



Board of Commissioners Agenda

Town of Swansboro

Tuesday, May 27, 2025

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- [a.](#) March 25, 2025, Regular Meeting Minutes
- [b.](#) March 25, 2025, Closed Session Minutes
- [c.](#) April 8, 2025, Closed Session Minutes
- [d.](#) April 8, 2025, Closed Session Minutes
- [e.](#) ONWASA Administrative Service Agreement
- [f.](#) Tax Refund Request – The Onslow County Tax Collector recommends a refund of taxes totaling \$503.86 to Bourgeois, Kenneth William II & Mattie Magill

IV. Appointments/Recognitions/Presentations

a. Recognition of Isabella Smith – Military Child of the Year

Presenter: Mayor William Justice

[b.](#) Swimming Pool Committee Presentation

Presenter: Matthew Prane – Pool Committee Chair

[c.](#) Board Appointment

Presenter: Alissa Fender – Town Clerk

Due to a vacancy there is an appointment opportunity for the Alternate seat on the Historic Preservation Commission.

Recommended Action: Consider appointment to the Historic Preservation Commission Alternate seat.

V. Public Hearing

a. Proposal to Extend an Economic Development Incentive Grant to JOED

Presenter: Jon Barlow – Town Manager

Pursuant to NC General Statute Section 158-7.1, the Town of Swansboro and Onslow County propose to appropriate \$250,000 each to Jacksonville Onslow Economic Development Partnership (JOED) as the required local match for receipt of an NC Industrial Development Grant in the amount of \$1,813,500, which is the estimated cost of public street and utility improvements.

Recommended Action:

1. *Hold a public hearing.*
2. *Motion to authorize execution of the Non-Profit Agency Reimbursable Grant Contract between the Town of Swansboro and Jacksonville Onslow Economic Development Partnership, Inc. (JOED)*
3. *Motion to authorize execution of the Memorandum of Understanding (MOU) Town of Swansboro and Onslow County Board of Commissioners*
4. *Motion to approve Resolution 2025-R5*

VI. Business Non-Consent

a. Monthly Financial Report as of April 30, 2025

Presenter: Sonia Johnson – Finance Director

b. 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. Departments Report

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
March 25, 2025, Regular Meeting Minutes

Item III - a.

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

Several citizens voiced strong opposition to the proposed paid parking downtown, raising concerns about negative effects on local businesses, added burdens for workers and visitors, and the potential disruption to Swansboro's small-town character. In addition, multiple citizens expressed concerns regarding the vacant commissioner seat, emphasizing the need for transparency and community representation in the appointment process. Speakers advocated for a candidate who valued historic preservation, supported managed growth, and aligned with the community's stance against overdevelopment, with several referencing past appointment practices and calling for the public to determine the appointee through the municipal election in November 2025. Citizens who spoke included:

- Susan Fewell – 502 Sabiston Drive
- Glen Van – 722 Cedar Point Boulevard
- Jamie Petani – 2102 Holly Hills Court
- John Sloan – 119 Front Street
- Terri Herbert – 102 Oyster Bay Road
- Larry Philpott – 706 Hummingbird South
- Lee Shuller – 140 Front Street
- Constance Crawford – 111 Jones Road
- Cindy Garb – 137 Front Street
- Lisa Maness Prakash – 532 Sabiston Drive
- Randy Swanson – 206 W. Corbett Avenue
- Cynthia Lacorte – 220 Elm Street
- Heather Landry – 117 Front Street

Adoption of Agenda and Consent Items

On a motion by Commissioner Brown, seconded by Mayor Pro Tem Conaway, the agenda and the following consent items were adopted unanimously.

- January 28, 2025, Regular Meeting Minutes
- Budget Ordinance Amendment #2025-9
- Ordinance Amendment #1 to Grant Project Ordinance for Emmerton School Repairs

Appointments/Recognitions/Presentations

Recognition of Trevor Hucal - 100-yard Breaststroke State Champion

Mayor Justice recognized Trevor Hucal for winning the 100-yard breaststroke state championship for the second consecutive year. The mayor presented details of Trevor's achievement at the NCHSAA 3A swimming and diving state championships held at the Triangle Aquatic Center in Cary, where Trevor finished with a time of 56.85 seconds.

Recognition of James Yesunas - Pole Vault State Champion

Mayor William Justice recognized James Yesunas for his achievement as the pole vault state champion. The mayor emphasized the importance of unity and collaboration in achieving greatness and expressed pride in celebrating the achievements of Swansboro residents.

Appointment to Vacant Commissioner Seat

Town Manager Barlow reviewed that at the February 25, 2025, regular meeting, the board by consensus chose to follow the town code for vacancies over the North Carolina General Statutes, resulting in a call for applications to be announced with a deadline of March 19, 2025, for an appointment to the vacant seat to occur at this meeting. The individual selected would serve the unexpired term through December 2027. Five applicants submitted resumes: Joe Brown, Ralph Kohlmann, Andy Morrow, Tamara Pieratti, and Tim Vannoy.

Mayor William Justice proposed rescinding the prior action from February 25th and holding a special election in November for the remaining two years of the vacant term.

On a motion by Commissioner Brown, seconded by Commissioner Turner, and unanimously approved, the Board rescinded its previous action to follow the Town Charter for filling board vacancies and instead voted to follow the North Carolina General Statute by holding a special election in November.

Before making an appointment, board members emphasized selecting a candidate who reflected community values and priorities, including public safety, infrastructure improvements, talent retention, responsible growth, and preserving Swansboro's small-town character, while also considering public feedback and ensuring a fair, transparent process.

Oa a motion by Commissioner Turner, seconded by Mayor Pro Tem Conway, Ralph Kolmann was nominated for appointment to the vacant seat. The motion tied 2:2.

Ayes: Turner, Conaway, Noes: Brown, Eckendorf.

Breaking the tie vote in accordance with Town Code § 3.2 which designates “*Where there is an equal division on a question, the mayor shall determine the matter by his vote*”, Mayor Justice voted against the appointment of Mr. Kohlmann.

On a motion by Commissioner Eckendorf, seconded by Commissioner Brown, Tamara Pieratti was nominated for appointment to the vacant seat. The motion tied 2:2.

Ayes: Eckendorf, Brown, Noes: Turner, Conaway.

Breaking the tie vote in accordance with Town Code § 3.2 which designates “*Where there is an equal division on a question, the mayor shall determine the matter by his vote*”, Mayor Justice voted for the appointment of Mrs. Pieratti.

Mrs. Pieratti would take her oath of office during the April 8, 2025, regular meeting.

Business Non-Consent

Paid Parking Downtown

Police Chief Dwayne Taylor provided a detailed overview of the coastal paid parking systems in effect from Carteret to Brunswick County. These systems typically operated seasonally, with implementation periods from either March or May through October. He noted that the operational hours generally spanned from 8 AM to either 5 or 6 PM, with pricing structures that varied (including hourly, daily, weekly, and annual rates), showcasing different revenue figures from each municipality. Key management and enforcement responsibilities were frequently outsourced to third-party firms, offering a turnkey solution for these coastal towns. Chief Taylor highlighted specific parking challenges that Swansboro might face if a similar system was adopted, such as setting appropriate fees, determining exemptions for residents and business owners, defining operational timings, and developing robust enforcement protocols.

Commissioner Eckendorf shared his opinion on the importance of reviewing data from other towns to understand how paid parking has affected local businesses and tax revenue before making any decisions. He noted that this information could help determine if such a program would help or hurt Swansboro.

Other members acknowledged strong public opposition to the downtown paid parking proposal, with concerns raised about possible negative effects on businesses and the town’s small-town feel, and felt paid parking was not the way to go at this time.

Commissioner Eckendorf made a motion to pursue paid parking further by gathering more details on other towns who implemented paid parking. The motion failed for a lack of a second.

No further direction was given.

Downtown Speed Survey

Police Chief Dwayne Taylor presented the results of speed surveys conducted on Elm Street and Walnut Street in response to residents' concerns about vehicle speeds in the downtown residential district.

For Elm Street he reported:

- Survey period: January 6 to February 5
- Average daily vehicles: 22.5 (inbound), 43.3 (outbound)
- Average speed: 16.11 mph
- Maximum speed recorded: 22 mph

For Walnut Street he reported:

- Survey period: February 18 to March 14
- Average daily vehicles: 34.32 (inbound), 45 (outbound)
- Average speed: 19.68 mph
- Maximum speed recorded: 52 mph (on March 10 at 8 AM)

Chief Taylor noted that the higher outbound traffic on both streets was likely due to people heading towards Main Street and using alternate routes to return.

Swansboro Police Department 2024 Annual Report

Police Chief Dwayne Taylor presented the Swansboro Police Department's 2024 Annual Report. Key points included:

- Department composition: 13 full-time sworn officers and 4 reserve officers
- Equipment: All officers issued body-worn cameras
- Certifications: 3 officers with advanced law enforcement certification, 1 with intermediate certification
- Total calls for service in 2024: 6,901
- Arrests: 182 physical arrests (9 felony, 132 misdemeanors)
- Citations and warnings: 555 citations issued, over 1,600 verbal and written warnings
- Administrative tasks: 3,503 phone calls answered, 1,580 people assisted in person
- Community engagement: Shop with a Cop program, golf cart registration, fingerprinting services
- Officer recognition: Two officers recognized by a citizen for dedication to service
- Training and recruitment challenges due to increased training hours required

Chief Taylor also mentioned the success of the police cadet program, which has grown from 2-3 participants to 20.

Monthly Financial Report as of February 28, 2025

Finance Director Sonia Johnson presented the monthly financial report as of February 28, 2025. Key points included:

- General Fund comparison (with encumbrances): Total excess of revenues over expenditures was \$731,938
- General Fund comparison (actuals): Total excess of revenues over expenditures was \$838,949
- Expenditure by department: 56.99% of the monthly budget
- Summary of town debt and current loan balances were provided

Future Agenda Topics

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

- Recognition of Military Child of the Year
- Recognition of the Swansboro High School Varsity Basketball team
- Discuss 2nd Amendment/Weapon Allowance at Town Hall at next meeting
- Discuss Visitor's Center Future Plan at next meeting

Public Comment

Lisa Maness Prakash of 532 Sabiston Drive asked how soon the Flybridge development could reapply following its recent denial. She also raised a question about whether it might be a conflict of interest that Tamara Pieratti's husband is currently serving on the Planning Board.

Manager's Comments

Town Manager Barlow shared that the Main Street dock could be eligible for a grant to help with repairs or upgrades. He mentioned that the town planned to submit a pre-application before the late April deadline and will assess the condition of the clock to determine what work is needed. He noted this was a good opportunity to get funding to improve the dock.

Board Comments

Commissioners thanked the citizens for their participation and expressing their views and also shared appreciation with the staff for their work and all welcomed Tamara to the board.

Mayor Pro Tem Conaway emphasized the importance of moving forward despite disappointments and noted that the board consists of five different personalities, which can lead to varying outcomes.

Commissioner Eckendorf expressed appreciation for the board's cooperation and reminded everyone of their charge to work together, listen to each other's ideas, and come to a consensus with the future of Swansboro in mind. He mentioned upcoming projects such as EMS, EOC, public works improvements, and budget settlement.

Closed Session

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Turner, with unanimous approval, the board entered closed session at 8:33 pm 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.

Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

Adjournment

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway the meeting adjourned at 9:12 pm.

Town of Swansboro
Board of Commissioners
April 8, 2025, Regular Meeting Minutes

Item III - c.

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

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

Kim Kingrey of 212 Elm Street shared her concern about the future of the Visitor's Center. She emphasized its historical significance as a contributing structure to the town's historic district designation. Kingrey urged the Board to carefully consider any decisions regarding the building, noting its importance to Swansboro's heritage and potential impact on grant eligibility.

