



Board of Commissioners Agenda

Town of Swansboro

Tuesday, August 25, 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.](#) Budget Ordinance Amendment #2027-2

IV. Appointments/Recognitions/Presentations

- a. **Zoe Empowers - A Sustainable Solution**
Presenters: Linda Folger and Cindy Taylor

V. Public Hearing

VI. Business Non-Consent

- [a.](#) **Interlocal Agreement with the City of Jacksonville**
Presenter: Jon Barlow - Town Manager

Consideration of an Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for the provision of building inspection and plan review services.

Recommended Action: Motion to approve the Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for Building Inspection Services and authorize the Town Manager to execute the agreement and any related documents.

b. Professional Services Agreement with WithersRavenel for LWCF and PARTF Grant Applications

Presenter: Jon Barlow – Town Manager

Consider approval of the Professional Services Agreement with WithersRavenel in the amount of \$35,200 to prepare and submit grant applications for the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) programs for improvements at Swansboro Municipal Park.

Recommended Action: Motion to approve the Professional Services Agreement with WithersRavenel for professional services related to the preparation of the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant applications for Swansboro Municipal Park in the amount of \$35,200 and authorize the Town Manager to execute the agreement.

c. Monthly Financial Report as of July 31, 2026

Presenter: Sonia Johnson – Finance Director

d. Board of Commissioners Policy No. 12 – Samuel Bland Community Service Award

Presenter: Alissa Fender, MMC – Town Clerk

The Board requested to review the Samuel Swann Bland Outstanding Community Service Award, and the associated nomination process.

Recommended Action: Review and provide directions to staff for any amendments.

e. Future Agenda Topics

Presenter: Alissa Fender, MMC – Town Clerk

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

Recommended Action: Discuss and provide any guidance.

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2027-2**

Board Meeting Date: **August 25, 2026**

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

Overview: Budget Ordinance Amendment is requested for multiple departments.

1. Public Services-Streets: Staff ordered street signs in May 2026; however, the signs were not received before the end of the fiscal year due to vendor delivery delays.

At fiscal year-end, any unspent appropriations reverted to the General Fund balance in accordance with the Town's budget procedures. Since the purchase order could not be fully completed before year-end due to circumstances beyond the Town's control, staff is requesting that \$1,670 be reappropriated in the current fiscal year to complete the purchase for its original intended purpose.

Source of Funds: Appropriated Fund Balance

2. Public Buildings: Staff obtained quotes for annual service agreements for the Town's generators. Staff recommends entering into an agreement with Powerhouse, which provides for two service visits per year for each generator.

Regular preventive maintenance is important to ensure the generators remain in proper working condition and are available when needed, particularly during power outages and other emergencies. Establishing an annual service agreement will ensure the required maintenance is performed consistently and help identify potential issues before they result in costly repairs or equipment failure.

Staff is requesting \$2,135 for a preventive maintenance agreement of the Town's generators for FY 2026-2027.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2027-2

Recommended Action: Motion to approve Budget Ordinance Amendment #2027-2

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 26/27

BUDGET ORDINANCE AMENDMENT #2027-2

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, 2027:

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

<u>Appropriations</u>	<u>Increase</u>
Public Services-Streets	\$1,670
Public Buildings	\$2,135

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$3,805

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, August 25, 2026.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Interlocal Agreement with the City of Jacksonville**

Board Meeting Date: **August 25, 2026**

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

Overview: Consideration of an Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for the provision of building inspection and plan review services.

Background/Discussion/Fiscal Impact

Due to the current vacancy in the Town's Building Official position, staff has negotiated an Interlocal Agreement with the City of Jacksonville to ensure continuity of building inspection and plan review services for residents, contractors, and developers. Under the proposed agreement, Jacksonville will provide Level 1, 2, and 3 building, electrical, plumbing, and mechanical plan reviews and inspections while the Town retains responsibility for zoning permits, floodplain permits, fire inspections, permit intake, and fee collection.

Jacksonville will generally perform inspections within three business days of receiving a request and provide documentation to the Town. The agreement will be effective for an initial twelve-month term, with options for two additional one-year renewals, and may be terminated by either party with thirty days' written notice.

The Town will compensate Jacksonville on an hourly basis, including personnel costs and benefits, plus the applicable federal mileage reimbursement rate and a 10% administrative fee. Monthly costs will vary based on the volume of inspection services requested and are expected to be offset through existing permit and inspection revenues.

Staff recommends approval of the Interlocal Agreement with the City of Jacksonville to ensure uninterrupted building inspection and plan review services.

Background Attachment(s): Interlocal Agreement for Inspection Services

Recommended Action: Motion to approve the Interlocal Agreement between the Town of Swansboro and the City of Jacksonville for Building Inspection Services and authorize the Town Manager to execute the agreement and any related documents.

Action: _____

INTERLOCAL AGREEMENT INSPECTIONS SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____ 2026 by and between Town of Swansboro, a body politic of the State of North Carolina, (hereinafter referred to as "Town of Swansboro"), and the City of Jacksonville, NC, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina (hereinafter referred to as "City of Jacksonville");

WITNESSETH

WHEREAS, North Carolina General Statute §160D-402 (c) authorizes the Town of Swansboro to request that the Jacksonville City Council to direct one or more City of Jacksonville staff members to exercise their powers within part or all of the Town's jurisdiction; and

WHEREAS, the City of Jacksonville and the Town of Swansboro agree there are mutual benefits for directing City of Jacksonville building inspectors to provide building inspection services through the exercise of their powers for the Town of Swansboro during the absence of a qualified building official.

WHEREAS, City of Jacksonville through its City Council has agreed to provide such building inspection services consistent with the terms of this Agreement.

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

1. The City of Jacksonville agrees to provide the following building inspection services: building & review inspections level 1,2 & 3, electrical review and inspections level 1, 2 & 3, plumbing review and inspections level 1,2 & 3 and mechanical review and inspections level 1,2 & 3 for the Town of Swansboro.
2. In providing services under this Agreement, the City of Jacksonville will be administering and enforcing the requirements of the North Carolina State Building Code and all volumes, appendices, and amendments thereto. In the event that enforcement of the code requires legal proceedings, such proceedings shall be instituted by Town of Swansboro. All costs of such proceedings shall be paid by Town of Swansboro.
3. The Town of Swansboro shall retain administration of its local zoning and code enforcement ordinances. Specifically, shall retain (1) administration and issuance of zoning permits and zoning approvals; and (2) administration and issuance of Floodplain Development Permits through its Floodplain Administrator. In all other cases and consistent with this Agreement, the duties and responsibilities of the position of "Building Inspector" as cited in the North Carolina General Statutes will be assumed by the City of Jacksonville Building Inspections Department, with the exclusion of issuing of permits. Nothing in this Agreement shall be interpreted to void the Town of Swansboro obligation to do fire inspections.

