



EOC/PSB Site Selection Committee Agenda

Town of Swansboro

Monday, March 04, 2024

I. Call to Order

II. Adoption of Minutes

- [a.](#) February 19, 2024 Special Meeting

III. Business

- [a.](#) **Draft Land Solicitation Packet**

Presenter: Jon Barlow – Interim Town Manager

At the committees February 28, 2024, special meeting, parameters were discussed and established for creating a Land Solicitation Packet.

Recommended Action: Review and provide further direction to staff.

- [b.](#) **Draft Land Solicitation Packet Newspaper Ad**

Presenter: Jon Barlow – Interim Town Manager

At the committees February 28, 2024, special meeting, parameters were discussed and established for creating a Land Solicitation Packet Newspaper Ad

Recommended Action: Review and provide further direction to staff.

IV. Public Comment

V. Chair/Board/Staff Comments

VI. Adjournment

Town of Swansboro
EOC/PSB Site Selection Committee
Special Meeting
February 19, 2024

Item II - a.

In attendance: Board members - Keith Walsh, Commissioner Doug Eckendorf, Roy Herrick, Melissa Anderson, Junior Freeman Arrived at 5:10 pm. Staff in attendance were: Interim Town Manager Jon Barlow, Fire Chief Jacob Randal, Finance Director Sonia Johnson and Town Clerk Alissa Fender.

Call to Order

The meeting was called to order at 5:02 pm. The special meeting was called for the purpose of introducing committee members, share & discuss the direction of the committee and learn the rules that govern the operation of the committee.

Mayor Davis addresses the committee sharing a history of the proposed project which developed as a result of Hurricane Florence and discovery that the Fire Department was not safe. \$9 million dollars came from the state for the construction of a new EOC/PSB. He shared that he was looking for this committee to move with purpose & direction and was confidence in their endeavor and thanked them for volunteering their time.

Introduction of Committee members

Melissa Anderson shared that she was the owner of Military & Federal Construction company out of Jacksonville, and has 20+ years in the construction industry, to include experience in construction of Fire Stations and working with Engineers and the process of hiring contractors for projects.

Commissioner Doug Eckendorf shared that he was a straightforward kind of person and was willing to listen with an open mind. He would be crucial in keeping the board informed and ensuring transparency.

Roy Herrick shared that he had a background of 25+ years in the hotel industry and has experience with large budget projects. He is also a member of the Swansboro Area Economic Development group with Jones Onslow Economic Development in which he was also a member of the Board of Directors. He is also on the Onslow County Board of Elections board. Mr. Herrick also served as a Commissioner for Swansboro from 2016-2019.

Junior Freeman shared that he came to Onslow County as a State Trooper and has since been involved in development and real estate. He had developed several projects in Swansboro and serve as a commissioner from 2010-2013.

Keith Walsh shared that he had been a developer since the Mid 90's and had developed several projects around Swansboro as well. He had developed many US Post Offices and several residential subdivisions. He graduated from Wake Forest with an MBA and is skilled at site selection.

Staff in attendance introduced themselves and shared their position with the Town and how they would be supporting the committee.

Discussion on the Direction of the Committee

Mr. Walsh shared that the committee was tasked with finding a site for the EOC/PSB facility and will have nothing to do with the structure. The committee will need to find land for acquisition and return back to the Board of Commissioners with a recommendation. The committee could be tasked with further tasks as directed by the Board of Commissioners.

The committee members were provided documents from the previous committee that were dissolved for them to review and study. Those documents were the feasibility study from Becker Morgan and their professional services contract that was authorized.

Mr. Walsh provided the members with a check list that he uses for projects related to the preconstruction process and shared that he wanted to committee to create a land solicitation package for disbursement to the public and a possible ad in the newspaper. Additionally, he shared that he wanted to board to meet on a regular schedule every Monday at 5pm for the next 3 months.

In response to an inquiry, Mr. Freeman shared that the prior committee had visited several EOC/Fire Stations in Onslow County. He also shared that there were documents provided to the Board of Commissioners in Closes Session on January 23, 2024, that the committee may need to review. Town Clerk Fender shared that she would review the document with the attorney for further direction on what, if any, could be reviewed by the committee.

