



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, August 27, 2024

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### Board Members

John Davis, Mayor | William Justice, Mayor Pro Tem | Pat Turner, Commissioner  
Jeffrey Conaway, Commissioner | Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner

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#### I. Call to Order/Opening Prayer/Pledge

#### II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

#### III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

##### III. Consent Items:

- a. May 14, 2024, Regular Meeting Minutes
- b. May 14, 2024, Closed Session Minutes

#### IV. Appointments/Recognitions/Presentations

- a. **True Justice International Community Presentation**  
*Presenter: Traci Klein - Executive Director of True Justice International*
- b. **Board Appointments - Swansboro Swimming Pool Committee**  
*Presenter: Alissa Fender - Town Clerk*

At its August 13, 2024, meeting, the Board of Commissioners approved Resolution 2024-R8 to create the Swansboro Swimming Pool Committee and appointed Matthew Prane, Scott Evans and Brooks Barnett. It was requested that the committee include Swansboro residents, and Mr. Prane was directed to select additional members that live in Town.

*Recommended Action: Motion to appoint the recommended members to the Swansboro Swimming Pool Committee.*

## V. Public Hearing

### a. UDO Text Amendment to Section 152. 179 Table of Permitted/Special Uses and Section 152.212 Use Standards

**Presenter: Rebecca Brehmer, CFM, CZO – Town Planner**

After a recent Board of Adjustment meeting for an appeal to an administrative decision involving boat/boat trailer storage on an empty residential lot, Staff was directed by the Board of Commissioners to present a text amendment to allow boat/boat trailer storage in Town.

*Recommended Action:*

1. Hold a public hearing
2. Motion to approve Ordinance 2024-016 amending Section 152. 179 Table of Permitted/Special Uses and Section 152.212 Use Standards.

## VI. Business Non-Consent

### a. Carpet Replacement in the Community Room and Assembly Room

**Presenter: Jon Barlow – Town Manager**

At the August 13, 2024, meeting, the Board directed staff to seek estimates for replacement of the carpet in both the Community Room in Town Hall and the Assembly Room in Emmerton School.

*Recommended Action: Authorize the appropriation of the necessary funds from fund balance for the replacement of the flooring material in both facilities, resulting in a budget amendment to be provided at the next meeting.*

### b. Sidewalk Priority Project List

**Presenter: Jon Barlow – Town Manager**

In 2020 a sidewalk project priority list was developed. In all, 9 areas were selected to focus the construction of new sidewalks. A partnership with NCDOT and JUMPO facilitated the design and construction of several of the priority areas (1,2, and 4). Due to easement acquisition and project funding no other projects were performed.

*Recommended Action: Motion to authorize staff to seek engineering services for the design along with permitting and easement acquisition of the sidewalks identified in the project priority list.*

### c. Monthly Financial Report as of July 31, 2024

**Presenter: Sonia Johnson – Finance Director**

### d. Future Agenda Topics

**Presenter: Alissa Fender – Town Clerk**

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

*Recommended Action: Discuss and provide any guidance.*

## VII. Items Moved from Consent

**VIII. Public Comment**

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

**IX. Manager's Comments**

- a. Project Brief
- b. Departments Report

**X. Board Comments**

**XI. Closed Session**

- a. *Recommended Action: Motion to enter Closed Session pursuant to NCGS 138.143-11 (a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.*

**XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners**  
**May 14, 2024, Regular Meeting Minutes**

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance.

**Public Comment**

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Turner, seconded by Commissioner Brown, the agenda and the below consent items were approved unanimously.

- January 23, 2024, Regular Meeting Minutes
- January 23, 2024, Closed Session Minutes
- February 12, 2024, Special Meeting Minutes

**Appointments/Recognitions/Presentations**

*National Public Works Week*

Mayor Davis acknowledged the Swansboro Public Work Department and read a proclamation for National Public Works week which was May 19<sup>th</sup> – 25<sup>th</sup>. Public Works Director Bates introduced his team that was in attendance and spoke on all the duties they accomplish.

*Employee Introductions and Administration of Oath*

Police Chief Taylor introduced Officer Michael Stutes. Mayor Davis administered the oath of office.

Town Manager Barlow introduced the new Building Inspector Paul Ingram, and shared the Mr. Ingram joined us from Jones County. Mayor Davis administered the oath of office.

*National Police Week*

Mayor Davis acknowledged the Swansboro Police Department and read a proclamation for National Police week which was May 12<sup>th</sup> – 19<sup>th</sup> and Peace Officers Memorial Day which was May 15<sup>th</sup>. Police Chief Taylor introduced his team that was in attendance.

*Recognition of Lieutenant Phil Molloy*

Police Chief Taylor shared that Lieutenant Phil Malloy retired after 20 years. Having worked for the town either in a full-time capacity or as a reserve, he provided many attributes to the department. Lieutenant Malloy was presented with a plaque in appreciation of his service to the Town of Swansboro Police Department.

Lieutenant Malloy shared that he had worked for 4 or 5 Chiefs during his tenure and was hired by the late Chief Pugliese, and he was honored to be part of the department all these years.

The board took a recess from 6:32 pm to 6:36 pm.

*Onslow County Soil & Water Conservation District Presentation*

Rob Johnson District Supervisor Soil & Water Conservation reviewed details from his presentation on soil & water conservation, attached herein with the power point presentation of the meeting. A few key takeaways included:

- Biggest problem areas are roof run off and parking lot run off
- Home rain gardens and rain barrels are helpful for residents
- Reverse osmosis works best but was an expensive choice
- Grant funding is available for projects
- Average rainfall in Onslow County is 5 inches per year

In response to inquiries from the board Mr. Johnson clarified the following.

- The CCAP grant of approximately \$30,000 was a good grant to consider
- Rainwater can be filtered back into the home for use but there was special required equipment

**Business Non-Consent***EMS Service Plan Update*

Fire Chief Randall reviewed his PowerPoint presentation attached herein with the power point presentation of the meeting. The presentation included details related to response zones and their records of responses along with average response times.

Chief Randall reviewed that Zones 5 which covered Swansboro and portions of Hubert showed large counts in several sections along Highway 24, Swansboro Loop Road for the Senior assisted living facility, and Sandridge Road. Zone 9 which the county covered and if needed Swansboro would provide mutual aid had large counts in the Highway 24/Piney green area. For Zone 5 the average response time since January 1, 2024, was 11 minutes and for zone 9 for the same period of time the average response time was 9 minutes.

Chief Randall shared that in order to move forward with providing EMS services there would be a process to follow, which in the end would require approval from the Onslow County Board of Commissioners. Additionally, to fulfill the program there would be a need for additional equipment and personnel.

Attorney Rasberry confirmed that municipalities can provide EMS services however to operate the state and county have the regulatory authority.