4. The Town of Swansboro agrees to provide City of Jacksonville any documentation, files, publications, maps, or other materials in the Town of Swansboro's possession at City of Jacksonville's request in order to assist the City of Jacksonville in providing services under this Agreement.
5. The Town of Swansboro agrees to receive and process all applications, associated fees and other materials and documentation necessary for City of Jacksonville to provide the services under this Agreement. When required, the Town of Swansboro will forward all materials and documentation for review by City of Jacksonville for compliance with the laws and regulations under this Agreement.
6. The City of Jacksonville agrees to provide the services under this Agreement at the regular hourly rate to include the cost of benefits for the personnel engaged, the Federal Standard Mileage Rate (effective 01/01/2026) plus a ten percent (10%) administration fee. After hours calls (including emergency) upon availability shall be billed at one & one-half (1 ½)) the regular hourly rate to include the cost of benefits, the Federal Standard Mileage Rate (effective 01/01/2026) plus a ten percent (10%) administration fee. Invoices shall be submitted by the City of Jacksonville to the Town of Swansboro monthly for processing and shall be paid within 30 days.
7. This Agreement shall be effective from the date signed by both parties and continue for a period of twelve (12) months, with an option to renew agreement for two (2) additional twelve (12) month periods. Either party may terminate this Agreement upon 30 days advance written notice to the other party in the manner provided by NC GS §160D-402 (c) and NC GS §160D-202 (i).
8. The City of Jacksonville agrees to maintain and supervise a sufficient building inspection staff to timely and competently provide the services under this Agreement. The City of Jacksonville shall have three (3) business days from the date an inspection request is received by the City of Jacksonville to perform the inspection and provide all documentation to the Town of Swansboro. However, the City of Jacksonville shall have the right to suspend service to the Town of Swansboro should their own workload prohibit timely response.
9. All persons employed or acting on behalf of City of Jacksonville in providing services under this Agreement shall be treated as employees or agents of Town of Swansboro, and the City of Jacksonville shall not be responsible or liable for any claims against said persons or the City of Jacksonville arising from such services. To the extent allowed by applicable law, the Town of Swansboro specifically covenants and agrees to assume all liability for any act or omission by any person employed or acting on behalf of City of Jacksonville in providing services pursuant to this Agreement, and hold harmless and indemnify the City of Jacksonville for all damages, awards, penalties, or other expenses, including legal fees, resulting from claims or actions against individuals or the City of Jacksonville in the performance of services under this Agreement.

10. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to Town of Swansboro or the City of Jacksonville, their governing boards, officers, employees, agents or anyone else having immunity due to their relationship with the Town of Swansboro or the City of Jacksonville.

11. The terms of this Agreement may only be modified by a written mutual agreement signed by the parties and attached hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Interlocal Agreement for Inspection Services as of the date signed below:

TOWN OF SWANSBORO

Jonathan Barlow, Town Manager

Date

Attest: _____ (seal)
Alissa Fender, Town Clerk

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

Swansboro Finance Director, _____

Date

CITY OF JACKSONVILLE

Joshua W. Ray, City Manager

Date

Attest: _____ (seal)
Rose R. Marshburn, City Clerk

CERTIFICATE OF CITY'S ATTORNEY

I, the undersigned, Lorna I. Welch, the duly authorized and acting legal representative of THE CITY OF JACKSONVILLE, NORTH CAROLINA, do hereby certify as follows:

I have examined the attached Interlocal Agreement for Building Inspection Services between the City of Jacksonville and the Town of Swansboro and the manner of execution thereof, and I am of the opinion that each of the aforesaid agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said agreements on behalf of the respective parties named thereon; and that the foregoing agreements constitute valid and legal binding obligations upon the parties executing the same in accordance with terms, conditions, and provisions thereof.

Lorna I. Welch, City Attorney

Date

APPROVAL BY CITY FINANCE OFFICER

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

Sabrina Adams, Finance Director

Date

Account number for Revenue: _____
Amount: \$ TBD



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Professional Services Agreement with WithersRavenel for LWCF and PARTF Grant Applications**

Board Meeting Date: **August 25, 2026**

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

Overview: Consider approval of the Professional Services Agreement with WithersRavenel in the amount of \$35,200 to prepare and submit grant applications for the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) programs for improvements at Swansboro Municipal Park.

Background/Fiscal Impact/Recommendation

The Town is pursuing LWCF and PARTF grant funding opportunities to support improvements at Swansboro Municipal Park. WithersRavenel has submitted a proposal to provide professional services associated with the preparation and submission of both grant applications, including environmental review, design-related items, required maps, project budgets, application preparation, and development of a site-specific master plan report. The consultant would also assist the Town in assembling the required documentation and supporting materials for both grant submissions, with the LWCF application due November 2, 2026, and the PARTF application due May 1, 2027. The total proposed cost for these services is \$35,200.

When the project was initially discussed with the Board of Commissioners, Parks and Recreation Director Anna Stanley provided a preliminary estimate of \$20,000 to \$30,000 for grant application assistance. Following further review of grant requirements, it was determined that both the LWCF and PARTF programs require a site-specific master plan for Municipal Park. Because the Town does not currently have a site-specific master plan for the park, the scope of work expanded to include preparation of the master plan report, along with associated mapping and environmental review requirements, resulting in the proposed cost exceeding the original estimate.

Staff recommends approval of the Professional Services Agreement with WithersRavenel in the amount of \$35,200 to support the Town's efforts to secure grant funding for Municipal Park improvements.

Background Attachment(s): WithersRavenel Agreement for Professional Services

Recommended Action: Motion to approve the Professional Services Agreement with WithersRavenel for professional services related to the preparation of the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant applications for Swansboro Municipal Park in the amount of \$35,200 and authorize the Town Manager to execute the agreement.

Action: _____

August 8, 2026

Anna Stanley, Parks and Recreation Director
Town of Swansboro
601 W Corbett Ave
Swansboro, NC 28584

**RE: Agreement for Professional Services
Swansboro Municipal Park LWCF & PARTF Applications
Swansboro, North Carolina
WR Project No. 26-0638**

Dear Ms. Stanley,

WithersRavenel is pleased to provide this Agreement for Professional Services. We look forward to working with you on this project. If you have any questions or concerns about this proposal, please do not hesitate to call me at the number listed below.

Sincerely,
WithersRavenel



Alice Briggs
Senior Technical Consultant, Funding Services
Funding and Asset Management

abriggs@withersravenel.com
Ph. 828.232.6153 | Mobile. 828.713.7143

Attachment:
Agreement for Professional Services

Town of Swansboro Swansboro, North Carolina Agreement for Professional Services

A. Project Description

This fee proposal is intended to provide the scope of services and associated fees to provide consulting services per request of Town of Swansboro and formalize an agreement for the implementation and logistics for these services.

This proposal is based on the project located in Swansboro, North Carolina.

Listed below is a summary of several key aspects of the project based on discussions and preliminary research. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

For the purposes of this proposal and any subsequent agreements the following references shall apply:

1. Town of Swansboro shall be known as the "Client" or "Town."
2. WithersRavenel shall be known as the "Consultant."
3. The property and overall project shall be known as the "Project."
4. North Carolina Parks and Recreation Trust Fund shall be known as "PARTF."
5. Land and Water Conservation Fund shall be known as "LWCF."
6. The executed proposal shall be known as the "Agreement."

Consultant will aid the Client with preparation of funding grant applications for the Parks and Recreation Trust Fund (PARTF) and Land and Water Conservation Fund (LWCF) Grant Program for the renovation of Swansboro Municipal Park.

B. Timeline for Services

Consultant will begin work upon receipt of executed Agreement and written notice to proceed from the Client. Work will be completed by the grant application due date of November 2, 2026, for the LWCF application, and May 1, 2027 for the PARTF grant application. If there are LWCF application revisions requested by the National Park Service and NC Department of Parks and Recreation following the submittal of the application, Consultant agrees to provide revisions on an hourly basis at the current staff rate.

C. Scope of Services

Consultant shall provide the services identified under each task below as its "Basic Services" under the Agreement.

Task 1 - Environmental Review

- A. Consultant will complete the Environmental Review (PARTF) and Environmental Resources Survey (LWCF) which requires a site visit to perform the wetland delineation and to take photos of the existing conditions/buildings for historical resources.
- B. Consultant will coordinate review with the following agencies, as required:
 1. Wetlands: The Regulatory Division of the U.S. Army Corps of Engineers that can assist in identifying wetlands;

2. Floodplains: flood.nc.gov which has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable stormwater requirements for the project;
3. Cultural Resources: North Carolina's State Historic Preservation Office which can assist in identifying historical and archaeological resources.

Task 2 - Design Items

- A. Consultant will prepare the following application components, following LWCF guidelines:
 1. Assist with developing scope of work for application, and phasing if applicable. Must be same scopes of work for both applications;
 2. LWCF Boundary Map;
 3. Location Map;
 4. Project Budget - assist Client in finalizing project cost estimates that have been drafted and put into format stipulated by LWCF;
 5. Site Specific Master Plan Report;
 6. Assist the Client in developing a project timeline.
- B. Consultant will prepare the following application components, following PARTF guidelines:
 1. Assist with developing scope of work for application, and phasing if applicable. Must be same scopes of work for both applications;
 2. Site Plan;
 3. Project Budget – assist Client in finalizing project cost estimates that have been drafted and put into format stipulated by PARTF;
 4. Site Vicinity Map.