Committee members were in consensus to have another special meeting on Wednesday February 28, 2024, for the purpose of adopting a regular meeting schedule, review other records of actions taken by prior EOC committee, and consider parameters for drafting a land solicitation packet for 3 acres or more.

Rules that Govern the Operation of the Committee

Interim Manager Jon Barlow shared documentation for the committee's requirements under NCGS 143-318. 9-11 for public bodies and the open meetings law and closed session.

Adjournment

On a motion by Commissioner Eckendorf, seconded by Mr. Freeman, the meeting adjourned at 6:20 pm.



EOC/PSB Site Selection Commimtte Meeting

Agenda Item Submittal

Item To Be Considered: **Draft Land Solicitation Packet**

Board Meeting Date: **March 4, 2024**

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

Overview: At the committees February 28, 2024, special meeting, parameters were discussed and established for creating a Land Solicitation Packet.

Background Attachment(s): Draft Land Solicitation Packet

Recommended Action: Review and provide further direction to staff.

Action: _____

The Town of Swansboro
Public Safety Building / Emergency Operations Center
Property Acquisition Solicitation

Purpose

The Town of Swansboro, hereafter “the Town,” wishes to acquire property to construct its new Public Safety Building (PSB)/Emergency Operations Center (EOC), hereafter “the PSB/EOC.”

Property Parameters

The property should be a minimum of three (3) acres in size and within the following defined boundaries. A map outlining the specified area has been included in the supplemental information package (see page 5).

- **WEST** of the Carteret County Line – Characterized by the White Oak River
- **EAST** of Swansboro-Belgrade Road
- **SOUTH** of Swansboro Loop Rd
- **NORTH** of the Atlantic Intercoastal Waterway – Characterized by Queens Creek

If you wish to offer your property **FOR PURCHASE** to the Town, please complete the enclosed solicitation information package, including the Assignable Offer to Purchase, hereafter “the AOP.”

Solicitation Information Package

Physical property address(s): _____

Parcel(s) ID number(s): _____

Property owner(s): _____

Brief property description:

1. Any known title/property/easement issues?

☐ No

☐ Yes – Define below

2. Is the property currently listed?

☐ No

☐ Yes (By Owner)

☐ Yes (By Realtor)

☐ Yes (By Other) _____

3. Number of total acres offered: _____

4. Is the property offered a portion or subdivision of the overall parcel?

☐ No, Full Parcel

☐ Yes – _____ Acres of the Total Above Acreage

5. Is any other adjacent acreage available for potential/future acquisition?

☐ No

☐ Yes – Acreage _____

6. Is a recent survey available?

☐ No

☐ Yes (Please provide copies)

7. Has any engineering or testing been completed on the property?

☐ No

☐ Yes (Please provide copies)

