



Board of Commissioners Agenda

Town of Swansboro

Tuesday, April 14, 2026

Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Douglas Eckendorf, Commissioner
Tamara Pieratti, Commissioner | Wayne Herbert, Commissioner | Timothy Vannoy, Commissioner

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

- a. February 10, 2026, Regular Meeting Minutes
- b. February 11, 2026, Special Meeting Minutes
- c. February 24, 2026, Regular Meeting Minutes
- d. Special Event Application – Little Pink Houses of Hope Event

IV. Appointments/Recognitions/Presentations

- a. **Onslow County 2026 Tax Revaluation Presentation**
Presenter: Kevin Turner – Onslow County Tax Administrator
- b. **Cadet of the Year Telesforo Seymon**
Presenter: Dwayne Taylor – Police Chief
- c. **Pickleball Update and Funding Strategy Request**
Presenter: Anna Stanley – Parks & Recreation Director

To brief the Board of Commissioners on the pickleball project and the intent to pursue state and federal grant opportunities for multiple recreation capital projections to maximize funds.

Recommended Action: Board direction to proceed with grant preparation and consultant procurement to meet critical deadlines.

V. Public Hearing - none

VI. Business Non-Consent

a. Visitors Center Renovation Project
Presenter: Jon Barlow – Town Manager

A request to fund the Visitors Center renovation project and award a construction contract.

Recommended Action: Authorize the additional appropriation of up to \$46,760 of Town funds to fully cover the anticipated cost of the renovation project and award the construction contract to Steele Construction in the amount of \$91,460

b. Budget Ordinance Amendment #2026-6/#2026-6A
Presenter: Sonia Johnson – Finance Director

A Budget Ordinance Amendment is requested by multiple departments.

Recommended Action:

1. *Motion to approve Budget Ordinance Amendment #2026-6; or*
2. *Motion to approve Budget Ordinance Amendment #2026-6A*

c. Future Agenda Topics
Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

X. Board Comments

XI. Closed Session

- a. *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
February 10, 2026, Regular Meeting

Item III - a.

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

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

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, the agenda was unanimously adopted.

Business Non-Consent

Visitors Center Conceptual Engineered Drawings

Town Manager Jon Barlow presented revised floor plans for the visitor center redesign, drawn by Jon Freshwater with Crystal Coast Engineering. The design maximized the use of a small space to increase bathroom facilities for transient boaters. The plan includes one unisex handicapped bathroom accessible from the hallway, a women's facility with four toilets and one shower, a men's facility with three urinals and two toilets, both facilities having two sinks and baby changing stations, plus an office space with counter for staff security and retail space for brochures and event use. Manager Barlow noted that local contractors were reviewing the plans for cost estimates, which should be available soon.

In response to inquiries from the Board, Manager Barlow confirmed the following:

- The project engineer and the building inspector have both verified that the existing structure was stable and did not require any additional reinforcement.
- The layout of the space was designed to support food service needs during events and festivals, allowing staff to operate efficiently.
- Staff have already begun preparation work, including scraping and caulking, and these tasks were being completed in-house to help reduce contracted expenses.

The Board provided clear directions for staff to proceed with obtaining contractor bids for the project.

Onslow County Fire Rescue Commission Representation

Town Manager Barlow reported on Onslow County's plan to reestablish the Fire and Rescue Commission with a new structure as part of a countywide fire services master plan. The commission would be comprised of ten members: four representatives from volunteer fire districts, one licensed insurance agent, the county finance officer, county emergency services director, one county commissioner, one municipal government representative, and an ex officio member from Camp Lejeune Fire Service.

The concern raised was that three municipal fire services (Swansboro, Jacksonville, and North Topsail Beach) must share one representative seat, with unclear selection process and term lengths. Fire Chief Jacob Randall had expressed interest in serving as Swansboro's representative.

Applications were being accepted through the county website, with the master plan expected to be released April 1st. County commissioners will make the final appointments.

The Board agreed to monitor this situation and discuss it further as more information becomes available.

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. No additional items were introduced; however, several concerns were raised, and staff outlined how each will be addressed:

- Staff noted that the February 11, 2026, budget workshop would be a presentation by department heads reviewing the current year's budget performance and challenges, serving as a kickoff for next fiscal year's budget preparation process.
- Staff would reach out to the local NCDOT division to request a review of the traffic signal system and obtain feedback on potential updates.

Public Comment

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

Manager's Comments

Town Manager Barlow commended staff for their effective response to the recent snowfall, noting the two-day closure and absence of facility damage, and added that any consideration of purchasing snowplows would require further evaluation and would be discussed during budget planning.

Additionally, he reported that negotiations for the EOC/PSB project contract were ongoing with a draft expected at a future meeting, he also noted that the June 30 SKIFF grant deadline was approaching and indicated that staff would seek an extension if needed due to similar delays statewide.

Board Comments

All board members expressed appreciation for the town's storm response during the recent snowstorm, highlighting the effectiveness of real-time communication, the dedication of public safety and public works staff, and the overall smooth handling of the snowfall event.

Mayor Pro Tem Conaway noted recurring trash buildup at Municipal Park, specifically old cat food cans, and requested that the issue be addressed again.

Commissioner Herbert thanked those in attendance and online viewers, noting that someone once told him about a small crowd at town meetings might indicate things were running smoothly.

