



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro

Wednesday, July 17, 2024

I. Call to Order & Roll Call

II. Adoption of Minutes

III. Adoption of Minutes

a. Monthly Report

b. Upcoming Programs/Events

c. Updates

Festivals

Splashpad Renovation

2023-24 Budget Review

2024-25 Budget

IV. New Business

a. Little Pink Houses of Hope

b. Swansboro Historical Association

c. Parks and Recreation Logo Ideas

V. Old Business

VI. Comments

VII. Adjournment

Next Meeting August 21, 2024, 5:30 PM

PARKS AND RECREATION
May & June 2024

DIRECTOR'S REPORT

Festivals/Events

- Continuing to collect applications for Arts by the Sea, Independence Day, and Mullet Festival
- 2024 sponsorships-\$26,000, increase from 2023
- Conducted logistics meetings for ABTS and Independence Day Celebration
- Worked with graphic designer for two festivals on poster designs and social media graphics
- Worked with two ad agencies for digital and Facebook advertising
- All permit applications from Coast Guard and Onslow County received

ARP Project Updates

Splashpad Renovation

- Shade structures have been ordered; estimated delivery is in July

Miscellaneous

- Facilitated annual Pirate Fest in partnership with Onslow County Parks and Recreation. Event was very well attended.
- Continued training with Sara Elliott
- Began preparing for financials to close out end of year budget
- Order final supplies
- Assisted with Memorial Day Service event
- 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

May

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	17,267	74, 800		6800	324
Instagram	815	384		62	10

June

Media Outlet	Followers	Facebook Reach	Post Engagement	Page Visits	New Followers
Facebook	17,6000	140,000	14,000	6900	185
Instagram	815	357		48	17

Organization Activity

From 6/3/2024 to 7/3/2024

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	235	61	2	0	118
Resident	22	10	0	0	4
Non-Resident	213	49	2	0	114
No Residency Set	0	0	0	0	0
Demographics					
< 18	26	3	0	0	17
18 - 65	143	48	2	0	81
65+	66	8	0	0	20
Male	88	29	1	0	56
Female	147	30	1	0	62
Other Genders	0	0	0	0	0
Online vs In-House					
Online	41	0	0	N/A	47
In-Person	194	59	2	N/A	71

Revenue-

May

Slip Fee - Town Dock	\$5401.50
Rental Fees-Parks	\$880
Rentals Rooms	\$2065
Rec Program Fees	\$3276
Gym Memberships	\$0
Dog Park Memberships	\$0
Vendor Fees	\$4810
ABTS Wine Tasting	\$1620
Festival Sponsorship	\$1000

June

Slip Fee - Town Dock	\$5962
Rental Fees-Parks	\$660
Rentals Rooms	\$740
Rec Program Fees	\$3041
Gym Memberships	\$60
Dog Park Memberships	\$0
Vendor Fees	\$8935
Festival Sponsorship	\$1594

PROGRAM/EVENT MANAGER MONTHLY REPORT

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
- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs
- Finalized Arts by the Sea entertainment schedule and created all social media posts for the event
- Created summer day camp field trip scheduled
- Oversaw 2 new programs, Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Completed contracts for instructors
- Attended Senior Games banquet
- Organized and completed Memorial Day Service
- Began planning BarkFest 2024
- Organized staff meeting
- Planned and posted all Independence Day Celebration social media posts
- Helped finish purchasing for the department
- Organized and implemented new design for planter boxes with Ricky's Retreat and scheduled community planting day
- Oversaw Arts by the Sea Festival
- Began Summer Day Camp
-

Planned Programs

Fellowship Night- May 20th

- 12 registered

Tiny Trekkers-May 10th

- 6 registered and attended

POUND! – May 4th - June 1st

- 21 drop-ins
- 3 series

Tai Chi – May 9th- June 13th

- 8 series

PirateFest- May 11th

- Several different performers/entertainments
- 1 food truck, 1 limited food truck
- Facepainting
- Scavenger hunt
- ~6,000 in attendance