Task 3 - Complete Application Preparation

- A. The Consultant will coordinate with all Project team members to ensure that the scope and schedule are clear prior to Project start. This will continue throughout the Project process to maintain clear communication between all team members and the Client, and ensure the budget and schedule are maintained. Consultant will participate in general conference calls, coordination meetings, and review meetings with the Client during the project.
- B. The PARTF and LWCF application processes have numerous components, all of which are critical to preparing competitive applications and obtaining funding. The Consultant proposes providing the following services with the Client's assistance (see material and data to be provided as detailed in Section E2):
 1. Assemble all materials necessary for the application as outlined in the agency's LWCF 2026 and the 2027 Parks and Recreation Trust Fund (PARTF) grant program guidance documents, except as explicitly listed in Section E2.
 2. PARTF: Complete narratives, project justification, required forms, and documentation organization, and scoresheet for review.
 3. LWCF: Complete Application & Revision (10-904), Project Abstract Summary, Project Narrative, Budget Narrative and SF-424C Form, Proof of Ownership forms.
 4. Circulate information to the Client for review and approval.
 5. Provide Client with documents that will need Council action and approval.
 6. Participate in any teleconferences needed with Agency and Client.

7. Provide status reports and frequent communication relating to progress and outstanding items.
8. Submit the applications by the deadline of November 2, 2026 (LWCF) and May 1, 2027 (PARTF) and, using the prescribed methods in the guidance documents.

D. Exclusions/Additional Services

Services that are not included in the Scope of Services or are specifically excluded from this Agreement (see below) shall be considered Additional Services if those services can be performed by Consultant and its agents if requested in writing by the Client and accepted by Consultant. Additional services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit II. The exclusions are described below but are not limited to the following:

General

- All plan submittal, review, or permitting fees;
- Any new community outreach meetings or surveys (the previous Comprehensive Parks and Recreation Master Plan provided adequate valid surveys, outreach and needs assessment and will be referenced in the Site Specific Master Plan Report);
- Any work previously provided in other agreements;
- Any other services not specifically listed within the Scope of Services.

The above list is not all inclusive, and the Scope of Services defines the services to be provided by Consultant for this project.

E. Client Responsibilities

The following are responsibilities of the Client and Consultant will rely upon the accuracy and completeness of this information:

- a. Provide representative for communications and decisions;
- b. Coordination and designation of a primary contact for architect, contractor, and other consultants engaged by the Client;
- c. Preferred media platforms for communications with the Client;
- d. Provide in writing, any information as to Client's requirements for design;
- e. Provide any information needed to complete the Project not specifically addressed in the Scope of Services;
- f. Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project;
- g. Examine all proposals, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant;
- h. Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant;
- i. Attend Town meetings as required/needed;
- j. Provide access to property for Consultant and subconsultants;
- k. Discussions/negotiations with adjacent landowners;
- l. Acquire all off-site utility and/or construction easements required for this Project;
- m. Manage and coordinate the work of any subconsultants/subcontractors that are not directly subcontracted through the Consultant;
- n. All submittal, review, or permitting fees associated with the Project;
- o. Any legal representation requiring an attorney at law.

2. Project Specific:

- a. Review draft project materials prepared by Consultant and provide timely feedback;
- b. Review and execute application materials that require a signature and return in a timely manner;
- c. Public Outreach will be the responsibility of the Client, however, the Consultant will provide planning assistance and guidance to ensure that the correct documentation is collected and submitted with the applications;
- d. Client will advertise and conduct the public meeting exclusively to discuss the Project required for the grant applications and will provide Consultant with materials and summary of results to be incorporated into the application, following grant guidance. Client to provide copies of advertisements/screen shots, meeting minutes, sign-in sheet, and any public comments;
- e. Consultant will utilize documentation and results from the existing 2023 survey. Client to provide a blank copy of the survey to include with the application documentation.
- f. Client will organize and present Project to at least two (2) local groups and provide documentation, per guidance, to be used in the application. Client will provide agendas, presentations, and documentation of support for the Project;
- g. Client will present the Project to the Parks and Recreation Advisory Board and provide documentation of a motion of support for the Project (ex: meeting minutes);
- h. Client will provide documents that Consultant will utilize to prepare the application such as the Comprehensive System Wide Plan for Parks and Recreation, Capital Improvement Plan for Parks and Recreation, and Documentation of Survey/Public Involvement supporting the Project.

F. Compensation for Services

Consultant proposes to provide the Basic Services outlined in the Scope of Services on a lump sum basis with budgets as shown below plus reimbursable expenses in accordance with Exhibit II. The amounts set forth below have been determined based on the nature, scope and complexity of the Project as represented in the information provided to Consultant by Client prior to submittal of this proposal; subsequent changes thereto may result in additional fees.

Task No.	Task Name	Fee
1	Environmental Review	\$6,000
2	Design Items	\$14,200
3	Complete Applications Preparation (PARTF and LWCF)	\$15,000
TOTAL		\$35,200

(Hourly) Denotes hourly tasks. The fee budgets represented with hourly tasks are good faith estimates of what can be reasonably expected during the performance of this contract.

1. Invoices will be issued monthly, based on the percentage of completion for each lump sum task and the hourly rate for Consultant personnel in accordance with Exhibit II for hourly tasks, as accomplished during the billing period. Payment is due upon receipt of invoice.
2. The above fees are based on the estimated timelines noted in the Timeline for Services. Any adjustments to those timelines may result in additional fees.
3. Consultant may alter the distribution of compensation between individual Tasks noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the Client.
4. The attached Exhibit II, Fee & Expense Schedule, is based on Consultant's rates as of the date of this proposal and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.

Payment

The Client will pay Consultant for services and expenses in accordance with periodic invoices to Client and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to Client. Invoices are past due after 30 days.

G. Acceptance

This proposal is valid 15 days from the date it is transmitted to Client. Receipt of an executed copy of this proposal will serve as the written Agreement between WithersRavenel and Town of Swansboro. All Exhibits identified after the signature blocks below, including the Standard Terms and Conditions (Exhibit I) and the Fee & Expense Schedule (Exhibit II), are incorporated herein and are integral parts of the Agreement.

OFFERED BY:

WITHERSRAVENEL

 Digitally signed by Alice Briggs
Date: 2026.08.08 16:07:27 -04'00'

Signature Date

Alice Briggs

Name

Senior Technical Consultant, Funding Services
Funding and Asset Management Director,

Title

 Digitally signed by Amanda Whitaker
Date: 2026.08.08 16:06:04 -04'00'

Signature Date

Amanda Whitaker

Name

Funding Services
Funding and Asset Management

Title

ACCEPTED BY:

TOWN OF SWANSBORO

Signature Date

Name

Title

PREAUDIT STATEMENT: *This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).*

Signature of Finance Officer: _____

Printed Name: _____

Date: _____

Attachments:

Exhibit I- Standard Terms and Conditions

Exhibit II- Fee & Expense Schedule

EXHIBIT I

Standard Terms and Conditions

WithersRavenel, Inc.

The proposal submitted by WithersRavenel, INC. ("CONSULTANT") is subject to the following terms and conditions, which form an integral part of the Agreement. By accepting the proposal, the services, or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. Payment:

- a) The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.
- b) If the CLIENT fails to make payment to the CONSULTANT within 45 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 90 days from invoice date, the CONSULTANT may terminate the Agreement. If Consultant initiates legal proceedings to collect the fees owed, Consultant shall also be entitled to recover the reasonable expenses of collection including attorney's fees.

