



# Swansboro Parks & Recreation Advisory Board Agenda

**Town of Swansboro**  
Wednesday, June 21, 2023

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

## **II. Adoption of Minutes**

- a. April 19, 2023 meeting minutes

## **III. Reports**

- a. **Monthly Report**
- b. **Upcoming Programs/Events**
- c. **Updates**
  - Festivals

## **IV. New Business**

- a. **Staffing-Vacant Positions**
  - Recreation Program and Event Manager
  - Dock Attendant
  - Recreation Assistant
  
- b. 2023-24 Approved Budget
  - New staff positions
  - Approved projects

## **V. Old Business**

- a. Approval of Comprehensive Master Plan

## **VI. Comments**

## **VII. Adjournment**

**Next Meeting July 19, 2023, 5:30 PM**

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

**April 19, 2023**

The Swansboro Parks and Recreation Board met at the Swansboro Recreation Center for a regular board meeting on Wednesday, April 19, 2023. Jennifer Steele called the meeting to order at 5:33 p.m.

Members present were Jenifer Steele, Debbie Harnatkiewicz, Nancee Allen, Lawrence Abalos, Debra Pylypiw, and Elena Messenger. Anna Stanley was present on behalf of the Town.

**APPROVAL OF MINUTES**

The board reviewed the meeting minutes from March 15, 2023. Deb P. made a motion to approve, Nancee A. seconded the motion, and the meeting minutes were unanimously passed.

**REPORTS**

*Managers' Report:* The April 2023 managers' report was provided to the board for review. Debbie H. asked if the department had always partnered with Onslow County Parks and Recreation for PirateFest. Director Stanly informed the board that the partnership formed in 2017 to bring the event downtown. No other questions or comments were made.

*Upcoming Programs:* Anna Stanley provided an update on previous and upcoming programs. The Onslow County Senior Games are in full force. They had opening ceremonies on Saturday, April 15, 2023. The event started this week and will take place for the next three weeks. Closing ceremonies will be on May 8<sup>th</sup>. Anna Stanley passed out programs for review. All the normal programs will continue. Director Stanley highlighted the new program with Carrie White. Carrie White runs two fitness programs called Everybody Move and Power in the Park. Anna S is working with Carrie White to put more fitness programs together and is also working with Pogies to offer some new programs. Along with the new fitness programs, the senior adult fishing and Boro Bird Watching are also a couple of new programs that will be starting in May/June. Touch a truck is on April 29, 2023, and Robbie has a good number of vehicles coming out for display. PirateFest is on May 13, 2023. The live invasion will not happen this year, but a new attraction has been added. Mermaids are being brought back to the event after many years.

*Updates:* Director Stanley went over the master plan and corrected the grammar, spelling errors, formatting and sent it back to them. We are kind of at a standstill with them as Director Stanley believes that they might come back and want to charge us. They will be sending Anna Stanley a memo.

*Dog Park Features-*Director Stanley has turned in the purchase order and is waiting for approval for the small addition so the work can begin.

*Splash Pad-* Director Stanley had two contractors conduct a site visit, showed them the area, and overview of what the project would entail. Both contractors stated they were interested and would submit quotes on the concrete work. Director Stanley is working with a vendor to design a site plan that will show the amount of square feet of concrete needed.

*Recreation Center Furniture-* New furniture for the lobby area, game room, and offices has been chosen. A purchase order has been submitted, once approved the furniture will be ordered.

*Arts by the Sea*-All logistics, tents, security, portable toilets have been confirmed. Staff is working on the local entertainment schedule. Five groups have been confirmed and include local dance groups, kids' choir, belly dancers, and the Marine Corps Band. Artwork for the flyer has been submitted and the flyer should be done by the end of the month. Deb P provided an update on the number of vendors, it is close to being sold out.