Mayor Justice expressed appreciation for progress toward Medal of Honor recognition for Major Capers, commended the storm response and communication efforts, thanked the Methodist Church for providing warming shelter services, recognized community members who assisted with snow removal, noted upcoming participation in a county municipal meeting, and reported that legislative efforts were underway to secure an extension for the \$3 million grant.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Vannoy, the meeting adjourned at 6:30 pm.

**Town of Swansboro
Board of Commissioners
February 11, 2026, Special Meeting Minutes**

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

Call to Order

The meeting was called to order at 9:00 am and Mayor Justice led the Pledge of Allegiance. The purpose of the meeting was discussion and direction of the FY 25/26 year end projections and FY 26/27 budget requests.

Town Manager Jon Barlow explained that the budget workshop marked the initial review of the proposed FY 26/27 budget, the first step in a four-to-five-month process leading up to a public hearing in June. He emphasized that the budget was the town’s most important annual policy document, serving as a roadmap for operations, and noted that developing it responsibly required a clear understanding of the town’s current financial condition through a mid-year budget review. Manager Barlow highlighted the importance of closely examining revenues and expenditures—particularly tax and sales tax revenues, the town’s largest funding sources—and stressed that limited revenues make it essential for commissioners to prioritize projects and focus on what was feasible in order to achieve a balanced budget.

Finance Director Sonia Johnson provided an overview of the town’s major revenue sources, emphasizing a conservative approach to budgeting due to timing uncertainties in ad valorem tax collections, the lack of county revaluation estimates, and variability in revenues such as sales tax and utility franchise tax. She relied on prior budget figures and early guidance from the North Carolina League of Municipalities, intentionally budgeting below projected increases to avoid future shortfalls. Sonia explained that a slight decrease in tax revenue projections reflected this caution, while spikes in utility franchise tax and building and inspection revenues were driven by weather impacts and a one-time Walmart renovation fee, with some additional Wawa related revenue anticipated. She also outlined state requirements restricting building permit revenues to permitting operations only, reviewed occupancy tax distributions to the Swansboro TDA after administrative fees, and noted relatively stable Powell Bill funding.

Finance Director Johnson reviewed the town’s fund balance position, highlighting a decline in unrestricted fund balance resulting from its use in the prior fiscal year. She emphasized the need to be cautious with future budget amendments and projects, encouraging the use of available resources before relying on fund balance. As part of the review, she discussed a five-year trend analysis showing fund balance levels increasing in earlier years before beginning to decline, and explained the fund balance

classifications, including restricted funds (such as grants, debt proceeds, and Powell Bill funds), assigned fund balance for planned initiatives like pickleball courts and Project Coffee, and unassigned fund balance available for general purposes. She also referenced the town's fund balance policy adopted January 14, 2025, which required maintaining fund balance at 50% of expenditures, noting that the town remained in compliance at 56% as of June 30, 2025.

Finance Director Johnson also reviewed current-year financial performance, highlighting a one-time fifteen percent reduction in Blue Cross Blue Shield health insurance costs due to a credit following the North Carolina League of Municipalities' exit from the insurance program. Grant-funded police vehicles and sidewalk construction were included in the budget, though the sidewalk project and the \$250,000 Project Coffee initiative were not expected to proceed. Through December 31, 2025, revised budget figures projected revenues of \$6,145,578 and expenditures of \$6,517,345, resulting in a projected deficit of \$371,767; however, assigned fund balance and budget amendments totaling \$848,000 could allow approximately \$473,000 to return to fund balance. Additionally, she identified unfunded items that may reappear for consideration, included the fire apparatus set-aside, capital outlay requests, and previously requested but unapproved personnel positions.

Manager Barlow reviewed a reorganization of the Public Works Department, now renamed Public Services. Following the departure of the Public Works Director, the department was restructured to create two crew leader positions: one for public works operations and one for utilities (enterprise funds including solid waste and storm water). Three staff members - Ryan Smith, Kyle Littleton, and Justin - were promoted to leadership roles with updated job descriptions and pay increases. The reorganization aimed to provide professional development opportunities and improve service delivery while maintaining the department's eight-person staffing level. Manager Barlow confirmed that the Public Works Director position would be retained and funded, with hopes of filling it in the near future while he continued to oversee the department temporarily.

Department heads then reviewed their respective departmental budgets, and the PowerPoint presentations reviewed during the meeting are attached hereto:

Fire Department:

Fire Chief Jacob Randall reviewed the Fire Department's 2025 operations, reporting 1,474 calls for service and noting increased mutual aid activity, incident overlap, and missed calls. He highlighted key accomplishments in training, certifications, and professional development, including a revenue-generating partnership with Coastal Carolina Community College, and noted continued preparation for the fall 2026 ISO inspection. Administrative improvements and community safety initiatives were summarized alongside ongoing challenges related to staffing impacts, extended EMS response times,

aging apparatus, and funding constraints. Chief Randall concluded by outlining future priorities, planned apparatus replacement, and considerations related to the long-term sustainability of EMS services pending county guidance.

