



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, April 28, 2026

### Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner  
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, 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 17, 2026, BOC & HPC Joint Special Meeting Minutes
- b. February 24, 2026, Regular Meeting Minutes
- c. Resolution 2026-R6 in Support of Transportation Safety Projects and Initiatives Along NC 24
- d. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$1,221.77.

#### Vehicle Tax

Campbell, Jade	\$40.40	Tag Surrender
Love, Allison M & Derek Alan	\$120.09	Military
Shoener, Chelsey E. & Michael P.	\$154.64	Military
Shoener, Michael P.	\$63.56	Military
Shoener, Michael P. & Chelsey E.	\$796.91	Military
Thresher, Erik Petersen	\$46.17	Sold/Traded

### IV. Appointments/Recognitions/Presentations

- a. **Employee Introduction**  
*Presenter: Sonia Johnson - Finance Director*
- b. **Employee Recognition**  
*Presenter: Jon Barlow - Town Manager*

- c. **National Public Works Week**  
*Presenter: Mayor William Justice*
- d. **National Police Week**  
*Presenter: Mayor William Justice*
- e. **Municipal Clerks Week**  
*Presenter: Mayor William Justice*
- f. **Parks & Recreation 2025 Annual Review**  
*Presenter: Anna Stanley – Parks & Recreation Director*

**V. Public Hearing – None**

**VI. Business Non-Consent**

- a. **Emergency Vet Fund Program**  
*Presenter: Jacob Randall – Fire Chief*

Introduction on the establishment of an Emergency Veterinary Fund to support animals rescued during emergency responses.

*Recommended Action: No action needed*

- b. **Agreement for Seaside Arts Council Swan Project**  
*Presenter: Jon Barlow – Town Manager*

To establish a set of guidelines and responsibilities for each entity involved in the purchase, design and display of the fiberglass swans.

*Recommended Action: Approve the Agreement for Seaside Arts Council Swan Project.*

- c. **Monthly Financial Report as of March 31, 2026**  
*Presenter: Sonia Johnson – Finance Director*

- d. **Future Agenda Topics**  
*Presenter: Alissa Fender – Town Clerk*

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

*Recommended Action: Discuss and provide any guidance.*

**VII. Items Moved from Consent**

**VIII. Public Comment**

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

**IX. Manager's Comments**

- a. Projects Brief

[b.](#) 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; and (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.*

**XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners &**  
**Historic Preservation Commission**  
**Joint Special Meeting Minutes**  
**February 17, 2026**

Item III - a.

**Call to Order**

The joint meeting was called to order at 5:32pm. Historic Preservation Commission members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Elanie Justice, and Brad Phillips.

Board of Commissioners in attendance were Mayor Bill Justice, Mayor Pro Tem Jeff Conaway, Commissioner Tamara Pieratti, Commissioner Doug Eckendorf, Commissioner Wayne Herbert, and Commissioner Tim Vannoy.

**Approval of Minutes**

On a motion by Mr. Phillips seconded by Mrs. Kingrey the January 20, 2026, Regular Meeting Minutes were unanimously approved.

**Business**

***Election of Chair, and Vice-Chair***

In accordance with the Historic Preservation Commission General Rules, a Chairman and a Vice-Chairman shall be elected from within the membership by the members.

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey and approved unanimously, Jonathan McDaniel was reappointed to serve as Chair.

On a motion by Mr. Phillips, seconded by Mrs. Justice and approved unanimously, Kim Kingrey was reappointed to serve as Vice-Chair.

***State Historic Preservation Office Presentation***

Planner Rebecca Brehmer introduced two representatives from the NC State Historic Preservation Office (SHPO) Lauren Poole, Historic Preservation Specialist, and Wade Rogers, the newly appointed Restoration Specialist for the Eastern Office. Planner Brehmer noted that the meeting had been prompted by ongoing questions surrounding the historic district, the addition of new Board of Commissioners members, and a desire to clarify the town's path forward in preservation matters.

Ms. Poole presented an overview of the fundamental differences between the National Register of Historic Places and Swansboro's local historic district. She explained that the National Register, administered federally by the National Park Service with SHPO serving as the facilitating bridge, was an honorary designation that imposed no restrictions on private property owners using private funds. The local historic district, by contrast, was established by local ordinance and administered by the Historic Preservation Commission (HPC), and it was that local designation that provided meaningful, enforceable protections through the Certificate of Appropriateness (COA) process.

Ms. Poole noted that federal oversight of National Register properties was only triggered in specific circumstances when a federal undertaking occurred (such as a DOT road project),

when a property owner opted into the federal Rehabilitation Tax Credit program, or when a nonprofit or municipality received a federal or state grant.

The presentation continued with an explanation of National Register criteria. Ms. Poole detailed the four main criteria used for assessment:

- Criterion A: History or its history
- Criterion B: Association with important persons
- Criterion C: Architecture and engineering
- Criterion D: Archaeology

She noted that Swansboro's district was listed under both *Criterion A* for its association with industry and commerce as an early port town and *Criterion C* because the buildings help tell the story of that time period.

She clarified the distinction between contributing and non-contributing resources within the district. Contributing buildings were those constructed within the period of significance—1770 to 1938 for Swansboro—that retained sufficient historic character. Non-contributing buildings were those built outside the period of significance or those substantially altered such that their historic character was no longer legible. Ms. Poole noted that at the time of the district's 1990 listing, there were 123 resources, with 77 contributing and 46 non-contributing, and that these figures had likely changed.

Ms. Poole outlined three levels of changes regarding updating the National Register Nomination:

- Technical changes - the simplest, including correcting errors, changing construction dates, or updating building status.
- Substantive amendments - requiring more work, such as resurveying the district or extending the period of significance.
- Boundary increases or decreases.

Ms. Poole clarified that removal from the National Register was not a simple administrative act but required a formal petition to the Keeper of the National Register, and that SHPO's office did not proactively seek to remove districts. She noted she could not recall SHPO ever facilitating the removal of a district except in cases of demolition or destruction. She recommended that, before pursuing a full resurvey and period-of-significance extension, that she first conduct a site visit to walk the district block by block, building by building, and offer her professional assessment of the district's integrity before any decision was made.

Ms. Poole outlined available tax credit programs, noting that income-producing properties could qualify for a 15% state credit and a 20% federal credit, with an additional 5% bonus available in Tier 1 and Tier 2 counties, for a potential total of 40%. A 15% tax credit was also available for non-income-producing residential properties. Mr. Rogers noted that proactive education of contractors on these programs and proper preservation techniques had proven effective in other communities.

### Enforcement discussion:

Board members discussed challenges in achieving compliance and the importance of proactive education and outreach. Mr. McDaniel emphasized that the HPC's role was guidance rather than punishment and noted that widespread lack of awareness among contractors regarding COA requirements.

Ms. Poole and Mr. Rogers offered to return for a public information session at no cost. Suggestions discussed included targeting realtors, contractors, insurance agents, and mortgage lenders as key points of contact in the property transaction process; distributing welcome packets to new homeowners; using social media; and hosting workshops that could be funded through CLG grants. Ms. Poole noted that CLG-funded workshops were open to surrounding communities and also serve as training opportunities for Historic preservation Commission members to maintain CLG status. Mr. Rogers specifically recommended focusing hands-on preservation workshops on contractors, noting that they were often responsible for decisions regarding historic materials on behalf of property owners.

In response to inquiries from the board, Ms. Pool and Mr. Rogers clarified the following:

- There was no specific required percentage for contributing versus non-contributing resources; however, the general guideline was to have more contributing than non-contributing resources, with determinations ultimately depending on the specific circumstances of each district.
- The architectural survey completed in 2021 using a CLG grant had been conducted for local records purposes and had not been submitted to the National Park Service as an amendment to the National Register nomination. It remained as local survey housed in SHPO's archives and the Town's records and did not constitute an official update to the 1990 nomination.
- The survey had not been submitted due to concerns regarding integrity. It was noted that if such an update were submitted to the National Park Service, the district could be reevaluated and potentially found to lack sufficient integrity, which could initiate consideration of removal from the National Register.
- The 2021 survey report included recommendations for potential boundary increase areas worth exploring.
- Enforcement was a local responsibility, with SHPO having no authority to compel compliance, and directed staff to Christie Brantley for guidance on available mechanisms.
- The most common enforcement tools available to towns were liens and fines, with an emphasis on setting fines at levels sufficient to be meaningful rather than nominal and easily ignored. Consultation with the Town Attorney was recommended.
- SHPO staff could review the town's existing ordinances for gaps or improvements. Christie Brantley would be the appropriate SHPO contact for that question, and that she would follow up with Brantley regarding additional resources for enforcement and ordinance review.
- Archaeological finds on outlying properties or within the historic district, such as pottery shards from the colonial and Civil War periods, fell under the jurisdiction of

the Office of State Archaeology. SHPO's role was limited to above-ground resources, while archaeological matters were handled by that office.

In response to inquiries from the board, Planner Brehmer clarified the following:

- Enforcement begins with notice of violation under the UDO, with escalation through building code provisions where applicable, including stop-work authority in health and safety cases.
- Unresolved matters would require consultation with the Town Attorney and that compliance was primarily achieved through fines and administrative enforcement tools.
- New home buyers were not required to meet with the Town Planner.
- If work was being conducted without a permit, the Town would inspect the property, provide education to the homeowner, and inform them that they were in violation.
- The Town provides welcome packets for new homeowners.

### **Board /Staff Comments**

Commissioner Vannoy raised concerns about weekend alterations changes made overnight without COA approval and questioned the commission's ability to respond. He suggested that outreach to new homeowners, including personal visits from Historic Preservation commission or Commissioners, could help bridge the gap.

Mayor Pro Tem Conaway expressed concern regarding low participation and limited attendance at meetings and stated a desire to have Ms. Poole and Mr. Rogers return to conduct an all-day workshop to increase engagement.

The Board of Commissioners and the Historical Preservation Commission expressed gratitude to Ms. Poole and Mr. Rogers for their presentation.

### **Public Comments**

Citizens were offered an opportunity to address the Board. No comments were made

### **Adjournment**

On a motion by Mrs. Kingry, seconded by Mrs. Justice, the HPC meeting adjourned at 7:53pm.

On a motion by Commissioner Vannoy, seconded by Mayor Pro Tem Conway, the Board of Commissioner meeting adjourned at 7:53pm.

**Town of Swansboro  
Board of Commissioners**

**February 24, 2026, Regular Meeting Minutes**

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Douglas Eckendorf, Commissioner Tamara Pieratti, Commissioner Tim Vannoy, and Commissioner Wayne Herbert.

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

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

**Public Comment**

Nancy Palbicke of 321 Foster Creek Road, spoke regarding her application for the Appearance Commission. Ms. Palbicke highlighted her background in fashion merchandising and design, and her experience with campus redesign projects at Washburn University Institute of Technology.

Amy Poe of 160 E. Ivybridge Drive, head coach of the Star Hill Torpedoes swim team, advocated for a community pool. Ms. Poe emphasized the safety and developmental benefits of swimming programs. She noted that her team trains many swimmers who compete for Swansboro High School and offered to help establish a low-cost summer swim program if a pool were built.

Janet Wade of 110 Deer Run, shared her personal experience of waiting 66 years for a public swimming facility and expressed strong support for a community pool in Swansboro, citing the growing population and need for water safety education.

Cynthia LaCorte of 220 Elm Street, requested consideration for appointment to the Appearance Commission. Ms. LaCorte emphasized her real estate background and dedication to the commission's mission of enhancing Swansboro's aesthetic appeal and economic development potential.

**Adoption of Agenda and Consent Items**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the agenda as prepared and the following consent items were unanimously approved.

