



Board of Commissioners Agenda

Town of Swansboro

Tuesday, April 22, 2025

Board Members

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

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.](#) February 7, 2025, Special Meeting Minutes

[b.](#) February 11, 2025, Regular Meeting Minutes

[c.](#) Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$423.93

Vehicle Tax

Atlantic On Site Services LLC	\$15.89	Sold/Traded
Buchanan, Joseph Paul	\$143.01	Tag Surrender
Keller, Melissa Brianne & Aaron Michael	\$47.43	Over Assessment
Beaudet, Annalei, Marie K	\$92.65	Tag Surrender
Jacobson, Bryon Ray Jr.	\$124.95	Military

[d.](#) Budget Ordinance Amendment #2025-10

IV. Appointments/Recognitions/Presentations

a. **Recognition of Isabella Smith - Military Child of the Year**

Presenter: Mayor William Justice

b. **Administrative Professionals Week**

Presenter: Mayor William Justice

c. **Municipal Clerks Week**

Presenter: Mayor William Justice

V. **Public Hearing - None**

VI. **Business Non-Consent**

a. **Food Truck Ordinance Review**

Presenter: Rebecca Brehmer, CFM, CZO - Town Planner

After discussion and direction from the board at their April 8, 2025, regular meeting, staff was directed to bring back an overview on the current food truck ordinances and procedures.

Recommended Action: Discuss and provide further guidance.

b. **Monthly Financial Report as of March 31, 2025**

Presenter: Sonia Johnson - Finance Director

c. **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. Projects Brief

b. Monthly Department Reports

X. **Board Comments**

XI. **Closed Session**

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (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 price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

XII. **Adjournment**

Town of Swansboro
Board of Commissioners
February 7, 2025, Special Meeting Minutes

Item III - a.

Board of Commissioners in attendance: Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Commissioner Pat Turner was absent. The board had 1 vacancy.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 1:06 pm. Mayor Pro Tem Justice led the Pledge of Allegiance. The purpose of the meeting was to discuss the Town of Swansboro's future needs with North Carolina State Representative Wyatt Gable.

Rep. Gable shared he requested this meeting because he understood the need for stronger communication between local, county, and state governments and his goal was to better understand the town's needs ahead of the legislative session. Mr. Gable reaffirmed his commitment to representing local voices but cautioned that much of the state's available funding had already been allocated to Western North Carolina for Hurricane Helene relief, limiting resources for other areas.

Items discussed by the board with Rep Gable were as follows:

SCIF funds for the Town to build a new Emergency Operations Center/Public Safety Building and to complete sidewalks

Commissioner Eckendorf shared that it had been mentioned that the state could request those funds back and wanted Rep. Gable to report that the town was working to get both projects underway. Rep. Gable shared that he firmly believed those funds would not be taken back.

Safety Incident at the Landings

Commissioner Brown shared that a citizen had written the state regarding a facility, the Landings in Swansboro, sharing all the serious concerns she had, and her letters were unanswered. Rep. Gable shared that he had not seen such a letter and without knowing who exactly it was sent to, he could not speak for responses that would come from other representatives.

Legislative Bill Concerns

Commissioner Conaway shared his concern that some recent state laws, like Senate Bill 382, were taking away the ability of local towns and cities to make their own decisions about growth and development. He's worried that lawmakers who didn't live in the area were making choices that could overload local services like police, fire, roads, and water. He feels that local leaders know best what their towns can handle. Rep. Gable responded by explaining that if a

law affects more than 15 counties, it had to go through the full state legislature. If it affects 15 or fewer, it can move forward more easily. He also said he doesn't agree with the way lawmakers sometimes add unrelated items to big bills to get them passed, and he'd rather see one issue voted on at a time.

Infrastructure and Schools

Mayor Pro Tem Justice shared several concerns about local infrastructure, especially roads and schools. Queens Creek Road was a focus due to frequent accidents, three schools at the intersection with Highway 24, numerous housing projects, and the bridge repair that was originally planned for 2025 was now delayed to 2030. The need to prioritize this project for safety reasons was stressed. Main Street Extension was also mentioned, with paving expected to be finished by November. A future light industrial area was also mentioned, and while it wasn't expected to cause major traffic or drainage issues, members agreed it's important to finish road work to prepare for growth.

Board members shared frustration that Swansboro often gets passed over compared to other faster growing towns in the county, which were getting new schools. Although Swansboro wasn't officially overcrowded, the town had grown, and buildings like the middle school were old and in need of replacement. It was noted that school funding comes from the county and pushed for stronger communication with the county to get more support.

Comments/Questions from the Public

Jimmy Williams, of the Tideland Newspaper inquired on where Rep. Gable stood on the recent efforts to move public and legal notices from newspapers to online platforms, expressing concern for those who may not have access to the web. He provided examples, such as notices to creditors, public hearing notices, and notices for the sale of impounded vehicles or unpaid storage contents, which are typically required to be published in a newspaper. Mr. Williams emphasized the importance of keeping these notices in print, as they serve as reminders for people to address important matters. Rep. Gable acknowledged Williams' concerns and expressed support for keeping notices in print, recognizing that not everyone has online access.

John Hunnings of 81 Pickett Way inquired why coastal residents bear higher insurance costs for hurricane damage while other parts of the state, also affected by storms, do not share the financial burden. Rep. Gable acknowledged the issue and asked Mr. Hunnings to email the question so he could follow up with research.

Tim Simpson of 609 Shore Drive, and owner of Lady Swan Boat Tours extended an invitation to Rep. Gable to take a cruise while he was in town.

Commissioner Conaway remembered something he wished to ask which was related to Mr. Simpson, and that was about the process of appointing members to the Marine Fisheries Commission. He inquired if that process could be changed to reduce political influence. Suggesting a more balanced appointment structure similar to other state boards, due to concerns that current restrictions unfairly impact recreational fishermen. Mr. Simpson shared that as a commercial fisherman he was also hurt by the restrictions.

John Davis of 403 Glancy Street thanked Rep. Gable for coming and listening to the Board and public. He emphasized the need for a more integrated county plan that encourages better collaboration between town managers and municipalities. He pointed out that too often, efforts are siloed, which limits efficiency and progress. He supported the idea of improved coordination, especially regarding funding and grants from the state, and highlighted the importance of transparency and teamwork. Additionally, he committed to obtaining a copy of the 10-year plans presented to the Onslow County Board this past week related to Onslow County Schools to share with the board.

Board Comments

The board thanked Rep. Gable for visiting and listening to their concerns, sharing that it meant a lot since past leaders hadn't done the same. They hoped to have similar meetings regularly and asked him to keep local needs like roads, sidewalks, and schools in mind.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the meeting adjourned at 2:07 pm.

**Town of Swansboro
Board of Commissioners
February 11, 2025, Regular Meeting Minutes**

Item III - b.

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. The board had one vacancy.

Call to Order/Opening Prayer/Pledge

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

Adoption of Agenda and Consent Items

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

- November 12, 2024, Regular Meeting Minutes
- November 12, 2024, Closed Session Minutes
- November 26, 2024, Regular Meeting Minutes
- November 26, 2024, Closed Session Minutes
- December 9, 2024, Special Joint Meeting with TDA
- Budget Ordinance Amendment #2025-6
- Tax Refunds totaling \$220.23.

Vehicle Tax

Gordon, Carole Ann	\$16.76	Tag Surrender
Isenhardt, Emily Marie	\$17.97	Tag Surrender
Byrd, Fred Raymond Jr.	\$185.50	Duplication

Appointments/Recognitions/Presentations

Oath of Office for Mayor William Justice

Town Clerk Fender administered the oath of office of Mayor to William Justice to fill the vacant mayor seat which would expire November 2025.

Oath of Office for Mayor Pro Tem Jeffrey Conaway

Mayor Justice administered the oath of office for Mayor Pro Tem to Commissioner Jeffrey Conaway.

Police Department Employee Introduction & Oaths

Police Chief Taylor introduced Officer Eric Mason. Mayor Justice administered the oath of office.

Public Hearing

UDO Text Amendment to § 152.016 Definition of Basic Terms and § 152.267 Computation of Sign Area

Town Planner Brehmer reviewed that after a discovery of a discrepancy in UDO Sections 152.016 Definitions of Basic Terms for the definition “Sign, Area Of” and 152.267 Computation of Sign Area (C) pertaining to calculating the square footage allowed on a sign, a text amendment to these sections was proposed for consistency.

Planner Brehmer further explained that the previous language in the last two sentences of Section 152.016, under the definition of “Sign, Area Of,” conflicted with Section 152.267(C) regarding how sign area was calculated. Section 152.016 had stated that only one side of a double-faced sign would be counted—unless the copy differed—while Section 152.267 required all visible sign copy to be included. To eliminate the contradiction and align with past enforcement and interpretation, the proposed text amendment revised Section 152.016 to state that both sides of a double-faced sign were included in the area calculation and removed the conflicting sentence. Section 152.267(C) was also amended to read, “The sign area computation shall include all sides of the sign.” This clarified that all sides—regardless of whether the copy was the same—must be counted toward the total square footage allowed. The Planning Board recommended approval of the amendment at their January 7, 2025, regular meeting.

The public hearing was opened at 6:17 pm then closed, no comments were offered.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Brown, Ordinance 2025-O3 amending § 152.016 Definition of Basic Terms and § 152.267 Computation of Sign Area was approved unanimously.

Business Non-Consent

Street Acceptance Procedures and Update

Planner Brehmer reviewed that after directions from the Board to give an update on upcoming street acceptance requests as well as procedures currently in place by ordinance and policies for this process, and she clarified the following details.

