



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro
Wednesday, May 20, 2026

I. Call to Order & Roll Call

II. Reports

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

III. Adoption of Minutes

- [a.](#) Adoption of April 15, 2026 Minutes

IV. New Business

V. Old Business

- a. Review of Board Bi-Lawas

VI. Comments

VII. Adjournment

Next Meeting June 17, 2026, 5:30 PM

DIRECTOR'S REPORT

Festivals

- Festival website updates are ongoing.
- Collecting 2026 sponsorships
- Assistant Director continues to secure in-kind sponsorships.
- Continuing to coordinate sponsor benefits, marketing materials and plans.
- Met with WITN-7 to review marketing plan for Arts by the Sea, these were funds that were won while attending a workshop hosted by WITN.
- Met with new owner of Ward Farm Town Center and establish in-kind sponsorship/partnership to continue to use property for satellite parking during festivals.

Miscellaneous

- Interviewed part time staff position.
- Attended Onslow County Senior Games Opening Ceremony. Facilitated several athletic events; softball throw, swimming events, and bowling events.
- Continue to work on the pickleball courts project. Exploring grant options.
- Continual planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Presented to the Swansboro Tourism Develop Authority and requested \$2000 for advertising funds for PirateFest and \$6500 for Swansboro Festivals. Both requests were approved.
- Attended County Parks and Recreation Director's Meeting.
- Managing special event applications.
- Manage on-going reservations.
- 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.
- Manage community service work program.
- 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.
- 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.

Organization Activity

From 4/4/2026 to 5/4/2026

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	211	92	11	0	209
Resident	27	8	6	0	13
Non-Resident	184	83	5	0	196
No Residency Set	0	0	0	0	0
Demographics					
18	46	1	2	0	29
18 - 65	122	77	7	0	158
65+	43	12	2	0	21
Male	70	65	8	0	99
Female	141	26	3	0	110
Other Genders	0	0	0	0	0
Online vs In-House					
Online	106	0	0	N/A	99
In-Person	105	91	11	N/A	110

Metrics-social media

April

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,179	260,500	37,200	2,100	6,500	128
Facebook-Festivals	9,351	3,900	2,000	22	263	12

Revenue

April

Slip Fee - Town Dock	\$5,543
Rental Fees-Parks	\$1,230
Rentals Rooms	\$1,440
Rec Program Fees	\$2,240
Gym Memberships	\$405
Dog Park Memberships	\$0
Festival Vendor Fees	\$2,285
Arts by the Sea Wine Tasting	\$180

ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- 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
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Tiny Olympics and Sprout-lympics for the month
- Executed Easter Egg Hunt
- Began promoting new pickleball program, Dinko De Mayo
- Organized Fellowship Night bowling trip
- Held interview for part time position
- Put together festival and event binder for Parks & Recreation staff
- Submitted PO and check requests for upcoming events
- Created PirateFest treasure hunt
- Collaborated with Onslow County Parks and Recreation staff for new PirateFest map
- Created and posted all Touch-A-Truck social media posts
- Began contacting local restaurants for Arts by the Sea Wine and Food Tasting
- Confirmed new program Paws by the Sea with Onslow County Animal Services
- Met with Swansboro Police Department for National Night Out
- Confirmed all Arts by the Sea entertainment
- Met with Fire Chief to continue working on Festival Emergency Management plans
- Planned and executed Mother's Day Tea Party
- Attended Supervisor's Workshop
- Submitted Health Department application for Arts by the Sea
- Began planning new programs and events for Parks and Recreation Month
- Submitted Health Department application for PirateFest
- Put together new Memorial Bench program including the brochure
- Event Manager for Senior Games Cycling
- Completed contracts for PirateFest
- Attended WITN Sprout Scouts promotion
- Oversaw Earth Day programs
- Attended upcoming Threads of Hope logistical meeting
- Attended BOC meeting and presented 2025 Parks and Recreation overview
- Finalized PirateFest responsibilities with Onslow County Parks & Recreation
- Held first logistical meeting for Arts by the Sea
- Attended Onslow County Tourism Awards Luncheon
- Handled all refunded for cancelled program due to weather