In response to an inquiry from the board Chief Randall shared that there were not any municipalities that provided EMS services presently.

By consensus the board provided Chief Randal with approval to proceed with developing a plan for Swansboro to provide EMS services, and present the plan at a future meeting.

*Amend Cost-Recovery Mitigation Rate Exemption*

Fire Chief Randall reviewed that at its May 7, 2024, special meeting the Board of Commissioners directed staff to amend Resolution 2024-R6 that was adopted on April 23, 2024, which established a cost-recovery program and provided parameters for billing. The amendment would change the program from not billing county residents to billing county residents that did not reside in the Swansboro City Limits.

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, Resolution 2024-R7, amending the previously adopted Resolution 2024-R6 was approved unanimously.

The board took a recess from 7:58 pm to 8:05 pm.

*FY 24/25 Draft Budget Discussion/Direction (Revised 5/14/2024)*

Interim Manager Barlow reviewed that after discussions at the May 7, 2024, special meeting, the following was incorporated into the draft FY 24/25 Budget as a “net zero” option. To reduce the budget by a 1 or 2 cent tax reduction would result in removal of COLA raises, Merit raises, and bonuses to first responders and possibly reduction of employee benefits.

**Funded highlights after discussions at the May 7, 2024, BOC meeting included:**

- 2% COLA
- New Personnel \$72,630 (Police Lieutenant & Police Officer (Grant Submitted)
- NC Orbit Retirement: Increase .75 basis points
- NCLM Property & Casualty 17.5% increase
- NCLM Workers Comp 10% increase

NCLM Group Health Insurance increased 4%  
Capital Outlay \$570,000-Funded using Loan Proceeds

**Added:**

- 2% Merit
- Fire-Part-time-\$36,000
- Bonus for Public Safety Personnel
- Required: Travel/Conference/Training

**Major budget requests that were unfunded (to date):**

- Recreation Coordinator-FT: \$57,534
- Recreation Assistant-PT: \$10,851
- Dock Attendants-PT (2): April 1st – November 23rd) \$20,884
- Firefighter II-FT: (3) January 2025-June 2025: \$105,852
- Capital Reserve: \$225,000 (Fire), \$16,000 (Police), \$102,500 Parks & Recreation

The below items for a total of \$724,611 would be appropriated from fund balance for items requested by the Board of Commissioners at prior meetings.

1. Sidewalks-\$500,000
2. Christmas Lights-\$20,000
3. Town Hall Digital Sign-\$18,000
4. Pickleball Court-\$150,000  
(added)
5. New workstations-(24 workstations) compatible with Windows 11-\$36,611

By consensus after discussion, it was decided to remove the 2% COLA and increase merit to 4%, increase first responders’ bonus to \$1,000 for those not on probation and prorate those on probation. Additionally, \$20,000 was to be allocated for lights in this fiscal year instead of next year. Interim Manager Barlow shared that a final proposed budget would be provided around the 30<sup>th</sup> of May, and the public hearing and adoption of the Budget Ordinance would be scheduled for the June 11, 2024, regular meeting.

*Future Agenda Topics*

***Presenter: Alissa Fender – Town Clerk***

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

- Several items listed on the Future Agenda items agenda memo were removed
- Moratorium Discussion/Education was scheduled for the May 28<sup>th</sup> meeting

**Public Comment**

Linda Thornley Chairperson for the Swansboro Military Affairs Committee shared with the Board about the June 1<sup>st</sup> Military Appreciation Day at Hammock Beach State Park was in need volunteers to contribute to the success of the event, and any board members that wished to help could do so by volunteering for the dunking booth.

**Manager's Comments**

Interim Manager Barlow reviewed several pictures attached herein with the power point presentation of the meeting. The pictures provided details related to the road conditions in Charleston Park Subdivision and reviewed that all safety issues had been addressed and signs had been ordered. The cost of all items addressed to date was around \$18,500.

**Board Comments**

Board members expressed their appreciation to Interim Manager Barlow and Finance Director Johnson for all their hard work with budget preparations.

Mayor Davis shared that planning of a Memorial Day event at the Methodist Church had begun and shared that there may be an opportunity for the Town to work with them on the event.

**Closed Session**

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner the board entered into closed session at 9:13 pm pursuant to NCGS 143-318.11 (a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the amount of compensation and other material terms of an employment contract or proposed employment contract.

Pursuant to a motion duly made and seconded in closed session the board returned to open session.

**Adjournment**

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 9:45 pm.





# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Board Appointments - Swansboro Swimming Pool Committee**

Board Meeting Date: **August 27, 2024**

Prepared By: **Alissa Fender – Town Clerk**

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**Overview:** At its August 13, 2024, meeting, the Board of Commissioners approved Resolution 2024-R8 to create the Swansboro Swimming Pool Committee and appointed Matthew Prane, Scott Evans and Brooks Barnett. It was requested that the committee include Swansboro residents, and Mr. Prane was directed to select additional members that live in Town.

Mr. Prane has recommended the following members be added to the committee:

- Renee Cassiano
- Laura Grimes Holland

**Background Attachment(s):** Resolution 2024-R8

**Recommended Action:** Motion to appoint the recommended members to the Swansboro Swimming Pool Committee

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**Action:** \_\_\_\_\_  
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A RESOLUTION (2024-R8) CREATING THE  
SWANSBORO SWIMMING POOL COMMITTEE

Item IV - b.

WHEREAS the Board of Commissioners of the Town of Swansboro has received inquiries on having a public swimming pool; and

WHEREAS the Board of Commissioners of the Town of Swansboro acknowledges that the Parks and Recreation Comprehensive Master Plan adopted June 12, 2023, identified Outdoor Swimming Pool as one of the top 5 desired amenities by a community survey; and

WHEREAS the Board of Commissioners at its June 11, 2024, meeting, created a committee for the purpose of researching the addition of a Swimming Pool in Swansboro. Matthew Prane was appointed as chair and provided with the responsibility for recommending members.; and

WHEREAS the following individuals are submitted as the Swansboro Swimming Pool Committee:

Matthew Prane, Chair  
Scott Evans  
Brooks Barnett

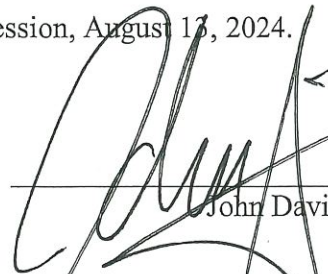

BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro that the Swansboro Swimming Pool Committee, an ad hoc community advisory committee, is hereby created, for the purpose of researching the addition of a Swimming Pool in Swansboro.

Adopted by the Swansboro Board of Commissioners in regular session, August 13, 2024.