2. Notification of Breach or Default: The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission, or inconsistency arising out of CONSULTANT's services or any other alleged breach of contract or negligence by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of the fault, defect, error, omission, inconsistency or breach, shall constitute a waiver by CLIENT of any and all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency or breach. Emails shall be considered adequate written notice for purposes of this Agreement.

3. Standard of Care: CONSULTANT shall perform its services in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the Project. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE THAT WILL OR CAN ARISE OUT OF THE SERVICES PROVIDED BY CONSULTANT OR THIS AGREEMENT.

4. Waiver of Consequential Damages/Limitation of Liability: CLIENT agrees that CONSULTANT's aggregate liability for any and all claims that may be asserted by CLIENT is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

5. Representations of CLIENT: CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

6. Ownership of Instruments of Service: All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT,

CONSULTANT shall make available to CLIENT copies of all plans and specifications.

7. Change Orders: CONSULTANT will treat as a proposed change order any written or oral order (including directions, instructions, interpretations, or determinations) from CLIENT which requests changes in the Agreement or CONSULTANT's Scope of Services. If CONSULTANT accepts the proposed change order, CONSULTANT will give CLIENT written notice within ten (10) days of acceptance of any resulting increase in CONSULTANT's fees.

8. Opinion of Cost/Cost Estimates: Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of CONSULTANT'S experience and qualifications and represent its reasonable judgment as an experienced and qualified professional familiar with the construction industry; but the CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable costs prepared by it. If at any time the CLIENT wishes assurances as to the amount of any costs, CLIENT shall employ an independent cost estimator to make such determination.

9. Assignment and Third Parties: Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other, which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

10. Project Site: Should CLIENT not be owner of the Project site, then CLIENT agrees to notify the site owner of the possibility of unavoidable alteration and damage to the site. CLIENT further agrees to indemnify, defend, and hold harmless CONSULTANT against any claims by the CLIENT, the owner of the site, or persons having possession of the site which are related to such alteration or damage.

11. Access to Site: CLIENT is responsible for providing legal and unencumbered access to site, including securing all necessary site access agreements or easements, to the extent necessary for the CONSULTANT to carry out its services.

12. Survival: All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations of liability, and CONSULTANT's rights and remedies with respect thereto, shall survive completion, expiration or termination of this Agreement.

13. Termination: Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as demobilization costs.

14. Severability: If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

15. No Waiver: No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

16. Merger, Amendment: This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and all negotiations, written and oral understandings between the parties are integrated and merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

17. Unforeseen Occurrences: If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may: (a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

18. Force Majeure: Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, pandemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

19. Safety: CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT's own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents, or employees.

20. Dispute Resolution/Arbitration: Any claim or other dispute arising out of or related to this Agreement shall first be subject to non-binding mediation in accordance with the then-current Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"). If mediation is unsuccessful, such claim or other dispute shall be subject to arbitration in accordance with the AAA's then-current Construction Industry Arbitration Rules. Any demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. CLIENT agrees to the inclusion in such arbitration (whether by initial filing, by joinder or by consolidation) of any other parties and of any other claims arising out of or relating to the Project or to the transaction or occurrence giving rise to the claim or other dispute between CLIENT and CONSULTANT.

21. Independent Contractor: In carrying out its obligations, CONSULTANT shall always be acting as an independent contractor and not an employee, agent, partner or joint venturer of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and

CONSULTANT's presence shall in no way create any liability on behalf of CONSULTANT for failure of other contractors, their employees or agents to properly or correctly perform their work

22. Hazardous Substances: CLIENT agrees to advise CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into the Agreement or of providing services, CONSULTANT does not assume control of, or responsibility for, the Project site or the person in charge of the Project site or undertake responsibility for reporting to any federal, state or local public agencies, any conditions at the Project site that may present a potential danger to the public, health, safety or environment except where required of CONSULTANT by applicable law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site. Except to the extent that CONSULTANT has negligently caused such pollution or contamination, CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of services under the Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination if the fault (as defined in N.C.G.S. 22B-1(f)(7)) of CLIENT or its derivative parties (as defined in N.C.G.S. 22B-1(f)(3)) is a proximate cause of such claim or liability.

23. Choice of Law: The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.

24. Construction Services: If construction administration and review services are requested by the CLIENT, CLIENT agrees that such administration, review, or interpretation of construction work or documents by CONSULTANT shall not relieve any contractor from liability in regard to its duty to comply with the applicable plans, specifications, and standards for the Project, and shall not give rise to a claim against CONSULTANT for contractor's failure to perform in accordance with the applicable plans, specifications or standards.

25. Field Representative: If CONSULTANT provides field services or construction observation services, the presence of the CONSULTANT's field personnel will only be for the purpose of providing observation and field testing of specific aspects of the Project. Should a contractor be involved in the Project, the CONSULTANT's responsibility does not include the supervision or direction of the actual work of any contractor, its employees, or agents. All contractors should be so advised. Contractors should also be informed that neither the presence of the CONSULTANT's field representative nor the observation and testing by the CONSULTANT shall excuse contractor in any way for defects in contractor's work. It is agreed that the CONSULTANT will not be responsible for job or site safety on the Project and that the CONSULTANT does not have the right to stop the work of any contractor.

26. Submittals: CONSULTANT's review of shop drawings and other submittals is to determine conformity with the design concept only. Review of shop drawings and submittals does not include means, methods, techniques, or procedures of construction, including but not limited to, safety requirements.



EXHIBIT II

2026 Fee & Expense Schedule

Description	Rate
Engineering, Landscape Architecture & Planning	
CAD Technician I	\$ 115
CAD Technician II	\$ 130
Senior CAD Technician	\$ 155
Designer I	\$ 145
Designer II	\$ 165
Senior Designer	\$ 185
Landscape Architect I	\$ 165
Landscape Architect II	\$ 190
Landscape Architect III	\$ 215
Senior Landscape Architect	\$ 240
Landscape Designer I	\$ 145
Landscape Designer II	\$ 155
Landscape Designer III	\$ 160
Planning Professional I	\$ 130
Planning Professional II	\$ 140
Planning Professional III	\$ 160
Planning Assistant Project Manager	\$ 170
Planning Project Manager I	\$ 185
Planning Project Manager II	\$ 195
Senior Planning Project Manager	\$ 205
Planning Director	\$ 255
Project Engineer I	\$ 190
Project Engineer II	\$ 200
Project Engineer III	\$ 220
Senior Project Engineer	\$ 255
Assistant Project Manager	\$ 200
Project Manager I	\$ 220
Project Manager II	\$ 230
Project Manager III	\$ 235
Senior Project Manager	\$ 240
Associate Practice Professional	\$ 75
Practice Professional I	\$ 155
Practice Professional II	\$ 160
Practice Professional III	\$ 170
Practice Professional IV	\$ 180
Senior Practice Professional	\$ 190
Technical Consultant	\$ 240
Senior Technical Consultant	\$ 280
Director	\$ 275
Principal	\$ 290
Zoning Specialist	\$ 400
Construction Administration	
Resident Project Representative I	\$ 115
Resident Project Representative II	\$ 135
Resident Project Representative III	\$ 150
Senior Resident Project Representative	\$ 160
Construction Project Professional	\$ 165
Assistant Construction Project Manager	\$ 170
Construction Project Manager I	\$ 180
Construction Project Manager II	\$ 190
Construction Project Manager III	\$ 200
Senior Construction Project Manager	\$ 215
Other	
Implementation Consultant	\$ 165
Senior Implementation Consultant	\$ 175
Expert Witness	\$ 400

