



EOC/PSB Site Selection Committee Special Meeting Agenda

Town of Swansboro

Tuesday, September 03, 2024

I. Call to Order

II. Minutes

- [a.](#) August 7, 2024, Special Meeting
- [b.](#) August 21, 2024, Special Meeting

III. Business

- a. Continued Discussion on Producing a Portfolio
- b. Continued Discussion on Build by Design Options/Details and Further Direction
- c. Continued Discussion on Rotary Property Ingress/Egress Situation Research/Exploration
- d. New Property Acquisition/Discussion/Review

IV. Chairman/Board Thoughts/Staff Comments

V. Adjournment

Town of Swansboro
EOC/PSB Site Selection Committee
August 7, 2024, Special Meeting Minutes

In attendance: Board members - Keith Walsh, Roy Herrick, and Melissa Anderson. Commissioner Doug Eckendorf was absent. Junior Freeman was on a leave of absence. Staff in attendance were: Fire Chief Jacob Randal, Interim Town Manager Jon Barlow and Town Clerk Alissa Fender.

Call to Order

The meeting was called to order at 6:00 pm. The purpose of the meeting was to continue discussion of property acquisition.

Property Acquisition Discussion

Chair Walsh reviewed that direction provided by the Board of Commissioners during their joint meeting held on July 30, 2024, was for the committee to continue analyzation of the Rotary property, research other properties that could be available, or repurpose existing property already owned by the town.

Related to the Rotary property, there were two problems identified - Ingress/egress using the Ireland Avenue to Main Street Extension, as well as future development around Ireland Avenue. Ms. Anderson shared that she would work on checking into the options and issues. By consensus the board agreed, and she would report back with details at the next meeting.

Chair Walsh shared that he had been in contact with the priest of St. Mildreds Catholic Church and there was discussion regarding possible availability of some of their property. Contact had to be made with the diocese in Raleigh before anything further could be determined. If this property becomes a possibility, he requested the Fire Chief to run details on response times from that area. Based on the report, the Town's response times would not be affected, however there would be some impact to repose times to county areas and a substation may need to be considered to prevent negative affecting the statis ISO rating.

Regarding the repurposing of existing town assets, Chair Walsh shared that the Municipal Park was the only property with enough land to spare. However using part of that property would require the purchase of more land to replace what is used, and that process would be extensive with time delays, therefore this option was eliminated.

Board/Staff Comments

Keith Walsh shared that he wanted the committee to create a portfolio to capture the direction and accomplishments of the EOC/PSB committee. Items to include would be discussed and/or gathered for further discussion at the next meeting. Additionally, he also wanted the committee to explore a Build by design options for the future building.

Fire Chief Randall shared that Bobbitt Construction offered their services to help with a Build by Design.

Public Comment

Mayor Pro Tem Justice addressed the committee with a few inquiries. Fire Chief Randall clarified the following.

- The location of the St. Mildreds property meets the response times for the Town of 4-5 minutes, however it would not meet the county response times. The Rotary property would meet response times for both city and county.

- The yearly cost for operations was estimated around 300,000 for salaries and the county could possibly provide funding for salaries.

Additionally, Mr. Justice shared as the representative appointed to JUMPO, that Main Street Extension was not an area currently identified for future repairs/work.

John Hislop, president of the Rotary Club, shared that when their best and final offer was submitted, he also provided their recent booklet that showcased all that the Rotary does and represents. Additionally, he shared that the remainder of the property around Ireland Avenue would be developed for the benefit of the Town.

Adjournment

On a motion by Ms. Anderson, seconded by Mr. Herrick, the meeting adjourned at 7:03 pm with unanimous approval.

Town of Swansboro
EOC/PSB Site Selection Committee
August 21, 2024, Special Meeting Minutes

In attendance: Board members - Keith Walsh, Commissioner Doug Eckendorf, Roy Herrick, and Melissa Anderson. Junior Freeman was on a leave of absence. Staff in attendance were: Fire Chief Jacob Randal, Interim Town Manager Jon Barlow and Town Clerk Alissa Fender.

Call to Order

The meeting was called to order at 6:00 pm.

Adoption of Minutes

On a motion by Mr. Herrick, seconded by Commissioner Eckendorf, the minutes for the May 13, 2024, regular meeting were approved unanimously.

Business

Producing a Portfolio

Chair Walsh reviewed that the development of a portfolio would provide state officials with details about the project and its progress. Additionally, he shared that he had thoroughly read Becker/Morgans feasibility study that was completed and presented to the Board of Commissioners in 2023 and feels that document would be a good addition to the portfolio. Other items identified to go in the portfolio were a construction timeline and other area's building plans for similar facilities.

Build by Design

Fire Chief Randall shared the Bobbit Construction had provided a brochure (shared with committee) about their company which included several Fire or Emergency buildings they had completed. Another company available to provide Build by Design services was Tarheel Building systems. Additionally, plans created by the Wooten Company for the Town back in 2021 and plans for the Jacksonville Station # 4 were available for reference.

Rotary Property Ingress/Egress

Ms. Anderson shared that along with Manager Barlow a meeting was held with the Rotary board, and they had agreed to provided 6 acres in total for no more cost and that would include all of Ireland Avenue. The Towns traffic engineer was engaged on the ingress/egress issue, and his findings were still forthcoming, his findings would determine the next steps. Ms. Anderson shared that she had a scheduling company that could provide a timeline to be operational and could possibly have that by the next meeting.

Property acquisition discussion/review

Chair Walsh shared that the potential property at St. Mildreds Church was no longer an option. The Diocese of Raleigh did not provide authority for the property to be sold.

Board/Staff Comments

Commissioner Eckendorf shared that he could see all the hard work Chair Walsh had put into this committee and thanked him for his efforts. He thanked the committee as well. He stated that it was time for some forward movement and was ready to get to the finish line on this

project. Additionally, he shared that the personal feelings around property sales that he had seen lately was frustrating.

Chair Walsh shared that he needed to give the Board of Commissioners an update at their September 10, 22024,meeting and wanted the committee to meet before that date. A special meeting was scheduled for September 3rd at 6:00 pm, with the Planning Board meeting also occurring on that date, the meeting location would be held in the training room at the Fire Department instead of the Community Room at Town Hall.

Adjournment

On a motion by Commissioner Eckendorf, seconded by Mr. Herrick, the meeting adjourned at 6:52 pm with unanimous approval.