Attest:

  
Alissa Fender, Town Clerk



  
\_\_\_\_\_  
John Davis, Mayor  




# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **UDO Text Amendment to Section 152. 179 Table of Permitted/Special Uses and Section 152.212 Use Standards**

Board Meeting Date: **August 27, 2024**

Prepared By: **Rebecca Brehmer, CFM, CZO – Town Planner**

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**Overview:** After a recent Board of Adjustment meeting for an appeal to an administrative decision involving boat/boat trailer storage on an empty residential lot, Staff was directed by the Board of Commissioners to present a text amendment to allow boat/boat trailer storage in Town.

The proposed text amendments include adding “boat/boat Trailer” storage to the Table of Permitted/Specials Uses and permit it as a “Use Standard” which is additional criteria for the use outlined in Section 152.212 Use Standards. This means all boat/boat Trailer Storage will be permitted in all zoning districts, as long as the use meets the criteria outlined in the use standards. For B1 and M1 zoned districts, the proposed addition to the Table of Permitted/Special Uses will be permitted use, as it is already allowed in our ordinance as a use. The Planning Board unanimously recommended approval of this text amendment with the suggestion of rewording (Y) Use-Boat/Boat Trailer Storage, part (e) from Section 152.212 Use Standards to be less restrictive at their August 6, 2024, regular meeting.

**Background Attachment(s):**

1. Ordinance 2024-O16
2. Comprehensive Plan Consistency Statement

**Recommended Action:**

1. Hold a public hearing
2. Motion to approve Ordinance 2024-O16 amending Section 152. 179 Table of Permitted/Special Uses and Section 152.212 Use Standards.

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**Action:** \_\_\_\_\_  
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**ORDINANCE 2024-016  
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE  
§152.179 TABLE OF PERMITTED/SPECIAL USES & §152.212 USE STANDARDS.**

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

***TITLE XV: LAND USAGE  
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE  
§ 152.179 TABLE OF PERMITTED/SPECIAL USES.***

PERMITTED/SPECIAL USES	CON	RA	R6	R6 SF	R8 SF	R10 SF	R15 SF	R20 SF	R40 SF	PUD	MHP	MHS	MHS-15SF	MHS-O	O/I	G/E	B1	B2	B3	B2 HDO	M1
Boat/Boat Trailer Storage	US	US	US	US	US	US	US	US	US	US	US	US	US	US	US	US	P	US	US	US	P

***TITLE XV: LAND USAGE  
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE  
§ 152.212 USE STANDARDS.***

***(Y) Use- Boat/Boat Trailer Storage.*** Permitted as a use standard in in CON, RA, R6, R6SF, R8SF, R10SF, R15SF, R20SF, R40SF, PUD, MHP, MHS, MHS-15SF, MHS-O, O/I, G/E, B2, B3, B2HDO.

***(1) Requirements for open storage of recreational and dry storage of pleasure boats of the type customarily maintained by persons for their personal use shall be permitted within the Boat/Boat Trailer Storage use, provided that the following standards are met:***

- (a) The storage area shall not exceed 25% of the buildable area of the site.***
- (b) No dry stacking of boats shall be permitted on the site.***
- (c) Valid registration/tag is required on boat trailers.***
- (d) Boats shall be stored in a manner so as to prevent the collection of rainwater.***
- (e) The storage area shall be screened from view from adjacent residential areas by a building and/or opaque fencing or fencing with landscaping along its exterior side.***
- (f) Storage shall not occur within the area set aside for minimum building setbacks.***

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, August 27, 2024.

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk


\_\_\_\_\_  
John Davis, Mayor

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD  
STATEMENT OF CONSISTENCY**

On August 6, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: § 152.179 Table of Permitted/Special Uses and §152.212 Use Standards.

The Town’s Planning Board finds that the proposed text amendments are consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.

  
Planning Board Chair

  
Town Planner



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Carpet Replacement in the Community Room and Assembly Room**

Board Meeting Date: **August 27, 2024**

Prepared By: **Jon Barlow – Town Manager**

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**Overview:** At the August 13, 2024, meeting, the Board directed staff to seek estimates for replacement of the carpet in both the Community Room in Town Hall and the Assembly Room in Emmerton School.

Estimates were requested for both high-end and low-end products, however those estimates would not be received in time to be included in the agenda materials. Further details to provide cost information will be provided at the meeting.

The previous year’s Budget (FY23/24) included \$9,000 for the replacement of the carpet in the Community Room. Since that project was not performed those funds rolled into Fund Balance. To proceed with the project, funds that will need to be allocated from fund balance will be determined based on estimates received.

**Recommended Action:** Authorize the appropriation of the necessary funds from fund balance for the replacement of the flooring material in both facilities, resulting in a budget amendment to be provided at the next meeting.

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Sidewalk Priority Project List**

Board Meeting Date: **August 27, 2024**

Prepared By: **Jonathan Barlow- Town Manager**

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**Overview:** In 2020 a sidewalk project priority list was developed. In all, 9 areas were selected to focus the construction of new sidewalks. A partnership with NCDOT and JUMPO facilitated the design and construction of several of the priority areas (1,2, and 4). Due to easement acquisition and project funding no other projects were performed.

In an effort to restart sidewalk construction, a meeting with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane was held on August 15, 2024. The initial step was to identify a funding source. Our goal would be to apply for federal funding with an 80/20 split. Also, a new RFQ is required for engineering and design services. An estimated timeline for completion is as follows: retain engineering services for design, permitting, and easement acquisition in 2024/2025, and construction starting in 2025/ 2026.

**Background Attachment(s):** Sidewalk Priority List update 8.2024

**Recommended Action:** Motion to authorize staff to seek engineering services for the design along with permitting and easement acquisition of the sidewalks identified in the project priority list.

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**Action:** \_\_\_\_\_  
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### Priority #6 (Project E)



Location: Pineland Dr. parcel south of Pelican Cr. To connect to the existing sidewalk at the Cottages.

Easements obtained.

Town obtained an engineered crossing design for the project.

There might be a utility pipe conflict

Estimated Sidewalk Length: 153 FT.

### Priority #7 (Project C)



Location: Main St. Extension from the Recreation Center to Old Hammock to Hwy. 24

Easements NOT obtained.

No design or survey work performed.

Estimated Sidewalk Length: 1321 FT covers One Harbor Church to Old Hammocks Rd. Measurement for One Hammocks Rd. to Hwy 24 still TBD.

### Priority #8 (Project D)



Location: Gaps on Hwy 24 from Old Hammocks Beach to Downtown

Easements NOT obtained.

No design or survey work performed.

Estimated Sidewalk Length: 1411 FT. North side of Hwy 24: 255', 656', and 500'  
Southside: complete

### Priority #9 (Project A)



Location: Southside Hwy. 24 from Walmart to Queens Creek Rd.

Easements NOT obtained.

No design or survey work performed.

