
	Halyburton Park					
	Picnic Shelters	\$30.00 for 4 hours	\$35.00 for 4 hours			hours to reserve: 900-100, 200-600
	Halyburton Parks Event Center					

City/Town	Facility	Res Rate	Non-Res Rate	Deposit	Dep Refunded Y/N	Notes
	Nonprofit	\$300 for 4 hr/\$75 ea additional hr				\$300 deposit....\$30/hr attendant fee after regular bldg hrs
	Private/Profit	\$575 for 4 hr/\$125 ea additional hr				\$300 deposit....\$30/hr attendant fee after regular hrs
	Business	\$60/hr (2 hr minimum)/ \$360/daily				\$100 deposit..M-F 8am-5pm only
	Patio	\$240 for 2 hrs				\$100 deposit...wedding ceremonies only
City of Jacksonville						
	Jacksonville Commons Recreation Center					
	Meeting Room	\$20.00 hour/private event	\$40.00 hour/fundraiser			\$60.00 hour/commerical
	Entire Buidling	\$60.00 hour/private event	\$120.00 hour/fundraiser			\$180.00 hour/commerical
	Jacksonville Commons Adult Center					
	Entire Building	\$40.00 hour/private event	\$80.00 hour/fundraiser			\$120.00 hour/commercial
	Jacksonville Youth Center					
	Entire Building	\$30.00 hour/private event	\$60.00 hour/fundraiser			\$90.00 hour/commercial
	Kerr Street Recreation Center					
	Entire Building	\$20.00 hour/private event	\$40.00 hour/fundraiser			\$60.00 hour/commercial
	Northwoods Recreation Center	\$20.00 hour/private event	\$40.00 hour/fundraiser			\$60.00 hour/commercial
	Small shelters	\$20.00/\$10.00	\$60.00/\$30.00			base fee-2 hours/each addition hour
	Large shelters	\$30.00/\$15.00	\$100.00/\$50.00			
	Riverwalk stage	\$60.00/30.00	120.00/60.00			
	Train depot-office area	\$20.00/\$10.00	\$40.00/\$20.00			
	Commons rec. complex festival area	\$50.00/\$25.00	\$100.00/\$50.00			