Lisa Maness Prakash of 532 Sabiston Drive shared her concerns about the Visitor's Center and highlighted the need for public restrooms downtown. She stressed the building's historical value and questioned whether it could legally be sold given its donated status. Maness also voiced opposition to allowing guns in Town Hall, suggesting alternatives like panic buttons or metal detectors instead.

Wayne Herbert of 102 Oyster Bay Road provided input on the potential allowance of weapons at Town Hall. He recommended the Board seek advice from local law enforcement, the town attorney, and other municipalities before making a decision and emphasized the importance of maintaining a safe and welcoming environment for all citizens visiting Town Hall.

Laura Thompson of 613 W. Russell Street expressed opposition to allowing firearms in the Town Hall, stating her trust in the fire chief's ability to protect the town.

Martha Oyan of 204 Wild Oak Drive, representing the Seaside Arts Council, emphasized the need for public restrooms downtown, particularly during events like the Swan Fest concerts. She urged the Board to consider the Visitor's Center's potential role in addressing this need.

Jamie Petani of 2102 Holly Hills Court shared that she strongly advocated for keeping the Visitor's Center, citing its historical significance and the urgent need for public restrooms downtown. She questioned whether the town had the authority to sell the donated property.

Randy Swanson of 206 W. Corbett Avenue suggested considering the needs of boaters who visit Swansboro and the potential role of the Visitor's Center in serving them. He supported the idea of having a centrally located facility for visitors.

Bob Shuller of 140 Front Street shared his concerns about how the lack of public restrooms might place a burden on local businesses, which often cannot accommodate large numbers of visitors due to space limitations. Mr. Shuller urged the board to keep the visitors center as a restroom, with handicap accessibility.

Adoption of Agenda and Consent Items

On a motion by Commissioner Eckendorf, seconded by Mayor Pro Tem Conaway, the consent items below and the agenda as amended to remove item *IV b. Employee Introduction & Oath of Office* were unanimously approved.

- Appointment of Members to Swansboro Fire Department Relief Fund Board
- Resolution 2025-R4 Requesting Special Election

Appointments/Recognitions/Presentations

Oath of Office for Tamara Pieratti

Mayor William Justice administered the oath of office to Tamara Pieratti to fill the vacant commissioner seat which would expire November 2025.

Recognition of Parks & Rec Program Supervisor Sara Elliott

Parks & Recreation Director Anna Stanley recognized Sara Elliott for earning her Certified Park and Recreation Professional (CPRP) certification, a national standard in the field. Mrs. Stanley emphasized the certification was a significant milestone that reflected Sara's dedication, expertise, and commitment to the profession. The Board expressed pride in her achievement and looked forward to the positive impact she would continue to have on the community.

Business Non-Consent

2nd Amendment/Weapon Allowance at Town Hall

Town Manager Barlow reviewed that continued discussion focusing on the rights contained within the 2nd amendment to the US Constitution, pertaining to the allowance of weapons at Town Hall was requested by the Board.

Several Commissioners were in support of the installation of a panic button over the allowance of weapons at Town Hall.

Commissioner Eckendorf spoke at length in favor of allowing weapons at Town Hall, citing constitutional rights and personal safety concerns. He emphasized that these rights were unalienable and rooted in both the United States Constitution and the North

Carolina Constitution, asserting that they do not cease to exist at a building's door or a municipality's borders. He highlighted his experiences and argued that evil does not recognize boundaries or adhere to municipal limits, pointing to incidents in other small towns as examples to illustrate his point. Commissioner Eckendorf also stressed the importance of individual choice and challenged the Board to remain consistent with their oaths to uphold constitutional rights.

Police Chief Taylor raised significant concerns about potential civil liabilities associated with arming town employees. He noted risks, such as untrained staff mishandling situations or firearms, which could lead to severe repercussions. Chief Taylor spoke the necessity of maintaining a strict training regimen, highlighting that police officers regularly undergo comprehensive training to safely handle confrontational situations and firearms.

On a motion by Commissioner Brown, seconded by Commissioner Turner, the allowance of weapons at Town Hall was to remain restricted as is. The motion passed 4:1.

Ayes: Brown, Turner, Conaway, Pieratti

Noes: Eckendorf

Visitor's Center Future Plan Discussion

Town Manager Barlow provided an update on the Visitor's Center, highlighting recent mold remediation efforts completed by a specialized firm. He shared a recommendation to replace the HVAC unit and ductwork and requested further guidance from the Board on how to proceed with the remaining building renovations. Mr. Barlow emphasized the need for a decision regarding the previous planned restroom and shower installations, noting that materials for these had already been purchased.

Public Works Director Bates elaborated on the building's renovation history, noting that parts and materials were procured following engineer designs. However, the project had been stagnant since 2022 due to uncertainty regarding the town dock's contract status. Mr. Bates confirmed the mold remediation was completed but awaited final directions from the Board on future renovations.

Commissioner Eckendorf suggested three potential courses of action for the building's future: restoration and maintenance, increasing public restroom facilities with handicap access, or exploring leasing options to a private entity. He emphasized fiscal responsibility and the need for plans that allow the building to sustain itself financially.

Commissioner Joe Brown proposed a meeting with the historical society to discuss further the Visitor's Center's future roles and gather input on preserving the building's status on the national registry.

There was a consensus on exploring various options for the Visitor's Center, with a priority on gathering more public input. The Board decided to continue consulting with residents and experts and to revisit the topic in a future meeting before reaching a decision.

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:

- Provide details at a future meeting on Food Truck Regulations

Public Comment

Courtney Haight of 311 Merrick Way addressed the Board expressing frustration about zoning restrictions that prevented her from operating her hot dog cart despite meeting other guidelines and having landowner permission.

Mark Francis, Port Commander of the American Legion reported that after working with the Army Corp of Engineers and associated state agencies, maintenance of the ditches in front on their facility were going to be addressed and that was estimated to occur in 2027.

Randy Swanson of 206 W. Corbett Avenue suggested considering variances for specific situations like Haight's food truck. He emphasized the need to balance business freedom with maintaining the town's desired aesthetic vision, advocating for a solution that wouldn't be a one-size-fits-all but tailored to specific circumstances.

Lisa Maness Prakash of 532 Sabiston Drive raised concerns about the necessity of shower facilities at the Visitor's Center. She pondered whether facilities were more beneficial to shoppers and visitors rather than boaters, questioning the initial reasoning behind focusing on showers. Ms. Prakash also reiterated her opposition to allowing firearms in Town Hall, expressing unease about increasing visibility of firearms in public spaces and suggesting alternatives like panic buttons for safety.

Tom Redfern of 536 Sabiston Drive reported a concerning smell originating near the Public Works maintenance area on Sabiston Drive. He urged the town to investigate and address this odor issue, noting it was a new occurrence since he moved to the area four years ago.

Tom Pieratti of 708 Meeting Park Lane encouraged the Board to gather public input on potential uses for the Visitor's Center. He recommended establishing a suggestion box for residents to propose ideas, highlighting community involvement in determining the building's future purpose. Mr. Pieratti stressed that the building could not serve every

proposed function due to its size and history, suggesting it be dedicated to a singular, beneficial use that aligns with community needs.

Manager's Comments

Manager Barlow reported that the Dockwalk project was complete and a final walkthrough with the engineer was scheduled. He shared that the Main Street dock had been recently closed to the public due to safety concerns, as 18 of the 28 pilings were found to be in severe need of repair. Mr. Barlow reviewed that Kathy Vinson had shared that grant funding may be available to support these repairs and planned to prepare an application; he added that a structural study of the Riverview boardwalk identified several issues, and that Mrs. Vinson would assist in pursuing grant funding for those improvements as well.

Board Comments

Board members welcomed Commissioner Tamara Pieratti to the Board, expressing enthusiasm about working together and offered their appreciation to staff for their work and citizens for their input.

Commissioner Doug Eckendorf emphasized the importance of constitutional rights, particularly highlighting the First and Second Amendments. He reiterated his viewpoint on the Second Amendment.

Closed Session

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, with unanimous approval, the board entered closed session at 7:47 pm 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 was 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.

Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

Adjournment

On a motion by Commissioner Brown, seconded by Mayor Pro Tem Conaway, the meeting adjourned at 8:12 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **ONWASA Administrative Service Agreement**

Board Meeting Date: **May 27, 2025**

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

Overview: The Administrative Services Agreement with ONWASA for operation of the satellite office needs to be renewed for the 2025/2026 fiscal year. The renewal agreement is submitted with the same terms/compensation - \$35,000 as previous years.

Background Attachment(s): ONWASA Administrative Service Agreement

Recommended Action: Motion to approve the agreement as written and authorize the Mayor and Clerk to execute the agreement.

Action: _____

ADMINISTRATIVE SERVICE AGREEMENT

AGREEMENT made this ____ day of _____, 2025, by and between **ONSLow WATER AND SEWER AUTHORITY** (the "Authority") a body politic and corporate of the State of North Carolina, and the **TOWN of Swansboro** (the "TOWN"), a municipal corporation of the State of North Carolina;

WITNESSETH:

WHEREAS, the County of Onslow (the "County") the City of Jacksonville, and the Towns of Swansboro, Richlands, North Topsail Beach and Holly Ridge, acting through their respective governing bodies, pursuant to the provisions of Article 1, Chapter 162A of the General Statutes of North Carolina, organized and incorporated the Authority as a vehicle to assist in providing a satisfactory supply of potable water and sewer collection/treatment for citizens of the member governments of the Authority; and,

WHEREAS, in furtherance of the purposes for which the Authority was created, the County and above referenced municipalities, with the exception of Jacksonville, leased to the Authority their water and sewer systems pursuant to long term Capital Lease Agreements and the Authority pursuant to Water and Sewer Service Agreements having terms concurrent with the Capital Lease Agreements, agreed with each such member government to meet the water and sewer needs of their citizens within the limitations of available supply; and

WHEREAS, the Authority's main offices are on Georgetown Road in the City of Jacksonville; and

WHEREAS, for the convenience of customers of the Authority located in or in the general vicinity of the Town, it was provided in the Water and Sewer Service Agreement with the Town that the Authority shall maintain facilities in the Town for the purpose of the bill payment and telephone communication from customers; and

WHEREAS, pursuant to N.C. Gen. Stat. § 162A-6 the Authority is authorized to enter into agreements with units of government relating to the operation of the Authority's utility systems; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto agree as follows:

1. The Town shall, at its sole cost and expense, perform certain duties on behalf of the Authority, such as collecting payment for services provided by the Authority. The exact functions to be performed by the Town are described on **EXHIBIT A** attached hereto and made a part hereof. The Town shall prominently display ONWASA's name on office doors and in other suitable locations on the exterior of the Town Hall premises as is reasonably necessary to advise the public that Authority administrative services are available at the Town Hall. The Authority shall be responsible for providing the Town with such computer, internet, technical support and supplies as necessary at the discretion of the Authority for the Town to perform its duties under this Agreement.
2. The Authority shall pay to the Town for services performed pursuant to this Agreement the sum of \$2,916.67 per month, payable on or before the 10th day of each month; provided, however the Authority may deduct from any monthly payment an amount equal to \$16.83 (35,000/2,080) for each hour in the previous month worked by Authority personnel in

performing any administrative services which the Town was obligated to perform pursuant to this Agreement.