Estimated Sidewalk Length: 1380 FT.

**\* Sidewalk Priority 1, 2, and 4 are complete.**

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF JULY 31, 2024)**

*REVENUES*

*EXPENDITURES*

*LOAN PAYMENTS*

*INVESTMENTS*

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF JULY 31, 2024)**

**GENERAL FUND**

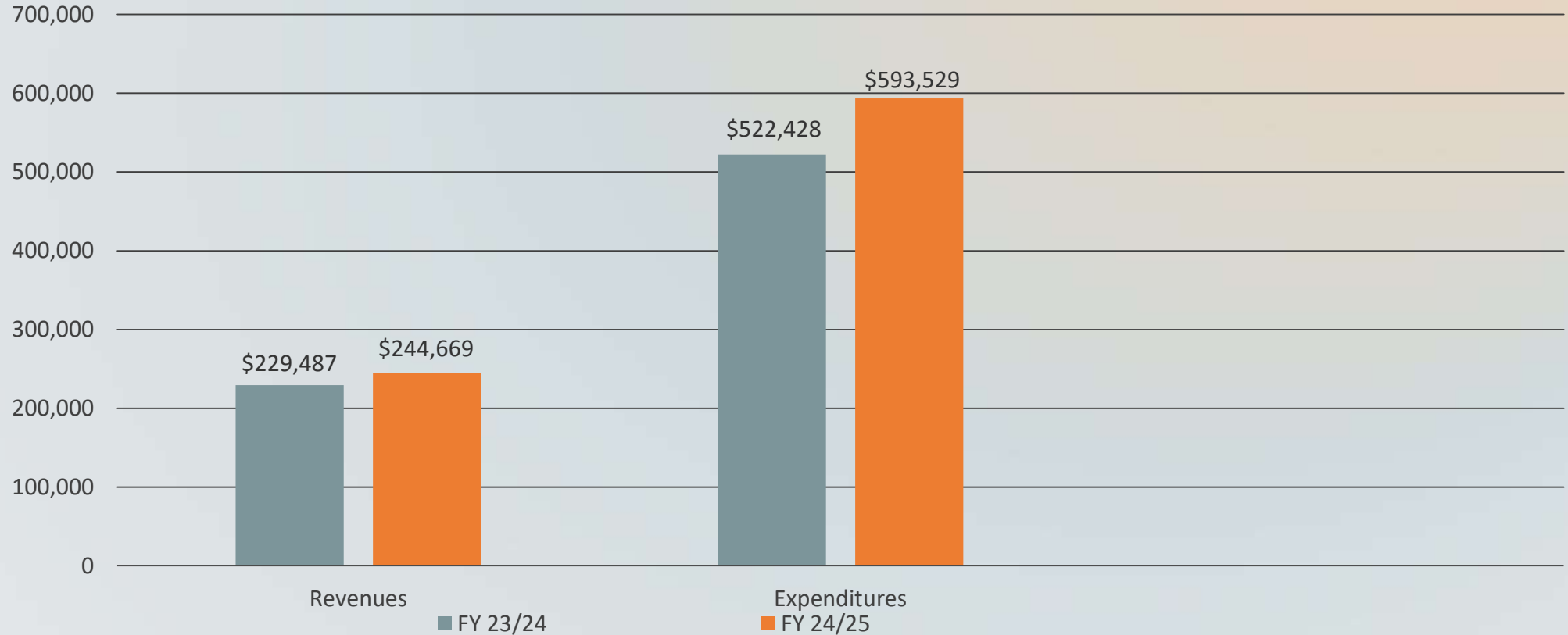


**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures -\$425,134**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF JULY 31, 2024)**

**(ACTUAL)**

**GENERAL FUND**



**(ENCUMBRANCES NOT INCLUDED)**

**Total Excess of Revenues Over Expenditures -\$348,860**

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % July 31, 2024
GOVERNING BODY	25,195	9,354	785	40.2%
ADMIN SERVICES	429,552	42,467	265	9.9%
FINANCE	315,178	18,451	200	5.9%
LEGAL	59,300	-	-	0.0%
PUBLIC BUILDINGS	347,173	20,160	5,913	7.5%
FIRE	1,994,458	115,230	15,589	6.6%
PERMITTING	258,500	26,257	191	10.2%
PLANNING	86,293	-	-	0.0%
POLICE	1,344,996	87,288	12,172	7.4%
PUBLIC WORKS-STREETS	1,214,586	13,293	31,092	3.7%
POWELL BILL-STREETS	116,712	320	-	0.3%
PARKS & RECREATION	486,086	25,971	9,887	7.4%
DOWNTOWN FACILITIES	130,326	5,844	180	4.6%
EMERGENCY MANAGEMENT	10,850	144	-	1.3%
FESTIVALS & EVENTS	134,635	19,487	-	14.5%
NON DEPARTMENTAL	544,864	209,264	-	38.4%
<b>TOTAL</b>	<b>7,498,704</b>	<b>593,529.07</b>	<b>76,274.28</b>	<b>8.93%</b>