Planned Programs and Events

Tiny Olympics – April 11th

- 13 registered and 13 attended

Sprout-lympics – April 17th

- 20 registered and 15 attended

Walking Through Swansboro – April 2026

- 18 registered and 1 waitlisted

Earth Day Suncatcher – April 22nd

- 20 registered and 17 attended
- 1 waitlisted

Tai Chi – April 23rd and May 28th

- 13 registered and 6 waitlisted

Touch-A-Truck – April 25th

- 36 organizations registered and 33 attended
- 3 vendors
- Estimated 2,000+ in attendance

Mother's Day Tea Party – April 29th

- 19 moms registered and 18 attended; 40 people totaled

STAYING BUSY

- June 2026-

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 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

2026 Open Pickleball League

January 2026 – December 2026

The 2026 Pickleball Open Play Membership will start January 1, 2026 and run until the end of the year, December 31, 2026.

Events

Arts by the Sea

June 13th 9 AM – 5 PM

Stroll through over 80 art and craft vendors offering a diverse array of handmade treasures—from jewelry and home décor to paintings and pottery. It's a perfect opportunity to find one-of-a-kind gifts while supporting local artists. Whether you're a lover of the arts, a foodie, or simply seeking a memorable day by the sea, Arts by the Sea has something for everyone. Come for the art, stay for the music, and indulge in the flavors that make Swansboro a true coastal gem.

Programs

Sprout Scouts Beach Bash

June 5th 10 AM & 11:30 AM

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

Tiny Gardeners

June 19th 10 AM

Welcome to our Tiny Trekkers program, designed specifically for our little ones ages 3-6 at the Swansboro Parks and Recreation Department! Our program aims to provide a stimulating and engaging environment where children can explore, create, and play in a safe and nurturing setting.

Bugs & Butterflies Picnic

June 24th 12 PM – 1:30 PM

Join us for a delightful toddler picnic celebrating bugs, butterflies, and the tiny creatures that make summer so special! Little ones will enjoy stories, songs, simple crafts, and hands-on play inspired by colorful insects and fluttering wings. Children will have time to move, explore, and pretend to buzz

and fly while adults relax alongside them in a casual, picnic-style setting. A perfect way for toddlers to explore nature, build curiosity, and enjoy early summer together.

Item II - b.

Arts by the Sea Wine & Food Tasting

June 13th 4 PM – 7 PM

Join us downtown at Arts by the Sea for a special Wine and Food Tasting. This event will be in a tented area located at the courtyard across from the Pug Pavilion in downtown Swansboro during the festival from 4-7 PM. We will have representatives from local wine vendors pouring paired with local Swansboro restaurants providing some delicious food samples. This year's restaurants will also be participating in a Taste of the Town competition for best appetizer, entrée, and dessert voted on by event ticket holders. This event has a limited number of tickets available, so hurry up and reserve your ticket today! Must be 21 to purchase tickets and I.D.'s will be checked at the entrance of the tent. Pre-registration will end June 13th, at 12PM, after that tickets must be purchased at the gate on June 13th.

Horsing Around

June 15th – 19th 1:30 PM – 5:30 PM

What is it like to be a horse living on a barrier island? Let's BE a WILD BANKER PONY of Shackleford Banks and find out! From the moment campers are dropped off during these week-long afternoons, kids will learn what it's like to BE a wild barrier island pony inspired by the Shackleford Banks, "Banker Ponies" of Cape Lookout National Seashore.

Walking Through Swansboro June 2026

Tuesdays 9 AM – 10 AM

Join us for this free program as we walk through our charming town of Swansboro every Tuesday! Each week, we'll explore a new spot while enjoying fresh air, light exercise, and great company.

Be on the lookout for additional programs

Register for programs at:

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)



Town of Swansboro
Swansboro Parks & Recreation Advisory Board
April 15, 2026

Item III - a.

I. Call to Order & Roll Call

The meeting of the Swansboro Parks & Recreation Advisory Board was called to order on Wednesday, April 15, 2026, at 5:30 PM in Swansboro, NC.