- January 13, 2026, Regular Meeting Minutes
- January 27, 2026, Regular Meeting Minutes
- Resolution Adopting the 2026-2031 Southeastern North Carolina Regional Hazard Mitigation Plan
- Resolution for Bank Financing of Police Interceptor Vehicles
- Tax Refund Request

## **Appointments/Recognitions/Presentations**

### *Recognition of Kristin Newbold*

Mayor Justice presented a proclamation recognizing Kristin Newbold, a Swansboro High School junior, for her selection to perform at Carnegie Hall in New York City as part of the high school honors performance series. Ms. Newbold thanked the Board and shared her experience during the five days of intensive rehearsals and the honor of performing under conductor Jeffrey Reading.

### *NC Festival & Events Annual Showfest Award*

Parks & Recreation Director Anna Stanley announced that the Town's 2025 Mullet Festival t-shirt design won "Best T-shirt" for medium-sized events at the North Carolina Association of Festivals and Events conference. The award recognized the partnership with What the Fin for the design.

### *Board Appointments*

Town Clerk Alissa Fender reviewed the process for appointing the inaugural seven members of the newly formed Swansboro Appearance Commission, established by ordinance on January 27, 2026. The commission required six members from within Town corporate limits and one from the ETJ. The Board voted by written ballot from a pool of nine in-town applicants and one ETJ applicant. After counting, four in-town members were confirmed outright: Cynthia LaCorte, Doug Rogers, Nancy Palbicke and Claire Cole. And ETJ member Linda Thornley was confirmed outright. A tie occurred among three in-town candidates: Gary Keroack, Larry Philpott, and Kim Kingrey.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, Cynthia LaCorte, Doug Rogers, Nancy Palbicke and Claire Cole, were unanimously appointed to the Swansboro Appearance Commission.

Following this, the Board readdressed the tie. A second ballot was conducted to choose between the tied candidates, resulting in Larry Philpott and Kim Kingrey receiving the most votes.

On a motion by Mayor Pro Tem Conway, seconded by Commissioner Pieratti, Larry Philpott and Kim Kingrey were unanimously appointed to the Swansboro Appearance Commission.

Lastly, the board handled appointment to the ETJ seat, and on a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, Linda Thornley was unanimously appointed to the ETJ seat for the Swansboro Appearance Commission.

## **Business non-consent**

### *Presentation of Community Pool Survey Results*

Swimming Pool Committee Chair Matthew Prane presented results of a community survey conducted September–December 2025 and provided background on committee

research dating to 2020. He noted that a community swimming pool has ranked as the Town's top requested amenity in multiple Town surveys since 2006. Working with Total Aquatics Programming, estimated costs were identified at approximately \$13 million for an indoor three-pool facility and \$7 million for an outdoor pool, exclusive of land costs. A modular above-ground pool was also evaluated as a lower-cost, short-term option.

The survey received 415 responses, with 76% indicating they would use a community pool. 66% cited distance to existing facilities as the primary barrier. Preferred programs included water aerobics, recreational use, learn-to-swim, and rehabilitation therapy. Respondents favored a year-round indoor facility with certified lifeguards.

Mr. Prane stated that land acquisition was the critical next step, estimating a need for approximately six acres, with about half required for parking. No potential sites have been identified. He requested Board direction on whether the Town wishes to continue pursuing the project.

In response to inquiries from the board, Mr. Prane clarified the following:

- Progress could proceed without identifying a location.
- The Swansboro High School swim team rents pool space in Cape Carteret.

During discussion, Board members acknowledged the depth of the committee's research while expressing varying perspectives on the Town's ability to advance the project at that time. Comments emphasized that land availability remains the primary obstacle and that survey results may have been influenced by distribution methods. It was also noted that approximately 44 in-town residents completed the survey, representing about one percent of the in-town population, which was indicative of limited participation from residents within the corporate limits of Swansboro. Several members raised concerns regarding overall project scale, land acquisition costs, liability exposure, limited tax base, and competing capital priorities, while also noting that resident feedback during campaign outreach identified other higher priorities. Some members supported continued exploration citing minimal cost to the Town to date, potential regional demand, and interest in creative solutions involving land donations, grants, or nonprofit partnerships, while others supported suspending the committee but preserving its work for possible future consideration should conditions change.

On a motion by Commissioner Herbert, seconded by Commissioner Vannoy, the Swansboro Swimming Pool Committee was suspended. The motion carried 3:2.

Ayes: Herbert, Vannoy, Conaway

Noes: Eckendorf, Pieratti

Mayor Justice stated the matter may be revisited should suitable property become available and thanked Mr. Prane and the committee for their service.

### *Monthly Financial Report as of January 2026*

Finance Director Sonia Johnson presented the January 2026 financial report. She highlighted the following points:

- As of January 31, 2026, the General Fund reflected excess revenues over expenditures of approximately \$1.04 million with encumbrances and \$1.17 million without encumbrances.
- Overall departmental expenditures were at 48.6% of budget, which was approximately 9.7% below the monthly projection of 58.3%.
- The Emergency Management Department showed the highest percentage over budget, attributable to costs related to Winter Storm Gianna; a budget amendment will be forthcoming.
- The Stormwater Enterprise Fund reported a surplus of approximately \$75,576.
- The Solid Waste Enterprise Fund reported a surplus of approximately \$3,692.

In response to an inquiry from the board, Finance Director Johnson confirmed no significant financial concerns were identified at that time.

### *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:

- Guidance from the Town attorney on enforcement options related to Historic Preservation Commission violations.
- Traffic light synchronization and optimization, to be coordinated with NCDOT and potentially raised at the upcoming JUMPO meeting.
- Review of the capital investment plan as part of the next budget workshop.
- Discussion on pickleball courts as a separate item from the skate park.
- Further discussion on the use of a project adviser for the public safety building construction.

### **Public Comment**

Citizens were offered an opportunity to address the Board for no more than five minutes regarding items not listed on the agenda. No comments were made.

### **Manager's Comments**

Manager Barlow provided updates on several projects.

- Duke Energy would replace downtown utility poles on March 2 and March 9, causing approximately eight-hour power outages for about 36 businesses and residences, with work starting at 4:00 AM under a noise ordinance waiver.

- Contract negotiations for the Public Safety Building and EOC were ongoing, with staff finalizing the project scope and the Town Manager considering a third-party project adviser due to the project's complexity.
- A revised visitor center floor plan now includes transient boater facilities, local construction estimates were underway, and an Onslow TDA grant application was being prepared for the March 17 deadline.
- Sidewalk engineering designs covered five areas and roughly 7,000 linear feet were complete, with next steps including identifying easements, preparing construction bid packages, and pursuing grant funding.

In response to an inquiry from the board, Manager Barlow clarified that the Queens Creek school sidewalk project should involve the Onslow County Board of Education and NCDOT as potential funding partners because they were the only property owners on that segment and additional funding opportunities may be available through school- and park-connection grants as well as JUMPO funding for the corridor.

### **Board Comments**

Commissioners congratulated Kristin Newbold, thanked staff for their work, citizens for attendance, and recognized the evening's achievements, as well as offered appreciative comments to the pool committee for the work they put into the project research.

Mayor Justice acknowledged Duke Energy for their collaborative approach to the utility work.

### **Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Vannoy, the meeting adjourned at 8:14 pm.



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Resolution 2026-R6 in Support of Transportation Safety Projects and Initiatives Along NC 24**

Board Meeting Date: **April 28, 2026**

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

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**Overview:** The Town has received a request to adopt a complementary resolution supporting proposed transportation safety initiatives for the Town of Swansboro. This request follows action taken by the Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Transportation Advisory Committee (TAC), which adopted a resolution in March expressing support for the proposed safety initiatives affecting the Swansboro area. Adoption of a complementary resolution by the Town would demonstrate local acknowledgment and support consistent with the JUMPO TAC’s action.

**Background Attachment(s):** Resolution 2026-R6

**Recommended Action:** Adopt Resolution 2026-R6 in Support of Transportation Safety Projects and Initiatives Along NC 24.

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION 2026-R6 IN SUPPORT OF TRANSPORTATION SAFETY PROJECTS  
AND INITIATIVES ALONG NC 24 (W. CORBETT AVENUE)**

WHEREAS, the Town of Swansboro is committed to promoting safety, mobility, and overall quality of life for residents, visitors, and businesses; and

WHEREAS, the Town of Swansboro, in coordination with the Jacksonville Urban Area Metropolitan Planning Organization (JUMPO), North Carolina Department of Transportation (NCDOT), and regional partners, has identified key transportation safety and operational improvement needs along the NC 24 (W. Corbett Avenue) corridor within the town limits; and

WHEREAS, proposed safety improvements include installation of a High-Intensity Activated Crosswalk (HAWK) pedestrian-activated traffic beacon at the intersection of NC 24 (W. Corbett Avenue) and Front Street to enhance pedestrian safety while maintaining efficient vehicular traffic flow; and

WHEREAS, proposed improvements also include the installation of a Right-In/Right-Out (RIRO) driveway configuration at the west driveway entrance of the Food Lion shopping center along NC 24 (W. Corbett Avenue) to reduce conflict points and improve traffic safety; and

WHEREAS, the upgrade and integration of eight (8) traffic signals along NC 24 (W. Corbett Avenue) into a coordinated closed-loop signal system would improve signal timing, reduce congestion, enhance roadway efficiency, and support safer travel for all users; and

WHEREAS, the Transportation Advisory Committee (TAC) has reviewed these proposed improvements and determined they are consistent with local and regional transportation safety goals and has expressed support for advancing these projects through continued coordination among local, state, and regional partners;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro, North Carolina, that the Town hereby expresses its support for the transportation safety projects and initiatives identified along NC 24 (W. Corbett Avenue); and

BE IT FURTHER RESOLVED that the Town of Swansboro supports continued collaboration with JUMPO, NCDOT, and other stakeholders to pursue planning, funding, and implementation of these improvements to enhance safety and mobility within the community.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Mayor William Justice

ATTEST:

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



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 28, 2026**

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

**Overview:** The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$1,221.77

**Vehicle Tax**

Campbell, Jade	\$40.40	Tag Surrender
Love, Allison M & Derek Alan	\$120.09	Military
Shoener, Chelsey E. & Michael P.	\$154.64	Military
Shoener, Michael P.	\$63.56	Military
Shoener, Michael P. & Chelsey E.	\$796.91	Military
Thresher, Erik Petersen	\$46.17	Sold/Traded

**Background Attachment(s):** None

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

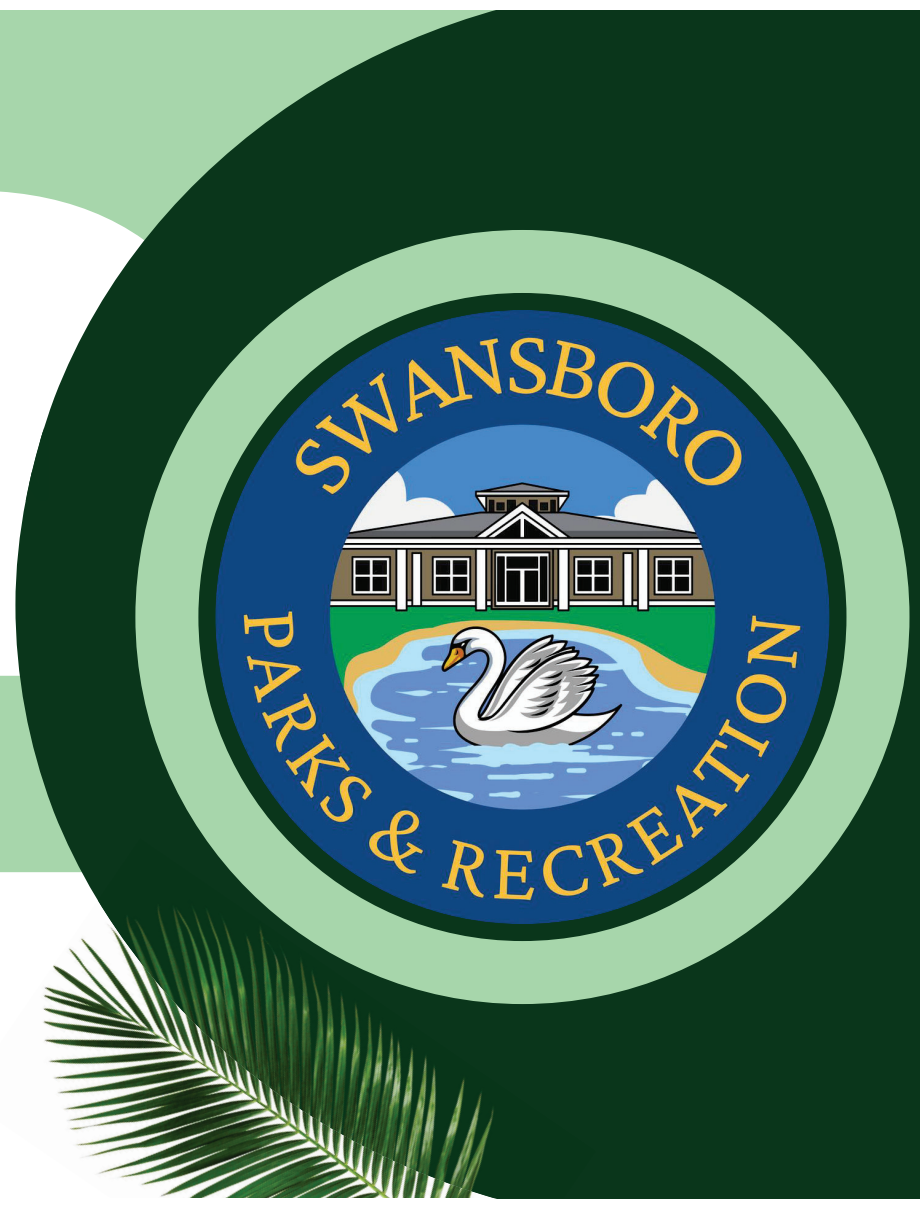
**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# PARKS & RECREATION