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	\$ 185
GIS Specialist	\$ 165
GIS Technician	\$ 110
GIS Analyst I	\$ 135
GIS Analyst II	\$ 150
GIS Project Manager	\$ 185
FAM Assistant Project Manager	\$ 180
FAM Project Consultant I	\$ 135
FAM Project Consultant II	\$ 145
FAM Project Consultant III	\$ 150
FAM Project Consultant IV	\$ 155
FAM Senior Project Consultant I	\$ 165
FAM Senior Project Consultant II	\$ 170
FAM Project Manager	\$ 185
FAM Director	\$ 260
FAM Principal	\$ 290
FAM Staff Professional I	\$ 80
FAM Staff Professional II	\$ 130
FAM Staff Professional III	\$ 170
FAM Staff Professional IV	\$ 215
FAM Senior Project Manager	\$ 240
FAM Senior Technical Consultant	\$ 275
Geomatics	
Geomatics CAD Technician I	\$ 115
Geomatics CAD Technician II	\$ 135
Geomatics CAD Technician III	\$ 150
GIS Survey Technician I	\$ 90
GIS Survey Technician II	\$ 115
GIS Survey Technician III	\$ 135
GIS Survey Lead	\$ 150
Geomatics Project Manager I	\$ 185
Geomatics Project Manager II	\$ 200
Geomatics Project Manager III	\$ 230
Geomatics Project Professional I	\$ 165
Geomatics Project Professional II	\$ 190
Geomatics Principal	\$ 270
Geomatics Remote Sensing Crew I	\$ 240
Geomatics Remote Sensing Crew II	\$ 340
Geomatics Survey Crew I	\$ 170
Geomatics Survey Crew II (2 Man)	\$ 195
Geomatics Survey Crew III (3 Man)	\$ 255
Geomatics Senior Manager	\$ 240
Geomatics Survey Tech I	\$ 70
Geomatics Survey Tech II	\$ 105
Geomatics Survey Tech III	\$ 135
Geomatics Survey Tech IV	\$ 145
Geomatics Sr. Technical Consultant	\$ 245
Geomatics SUE Crew 1	\$ 195
Geomatics SUE Crew 2	\$ 285
Project Coordinators	
Project Coordinator I	\$ 105
Project Coordinator II	\$ 125
Project Coordinator III	\$ 135
Senior Project Coordinator	\$ 145
Lead Project Coordinator	\$ 155

Description	Rate
Environmental	
Environmental Technician I	\$ 95
Environmental Technician II	\$ 110
Environmental Technician III	\$ 115
Environmental Senior Technician	\$ 130
Environmental Project Geologist I	\$ 165
Environmental Project Geologist II	\$ 180
Environmental Project Geologist III	\$ 210
Environmental Senior Project Geologist	\$ 230
Environmental Assistant Project Manager	\$ 180
Environmental Project Manager	\$ 210
Environmental Senior Project Manager	\$ 230
Environmental Director	\$ 260
Environmental Project Engineer I	\$ 165
Environmental Project Engineer II	\$ 180
Environmental Project Engineer III	\$ 210
Environmental Senior Project Engineer	\$ 230
Environmental Principal	\$ 285
Environmental Project Scientist I	\$ 165
Environmental Project Scientist II	\$ 180
Environmental Project Scientist III	\$ 210
Environmental Senior Project Scientist	\$ 230
Environmental Scientist I	\$ 120
Environmental Scientist II	\$ 145
Environmental Scientist III	\$ 155
Environmental Geologist I	\$ 120
Environmental Geologist II	\$ 145
Environmental Geologist III	\$ 155
Environmental Professional I	\$ 120
Environmental Professional II	\$ 145
Environmental Professional III	\$ 155
Environmental Senior Technical Consultant	\$ 255
Client Experience	
Client Experience Manager	\$ 250
Administrative	
Administrative Assistant	\$ 75
Administrative Assistant I	\$ 95
Administrative Assistant II	\$ 105
Administrative Assistant III	\$ 115
Marketing Administration I	\$ 105
Marketing Administration II	\$ 125
Marketing Administration III	\$ 135
Marketing Administration IV	\$ 145
Marketing Administration V	\$ 155
Director of Marketing	\$ 165
Office Administration	\$ 80
Office Administrator I	\$ 135
Office Administrator II	\$ 140
Office Administrator III	\$ 145
Expenses	
Bond Prints (Per Sheet)	\$ 1.75
Mylar Prints (Per Sheet)	\$ 11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

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

REVENUES

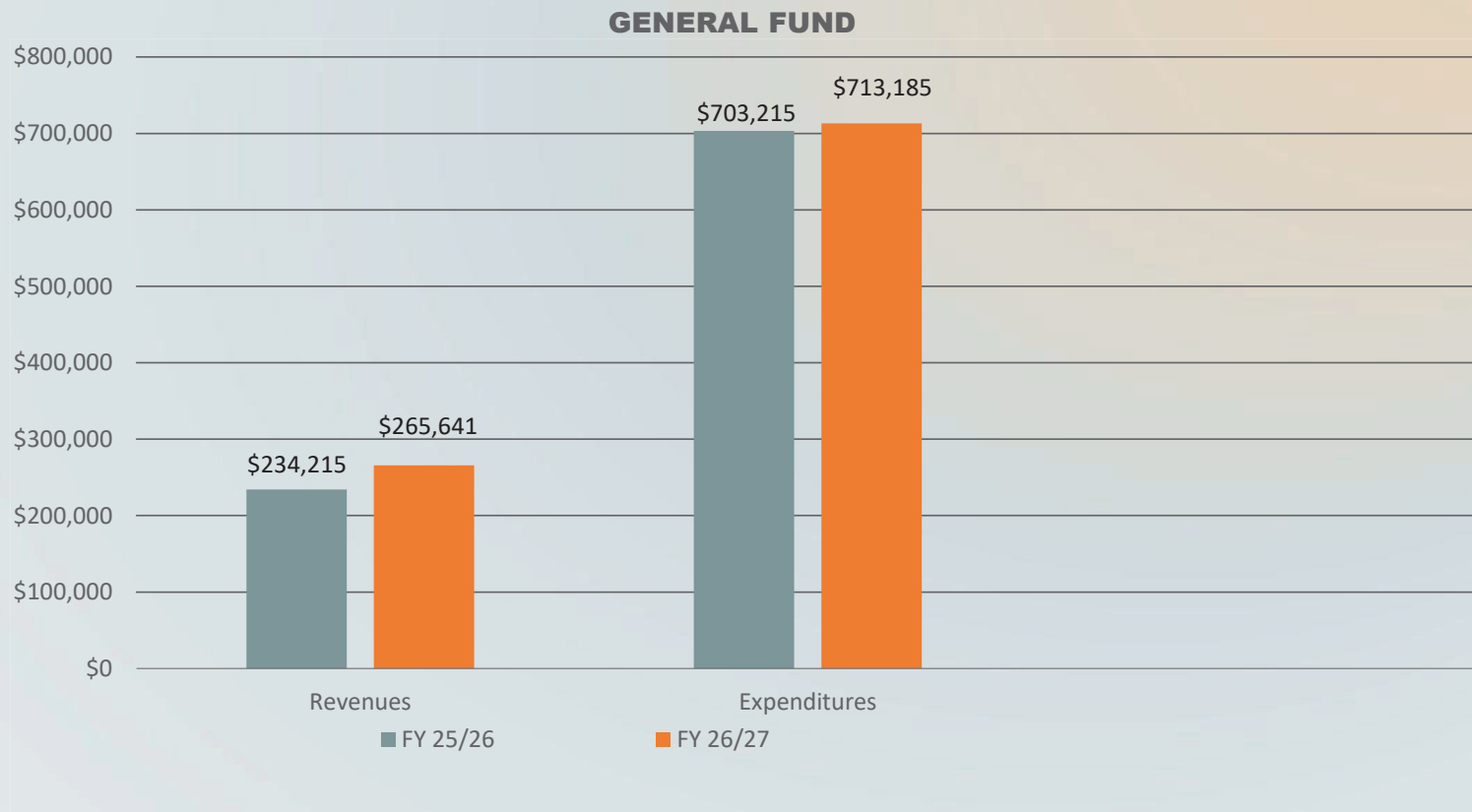
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