**NEW BUSINESS**

*Fee Schedule*-Director Stanley had staff contact approximately 10 other recreation departments in the surrounding areas and inquire about outdoor fees and rentals. The information was compiled into a spreadsheet and provided to the board. Four of the department's outdoor facilities were rented in 4-hours increments. Four other departments had half and full day rentals, and two departments were hourly only. Director Stanley recommended that the department does not offer half day rentals as the hourly fees are in line with other departments' half/full day rentals and not to offer full day rentals. Lawrence A. commented that he was more concerned with how the hours were being rented, for example if someone could reserve in the middle of the day and it could potentially keep someone from renting for a longer period. Lawrence A. suggested that we implement a four-hour minimum for the Pug Pavilion only. A few other board members suggested creating 4-hours blocks. After discussion of the options, it was decided to add a minimum of four hours to the fee schedule. Director Stanley recommended changes to the deposit fees for the Community Room. Currently the deposit fee is \$100 for all rooms at the Recreation Center and Community Room. The setting up of the Community Room is challenging and renters sometimes rather not receive their deposit back, so they don't have to set up the room. Director Stanley suggested that a fee of \$150 be charged to the renter if the room is not set up correctly before leaving.

**OLD BUSINESS**

**PUBLIC COMMENTS**

**OTHER COMMENTS**

**ADJOURNMENT**

Jenn S. made a motion to adjourn the meeting and was seconded by Debbie H. and was unanimously approved and adjourned at 6:09 p.m.

**PARKS AND RECREATION  
MARCH 2023**

**DIRECTOR'S REPORT**

**Festivals/Events**

*Mullet-*

- Booking bands, finalizing contracts
- Secured sound

*Sponsorship*

- Finalizing sponsorships

*Misc.*

- Preparing marketing content-website updates, poster for Arts by the Sea, sponsor banner
- 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.
- Logistical meeting with Onslow County Parks and Recreation, Police, Fire, and Public Works Departments.

**Comprehensive Master Plan Update**

- Draft of plan is complete; send editorial edits, waiting to review edits.

**ARP Funding Projects**

- UTV-delivered.
- Splashpad-working with Bliss products on design. Held site visits with two contractors for the concrete work, waiting on proposals. Once proposals are received, can begin planning site furnishings and shade structures.

**Miscellaneous**

- Final revisions of the 2023-24 budget for the department.
- Completed equipment orders, docks, and playgrounds.
- Revised and presented new standard operating procedures for Church Street Dock.
- Researched and received quotes for new furniture for the Recreation Center lobby, game room, and offices.
- Splashpad-annual permit submitted to Onslow County Health Department.
- Dog Park Fence Project-reviewed quotes received, selected a vendor, and scheduled installment date in May.
- Attended the Town's Sexual Harassment class.
- Met with the Crystal Coast Chess Club to discuss event opportunity.
- Met with Emerald Isle Parks and Recreation Director to discuss Swansboro's pickleball program.
- Working with SSA for the 2023 Spring and Fall season for using the Municipal Park fields.
- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.
- 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	14,600	25,560	3,836	145
Instagram	705	7		26

**Activity Report**

**Organization Activity**

From 4/2/2023 to 5/2/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	115	96	9	0	141
Resident	19	3	4	0	6
Non-Resident	96	93	5	0	135
No Residency Set	0	0	0	0	0
<b>Demographics</b>					
< 18	27	1	0	0	6
18 - 65	59	65	5	0	95
65+	29	29	4	0	39
Male	43	61	7	0	75
Female	72	35	2	0	66
Other Genders	0	0	0	0	0
<b>Online vs In-House</b>					
Online	36	0	0	N/A	36
In-Person	79	96	9	N/A	105

**Revenue**

Slip Fee - Town Dock	\$5478
Rental Fees-Parks	\$377.50
Rentals Rooms	\$1413
Dog Park Registrations	\$45
Rec Program Fees	\$2621
Gym Memberships	\$675
Dog Park Memberships	\$40
Vendor Fees	\$3165
Festival Sponsorships	\$3750

**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:**

#### **Summer Camp 2023**

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

#### **Onslow County Senior Games**

- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.

#### **Touch-a-Truck-April 29**

- Finalized all truck participants
- Finalized food trucks for participation, confirmed Kona Ice and Capones

#### **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
- Facilitated camp

#### **Tennis Bloc Spring Pickleball/Tennis Lessons**

- Continue to offer lessons

#### **Teacher Workday Kids Camp**

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

#### **Summer Art in the Afternoons Camp**

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

#### **Pogie's Fishing & Kayaking Center**

- New program for the upcoming summer (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.