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF JULY 31, 2024)**

**STORMWATER ENTERPRISE FUND**

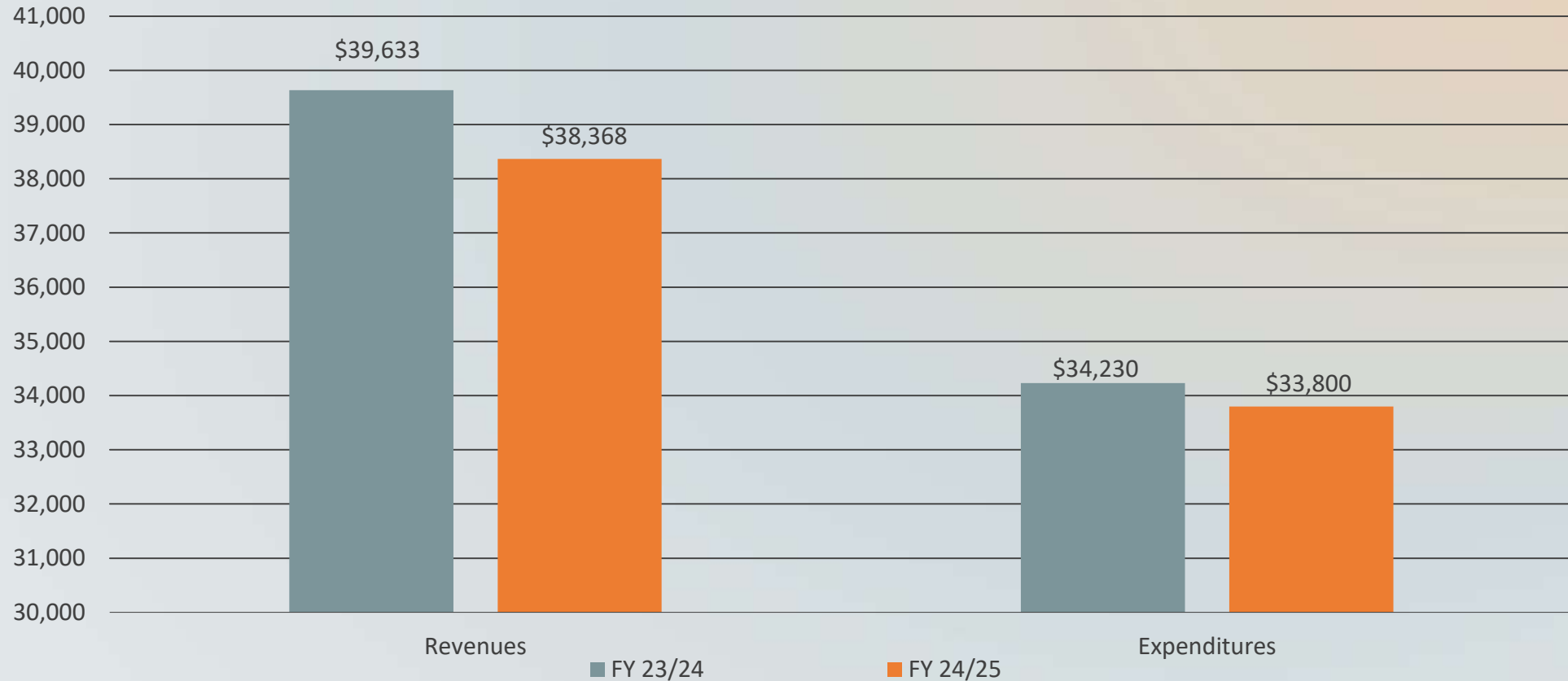


**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures -\$7,048**



**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF JULY 31, 2024)**

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures **\$4,568**

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF JULY 31, 2024)**

Item VI - c.

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	<b>\$317,275</b>	<b>2.69</b>	<b>03/21/2028</b>	<b>\$84,724</b>
<b>Public Safety Facility</b>	<b>\$40,000</b>	<b>2.58</b>	<b>12/22/2024</b>	<b>\$42,064</b>
<b>Fire Truck</b>	<b>\$136,806</b>	<b>2.08</b>	<b>11/01/2026</b>	<b>\$47,512</b>
<b>Sleeping Quarters</b>	<b>\$75,000</b>	<b>2.43</b>	<b>12/14/2026</b>	<b>\$28,038</b>
<b>Grapple Truck/Town Hall Generator</b>	<b>\$47,106</b>	<b>1.72</b>	<b>6/25/2025</b>	<b>\$47,917</b>
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	<b>\$45,495</b>	<b>1.84</b>	<b>7/15/2026</b>	<b>\$23,377</b>
<b>Cab Tractor/Dump Truck</b>	<b>\$254,500</b>	<b>4.82</b>	<b>4/3/2029</b>	<b>\$58,491</b>
<b>Total Debt</b>	<b>\$916,182</b>			<b>\$332,123</b>

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF JULY 31, 2024)**

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$237,740	.05%
<b>NC CMT-General</b>	\$5,566,629	5.22%
<b>TD Bank (SCIF Funds for EOC &amp; Sidewalks)</b>	\$6,286,771	5.21%

# GRANT UPDATE

Item VI - c.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$981,642	\$46,850	\$74,107
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$143,552	\$0	\$134,248
Emergency Operation Center	\$6,202,729	\$20,105	\$0	\$6,182,624
Emmerton School Repairs	\$424,000	\$25,750	\$0	\$398,250
Stormwater Master Plan	\$400,000	\$69,579	\$0	\$330,421
Total Outstanding Grants	\$8,407,128	\$1,240,628	\$46,850	\$7,119,650

*Any Questions*

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# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **August 27, 2024**

Prepared By: **Alissa Fender – Town Clerk**

**Overview:** The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

### September 10th or 24th

- \* Onslow United Transit System Presentation Update
- \* Public Hearing
  - o UDO Text Amendment/Vape Shops

**October meeting date**  
22nd

### Future Agenda Items

- \* Minimum Housing Code
- \* High School Recognitions – *(pending response from principal)*
- \* Street Acceptance of Swansgate and Shadow Creek *(developer has applied)*
- \* Waterfront Access and Development Plan *(review/revision considerations)*
- \* Town Code Amendment to Chapter 91: Fire Prevention
- \* Community Presentations (ongoing monthly)
- \* 2nd Amendment/Weapon Allowance at Town Hall
- \* DOD Grant
- \* Sidewalk Priorities
- \* EMS Plan
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building *(postponed by presenter)*
- \* One Place Funding
- \* Museum of the Marine Funding
- \* UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- \* Consideration to enable paid parking for downtown
- \* Scouts’ recognition *(awaiting response from troop leader)*
- \* Beautification Committee *(Pending)*
- \* Fund Balance Threshold Resolution
- \* Policy Reviews
  - o TDA
  - o Funding to non-profit organizations

## PROJECTS REPORT

### Town Projects/Initiatives Update

**August 2024**

Submitted By: Jon Barlow, Interim Town Manager

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This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

#### **Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)**

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021, meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manger Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

A more in-depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting in the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

## Town of Swansboro, NC Manager's Report

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25<sup>th</sup> and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes include removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

Consultant Requests for Qualifications sent out August 9, 2022, to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022, meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12<sup>th</sup> for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details developed for committee review.

Staff continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm-up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners. The final draft feasibility study was presented to the committee on June 21<sup>st</sup>. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that



**Town of Swansboro, NC**  
**Manager's Report**

captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

## Town of Swansboro, NC Manager's Report

Note, the budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other state or federal sources.

On August 14<sup>th</sup>, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28<sup>th</sup> agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected, and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23<sup>rd</sup>. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23<sup>rd</sup>.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

### **NC DCM Resilient Coastal Communities Program (RCCP) Grant**

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

## Town of Swansboro, NC Manager's Report

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021, at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

- Disaster Recovery (generators for nursing homes, and schools)
- Stormwater Management/Mapping
- Climate Change
- Hurricane Response/Evacuation
- King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

On April 4, NCDCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDCM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022, for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week

# Town of Swansboro, NC Manager's Report

to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	Townwide Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

6 Swansboro Board of Commissioners Meeting May 23, 2022
 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

RCCP Phase 4 – Construction Applications due April 28<sup>th</sup>. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria. The grant application was submitted to NCDENR on April 28, 2023. Total grant amount \$441,200 (Grant amount requested \$238,220, Local Match \$203,000)

The Town received notification on July 26, 2023, that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too.