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

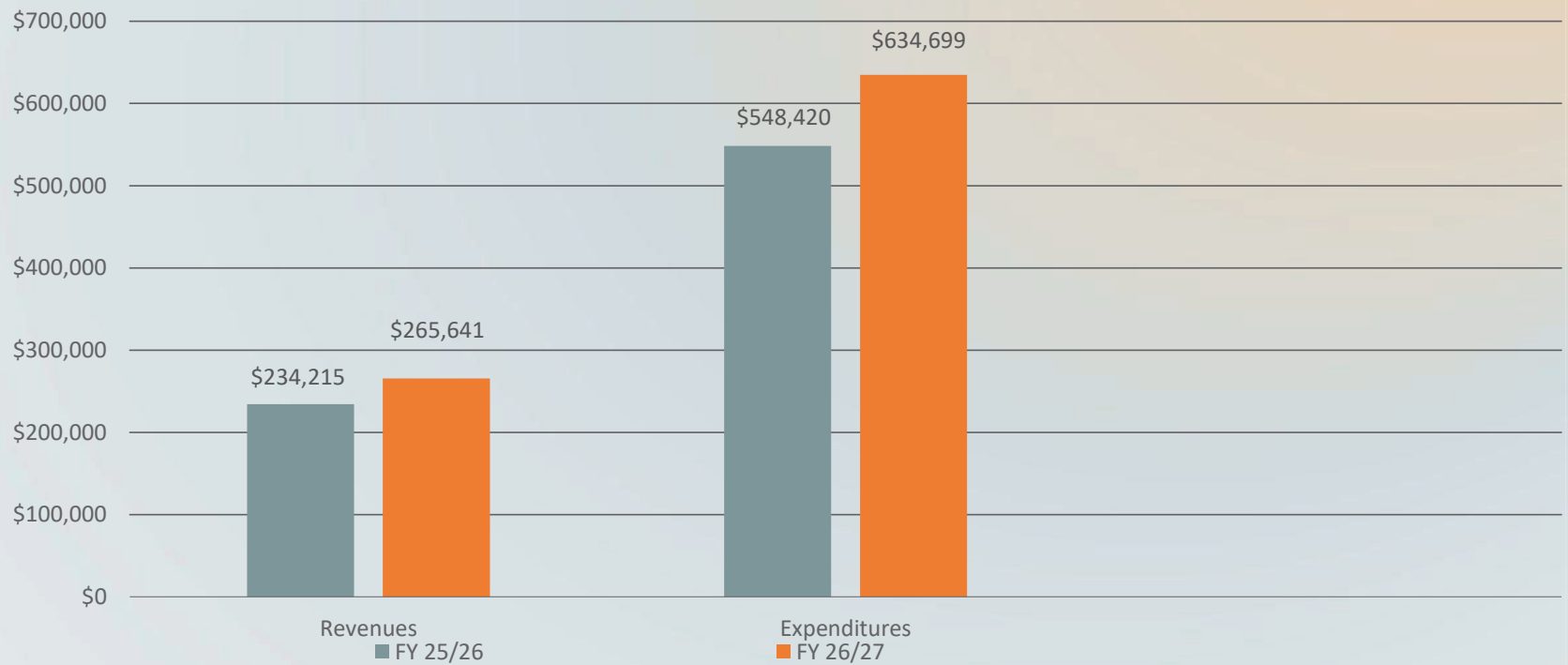


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-(\$447,544)

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

(ACTUAL)

GENERAL FUND

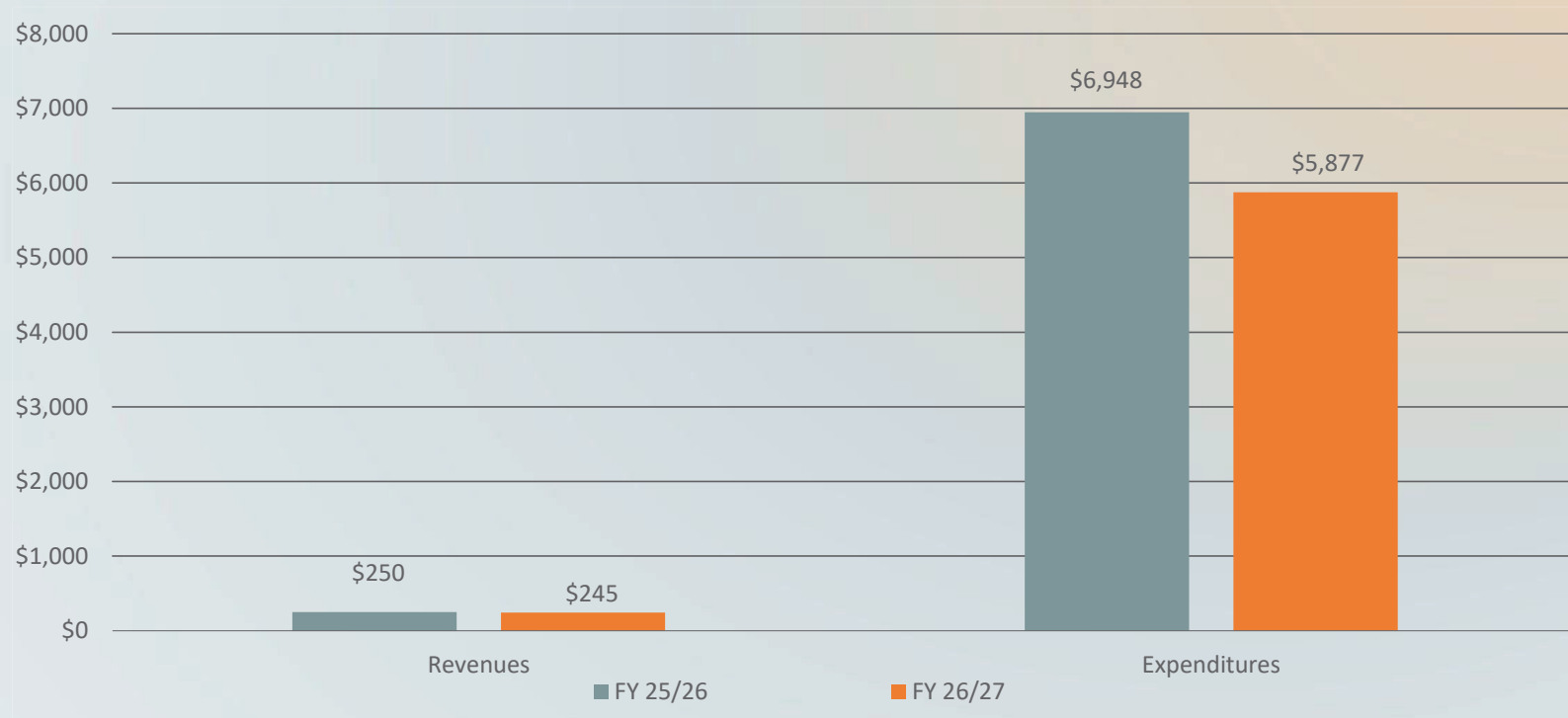


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures- (\$369,058)

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % July 31, 2026
NON DEPARTMENTAL	552,466	194,418	-	35.2%
GOVERNING BODY	26,379	7,367	-	27.9%
ADMIN SERVICES	484,385	41,473	2,180	9.0%
FINANCE	362,823	32,288	-	8.9%
LEGAL	59,300	-	-	0.0%
PUBLIC BUILDINGS	314,927	10,381	4,000	4.6%
FIRE	1,672,403	158,461	18,982	10.6%
PERMITTING	295,112	15,582	1,175	5.7%
PLANNING	98,531	7,149	-	7.3%
POLICE	1,518,630	80,038	21,394	6.7%
PUBLIC WORKS-STREETS	413,389	12,813	3,500	3.9%
POWELL BILL-STREETS	126,626	463	2,000	1.9%
PARKS & RECREATION	448,711	35,419	21,790	12.7%
DOWNTOWN FACILITIES	117,166	7,813	-	6.7%
FESTIVALS & EVENTS	167,826	25,190	950	15.6%
EMERGENCY MANAGEMENT	20,500	5,843	2,516	40.8%
TOTAL	6,679,173	634,699	78,486	10.68%