Steps include submission of a written request by the developer, verification that streets and sidewalks meet construction standards, and submission of stormwater inspection reports confirming that the system was functioning properly and ready for transfer from the developer to the homeowners’ association.

Temporary acceptance procedures and administrative policies were also reviewed and found to be efficient.

Additionally, Planner Brehmer shared that the streets and sidewalks in the Shadow Creek subdivision were officially accepted by the Board in November 2024 after all

requirements were met. She also noted that a request for street and sidewalk acceptance from Swansgate was expected soon. Repairs to the streets outlined in the engineer's report had been completed. The developer was currently waiting on the Army Corps of Engineers to approve moving a wetland line based on a delineation completed by ECS. Once approved, the sidewalk required along Main Street Extension could be installed, allowing the acceptance request to move forward.

There were no questions and no further action taken by the Board.

Discussion of Filling a Vacancy on the Board of Commissioners

Town Manager Barlow reviewed the conflicting guidelines between the Town Charter and the state general statute regarding how to fill a vacant commissioner seat. According to the Charter, the Board could appoint someone to serve for the remainder of the three-year term. However, the General Statute required an appointment only until the next municipal election, at which point a special election would be held for the remaining two years of the term. Under G.S. 160A-3, the Board had the authority to choose which path to follow, and a majority vote was sufficient to make that determination.

During the discussion, several board members expressed support for an appointment lasting only until the next election, allowing voters to select a long-term representative. Others referenced previous use of the Town Charter and suggested the need to further review how past vacancies were handled. The Board agreed to table the item until the April 25th meeting and requested that staff research and present information on how similar vacancies were handled in the past.

Future Agenda Topics

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:

- Recognition of Trevor Hucal for State Title achievement
- Schedule discussion on paid parking downtown for an upcoming meeting

Public Comment

Junior Freeman of 714 W. Corbett Avenue offered his congratulations Mayor Justice and Mayor Pro Tem Conaway. Additionally, he encouraged the Board to consider upgrading the meeting room by installing a formal dais, improving the audio-visual system, and reviewing the budget to support those changes. He also suggested they consider increasing their monthly stipend, as a taxpayer he doesn't expect them to serve for nothing.

Board Comments

Board members expressed appreciation to staff and citizens for their ongoing support and participation, congratulated newly appointed officials, and emphasized the value of public input during meetings. Several members noted their commitment to being accessible to residents, encouraged attendance at future meetings, and highlighted the importance of fiscal responsibility and public service.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Turner, the meeting was adjourned at 6:40 pm.



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **April 22, 2025**

Prepared By: **Sonia Johnson – Finance Director**

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$423.93

Vehicle Tax

Atlantic On Site Services LLC	\$15.89	Sold/Traded
Buchanan, Joseph Paul	\$143.01	Tag Surrender
Keller, Melissa Brianne & Aaron Michael	\$47.43	Over Assessment
Beaudet, Annalei, Marie K	\$92.65	Tag Surrender
Jacobson, Bryon Ray Jr.	\$124.95	Military

Recommended Action: Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2025-10**

Board Meeting Date: **April 22, 2025**

Prepared By: **Sonia Johnson – Finance Director**

Overview: A Budget Ordinance Amendment is requested for multiple departments.

- 1. Fire Department-** The fire department completed its annual National Fire Protection Association (NFPA) physicals. The fire department’s relief fund funds the annual physical expenditure. Due to relief fund board restructuring needs and unforeseen circumstances, the fire department’s budget was required to fund the physicals with reimbursement of \$8,038.50 from the relief fund pending the restructuring.

Source of Funds: Miscellaneous-NCSFA Relief Fund Reimbursement

- 2. Fire Department/Emergency Management:** The fire department deployed resources and personnel to aid the recent wildland fires in Polk County, NC. The deployment was a mission requested by NCOSFM, which provided the opportunity to file for reimbursement.

Personnel Cost (Salary & Benefits): \$10,554.19
Repair/Maintenance-Supplies: \$27.50
Fuel: \$712.63
Fees: \$5.94
Subsistence: \$418.63
Apparatus & Equipment: \$ 7,806.15
Total Reimbursement: \$19,525.04

Source of Funds: Grant-Variou-FEMA/State Reimbursement

- 3. Fire Department:** The fire department has worked diligently to revamp the volunteer program, promote membership, and maximize the ISO potential of the volunteer personnel. The enhancement was associated with increased volunteer recruitment and retention for the quarter stipend payout. Requesting \$13,500 be appropriated from fund balance.

Source of Funds: Appropriation of Fund Balance

Action: _____

- 4. Fire Department:** The Board approved the salary adjustments for the Fire and Police Departments. The salary increase was accompanied by an increase in personnel's overtime rate. The requested amount of \$15,000 accounts for the Fair Labor Standards Act (FLSA) overtime hours incorporated in personnel's normal schedule and the adjustments for pre-planned events before the approved salary increases.

Item III - d.

Source of funds: Appropriation of Fund Balance

- 5. Police Department:** On 11/4/2024, a Police Officer was involved in an accident. A claim has been filed with the NCLM. After an appraisal was completed on the 2023 Dodge Charger the Town received \$9,303.90 to repair the vehicle.

Source of funds: Insurance Proceeds

Background Attachment(s): Budget Ordinance Amendment #2025-10

Recommended Action: Motion to approve Budget Ordinance Amendment #2025-10

BUDGET ORDINANCE AMENDMENT #2025-10

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2025:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Fire	\$54,904.78
Police	\$9,303.90
Emergency Management	\$1,158.76

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$28,500.00
Insurance Proceeds	\$9,303.90
Grants-Variou	\$19,525.04
Miscellaneous	\$8,038.50

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, April 22, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Food Truck Ordinance Review**

Board Meeting Date: **April 22, 2025**

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

Overview: After discussion and direction from the board at their April 8, 2025, regular meeting, staff was directed to bring back an overview of the current food truck ordinances and procedures.

On July 26, 2021, the board approved a text amendment to allow food trucks under the standards we use today. Prior to this, food trucks were not allowed at all. Additionally, on November 22, 2021, a discussion on making an exemption to the out-parcel in front of Food Lion was brought up for review. Ultimately, the Planning Board did not recommend this exemption, and the board chose to leave as is until a revision of the Future Land Use Plan was completed. It is important to note that in order to make this exemption, it would require amending the CAMA Land Use Plan or making a specific exception for that parcel that goes against the standards set in the ordinance.

According to Section 152.179 Table of Permitted/Special Uses, “Food sales, push cart/food truck (see note 30)” are only permitted in B1, B2, B3, and MI zoning districts with a reference to note 30 for additional standards. In addition to food trucks only being permitted in these specific zoning districts and having to meet the standards set in note 30, they have to be in setup in one of the 3 nodes that were pulled from the 2019 CAMA Land Use Plan Future Land Use Map: Traditional Town Center, Suburban Town Center, or Employment/Light Industrial (please see maps attached). There is a single day permit for \$100 or an annual permit for \$500 available for food trucks who have met all of the standards above. The only exemption to these standards is found in Section 112.05 Peddlers and Itinerant Salesmen Prohibited: Exceptions where it states, “Special events or sales conducted by businesses on their property not to exceed three days in duration.”

Background Attachment(s):

1. Section 152.179 Table of Permitted/Special Uses
2. Section 152.180 Notes to the Table of Permitted/Special Uses: Note 30
3. CAMA Future Land Use Map
4. Traditional Town Center Map with Zoning
5. Suburban Town Center Map with Zoning
6. Light Industrial Map with Zoning
7. Section 112.05 Peddlers and Itinerant Salesmen Prohibited: Exceptions

Recommended Action: Discuss and provide further guidance.

Action: _____

PERMITTED/ SPECIAL USES	CON	RA	R6	R6SF	R8SF	R10SF	R15SF	R20SF	R40SF	PUD ^a	MHP	MHS	MHS- 15SF	MHS-O ^c	O/I	G/E	B1 ^d	B2 ^e	B3 ^f	B2HDO ^g	MI ^h
Emergency shelter		P	P	P	P	P	P	P	P	P	P	P		P	P		P	P	P	P	P
Employment/personnel agency																	P	P	P		P
Exterminating services																	P				P
Fabric or piece goods store																	P		P	P	
Fabrication shops (wood, metal, upholstery, fabric, plastics, etc.)																	P				P
Family care home (see § 152.180, note 39)			P	P	P	P	P	P	P		P	P	P	P	P		P				
Family foster home						P	P	P	P	P											
Farm equipment and engine repair		P															P				P
Farm machinery sales and service		US															P				P
Feed and grain sales and storage		US																			P
Fertilizer wholesale and retail sales		US																			P
Fiber manufacturing (see § 152.180, note 38)																					P
Financial institutions (bank, savings and loan, credit unions)																	P	P	P		
Fire station	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Fish mongers/sales (no outside storage)																	P	P		P	
Fishing piers (public/commercial)																	P	P		P	
Flea markets																	US				
Floor coverings, sales																	P	P	P		P
Florist shops										P							P	P	P	P	
Flour and feed mills (see § 152.180, note 38)																					P
Food processing/production facilities (see § 152.180, note 38)																					P
Food sales, push cart/food truck (see note 30)																	P	P	P		P
Forestry	P	P																			
Fuel sales																	US	US			P
Funeral homes and mortuaries					P										P		P				P
Furniture and fixtures assembly (see § 152.180, note 38)																					P
Furniture and wood product manufacturing (see § 152.180, note 38)																					P
Glass, sales																	P	P	P		P
Golf course, miniature		P															P	P	P		
Golf driving range (see note 14, § 152.180)		P																			
Government offices, buildings and facilities	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Grain mill products (see § 152.180, note 38)																					P

§ 152.180 NOTES TO THE TABLE OF PERMITTED/SPECIAL USES.