3. In lieu of providing the services to the Authority set forth in paragraph 1 above, the Town may at time during the term of this Agreement request the Authority to set up a kiosk in the Town to provide services to the citizens. Should this request be made, the Authority shall, as soon as practicable, establish a kiosk in the Town to provide services. Beginning at the end of the month in which a kiosk is established in the Town, all payments provided in paragraph 2 above shall cease, and the Town shall have no further obligation to provide those services set forth in paragraph 1 above.
4. This Agreement shall continue in effect through June 2026. Either party may terminate this Agreement as of the end of any month by giving the other party at least 60 days notice in advance of the termination date. If a Town is providing services as set forth in paragraph 1 above, a decision to reduce operating hours would be at the discretion of the Authority's Member Governments hosting these satellite offices if Town Facilities are being utilized.
5. The Authority agrees on behalf of the Town to bill to any Authority customers any solid waste fees which such customers may also owe the Town. The Authority will collect such fees in the routine course and remit all payments to the Town. The Authority shall not be responsible for bringing any legal action or taking any extraordinary steps to collect amounts due the Town, other than billing for such charges and remitting any collections to the Town. All claims on account of the Authority billing for and collecting sewer and solid waste fees on behalf of the Town shall be made against the Town, and shall be the sole liability of the Town.
6. The Town and the Authority, in the performance of this Agreement, will be acting in an individual capacity and not as the employee, partner, joint venture, agent or associate of one another, except as may be expressly otherwise provided herein.
7. This Agreement may be modified only by a written agreement executed by both parties hereto.
8. This Agreement is not assignable by either party, by operation of law or otherwise.
9. This Agreement sets forth the entire agreement between the Authority and the Town and supersedes any and all other agreements on this subject between the parties.
10. In the event of any noncompliance of any term or terms of this Agreement by the Town, the Authority may, at its sole option, declare the Town in default and immediately terminate this Agreement.
11. The laws of the State of North Carolina shall control and govern this Agreement.
12. Any claims, disputes, or other controversies arising out of, and between parties to this Agreement which may ensue shall be subject to and decided by the appropriate division of the General Court of Justice in Onslow County, North Carolina.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives pursuant to the resolutions of their respective governing bodies, have caused this instrument to be executed as of the day and year first above written.

ONSLOW WATER & SEWER AUTHORITY

TOWN OF SWANSBORO

Item III - e.

By: _____
(PRINT NAME/TITLE)

By: _____
(PRINT NAME/TITLE)

(SIGNATURE)

(SIGNATURE)

ATTEST:

ATTEST:

ONWASA Clerk to the Board

Town Clerk

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Chief Financial Officer

Exhibit A

DUTIES

- Collection of payments from customers
- Post payments to customers' accounts
- Process payments received in drop box
- Balance cash and make bank deposit daily
- Process applications for service at existing properties which includes collecting deposit and associated fees
- Process payments for reconnection of service terminated for non-payment and generate adjustment journal
- Generate service orders for termination of service requested by customer



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **May 27, 2025**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$503.86

Vehicle Tax

Bourgeois, Kenneth William II	\$344.90	Military
Bourgeois, Kenneth William II & Mattie Magill	\$53.57	Military
Bourgeois, Mattie Magill & Kenneth William II	\$105.39	Military

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

Action: _____

Swansboro Swimming Pool Committee

Committee Chair – Matthew Prane

Members:

Renee Casiagno

Laura Holland

Scott Evans

Brooks Barnett

Drowning Prevention – Diversity Inclusion – Dedication to Fitness

CRMLS

Drowning Prevention – Diversity Inclusion – Dedication to Fitness

Background – What brought us here?

Big Ideas

Recreation Programs

1. Special Events + Festivals (118%)
2. Outdoor Fitness Classes (109%)
3. Indoor Fitness Classes (105%)
4. Swimming (98%)
5. Educational Programs (97%)
6. Outdoor Concerts + Movies (95%)
7. Gardening (90%)
8. Trips, Excursions + Social Programs (89%)
9. Cultural-Historical Programs (88%)
10. Hiking (87%)

Recreation Facilities + Amenities

1. Hiking Trails (39%)
2. Playgrounds (34%)
3. Bicycling-Roadway Infrastructure/Bike Lanes (34%)
4. Canoe/Kayak Access, (33%)
5. Saltwater Fishing Access (33%)
6. Bicycling-Mountain Biking (33%)
7. Outdoor Swimming Pool (32%)
8. Water-play/Splashpad (31%)
9. Picnic Shelters (31%)
10. Swimming Pool Indoor (28%)

response rate of 10.8 percent.

- > HOAs – 250
- > Swansboro Public Schools – 1,382
- > Town's Listserv – 644
- > Swansboro P+R RecDesk – 884

When asked about their general opinions regarding Town of Swansboro parks and facilities, respondents overwhelmingly reported (79%) that they believe the Parks and Recreation Department is providing an essential service, and that the Town's parks and programs enhance their quality of life (80%). Swansboro residents visit each park relatively equitably as was evident by the survey results. Park visitation distribution was concentrated most frequently at Municipal Park (14%), followed by Downtown Pavilion, Gazebo and Town Docks (11%). Survey findings indicate that the majority of respondents (59%) agree that Swansboro's parks and facilities are well maintained: 24 percent strongly agree.

In terms of heavy-investment facilities and departmental operations, Respondents indicated either agreeing or strongly agreeing that the Town needs and indoor gymnasium (57%), the Town needs aquatic facilities (65%), and that the Swansboro Parks and Recreation Department should offer athletic programming (70%).

TOWN OF SWANSBORO
PARKS AND RECREATION
COMPREHENSIVE MASTER PLAN
ADOPTED JUNE 12, 2023

Swansboro Aquatic Center Estimated Cost information:

Land – Potential use of Sanders Park or surrounding area near SBSL

Pool #1 Programming and diving “combo” pool = \$950,000

Pool #2 Community/Competition pool 8 lanes 25 Yds = \$1,750,000

Pool #3 Warm Water Therapy / Rehabilitation Pool = \$500,000

Sub-totals pools = \$2,705,000

HVAC for pool area = \$900,000

Exercise area - \$450,000

Building ~25,000 Square Feet = Steel building or Monolithic Dome with basic build-out
\$6,250,000

FFE (Furnishing Fixtures & Equipment) for building = \$800,000

Sub-Total = \$11,105,000

AE Cost (Design and engineering)	~ 8%	\$860,000
Contingency	~ 5%	538,000
Startup (includes staff hiring and training 6 weeks prior to opening)		\$250,000
Legal/permitting/Etc.		\$50,000
Soft Cost total for project		\$1,698,000

Total Project ball park estimate with Steel or Dome building = \$12,803,000

The above pricing estimates are based off standard commercial building in the area. They may not include all of the General Contractor mark-ups or specific union wage considerations. The above estimates also do not include any cost for the exterior of the building such as lights, signs, parking, fences, landscaping, etc.

Prices escalate at an average of 5% to 8% per year so that has to be taken into account when budgeting. These budget figures were established in April 2021

The primary objective of this Enterprise Plan is to obtain the necessary funding and support for the initial development and construction of the aquatic center. If the aquatic center is a not-for-profit entity, it can be eligible to solicit tax-deductible funding sources

Swansboro Aquatic Center Estimated Cost information – Phase #1

Land? _____

Pool #1 Community/Competition pool 8 x short course lanes with dedicated recreational area. Includes 1 meter Duraflex diving board and recreational water slide

Sub-totals pools = \$2,980,000 (Includes all operational equipment – best quality – energy efficient)

Building for dressing and supporting areas ~4,000 Square Feet = \$1,200,000

Fence and lighting for outdoors \$550,000

FFE (Furnishing Fixtures & Equipment) = \$800,000

Sub-Total = \$5,530,000

AE Cost (Design and engineering)	~ 8%	\$520,000
Contingency	~ 5%	250,000
Startup (includes staff hiring and training 6 weeks prior to opening)		\$100,000
Legal/permitting/Etc.		\$25,000
Soft Cost total for project		\$895,000

Total Project ball park estimate = \$7,320,000

The above pricing estimates are based off standard commercial building in the area. They may not include all of the General Contractor mark-ups or specific union wage considerations. The above estimates also do not include any cost for the exterior of the building such as road lights, signs, parking, landscaping, etc. Prices escalate at an average of 5% to 8% per year so that has to be taken into account when budgeting. These budget figures were established in July 2024.

The primary objective of this Enterprise Plan is to obtain the necessary funding and support for the initial development and construction of the aquatic center. If the aquatic center is a not-for-profit entity, it can be eligible to solicit tax-deductible funding sources.

Sustainability – Programming **MUST** Precede Design

Costs:

- 6 lane Mega-Insta-Pool: **\$60,000**
- Concrete Pad: **\$36,000**
- **Options: Fence & Deck or Inground???**
- Insurance (Annual Quote):
 - Liability: **\$10,000**
 - Workers Compensation: **\$3,500**
- Supervisor/Lifeguards/Instructors: **\$81,900**
- Pool Operating costs (Electric, H2O Maintenance, Heat): **\$9,300**
- Total Year 1 Costs: **\$200,700**

Revenue Streams:

- Membership Trgt Goal
300 x \$250 = **\$75,000**
- L2Swim = **\$87,360**
- Swim Meets = **\$15,000**
- Kids Tri = **\$4,500**
- Total Potential
Revenue = **\$181,860**

Revenue Summary:

Year 1 = **\$-18,840**
 Year 2 = **\$58,320**
 Year 3 = **\$77,160**

Drowning Prevention – Diversity Inclusion – Dedication to Fitness

Summary / Key Takeaways

- **576+ Kids L2S / Summer – Drowning Prevention Measures Achieved!**
- **Sustainable through PROGRAMMING**
- **MORE Special Events**
- **MORE Outdoor Fitness Classes (For all Ages)**
- **Outdoor Concerts and Movies**
- **Community Centered Health and Wellness**
- **Possibilities are only limited by your imagination**

If we don't shape the future, we'll be shaped by it.

Drowning Prevention – Diversity Inclusion – Dedication to Fitness



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **May 27, 2025**

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

Overview: Due to a vacancy there is an appointment opportunity for the Alternate seat on the Historic Preservation Commission.

Per Town Code § 152.477 Swansboro Historic Preservation Commission. (A) Creation (1) Alternate members may serve in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. Alternate members are expected to attend and participate in all meetings of the Commission when required.

There are three (3) applications on file for the Historic Preservation Commission.
Tim Vannoy, Thomas Pieratti, and Brad Phillips

Background Attachment(s):

1. NCGS 128-1.1 Dual-office holding allowed.
2. Talent Bank Sheet

Recommended Action: Consider appointment to the Historic Preservation Commission Alternate seat.

Action: _____

§ 128-1.1. Dual-office holding allowed.

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

Historic Pre	Item IV - c.
Planning Board	
Board of Adjustment	
Park Board	
Tourism Authority	
Other	

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Michael Alden Diehl Town Limits (252)646-9221 (11/2023)

Appointed to TDA

Interested in Planning Board Park Board

- Marine Superintendent – Duke University Marine Labs
- Bachelor's degree
- Community involvement includes Travis Manion Foundation, Team Rubicon, Tunnels to Towers, Mountain to Sea Trail Angel
- Has worked around the world, in the military and as a civilian. Has ample experience building teams and working with diverse stakeholders to meet consensus and accomplish goals.
- Desires a more active role serving the community and working with citizens to continue building on the great work that Swansboro a wonderful place.

Gary Keroack Town Limits (904)537-7273 (11/2023)

Interested in Planning Board Other

- Retired, Occasional Math Tutor
- MBA, M.A. Math Education (6-12)
- HOA Design Board Member in Florida and Halls Creek
- Special skills include meteorology, oceanography, and business administration
- Desire to volunteer his free time to become more involved in the community

Lauren Brown Town Limits (910)459-0787 (11/2023)

Appointed to HPC

Interested in Park Board

- Vice President & Chief Projects Officer at MeterSYS
- Master's in public administration from UNCW
- Co-founded & managed the Fishstrong Foundation for 2 years, volunteer for special events in the area
- MPA education instilled skills, research, and cooperation for, with, and on behalf of local governments. My current work serves public utilities for which we consult and manager project for
- Born & raised in Swansboro, and recently moving back after being away from 17 years, she has a unique perspective and love for Swansboro and wants to contribute.