8. Knowledge of any environmental concerns?

☐ No

☐ Yes – Please define

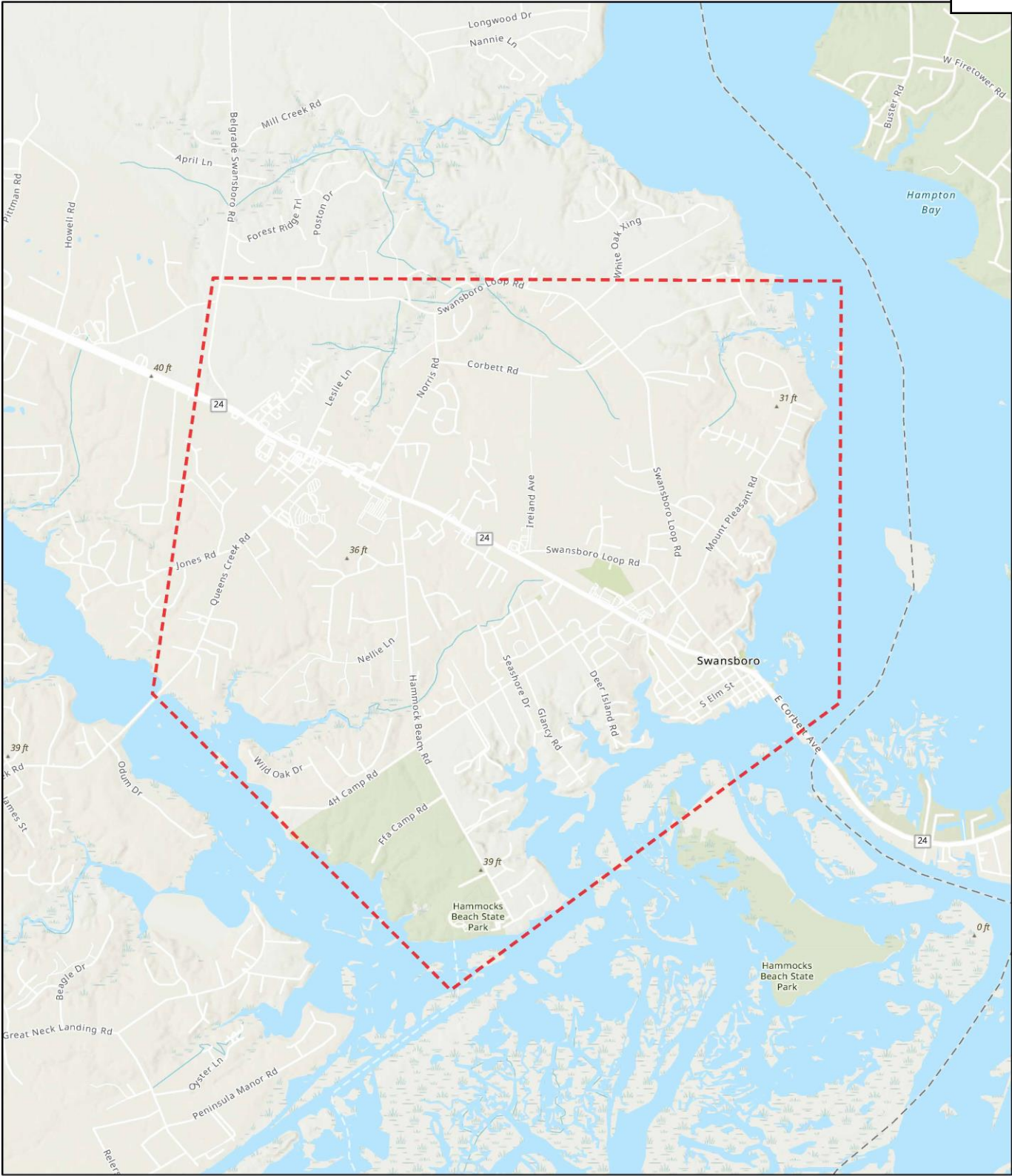
9. Previous known uses:

Asking price for the property:

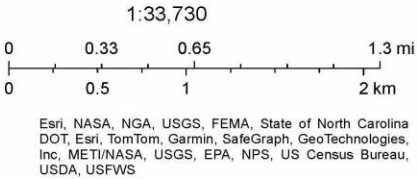
\$ _____

Swansboro PSB/EOC Property Boundaries

Item III - a.



2/29/2024



This page is intended for the AOP – Attorney may likely have one they prefer to be used.



EOC/PSB Site Selection Commimtte Meeting

Agenda Item Submittal

Item To Be Considered: **Draft Land Solicitation Packet Newspaper Ad**

Board Meeting Date: **March 4, 2024**

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

Overview: At the committees February 28, 2024, special meeting, parameters were discussed and established for creating a Land Solicitation Packet Newspaper Ad

LAND WANTED FOR EMERGENCY OPERATIONS CENTER/PUBLIC SAFETY BUILDING

The Town of Swansboro is actively seeking to acquire land to develop a state-of-the-art Emergency Operations Center (EOC) / Public Safety Building for the vital purpose of enhancing our community's safety and emergency response capabilities. We invite landowners interested in selling their property to consider completing the town’s Land Solicitation Package that is available at Town Hall or online at www.swansboro-nc.org. The minimum requirements are at least 3 acres of land preferably within or near the Town of Swansboro. Deadline for Submission: All proposals must be submitted by [Insert Deadline Date Here], 2024. Further details and/or inquiries can be made by calling Swansboro Town Hall at (910)326-4428.

The Tideland News was contacted for a price quote based on the above ad details to run each week for a period of 2 to 5 weeks. The above ad would cost \$20.16 each time it is ran. It is a total of 115 words, so the price would increase or decrease base on changes made.

Recommended Action: Review and provide further direction to staff.

Action: _____