Mother/Daughter Craft Night- May 9th

- 12 registered, 27 attended

Memorial Day Service-May 27th

- Several community partners including SWFD, SWPD, Dee's Flowers, Bloom in Swansboro, MAC, Marine Federal Credit Union, Publix, Food Lion, Swansboro United Methodist Church

- Marine Color Guard and Marine Honor Guard
- ~250 in attendance
- Local performers including Taps, singing, and Swansboro United Methodist Church Choir

Fellowship Night- June 12th

- 7 registered and attended

Tiny Trekkers-June 14th

- 10 registered and 8 attended

POUND! – June 8th – July 6th

- 12 drop-ins
- 3 series

Tai Chi – May 9th- June 13th

- 8 series

Arts by the Sea- June 8th

- Several different performers/entertainments
- 85+ vendors
- Wine and Food Tasting- 59 tickets sold
- ~6,000 in attendance

Sprout Scouts-June 28th

- 10 registered, 8 attended

Summer Day Camp Weeks 1 & 2

- 12 registered, 12 attended
- 8 field trips
- Rest of camp is full

****This application must be completed and turned in at least 45 days prior to your special event****

Section 1: Event Introduction/On-Site Info.

1. Event Name _____
2. Organization Sponsor Little Pink Houses of Hope
3. Event Date 8-21-24
Time Start 9:00 am Time End 12:30 pm
Has your event been held previously? Yes/No
If so, where and when? yes
4. On-site Person Responsible:
Name Dawn Walker
Home Address 2218 Wiggins St. Burlington NC
E-mail dawn@littlepink.org Phone 336-260-1309
5. Facility/Park Requested Bicentennial Park
6. Brief Event Description Little Pink offers free vacation retreats to breast cancer patients and their families. This is our 13th year in this area. We, along with Swansboro Paddle Boarding host an event. Ocean Cure from Wilmington leads the kayak and paddle boarding for the families.
7. Expected attendance 75-80
8. Describe any admission fees and/or items to be sold/distributed N/A

Section 2: Services Required/Outside Items

1. Describe plans for clean-up We always Clean up before we leave.

2. Will extra trash receptacles be necessary? Yes ___ # ___ No

Refuse Removal: Town Staff will work with applicant for extra trash removal based on event. An additional fee may be applied for this service.

3. Describe how you propose to control parking and traffic at the event. How many people do you plan to provide or hire to accomplish these functions? Will you need to incorporate road closures or use barriers? We will have 13-15 vehicles. We are asking il Cigno for permission to park. In the past we have gotten permission from Presto Patterson to park at Prestons Corner.

4. Will First Aid be provided? Yes ___ No ___
If so, by whom? _____ Medical Certification Level _____

5. List any other required services you may need _____

6. Will you utilize temporary structures (i.e., tents, concession stand, stage)? If yes, describe each type and planned location. yes, Little Pink Tent and chairs

Will a tent or overhead canopy larger than 400 sq. feet be erected at this event? Yes ___ No

****A temporary tent or canopy larger than 400 sq. feet requires a permit and inspection from the Town of Swansboro in order to be used at the event.**

7. Do you plan to provide additional portable restrooms? Yes ___ No

If yes, how many? _____ where? _____

8. Will there be vendors at your event? Yes ___ No
What type of vendors will be at your event? (food vendors, craft vendors, etc.) _____

***All additional required vendor information can be found under the 'Events with Vendors' portion of this application.**

9. Alcohol:

**** Alcohol sale and consumption is strictly limited to indoor facilities ONLY! ****

Will alcoholic beverages be sold at the event? Yes ___ No

If yes, what facility are you planning to use? Recreation Center ___ Town Hall ___
Park (list park) _____

In order to serve alcohol an ABC permit is required. Whose name will be on the license?

Name _____ Home Phone _____

Address _____

Is the vendor a licensed liquor establishment? Yes ___ No ___

Contact person _____

Work Phone _____ Home Phone _____

Address _____

How will the liquor be dispensed? _____

How will admission to the beer/liquor area be controlled by age? _____

10. Describe Security proposal for the event N/A

****If security arrangements are deemed inadequate by the Police Chief, the applicant shall be REQUIRED to employ law enforcement officers through the Swansboro Police Department.**

Agreements/Statements

Applicant acknowledges and agrees that after the event, all Parks and Recreation facilities/parks affected by the use requested on this application shall be thoroughly cleaned of all rubbish and other debris. If the applicant fails to clean up within 24 hours after conclusions of the event, the department head shall authorize the work to be done at the expense of the applicant; fee of \$150.