Kelley Brown (910)238-0191 (12/2024)

Interested in Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Member of the Military Affairs Committee, TAC Committee for Onslow County, Hospitality Committee for Onslow County. Previously recognized as the 2022 Hospitality Person of the Year, and 2021 SACC Businesswoman of the Year.
- Working in the hotel in sales provides a unique insight into what groups are coming to the area for and how to keep them returning. Knowledge includes how to attract other groups and what to do from a town standpoint to keep the area busy.
- The hotel has a special position, they are consistently involved in the community and in the growth of the town, as it advances all interest and desires to provide both to the community through participating on an advisory board.

Historic Pre	Item IV - c.
Planning Board	
Board of Adjustment	
Park Board	
Tourism Authority	
Other	

Ben Rupert **Town Limits** (910)381-1848 (11/2023)
Interested in Planning Board

- Estimator with Faulconer Construction Company
- Bachelor of Science in Civil Engineering
- Served on the Town of Youngsville Planning Board
- 5 years of land development experience and 8 years of heavy civil construction
- Desires to make a sustainable impact on future land use and development in the town.

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Bryan Lowe **Town Limits** (910)978-6498 (12/2023)
Interested in Planning Board Board of Adjustment

- Retired/Disabled Veteran
- Master of Science, Logistics Management and Black Belt Lean Six Sigma
- Involved with Veterans Memorial Gardens, Past president of Warrant Officer Association
- Logistics background, developed processes
- Desires to find a good use for free time

Frank Jones **Town Limits** (919)820-2342 (12/2023)
Interested in Planning Board

- Retired
- Bachelor of Science In Mechanical Engineering
- Involved with civic groups, Jaycees & Lions
- Past professional experience in project planning & execution
- Interested in future growth of Swansboro & helping support town commissioners in evaluating proposed projects that might impact that growth

Tim Vannoy **Town Limits** (910)388-7124 (12/2023)
Interested in Historic Preservation Board of Adjustment Park Board Tourism Authority Other

Appointed to PB

- Telecom Specialist with USMC
- Some college
- Swansboro Baseball & Softball Association (SBSA) coach, helped clean up after Florence, HOA board for Halls Creek North, mows SBSA fields with own equipment
- USMC IT retired 22 years, in current job oversees construction on base, completes daily inspections and oversees contracts
- Interest is the town, believes understanding of prior jobs will bring a motivation that is needed

Thomas Pieratti **Town Limits** (843)476-1134 (8/2024)
appointed to BOA

Interested in Historic Preservation Planning Board Park Board Tourism Authority Other

- Range control officer MCB Camp Lejeune
- Master of Science Administration
- Prior civic involvement with Toys for Tots, Young Marines, multiple fundraisers
- Had involvement with many types of people during a 25 year career with the USMC, traveled the world
- Involved in the community since 2018 and understands “Swansboro” wants to ensure that the community is able to evolve with the times without losing what makes the town, only way to make a change is to be involved.

Historic Pres	Item IV - c.
Planning Board	
Board of Adjustment	
Park Board	
Tourism Authority	
Other	

Sherrie Hancock **ETJ** **(910)581-4768** (12/2024)
appointed to PB

Interested in **Tourism Authority**

- Hospitality Service Director Hampton Inn and Suite
- Some College
- Prior TDA/Currently serves on Planning Board
- Has lived in Swansboro for 52 years. 6 generations in this area. As mention, was prior TDA member and would love to continue to serve the community by sharing thoughts and concerns.
- As her home she wants to serve the community and make it as safe and as enjoyable as it has been in the past. The town is called the “Friendly City by the Sea” for a reason and she wishes to keep it that way.

Catherine Madison **Town Limits** **(252)764-1805** (12/2024)

Interested in **Tourism Authority**

- General Manager Hampton Inn and Suites
- High School Education
- Military Affairs Committee
- Has worked in hospitality for 7 years under Crown Hotel and Travel Management, which has given her good prospective on what is needed to maintain and get new business coming to Swansboro. She has 3 children active in the community with dance and baseball which helps her know the market segment for youth travel.
- Having become more involved with the community through the Military Affairs Committee and volunteering at different events she would like to expand her horizon into helping bring more business to the town of Swansboro.

Ryan Swanson **Town Limits** **(862)354-2597** (01/2025)

Interested in **Planning Board****Park Board****Tourism Authority**

- COO of DFS Advertising Agency
- Some College
- Previous member of Swansboro Area Events Organization, Swansboro Area Development Foundation, Swansboro Military Affairs Committee, Swansboro Veterans Memorial Committee
- 15+ years in business leadership in Swansboro, 10+ years in local property management and season tourism patterns/growth. Proven track record in tourism/local development and event management. Strong marketing and community engagement skills. Currently maintains a network of local business partnerships. Advertising agency is the agency used by the Azalea festival for the past 2 years and for 2025.
- Interested in serving TDA by having direct experience in tourism promotion and management, understands season business patterns in Swansboro. Interested in serving the Planning Board by having a proven track records of business expansion and understands the nature and necessity of careful planning for both commercial and residential. Interested in serving the Parks & Rec Board by having a history of planning large scale community and private events and understands the community needs and interests.
- Overall as a resident of Swansboro since 2007 and having a vested interest in the town growth, he is willing and strongly desires to make a positive change in our community that will benefit most and assisting with positive growth for the Town and make sure that residents and business owners are protected.

Historic Pres	Item IV - c.
Planning Board	
Board of Adjustment	
Park Board	
Tourism Authority	
Other	

Wayne Herbert **Town Limits** **(910)358-7492** (01/2025)

Interested in **Planning Board**

- Aviation Plans & Policy Branch Head, MCIEAST MCB Camp Lejeune – Civil Service
- M.S. Systems Management – Naval Postgraduate School
- Previously Parks Board member, Post 78 American Legion Baseball Team Manager
- Retired USMC Lt. Col. Over 20 years’ experience solving problems & taking care of Marines and their families. Formal instruction at Weapons & Tactics squadron. Extensive experience leading working groups, developing plans, and gaining consensus. Served as MCB Camp Lejeune Operations Officer for 4 years.
- Retired from Marine Corp and stayed here. Desires to be part of the dialogues around maintaining charm and history of Swansboro, managing growth, maintaining quality of life and ensuring agriculture is not consumed by development, and applying rules & references along with delivering sound recommendations to town leadership.

Brad Phillips **Town Limits** **(919)815-5941** (02/2025)

Interested in **Historic Preservation**

- Retired, RVP, Government & Public Affairs, Time Warner Cable
- B.S. Barton College
- Chair, Wilson County Board of Education. Member and/or chair of several local and state organizations
- Has a strong desire to support the historic district and entire town through coordination with local and state government and citizen input. Protecting our designation on the national register of Historic places is extremely important.



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **Proposal to Extend an Economic Development Incentive Grant to JOED**

Board Meeting Date: **May 27, 2025**

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

Overview: Pursuant to NC General Statute Section 158-7.1, the Town of Swansboro and Onslow County propose to appropriate \$250,000 each to Jacksonville Onslow Economic Development Partnership (JOED) as the required local match for receipt of an NC Industrial Development Grant in the amount of \$1,813,500, which is the estimated cost of public street and utility improvements.

Background Attachments: There are several documents that must be approved for extending an economic development incentive grant to Jacksonville Onslow Economic Development (JOED).

1. Non-Profit Agency Reimbursable Grant Contract between the Town of Swansboro and Jacksonville Onslow Economic Development Partnership, Inc. (JOED)

This contract is between the Town, County and JOED. It describes the terms and conditions of the appropriated sum of \$250,000 from both the County and Town and how it will be used for the site improvements to the property known as Project Coffee.

2. A Memorandum of Understanding (MOU) Town of Swansboro and Onslow County Board of Commissioners.

This MOU describes how the Town and County will place into a dedicated account of \$250,000 each for the benefit of making infrastructure improvements to the Project. The Town will be the agency responsible for disbursing the funds according to the Grant Agreement. In the end, if there are any remaining funds they will be split equal between the Town and County

3. A Resolution that the Town will be responsible for administering the Grant of \$1,360,000 from the Department of Commerce in accordance with the Grant Agreement.

Recommended Action:

1. Hold a public hearing.
2. Motion to authorize execution of the Non-Profit Agency Reimbursable Grant Contract between the Town of Swansboro and Jacksonville Onslow Economic Development Partnership, Inc. (JOED)
3. Motion to authorize execution of the Memorandum of Understanding (MOU) Town of Swansboro and Onslow County Board of Commissioners
4. Motion to approve Resolution 2025-R5

Action: _____

**NON-PROFIT AGENCY
REIMBURSABLE GRANT
CONTRACT**

Item V - a.

NORTH CAROLINA
ONSTLOW COUNTY

This AGREEMENT made and entered into this _____ day of _____ 2025, by and between Onslow County, North Carolina, (“COUNTY”), the Town of Swansboro (“TOWN”), and Jacksonville Onslow Economic Development Partnership, Inc. (“AGENCY”).

WITNESSETH:

WHEREAS, AGENCY is a non-profit corporation authorized to operate in the State of North Carolina;

WHEREAS, AGENCY provides economic development services within Onslow County and the Town of Swansboro;

WHEREAS, AGENCY has identified two parcels of land it wishes to purchase in order to support its mission of stimulating, encouraging, and promoting economic development in Onslow County and its municipalities;

WHEREAS, the parcels of land which AGENCY desires to purchase are identified by the Onslow County Tax Office as PIN 535503345522 and PIN 535503249636 (hereinafter collectively referred to as “Real Properties”);

WHEREAS, following the purchase of the Real Properties the AGENCY is seeking funding to complete site construction necessary to market the Real Properties to prospective light industrial and/or commercial industries seeking to relocate their businesses to Onslow County (hereinafter “Project”);

WHEREAS, the COUNTY and the TOWN believe that the funding sought by the AGENCY herein serves to increase the population, employment, industrial output, and/or business prospects of the COUNTY and the TOWN;

WHEREAS, in response to such request, the COUNTY has appropriated the sum of **\$250,000** to support the Project; said sum being derived from County funds, pass through grant funds or both; and

WHEREAS, in response to such request, the TOWN has appropriated the sum of **\$250,000** to support the Project; said sum being derived from TOWN funds, pass through grant funds or both; and

WHEREAS, it is desirable and necessary to enter into this AGREEMENT in order to set forth the terms and conditions for the AGENCY receiving said funds from the COUNTY and TOWN, and the repayment of same.

NOW THEREFORE, in consideration of the following, the parties hereto do mutually agree as follows:

1. AGENCY agrees that the funding being provided by the COUNTY and the TOWN shall only be used for site construction necessary to market the Real Properties to prospective light industrial and/or commercial industries looking to relocate their businesses to Onslow County.
2. AGENCY shall market the Real Properties to prospective businesses seeking to relocate their

businesses to Onslow County so that the population, employment, industrial output, and/or business prospects of the COUNTY and the TOWN are increased.

Item V - a.