(DD) Note 30. Food sales, push cart/food truck. A zoning permit is required prior to the establishment of a push cart or food truck on any property within the jurisdiction of the town. The permit application must include the following information, documentation and acknowledgments by the vendor, and must be submitted at least three business days prior to the vendor occupying the property:

(1) List of the proposed location(s) of the cart/truck and duration for each location proposed. Vendors will be allowed in the zoning districts shown in the Table of Uses when the property is identified as being within the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified within the 2019 CAMA Land Use Plan on the Future Land Use Map;

(2) The appropriate fee as established by the town schedule of fees;

(3) Push carts and food trucks may operate under an annual permit or may obtain a permit for a one- day event when not subject to the exemptions found in Chapter 112;

(4) Push carts and food trucks must be located on private property and not within any street right-of-way. Evidence of property ownership or written permission from the property owner for the proposed location(s) must be submitted;

(5) Push carts and food trucks must be set back at least 50 feet from the right-of-way of NC Highway 24;

(6) Any push cart or food truck must be located at least 100 feet from the main customer entrance of any restaurant or outdoor dining area, and at least 50 feet from any other permitted push cart or truck;

(7) Food trucks and push carts may not occupy any handicap parking space;

(8) Hours of operation are limited to 7:00 a.m. to 10:00 p.m. daily;

(9) Any food truck or trailer must display a valid license plate;

(10) A copy of a Health Department inspection/score or a certificate issued by the Department of Agriculture must be provided;

(11) Proof of insurance must be submitted;

(12) Compliance with any applicable Building Code requirements must be demonstrated, such as inspection of electrical power connections;

(13) No signage, to include banners or flags, external to the cart or truck is permitted other than one two foot x three foot sandwich board (portable) sign;

(14) Vendors are responsible for maintaining their service areas to include trash removal;

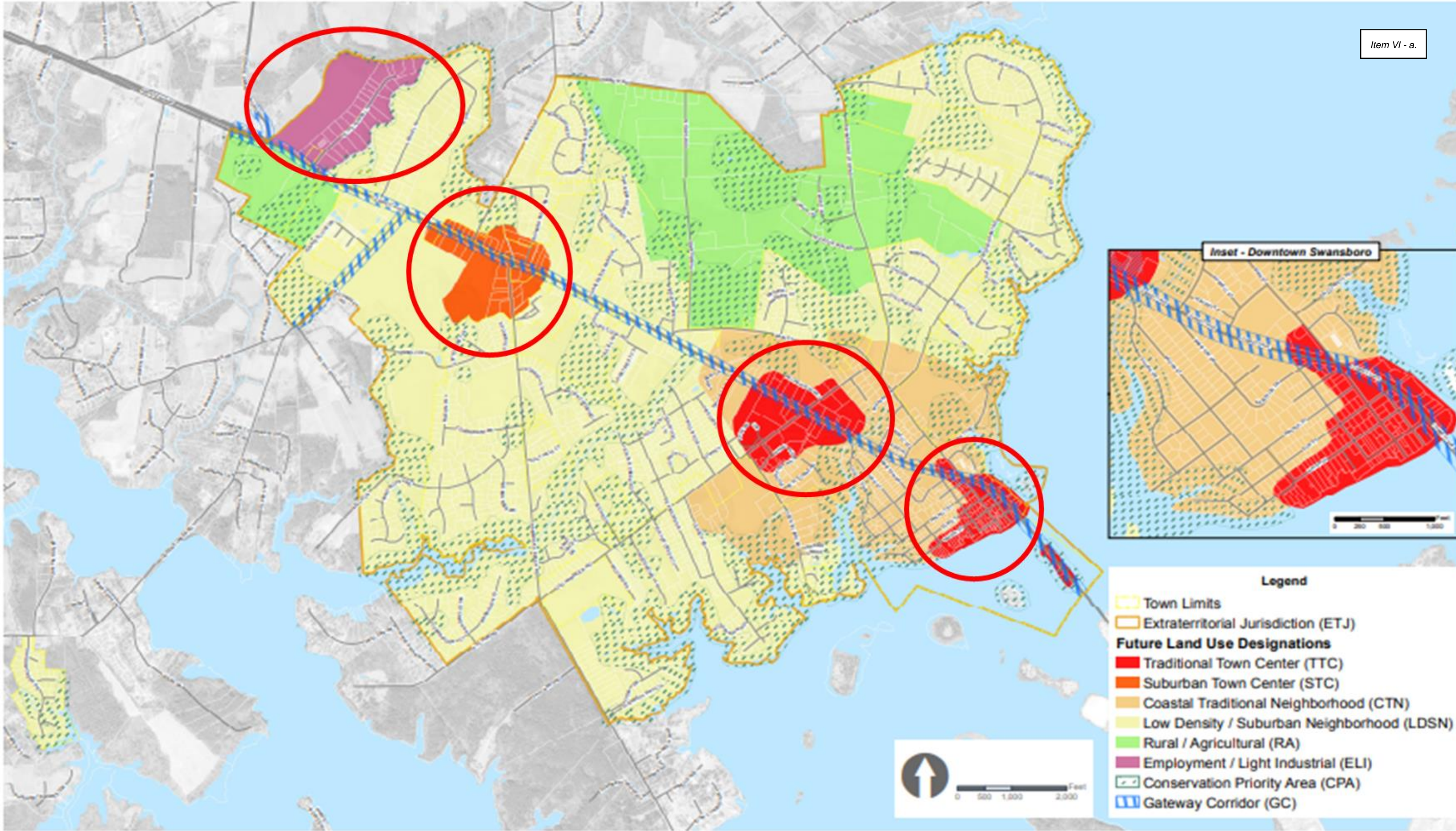
(15) A certificate of registration with the North Carolina Department of Revenue must be provided;

(16) No music or other amplified sound is permitted to emanate from the push cart or food truck;

(17) Flashing or moving lights are prohibited whether attached to or external of the push cart or food truck;

(18) The Town Manager reserves the right to temporarily suspend food sales permits during special events; and

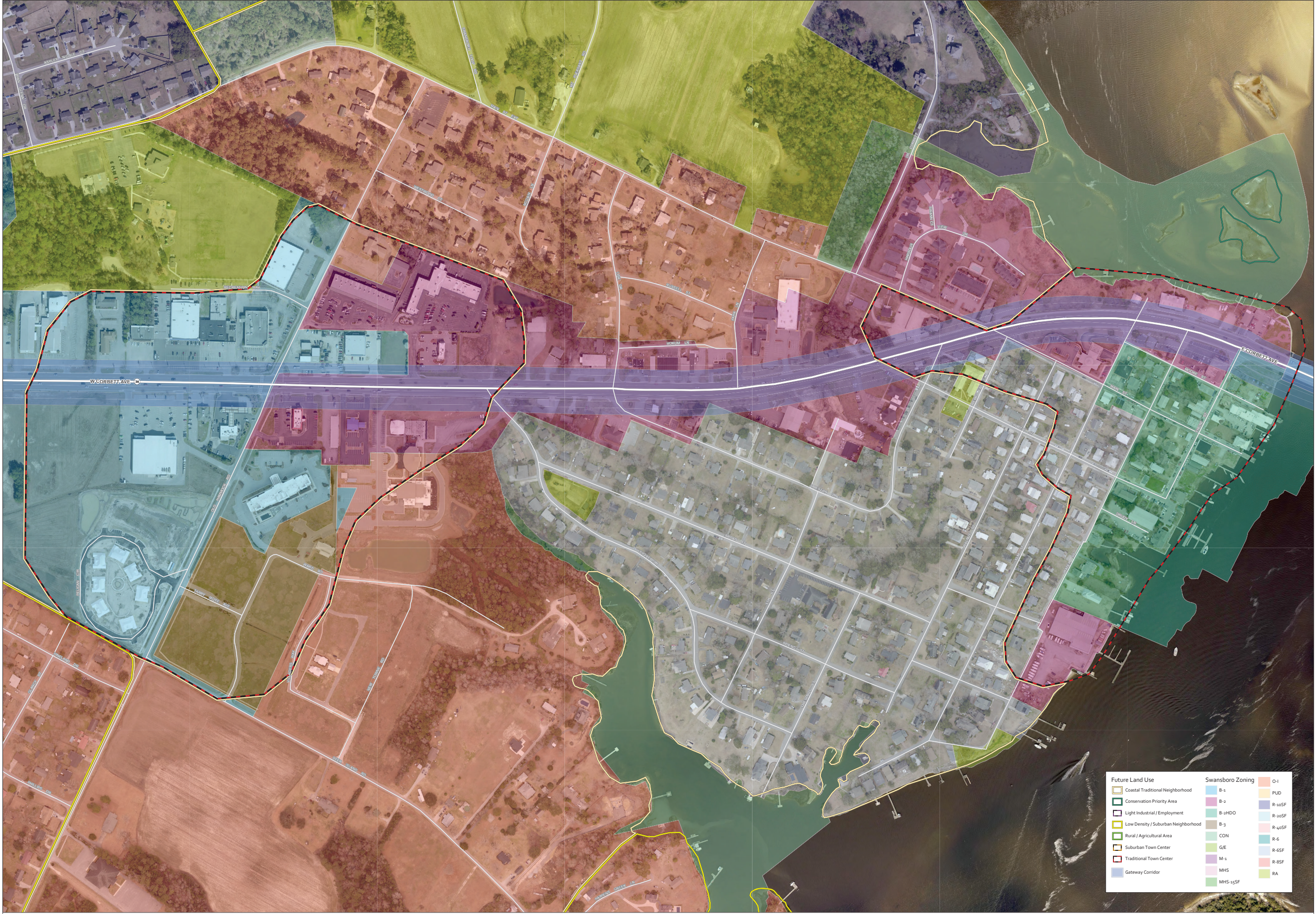
(19) Violations of this section will result in the permit being revoked, and the vendor will be subject to the penalties as established by § 152.133.



SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use Map -

Adopted: January 22, 2019



1 inch = 125 feet

Traditional Town Center Landuse & Zoning Map

Produced by Onslow County GIS

Aerial Flown February 2018

Date Printed: 10/5/2020 11:40 AM

This map is intended for reference only. All dimensions are approximate. As per NCOS 132-10, this map is not to be relied on otherwise used for commercial purposes.





Future Land Use		Swansboro Zoning	
Coastal Traditional Neighborhood	B-1	O-1	PUD
Conservation Priority Area	B-2	R-10SF	
Light Industrial / Employment	B-3HDO	R-20SF	
Low Density / Suburban Neighborhood	B-3	R-40SF	
Rural / Agricultural Area	CON	R-6	
Suburban Town Center	G/E	R-6SF	
Traditional Town Center	M-1	R-8SF	
Gateway Corridor	MHS	R-8SF	
	MHS-15SF	RA	



1 inch = 125 feet

Suburban Town Center Landuse & Zoning Map

Produced by Onslow County GIS

Aerial Flown February 2018

Date Printed: 10/5/2020 11:40 AM

This map is intended for reference only. All dimensions are approximate. As per NCOS 132-10, this map is not to be relied on otherwise used for commercial purposes.





1 inch = 125 feet

Light Industrial / Employment Landuse & Zoning Map

Produced by Onslow County GIS

Aerial Flown February 2018

Date Printed: 10/5/2020 11:31 AM

This map is intended for reference only. All dimensions are approximate. As per NCOS 132-10, this map is not to be relied on otherwise used for commercial purposes.



§ 112.05 PEDDLERS AND ITINERANT SALESMEN PROHIBITED: EXCEPTIONS.

Item VI - a.

(A) Peddlers or itinerant salesmen duly authorized by the sponsoring agency of any event or exhibition show under town's approval;

(B) Mobile ice cream vendor with certificate of convenience and necessity issued through the Police Chief or his or her designee following approval by the Board of Commissioners; or

(C) Special events or sales conducted by businesses on their property not to exceed three days in duration.

(Ord. passed 3-18-03; Am. Ord. 2021-O7, passed 7-26-21)

Cross-reference:

Regulations for mobile ice cream vending, see §112.06

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF MARCH 31, 2025)**

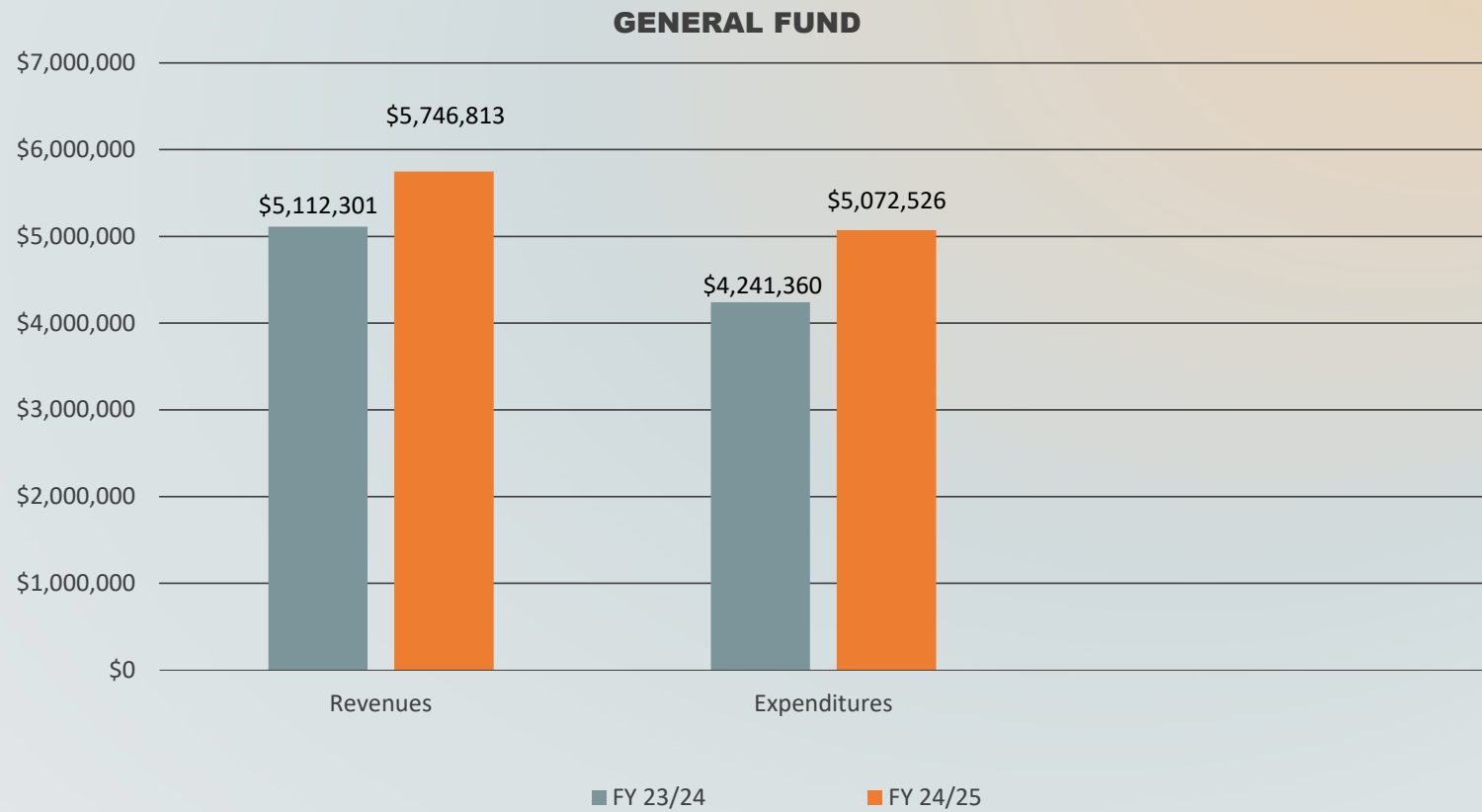
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2025)**

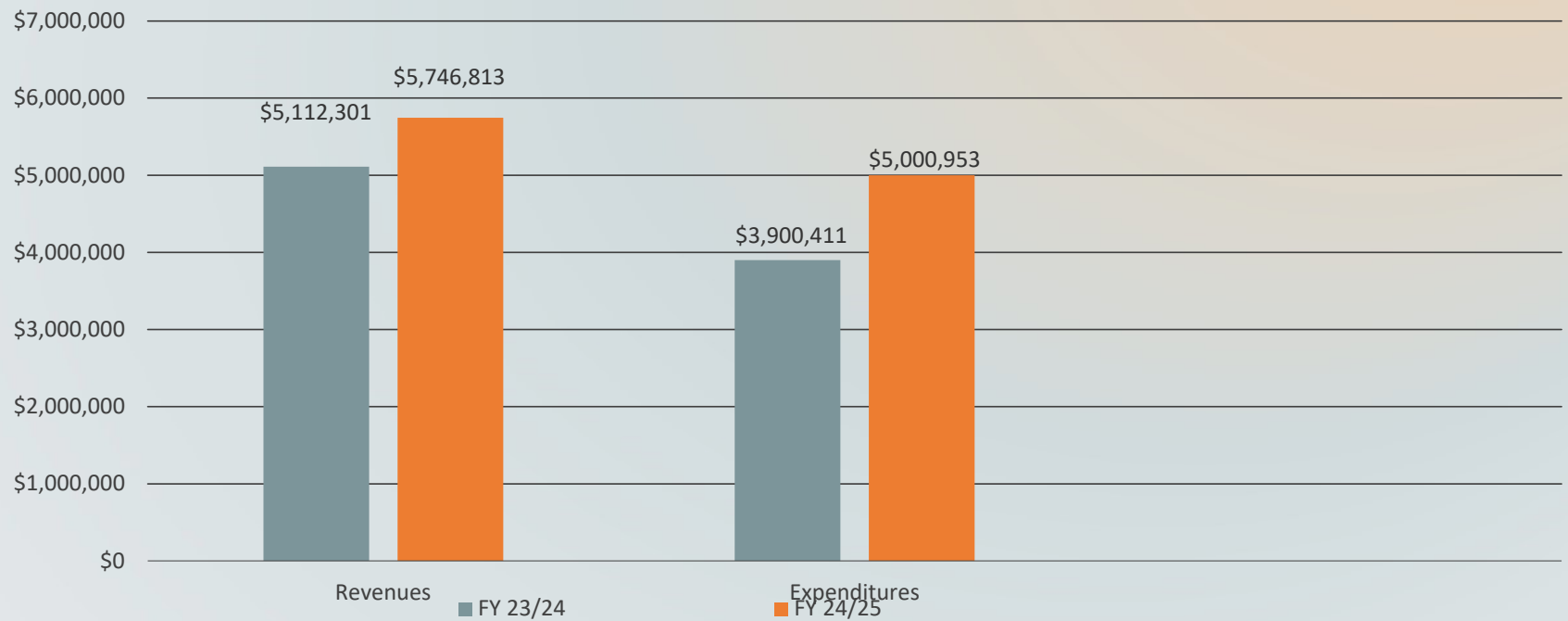


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$674,287

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2025)**

(ACTUAL)