Chief Randall also reviewed Emergency Management activities, highlighted significant weather events including winter storms, an unnamed nor'easter that resulted in cancellation of the Mullet Festival, offshore impacts from Hurricane Aaron, and Tropical Storm Chantel. He reported continued participation in county and regional planning efforts, including active shooter preparedness and the southeastern regional hazard mitigation plan. Challenges discussed included uncertainty related to FEMA programs, limited grant availability, and increasing hazard risks, while future priorities focused on grant pursuit, capital and equipment readiness planning, continuity of operations planning, and expanded staff training. Grant opportunities were outlined, including DSIP funding for the public safety building, water supply enhancement projects, stormwater improvements, and emergency services equipment grants, with emphasis on a potential hydrant expansion project that could improve coverage for approximately 152 properties.

In response to inquiries, Chief Randall clarified the following:

- Additional staffing or implementation of a paramedic program could have prevented some missed incidents; however, eliminating missed incidents entirely would require two fire companies in service at all times.
- The new fire engine was expected to be delivered in summer 2026, with the ladder truck planned for acquisition in the 2027–2028 budget cycle.
- The EMS program remains viable but was pending completion of the county fire plan and identification of a sustainable funding mechanism.

Parks & Recreation Department

Parks and Recreation Assistant Director Sara Elliott reported on departmental accomplishments, including growth in special events and toddler programs, successful Parks and Recreation Month initiatives, and strong interdepartmental collaboration through town's first Safety Town program and the National Night Out event. She noted ongoing staffing challenges that prevented summer camp programming due to uncompetitive wages, along with aging facilities requiring increased maintenance, particularly playgrounds and the Splash Pad. Assistant Director Elliott also discussed plans to address growing pickleball demand through construction of regulation courts estimated at \$400,000, with grant opportunities being explored to support the project.

In response to inquiries from the board, Assistant Director Elliott clarified the following:

- Summer camps were not offered due to staffing shortages, driven largely by uncompetitive pay rates. She noted that surrounding jurisdictions, including Onslow County, offer significantly higher wages for comparable seasonal positions, making recruitment difficult. Ongoing difficulties in hiring and

retaining part-time staff continue to impact program offerings and event operations, particularly during peak seasons.

- Pickleball project had not yet been finalized or approved. She explained that the board still needs to determine whether to proceed with converting the existing skate park or constructing new regulation courts. Converting the skate park would only allow for three pickleball courts, which would not meet current or projected demand. Constructing new regulation courts would allow for six courts and better accommodate community use and potential tournaments. Estimated cost for six regulation courts were approximately \$400,000, which included stormwater permitting, court construction, fencing, and amenities, and that grant funding opportunities are being explored to offset costs.
- Aging playground equipment, particularly the tot lot, were the most urgent replacement need due to parts no longer being available. She also noted ongoing maintenance challenges with the Splash Pad and other facilities.

Planning Department

Planner Rebecca Brehmer reviewed current commercial development projects, and various subdivision projects as well as daily operations in the planning department and its role in serving advisory boards and reviewing permits for compliance with UDO standards.

Additionally, she provided an overview of potential updates to the town's land use plan, explaining that plans were generally updated every five to ten years to remain relevant, effective, and accountable. She noted that Swansboro's 2009 CAMA Land Use Plan underwent a major revision in 2019 and a minor revision in 2023, and that given recent growth and changing development conditions, an additional update may be appropriate to consider. Planner Brehmer also reviewed cost estimates from consulting firms, which varied widely depending on the scope of work, with update-only estimates ranging from \$20,000 to \$70,000 and full rewrite estimates ranging from \$70,000 to \$117,000.

Commissioners expressed concerns about updates to the Land Use Plan due to possible changes at the state level that could impact Extraterritorial Jurisdiction (ETJ) management. It was also noted that while updates were recommended from time to time, the town had other priorities to consider, and the cost of updating the plan could be difficult to accommodate in the current budget.

Police Department

Police Chief Dwayne Taylor provided an overview of the department, noting a staff of thirteen full-time sworn officers, two reserve officers, and civilian administrative support. The department operates thirteen vehicles equipped with mobile data terminals, speed enforcement equipment, and body-worn cameras. Chief Taylor reported increased activity in 2025, including higher patrol activity, calls for service, reports, felony

investigations, and physical arrests. The department also participated in multiple community events and off-duty security details.

Chief Taylor highlighted recent accomplishments, including the hiring of three officers, with one recently sworn in and another candidate in progress, putting the department on track to reach full staffing for the first time in over a decade. He attributed improved recruitment and retention to the board-approved public safety pay study and salary increases. Equipment included new patrol vehicles, replacement planning for outdated radios, and use of a portable speed trailer. Operational improvements included installation of an Intoximeter at the police station to reduce DWI processing time and receipt of donated fitness equipment. Ongoing initiatives included a risk assessment, policy updates, and preparation for state accreditation. Chief Taylor also reviewed budget pressures related to rising equipment, vehicle, and uniform costs.

In response to inquiries from the board, Chief Taylor clarified that discussions were underway with the Onslow County Sheriff's Department about transitioning school coverage responsibility to the town's police department. He noted that the change would require approval from the Board of Education before moving forward.

The board recessed for lunch from 11:51 am to 12:35 pm.

Board Comments

Commissioner Eckendorf emphasized the importance of economic development and the planning department as the source of municipal wealth through facilitating investment. He advocated for prioritizing land use plan updates to provide clear guidance for investors and prevent chaotic development patterns.