A Year of Play, Connection, and Community

“Play is not a luxury. Play is a necessity.”  
-Kay Redfield Jamison



# PURPOSE



## Why We Do What We Do

- Parks and Recreation is the heart of the community
- Our parks are shared front yards-places to gather, celebrate and belong
- We help our community grow
- In a small town, our work is essential
- **PARKS AND PROGRAMS SERVE -NOT JUST ENTERTAIN**



# 2025 AT A GLANCE



- Increased program offerings
- Increased program participation
- Continued to have record setting attendance for park events
- Implemented sponsorship program for recreation events
- Preserved PirateFest, 14-year tradition
- Celebrated splashpad reopening





# SERVING A GROWING COMMUNITY

## Recreation Center

<b>Calls</b>	<b>3668</b>
<b>Visitors</b>	<b>18,073</b>
<b>Gym Memberships</b>	<b>78</b>
<b>Dog Park Memberships</b>	<b>23</b>



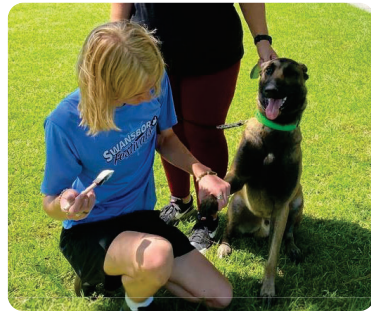
The Recreation Center supports a growing community through daily customer service, registrations, and facility access.

Services include room rentals and park reservations across town facilities and municipal parks.

# PROGRAMS THAT BRING PEOPLE TOGETHER



## TODDLER PROGRAMS



## PARKS & REC MONTH



## SPROUT SCOUTS



## TINY TREKKERS

- 120 picklers
- 1,500 + participants served
- 248 pickleball league members
  - 3 new pickleball programs
- Instructor Contract Programs
  - Pound
  - Tai Chi
  - First Aid & CPR
  - Art Classes and Camps
  - Tennisbloc
  - Music With Miss Mary



## SAFETY TOWN



## CRAFT PROGRAMS



## PIRATE CRUISE



# CELEBRATING COMMUNITY THROUGH EVENTS

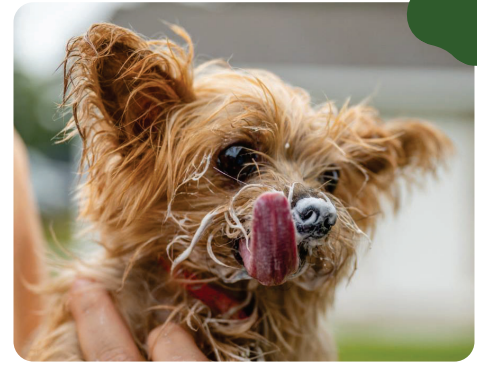


Easter Egg Hunt

TOUCH-A-TRUCK



SantaFest



HALLOWEENIE ROAST & TRUCK-A-TREAT **BarkFest**



# SIGNATURE FESTIVALS



- 25,400 visitors in 2025
- Economic impact \$170,142
- Created Title sponsorship level of \$7,500
- Increased sponsorships with six new sponsors
- Received \$20,000 from Onslow County Tourism
- Received \$6,500 from Swanboro TDA
- Strong community partnerships with \$39,000 worth of in-kind services



# MARKETING PERFORMANCE

NEW MARKETING INITIATIVES		
Type	Paid	In-kind/Bonus Ads
TV Broadcasting	\$3,000	\$7,080
Digital/Video	\$1,550	
Digital	\$2,700	
Social Media/Digital	\$1,226	\$1,700
Print	\$0	\$2,500
Radio	\$0	\$30,000
<b>Totals</b>	<b>\$8,476</b>	<b>\$41,280</b>



# REVENUE PERFORMANCE

RECREATION		FESTIVALS	
Program Fees	\$22,820.00	Arts by the Sea	\$14,263.00
Instructor Fees	\$6,811.00	Independence Day Celebration	\$1,200.00
Events Fees	\$1,600.00	Mullet Festival	\$2,080.00
Events Sponsorships	\$1,800.00	Christmas Flotilla	\$1,240.00
Park Rentals	\$8,154.00	Sponsorships	\$46,250.00
Recreation Center Rentals	\$22,590.00	<b>Total</b>	<b>\$65,033.00</b>
Town Hall Community Room	\$2,260.00	In-kind Sponsorship	\$39,000.00
Gym Memberships	\$3,146.00	Grants	
Dog Park Memberships	\$290.00	Onslow County Tourism	\$20,000.00
<b>Total</b>	<b>\$69,471.00</b>	Swansboro TDA	\$6,500.00
Church Street Dock	\$44,727.00		

# PARTNERSHIPS



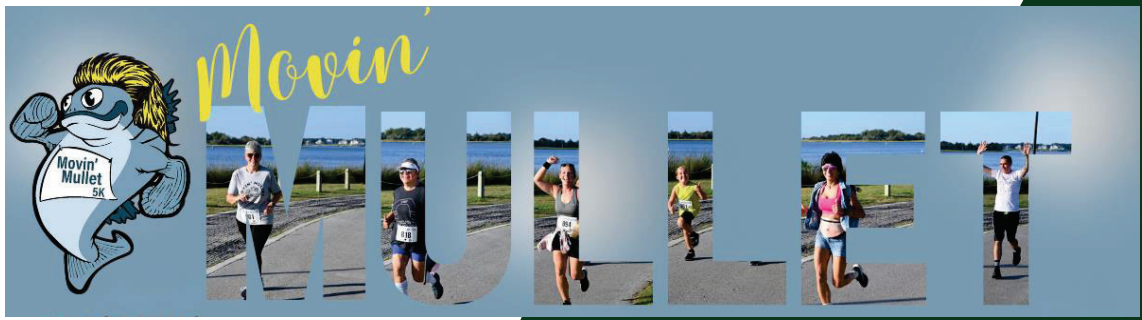
- Fire & Police Department
  - Public Services
  - Onslow County Parks & Recreation
  - Down Syndrom Network
  - Lady Swan Tours
  - Swansboro Tourism Development Authority
  - Onslow County Tourism
  - Independent Contractors
  - Onslow County Senior Games
  - Local Businesses
  - Tennisbloc
  - Dinis Martinis
  - Prestons
  - Swansboro Historical Association
  - Onslow County Museum
- Team Chevrolet
  - Sponsors
  - In-kind Sponsors
    - Michaelangelo's
    - By the Bridge
    - Saltwater Grill
    - Melissa Anderson
    - Schuller family
    - Tideland News
    - Culligan
    - John's Golf Carts
    - Boro Cafe
    - El Cigno



# EVENT PARTNERSHIPS



- **PirateFest**
  - Onslow County Parks & Recreation
- **Tunnel To Towers 5K**
  - Tunnel To Towers Foundation
- **National Night Out**
  - Swansboro Police Department
- **Movin' Mullet 5K**
  - Jacksonville Onslow Sports Commission
- **Memorial Day & Veterans Day Celebration**
  - Swansboro Military Affairs



# THE PEOPLE BEHIND THE WORK



- Beth
- Madison
- Jamie
- Deb
- Christia  
n
- Carmen
- Brianne
- Scott



# LOOKING AHEAD

- Safety Town 2.0
- New pickleball programming
- More toddler programming
- Walking Through Swansboro
- Parks & Recreation Month 2026
  - New programs and activities for all ages
- Adding and Improving park facilities
  - Park swings, playground equipment, court facilities
- Recreation Center-fitness equipment, banquet chairs





# THANK YOU

Parks & Recreation Staff





# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Emergency Vet Fund Program**

Board Meeting Date: **April 28, 2026**

Prepared By: **Jacob Randall – Fire Chief**

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**Overview:** Introduction on the establishment of an Emergency Veterinary Fund to support animals rescued during emergency responses.

Following a residential fire response on April 14th, where a dog was rescued, revived, and ultimately survived due to rapid intervention and available equipment, a clear need was identified to support families facing unexpected veterinary costs after emergencies. Through coordination with local partners and the Swansboro Emergency Veterinary team, that family was spared financial burden. Building on that success, the Swansboro Fire Department is establishing a donation-based Emergency Vet Fund to ensure that animals rescued during emergencies can receive critical care without placing financial hardship on their owners.

**Background Attachment(s):** None

**Recommended Action:** No action needed

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Agreement for Seaside Arts Council Swan Project**

Board Meeting Date: **April 28, 2026**

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

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**Overview:** To establish a set of guidelines and responsibilities for each entity involved in the purchase, design and display of the fiberglass swans.

The Seaside Arts Council (SAC) initiated the “Swan Project” as a way to better engage the community in arts and to promote local artists. Several years ago, the Town agreed to purchase 3 of the fiberglass Swans and placed 2 of the Swans on public display. Since the initiation of the project, there has not been formal agreement between the SAC, the Artists, and the Town defining the roles and responsibilities in the purchase, design and display of the Swans.

The attached Agreement clearly defines each participants roles and adds checks and balances to ensure that the end result is satisfactory to everyone.

**Background Attachment(s):** Agreement for Seaside Arts Council Swan Project

**Recommended Action:** Approve the Agreement for Seaside Arts Council Swan Project

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AGREEMENT FOR SEASIDE ARTS COUNCIL SWAN PROJECT

THIS AGREEMENT (the “Agreement”) is made and entered this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ (being the date the last of the parties named below executes this instrument) by and between:

Seaside Arts Council (“SAC”), a nonprofit corporation organized under the laws of North Carolina with its registered location in Swansboro, NC; and the Town of Swansboro, a North Carolina municipal corporation, undertaking to purchase and display for civic and artistic purposes one or more painted fiberglass swans (the “Sponsor”); and Artist (“Artist”), an individual commissioned to design and paint the fiberglass swan or swans; collectively, the parties being referred to herein as the “Parties.”

### 1. Purpose

In furtherance of community arts engagement and civic pride promotion of local artists, and support of the arts in Swansboro and the surrounding area, the Parties enter into this Agreement to create, purchase, and publicly display a custom-painted fiberglass swan, or swans, at appropriate locations visible to the citizens of Swansboro and the general public.

