

**REGULAR MEETING MINUTES**  
**SWANSBORO PARKS AND RECREATION ADVISORY BOARD**  
**NOVEMBER 16, 2022**

The Swansboro Parks and Recreation Board met at the Swansboro Recreation Center for a regular board meeting on Wednesday, November 16, 2022. Jennifer Steele called the meeting to order at 5:28 p.m.

Members present were Debbie Harnatkiewicz, Nancee Allen, Patrick Larkin, Lawrence Abalos, and Debra Pylpiw. Anna Stanley and Robby Fellows were present on behalf of the Town. Jennifer Steele was absent. Members present from the public were Ruth and Dennis White.

**APPROVAL OF MINUTES**

The minutes from the September 21, 2022, meeting was unanimously passed on a motion by Nancee Allen and seconded by Lawrence Abalos.

**REPORTS**

*Managers' Report:* The September, October, and November managers' report was provided to the board for review. The advisory board had no questions or comments.

*Upcoming Programs:* Robby Fellows reported that Dennis White won gold at the League Pickleball Tournament on November 5<sup>th</sup>; 40 players and 20 teams participated. Robby F. recognized Ruth White for winning bronze at the State Senior Games in Pickleball. The Halloweenie Roast was a success and had had approximately 300 people. Santa Fest will be held on December 10<sup>th</sup> and activities include Candy Cane Hunt, pictures with Santa, and holiday themed games and crafts. The exercise class, Pound, continues to be held in 6-week sessions on Saturdays. December programs include tennis and pickleball lessons, sea glass workshop, wreath class, two theater trips, Elf in the Woods, book club, music therapy, and kids holiday camp. Robby F. informed the board that the Pickleball League donated a bench to the department in honor of Ty Foxworthy and is in the corner of the tennis courts.

*Festivals:*

*Mullet:* The festival this year was a tremendous success; the weather was great, all vendors spots were sold, fireworks were spectacular, and had more musical entertainment this year. This is one of the most successful Mullet Festival we have had in many years. New features this year was a second stage of entertainment, area with a large, covered tent with tables and chairs, and the military static display. A local art group and boy scout troop provided arts and crafts in the kid's area. Crystal Coast Assembly provided the mullet fry, and they sold out on Sunday before the festival closed.

There was discussion of fireworks and not having them at the Mullet Festival in future years unless it was an anniversary milestone. The fireworks gave the impression that once they concluded the festival was closing for the night. Over half of the people left and the band played till 9 PM. Deb P. stated that all the vendors were incredibly pleased and approximately \$18,000 in vendor fees were collected for the 2023 event. The lines for the shuttles were extremely long during peak times on Saturday. Anna S. said that last year two shuttles were provided, but we were not able to get the other company. She has already talked to the current company about adding a second shuttle on Saturday. The board agreed and recommended that a second shuttle be added. Deb P. explained one of the problems she encountered was during check in. There were still cars on the street in the vendor spots. The board also recommended that the department have an agreement with a towing company to assist in removing those cars from the festival area.

*Flotilla:* The Tree Lighting ceremony was moved from Swansboro by Candlelight to the Flotilla due to weather considerations. Discussion has been made to keep the Tree Lighting during the Flotilla. Downtown merchants are on board with this change. A suggestion was made that a Christmas “story” be read as part of the lighting. Whatever is decided about the lighting and story reading, it was agreed that it should not take away from the Flotilla event. Santa was staged at the Downtown Pavilion and handed out toys provided by the department and children had the opportunity to have pictures taken.

*Comprehensive Master Plan-* Final draft to be reviewed. Next step to submit final changes.

## **NEW BUSINESS**

*Lighting Project-* Anna S. finally was able to obtain the contact with Duke Energy who replaced the previous project manager. All information was sent to him requesting an estimate, she is waiting for the estimate to come back. Currently there is a town ordinance that parks are open dawn to dusk. Adding lights at Municipal Park would cause the need for the park hours to be changed. The board discussed that the park hours change to 9 PM and the lights to have timers. There were questions about what portions of the park would be lighted and facilities should remain open. The board discussed only for the tennis court area be lighted and the hours extended. The rest of the park would be closed at dusk as usual. Whatever is decided, publicity and signage must be posted to avoid confusion. Once all information is gathered it will be presented to the BOC. Robby mentioned that the department was looking at painting the courts with pickleball lines and he is exploring colors and gathering cost estimates.

## **OLD BUSINESS**

*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. Items funded were a UTV/gator, splashpad enhancements, cameras for Church Street Dock, replace toilets in park restrooms, convert water fountains to have a bottle refill component and purchase a new parks maintenance truck. Quotes for cameras and UTV have been received, one quote for the park’s maintenance truck has been received, and still waiting on information about stainless toilets and water fountains through a local plumber. *Splashpad improvements-* Director Stanley met with Crystal Coast Engineering about the stormwater permit for Municipal Park as there was concern that adding concrete surfacing would affect the permit. The firm stated that any concrete added, if it were an extension of the current concrete and if other concrete surfaces was a small percentage of land, it would not affect the permit. The next step is writing an RFQ. The board had previously discussed adding water features instead of adding seating and shelter, but since the Board of Commissioners approved the improvements of seating and shelter, which is the work that will be completed.

*Attendance Policy-* Previous discussions on the attendance policy, Anna S. asked for clarification and what needed to be changed. Article 2, section E, “Parks and Recreation Board members serve at the pleasure of the Board of Commissioners. However, any member who has three (3) consecutive unexcused absences may have their record of attendance reviewed by the Parks and Recreation Board. If deemed appropriate, the Parks and Recreation Board will recommend in writing to the Board of

Commissioners that the member be replaced due to lack of participation. If unable to attend a meeting, a member should notify the Board Chair of the Parks and Recreation Director in advance of the meeting.” Lawrence Abalos made a motion to remove unexcused and change to excused; motion was seconded by Debbie Harnatkiewicz, motion was unanimously passed. The board had asked the Director to create a spreadsheet to track attendance of each board member. Director Stanley created the spreadsheet and shared with the board.

*Future Agenda Items-*

- No Wake Buoys
- Review schedule of rental fees, including adding half day rentals, for the 2023
- Establishing a Facility Supervisor Position (fulltime handling dock and maintenance)

**PUBLIC COMMENTS**

A question from the public was asked if this board had to vote and approved lights on the tennis courts. A board member answered the Parks Board would discuss and make a recommendation, then it will go before the Board of Commissioners. Currently the Park Board has not reached the recommendation stage because not enough information has been gathered, about the hours.

**OTHER COMMENTS**

Anna S. recommend that there not be a December meeting. All members agreed. Next meeting will be January 18<sup>th</sup>.

**ADJOURNMENT**

Nancee Allen made a motion to adjourn the meeting and was seconded by Lawrence Abalos and was unanimously approved and adjourned at 6:38 p.m.