Applicant Signature *Dawn Walker*

HOLD HARMLESS STATEMENT AND AGREEMENT

Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.

Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the festival.

Dawn Walker

Applicant Signature

7-1-24

Date

TOWN OF SWANSBORO MEETING ROOM RENTAL APPLICATION

(RECREATION CENTER/TOWN HALL COMMUNITY ROOM/OLD TOWN HALL ASSEMBLY ROOM)

Name Amelia Dees-Killette Organization Swansboro Historical Association

Provide documentation of Non-Profit Status if applicable

Address P.O. Box 1574 City/State Swansboro, NC Zip ~~28584~~ 28584

Telephone(s) 910-467-5875 Email sahc502@gmail.com or swansboro.history@gmail.com

Room Requested Assembly Room Date(s) Requested 7/10, 8/21 Time(s) 7/10 - 1:30 pm

Purpose of Rental Programs Old Town Hall 8/21 5:00 - 3:00 pm

I, Amelia Dees-Killette the authorized representative of Swansboro Historical Association declare that the Swansboro room identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damage to the room or its contents. In addition, if the room is not left in its pre-rental condition the remaining balance of the damage/cleanup fee will not be returned. (The applicant is responsible for inspecting the space prior to use and for notifying the policy administrator, prior to use, of any damage or cleanliness issues that might affect refund of deposit.) Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. I have received and agreed to all terms of the Meeting Room Policy.

Signature of Applicant Amelia Dees-Killette

Date 7/9/24

**Possible 2 other programs in Nov.*

Resident Rate	Recreation Center & Town Hall Room Rental Fees	Non-Resident Rate
\$20/hr.	Lounge/Game Room	\$40/hr.
\$20/hr.	Classroom	\$40/hr.
\$30/hr.	Multipurpose Room	\$50/hr.
\$10/hr.	Kitchen (RC)	\$20/hr.
\$5	Ice Machine (Recreation Center only)	\$5
\$100/hr.	Town Hall Community Room (601 W. Corbett Ave)	\$125/hr.
\$75/hr.	Assembly Room (Old Town Hall/ 502 Church St.)	\$100/hr.
\$25/hr.	Kitchen/Multi-Use Space (Assembly Room)	\$50/hr.
\$10	Permit for Outside Items (i.e.- grill, tent, inflatable, DJ)	\$15
\$15/hr.	Additional Staff Hours (for reservations outside of normal operating hours)	\$15/hr.
\$100	Damage/Cleanup Fee (refundable if cleanup is satisfactory)	\$100

**Rooms are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals during operating hours. Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space. **

Refunds for event cancellation:

Cancellation at least 14 days in advance Full Refund of Fees
 Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee
 Cancellation less than 48 hours in advance No Refund of Fees

Reservations must be made at least 1 week in advance

Administrative Use Only:

Calculate Applicable Fees
 Comments: _____

Received by: _____
 Rec Desk ID: _____

Disbursement Voucher Processed on: _____ By _____
 Initials

\$100 Damage Deposit
 _____ Hourly Rate* Total Hour(s)
 _____ Kitchen Use
 _____ Additional Staff Hours
 _____ Permit for outside items (i.e. - grills, tent, inflatables, DJ)

Items: _____

TOTAL: _____ METHOD: _____

****This application must be completed and turned in at least 45 days prior to your special event****

Section 1: Event Introduction/On-Site Info.

1. Event Name SHA Quarterly Program: "Pride of Swansboro - Bots + Boat Building"

2. Organization Sponsor Swansboro Historical Assoc. 501 3c

* 3. Event Date August 21, 5:00 - 9:00 pm

Time Start 5:00 p.m. Time End 9:00 p.m.