Mayor Pro Tem Conaway acknowledged the ongoing challenge of limited revenue growth versus increasing costs for equipment, materials, and salaries. He praised the improved detail in presentations while encouraging departments to prioritize requests and maintain realistic expectations given budget constraints.

Commissioner Herbert thanked staff for comprehensive presentations and supported the public works reorganization. As a first-time budget workshop participant, he emphasized the value of departmental prioritization in decision-making with limited resources. He offered assistance with grant writing and reminded staff of the March 1 deadline for Onslow County grant applications, particularly for the visitor center bathroom project.

Commissioner Pieratti expressed appreciation for staff efforts in pursuing grants and conducting thorough research. She looked forward to seeing prioritized requests and suggested establishing recurring allocations for some departmental needs to avoid annual budget requests.

Commissioner Vannoy congratulated the public works team on their reorganization and emphasized the importance of public works services that residents interact with regularly. He acknowledged the challenging decisions ahead while appreciating staff efforts in preparing comprehensive presentations.

Adjournment

On a motion by Commissioner Eckendorf, seconded by Commissioner Herbert, the meeting adjourned at 12:50 pm.

**Town of Swansboro
Board of Commissioners**

February 24, 2026, Regular Meeting Minutes

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

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

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

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

Adoption of Agenda and Consent Items

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

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

Appointments/Recognitions/Presentations

Recognition of Kristin Newbold

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

NC Festival & Events Annual Showfest Award

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

Board Appointments

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

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

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

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

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

Business non-consent

Presentation of Community Pool Survey Results

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

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

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

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

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

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

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

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

Ayes: Herbert, Vannoy, Conaway

Noes: Eckendorf, Pieratti

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

Monthly Financial Report as of January 2026

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

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

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

Future Agenda Topics

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

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

Public Comment

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

Manager's Comments

Manager Barlow provided updates on several projects.

- Duke Energy would replace downtown utility poles on March 2 and March 9, causing approximately eight-hour power outages for about 36 businesses and residences, with work starting at 4:00 AM under a noise ordinance waiver.
- Contract negotiations for the Public Safety Building and EOC were ongoing, with staff finalizing the project scope and the Town Manager considering a third-party project adviser due to the project's complexity.

- A revised visitor center floor plan now includes transient boater facilities, local construction estimates were underway, and an Onslow TDA grant application was being prepared for the March 17 deadline.
- Sidewalk engineering designs covered five areas and roughly 7,000 linear feet were complete, with next steps including identifying easements, preparing construction bid packages, and pursuing grant funding.

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

Board Comments

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

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

Adjournment

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



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Special Event Applications**

Board Meeting Date: **April 14, 2026**

Prepared By: **Anna Stanley – Parks & Recreation Director**

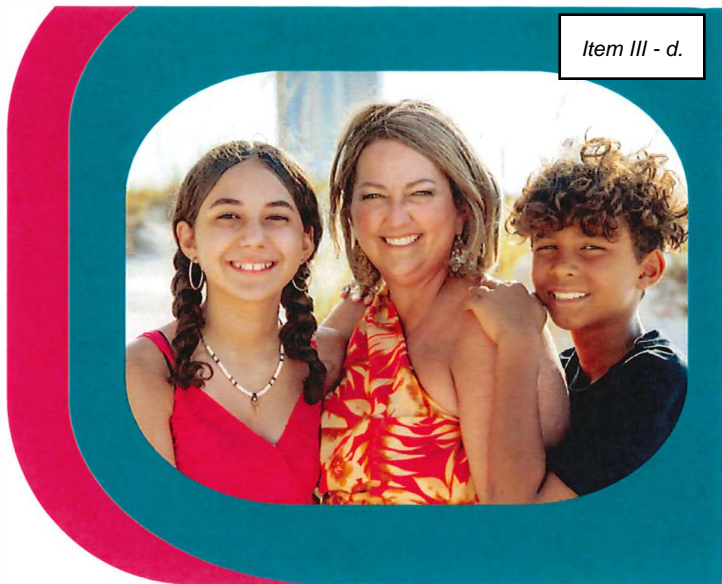
Overview: A special event application have been submitted to Parks and Recreation requesting waiver of fees.

Little Pink Houses of Hope-Little Pink Houses of Hope offers free vacation retreats to breast cancer patients and their families. They are also partnering with Swansboro Paddle Boarding to host this event. Ocean Cure, from Wilmington, leads kayaking and paddleboarding for families. The event will be held on August 19, 2026, 10 am-12 pm at Bicentennial Park. The fee would be \$40 for an open space permit. Little Pink Houses of Hope is asking for a waiver of fees for the event. Non-profit letter and certificate of insurance will be received prior to the event. The request was presented to the Parks and Recreation Advisory Board on March 18, 2026, for their recommendations. The advisory board recommended that the fees be waived for the Little Pink House of Hope event on August 19, 2026.

Background Attachment(s): Little Pink Houses of Hope Special Event Application

Recommended Action: Approve or deny waiver of fees for Little Pink Houses of Hope event

Action: _____



Emerald Isle, NC August 15 - August 22, 2026

BREAST CANCER FAMILY RETREAT

A free week-long retreat is just what the doctor ordered.

Join us as a volunteer, property donor, or financial supporter as we create a once-in-a-lifetime vacation experience for 10-12 breast cancer families. We believe a cancer diagnosis does not just affect the patient, but the entire family. Every retreat is designed to help families relax and reconnect during the cancer journey.