### 2. Purchase Price and Allocation

- The total purchase price of each Swan is Three Thousand Dollars (\$3,000), payable by the Sponsor to SAC.
- Of this amount:
  - \$800 shall be paid by SAC to the Artist as compensation, per swan, for painting/artistic services;
  - The remainder shall be retained by SAC to defray expenses of the blank swan(s), clear coating of the painted swan(s), program administration, and fundraising.

### 3. Responsibilities of Seaside Arts Council (SAC)

SAC shall:

- a. Purchase and provide each blank fiberglass Swan to the Artist for custom painting.
- b. Subject to the Sponsor’s approval of the Artist’s design proposal for each Swan, and following completion of each Swan, pay the cost for application of an automotive clear coat for each completed Swan..
- c. Facilitate communication among the Parties regarding design requests, design proposals, approvals, and delivery to the location(s) selected by the Sponsor. .

- d. Retain copyright in the final painted design and all related works (see Section 6).
- e. Provide, at SAC's expense, a small plaque acknowledging SAC, the Artist, and the Sponsor.

#### 4. Responsibilities of Sponsor

The Sponsor shall:

- a. Submit a brief design request, outlining desired themes, colors, or concepts.
- b. Review and either approve or reject the Artist's detailed design proposal. The Artist's proposals may include drawings, digital mockups, or written descriptions.
- c. Approve or reject the completed painted Swan before the clear coating is applied.
- d. Provide and maintain a suitable public display location in the Swansboro area (eastern Onslow County or western Carteret County, NC). The display may be outdoors or indoors, provided it is reasonably visible to and accessible by the public.
- e. Provide, at Sponsor's expense, a secure platform for placement of the Swan at its intended location, or locations. . The platform(s) must be constructed to an equal or higher standard than existing Swan platforms in Swansboro, to ensure stability and security.
- f. Pick up each Swan within two (2) weeks after clear coating has been completed. .
- g. Prominently display the plaque provided by SAC near each Swan while the Swan is on display.

#### 5. Responsibilities of the Artist

The Artist shall:

- a. Provide SAC and Sponsor with a detailed design proposal for each Swan based on the Sponsor's request.
- b. Complete the painting of the Swan in accordance with the approved design.
- c. Submit the completed, painted Swan to the Sponsor for final approval prior to clear coating.
- d. Deliver each Swan in a condition suitable for clear coating.

#### 6. Copyright and Intellectual Property

- a. Copyright Ownership: Subject to agreement between the Artist and SAC, SAC shall retain copyrights, if any, to the painted design on each Swan.
- b. License to Sponsor: The Sponsor is granted a, royalty-free license to display the physical Swan at approved location(s). Such license(s) shall be granted as to each display location for a one-year period. Such annual license(s) shall automatically renew for successive one-year periods; provided either the Sponsor or SAC may terminate the license(s) upon giving to the other written notice of non-renewal a minimum of thirty (30) days prior to the annual anniversary date of the Agreement.
- c. License to SAC: SAC reserves the right to reproduce images of the painted Swan in promotional, fundraising, and educational materials, including but not limited to brochures, posters, merchandise, and digital media.
- d. Artist Credit: SAC shall use reasonable efforts to credit the Artist in reproductions of the design.

7. Warranties and Disclaimers

- a. The Artist warrants that the designs are original and do not infringe the rights of third parties.
- b. SAC makes no warranty as to the long-term durability of the Swan beyond that provided by the manufacturer and clear coat product and application warranty, if any.
- c. The Sponsor accepts responsibility for installation, security, and maintenance of the Swan after pickup.

8. Termination

If the Sponsor rejects the Artist's final painted design after good faith efforts to accommodate Sponsor's request, SAC shall refund a portion of the Sponsor's purchase price, deducting costs already incurred, and this Agreement shall terminate.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

10. Entire Agreement

This Agreement constitutes the full and complete understanding among the Parties and supersedes all prior agreements or understandings, whether written or oral. Any modification must be in writing and signed by all Parties.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties have set their hands and seals on the date set forth in the acknowledgments below.

**BY: Seaside Arts Council  
A North Carolina Nonprofit Corporation**

\_\_\_\_\_  
**Cynthia Stephenson-Gibbs, President**

State of North Carolina

County of Onslow

I, \_\_\_\_\_, the undersigned notary public, do hereby certify that **Cynthia Stephenson-Gibbs** personally appeared before me this day and acknowledged that he/she is the **President** of **Seaside Arts Council**, a nonprofit corporation organized under the laws of North Carolina with its registered location in Swansboro, NC, and that by authority duly given and as the act of such entity, he/she signed the forgoing and annexed instrument in its name on its behalf as its act and deed. Witness my hand and notary seal, this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Printed Name

My Commission Expires: \_\_\_\_\_

IN WITNESS WHEREOF, the Parties have set their hands and seals and adopt the printed word "Seal" as their lawful seal on the date set forth in the acknowledgment below.

**BY: Sponsor**

**Organization Name:**

**The Town of Swansboro**

\_\_\_\_\_  
**(Seal)**

**Title: Mayor or Manager**

**Attest:**

\_\_\_\_\_  
**Town Clerk**

State of North Carolina

County of Onslow

I, \_\_\_\_\_, the undersigned notary public, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that he/she is the \_\_\_\_\_ of \_\_\_\_\_ a North Carolina municipal corporation, ], and that by authority duly given and as the act of such entity, he/she signed the forgoing and annexed instrument in its name on its behalf as its act and deed. Witness my hand and notary seal, this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Printed Name

My Commission Expires: \_\_\_\_\_

Artist :

By: \_\_\_\_\_

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

I, \_\_\_\_\_, a Notary Public do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

This the \_\_\_ day of \_\_\_\_\_, 202\_\_.  
\_\_\_\_\_

Notary Public

\_\_\_\_\_

Notary's Printed Name

(SEAL)

My Commission Expires: \_\_\_\_\_

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF MARCH 31, 2026)**

REVENUES

EXPENDITURES

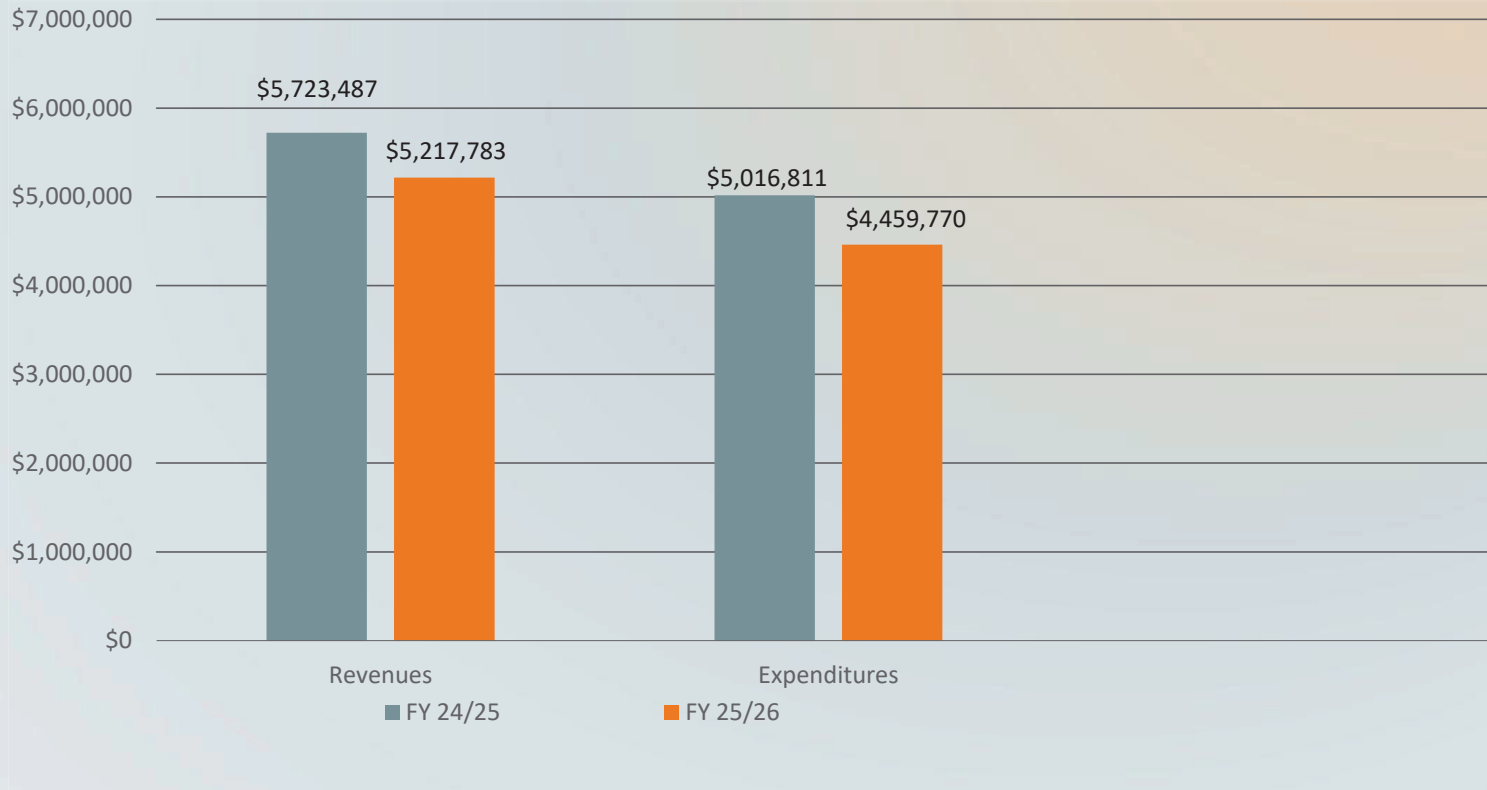
LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MARCH 31, 2026)**

**GENERAL FUND**



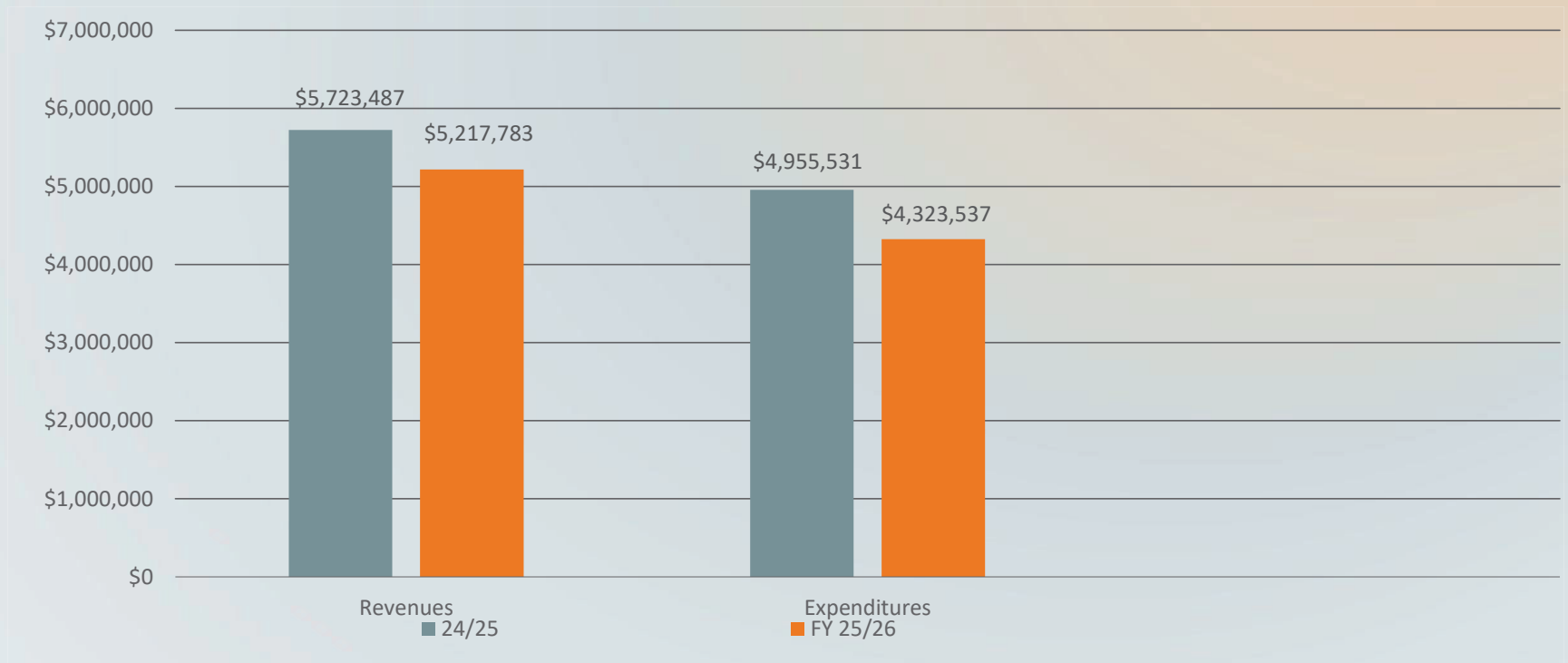
**ENCUMBRANCES INCLUDED**

**Total Excess of Revenues Over Expenditures-\$758,013**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MARCH 31, 2026)**