## Town of Swansboro, NC Manager's Report

Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund.” We will work with Withers and Ravenel for future funding opportunities.

### **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:**

The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of \$424,000 and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

We were notified on January 14, 2021, that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023,** but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work. Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. The deadline for submittals is July 22, 2022.

## Town of Swansboro, NC Manager's Report

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27<sup>th</sup>.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10<sup>th</sup> and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

## Town of Swansboro, NC Manager's Report

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

### *Remaining Funds for Site Drainage Improvements (Option 2)*

*\$314,225 Estimate of remaining funds prior to window/soffit/interior bid  
-\$209,000 Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels  
\$ 105,225 Estimate of Remaining Funds for Site Drainage Improvement \**

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements from the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

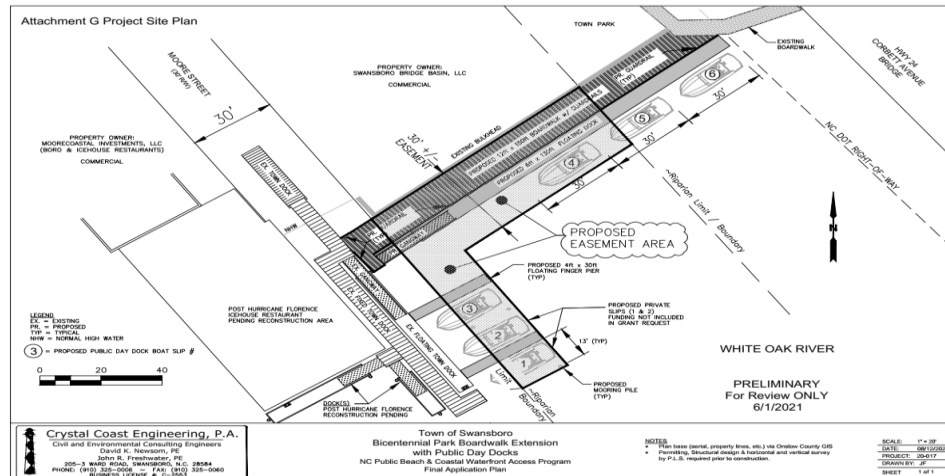
August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

# Town of Swansboro, NC Manager's Report

## 2020 NC Public Beach and Coastal Waterfront Access Grant Project

The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

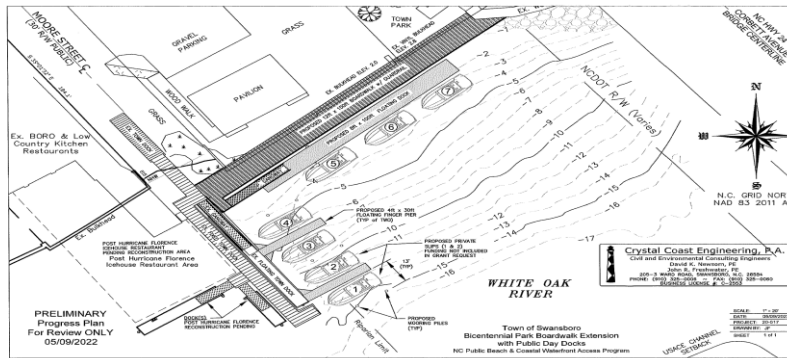


The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



# Town of Swansboro, NC Manager's Report



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24<sup>th</sup>, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for a grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21<sup>st</sup>. Additionally, because we must do some minor dredging prior to

## Town of Swansboro, NC Manager's Report

construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8<sup>th</sup> and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting on a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit, we hoped we would not have to do. The stormwater permit was submitted the second week of June.

On Friday, August 11<sup>th</sup>, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14<sup>th</sup> we met with Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15<sup>th</sup> I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16<sup>th</sup>. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023, along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023. **Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024**

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23<sup>rd</sup> to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. **Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.**

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5<sup>th</sup>. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

## Town of Swansboro, NC Manager's Report

An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

### Sidewalk Projects

At their December 5, 2019, meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated a project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. The water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

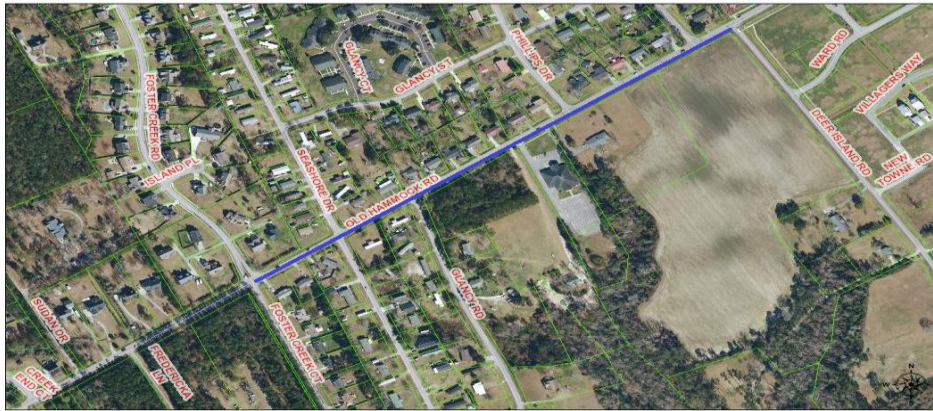
Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and

# Town of Swansboro, NC Manager's Report

Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

Section 1 of Priority 2



Section 2 of Priority 2



One easement is still pending, but communication suggests we should have the easement in the near future. NCDOT still has some sitework to complete prior to constructing the sidewalks.

**Priority 2 Completed. Ribbon Cutting was held on June 24th.**

## Town of Swansboro, NC Manager's Report

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements are required for this section.

### Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on-call contractor hoped to start this sidewalk section in the last part of October. **Priority 4 completed.**

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting for the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

# Town of Swansboro, NC Manager's Report

## Priority 4 - Completed



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding the needed easement for sidewalk extension. The first letter was sent on October 24<sup>th</sup>. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

### Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street  
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023.  
Finalized the easement document and mailed all property owners a separate easement to sign.  
Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

## Town of Swansboro, NC Manager's Report

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6–8-week timeframe.

### Priority 5 completed in September 2023



### Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15<sup>th</sup>. Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

# Town of Swansboro, NC Manager's Report

## Priority 7

Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

## Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

## Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT. Pedestrian crossing for Priority 6 estimate \$5000.

On February 6<sup>th</sup>, I had additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

## **Visitor's Center Improvement Update**

Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had



## Town of Swansboro, NC Manager's Report

reached out to John Wood, Restoration Specialist with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022, Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the buildings historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial

## Town of Swansboro, NC Manager's Report

Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.



At the BOC's request, a progress update was given July 25<sup>th</sup>, 2022.