Share your gifts and talents to make the week memorable for families.

**Have questions or know you want to help in some way?
Contact our Emerald Isle Retreat Coordinator Dawn Walker
dawn@littlepink.org - (336) 260-1309**



www.littlepink.org

Little Pink is a 501 (c)3 non-profit organization.
Federal Tax ID# 27-3365488
2442 Tribek Court, Burlington, NC 27215 / 336-213-4733
All gifts are tax deductible as allowed by law.



Little Pink Houses of Hope is non-profit organization that provides FREE weeklong vacations for breast cancer patients and their families. We believe a cancer diagnosis does not just affect the patient, but the entire family. We are excited about our upcoming retreat **Oct 17-24, 2026, in Emerald Isle, NC**, a community that has generously surrounded families with donations of meals, activities, and support. The financial burden of every aspect of a vacation is removed so that families can relax and reconnect for a week - free of appointments, doctors, and daily demands.

We are asking for your support! Our retreats leverage the compassion of generous donors to provide for our families in need. Our model is successful because wonderful individuals, local businesses and organizations provide houses, meals, activities, and financial support for our retreats. Little Pink Houses of Hope is a 501 (c)3 organization and all financial donations and donations of goods and services are tax deductible.

Your generosity will help us continue to provide retreat opportunities for breast cancer families. Please feel free to contact me if you have any questions.

Thank you for giving families hope!
Sincerely,

L.J.r.:.:.:

(272) 764-7905

lynne@littlepink.org

Dawn Walker

(336) 260-1309

dawn@littlepink.org

Volunteer Retreat Coordinators, Emerald Isle, NC



www.littlepink.org

Little Pink Houses of Hope
336-213-4733 www.littlepink.org
2442 Tribek Ct., Burlington, NC 27215
Fed Tax ID# 27-3365488

The slide features a dark blue background. On the left, there is a circular graphic with a yellow sun, palm trees, and waves. To the right of the graphic, the title "2026 Revaluation" is written in large white font, followed by "Town of Swansboro Board Briefing" in a smaller white font. Below the title, the name "Kevin Turner" and title "Tax Administrator" are written in a white serif font, followed by the date "April 14, 2026" in the same font.

2026 Revaluation

Town of Swansboro Board Briefing

Kevin Turner
Tax Administrator
April 14, 2026

1

Purpose of Tonight's Presentation

- Provide a high-level overview of the 2026 revaluation
- Explain why revaluations are conducted
- Outline the process used to determine values
- Review the timeline and next steps

2

What is a Revaluation?

The systematic appraisal of all real estate parcels in the County to create a fair and equitable tax base.

3

Why Do We Do It?

- Required by law
- Property values change at different rates over time
- Revaluation ensures a fair and equitable distribution of the tax burden

4

Statutory Requirements

- NCGS 105-283 – NCGS 105-283 states that “all property, real and personal, shall as far as practical be appraised or valued at its true value in money.”
- NCGS 105-286 set up the Octennial Cycle and requires a countywide revaluation at least once every eight years
- NCGS 105-286 allows counties to reappraise more frequently, and Onslow County currently conducts revaluation every four years

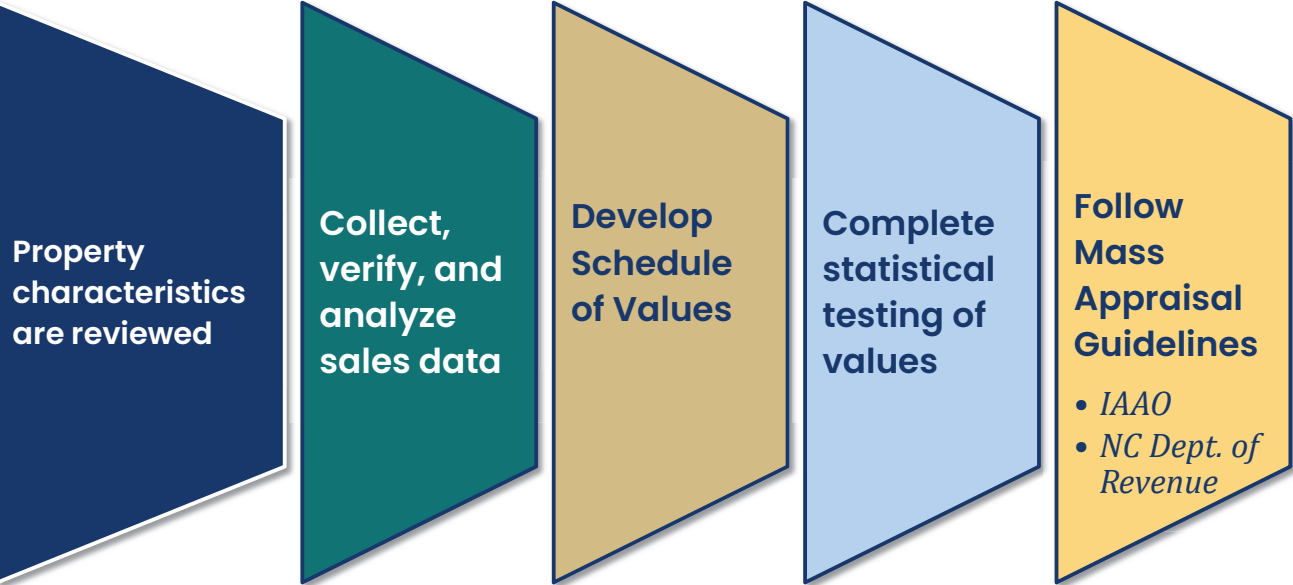
5

How does Revaluation Improve Fairness and Equity in Taxation?