3. In consideration for the performance by the AGENCY of the services outlined within this Agreement, the COUNTY and the TOWN agree to place into a dedicated account (created, managed and administered by the TOWN pursuant to a separate Memorandum of Understanding) the sums appropriated by the their budgets. TOWN shall disburse monies placed into said dedicated account to AGENCY in such frequency and amounts as it deems appropriate based upon the status of the Project and the expenses AGENCY has or is anticipated to incur. All expenses must be associated directly with the site construction of the Real Properties.
4. The AGENCY agrees to fully repay the TOWN and the COUNTY the full amount of money paid to it under this Agreement within three (3) years of the date of this Agreement, or upon the sale of all of the Real Properties, whichever shall occur first.
5. If the AGENCY fails to perform its obligations under this AGREEMENT, or if the AGENCY violates any of the provisions of this AGREEMENT ("Default"), the COUNTY and the TOWN shall have the right to immediately terminate this Agreement by giving written notice to the AGENCY of such termination. In such event, all funds paid to the AGENCY in accordance with this Agreement shall be refunded to the COUNTY and the TOWN. In the event the COUNTY and/or the TOWN are not paid in full within 30 days of written notice of default, the COUNTY and/or the TOWN shall be entitled to employ all legal remedies available to it.
6. The AGENCY shall not assign any interest in this AGREEMENT and shall not transfer any interest in this AGREEMENT or the Real Properties without prior written approval of the COUNTY and the TOWN, unless the COUNTY and the TOWN are fully reimbursed for all monies paid to the AGENCY at the time of the assignment and/or transfer.
7. The AGENCY shall maintain all accounts, books, ledgers, journals, and records in accordance with generally accepted accounting principles, practices and procedures.
8. All books and records shall be maintained by the AGENCY for a period of at least three years from the date of the final payment under this AGREEMENT and shall be made available for audit or evaluation upon request during regular business hours of the AGENCY.
9. As a condition of receiving funds from the COUNTY and the TOWN, the AGENCY agrees to fully indemnify and hold harmless the COUNTY and the TOWN, their officers, agents and employees from and against any and all claims, demands, payments, suits, actions, costs, recoveries and judgments of every kind and description brought out of or occurring in connection with, directly or indirectly, activities funded in part or in whole with funds made available under this AGREEMENT.
10. The COUNTY and/or the TOWN are in no way responsible for the administration and supervision of the AGENCY's officers, employees, and agents, which persons it is agreed are not officers, employees, or agents of the COUNTY and/or the TOWN.
11. This AGREEMENT may only be amended by written amendments mutually agreed upon by and between the COUNTY, TOWN, and AGENCY.
12. This agreement shall be interpreted in accordance with North Carolina law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their names by their duly authorized officers, their seals to be hereto affixed the day and year first above written.

ATTEST

ONslow COUNTY

Chairman of the Board

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

County Finance Officer

ATTEST

TOWN OF SWANSBORO

Mayor

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Town Finance Officer

ATTEST

AGENCY

Chairman of Board

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the “MOU” hereinafter) is made and entered into by and between the **Onslow County Board of Commissioners (“County”)**, and the **Town of Swansboro (“Town”)**. The County and the Town shall be hereinafter collectively referred to as “the parties”.

WHEREAS, the Town intends to allocate \$250,000 to a project being undertaken by Jacksonville Onslow Economic Development Partnership, Inc. as detailed in the Non-Profit Agency Reimbursable Grant Contract dated the ____ day of _____, 2025.

WHEREAS, the County intends to allocate \$250,000 to a project being undertaken by Jacksonville Onslow Economic Development Partnership, Inc. as detailed in the Non-Profit Agency Reimbursable Grant Contract dated the ____ day of _____, 2025.

WHEREAS, the Town has agreed to administer and oversee the disbursement of said funds on behalf of the County and the Town;

WHEREAS, the County has agreed to provide the Town with the \$250,000 it has allocated towards the Project so that the Town can administer said funds;

AND WHEREAS, the Parties wish to record their understandings and their various responsibilities and funding commitments.

1. **Purpose and Project.** The Project is the same Project outlined in the Non-Profit Agency Reimbursable Grant Contract dated the ____ day of _____, 2025 (“Grant Agreement”) signed by the County, Town, and Jacksonville Onslow Economic Development Partnership, Inc. (“JOED”).

2. **Mutual Understandings.** It is mutually agreed upon and understood by and among the Parties that:

- a. The Town shall place into a Dedicated Account the sum of \$250,000.
- b. The County will pay to the Town the sum of \$250,000. All monies paid by the County pursuant to this Agreement shall be placed in the Dedicated Account.
- c. All funds placed in the Dedicated Account shall be disbursed to JOED in accordance with said Grant Agreement.
- d. Any funds remaining in the Dedicated Account following the completion of the Project shall be equally divided amongst the parties.

3. **Effective Date.** This MOU shall only become effective upon being approved by all of the Parties.

AUTHORIZATION AND EXECUTION

The Town of Swansboro

Date

Onslow County Board of Commissioners

Date

RESOLUTION 2025-R5

BE IT RESOLVED, that a grant from the Department of Commerce through the Town of Swansboro be made to assist in the development of Project Coffee.

BE IT FURTHER RESOLVED, that the Town of Swansboro will administer this grant in accordance with the rules and regulations of the Department of Commerce.

BE IT FURTHER RESOLVED, that the Town of Swansboro will administer this grant through the Town's Finance Office.

BE IT FURTHER RESOLVED, that the grant will be monitored quarterly to assure compliance with this proposal and the Department of Commerce regulations.

BE IT FURTHER RESOLVED, that the amount of the grant application will be \$1,360,000.00.

ADOPTED this _____ day of _____, 20____.

Mayor

Clerk to Board

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF APRIL 30, 2025)**

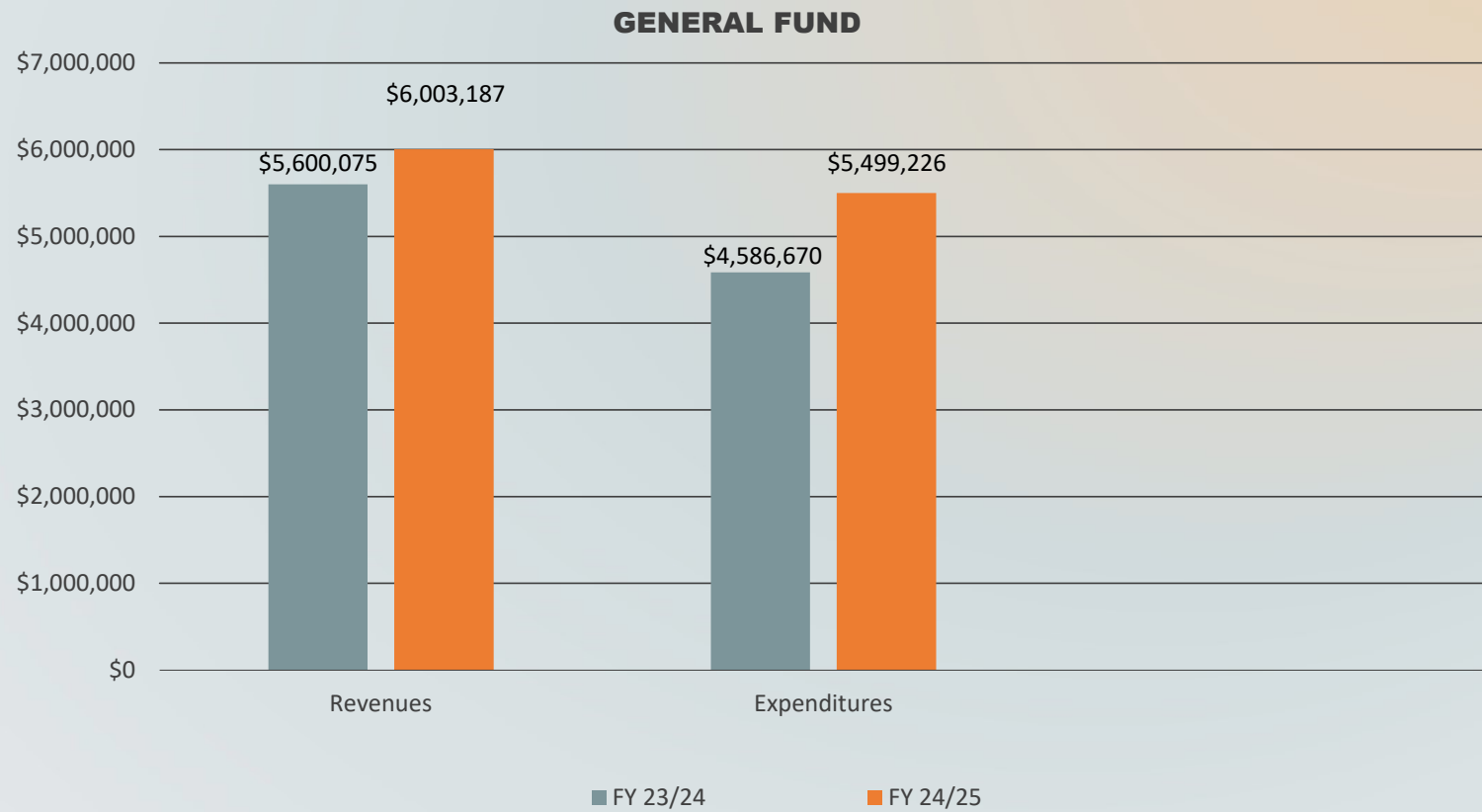
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2025)**

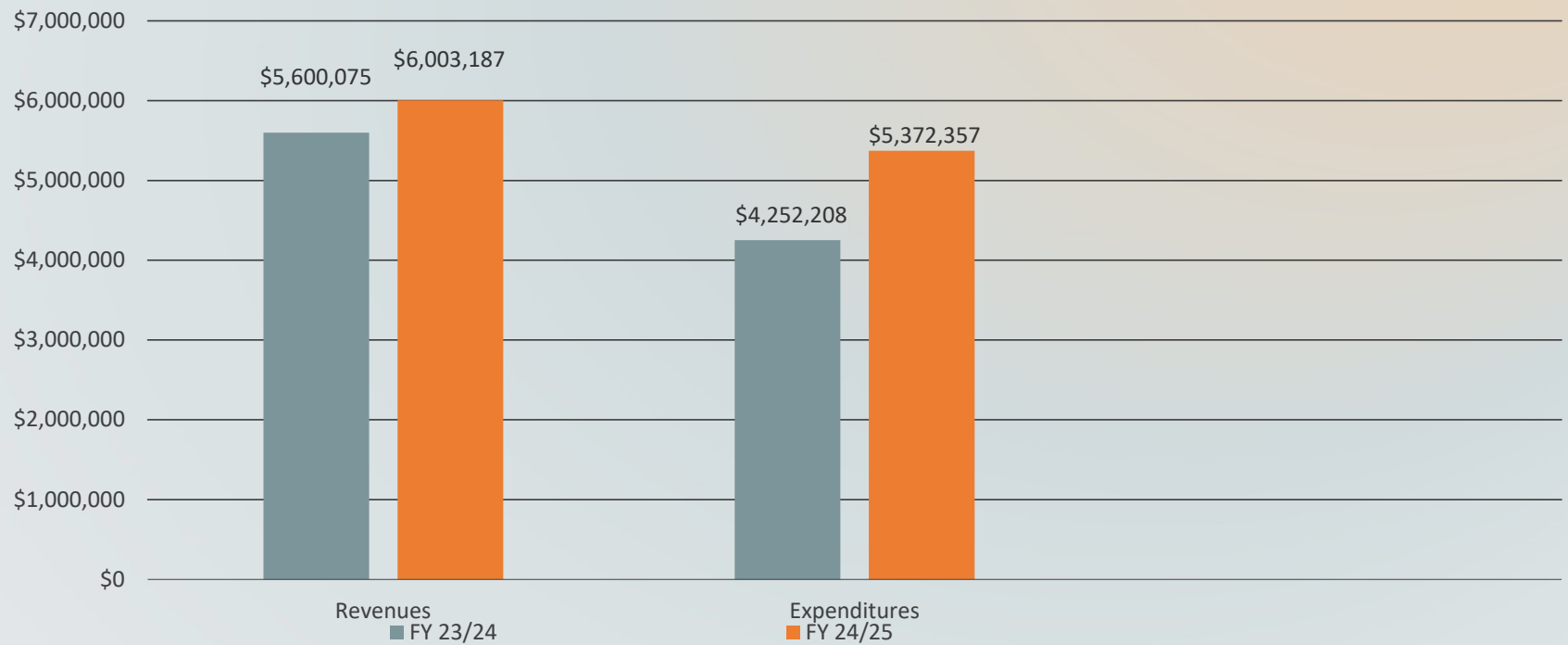


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$503,961

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2025)**

(ACTUAL)