Present: Deb Pylypiw, Matthew Prane, Elana Messenger, Jennifer Steele, Bets Love, and Ryan Swanson

Absent: None

II. Adoption of Minutes

- a. Adoption of Meeting Minutes March 18, 2026- The minutes from March 18, 2026, meeting was presented for adoption. Motion to approve the minutes of March 18, 2026, was made by Board Member Prane and seconded by Chair Pylypiw. The motion carried unanimously.

III. Reports

- a. **Monthly Reports-** The March monthly report was presented. Board members were directed to the attached report and invited to submit any questions to staff.
- b. **Upcoming Programs/Events-** Sara Elliott provided updates on recent and upcoming programs. The Easter egg hunt was successful with good community participation. The first Tiny Olympics for ages 3-6 was held with 13 participants, and the Sprout Olympics for ages 1-2 was scheduled for Friday. Truck Touch was planned for the following Saturday with 32 organizations participating, though one helicopter cancelled due to fuel costs.

A new Mother's Day Tea Party program for toddlers was introduced and filled quickly with 8 registrations. The pirate cruise had only 10 seats remaining. Pirate Fest was scheduled for May 9th with a new music group, though the pirate ship would be unavailable due to maintenance work.

Arts by the Sea preparations were underway with food vendors confirmed for the wine and food tasting. National Night Out was rescheduled to August 7th and would include food trucks and new attractions.

c. Updates

Festival Vendor Updates: Chair Pylypiw reported that Arts by the Sea had approximately 10 spaces remaining, with several applications pending processing, and that the event was expected to reach full capacity. The Mullet Festival was similarly near capacity, with a small number of spaces being held for major sponsors entitled to complimentary booths. Food vendors for both festivals and the July 3rd event were reported as full.

2026-27 Budget-Director Stanley reported that initial budget review sessions had been held with both the Board of Commissioners and the Town Manager. Several cuts were made during the first round of review, including the removal of a new vehicle, outdoor movies, conference attendance, city data software, and certain office furnishings. Staff noted that a decision was made to prioritize a full-time staff position over restoring two

part-time recreation assistant positions. The part-time staff increase question was deferred for further review by the Town Manager. Staff acknowledged that additional budget rounds remained ahead and that some items could potentially be restored.

IV. New Business

- a. **Advisory Board Documents-Elena Messenger-**
Elena Messenger raised questions about the accuracy and relevance of the board's mission statement and bylaws, particularly regarding team building activities, orientation manuals, and other listed responsibilities that are not currently being implemented. She suggested the board review these documents to ensure they accurately reflect actual practices or update them accordingly.

Matthew Prane noted that bylaws should be reviewed annually as required and emphasized the board's role in making recommendations to commissioners based on community input and master plan data. The board agreed to review the documents for the next meeting.

- b. **New Programming-Elena Messenger-** Elena Messenger proposed two new program concepts: a Pumpkin Derby and a Cardboard Boat Regatta. She provided detailed information from other municipalities showing these programs could be implemented cost-effectively with participant fees covering expenses. She emphasized these would serve different population segments and utilize Swansboro's waterfront location.

Matthew Prane expressed support for targeting different community segments and asked about volunteer opportunities and staffing requirements. Sara Elliott raised concerns about liability issues, particularly for water-based activities, noting the town's insurance restrictions on athletic programming.

Board Member Messenger acknowledged those concerns but urged that the concepts be explored and vetted rather than dismissed outright, with waivers and legal review as part of that process.

- c. **Seaside Arts Council-SwanFest Waiver of Fees**

To review special even application submitted by Seaside Arts Council for the 2026 SwanFest. Director Stanley presented a special event application from Seaside Arts Council requesting waiver of \$2,400 in fees for use of the Pugliese Pavilion for SwanFest from June 7th through September 6th. The concert series runs every Sunday for four hours, excluding July 4th weekend.