### **What's Been Done to Date**

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

### **What's Remaining to do on the Exterior**

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

**Interior Renovations** - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able

## Town of Swansboro, NC Manager's Report

to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request the re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21<sup>st</sup>. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1<sup>st</sup>.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

**Town of Swansboro, NC**  
**Manager's Report**

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

**LSAII/Stormwater Mapping Grant**

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18<sup>th</sup> to review the draft agreement for services.

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023 and the contract was executed in early December. At a December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was open one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly till the end of the year.

June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024, the survey team has made an initial pass at all the structures, and it's anticipated that all initial field work would finalize within the next week at that time data collected would be reviewed and processed.

# Town of Swansboro, NC Manager's Report

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

## Fire Grants

**DCIP Grant** -PSB/EOC Funding - Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

\*\*Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department Applied March 8, 2024 (hard copy created 7.11.2024 TM Office)
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024 (hard copies created 7.11.2024 TM Office)
3. **Big Rock Foundation** - Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)  
Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application.

## Department Reports for July 2024

### Administrative Services

- Phone Records Report for July: 2,488 calls
 

Internal – 527	Town Hall – 485	Parks and Recreation – 332
Police Department – 534	Fire Department – 85	Outgoing totals – 525
- Building permits sold for July: 64 residential/commercial combined; \$6,591.20 total fees collected (includes 11 re-inspections)
- 216 Building inspections processed/12 Fire Inspections processed
- 3 Code Enforcement Violations
- 117 Various receipts processed
- 317 ONWASA payments processed; 5 New Services; 2 other requests
- 4 Work Orders generated for Public Works
- 13 Notarization's performed
- Admin Staff worked at Visitor's Center (Alissa, Aliette, Jackie, Linda)
- Provided support for Dockwalk RFP. Finalized, posted to website, published in paper, mailed to 6 contractors
- Provided support to finalize JOED Developer Agreement
- US Census Report Submitted - Permits
- Public Records Request
  - Daily news – Legal Expenses for 2021, 2022, 2023
  - Construction Monitor – Building permits issued with values July 2024
  - Carolina Permits – New homes built in July 2024
  - Cynthia Lacorte – email addresses for BOC & EOC members
  - Ward & Smith – 244 River Reach Drive
- Finalized June Departments Report
- Attended Mullet Run Logistics Meetings
- Received and handled 7 “Contact Us” request from the Website
- Began Mullet Parade prep – secured DJ
- Researched easement for Elizabeth Way/Williamsport subdivision over town outfill line
- Issued New Releases/Constant Contact/Facebook posts for:
  - BOC 7/9/2024 Regular Meeting
  - Advisory Board Volunteers & Sam Bland Nominations sought
  - BOC 7/23/2024 Regular Meeting
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Submitted Powell Bill Certified Statement
- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management

## Department Reports for July 2024

- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 2,083

Top 5 pages viewed in July – Employment Opportunities 536 | Department – Permitting 291 | Department – Police 241 | Government 217 | Contacts 195

### Finance

- Sales & Use Tax received in July 2024 is \$122,552
- Accounts Payable Summary for July 2024:
  - 275 Invoices-Totaling \$363,145
  - 79 Purchase Orders Issued
- Processed payroll- 7/12/2024 & 7/26/2024
- PEV ChargePoint Station-Accumulated (MWh) for July 2024 (2.02)
- Stormwater Fees Collected-July 2024-\$561
- June 2024 Bank Reconciliation-Town accounts
- June 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 13.5 hours
- Processed Swansboro TDA checks
- Gathered financial information for July 23, 2024, regular meeting
- Began process to generate Stormwater Billing in Utility Billing/gathered financial information for the Stormwater Annual Snapshot/updated
- Submitted the following reports:
  - HUBSCO for quarter ending 6/30/24- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
  - LGC-203 for period ending 06/30/24 (Town and Swansboro TDA)- Report of Deposits and Investments
  - State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (April 1, 2024 – June 30, 2024)
- Auditor, Greg Redman will be conducting an annual audit for FY 2023/2024 during the week of September 9, 2024.

### Fire Department

#### *Incidents*

- **127** Total Incidents
  - 78 EMS Incidents
  - 49 Fire Incidents
  - **22 Overlapping Incidents (Two or More Calls Simultaneously)**
  - 86 Incidents occurred in the Swansboro (City Limit District)
  - 21 incidents occurred in the White Oak Fire District
  - 20 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics

## Department Reports for July 2024

- 90<sup>th</sup> Percentile Turnout Time (Dispatch to Enroute): 2:15
  - Fire & Special Operation Incidents: 2:48
  - EMS Incidents: 2:05

### *Fire Life Safety – Operations*

- Fire Prevention Inspections: 19
  - General Fire Inspections: 10
    - Initial Inspections: 5
    - Re-Inspections (Violations): 5
  - Fire Suppression Systems: 7
  - New Business (Certificate of Occupancy): 2

### *Training*

- Total Training Hours: 192
  - Company Training: 169
  - Existing Driver: 0
  - Facilities:0
  - Fire Arson Investigation: 0
  - Fire Life Safety Education: 0
  - Fire Prevention Inspection: 11
  - New Driver: 0
  - New Recruit: 12
  - Officers: 0
  - Hazardous Materials: 0
  - Automatic Aide Training Events: 0

## **Parks and Recreation**

### **DIRECTOR'S REPORT**

#### *Festivals/Events*

- Continuing to collect applications Mullet Festival; spaces are almost sold out
- Successfully executed Independence Day Celebration, the largest turnout in the past couple of years
- Securing fireworks for 2025
- Meeting with WITN for festival advertising
- 2024 sponsorships-\$26,000, increase from 2023
- Met with Front Row Communications to develop advertising plan for the 2024-25 fiscal year
- Met with Jacksonville Onslow Sports Commission and staff. Reviewed 2023 Movin' Mullet 5K logistics with department heads, Town Manager and new recommendations made for 2024 run.
- Completed and submitted reimbursement documents for the Onslow County Tourism Assistance Grant and the Swansboro Tourism Development grant.

### **ARP Project Updates**



## Department Reports for July 2024

### *Splashpad Renovation*

- Concrete work began, the 5ft addition around the splashpad is complete. Seating wall and anchors for the shade structures scheduled to begin the first week in August.