- Over time, real estate values change at different rates, causing inequities in the tax base
- The revaluation process adjusts property values back to current market values, creating equity and a fair distribution of the tax burden

6

The Revaluation Process



7

The Schedule of Values

- Required by NCGS 105-317
- The framework used to determine property values
- Provides standardized rules, rates, and methodologies
- Ensures consistency and fairness across all properties
- Reviewed and adopted by the Board of County Commissioners

8

Timeline & Next Steps

January 1, 2026 – Revaluation effective date

February 2026 – Value notices were mailed

March-April – Informal reviews with Tax Office

May-June – Board of Equalization & Review hearings

9

Effective Date of Revaluation

The new values will become effective on January 1, 2026, and will be the basis for tax bills due September 1, 2026

10

Key Takeaways

- Revaluation is required by law
- It ensures fairness and equity in taxation
- Values are based on market data and applied consistently
- A formal review process is available for property-specific concerns

11

Questions from the Board?

12



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Pickleball Update and Funding Strategy Request**

Board Meeting Date: **April 14, 2026**

Prepared By: **Anna Stanley – Parks & Recreation Director**

Overview: To brief the Board of Commissioners on the pickleball project and the intent to pursue state and federal grant opportunities for multiple recreation capital projects to maximize funds.

Background

In FY 2024–25, the Town allocated **\$150,000** toward the development of dedicated pickleball courts in response to increasing demand and participation. As staff progressed through site evaluation and feasibility considerations, it became evident that the overall project scope, necessary infrastructure, and regulatory requirements would result in a **larger and more complex project than initially anticipated**.

Key factors contributing to the expanded scope include stormwater permitting requirements, impervious surface limitations at Municipal Park, environmental mitigation needs, and construction cost estimates associated with building regulation-level courts.

Project Expansion & Strategic Approach

Given the increased project scale, staff began evaluating opportunities to **combine multiple related recreation improvement projects into one comprehensive capital project**. This bundled approach strengthens grant competitiveness, improves cost efficiency, and delivers broader community benefit.

The combined project concept includes:

- **Dedicated pickleball courts**
- **Tennis court resurfacing** (planned within the next two years)
- **Skatepark conversion or renovation**
- **Playground replacement** (aging equipment nearing end of usable life)

Instead of advancing these projects independently, staff recommends packaging them together to create a cohesive recreation investment plan.

Grant Funding Strategy

To support this approach, staff intends to apply for two major grant programs:

- **Parks and Recreation Trust Fund (PARTF)**
- **Land and Water Conservation Fund (LWCF)**

Both programs require a **dollar-for-dollar local match**, making them well suited for leveraging existing and planned capital funding. By combining projects, the Town can:

Action: _____

- Maximize grant eligibility and potential award amounts
- Increase return on local investment
- Spread required matching funds across multiple improvements
- Deliver higher-impact recreation upgrades in a shorter timeframe

Benefits to the Town

This strategy allows Swansboro to:

- Address multiple aging recreational assets simultaneously
- Provide modern, high-demand amenities for residents and visitors
- Improve long-term maintenance efficiency
- Position the Town more competitively for grant funding
- Reduce the need for piecemeal future capital requests

Next Steps

Staff will continue refining cost estimates, phasing options, and funding plans and anticipates returning to the Board with:

- Decision to move forward with applying for grant funding
- Commitment to apply for LWCF by June 1, 2026, which initiates required planning, environmental reviews, and pre-application steps
- Issue a Request for Qualifications (RFQ) for a professional grant consultant to prepare both the PARTF and LWCF applications
- RFQ should be issued as soon as possible to be prepared for the June 1 start date
- Estimated consultant cost: approximately \$20,000