TOWN OF SWANSBORO  
EXPENDITURES FY 2023-2024

Item IV - b.

CHURCH STREET DOCK/VISITOR CENTER							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-454-1210	SALARIES-FULL TIME	-	-	-	-	-	46,309
11-454-1230	SALARIES-PART TIME-VISITOR CENTER	-	-	-	-	-	13,902
11-454-1231	LONGEVITY	-	-	-	-	-	150
11-454-1232	CELL PHONE STIPEND	-	-	-	-	-	600
11-454-1810	FICA	-	-	-	-	-	4,664
11-454-1820	RETIREMENT	-	-	-	-	-	7,363
11-454-1830	INSURANCE-GROUP	-	-	-	-	-	8,856
11-454-1930	SERVICES-PROFESSIONAL	-	-	-	-	-	-
11-454-1990	SERVICES-OTHER	-	-	-	-	-	-
11-454-1992	SERVICES-CONSTRUCTION-VISITOR CENTER	-	-	-	-	-	60,000
11-454-2010	SUPPLIES-DEPARTMENT-VISITOR CENTER	-	-	-	-	-	-
11-454-2130	JANITORIAL SUPPLIES-VISTIOR CENTER	-	-	-	-	-	1,000
11-454-2500	SUPPLIES-GAS/OIL-VISITOR CENTER	-	-	-	-	-	1,000
11-454-3310	UTILITIES-VISITOR CENTER	-	-	-	-	1,870	1,870
11-454-3315	SPECTRUM-VISITOR CENTER	-	-	-	-	1,164	1,164
11-454-3543	REPAIRS/MAINT-VISITOR CENTER	-	-	-	-	-	2,800
11-454-5001	NON-CAPITALIZED OUTLAY-VISITOR CENTER	-	-	-	-	-	-
11-454-1230	SALARIES-PART TIME	-	-	-	-	8,970	17,940
11-454-1231	LONGEVITY	-	-	-	-	200	200
11-454-1232	CELL PHONE STIPEND	-	-	-	-	-	-
11-454-1810	FICA	-	-	-	-	702	1,388
11-454-1815	FEES-OTHER	1,000	1,000	1,000	1,000	1,000	1,000
11-454-1930	SERVICES - PROFESSIONAL	-	-	-	-	-	-
11-454-2010	SUPPLIES - DEPARTMENT	532	318	300	300	380	300
11-454-3210	TELEPHONE	-	503	540	540	540	540
11-454-3311	WATER/SEWER	584	608	950	500	950	756
11-454-3312	ELECTRICITY	1,249	1,313	1,500	1,500	2,000	1,825
11-454-3315	SPECTRUM-CHURCH ST DOCK	1,166	1,286	1,300	1,300	1,300	1,300
11-454-3523	R/M-DOCKS	44	2,182	3,864	3,864	-	1,000
11-454-3551	SIGNS	-	-	-	-	350	200
11-454-5001	NON-CAPITALIZED OUTLAY	-	-	-	-	-	-
<b>DEPARTMENT TOTAL</b>		4,574	7,210	9,454	9,004	19,426	176,127
	<b>Proposed-Facility Supervisor-100%</b>						

**PARKS & RECREATION**

TOWN OF WASHINGTON

EXPENDITURES FY 2023-2024

Item IV - b.

LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-453-1210	SALARIES FULL TIME	116,925	128,150	137,864	137,864	194,974	150,146
11-453-1220	SALARIES OVERTIME	364	14	-	-	-	500
11-453-1230	SALARIES PART TIME	31,864	25,725	60,000	60,000	58,834	50,000
11-453-1231	LONGEVITY	1,425	1,450	1,875	2,175	2,300	2,150
11-453-1232	CELL PHONE STIPEND	850	1,200	1,200	1,200	1,200	1,200
11-453-1810	FICA	11,446	11,813	15,372	15,372	19,684	15,606
11-453-1815	FEES OTHER	2,282	1,707	3,420	3,420	3,000	1500
11-453-1816	MERCHANT FEES	(1,503)	(1,601)	3,600	3,600	6,000	-
11-453-1820	RETIREMENT	10,466	13,438	20,817	20,817	23,742	23,997
11-453-1830	INSURANCE-GROUP	7,103	8,699	8,674	8,674	9,488	9,223
11-453-1930	PROFESSIONAL SERVICES	3,930	746	2,750	3,492	3,750	3750
11-453-1950	SERVICES-SOFTWARE SUPPORT	-	3,900	3,400	3,400	3,400	3,400
11-453-1990	SERVICES-OTHER	7,228	52,285	500	178	500	-
11-453-2009	SUPPLIES-PROGRAMMING	7,597	2,809	4,500	3,000	6,685	2500
11-453-2010	SUPPLIES-DEPARTMENT	2,740	1,064	2,500	2,500	3,790	3630
11-453-2023	CLASS INSTRUCTORS	-	3,264	10,840	10,840	16,810	14935
11-453-2024	CONTRACT SERVICES	-	-	2,000	2,000	3,750	2150
11-453-2025	CAMP/PROGRAM ACTIVITIES	-	638	8,240	5,348	8,200	6000
11-453-2026	RENTALS	-	-	1,000	-	1,000	600
11-453-2027	GROCERIES/FOD CATERING	-	462	2,500	2,025	2,622	2000
11-453-2028	SPECIAL EVENTS	-	963	4,000	1,500	4,950	4000
11-453-2029	PUBLIC PERFORMANCES	-	-	2,000	-	2,200	1500
11-453-2120	UNIFORMS	966	995	500	-	1,300	850
11-453-2500	SUPPLIES-GAS/OIL	1,246	670	3,880	1,727	2,695	2500
11-453-3100	TRAVEL/CONFERENCE/TRAINING	2,263	823	2,800	2,646	3,954	3200
11-453-3150	TRANSPORTATION EXPENSE	625	769	1,266	431	715	500
11-453-3210	TELEPHONE	1,504	330	-	57	540	0
11-453-3315	TIME WARNER	-	880	1,380	1,320	1,320	1320
11-453-3520	R/M EQUIPMENT	2,192	7,505	1,300	1,355	1,300	1300
11-453-3521	R/M-SPLASH PAD	3,448	1,950	6,049	2,060	5,375	5375
11-453-3522	PLAYGROUND EQUIPMENT	-	-	5,000	3,927	6,500	4500
11-453-3523	R/M-DOCKS	-	-	3,600	4,464	4,000	4000
11-453-3530	R/M VEHICLES	546	112	1,000	1,000	4,690	4000
11-453-3540	R/M - GROUNDS	26,496	7,739	6,900	7,500	10,490	10300
11-453-3543	VISITOR'S CENTER	-	-	300	100	300	-
11-453-3551	SIGNS	-	-	-	225	250	250
11-453-3910	ADS/NOTICES	150	1,196	900	338	750	450
11-453-4910	DUES-SUBSCRIPTIONS	2,074	1,808	1,820	1,820	2,212	2000
11-453-5000	CAPITAL OUTLAY	-	-	5,000	5,000	20,000	-
11-453-5001	NON-CAPITALIZED OUTLAY	7,317	5,070	12,500	12,500	15,955	8900
	CAPITAL RESERVE	-	30,000	10,000	10,000	79,500	6,500
<b>DEPARTMENT TOTAL</b>		\$ 251,543	\$ 316,572	\$ 361,247	\$ 343,875	\$ 538,725	\$ 354,732
Parks & Recreation Director							
Maintenance Tech							
Program Supervisor							



TOWN OF SWANSBORO  
EXPENDITURES FY 2023-2024

Item IV - b.