GENERAL FUND



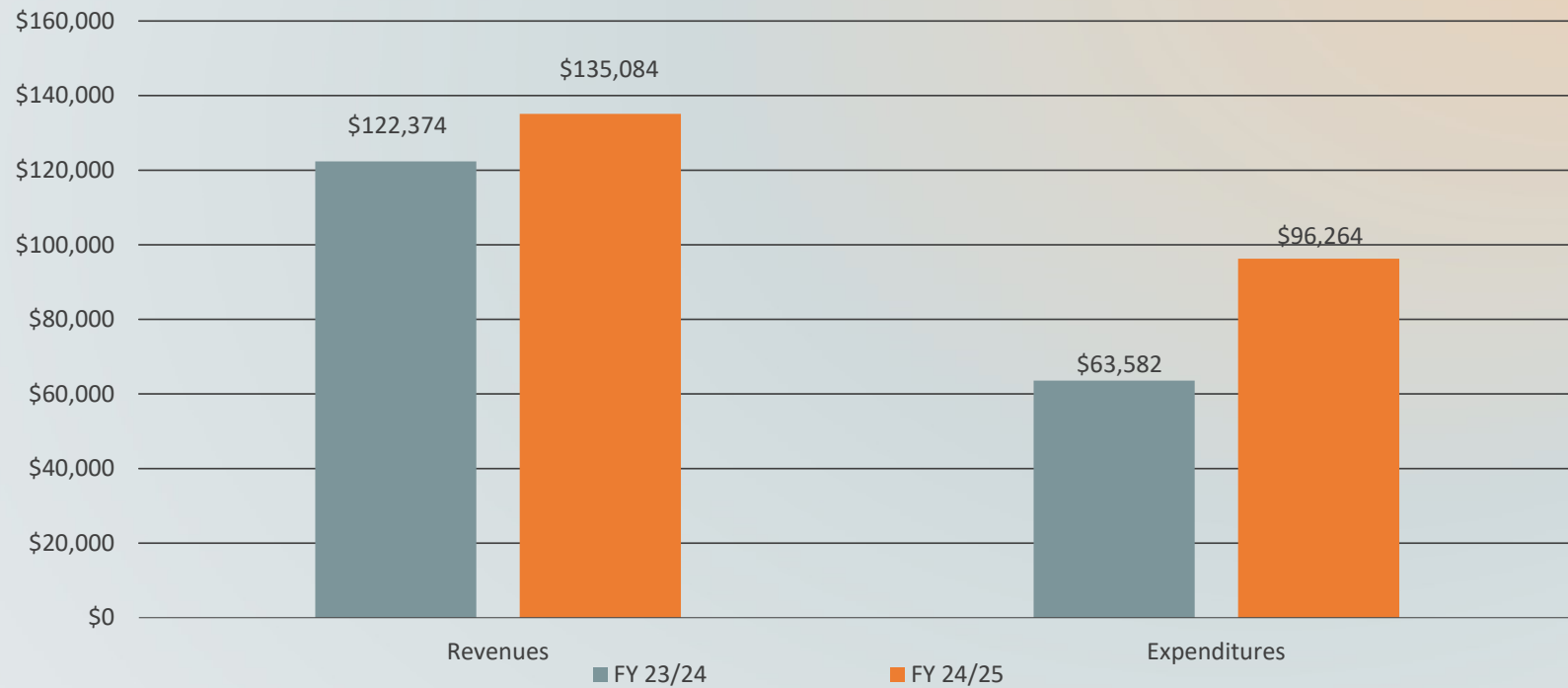
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$630,830

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % April 30, 2025
GOVERNING BODY	48,595	29,439	2,170	65.0%
ADMIN SERVICES	432,052	339,306	2,032	79.0%
FINANCE	315,178	229,475	940	73.1%
LEGAL	59,300	47,713	-	80.5%
PUBLIC BUILDINGS	439,973	301,449	1,994	69.0%
FIRE	2,190,782	1,359,070	17,716	62.8%
PERMITTING	288,270	262,803	955	91.5%
PLANNING	86,293	66,683	-	77.3%
POLICE	1,442,156	879,378	75,383	66.2%
PUBLIC WORKS-STREETS	1,498,086	827,997	1,505	55.4%
POWELL BILL-STREETS	191,791	117,262	-	61.1%
PARKS & RECREATION	492,086	244,379	17,629	53.2%
DOWNTOWN FACILITIES	132,226	93,468	1,224	71.6%
EMERGENCY MANAGEMENT	15,708	13,088	1,737	94.4%
FESTIVALS & EVENTS	134,635	98,473	2,729	75.2%
NON DEPARTMENTAL	612,764	462,374	854	75.6%
TOTAL	8,379,894	5,372,357	126,869	65.62%

**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2025)**

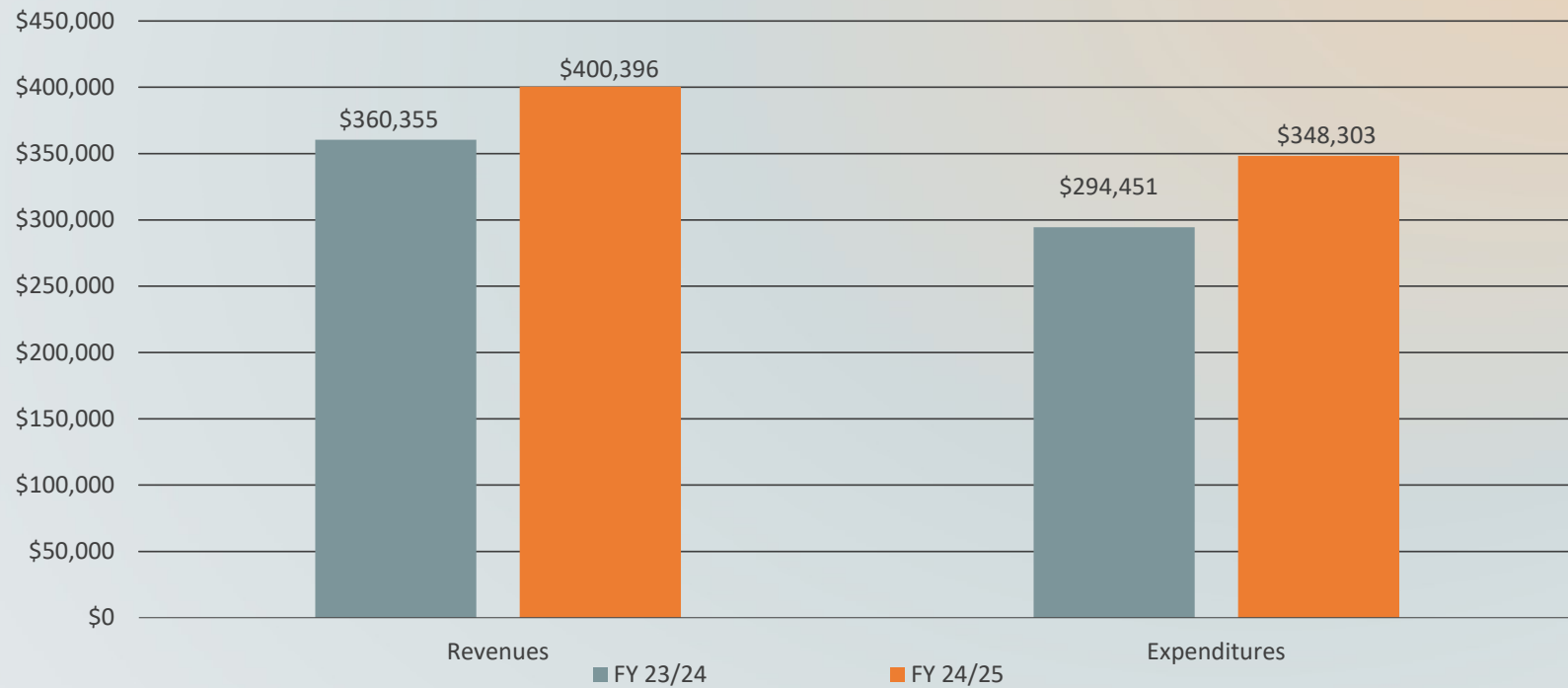
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$38,820**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF APRIL 30, 2025)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$52,093**

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF APRIL 30, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Public Safety Facility	\$0.00 PAID IN FULL	2.58	12/22/2024	
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,894	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$208,276	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
Total Debt	\$1,254,502			\$418,027

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF APRIL 30, 2025)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$306,994	.05%
NC CMT-General	\$6,174,200	4.22%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,578,548	4.18%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,064,939	\$37,660	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,497,347	\$27,840	\$0	\$9,469,507
Emmerton School Repairs	\$499,000	\$184,805	\$0	\$314,195
Stormwater Master Plan	\$400,000	\$208,361	\$0	\$191,639
Total Outstanding Grants	\$11,885,596	\$1,870,259	\$37,660	\$9,977,677

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **May 27, 2025**

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

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

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

June 10th or 24th

- * Public Hearings (10th)
 - o Extra Territorial Jurisdiction Expansion/Re-zoning Request for 106 Belgrade Swansboro Road
 - o Re-zoning Request 1476 W. Corbett Avenue
 - o FY 2024-2025 Budget Ordinance, Tax Rate, Fee Schedule, and Salary Schedule
- * Visitors Center Future Plans continued discussion
- * Monthly financial report

July Meeting Dates
8th & 22nd

Future Agenda Items

- * Minimum Housing Code
- * Street Acceptance of Swansgate (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract

PROJECTS REPORT

Town Projects/Initiatives Update

May 2025

Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC
Manager's Report

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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.

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

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

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

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

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

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

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

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

NC DCM Resilient Coastal Communities Program (RCCP) Grant

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

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

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

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

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

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

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

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

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022, for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

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

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

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022, for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. Following two meetings with the Board of Commissioners

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and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

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

The Town received notification on July 26, 2023, that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too. Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund." We will work with Withers and Ravenel for future funding opportunities.

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

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

We will use the funds for the following projects:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Remaining Funds for Site Drainage Improvements (Option 2)

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

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

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

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

On July 8, 2024, the masonry and all required improvements 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

Town of Swansboro, NC Manager's Report

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signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

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

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

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

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

October 11, 2024, both preconstruction meetings fell through.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

May 6, 2025, Staff Stature Engineer, Triple 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. Corrovert has been applied to the underside of metal ceiling panels.

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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



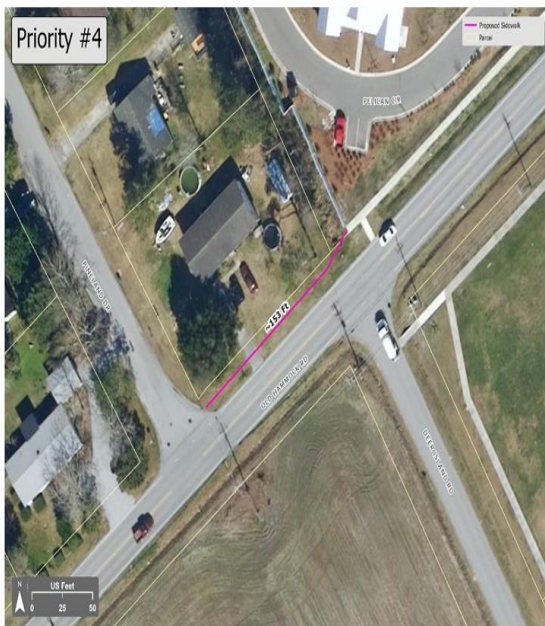
- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance

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



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

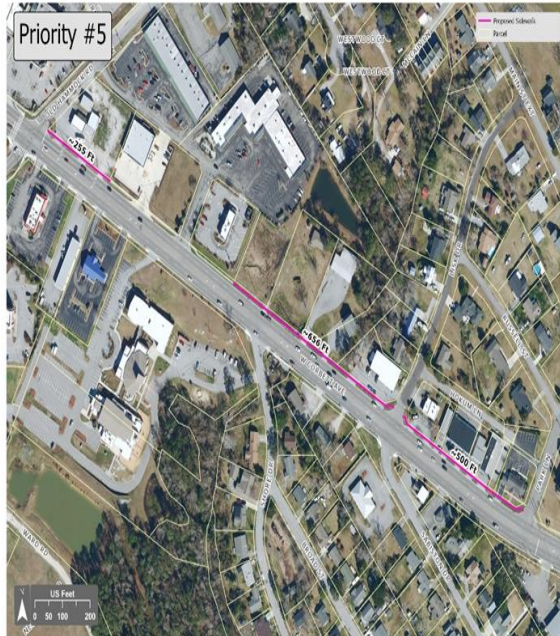


- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages

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



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

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

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

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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.