GENERAL FUND



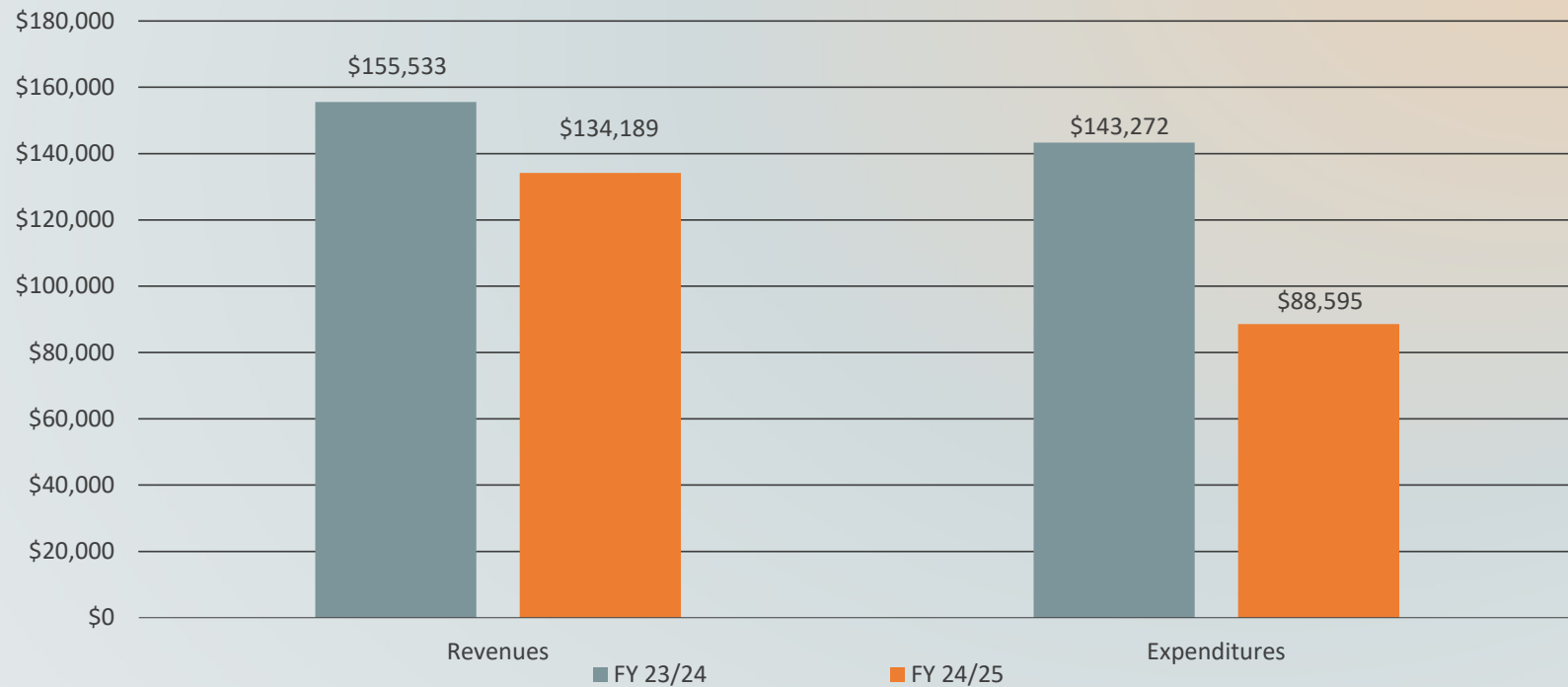
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$745,860

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March, 2025
GOVERNING BODY	48,595	27,384	3,426	63.4%
ADMIN SERVICES	432,052	307,192	3,476	71.9%
FINANCE	315,178	208,484	565	66.3%
LEGAL	59,300	35,792	-	60.4%
PUBLIC BUILDINGS	439,973	286,950	3,244	66.0%
FIRE	2,135,877	1,269,127	11,974	60.0%
PERMITTING	288,270	240,764	1,000	83.9%
PLANNING	86,293	60,003	-	69.5%
POLICE	1,432,852	790,892	22,821	56.8%
PUBLIC WORKS-STREETS	1,498,086	808,107	2,142	54.1%
POWELL BILL-STREETS	191,791	116,931	-	61.0%
PARKS & RECREATION	492,086	219,918	17,539	48.3%
DOWNTOWN FACILITIES	132,226	80,047	1,317	61.5%
EMERGENCY MANAGEMENT	14,549	11,544	-	79.3%
FESTIVALS & EVENTS	134,635	94,559	3,229	72.6%
NON DEPARTMENTAL	612,764	443,260	839	72.5%
TOTAL	8,314,527	5,000,953	71,573	61.01%

**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2025)**

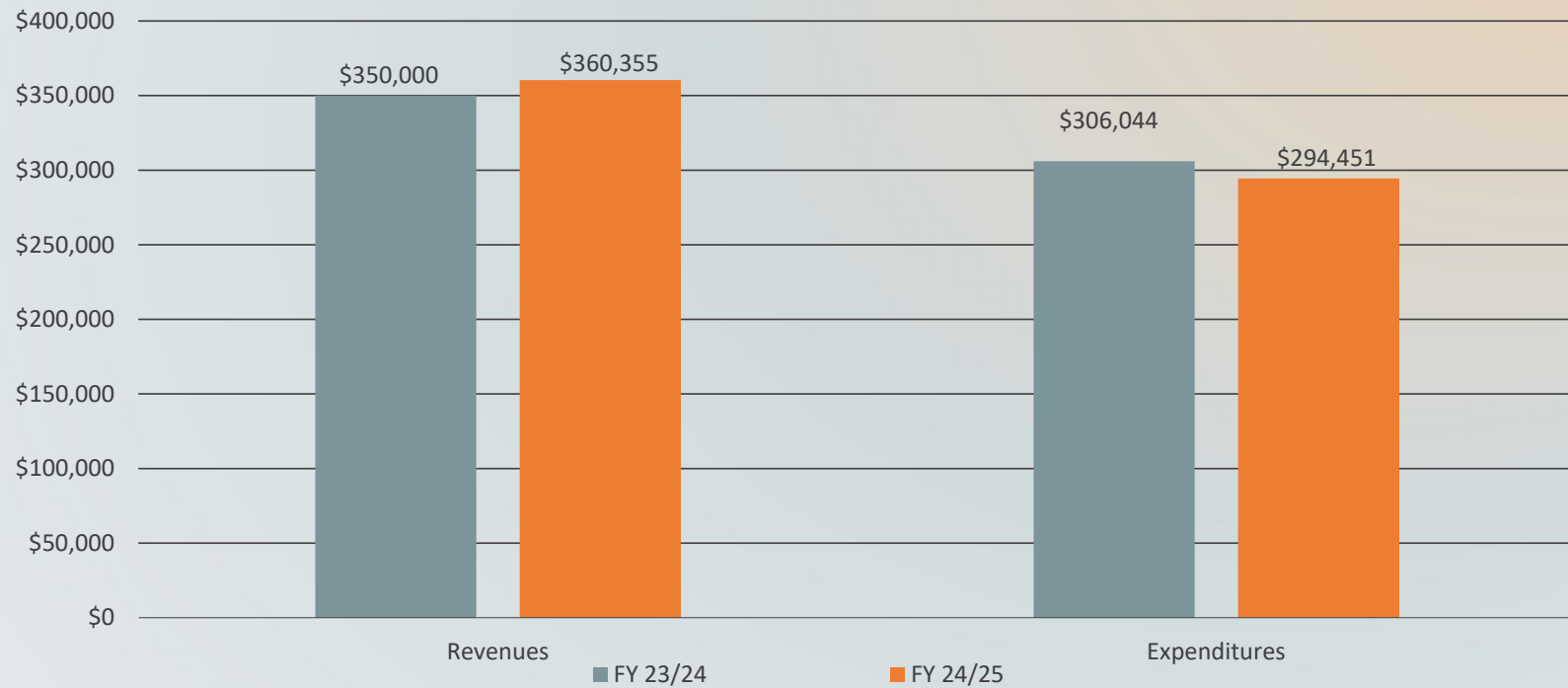
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$45,594**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MARCH 31, 2025)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$65,904**

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MARCH 31, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Public Safety Facility	\$0.00 PAID IN FULL	2.58	12/22/2024	
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,894	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
Total Debt	\$1,300,726			\$418,027

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MARCH 31, 2025)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$132,639	.05%
NC CMT-General	\$6,539,800	4.23%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,546,378	4.18%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,064,939	\$37,660	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$371,422	\$0	\$15,228
Emergency Operation Center	\$9,465,499	\$24,840	\$0	\$9,440,659
Emmertton School Repairs	\$499,000	\$183,305	\$0	\$315,695
Stormwater Master Plan	\$400,000	\$208,361	\$0	\$191,639
Total Outstanding Grants	\$11,853,748	\$1,852,867	\$37,660	\$9,963,221

Any Questions
?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **April 22, 2025**

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

Overview: The purpose of this memo is to provide the Board with matters that staff anticipate/propose 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.

April 23rd – Special Meeting for UDO/CAMA Land Use Plan Review, 6 p.m.

April 29th – Budget Workshop Special Meeting, 6 p.m.

June Meeting Dates
10th & 24th

May 13th or 27th

- * Proclamations
 - o National Public Works Week
 - o National Police Week and Peace Officers Memorial Day
 - o Safe Board Week
 - o Onslow County Senior Games
- * Recognition of Swansboro Varsity Basketball Team
- * Monthly financial report

Future Agenda Items

- * Minimum Housing Code
- * Street Acceptance of Swansgate (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Project Coffee upcoming items
 - o Expand ETJ territory for Parcel # 019516 on Highway 24/W. Corbett Avenue
 - o Rezoning request for Parcel # 019516 & 011942 on Highway 24/W. Corbett Avenue from RA to MI
- * Visitor's Center Future Plans discussion

PROJECTS REPORT

Town Projects/Initiatives Update

April 2025

Submitted By: Jon Barlow, Town Manager

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

Item IX - a.