**(ACTUAL)**

**GENERAL FUND**



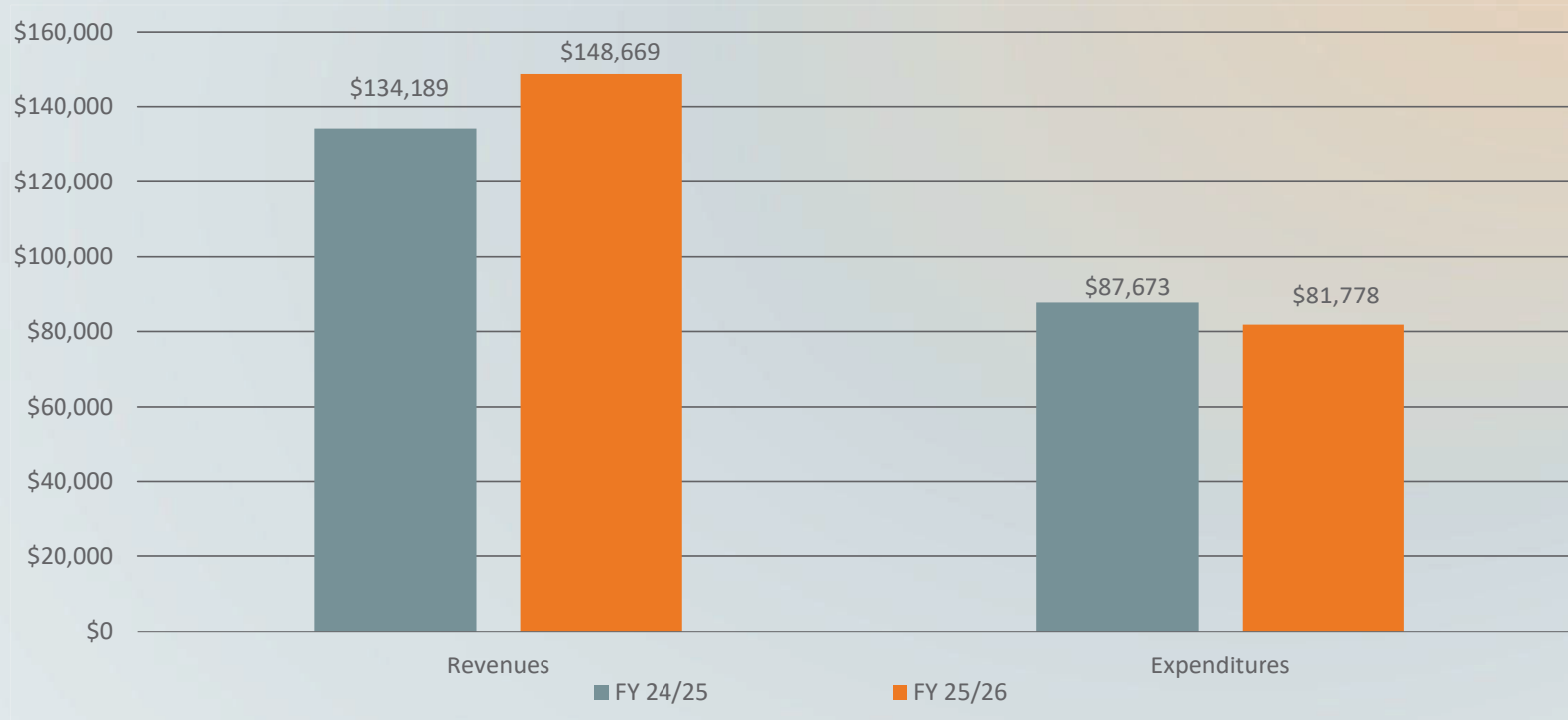
**(ENCUMBRANCES NOT INCLUDED)**

**Total Excess of Revenues Over Expenditures- \$894,246**

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March 31, 2026
NON DEPARTMENTAL	581,365	431,322	12,570	76.4%
GOVERNING BODY	297,004	29,722	2,749	10.9%
ADMIN SERVICES	445,135	299,427	909	67.5%
FINANCE	345,320	231,077	999	67.2%
LEGAL	59,300	26,871	-	45.3%
PUBLIC BUILDINGS	303,843	221,597	8,178	75.6%
FIRE	1,607,343	1,130,849	37,899	72.7%
PERMITTING	301,128	197,771	2,043	66.4%
PLANNING	92,066	67,017	-	72.8%
POLICE	1,429,971	951,687	33,006	68.9%
PUBLIC WORKS-STREETS	840,983	230,353	3,218	27.8%
POWELL BILL-STREETS	126,580	83,153	378	66.0%
PARKS & RECREATION	581,236	251,852	20,347	46.8%
DOWNTOWN FACILITIES	108,451	83,043	2,805	79.2%
FESTIVALS & EVENTS	154,689	78,800	9,532	57.1%
EMERGENCY MANAGEMENT	12,000	8,997	1,600	88.3%
<b>TOTAL</b>	<b>7,286,414</b>	<b>4,323,537</b>	<b>136,233</b>	<b>61.21%</b>

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MARCH 31, 2026)**

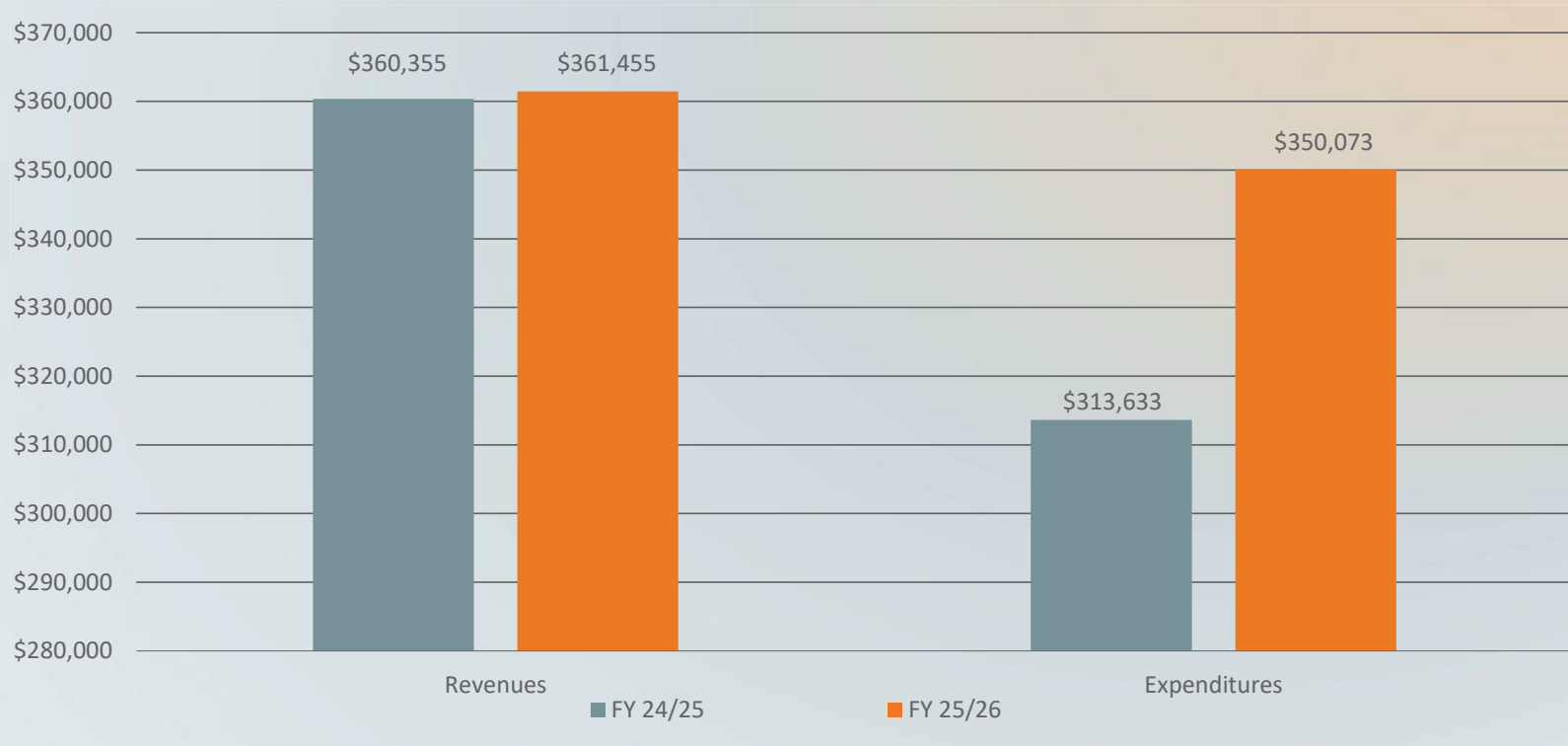
**STORMWATER ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures-**\$66,891**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MARCH 31, 2026)**

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures-**\$11,382**

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF MARCH 31, 2026)**

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	<b>\$162,847</b>	<b>2.69</b>	<b>03/21/2028</b>	<b>\$84,724</b>
<b>Fire Truck</b>	<b>\$46,544</b>	<b>2.08</b>	<b>11/01/2026</b>	<b>\$47,512</b>
<b>Sleeping Quarters</b>	<b>\$25,000</b>	<b>2.43</b>	<b>12/14/2026</b>	<b>\$26,823</b>
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	<b>\$22,955</b>	<b>1.84</b>	<b>7/15/2026</b>	<b>\$23,377</b>
<b>Cab Tractor/Dump Truck</b>	<b>\$159,767</b>	<b>4.82</b>	<b>4/3/2029</b>	<b>\$58,491</b>
<b>Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles</b>	<b>\$474,425</b>	<b>4.40</b>	<b>12/1/2029</b>	<b>\$131,934</b>
<b>Total Debt</b>	<b>\$891,538</b>			<b>\$372,861</b>

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF MARCH 31, 2026)**

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$431,052	0.10%
<b>NC CMT-General</b>	\$6,962,590	3.56%
<b>TD Bank</b> (SCIF Funds for EOC & Sidewalks)	\$8,647,711	3.40%

## GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,102,172	\$427	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,807,493	\$1,370,741	\$0	\$8,436,752
Emmerton School Repairs	\$499,000	\$329,016	\$0	\$169,984
Stormwater Master Plan	\$400,000	\$374,536	\$0	\$25,464
Main Street Dock Replacement	\$170,164	\$9,541	\$0	\$160,623
<b>Total Outstanding Grants</b>	<b>\$12,365,906</b>	<b>\$3,570,320</b>	<b>\$427</b>	<b>\$8,795,159</b>

*Any Questions*

?



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **April 28, 2026**

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.