### *Miscellaneous*

- Attended T2T meeting, reserved facilities, reviewed volunteer responsibilities
- Finalizing financials to close out end of year budget; processed remaining receipts and invoices
- Completed annual contract with Onslow County Senior Services for use of the Multipurpose Room in the Recreation Center
- Received two special event applications, presented to the Parks and Recreation Advisory Board for fee waiver recommendations. Event applications will be presented to the Board of Commissioners at the August 13th meeting.
- 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.
- 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**

#### *July*

<b><u>Media Outlet</u></b>	<b><u>Followers</u></b>	<b><u>Reach</u></b>	<b><u>Post Engagement</u></b>	<b><u>Page Visits</u></b>	<b><u>New Followers</u></b>
Facebook	17,687	66,700	6,959	8,600	231
Instagram	832	538		80	11

## Department Reports for July 2024

### Activity Report

July

<b>Organization Activity</b>					
From 7/6/2024 to 8/5/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	92	37	9	0	89
Resident	7	11	7	0	10
Non-Resident	85	24	2	0	79
No Residency Set	0	0	0	0	0
Demographics					
< 18	30	6	2	0	21
18 - 65	49	21	6	0	55
65+	13	8	1	0	13
Male	43	15	5	0	38
Female	49	20	4	0	51
Other Genders	0	0	0	0	0
Online vs In-House					
Online	37	0	0	N/A	45
In-Person	55	35	9	N/A	44

### Revenue

July

Slip Fee - Town Dock	\$844
Rental Fees-Parks	\$290
Rentals Rooms	\$2640
Rec Program Fees	\$2025
Gym Memberships	\$200
Dog Park Memberships	\$30
Vendor Fees	\$3175

### 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

## Department Reports for July 2024

- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Oversaw Independence Day Festival
- Continued supervising Summer Day Camp
- Oversaw Tiny Trekkers
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Began planning BarkFest 2024
- Created new online application for vendors
- Planned and posted all Independence Day Celebration social media posts
- Organized and planned Parks & Recreation Month events
- Facilitated new STEM Lego Robotics Camp
- Created new volunteer fly for Tunnels and Tower and met with MP about handling volunteers this year

### Planned Programs

#### *Fellowship Night- July 15th*

- 10 registered and attended

#### *Tiny Trekkers-July 12th*

- 10 registered and 8 attended

#### *POUND! – July 13th- August 10th*

- 9 drop-ins
- 2 series

#### *Independence Celebration – July 3rd*

- Cat 5 performed
- 10 vendors
- ~10,000 in attendance

#### *Summer Day Camp Weeks 3, 4, 5, & 6*

- 12-13 registered, 12-13 attended
- 16 field trips
- Rest of camp is full

#### *Art in the Afternoon – July 8th -12th*

- 7 registered

#### *Art in the Afternoon – July 29th -August 2nd*

- 10 registered
- Only had 1 day due to medical emergency with instructor

*LEGO Robotics STEM Camp – July 15th-18th*

- 8 registered

*Parks & Recreation Month (Month of July)*

- Popsicles at the Park (every Tuesday)
- Dog Day (8th & 22nd)
- Park Play Palooza (29th)
- Art in the Park (17th & 25th)
- Chalk the Park (19th)
- Rock Art in the Park (31st)
- Roughly 150 people participated
- Passports for continued participation

**Permitting***Planning Board*

- The Planning Board regular meeting was on July 2, 2024.
  - UDO Text Amendment to Section 152.073 Moratoria. After a review of North Carolina General Statutes and UDO on Moratoria at a recent Board of Commissioners meeting, the Town Attorney has advised that the UDO Section 152.073, Moratoria, is not consistent with G.S. § 160D-107 Moratoria in that it is missing a portion of the first sentence under section (A) Authority. The Planning Board did recommend this amendment to the Board of Commissioners.
  - UDO Text Amendment to Section 152.445 Coastal High Hazard Areas (Zone VE). UDO Section 152.445 Coastal High Hazard Areas (Zone VE) (Q) in the Flood Damage Prevention Ordinance of the UDO is not feasible and needs to be deleted. The Planning Board did recommend this amendment to the Board of Commissioners.
  - Town Code/UDO Text Amendment to Section 150.45 Permits Required and Section 152.196 Notes to the Table of Area, Yard, and Height Requirements. A text amendment is proposed to Town Code Section 150.45 Permits Required to have a zoning permit added to the list of permits required for any new development. A text amendment is also proposed to UDO Section 152.196 Notes to the Table of Area, Yard, and Height Requirements, (F) Note 6. The Planning Board did recommend this amendment to the Board of Commissioners.
  - Town Code Amendment to Chapter 93: Streets and Sidewalks, Section 93.007 Playing Games in Streets. After direction from the Board of Commissioners and Town Manager, due to enforcement capabilities, a text amendment has been proposed to remove Town Code Section 93.007 Playing Games in Street. Allowing this activity to take place in Town Limits. The Planning Board did recommend this amendment to the Board of Commissioners.

*Historic Preservation Commission*

- The Historic Preservation Commission meeting was held on July 16, 2024.
  - Certificate of Appropriateness/ 106 Water Street. The Swansboro Historic Association has requested the relocation of the J.T. Bartley Privy/Post Office from 106 Water Street to 114 Main Street. The COA was approved.

*Routine Activities:*

- The Technical Review team met July 24th to discuss Main Street Family Care 2nd submittal and Brezza Lofts 1st submittal.
- Discussed code requirements with new commercial developments.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.

**Police Department***Patrol:*

- 187 Reportable Events
- 24 Motor Vehicle Wrecks
- 1 Felony Arrest
- 12 Misdemeanor Arrests
- 2 DWI Arrests
- 2 Arrests by Warrant Service
- 5 Arrests with Transport to the Onslow County Jail
- 47 Citations
- 209 Verbal/Written Warnings
- 11 Felonies Reported (3-Larcenies; 3-Fraud; 2-Break & Enters; 1-Sexual Assault; 1-Counterfeit Currency; 1-Drug Offense)
- 31 Misdemeanors Reported (8-Property Damage; 6-Larcenies; 6-Trespassing; 2-Domestic Violence Protective Order Violations; 1-Drug Offense; 8-Traffic Related)
- 6 Disputes/Public Disturbances
- 26 Alarm/Open Door reports
- 33 Suspicious Incident/Person/Vehicle
- 3 Town Ordinance Violations
- 54 Requests by Citizens for non-Crime Related Assistance

**3,843 Total Events Performed by Patrol***Community Service/Training:*

- 12 Vehicle Unlocks
- 2 Funeral Escorts
- 10 Requests for Fingerprinting

## Department Reports for July 2024

- 18 Business Closing Standby's
- 35 Foot Patrols
- 48 Residence Checks
- 1 RU Ok? Participant
- Assisted with the Independence Day Event
- Participated in weekly SwanFest Event
- Participated in a Summer Camp Tour of the Public Safety Building
- Provided security for an event at the Rotary Civic Center
- Chief Taylor attended the Multi-Disciplinary Team meeting for the Child Advocacy Center. Meeting was held at the Jacksonville Public Safety Building
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville
- Chief Taylor and Lt. Brim attended monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville

### *Admin Services:*

- Answered 396 phone calls during business hours
- Assisted 184 walk in requests for assistance
- Took 53 requests for reports

### **Public Works**

*No report provided.*