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

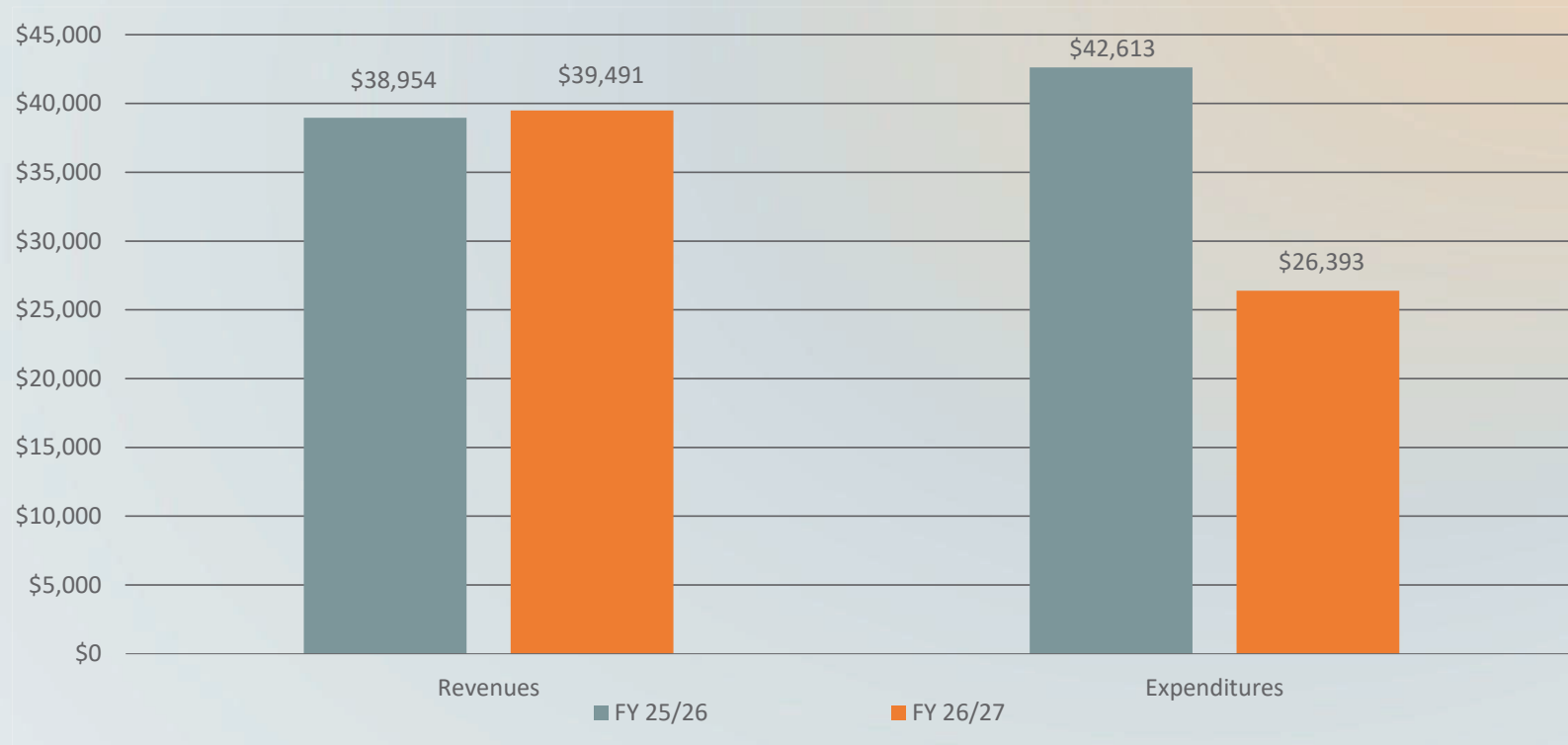
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures-(\$5,632)

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures- \$13,098

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

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$162,847	2.69	03/21/2028	\$84,724
Fire Truck	\$46,544	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$25,000	2.43	12/14/2026	\$26,823
Vehicles(Police & Fire Department) & Software	\$22,955	1.84	7/15/2026	\$23,377 (Final Payment)
Cab Tractor/Dump Truck	\$159,767	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$474,425	4.40	12/1/2029	\$131,934
2 Police Vehicles	\$104,000	4.27	4/24/2031	\$23,539
Total Debt	\$995,538			\$396,400

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$278,016	0.05%
NC CMT-General	\$6,350,559	3.56%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$8,744,949	3.40%

GRANT UPDATE

<u>6</u>	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,102,599	\$0.00	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0.00	\$2,336
Emergency Operation Center	\$9,904,947	\$1,377,704	\$1,200,873	\$7,326,370
Emmertton School Repairs	\$499,000	\$458,441	\$0.00	\$40,559
Stormwater Master Plan	\$400,000	\$400,000	\$0.00	\$0.00
Main Street Dock Replacement	\$170,164	\$14,290	\$0.00	\$155,874
Total Outstanding Grants	\$12,463,360	\$3,737,348	\$1,200,873	\$7,525,139



Pending Grant Applications



Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
Department of the Interior, Office of Wildland Fire - Slip-On Tanker Unit (Fire Dept)	Pending Agency Review	Brush Truck - Slip On Unit	\$18,875	3/23/2026	5/15/2026 - 9/15/2026	0%
Defense Critical Infrastructure Program (Fire Dept)	Pending Agency Review	Public Safety Complex	\$7,700,000	6/25/2026	8/11/2026	0%
Fire Prevention & Safety Grant (Fire Dept)	Pending Agency Review	Equipment - Fire Prevention Trailer	\$289,024	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Equipment - Underwater ROV	\$139,192	6/22/2026	9/30/2026	5%
AFG Grant (Fire Dept)	Pending Agency Review	Apparatus - Brush Truck	\$281,058	6/22/2026	9/30/2026	5%

Grant Name	Application Status	Grant Purpose	Amount Requested	Application Deadline	Anticipated Award Notification	Cost Share Match
NCRPA Initiative Grant (Parks & Recreation)	Pending Agency Review	Safety Town Equipment	\$1,300	6/14/2026	8/28/2026	0%
JAG (Police Dept)	Pending Agency Review	Gear and Equipment	\$25,0000		N/A	0%

TO BE SUBMITTED

Grant Name	Application Status	Grant Purpose	Grant Amount requested	Grant Application Deadline	Anticipated Award Notification	Cost Share Match
Parks and Recreation Trust Fund	Drafting Application	Municipal Park Enhancement	Up To \$500,000	5/1/2027	11/30/2027	50% Leverage-LWCF
Land and Water Conservation	Drafting Application	Municipal Park Enhancement	Up To \$750,000	11/2/2026	5/30/2027	50% Leverage-PARTF
COPS- Technology and Equipment Program	Drafting Application	Tasers /Drone/Vehicle Equipment	\$100,000		Quarter 4	0%

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board of Commissioners Policy No. 12 – Samuel Bland Community Service Award**

Board Meeting Date: **August 25, 2026**

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

Overview: The Board requested to review the Samuel Swann Bland Outstanding Community Service Award, and the associated nomination process.

Background

The Swansboro Board of Commissioners established the Samuel Swann Bland Outstanding Community Service Award in February 2009 to honor the diligence, hard work, leadership, and dedication demonstrated by Samuel Swann Bland, former Superintendent of Hammocks Beach State Park, whose contributions had a lasting impact on both the public and the Swansboro community. The award is intended to recognize a civic leader or community volunteer who exemplifies those same qualities through outstanding dedication to the improvement of community services.

The policy provides that recipients should demonstrate:

- Impact through consistent and diligent service that visibly improves the community;
- Effort that significantly exceeds normal expectations of time and commitment;
- Stewardship through effective use of human, physical, and financial resources for the benefit of the community; and
- Initiative by employing innovative or improved methods to successfully accomplish projects that benefit Swansboro.