**May 12th**

- \* Approval/Award of EOC/PSB RFQ
- \* Approval/Award of Bobbitt Contract for EOC/PSB
- \* Peace Officers Memorial Day and Police Week

**June Meeting Dates**  
9th & 23rd

**May 26th**

- \* Fire Service Study Update
- \* Salvation Army Bucket Brigade Presentation
- \* Monthly Finance Report

**Future Agenda Items**

- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant (*anticipated award date, August 12<sup>th</sup>*)
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- \* Senate Bill 382 Down Zoning review
- \* Onslow County Fire Contract/Strategic Planning
- \* Historic Preservation enforcement
- \* Skatepark Update
- \* Lease agreements for 502 W. Church Street (Emmerton School/Old Town Hall)
- \* Flood Ordinance Updates

## PROJECTS REPORT

### Town Projects/Initiatives Update

April 2026

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

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

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

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

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

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

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

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

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12<sup>th</sup> for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details 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 21<sup>st</sup>. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

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

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

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

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

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

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

## Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

- 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

- 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.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was \$1.3 million.
- At the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.
- At the January 27, 2026 BOC regular meeting, the Town Manager requested and received BOC authorization to enter into contract negotiation with Bobbitt for the Design-Build of the EOC/PSB.
- The Town Manager advised the BOC of the grant agreement (#1347) in the amount of \$3 million to be used towards this project is set to expire on June 30, 2026, without any grant extension.
- Construction Project Advisor RPQ's were received April 15, 2026. Upon review of the 4 submittals, 2 firms were chosen to conduct in-person interviews. Both Cumming Group and MBP are based in Raleigh and have vast local government project advisory experience in eastern NC. A recommendation to the BOC should be ready on May 12, 2026.

### 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

## Town of Swansboro, NC Manager's Report

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

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

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

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

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

**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	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

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

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

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

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

## Town of Swansboro, NC Manager's Report

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

We will use the funds for the following projects:

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

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

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

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

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

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

## Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
-\$209,000	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
<u>\$ 105,225</u>	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.

## Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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.

## Town of Swansboro, NC Manager's Report

- 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
- 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:

## Town of Swansboro, NC Manager's Report

- 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 rust4d 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, Tripple 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.

May 6, 2025, Staff Stature Engineer, Tripple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. CorrVerter has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

July 1, 2025, staff, Stature Engineer, Triple H (sub-contractor), and SHPO met on-site to monitor ongoing work. The metal ceiling panels on the museum side are complete, with the exception of the artifact storage room, which is scheduled for completion by the end of July. Work on the auditorium ceiling is expected to begin in mid-July.

All window repair/installations have been completed. Triple H is developing a storm window mock-up for SHPO's review and approval.

The required Quarterly Report for the grant was submitted on July 7, 2025.

August 28, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work.

- Adjustments were made to both insulation and window installations to ensure compliance with project requirements and preservation standards.
- A final decision was reached regarding the installation of storm windows, ensuring compliance with SHPO guidelines and project goals.

September 15, 2025: Staff members, Mr. Dan Becker, Grants Manager, and Ms. Annette Stone, Grant Specialist, conducted an on-site visit to review program progress and provide technical assistance for the Emergency Supplemental Historic Preservation Fund (ESHPPF) grant. Areas reviewed included procedures and documentation in the areas of conformity with the approved application, general administration, financial management, procurement, and contractors. Based on the sample program materials tested, the program files and supporting documentation that are in the Town of Swansboro's grant records are in good order.

## Town of Swansboro, NC Manager's Report

The required state minimum reporting for Emmerton School Repairs FY 2024-2025 was submitted on September 25, 2025.

The required Quarterly Report for the grant was submitted on October 2, 2025.

October 9, 2025, Storm windows were delivered to Emmerton School. Triple H estimates that installation will begin in early November.

December 2, 2025, Staff, Stature Engineer, Triple H (sub-contractor), and (SHPO) conducted an on-site visit to monitor the progress of ongoing work. The following was reviewed and addressed:

- Of the 52 storm windows installed, a total of 8 will need to be replaced due to damage upon arrival and incorrect sizing. Triple H (subcontractor) has reordered the replacement storm windows, with an estimated arrival in late December.
- Wood panels between windows will need to be sanded and repainted.
- All storm windows installed require final adjustment to level and seat properly in the frames.
- Attic work incomplete; additional converter application required.

The required Quarterly Report for the grant was submitted on January 15, 2026

February 26, 2026, staff, Stature Engineer, Harp, Triple H (subcontractor), and SHPO conducted an on-site visit to review and approve completed work related to window restoration, ceiling panels, Corr Verter application, and attic insulation. The reviewed work was approved as meeting the required standards at the time of inspection.

The project is expected to be completed by August 30, 2026. The remaining work includes repairing and replacing select doors and painting the ceiling panels. These final items are being coordinated to wrap up and close out the project.

The required Quarterly Report for the grant was submitted on April 20, 2026

# Town of Swansboro, NC Manager's Report

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

# Town of Swansboro, NC Manager's Report



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

# Town of Swansboro, NC Manager's Report



- 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. On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.

As of January 13, 2026, survey field work is complete and design work is approximately 80% complete. Once design is complete all 5 project areas will be put out for bid. Funding decisions will be made once bids are received.

Engineered plans for the 5 priority project areas were received from the Engineer on February 13, 2026. The next steps include identifying easements and developing cost estimates prior to seeking construction bids.

## Town of Swansboro, NC Manager's Report

### 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, 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.

## Town of Swansboro, NC Manager's Report

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.

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



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

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

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

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

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

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

**Interior Renovations** - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund

## Town of Swansboro, NC Manager's Report

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.

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

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had

## Town of Swansboro, NC Manager's Report

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.

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.

On October 28, 2025, the Board of Commissioners agreed to move forward with the renovation of the VC to include facilities for transient boaters in addition to public restroom facilities.

John Freswater, Crystal Coast Engineers, has been reengaged to design a new floor plan based on the approval of the BOC to upfit the VC to include transient boater facilities. It is expected that a revised floor plan will be ready to present at the February 10, 2026 BOC regular meeting.

BOC gave authorization to proceed in obtaining cost estimates based on the new floor plan from Crystal Coast Engineering. Depending on the construction estimates additional funding may be necessary.

On April 9, 2026 the Town submitted a grant application to the Onslow County TDA for an additional grant of \$21,000. A final determination of grant award will not be known until the County adopts its annual FT26/27 Budget. In the meantime, on April 14, 2026 the Town of Swansboro BOC authorized a total renovation project of \$97,760 and awarded a contract RWS

## Town of Swansboro, NC Manager's Report

Construction in the amount of \$79,940 for interior renovations. A contract was entered into with RWS on April 23, 2026.

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

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023, and the contract was executed in early December. 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.

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.

## Town of Swansboro, NC Manager's Report

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.
- 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

**Town of Swansboro, NC**  
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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 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.

## Town of Swansboro, NC Manager's Report

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 design and review 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 continues to be on track to be completed early May 2025.

WithersRavenel and Staff met via Zoom on April 28, 2025, discussed wrapping up existing conditions modeling and anticipating results at the end of May 2025.

- Existing Conditions of Hydrologic and Hydraulic Modeling	102d	02/04/25	06/25/25
+ Prepare Hydrology	60d	02/04/25	04/28/25
+ Prepare Hydraulics	60d	02/04/25	04/28/25
+ Internal Model QA/QC	5d	05/01/25	05/07/25
+ PAOCS Identification	5d	05/08/25	05/14/25
+ Exhibits	10d	05/15/25	05/28/25
+ Share Draft Exhibits with Town	1d	05/29/25	05/29/25
+ Existing Conditions Model Review Meeting	3d	06/09/25	06/11/25
+ Model Finalization	10d	06/12/25	06/25/25
+ Conceptual Projects	71d	06/26/25	10/02/25
+ Project Prioritization	42d	10/03/25	12/01/25
+ Public Outreach 2	47d	12/02/25	02/04/26
+ Master Plan Report	293d	12/02/25	01/14/27

WithersRavenel and Staff met via Zoom on May 29, 2025, Conditions modeling and anticipated results were pushed back a few weeks to mid-June.

WithersRavenel and Staff met via Zoom on June 23, 2025, and reviewed the following existing conditions model results:

- Deer Run Neighborhood - confirmed problem area
  - Wetlands downstream have trouble draining
  - A multi-use shopping area is currently being built on PARID #000762 (per Onslow GIS)
- Main St. Ext

## Town of Swansboro, NC Manager's Report

- DOT road
- All pipes seem to be undersized
- School Road
  - May be a maintenance issue
  - WithersRavenel to add back into the model during finalization stage
- Phillips Drive
  - 24" to Holly Ln discharging to Halls Branch is a confirmed problem area
  - No flooding across Phillips Drive
- Forest Ridge Neighborhood – confirmed problem area
  - Neighborhood built on wetlands
  - Pipes likely undersized
- Water St – confirmed problem area
  - Being resurfaced the weekend of June 28th
- Front St – confirmed problem area
  - Pipe at outfall (24") is always full of water
  - Residents often raise concern of flooding on Walnut St (from Broad St to Church St) but no confirmed visual evidence from town staff

WithersRavenel and Staff met via Zoom on July 28, 2025, Tyler GIS WithersRavenel Project Manager spoke with the ESRI representative and confirmed that we can use their account for storm water. Chief Randall has provided WithersRavenel with access to their ArcGIS Online account, and WithersRavenel is currently working on the data viewers. A draft viewer should be ready soon.

August 25, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel presented five key areas for consideration, each aligned with specific Areas of Concern (AOC) to explore potential grant opportunities. The town decided to prioritize the following:

1. Forest Ridge neighborhood
2. Philips Drive to Holly Lane
3. Broad St and Marina

September 22, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continues to work on proposed concepts for the selected locations.

November 3, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations.

- Downtown area challenges:
  - Tidal boundary significantly impacts drainage.

## Town of Swansboro, NC Manager's Report

- o Testing solutions like pipe upsizing, pumping, and backflow prevention.
- o Considering timing scenarios for rain vs. tide peaks.

- Other areas expected to be easier due to absence of tidal influence.
- No major prior efforts on downtown drainage beyond a Broad Street bioretention schematic.
- Existing infrastructure includes old clay pipes, some with adverse slopes.
- Fire Chief exploring portable dams for flood events

Updated timeline:

- End of 2025: Concepts and cost estimate ready.
- January 2026: Work on prioritization and draft report
- February 2026: Incorporate Town feedback to finalize

November 24, 2025, representatives from WithersRavenel met with Town staff via Zoom. WithersRavenel continue to work on proposed Concepts for selected locations:

- proposed drainage concepts for selected locations, focusing on downtown, Forest Lane/Brook Crossing Rd., and Phillips D/Holly Ln.
- Downtown area faces challenges and the need for more information about the flood wall locations and specifications. WithersRavenel will follow up with the Fire Chief for additional details.
- Discussed Preliminary Concepts and limits of work outside the right-of-way.

December 15, 2025, representatives from WithersRavenel met with Town staff via Zoom. Discussed Capital Improvement Plan including the following categories:

1. Condition of infrastructure
2. Project Cost
3. Severity of Flooding
4. Project drainage area served
5. Potential private property easement acquisition

January 26, 2026, representatives from WithersRavenel met with Town staff via Zoom to review the Finalized Concept and Cost Fact Sheets as part of the Stormwater Master Plan.

### **Area 2- Holly Lane**

- Discussed the cost-benefit of the 42" pipe proposed around empty parcel at Phillips Dr & Holly Ln

### **Area 3-Downtown**

## Town of Swansboro, NC Manager's Report

- Reviewed the proposal for a pumping plan for this area in conjunction with emergency flood protection measures
- Discussed the potential inclusion of the Church Street Gazebo property (147 Front Street) in the project design.
- WithersRavenel will refine the proposed raster between Spring St and Broad St where flooding appears to have worsened.
  - It was clarified that the apparent increase in flooding is due to added model detail and hydrology calculation adjustments, not proposed improvements.
  - A note will also be added to plan to explain this increase level of modeling in detail.

### Easements

- WithersRavenel has assumed all construction will occur within existing right-of-way (ROW) and/or drainage easements.
- If temporary easements are required, associated costs can be addressed through contingency funding.