EMERGENCY MANAGEMENT							
		FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23 PROJECTED APRIL 30, 2023	FY 2023-24	FY 2023-24
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED		DEPT. REQUEST	MGR. RECOMMENDATION
11-456-1220	SALARIES -OVERTIME	15,709	1,119	-	-	-	-
11-456-1930	SERVICES-PROFESSIONAL	10,600	7,640	-	-	-	-
11-456-1990	SERVICES-OTHER	1,402	2,323	1,125	1,125	1,125	1,125
11-456-2010	SUPPLIES-DEPARTMENTAL	2,697	5,498	-	-	-	-
11-456-2500	SUPPLIES-GAS/OIL	967	-	-	-	-	-
11-456-3125	SUBSISTENCE	-	-	-	-	-	-
11-456-3315	SPECTRUM	-	-	1,575	1,575	1,575	1,787
11-456-3210	TELEPHONE	-	-	-	-	-	-
11-456-3520	R/M-EQUIPMENT	112	-	-	-	-	-
11-456-3530	R/M-VEHICLES	1,099	-	-	-	-	-
11-456-3540	R/M-BUILDING/GROUNDS	124	-	-	-	-	-
11-456-3542	R/M-TOWN HALL	39,483	98	-	-	-	-
11-456-3543	R/M-VISITOR CENTER	90,360	-	-	-	-	-
11-456-3544	R/M-CIGAR SHOP	-	-	-	-	-	-
11-456-3545	R/M-OLD TOWN HALL	66,642	-	-	-	-	-
11-456-3546	R/M-PSB	273	-	-	-	-	-
11-456-3547	R/M-PUBLIC WORKS OFFICE	6,430	-	-	-	-	-
11-456-3549	R/M-PARKS & RECREATION	97,143	31,356	-	-	-	-
11-456-3700	TIPPING FEES-REFUSE	-	-	-	-	-	-
11-456-3710	TIPPING FEES-YARD WASTE	1,300	-	-	-	-	-
11-456-5001	NON-CAPITALIZED OUTLAY	-	98,087	-	-	-	-
<b>DEPARTMENT TOTAL</b>		334,341.76	146,119.69	2,700.00	2,700.00	2,700.00	2,912.04

TOWN OF SWANSBORO  
EXPENDITURES FY 2023-2024

Item IV - b.

FESTIVALS & EVENTS							
LINE ITEM	DESCRIPTION	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2023-24
		ACTUAL	ACTUAL	BUDGETED	PROJECTED APRIL 30, 2023	DEPT. REQUEST	MGR. RECOMMENDATION
11-455-1220	SALARIES-OVERTIME	2,019	-	18,500	17,500	17,380	17,380
11-455-1230	SALARIES-PARTIME	-	-	3,000	3,000	7,128	5,911
11-455-1810	FICA	733	-	1,645	1,568	1,875	1,712
11-455-1820	RETIREMENT-General -15.90%	-	-	1,574	1,574	689	826
11-455-1820	RETIREMENT-LEO-19.10%	-	-	2,116	2,116	2,490	2,324
11-455-2010	SUPPLIES-DEPARTMENT	-	460	1,490	1,600	1,050	1,600
11-455-2016	PARADE EXPENSES	-	-	1,500	1,608	1,500	1,700
11-455-2017	MULLET FESTIVAL EXPENSES	56,558	909	44,820	28,326	42,525	40,000
11-455-2018	JULY 4TH EXPENSES	9,149	500	25,595	16,206	30,500	30,000
11-455-2019	FLOTILLA EXPENSES	3,881	-	7,064	6,862	5,795	6,000
11-455-2022	ARTS BY THE SEA	-	-	7,080	7,080	7,750	6,500
11-455-2029	PUBLIC PERFORMANCE LICENSE	-	-	1,090	1,090	850	850
11-455-2500	SUPPLIES-GAS/OIL	-	-	800	800	600	200
11-455-3100	TRAVEL/CONFERENCE	-	-	1,040	-	1,960	-
11-455-3310	UTILITIES	1,083	834	1,000	415	1,000	850
11-455-3540	R/M-MAINTENANCE GROUNDS	-	-	200	53	200	100
11-455-3910	ADS & NOTICES	-	780	5,575	5,575	18,725	8,250
11-455-4910	DUES/SUBSCRIPTIONS	419	1,814	360	804	450	450
<b>DEPARTMENT TOTAL</b>		\$ 73,841	\$ 5,297	\$ 124,449	\$ 96,177	\$ 142,466	\$ 124,653