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 25th 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 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details are 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 21st. 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

Item IX - a.

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

Item IX - a.

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 14th, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28th 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 23rd. 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 23rd.

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.

- EOC/PSB site committee developed a site solicitation packet.
 - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
 - The property beside the Rotary was the only site remaining from packet entries.
 - *Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

Town of Swansboro, NC Manager's Report

Item IX - a.

- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.

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

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.

Town of Swansboro, NC Manager's Report

Item IX - a.

Our consultant Beth Smyre shares that NCDOT 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 NCDOT 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 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.

RCCP Project Portfolio		
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	

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

Town of Swansboro, NC
Manager's Report

Item IX - a.

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 28th. 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. 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

Town of Swansboro, NC Manager's Report

Item IX - a.

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.

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 27th.

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 10th 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.

Town of Swansboro, NC

Manager's Report

Item IX - a.

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.

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
<u>-\$209,000</u>	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 form 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

Town of Swansboro, NC
Manager's Report

Item IX - a.

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.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025

Town of Swansboro, NC Manager's Report

Item IX - a.

- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project."

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of \$15,000.00

March 6, 2025, staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and design they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rusted metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
 - o Total amount for this contract modification \$16,866.50

April 2, 2025 Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work with windows and doors and discussed storm windows and specs they are looking for and review completed work.

2020 NC Public Beach and Coastal Waterfront Access Grant Project

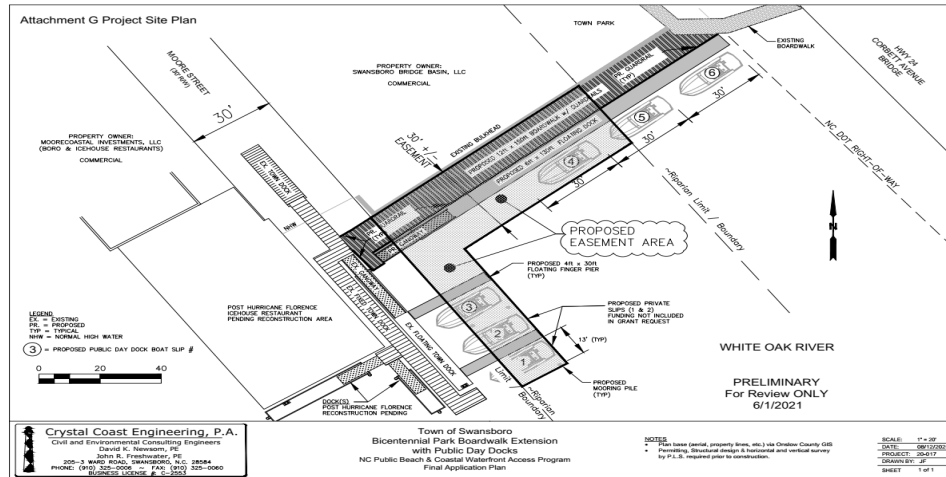
The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match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

Town of Swansboro, NC

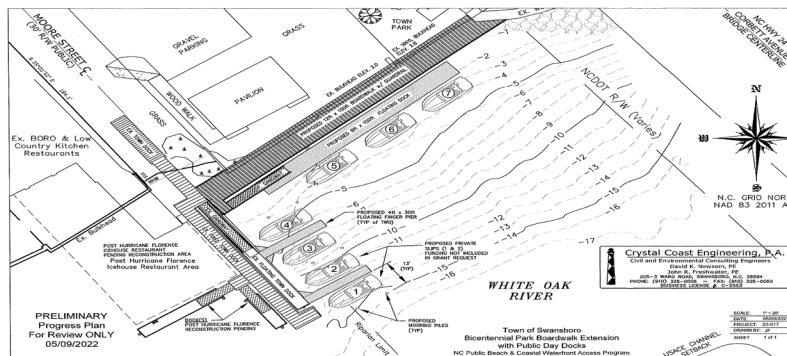
Manager's Report

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

Item IX - a.

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 24th, 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 21st. Additionally, because we must do some minor dredging prior to 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 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for 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

Town of Swansboro, NC
Manager's Report

Item IX - a.

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 11th, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14th 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 15th I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16th. 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 23rd 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 5th. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

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.

Town of Swansboro, NC Manager's Report

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.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	\$226,200
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	\$67,900

Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
 - Reduce the width of the walkway to 10'.
 - Use #2 southern yellow pine lumber beneath the deck.
 - Remove the handrail from the landward side of the platform.
 - Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested to seek funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project,
On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215, 300 was signed. The expected construction starts on 10 /28/2024.

The permit to install floating dock and dock walk system was processed and issued on November 5, 2024, to Carteret Marine Services LLC

April 9, 2025 final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy 24.

Town of Swansboro, NC Manager's Report

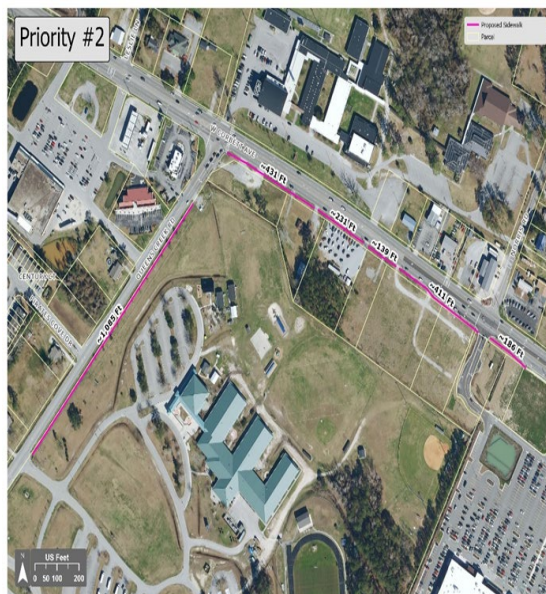
Item IX - a.

Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT



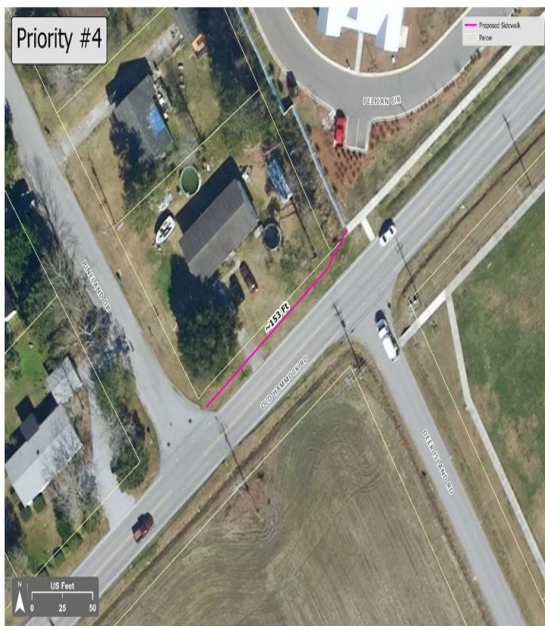
- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance

Town of Swansboro, NC Manager's Report

- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages

Town of Swansboro, NC Manager's Report

Item IX - a.

- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services.

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 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,

Town of Swansboro, NC Manager's Report

Item IX - a.

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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 25th, 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 to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

Town of Swansboro, NC Manager's Report

Item IX - a.

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 the 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 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 21st. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1st.

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 a 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

Item IX - a.

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.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

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 18th 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. On 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.

Town of Swansboro, NC Manager's Report

Item IX - a.

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 opened 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 by the end of the year.

On 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 on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

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.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

Dimond maps software

- Inexpensive monthly cost.

Town of Swansboro, NC Manager's Report

Item IX - a.

- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify

Town of Swansboro, NC Manager's Report

Item IX - a.

where we can focus the modeling in. Concept development should begin later in the spring/early summer 2025.

WithersRavenel and Staff met via Zoom on January 27, 2025, The GIS Team is doing final QAQC on inventory dataset. Stormwater has a dataset to begin the H&H analysis (hydrologic and Hydraulic) After QAQC WithersRavenel will send it over, and work to get it uploaded to a hosting system that the Town decides upon. It was further discussed that WithersRavenel will provide write-up for the level of service that existing conditions will be evaluated against the following:

- 10-year event for closed network storm system and ditches
- 25-year event for roadway stream crossings (increased if NCDOT street that has higher design event)

Due to budgetary constraints, the model will not include every pipe. WithersRavenel will review the budget and propose study limits.

WithersRavenel and Staff met via Zoom on February 24, 2025, the GIS team visited and collected additional data on February 17, 2025, to incorporate it in the survey, review it, and run slopes. The final quality assurance of the full inventory dataset is to be completed, and once it has been QAQCed, they will send it over and work on uploading it to a hosting system to be selected by the Town.

Proposed 10 year model for closed network and increased to a 25 year model for main roadway stream crossings and even higher 50 or 100 year model if it's NCDOT with higher standards.

Next Steps include the following:

- Start building detailed existing condition model in the Halls Creek area, Hammock Beach Rd and with a secondary focus on the downtown water commercial area.
- They will provide model results and discuss potential improvements then designing and reviewing cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

WithersRavenel and Staff met via Zoom on March 24, 2025, discussed update on ways to host GIS database. Existing conditions model continue to be on track to be completed early May 2025.