The following Capital Improvement (CIP) was discussed:

- Review current draft prioritization
- Severity of flooding scoring.
  - Roadway category being split between residential, combined residential, commercial, and public use.

February 23, 2026, representatives from WithersRavenel met with Town staff via Zoom to review the draft report previously provided to the Town. The meeting included discussion of the final draft and preparations for the upcoming Board presentation scheduled for March.

March 24, 2026, Representatives from WithersRavenel presented to the Board of Commissioners and based on their discussion the following revisions were made to the Swansboro LASII Stormwater Master Plan Draft.

- Public Input: Add more detail regarding participants and ensure related items are included in the appendix.
  - New section on page 6 and additional appendix (Appendix 2) with Public Input data
- Concept Areas: Provide further detail on the factors used to select the three concept areas.
  - More detail added to section on page 12
- Recommendations: Highlight resources for citizen LID (Low Impact Development) actions on private lots.

## Town of Swansboro, NC Manager's Report

- LID resources highlighted in "Watershed Restoration Plan and Historic District Preservation" recommendation on pages 25-26 and additional appendix (Appendix 8) includes pdfs of the resources
- Funding: Include additional grant options.
  - New section titled "Potential Funding Opportunities" within the Recommendations portion of report (page 27)
- Downtown Benefits: Elaborate on the specific benefits and flooding considerations for the downtown area.
  - More detail added on pages 19-20

### **North Carolina Division of Coastal Management Main Street Dock Replacement Project**

The Main Street dock is the oldest Town owned dock. Originally constructed in 1988, the Town received a North Carolina Division of Coastal Management grant for its construction. An addition to the dock was made in 1992 using the same source of funding.

In February 2025, Carteret Marine conducted an extensive inspection of the dock. The inspection findings determined the structure was unsafe, leading to its closure for both pedestrian and boater use.

Using the inspection report, Arendell Engineers from Morehead City estimated the demolition and construction of a replacement dock of the same size would cost \$143,314. Engineering, permitting, surveying and construction administration would add \$26,850 for a total project cost of \$170,164.

The Town of Swansboro submitted a grant application to the North Carolina Division of Coastal Management for replacement of the Main Street Dock and was awarded the following:

- Grant: \$127,623.00
- Cash Match: \$35,041.00
- In-Kind Match: \$7,500.00
- Total:** \$170,164.00

On August 25, 2025, the TOS was awarded an NCCM grant in the amount of \$170,164 for the replacement of the dock. It is expected that NCCM will release contract documents to grant recipients in the Spring of 2026. In the meantime, Town staff is working with project consultant Kathy Vionson of Coastal Planning to prepare and submit an application for a major CAMA permit which is required for this project.

## Completed Projects/Planning Items

### Sidewalk Project

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

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

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

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



# Town of Swansboro, NC Manager's Report

## Priority 3



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

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will 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.

# Town of Swansboro, NC Manager's Report

## Priority 4 - Completed



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

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

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

### Priority 5

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

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

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

### Priority 5 completed in September 2023



### Priority 6

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

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

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

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

### Priority 7

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

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Priority 8

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

Priority 9

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

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

On February 6<sup>th</sup>, I had 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.

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**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 was completed and issued Certificate of Occupancy on April 9, 2025.

**Mavis Tire**

**1411 W Corbett Ave**

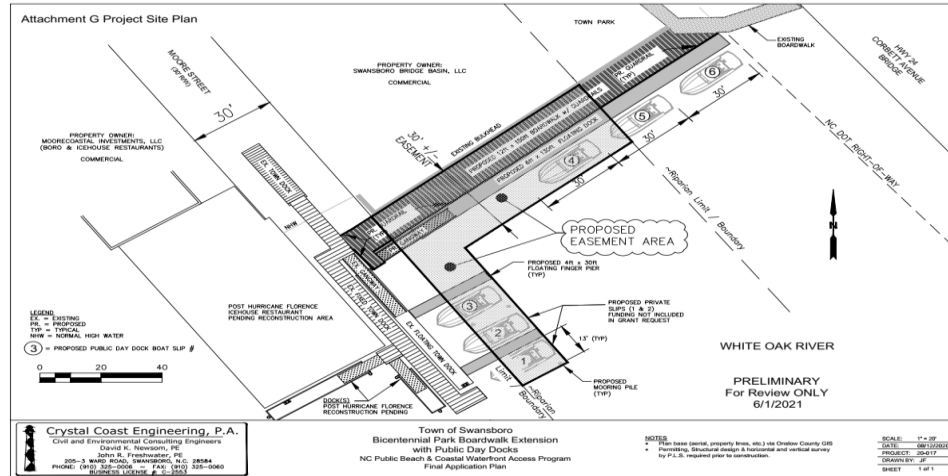
- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 30, 2025.

**2020 NC Public Beach Coastal Waterfront Access Grant Project**

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

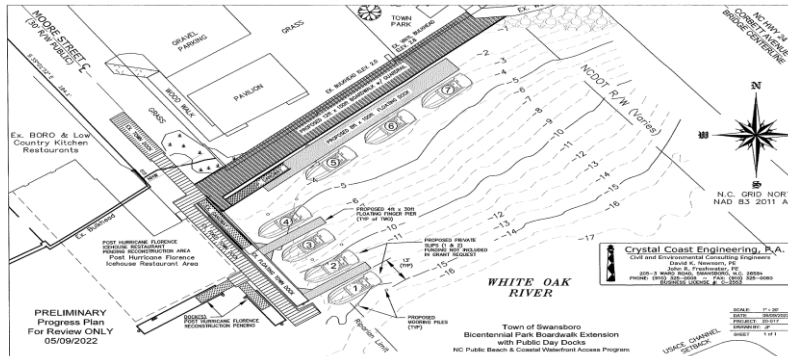
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.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

# Town of Swansboro, NC Manager's Report



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.



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

As reported in the weekly brief June 24<sup>th</sup>, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting

## Town of Swansboro, NC Manager's Report

to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

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

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

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

The Historic Preservation Commission heard and approved the COA for this project on February 21<sup>st</sup>. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8<sup>th</sup> and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting 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 may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

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

On Friday, August 11<sup>th</sup>, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14<sup>th</sup> we met with

## Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

## Town of Swansboro, NC Manager's Report

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

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.
  - The 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 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.

Project was completed and issued Certificate of Compliance on April 23, 2025.

**DCIP Grant- Public safety Complex & Sidewalk**

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

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

## Town of Swansboro, NC Manager's Report

**Project 1** (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

**Project 2** (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied July 3, 2025- Denied

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

### Fire Grants

SAFER Grant - (6) Firefighter - Applied April 12, 2024 -Denied

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. -Denied

•Regional Grant for Radio Equipment with Hubert Volunteer Fire Department - Applied March 8, 2024- Denied

### Flybridge Project (1481 W Corbett Avenue)

Developers for Flybridge submitted an application for a conditional rezoning and a Future Land Use Map amendment for property located at 1481 W. Corbett Avenue. The proposed mixed-use development included 324 multi-family units, and six commercial outparcels on approximately 39 acres. This parcel lies within Swansboro's extraterritorial jurisdiction and falls under the Town's planning authority.

The initial application for a CAMA Land Use Plan amendment was denied, and the applicants subsequently withdrew their request for conditional rezoning at the February 25, 2025, Board of Commissioners meeting.

On August 5, 2025, Flybridge submitted a second application for a CAMA Future Land Use amendment and conditional rezoning, which was presented to the Planning Board. The Board tabled the item until its September 2, 2025, meeting. At that meeting, the Planning Board recommended denial of both requests.

The applications were then considered by the Board of Commissioners at their September 23, 2025, regular meeting, where both items were ultimately denied.

## Future Planning Matters

### Bamboo Restaurant and shops 768 W Corbett Avenue

- 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.
- Revised site plan was approved.
- Building plans were approved September of 2025
- Permit has been issued as of March 18th

### Wawa Convenience Store and Gas Station 1071 & 1073 W Corbett Avenue

- 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.
- Building plans approved January 20, 2026
- Site work began February of 2026

### Brezza Lofts (Mixed-used development 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 redesign and additional approvals needed.
- New plans for a mixed-use development have been submitted in January of 2026. They will need to go through TRC then the minor special use permit will need to be reviewed and approved by the Planning Board and Board of Adjustments.
- The Planning Board recommended approval of the Minor Special Use Permit at their March 3, 2026, regular meeting.
- The Minor Special Use Permit for this project was approved by the Board of Adjustment at their April 6th, special meeting.

# Town of Swansboro, NC Manager's Report

## 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.
- Site Plan was approved in August of 2025
- Permit was issues and site work has begun.

## Havens At Hammocks Beach (Minor Subdivision)

- This minor subdivision is 7 lots and considered a use by right in R-20SF zoning district.
- The minor subdivision plat was submitted for internal review in February of 2025. TRC review and comments are to follow.

## School Street Phase one (Multi-Use Store Front) 1121 W Corbett Avenue

- This project is a use by right in the B-1 zoning district
- A Site Plan was submitted for internal review in June of 2025. TRC review and comments are to follow.
- A second Site Plan submittal and TRC review was held in October of 2025.
- Building plans dropped off March 17, 2026, will begin review.

## 1017 W Corbett Avenue (Multi-Use Store Front)

- This project is a use by right in the B-1 zoning district.
- A Site Plan was submitted for internal review in October of 2025. TRC review and comments are to follow.
- All permits (stormwater, NCDOT Driveway) have been received, and Traffic Impact Analysis has been approved. Site Plan will be approved soon and building plan submittal will follow shortly after.
- Site plan is pending approval on DOT permit, building plans for shell have been approved. Permit issuance pending on site plan approval.
  - Navy Federal Credit Union- Upfit plans are under review as one of the tenants

## Fire Grants

### AFG Grant

- Grant- EMW-2024-FG-04065- Vehicle Acquisition
  - Brush Truck- Pending application applied November 4, 2024
- Grant- EMW-2024-FG-00566- Operations & Safety
  - Fire Hose (Attack and Supply)- Pending application applied November 4, 2024

## Department Reports for March 2026

### Administrative Services

- Phone Records Report for March: 1,816 calls
 

Internal – 372	Town Hall – 279	Parks and Recreation – 240
Police Department – 409	Fire Department – 127	Outgoing totals – 389
- Building permits and Flood Development permits sold for March: 91 residential/commercial combined; \$47,209.88 total fees collected (includes 12 re-inspections)
- 137 Building inspections processed/36 Fire Inspections processed
- 139 Various receipts processed
- 5 Code enforcement violations
- 350 ONWASA payments processed; 4 New Service, 6 other requests
- 9 Work Orders generated for Public Works
- 8 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.
- Advisory Board Appreciation Reception held March 19th
- Setup/hosted/attended Sam Bland Banquet held March 25th
- Budget preparations, ongoing
- Received and responded to 6 emails from Jimmy Williams for information
- Received and handled 10 “Contact Us” request from the Website
- Updated Projects brief
- 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
  - 101 Leslie Ln
  - Sean Maxwell – 107 Tundra Trail
  - Stephanie Shepherd – Email records
  - Justin Wenig/Starbridge Transparency – Purchase Data
  - Gregory Chase – Incident Details Related to an individual’s arrest to include Body Worn – Camera Footage, Police Dashcam, Footage (if available), any associated incident reports, CAD Logs, or radio communications
- Issued New Releases/Constant Contact/Facebook post for:
  - BOC 3/10/2026 Meeting
  - Reminder: Downtown Planned Utility Work 3/9/2026
  - Yard Waste collection Delay – 3/11/2026
  - Annual Clean Sweep Week
  - BOC 3/24/2026 Meeting

## Department Reports for March 2026

- State Burn Ban
- Easter Holiday Office Closures
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 1,486 Top 5 pages viewed in March:

Employment Opportunities 635 | Town Limits Map 461 | Permitting Department 262  
Police Department 209 | Government 198

### Finance

- Sales & Use Tax received in March 2026 is \$144,714
- Accounts Payable Summary for March 2026:
  - 236 Invoices-Totaling: \$174,044
  - 46 Purchase Orders Issued
- Processed payroll-3/6/2026 & 3/20/2026
- PEV ChargePoint Station-Accumulated (kWh) for March 2026:(445)
- Session fees collected-\$119
- Stormwater Fees Collected-March 2026-\$650
- Attended staff meeting.
- February 2026 Bank Reconciliation-Town accounts
- February 2026 Bank Reconciliation-Swansboro TDA
- Swansboro TDA- Preparing Year End Projections for FY 25/26 & Proposed Budget for FY 26/27
- Processed Swansboro TDA checks
- Updating and preparing the Request for Proposals (RFP) for Audit Services
- HR-related items estimated at 7 hours
- Gathered financial information for 3/24/2026 regular meeting session
- Preparing Year End Projections FY 25/26 and updating operating budget spreadsheet.
- Met with Department Heads to review and discuss budget requests for FY 26/27
- Updating Capital Improvement Plan
- Submitted- LGC-131: Notice of Debt Principal & Interest-Municipal Building & Tanker Truck.