Deb Pylypiw noted that SwanFest benefits the town significantly with hundreds of weekly attendees of all ages and supports downtown businesses and sponsor visibility. Matthew Prane asked about alternative bookings for the pavilion during this period and was informed that reservations are rare, typically limited to occasional Saturday weddings. Board members expressed support for the waiver, noting that SwanFest draws large

weekly crowds of all ages and provides significant benefit to downtown businesses and the broader community.

Recommended Action: Motion to recommend the waiver of the \$2,400 in fees for the Seaside Arts Council's use of the Pugliese Pavilion for the 2026 SwanFest concert series was made by Board Member Elena Messenger seconded by Board Member Prane. The motion carried unanimously.

V. Old Business

- a. Lighting- Board Member Messenger revisited the topic of park lighting, with particular focus on the pickleball courts. She noted that previous efforts to coordinate with Duke Energy had not produced results and asked whether commercial-grade solar lighting had been explored as an alternative. Staff acknowledged that solar options had been researched to some degree and that the subject would be revisited in connection with the upcoming major park improvement project. However, staff emphasized a preference not to delay indefinitely and expressed interest in pursuing lighting solutions independent of the larger capital project. Board Member Prane noted that solar lighting systems are programmable and can be set to operate on timers.

It was acknowledged that any extended hours of use at the courts would require an ordinance amendment, as town parks currently close at dusk. The board agreed that lighting remained a priority and that staff should continue pursuing a viable solution, whether through Duke Energy or commercial solar options.

- b. Sponsorship/Naming Opportunities- Board Member Messenger raised the topic of sponsorship and naming opportunities, which had been discussed previously but had not been formally developed. She suggested that windscreens, shade structures, and benches at the pickleball courts and other park facilities could be offered to local businesses as sponsorship opportunities, allowing those improvements to be made at little or no cost to the town.

Director Stanley confirmed that logo placement on windscreens had been explored for other projects and that the concept was feasible. Director Stanley also stated that there had long been interest in establishing a formal memorial program, research has been compiled but had not been implemented.

Board Member Messenger suggested delegating some of the research and compilation work to staff to move the program closer to implementation. Board Member Prane echoed the sentiment that if staff resources were stretched, the board should work to identify which activities were most impactful and focus efforts accordingly.

- c. Pickleball Courts-Funding Strategy- Staff presented the comprehensive funding strategy discussed with the board of commissioners the previous evening. The proposal combines six pickleball courts, tennis court resurfacing, skate park area conversion, and playground replacement into one major project seeking both Parks and Recreation Trust Fund (PARTF) and Land and Water Conservation Fund (LWCF) grant funding.

The grants are dollar-for-dollar matches with LWCF allowing up to \$750,000 and PARTF up to \$500,000, where each grant can serve as the local match for the other. Projects must be completed within three years and combining them allows all requirements to be met once rather than duplicating efforts.

The timeline involves LWCF applications opening in May with November deadlines, and PARTF opening in November with May deadlines. Grant results would be known by the end of 2027. A consultant will be hired to ensure proper grant coordination.

Next steps include establishing a project budget, determining skate park renovation scope, and issuing an RFQ for grant consulting services. The town will potentially pay nothing if the project stays under \$1 million, or up to \$250,000 if the project reaches \$1.25 million.

The board of commissioners approved proceeding with budget establishment and the RFQ process, with June identified as the target for beginning the grant writing process.

Board Member Prane acknowledged that while the timeline was long, he saw no viable alternative path to funding a project of this scale, and that the grant strategy should be clearly documented as the town's course of action. Board Member Messenger urged that small, visible improvements be made in the interim to maintain community confidence. Staff noted that any expenditures made prior to formal grant award would not be reimbursable, which limited the scope of interim improvements that could be funded from the earmarked balance. The board agreed that non-monetary wins, such as sponsorship-funded shade structures or benches, could help maintain community engagement in the meantime.

VI. Comments

No public comments were received.

VII. Adjournment

Motion to adjourn was made by Board Member Prane and seconded by Board Member Messenger at 6:30 pm. The motion carried unanimously.

Next Meeting May 20, 2026, 5:30 PM