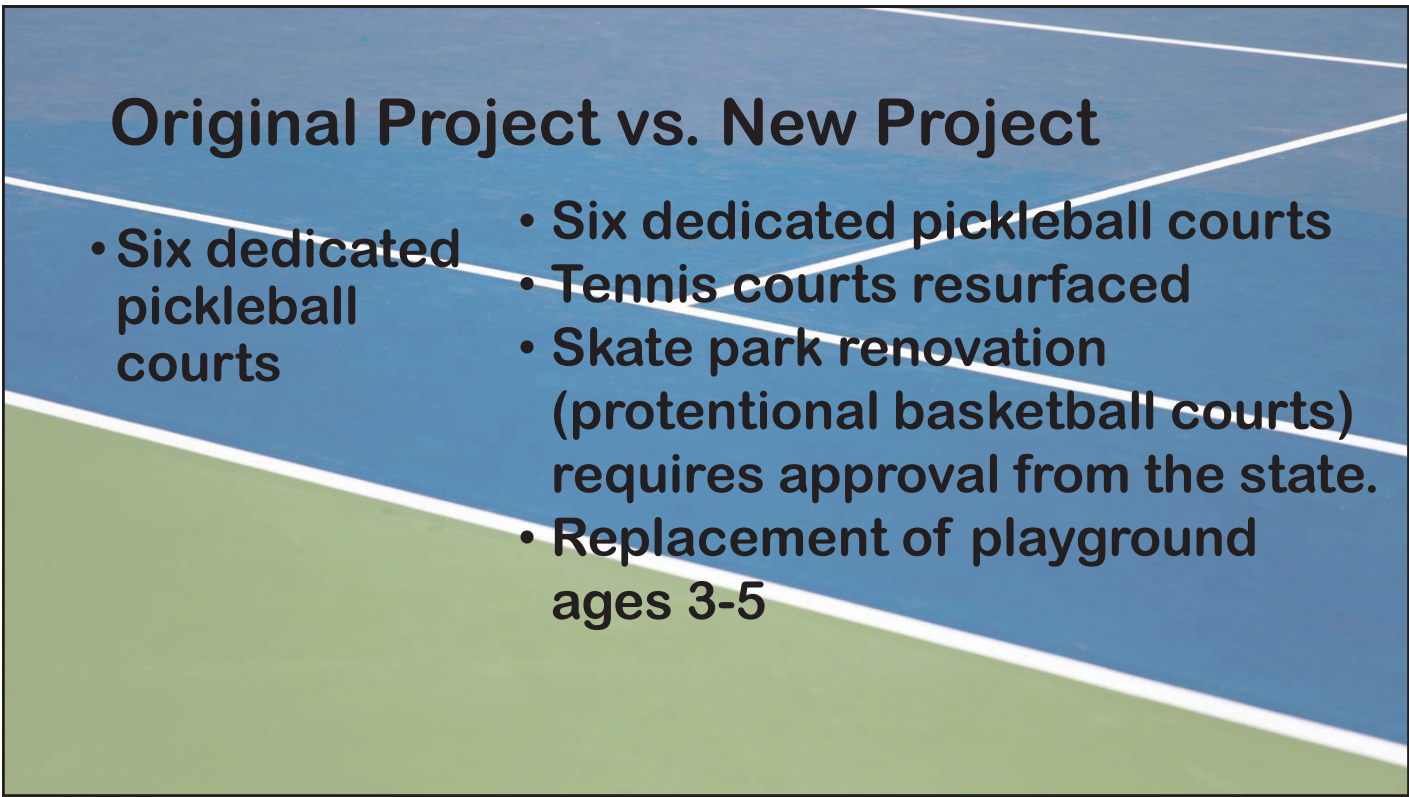
Background Attachment(s): *none*

Recommended Action: Board direction to proceed with grant preparation and consultant procurement to meet critical deadlines.



Pickleball Update and Funding Strategy Request

1

- 
- ## Original Project vs. New Project
- Six dedicated pickleball courts
 - Six dedicated pickleball courts
 - Tennis courts resurfaced
 - Skate park renovation (proportional basketball courts) requires approval from the state.
 - Replacement of playground ages 3-5

2

The Goal

- Apply for PARTF (Parks & Recreation Trust Fund) grant
- Apply for LWCF (Land & Water Conservation Fund) grant.
- Each grant is a dollar for dollar match

3

LWCF

- Dollar for dollar match (local match)
- Max amount is \$750,000
- PARTF can be a local match for the grant (up to \$500,000)
- Project must be completed within 3 years

4

PARTF

- Dollar for dollar match (local match)
- Max amount is \$500,000
- LWCF can be a local match for the grant
- Project must be completed within 3 years
- All public outreach, community meetings, and civic group presentations can be accomplished during LWCF application process

5

Why Combine Into a Larger Project

- Increases grant competitiveness & maximizes scoring (PARTF & LWCF favor multi-facility projects)
- Delivers multiple high-priority improvements at once instead of over years
- Leverages local funds more efficiently with dollar for dollar matches
- Reduces over costs through shared project & construction management
- Streamlines stormwater, environmental, & state approval process
- Demonstrates strategic long-term planning & fiscal responsibility

6

Timeline

- LWCF opens in May 2026, application is due November 2, 2026
- LWCF awards announced in Spring of 2027
- PARTF open November 2026, application is due May 1, 2027
- PARTF awards announced in November of 2027
- Once agreements are received project can begin, would estimate 2028

7

Next Steps

- Decision to move forward to apply for grant funding
- Would need to commit to apply for LWCF by June 1, 2026, to begin necessary planning requirements for grant
- RFQ for consultant for writing both grants, would need to happen as soon as possible to be ready for June 1 start date, (approx. \$20,000)

8

Budget Scenarios

\$1,000,000 & under

- PARTF: Provides \$500,000
- LWCF: Provides \$500,000

• Total Cost to the Town \$0

\$1,250,000

- PARTF: Provides \$500,000
- LWCF: Provides \$750,000

• Total Cost to the Town \$250,000

\$150,000 allocated in 2024-25
 Approximately \$20,000 grant consultant 2025-26
 Remaining \$130,000 transfer into Capital Reserve 2025-26
 Once budget is established, put into 3-year CIP plan

Questions



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Visitors Center Renovation Project**

Board Meeting Date: **April 14, 2026**

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

Overview: A request to fund the Visitors Center renovation project and award a construction contract.