Fire Grants

DCIP Grant -PSB/EOC Funding

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

Town of Swansboro, NC Manager's Report

Item IX - a.

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.
 - Grant- EMW-2024-FG-04065- Vehicle Acquisition
 - Brush Truck- Pending application applied 11.4.2024
 - Grant- EMW-2024-FG-00566- Operations & Safety
 - Fire Hose (Attack and Supply)- Pending application applied 11.4.2024
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024
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.

Completed Projects

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.

Town of Swansboro, NC Manager's Report

Item IX - a.

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 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

Town of Swansboro, NC

Manager's Report



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.

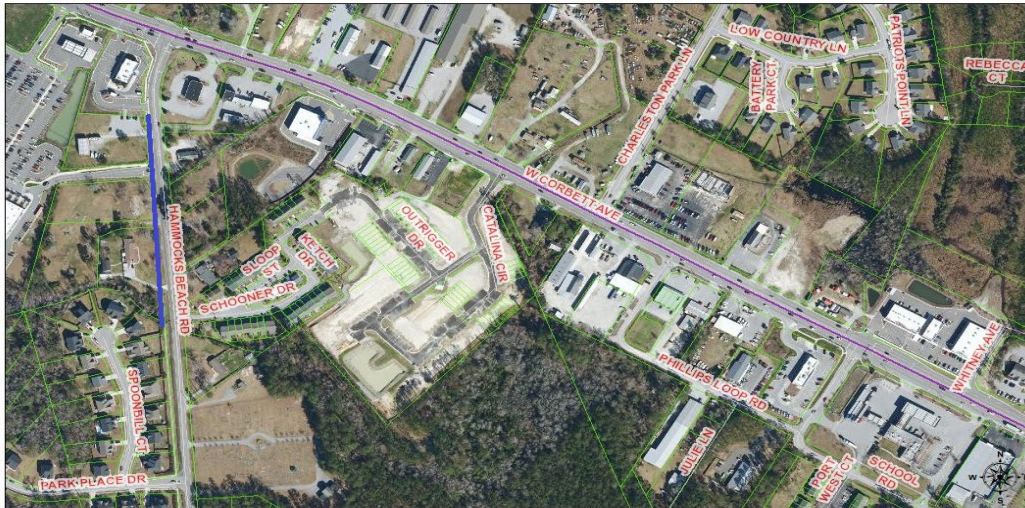
- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

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

Town of Swansboro, NC Manager's Report

Item IX - a.



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 re-submit 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.

Priority 4 - **Completed**

Town of Swansboro, NC

Manager's Report



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 24th. 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.

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.

Town of Swansboro, NC Manager's Report

Item IX - a.

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 15th. 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.

Priority 7

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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 6th, I had an 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.

Future Planning Matters

Flybridge Project (1481 W Corbett Ave)

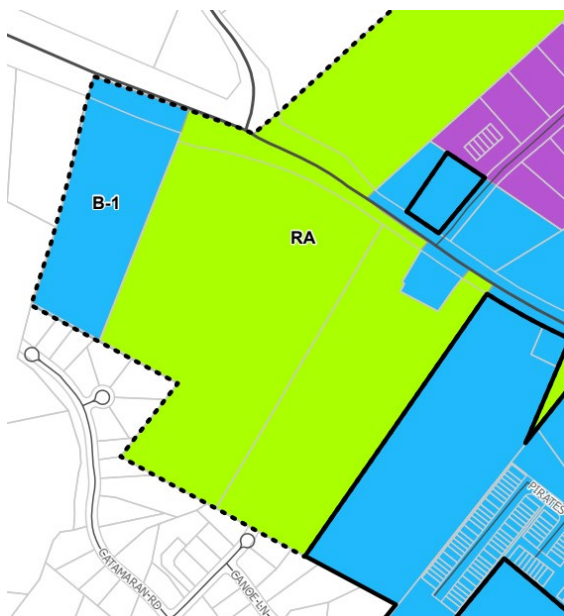
At 1481 W. Corbett Ave, the proposed mixed-use development will consist of 324 multi-family units and six commercial outparcels on approximately 39 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.



To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent for this type of development. In order to meet zoning and planning requirements, they are requesting to be rezoned to Conditional B-1 (business) and have the Future Land Use Map be amended to Suburban Town Center (highway commercial). Conditional rezonings differ from your standard rezoning process in that it allows for the Town to set conditions in order to meet desired development and typically is used to preserve environmentally sensitive areas such as wetlands. In return, the developers are granted some flexibility in zoning requirements such as lot sizes, setbacks, and building heights.

Town of Swansboro, NC Manager's Report

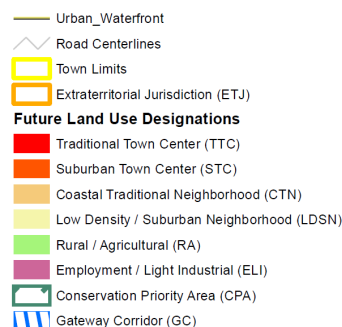
Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



Legend



Steps needed for approval:

1. Two community meetings held by developers to inform citizens on proposed development (this is a requirement of conditional rezoning and mailed notice was sent out to all who live in a mile radius of the site). This is not a Town sponsored meeting, and no decisions are made at this meeting.

After community meetings are completed:

2. Future Land Use Map amendment to Suburban Town Center and;
3. Conditional rezoning to B-1

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the Planning Board decides to table discussion/recommendation for any reason. With approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.

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

Item IX - a.

4. Technical Review Committee which is a staff level review of Site Plan.

Once TRC review is complete and Site Plan is approved;

5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

The Special Use Permit application will first go to the Planning Board for review and recommendation and then go to the Board of Commissioners for approval or denial.

- This project is not a use by right. It needs a rezoning, CAMA Land Use Amendment, and Special Use Permit to proceed.
- Went through preliminary Technical Review Committee for Site Plan review.
- Developers held community meetings per conditional rezoning guidelines.
- Flybridge went before the Planning Board for a recommendation regarding conditional rezoning and CAMA Land Use Plan Amendment (the Special Use Permit will be heard at a later date) and the Planning Board did not recommend approval.
- The next step is for the application to be heard by the Board of Commissioners for approval or denial of conditional rezoning and CAMA Land Use Plan Amendment in February.

The application for a CAMA Land Use Plan Amendment was denied and the applicants decided to withdraw the application for the Conditional Rezoning at the February 25, 2025, Board of Commissioners meeting.

Bamboo Restaurant and shops

168 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is the Building Plan review in order to obtain permits to begin construction, *these have not yet been submitted.*
- *In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.*

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

Item IX - a.

Mavis Tire

1411 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.

Main Street Urgent Care

1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project is complete and has been issued a CO and is now open.

Wawa Convenience Store and Gas Station

1071 & 1073 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.

Brezza Lofts (Town Homes and Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to Ward Farm stormwater permit issues.

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

Item IX - a.

Swansboro Family Dental

1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.

Department Reports for March 2025

Administrative Services

- Phone Records Report for March: 1,979 calls

Internal – 392	Town Hall – 335	Parks and Recreation – 448
Police Department – 332	Fire Department – 93	Outgoing totals – 379
- Building permits and Flood Development permits sold for March: 40 residential/commercial combined; \$5,603.60 total fees collected (includes 7 re-inspections)
- 127 Building inspections processed/70 Fire Inspections processed
- 78 Various receipts processed
- 2 Code enforcement violations
- 299 ONWASA payments processed; 1 New Service, 2 other requests
- 4 Work Orders generated for Public Works
- 6 Notarizations performed
- US Census Report Submitted – Permits
- Finalized February Departments Report
- 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.
- Setup/hosted/attended Sam Bland Banquet held March 20th
- Budget preparations, ongoing
- Received and responded to 17 emails from Jimmy Williams for information
- Received and handled 6 “Contact Us” request from the Website
- Updated Projects brief
- Provided election details to Board of Elections
- Finalized plans for Advisory Board Appreciation Reception
- Received and validated applications for vacant commissioner seat
- Processed on boarding for new commissioner Tamara Pieratti
- Updated Onslow County GIS with zoning changes that occurred
- Gather details and photographs for Swansboro to be included in the “A Guide to Onslow County” publications created by Onslow County.
- Fulfilled Public Records Requests:
 - Construction Monitor – Building Permits issued with values February 2025
 - Constriction on the Rise – Building Permits issued with values February 2025
 - Henderson – Building Permits issued with values February 2025
 - Carolina Permits – New Homes building in February 2025
 - Stacy Barnes Realtor – 405 Holly Lane
 - SmartProcure – PO\Vendor Information
 - Open The Books – All payment transactions for FY23/24
 - Fastapp Appraisal Management – Records On Short-Term Rental Properties
- Several IT tickets submitted and or support provided
- Issued New Releases/Constant Contact/Facebook post for:

Department Reports for March 2025

- Highway 24 Traffic Alert
- Weather Alert – Strong Cold Front
- Yard Waste Collection Delay – 3/5/2025
- BOC 3/11/2025 Meeting
- Yard Waste collection Delay – 3/19/2025
- Closure – Main Street Dock
- BOC 3/25/2025 Meeting
- State Burn Ban
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,558 Top 5 pages viewed in March:

Employment Opportunities 598 | Town Limits Map 343 | Police Department 229

Permitting Department 207 | Clean Sweep Week Flyer 189

Finance

- Sales & Use Tax received in March 2025 is \$145,678
- Accounts Payable Summary for March 2025:
 - 227 Invoices-Totaling \$424,639
 - 46 Purchase Orders Issued
- Processed payroll- 3/7/2025 & 3/21/2025
- PEV ChargePoint Station-Accumulated (MWh) for March 2025 (1.17)/Session fees collected-\$227
- Stormwater Fees Collected-March 2025-\$992
- February 2025 Bank Reconciliation-Town accounts
- February 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 7 hours
- Processed Swansboro TDA checks
- Swansboro TDA- Preparing Year End Projections for FY 24/25 & Proposed Budget for FY 25/26
- Gathered financial information for March 25, 2025 regular meeting
- Preparing Year End Projections FY 24/25 updating operating budget spreadsheet.
- Entering operating budget requests for FY 25/26 in budget spreadsheet
- Submitted quoting census to the Laymon Group for Health Insurance in preparation for the upcoming Health Insurance renewal and rate analysis
- Updating Capital Improvement Plan
- Attended the Onslow County Fire Rescue Commission budget meeting
- Submitted- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck

Fire Department

Incidents

Department Reports for March 2025

Item IX - b.