### Fire Department

Inspection Type	Monthly	Annual
<b>Standard Fire Inspection</b>	<b>5</b>	<b>20</b>
<i>Initial Inspection</i>	<i>4</i>	<i>8</i>
<i>Reinspection {1<sup>st</sup> Revisit}</i>	<i>1</i>	<i>10</i>
<i>Reinspection {2<sup>nd</sup> + Revisit}</i>	<i>0</i>	<i>2</i>

## Department Reports for March 2026

<b>New Business Inspection</b>	<b>3</b>	<b>5</b>
<i>Initial Inspection</i>	<i>2</i>	<i>3</i>
<i>Reinspection</i>	<i>1</i>	<i>2</i>
<b>Fire Suppression – Hoods</b>	<b>25</b>	<b>29</b>
<i>Initial Inspection</i>	<i>25</i>	<i>29</i>
<i>Reinspection</i>	<i>0</i>	<i>0</i>
<b>Special Event – Tents</b>	<b>1</b>	<b>1</b>
<b>Foster Home</b>	<b>1</b>	<b>1</b>
<b>Plan Review</b>	<b>2</b>	<b>4</b>
<b>Code Violation/Complaint</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>36</b>	<b>60</b>

SFD Incidents - All Response Areas <b>119</b>	SFD - Fire Incidents (All) <b>5</b>	SFD Fire Incidents (Primary Response Area) <b>0</b>
SFD Incidents - Primary Response Area (Town 17A) <b>88</b>	SFD - EMS Incidents (All) <b>76</b>	SFD - EMS Incidents (Primary Response Area) <b>76</b>
SFD Incidents - Primary Response Area (County 17B) <b>16</b>	SFD - Rescue Incidents (All) <b>10</b>	SFD - Rescue Incidents (Primary Response Area) <b>10</b>
SFD Aid Incidents - Aid Given <b>14</b>	SFD - Public Service Incidents (All) <b>22</b>	SFD - Public Service Incidents (Primary Response Area) <b>16</b>
SFD - Aid Received <b>1</b>	SFD - Hazardous Situation Incidents (All) <b>1</b>	SFD - Hazardous Situation Incidents (Primary Response Area) <b>1</b>
SFD - Total Unit Responses <b>153</b>	SFD - Working Fire Responses <b>1</b>	OCEMS Transports - (SFD Primary Response Area) <b>56</b>

**Parks and Recreation**  
**DIRECTOR'S REPORT***Festivals*

- Festival website updates are ongoing.
- Distributed sponsorship packets to previous and prospective sponsors.
- Secured Title Sponsor, Team Chevrolet of Swansboro has remained on for another year.
- Assistant Director securing in-kind sponsorships.
- Collecting 2026 sponsorships; coordinating sponsor booths, marketing materials
- Coordinated with Front Row Communications on advertising for festivals with Our State Magazine.

*Miscellaneous*

- Continue to work on the pickleball courts project. Exploring grant options.
- Providing feedback on Visitors Centers plans and working with department heads on Onslow County Tourism Grant application
- Budgeting: met with Town Manager and Finance Director to review first draft of budget. Attended first budget review meeting.
- Continual planning meetings with Onslow County Parks and Recreation for annual PirateFest event to be held in May.
- Prepared information for Onslow County Tourism Assistance Grant Program; submitted application. Requested \$25,000.
- Prepared and submitted applications for Swansboro Tourism Development Authority. Submitting applications to request \$2000 for advertising funds for PirateFest and \$6500 for Swansboro Festivals.
- Continue with Onslow County Senior Games planning. Senior Games opening ceremonies will be held April 11 and events will take place around the county in April and May.
- Attended Advisory Board dinner.
- Attending marketing seminar held by WITN-7 and won a marketing package worth \$2750. Will split between two events, Touch a Truck and Arts by the Sea.
- Attended regional parks and recreation directors meeting.
- Attended webinar for LWCF new grant requirements.
- Attended informational session for software technology specifically for parks and recreation departments.
- Began prepping documents and supplies to open the splashpad in May.
- Met with vendor on playground surfacing.
- Managing special event applications.
- 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.

## Department Reports for March 2026

- 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.
- Attend pool committee meetings.
- 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.

### *Activity Report*

<b>Organization Activity</b>					
From 3/3/2026 to 4/2/2026					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
<b>All</b>	213	57	3	0	115
<b>Resident</b>	29	10	1	0	3
<b>Non-Resident</b>	184	39	2	0	112
<b>No Residency Set</b>	0	0	0	0	0
Demographics					
<b>&lt; 18</b>	52	5	1	0	21
<b>18 - 65</b>	114	33	0	0	80
<b>65+</b>	47	11	2	0	14
<b>Male</b>	80	28	1	0	61
<b>Female</b>	133	21	2	0	54
<b>Other Genders</b>	0	0	0	0	0
Online vs In-House					
<b>Online</b>	92	0	0	N/A	69
<b>In-Person</b>	121	49	3	N/A	46

## Department Reports for March 2026

### *Metrics-social media*

<b>Media Outlet</b>	<b>Followers</b>	<b>Views</b>	<b>Viewers</b>	<b>Content Interactions</b>	<b>Page Visits</b>	<b>New Followers</b>
Facebook-Parks & Rec	19,625	152,300	23,900	1,100	3,800	82
Facebook-Festivals	9,350	886	283	3	210	16

### *Revenue*

Slip Fee - Town Dock	\$2,504
Rental Fees-Parks	\$510
Rentals Rooms	\$2,035
Rec Program Fees	\$4,145
Gym Memberships	\$270
Dog Park Memberships	\$15
Festival Vendor Fees	\$770
Festival Sponsorship	\$9,955

### **ASSISTANT DIRECTOR MONTHLY REPORT**

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- 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 monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Tiny Trekkers and Sprout Scouts for the month
- Completed Easter Egg Hunt order
- PirateFest payments between departments arranged
- Created and sent out PirateFest vendor applications
- Met with art instructor about upcoming programs and camps
- Attended and assisted with the first Walking Through Swansboro session
- Met with Swansboro business owner about partnership with PirateFest
- Attended PirateFest logistical meeting
- Created survey for Youth Sports Grant
- Organized and executed Luck of the Paddle Pickleball Tournament
- Sent email to food vendors regarding new Health Department requirements and began collecting necessary paperwork

## Department Reports for March 2026

- Updated financial budget reports for programs
- Attended Planting Day event with Ricky's Retreat
- Submitted request for Marine Band on Arts by the Sea
- Began finalizing Arts by the Sea Entertainment
- Attended Parks & Recreation Advisory Board Meeting
- Filled and organized all Easter eggs for the hunt
- Attended Advisory Board dinner
- Attended Easter Wreath segment with WCTI 12 and planned a future segment for other programs
- Distributed sponsorship packets and t-shirts
- Attended Safety Town meeting with Fire Chief
- Ordered staff uniforms
- Followed up on more Touch-A-Truck vehicles
- Attended Supervisors meeting
- Created and executed Easter Wreath program
- Began advertising for new programs, Tiny Olympics and Sprout-lympics

### **Planned Programs and Events**

#### *Lucky Little Sprouts – March 6th*

- 21 registered and 16 attended
- 4 waitlisted

#### *Tiny Titans - March 20th*

- 8 registered and 8 attended

#### *Walking Through Swansboro – March 2026*

- 16 registered and 13 waitlisted

#### *Adult Voice Classes – March 4th – April 8th*

- 9 registered

#### *Tai Chi – March 5th – April 9th*

- 12 registered and 11 waitlisted

#### *Luck of the Paddle Pickleball Tournament – March 14th*

- 38 registered and 36 attended

#### *Theatre Trip 1776 The Musical – March 15th*

- 8 registered and 8 attended

#### *Music Bingo – March 12th*

- 44 registered and 25 attended

#### *Easter Wreath – March 25th*

- 6 registered and 6 attended

## **Planning**

### *Planning Board*

- The Planning Board's regular meeting was on March 3, 2026.
  - Brezza Lofts Special Use Permit- Lot 8 Ward Farm Town Center. Lot 8 of the Ward Farm Town Center is a 1.22-acre parcel and is zoned B-3, Traditional Business. The applicant is asking to construct a mixed-use development of condos and retail space which is permitted in B-3 zoning with issuance of a Minor Special Use Permit. This was recommended for approval to the Board of Adjustment.

### *Swansboro Historic Preservation Commission & BOC Joint Meeting*

- The Swansboro Historic Preservation Commission's regular meeting on March 17, 2026, was cancelled due to lack of agenda items.

### *Routine Activities:*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Attended festival logistics meetings.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
  - Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Reviewed and approved zoning and floodplain development permits.
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Helped submit grant to Onslow TDA for Visitor Center Renovation.
- Attended budget workshop meetings.

## **Police Department**

### *Patrol:*

- 741 Calls for Service
- 195 Reportable Incidents
- 33 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests
- 4 DWI Arrests
- 4 Arrests by Warrant Service
- 9 Arrests with Transport to the Onslow County Detention Center
- 169 Citations

## Department Reports for March 2026

- 175 Verbal/Written Warnings
- 11 Felonies Investigated (3-B&E to Motor Vehicle; 3-Fraud; 1-Larceny; 1-Assault on Law Enforcement; 1-Prescription Fraud; 1-Identity Theft; 1-B&E to a Building)
- 32 Misdemeanors Reported (12-Property Damage; 3-Stalking; 2-Larcenies; 2-Communicating Threats; 2-Trespassing; 1-Resist, Obstruct & Delay; 1-Abuse of 911; 1-Carrying Concealed Weapon; 1-Aid & Abet DWI; 1-Open Container in Passenger Area; 1-Unauthorized Use of Motor Vehicle; 1-Child Abuse; 4-Traffic Related)
- 4 Disputes/Public Disturbance
- 7 Alarm/Open Door
- 8 Domestic
- 4 Crisis Intervention with Mental Subject
- 1 Death Investigation
- 2 Drug Overdoses
- 37 Suspicious Incidents/Persons/Vehicles
- 10 Vehicle Unlocks
- 5 Town Ordinance Violations
- 97 Requests by Other Agencies for Assistance
- 73 Requests by Citizens for non-Crime Related Assistance

### *Community Service/Training:*

- 5 Funeral Escorts
- 15 Requests for Fingerprinting
- 37 Business Closing Standbys
- 285 Business Checks
- 23 Residence Checks 2 RU Ok? Participants
- Provided weekly security at One Harbor Church.
- Provided weekly security at Swansboro First Baptist Church.
- Provided security at the Annual Rotary Oyster Roast.
- Officer Gregor completed Basic Narcotics Investigation Training. 24 hours training conducted at Craven Community College.

### *Admin Services:*

- Answered 311 phone calls during business hours.
- Assisted 140 walk-in requests for assistance during business hours.
- Took 74 requests for report copies during business hours.
- 12 citizens dropped off medication in the front lobby medicine drop box.