The total estimated cost of the Visitors Center renovation is \$97,760. The current known sources of funding is as follows:

- \$30,000 (Previously committed Swansboro TDA)
- \$21,000 (Swansboro TDA committed April 9, 2026)

The Town has submitted a new request to Onslow County TDA for \$21,000 to assist in filling the gap. However, Onslow County will not make grant awards until adoption of their annual budget sometime in June. This situation leaves the Town with a couple of options:

1. Wait until the County decides in June and not start the Visitor Center renovation project until a later date, or
2. Authorize the expenditure of the funds necessary to start the project without a firm commitment from Onslow County TDA.

If the Board agrees with option #2, then it is requested that \$24,260 of fund balance be appropriated to fully fund the anticipated cost of \$97,760. In addition, there is \$22,500 remaining from a \$60,000 set aside by the Board in 2024, for various downtown projects. Thus, only \$3,260 of additional Town funds are necessary to fund the project. In the event that Onslow County TDA grants the Town \$21,000, then those funds would be returned to fund balance. In the end, the Town’s share of the project would be \$25,760 (\$22,500 + \$3,260).

- \$30,000 (Previously approved Swansboro TDA)
- \$21,000 (Swansboro TDA committed April 9, 2026)
- \$22,500 (Town of Swansboro Downtown improvements funds)
- \$24,260 (Town of Swansboro Fund Balance appropriation)

TOTAL \$97,760

Action: _____

The majority of the cost to renovate the Visitor Center is construction. Bids were solicited interested general contractors. Two bids were received:

Item VI - a.

1. **Steele Construction - \$91,460**
2. **Crystal Coast Mold Pros - \$109,160**

Background Attachment(s): Click here to enter text (should not be in bold)

Recommended Action: Authorize the additional appropriation of up to \$46,760 of Town funds to fully cover the anticipated cost of the renovation project and award the construction contract to Steele Construction in the amount of \$91,460



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2026-6/#2026-6A**

Board Meeting Date: **April 14, 2026**

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

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

Option 1: Visitor Center Renovations Project not included.

1: Parks and Recreation, Playground Repairs and Replacement: Funds are requested to complete necessary repairs and replacements at Municipal Park and Pirates Den Park. This includes replacing a section of a tube slide at Municipal Park, at an estimated cost of \$1,200.

Additionally, chains on both adult and child swings at Municipal Park and Pirates Den Park require replacement. This includes regular swing seats and toddler seats. The estimated cost for chains, clevis connectors, and replacement seats is \$1,500.

2: Parks and Recreation, Splashpad Repairs and Maintenance: During the previous summer season, the splashpad required several unexpected and costly repairs, including replacement of a computer module, valves, and chemical probes. These repairs fully exhausted the budgeted funds for FY 2025–2026.

As staff prepares for the upcoming annual inspection and seasonal opening, additional repairs and maintenance needs have been identified. The pump requires replacement, and several components need repainting.

It is anticipated that approximately \$1,000 will be needed to open and operate the splashpad through the end of June. These funds will be used for:

- Pump replacement (approximately \$400)
- Chemicals (approximately \$300–\$400)
- Paint and other miscellaneous supplies or repairs as needed.

Staff is requesting a total appropriation of \$3,700.00 from fund balance to complete the necessary replacements and repairs of playground equipment at Municipal Park and Pirates Den Park, as well as to perform the repairs and ongoing maintenance of the splashpad as outlined above.

Action: _____

Option 2: Visitor Center Renovation Project included.

If the Board selects to approve the Visitor Center Renovation Project funding, Option 2 includes that along with the above Parks & Recreation Playground Repairs/Replacement and Splashpad Repairs and Maintenance. A total appropriation of \$101,460 will be required.

The funding sources for the Visitors Center Renovation project are proposed as follows:

- \$30,000-Swansboro TDA approved Aril 9, 2026
- \$21,000-Swansboro TDA approved April 9, 2026
- \$22,500-Remaining funds from the Town of Swansboro Downtown Improvements budget
- \$24,260-Appropriation from the Town of Swansboro Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2026-6 and #2026-6A

Recommended Action:

1. Motion to approve Budget Ordinance Amendment #2026-6; or
2. Motion to approve Budget Ordinance Amendment #2026-6A

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 25/26

Item VI - b.

BUDGET ORDINANCE AMENDMENT #2026-6

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2026:

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

<u>Appropriations</u>	<u>Increase</u>
Parks and Recreation	\$3,700

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$3,700

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

Adopted by the Board of Commissioners in regular session, April 14, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 25/26

Item VI - b.

BUDGET ORDINANCE AMENDMENT #2026-6A

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2026:

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

<u>Appropriations</u>	<u>Increase</u>
Parks and Recreation	\$3,700
Downtown Facilities	\$97,760

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$50,460
Grants-Swansboro TDA	\$51,000

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

Adopted by the Board of Commissioners in regular session, April 14, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **March 24, 2026**

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

Overview:

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

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

April 28th

- * NCDOT Division 3 TAP Project – Resolution of support at Hammocks Beach Road Intersection
- * Parks & Recreation End of Year Report
- * Seaside Arts Council Agreement
- * Approval/Award of EOC/PSB RFQ

June Meeting Dates
9th & 23rd

May 12th or 26th

- * Monthly Finance Report

Future Agenda Items

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