Has your event been held previously? Yes/No

If so, where and when? Not this program but others since 2014-2017

4. On-site Person Responsible:

Name Amelia Dees-Killette

Home Address 510 Broad St. Swansboro

E-mail swansborohistory@gmail.com Phone 910 467 5815

5. Facility/Park Requested Assembly Room - Old Town Hall - Emmerton School

6. Brief Event Description The program will be for members and the general public. It will be a presentation of unpublished photos from the 1930s - 1970s on the historic Swansboro charter boat building era.

7. Expected attendance 50-75

8. Describe any admission fees and/or items to be sold/distributed

Free to the public

* Planning session w/Jack Dudley
July 10 1:30 - 3:00 pm

Nov Program and ³planning session TBA (5 1/2 hrs)
Possible daytime seminars - no more than (2-3 hrs @ most)

Section 2: Services Required/Outside Items

- 1. Describe plans for clean-up We have always cleaned up by emptying trash cans if we have refreshments and returning tables and chairs to original locations
- 2. Will extra trash receptacles be necessary? Yes ___ # ___ No

Refuse Removal: Town Staff will work with applicant for extra trash removal based on event. An additional fee may be applied for this service.

- 3. Describe how you propose to control parking and traffic at the event. How many people do you plan to provide or hire to accomplish these functions? Will you need to incorporate road closures or use barriers? N/A

- 4. Will First Aid be provided? Yes ___ No
If so, by whom? _____ Medical Certification Level _____

- 5. List any other required services you may need None

- 6. Will you utilize temporary structures (i.e., tents, concession stand, stage)? If yes, describe each type and planned location. no

Will a tent or overhead canopy larger than 400 sq. feet be erected at this event? Yes ___ No

****A temporary tent or canopy larger than 400 sq. feet requires a permit and inspection from the Town of Swansboro in order to be used at the event.**

- 7. Do you plan to provide additional portable restrooms? Yes ___ No
If yes, how many? _____ where? _____

- 8. Will there be vendors at your event? Yes ___ No
What type of vendors will be at your event? (food vendors, craft vendors, etc.) _____

***All additional required vendor information can be found under the 'Events with Vendors' portion of this application.**

9. Alcohol:
** Alcohol sale and consumption is strictly limited to indoor facilities **ONLY!** **
Will alcoholic beverages be sold at the event? Yes ___ No

If yes, what facility are you planning to use? Recreation Center ___ Town Hall ___
Park (list park) _____

In order to serve alcohol an ABC permit is required. Whose name will be on the license?
Name _____ Home Phone _____
Address _____

Is the vendor a licensed liquor establishment? Yes ___ No ___
Contact person _____
Work Phone _____ Home Phone _____
Address _____

How will the liquor be dispensed? _____

How will admission to the beer/liquor area be controlled by age? _____

10. Describe Security proposal for the event _____

****If security arrangements are deemed inadequate by the Police Chief, the applicant shall be REQUIRED to employ law enforcement officers through the Swansboro Police Department.**

N/A

Agreements/Statements

Applicant acknowledges and agrees that after the event, all Parks and Recreation facilities/parks affected by the use requested on this application shall be thoroughly cleaned of all rubbish and other debris. If the applicant fails to clean up within 24 hours after conclusions of the event, the department head shall authorize the work to be done at the expense of the applicant; fee of \$150.

Applicant Signature Amelia Dees-Killette

HOLD HARMLESS STATEMENT AND AGREEMENT

Submission of application indicates that participant hereby indemnifies and shall defend and hold harmless the Town of Swansboro, their employees, and their volunteers from and against all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the participant's participation in the Festival, including those arising from damage to property or injury to or death of participant, its customers, volunteers, employees, or subcontractors, whether arising before, during, or after the Festival and in any manner directly or indirectly caused, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence of participant or its customers, volunteers, employees, agents or subcontractors.

Further, that the participant releases the Town of Swansboro from any and all liability for loss or damage to property and merchandise used or sold by the participant in the operation of the booth due to theft, fire, storm, flood, and damages through any force of nature or otherwise.

The participant grants the Town of Swansboro permission to use any photographs, motion pictures, videos, recordings or any other record of participation in the festival.