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – March 31</i>
Swansboro Town {17A}	90	233
Swansboro County {17B}	25	70
Aid Given	28	59
Total Call Volume	143	362
Aid Received	5	14
Overlapping Incidents {% of Volume}	31 {21%}	78 {22%}

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	1	0
EMS & Rescue	68	20
Hazardous Materials/Conditions	2	1
Service Calls	11	2
Wildland	0	0
Emergency Management {Deployments}	1	0
Other – False Alarm/Canceled	7	1
Total	90	25

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Previous Month}	Difference from Previous	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	1:22	2:00	0:38	1:06	(0:16)
Turnout Time {Dispatch to Enroute}	1:44	2:03	0:19	1:20	(0:24)
Travel Time {Enroute to Arrival}	5:52	5:30	(0:22)	4:00	(1:52)

Department Reports for March 2025

Item IX - b.

Total Response Time {911 Call to Arrival}	7:56	8:15	0:19	7:06	(0:50)
--	------	------	------	------	--------

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to March 31</i>
Standard Fire Inspection	37	51
New Business Inspection	2	2
Fire Suppression – Hoods	24	29
Special Event – Tents	0	0
Plan Review	1	2
Code Violation/Complaint	1	2

Agency Training

Training Category	Monthly	Annual
Company Training	373	1,292
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	24
Fire Life Safety Educator	0	0
Hazardous Materials	0	12
Officers	25	25
New Driver	0	21
New Recruit	0	21
Existing Driver	21	84

Department Reports for March 2025

Total	419	1,471
--------------	------------	--------------

Parks and Recreation

DIRECTOR'S REPORT

Updates in Red

Festivals

- Festival website updates-ongoing
- Sponsorships are being received. Several new sponsors for 2025.
- Working with Front Row Communications for the Crystal Coast Visitors Guide festival dates and descriptions.
- Submitted grant request for Onslow County Tourism Non-Profit Tourism Assistance Grant. Requested \$20,000.

ARP Project Updates

Basketball Courts

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets).
- Equipment has been received.
- Resurfacing will take place after the first of the year, weather conditions need to be warmer. **Resurfacing is complete. After the asphalt cures, it will then be sealed. New goals, nets, and backboards will be installed.**

Replacement of outdoor toilets

- Outdoor toilets-Replaced in Bicentennial, Pirates Den, and Municipal Parks. **All toilets have been installed and are working.**

Events

PirateFest

- Annual event is held on the second Saturday in May (May 10, 2025) in partnership with Onslow County Parks and Recreation.
- Presented event to the Board of Commissioners requesting to reinstate and allocate funds for PirateFest. Request was granted to allocate \$5000 to the event.
- Securing festival entertainers, hotel rooms, portable toilets, security, and beginning to prepare contracts.
- Accepting food vendor applications.
- Exploring new features to event, review logistical information.
- Letters to property owners for use of their property during the event.

Miscellaneous

- Prepared and submitted the 2025-26 budget, including CIP and staff requests. **Meet with Town Manager and Finance Director to review the first draft of the budget.**
- Gathering information to submit letter to North Carolina Department of Natural and Cultural Resources for change of use for the skatepark in Municipal.

Department Reports for March 2025

- Conducted a site visit with prospective vendor for the tennis and pickleball courts.
- Preparing for Onslow County Senior Games-work with county departments to hold annual games this May.

Attended the Kickoff to the games on April 15, 2025.

- Worked with Onslow County Tourism for state tourism office visits to Downtown Swansboro. Provided an overview of the four festivals held each year.
- Working with RecDesk to update website and add pages to existing site.
- Met with Swansboro Athletics Booster Club regarding a partnership to bring youth athletic programs to the community.
- Coordinated meeting between Pacer.ai, Fire Chief, and parks for a demonstration of the software.
- Assisted Fire Chief Randle with T-Mobile Community Grant.
- Site visit with Matt Reid, League of Municipalities.
- Began conducting interviews for Summer Day Camp.
- Conducted interviews for Recreation Aide.
- Preparing documents for the annual Splashpad inspection.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

March

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
--------------	-----------	-------	-------------	------------	---------------

Department Reports for March 2025

Item IX - b.

Facebook-Parks & Rec	18,522	46,200	5,100	204,200	96
Facebook-Festivals	9183	375	152	959	4

Activity Report

March

Organization Activity					
From 3/3/2025 to 4/2/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	167	42	18	0	129
Resident	32	6	8	0	15
Non-Resident	135	33	10	0	114
No Residency Set	0	0	0	0	0
Demographics					
< 18	40	1	0	0	24
18 - 65	89	29	10	0	78
65+	38	9	8	0	27
Male	76	22	10	0	60
Female	91	17	8	0	69
Other Genders	0	0	0	0	0
Online vs In-House					
Online	54	0	0	N/A	60
In-Person	113	39	18	N/A	69

Revenue

March

Slip Fee - Town Dock	\$2,414
Rental Fees-Parks	\$990
Rentals Rooms	\$1,915
Rec Program Fees	\$4,174.67
Gym Memberships	\$465
Dog Park Memberships	\$80
Festival Vendor Fees	\$4,005
2025 Festival Sponsorships	\$6,000

PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits

Department Reports for March 2025

- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed weekly Community Service hours
- Completed monthly reservation receipts
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Attended Leadership Workshop
- Attended PirateFest meeting with Onslow County
- Executed Luck of the Paddle Pickleball Tournament
- Attended Parks & Recreation Advisory Board meeting
- Attended Senior Games meeting and finalized game managers
- Secured more Touch-A-Truck vehicles
- Continued planning Easter Egg Hunt
- Completed all purchases for Easter Egg Hunt
- Began planning Splash Pad Reopening Event
- Finalized PirateFest entertainment
- Partnered with Swansboro High School Eco Club for Earth Day program

Planned Programs

Tiny Trekkers – March 14th

- 12 registered and 12 attended

Sprout Scouts- March 21st

- 10 registered and 10 attended
- 3 waitlisted

POUND! – February 22nd – March 22nd

- 20 drop-ins
- 2 series

POUND! – March 29th – April 26th

- 3 drop-ins
- 1 series

Luck of the Paddle Pickleball Tournament

- 40 participants
- 3 waitlisted

Welcome Rock Workshop- March 11th

- 10 registered and 10 attended

Department Reports for March 2025

Theatre Trip- Ain't Misbehavin'

- 11 registered
- 3 waitlisted

Tai Chi – March 6th – April 10th

- 10 registered
- 3 waitlisted

Touch-A-Truck – April 26th

- 29 vehicles registered
- 2 food vendors

Spring Break Camp – April 14th – April 16th

- 8 registered

Spring Break Minecraft STEM Camp – April 14th – April 17th

- 1 registered

Permitting

Planning Board

- The Planning Board regular meeting on March 4, 2025, was cancelled due to lack of agenda items.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting on March 18, 2025, was cancelled due to lack of agenda items.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
 - Worked with grant writer from Eastern Carolina Council of Government on submitting a HMGP project.
 - Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- The SHPC and Planner hosted an educational presentation on the historic district and related ordinances at the Swansboro Library on March 27th at 4pm.

Police Department

Patrol:

- 193 Reportable Events
- 21 Wrecks
- 3 Felony Arrests

Department Reports for March 2025

- 14 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 3 DWI Arrests
- 10 Arrests with transport to the Onslow County Jail
- 62 Citations
- 120 Verbal/Written Warnings
- 15 Felonies Investigated (4-Fraud; 4-Narcotics Related; 2-Larcenies; 2-Counterfeit Bills; 1-Embezzlement; 1-Assault; 1-Break & Enter)
- 29 Misdemeanors Reported (9-Property Damage; 6-Larcenies; 7-Narcotics Related; 3-Trespassing; 1-Domestic Violence Protective Order Violation; 3-Traffic related)
- 5 Disputes/Public Disturbances
- 6 Alarm/Open Door reports
- 2 Crisis Intervention with Mental Patient
- 4 Town Ordinance Violations
- 4 Domestic
- 2 Death Investigations (1-Suicide)
- 127 Requests by Other Agencies/Departments for Request
- 154 Requests by Citizens for non-Crime Related Assistance
- 9 Vehicle Unlocks
- 67 Residence Checks

4,400 Total Events Performed by Patrol

Community Service/Training:

- 2 Funeral Escorts
- 14 Requests for Fingerprinting
- 12 Business Closing Standbys
- 518 Business Checks
- 20 Foot Patrols
- 2 RU Ok? Participants
- Officer Wilson completed Basic Radar Operator Certification. 40 hours training conducted at Carteret Community College
- Provided security for two events held at the Swansboro Rotary Civic Center
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville

Admin Services:

- Answered 274 phone calls during business hours
- Assisted 130 walk in requests for assistance
- Took 48 requests for copies of reports

Public Works