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

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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 25th, 2022.

What's Been Done to Date

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

What's Remaining to do on the Exterior

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

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

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

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

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

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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.

LSAII/Stormwater Mapping Grant

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

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

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023 and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting

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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.

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

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- 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 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

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

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

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

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

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

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

Next Steps include the following:

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

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

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

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- 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

Fire Grants

DCIP Grant -PSB/EOC Funding

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

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

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

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department
Applied March 8, 2024.
 - Grant- EMW-2024-FG-04065- Vehicle Acquisition
 - Brush Truck- Pending application applied 11.4.2024
 - Grant- EMW-2024-FG-00566- Operations & Safety
 - Fire Hose (Attack and Supply)- Pending application applied 11.4.2024
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024
3. **Big Rock Foundation** - Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)
Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application.

Completed Projects/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.

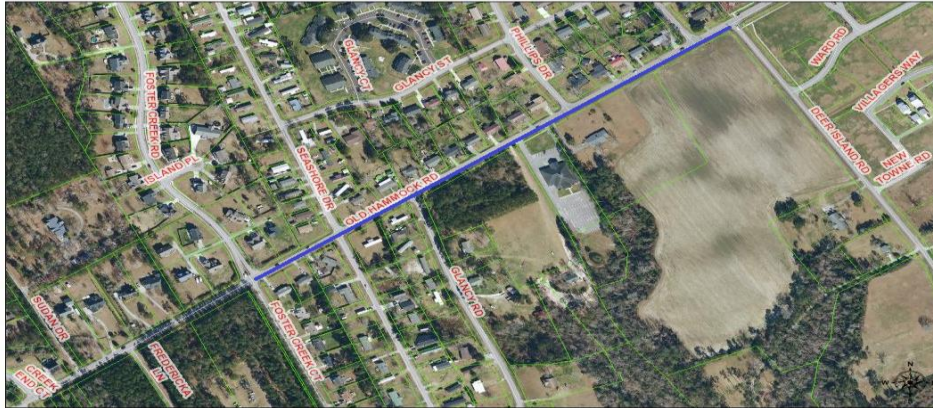
Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State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

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Section 1 of Priority 2



Section 2 of Priority 2



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

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

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

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

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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.

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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 24th. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

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

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

Priority 5

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

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

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

Priority 5 completed in September 2023



Priority 6

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

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

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

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

Priority 7

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

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

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

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

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

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.

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- 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.

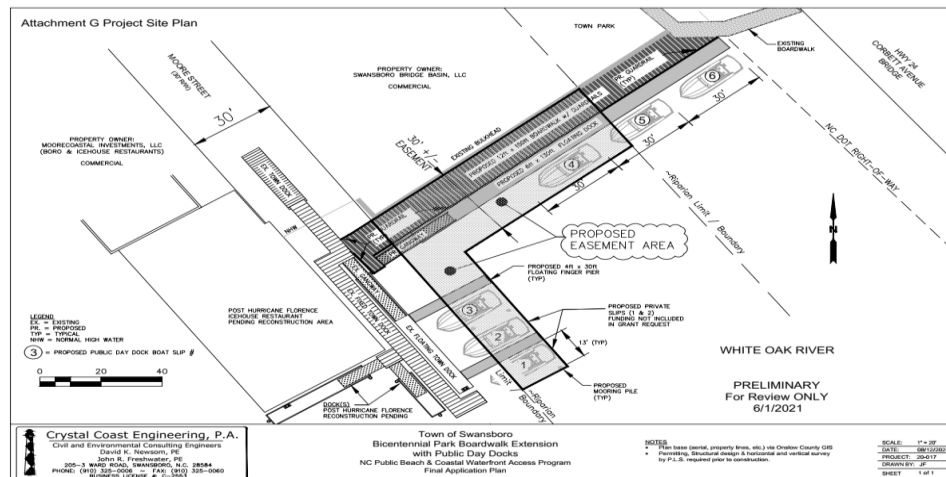
2020 NC Public Beach Coastal Waterfront Access Grant Project

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

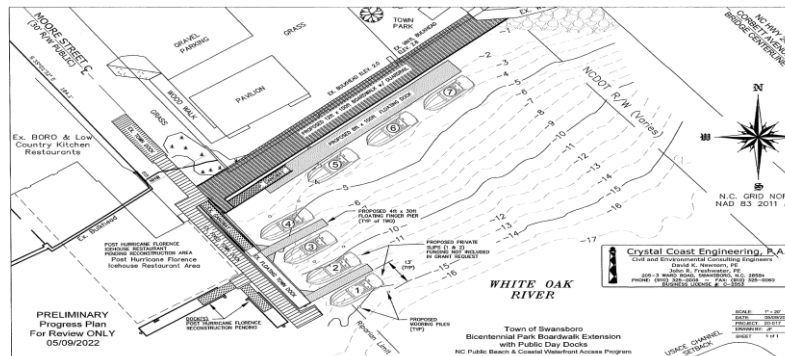
Town of Swansboro, NC

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

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

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

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

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

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

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

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

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

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

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

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

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

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

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

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	\$226,200
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	\$67,900

Project revision

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

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

A TDA meeting is scheduled for October 1, 2024

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

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

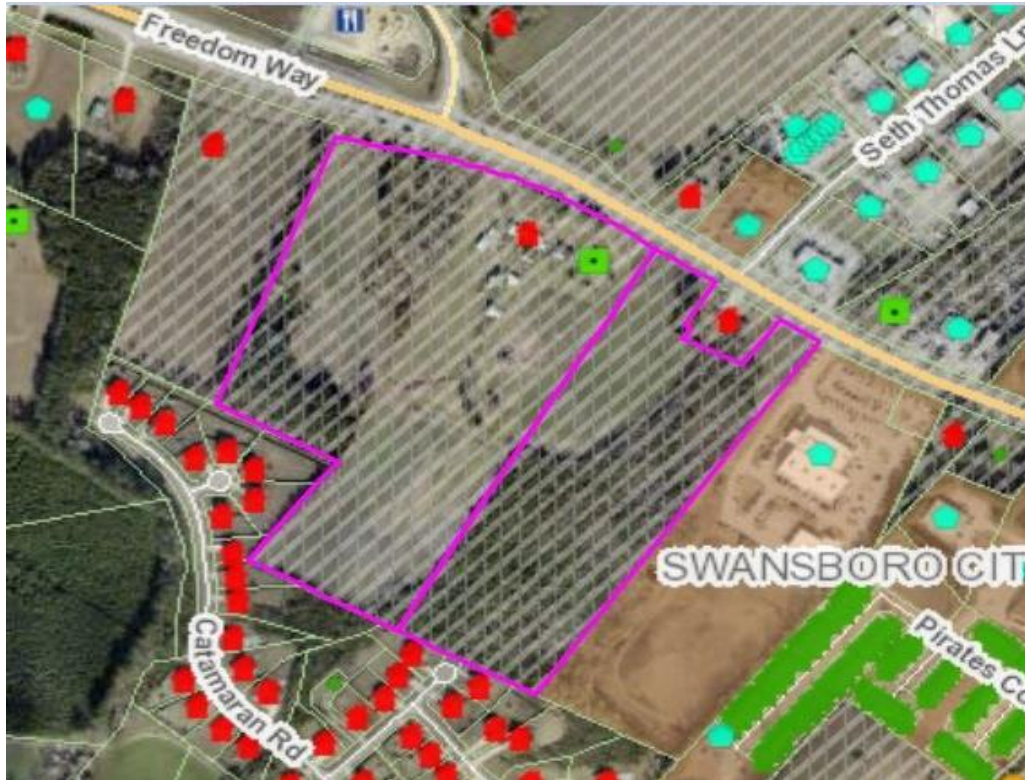
April 9, 2025 final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy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

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

Future Planning Matters

Flybridge Project (1481 W Corbett Ave)

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

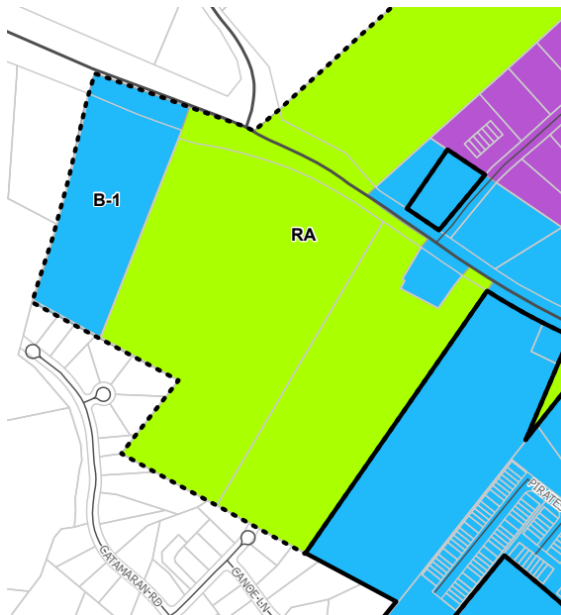


To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent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

Town of Swansboro, NC

Manager's Report

Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



Legend

- | | | | | | | | | | | | |
|--|-------------------------------|--|--------|--|----------|--|--------|-------------------------------------|-------|--|--|
| | Town Limits | | CON | | O-I | | R-6 | Future Land Use Designations | | | |
| | Extraterritorial Jurisdiction | | B-1 | | G/E | | PUD | | R-6SF | | Traditional Town Center (TTC) |
| | Swansboro Historic District | | B-2 | | M-1 | | R-10SF | | R-8SF | | Suburban Town Center (STC) |
| | Parcels | | B-2HDO | | MHS | | R-20SF | | RA | | Coastal Traditional Neighborhood (CTN) |
| | | | B-3 | | MHS-15SF | | R-40SF | | | | Low Density / Suburban Neighborhood (LDSN) |
| | | | | | | | | | | | Rural / Agricultural (RA) |
| | | | | | | | | | | | Employment / Light Industrial (ELI) |
| | | | | | | | | | | | Conservation Priority Area (CPA) |
| | | | | | | | | | | | Gateway Corridor (GC) |

Steps needed for approval:

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

After community meetings are completed:

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

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the

**Town of Swansboro, NC
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Planning Board decides to table discussion/recommendation for any reason. With approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.

4. Technical Review Committee which is a staff level review of Site Plan.
Once TRC review is complete and Site Plan is approved;
5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

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

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

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

Bamboo Restaurant and shops

168 W Corbett Ave

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

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Wawa Convenience Store and Gas Station

1071 & 1073 W Corbett Ave

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

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

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

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.

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.