Amelia Dees-Killette

Applicant Signature

7/9/24
Date

Request for Waiver of Assembly Room Fees

The SHA 501c3 non-profit requests that the town of Swansboro waive the fees for use of the Assembly Room of the Emmerton School-Old Town Hall for our quarterly evening programs and an occasional planning session and a possible daytime seminar like the N.C. Maritime History Council annual meeting we hosted in 2022.

Supporting our request is a list of our contributions to the town which goes back to our creation in 1961 and the successful Bicentennial celebration in 1983 which was a partnership with the town. More recently a partnership in which we both celebrated the 225th anniversary of incorporation was a great event for both entities and led to our providing plaques to historic homeowners with no cost to them. It also helped create an atmosphere in which we negotiated the creation of the Swansboro Area Heritage Center Museum in the Old Town Hall- Emmerton School, which is staffed by our volunteers on weekends. We ask the current town commissioners and staff to follow in the footsteps of their predecessors and support our mission.

Some of our accomplishments since our revival in 2008 include co-sponsoring with the town the Historic Hayride, planning and implementing the Historic Homes Tour, providing free quarterly programs with well-known state historians, creating printed tourist brochures and leading walking tours that have included travel writers. We continue to interview numerous Swansboro citizens creating a record of Swansboro history we make available to researchers along with a rich archive of Swansboro history and genealogical records.

We have worked with Swansboro High School Students offering SAT volunteer hours for scholarships and we have attracted high school history teachers and students to participate in the National History Day Program, showcasing their exhibits to the community. Other accomplishments include leading a campaign in which we purchased the Alex Moore house to save it from demolition. The in-kind services of a professional architect with over 40 years of experience in support of the Historic District Commission was done through his commitment to the SHA. Our volunteers have included a retired history professor, a professional artist, former town and county administrators, and a trained collections' registrar along with numerous citizens of the community. We have created with the support of the town a long-awaited goal, the Swansboro Area Heritage Center Museum.

With the presence of the museum in the Emmerton School-Old Town Hall building, the SHA was crucial to the town in getting the \$424,000 federal grant a couple of years ago for brick repair and other improvements. One of our volunteers wrote parts of the grant and liaised with the state preservation office. In part, thanks to the SHA's relationship with state preservationist we now have the Heritage Center and funding to preserve the historic building. These efforts have preserved and improved the town's building and made it a destination for tourists and the community. Much of the capital improvement work on our side of the building was paid for by the Association through grants we received from the TDA. The rest of the cost has been covered by the SHA. This museum is in the very building we are asking you now to please waive the fees for use of the Assembly Room. (We have a display in the Heritage Center on the history of the building and the Assembly Room and would love to help you learn more about the history of this town space.) As Dr. Jack Dudley, notable Swansboro native, historian, and SHA Board member, has said often, we have indeed done all this for the town.

The future is bright for the Historical Association with your continued support. We are partnering with Parks and Recreation for activities and publications for the 70th Anniversary of the Mullet Festival. Our Thursday morning coffee hour open to the public is continuing lessons in Swansboro area history like tobacco farm life in Swansboro, the Cedar Point Mullet Fishery, and the history of the Tideland News.

The August quarterly program in the Assembly Room will be a slide presentation of unpublished photos presented by Jack Dudley on “The Pride of Swansboro: Boats and Boat Building”. We look forward to continuing our festival booths that provide homemade refreshments during town events. And most exciting, we are a member of the official Onslow County 250 America Committee which will allow us to work with the county to focus our programs and events like the 2026 Homes Tour on the role of Swansboro and its citizens in the American Revolution.

As you consider this request keep in mind that we are not the same as a soccer organization or an arts group. Those things are important, but they are not essential to preserving Swansboro's historic character. The SHA has done this with an all-volunteer group that has given 1000s of professional hours to the town. We can pay the fee but to maintain our museum and organization in the future as our past volunteers age out, we will likely need all our resources for paid employees, consultants, and exhibit creation.

Please consider continuing the town tradition of partnering with the SHA by waiving the Assembly Room Fees of the historic Emmerton School. This will show your support for our continued efforts to preserve, and educate our citizens and visitors about Swansboro's rich history.

Respectfully submitted by Amelia Dees-Killette, SHA President, July 9, 2024.



— Port St. Lucie —
PARKS & RECREATION