Department Reports for April 2025

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Administrative Services

- Phone Records Report for April: 2,535 calls
 - Internal – 454 Town Hall – 447 Parks and Recreation – 398
 - Police Department – 413 Fire Department – 102 Outgoing totals – 721
- Building permits sold for April: 36 residential/commercial combined; \$5,490.48 total fees collected (includes 12 re-inspections)
- 126 Building inspections processed/39 Fire Inspections processed
- 116 Various receipts processed
- 1 Code enforcement violations
- 295 ONWASA payments processed, 2 New Service Setups, 2 Other transactions
- 5 Work Orders generated for Public Works
- 14 Notarization's performed
- 24 Beer & Wine Privilege Licenses renewed
- US Census Report Submitted – Permits
- Finalized March Departments Report
- Processed on-boarding of Tamara Pieratti for vacant Commissioner seat
- 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.
- Fulfilled Public Records Request
 - Construction Monitor for building permit records
 - Constriction on the Rise – Building Permits issued with values March 2025
 - Henderson – Building Permits issued with values March 2025
 - Carolina Permits – New Homes building in March 2025
 - Parks Zeigler, PLLC – Freeman/Rubio Police Reports
 - Terri Herbert – Board packet material copies
 - Keith Walsh – Structural Changes records for Cornerstone Square
- Received and responded to 8 emails from Jimmy Williams for information
- Received and handled 5 “Contact Us” request from the Website
- Continued FY 25/26 Budget Preparations
- Advisory Board Banquet arranged, scheduled for May 1st
- Alissa attended a Master Municipal Clerks workshop in Wilmington on April 25th
- Clean Sweep Week
 - Answered numerous calls, Facebook messages and comments and emails about coverage
 - Posted daily details related to the event for visibility
- Attended PirateFest Logistics meeting
- Issued New Releases/Constant Contact for:
 - State Burn Ban Lifted
 - BOC 4/8/2025 Meeting
 - Easter Holiday Closures



Department Reports for April 2025

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- BOC 4/22/2025 Meeting
- Notice of Multi-Agenda Fire Service Training Exercise
- Reminder of Multi-Agenda Fire Service Training Exercise
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page: 1,975 views.

Top 5 pages viewed – Employment Opportunities: 556 | Departments-Permitting: 314
Departments-Police: 231 | Contacts: 216 | Government: 205

Finance

- Sales & Use Tax received in April 2025 is \$112,822
- Accounts Payable Summary for April 2025:
 - 270 Invoices-Totaling \$205,626
 - 41 Purchase Orders Issued
- Processed payroll- 4/4/2025 & 4/18/2025
- PEV ChargePoint Station-Accumulated (kWh) for April 2025 (717)/Session fees collected-\$152.29
- Stormwater Fees Collected-April 2025-\$894
- March 2025 Bank Reconciliation-Town accounts
- March 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 15 hours
- Processed Swansboro TDA checks
- Swansboro TDA-Prepared and submitted the Budget Message/Proposed Budget for FY 25/26 to the Swansboro TDA members
- Gathered financial information for April 22, 2025 regular meeting & April 29, 2025 special meeting.
- Preparing Year End Projections FY 24/25 updating operating budget spreadsheet.
- Updating Capital Improvement Plan
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant) for quarter ending 3/30/2025
 - US Treasury- State and Local Fiscal Recovery Funds (SLFRF) for period 4/01/2024 - 3/30/2025
- Submitted the following reports:
 - Submitted HUBSCO for quarter ending 3/31/2025- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Swansboro TDA – Meeting was held on Thursday, April 10, 2025. Prepared the Agenda and quarterly financial report. The next meeting is scheduled to be held on Thursday, July 10, 2025 at 2:30 pm in the Community Room



Department Reports for April 2025

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Fire Department

Incidents

<u>District/Response Type</u>	<u>Call Volume {Monthly}</u>	<u>Annual Total (To Date)1/1 – 4/3030</u>
Swansboro Town {17A}	90	323
Swansboro County {17B}	25	98
Aid Given	18	71
Total Call Volume	133	500
Aid Received	6	14
Overlapping Incidents	20	131
{% of Volume}	{15%}	{26.2%}
Missed Incidents (Overlapping)	3	3

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

<u>Incident Response</u>	<u>90th Percentile Time {Monthly}</u>	<u>90th Percentile Time {Previous Month}</u>	<u>Difference from Previous</u>	<u>Benchmark</u>	<u>Gap {Monthly}</u>
Call Handling Time {911 Call to Dispatch}	1:44	1:22	(0:22)	1:06	(0:48)
Turnout Time {Dispatch to Enroute}	2:11	1:44	(0:27)	1:20	(0:51)
Travel Time {Enroute to Arrival}	5:13	5:52	0:39	4:00	(1:13)
Total Response Time {911 Call to Arrival}	7:58	7:56	(0:02)	7:06	(0:52)



Department Reports for April 2025

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Community Risk Reduction - Inspections

<u>Inspection Type</u>	<u>Monthly</u>	<u>Annual 1/1 to 4/30</u>
Standard Fire Inspection	42	119
New Business Inspection	0	2
Fire Suppression – Hoods	17	51
Special Event – Tents	0	0
Plan Review	2	2
Code Violation/Complaint	0	2

Agency Training

<u>Training Category</u>	<u>Monthly</u>	<u>Annual (To Date) 1/1 to 4/30</u>
Company Training	308	1585
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	7	31
Fire Life Safety Educator	8	8
Hazardous Materials	0	12
Officers	0	25
New Driver	0	22
New Recruit	0	21
Existing Driver	15	117
Total	419	1,471

Parks and Recreation

DIRECTOR'S REPORT

Festivals

- Festival website updates-ongoing
- Sponsorships are being received. Many new sponsors this year, to date have raised \$40, 250
- Collaborating with graphic designer for 2025 marketing materials; rack card, sponsor graphic, Arts by the Sea (ABTS) and Independence Day Celebration.
- Held logistical meeting for ABTS
- Applications are still being accepted for all festivals, close to being full.
- Met with WITN to review marketing plan for ABTS and Independence Day Celebration.

ARP Project Updates

Basketball Courts

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets).
- Equipment has been received.



Department Reports for April 2025

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- Resurfacing will take place after the first of the year, weather conditions need to be warmer. **Resurfacing is complete. After the asphalt cures, it will then be sealed. New goals, nets, and backboards will be installed.**

Replacement of outdoor toilets- Completed

Splashpad

- Completed: tables and seating have been installed. Grand re-opening scheduled for May 17, 2025

Events

PirateFest

- Annual event is held on the second Saturday in May (May 10, 2025) in partnership with Onslow County Parks and Recreation.
- Accepting food vendor applications.
- Added new feature: Pirate Cruise on May 9, 2025. Partnering with the Lady Swans and pirate entertainers to host a sunset cruise. Max participants is 25.
- Held logistical meetings with Department heads.

Miscellaneous

- Receiving proposals for two options for dedicated pickleball courts. Met with Musco Lighting to discuss lighting options for new courts.
- Preparing for Onslow County Senior Games-work with county departments to hold annual games this May.
Worked with Onslow County Tourism for Jacksonville-Onslow Chamber of Commerce Leadership Class. Provided an overview of the four festivals held each year and Parks and Recreation programs and events.
- Working with RecDesk to update website and add pages to existing site.
- Preparing documents for the annual Splashpad inspection.
- Met with an organization wanting to rent a small portion of athletic fields in the fall and spring of each year.
- Assisted with the annual Easter Egg Hunt.
- Attended online seminar: Reaching the Next Generation
- Attend Pool Committee meetings.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.



Department Reports for April 2025

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- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

April

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	18,637	53,400	6,200	236,200	122
Facebook-Festivals	9,183	426	139	959	6

Revenue

April

Slip Fee - Town Dock	\$6,616
Rental Fees-Parks	\$705
Rentals Rooms	\$2,995
Rec Program Fees	\$3,700
Gym Memberships	\$225
Dog Park Memberships	\$80
Festival Vendor Fees	\$1320
2025 Festival Sponsorships	\$17,000

PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- 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 all supplies for upcoming programs and events
- Submitted Health Department application for PirateFest
- Completed all PirateFest social media posts



Department Reports for April 2025

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- Planned and managed Tiny Trekkers and Sprout Scouts
- Managed staff scheduling for Rec Center, events, and reservations
- Attended Parks & Recreation Advisory Board meeting
- Attended Senior Games meeting
- Event Manager for Senior Games
- Created PirateFest Most Wanted
- Met with potential Contract Instructors
- Executed Touch-A-Truck Event
- Executed Easter Egg Hunt
- Worked and managed Spring Break Camp
- Completed all purchases for Easter Egg Hunt
- Continued planning Splash Pad Reopening Event
- Executed Earth Day program with Swansboro High School Eco Club

Planned Programs

Tiny Trekkers – April 25th

- 10 registered and 9 attended
- 4 waitlisted

Sprout Scouts- April 11th

- 10 registered and 10 attended
- 2 waitlisted

POUND! – March 29th – May 3rd

- 11 drop-ins
- 1 series

First Aid & CPR Training

- 6 registered and 6 attended

Theatre Trip- Ain't Misbehaving'

- 11 registered and 11 attended
- 3 waitlisted

Tai Chi – March 6th – April 10th

- 10 registered
- 3 waitlisted

Touch-A-Truck – April 26th

- 33 vehicles registered
- 2 food vendors
- Estimated 2,000 in attendance

Spring Break Camp – April 14th – April 16th

- 9 registered and 9 attended



Department Reports for April 2025

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Spring Blooms Wreath Class- April 1st

- 9 registered and 9 attended

Fellowship Night- April 14th

- 3 attended

Permitting

Planning Board

- The Planning Board regular meeting on April 1, 2025, was cancelled due to lack of agenda items.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on April 15, 2025.
 - Training Opportunity/Update. The goal of this update is to provide details on recent and upcoming training opportunities involving the SHPC.
 - Minor Work/Staff Approval Application Report March-April.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
 - Worked with grant writer from Eastern Carolina Council of Government on submitting a HMGP project.
 - Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
 - Submitted grant request through the Resilient Coastal Community Program for a CAMA Land Use Plan update.
- Planner attended the North Carolina Association of Floodplain Managers Spring Annual Conference for required continued education credits.
- Planner and member of the SHPC attended CLG training in New Bern.

Police Department

Patrol:

- 565 Calls for Service
- 171 Reportable Events
- 34 Wrecks
- 10 Felony Arrests
- 14 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 2 DWI Arrests
- 17 Arrests with transport to the Onslow County Detention Center



Department Reports for April 2025

Item IX - b.

- 63 Citations
 - 62 Verbal/Written Warnings
 - 16 Felonies Investigated (6-Narcotics related; 1-Larceny; 1-Break & Enter; 1-Sexual Assault; 1-Elder Abuse; 1-Uttering Forge Document; 1-Identity Theft; 1-Fleeing to Elude Arrest; 1-Extortion; 1-Possession of Firearm by a Felon; 1-Possession of Stolen Goods)
 - 33 Misdemeanors Investigated (7-Property Damage; 5-Larcenies; 4-Narcotics related; 3-Trespassing; 2-Indecent Exposure; 1-Misuse of 911; 1-Harassment; 1-Violation of Protective Order; 1-Communicating Threat; 8-Traffic related)
 - 6 Disputes/Public Disturbances
 - 10 Alarm/Open Door
 - 4 Crisis Intervention with Mental Subject
 - 7 Domestic
 - 1 Death Investigation
 - 17 Suspicious Incidents/Persons/Vehicles
 - 136 Requests by Other Agencies for Assistance
 - 8 Vehicle Unlocks
 - 69 Residence Checks
 - 3 Town Ordinance Violations
- 4,686 Total Events Performed by Patrol**

Community Service/Training:

- 1 Funeral Escort
- 6 Requests for fingerprinting.
- 17 Business Closing Standbys.
- 538 Business Checks. 24 Foot Patrols.
- 3 RU Ok? Participants.
- Provided security at an event at the Rotary Civic Center.
- Participated in Tiny Trekkers Event held at the Municipal Park.
- Participated in the Touch-a-Truck Event held at the Municipal Park.
- Participated in Career Day held at the Swansboro Elementary School.
- Participated in the Career Day held at the Swansboro Middle School.
- Participated in the Job Fair held at the Swansboro High School.
- Chief Taylor and Deputy Chief Brim attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services:

- Answered 326 phone calls during business hours.
- Assisted 102 walk-in requests for assistance during business hours.
- Took 64 requests for reports during business hours.

Public Works

No report provided