In August 2022, the Board amended the policy and nomination process to further enhance community awareness and recipient recognition. Those revisions included:

- Removing public employees from eligibility consideration;
- Establishing a permanent plaque in the Town Hall lobby recognizing all recipients;
- Expanding outreach efforts by announcing the acceptance of nominations throughout the year through community organizations, schools, churches, libraries, media outlets, and other communication channels; and
- Establishing an annual banquet/reception honoring recipients and their families.

Costs associated with award recognition, public outreach, commemorative plaques, and the annual reception will continue to be considered through the Town's annual budget process.

Background Attachment(s): Board of Commissioners Policy 12 & Application

Recommended Action: Review and provide directions to staff for any amendments

Action: _____

Board of Commissioners Policy No.12-a

Samuel Swann Bland Outstanding Community Service Award

A. Background

The Swansboro Board of Commissioners created, in February 2009, The Samuel Swann Bland Community Service Award to honor diligence, hard work, leadership, and dedication that characterized the outstanding contributions of Sam Bland, the former superintendent of Hammocks Beach State Park, to the public and to the Swansboro Community.

This award is to be annually awarded to a civic leader or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

B. Nominations

The Town shall annually, in July or August of each year, advise the public (via the news media) and local community organizations that it is accepting nominations for the Samuel Swann Bland Community Service Award. Nominations shall be submitted in a form specified by the Town Manager. Nominations shall be submitted by October 31 of each year.

C. Selection

Unless otherwise specified by the Board of Commissioners, the nominations shall be reviewed by the Mayor and the Board of Commissioners. The principal criteria for selection of an award recipient shall be as follows:

1. Impact. Consistent and diligent pursuit of public, civic, or volunteer responsibilities in a manner which clearly and visibly contributes to the improvement of the community;
2. Effort. Dedicated and conscientious pursuit of public, civic, or volunteer responsibilities in a manner that significantly exceeds the normal requirements of time and attention to duty;
3. Stewardship. Demonstrated ability to marshal, acquire, and/or cost-effectively use necessary and available human, physical, and financial resources to accomplish projects or programs for the benefit of the Swansboro community;
4. Initiative. Demonstrated willingness and ability to use new or improved methods that accomplish, in a unique and/or expeditious manner, important tasks or projects that benefit the Swansboro community.

The selection process shall be completed during the month of November each year.

D. Award

The award recipient shall be announced in December of each year at a regular or special meeting of the Board of Commissioners. The recipient of the award shall be recognized through the award of a plaque, or other such commemorative as may be preferred by the Board of Commissioners and may also receive such other prizes that the Board may, in its discretion, elect to include as part of the award or which may be contributed by the community.

In addition, award recipient shall be added to the plaque displayed in the lobby of Town Hall and a banquet/reception will be held in honor of the recipients to include their family and friends and past recipients in January at the Recreation Center.

Approved 7/21/09

Amended 8/22/2022

NOMINATION SAMUEL SWANN BLAND OUTSTANDING COMMUNITY SERVICE AWARD

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro community. The award is made annually to a civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

A. Person Nominated _____

B. Address _____ Phone Number _____

C. Check Eligibility Category: ☐ Civic Leader ☐ Community Volunteer

D. Role(s) in which person is nominated: _____

E. Nomination Criteria. There are five principal criteria that will be considered in the evaluation of nominations for the award. *On a separate sheet or sheets*, please explain the extent to which the nominee has demonstrated the following qualities:

1. *Impact.* Describe the extent to which the nominee has consistently and diligently pursued his or her public, civic, or volunteer responsibilities in a manner which clearly and visibly contributes to the improvement of the community.
2. *Effort.* How has the nominee exhibited dedicated and conscientious pursuit of public, civic, or volunteer responsibilities in a manner that significantly exceeds the normal requirements of time and attention to duty?
3. *Stewardship.* How has the nominee demonstrated the ability to marshal, acquire, and/or cost-effectively use necessary and available human, physical, and/or financial resources to accomplish projects or programs for the benefit of the Swansboro community?
4. *Initiative.* How has the nominee demonstrated willingness and ability to exercise personal vision and initiative to address community needs, accomplish community improvements, and/or improve the quality of life for Swansboro residents?
5. *Innovation.* How has the nominee demonstrated willingness and ability to use new or improved methods that accomplish, in a unique and/or expeditious manner, important tasks or projects that benefit the Swansboro community?

F. Nominator: _____ Date _____

Name Printed

_____ Address _____

Signature

G. Deadline: **Nominations must be submitted to the Town Clerk of the Town of Swansboro by October 31 of the current year.**



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **August 25, 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.

September 8th or 22nd

- * Fire Dept 2026-2031 Strategic Plan Presentation
- * Monthly Finance Report

September Meeting Dates

8th & 22nd

Future Agenda Items

- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building
- * Senate Bill 382 Down Zoning review
- * Historic Preservation enforcement
- * Skatepark Update
- * Lease agreements for 502 W. Church Street (Emmerton School/Old Town Hall)
- * Town Manager replacement discussion
- * Sidewalk Priorities Progress
- * Boat Lift for Fire Department considerations
- * OUTS Presentation
- * JOED Presentation
- * UDO Text Amendments related to Fire

PROJECTS REPORT

Town Projects/Initiatives Update

August 2026

Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

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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 was also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee on 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 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

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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.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was \$1.3 million.
- On the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.
- On the January 27, 2026, BOC regular meeting, the Town Manager requested and received BOC authorization to enter into contract negotiation with Bobbitt for the Design-Build of the EOC/PSB.
- The Town Manager advised the BOC of the grant agreement (#1347) in the amount of \$3 million to be used towards this project is set to expire on June 30, 2026, without any grant extension.
- Construction Project Advisor RPQ's were received April 15, 2026. Upon review of the 4 submittals, 2 firms were chosen to conduct in-person interviews. Both Cumming Group and MBP are based in Raleigh and have vast local government project advisory experience in eastern NC. A recommendation to the BOC should be ready on May 12, 2026.
- 5/26/2026 the BOC awarded a contract to Bobbitt Construction Inc for the design phase of the Emergency Operations Center/ Public Safety Center in the amount of \$652,741. Also, the BOC awarded a project management services contract for the EOC/PSB to MBP in the amount of \$254,345.

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

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7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

We were notified on January 14, 2021, that our application for Emmerton School was awarded 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 \$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 are 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 completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

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

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

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

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

Remaining Funds for Site Drainage Improvements (Option 2)

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

Staff, Stature 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 were 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.

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

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

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

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

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

October 11, 2024, both preconstruction meetings fell through.

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

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

- 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

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- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

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

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

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

March 6, 2025, staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and designs 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. The required Quarterly Report for the grant was submitted on April 14, 2025.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SHPO, Staff and Triple H Carpentry met on-site on May 28, 2026, for a pre-construction meeting. A contract was executed with Triple H Carpentry to paint the metal ceiling panels throughout the entire building.

June 8, 2026, SHPO staff and Triple H Carpentry participated in a Teams meeting to discuss appropriate preparation methods and the painting of the metal ceiling panels. SHPO approved Triple H Carpentry's proposed approach and authorized the project to proceed.

June 9, 2026, Triple H Carpentry began work on painting the metal ceiling panels.

June 16, 2026, SHPO, Staff and Triple H Carpentry met on-site to conduct a inspection on the progress of the metal ceiling panels paint project.

July 13, 2026, Contact Modification was signed to provide and apply 23 gallons of oil-based primer (kem Kromik Universal Primer by Sherwin Williams) to the metal ceiling panels due to areas of rust bleeding through the first coat of paint.

July 16, 2026, Town Staff and Triple H Carpentry met for a final walk through to review the metal ceiling panels painting project.

July 17, 2026, Triple H Completed the metal ceiling panels painting project.

July 20, 2026, Staff, SHPO, and Triple H Carpentry met via Teams to review door shop drawings and discuss the door mock-up for the upcoming site visit as preparations continue for grant closeout, currently projected for August 18, 2026.

July 21, 2026, A contract was executed with Triple H Carpentry for Door and Trim Restoration.

August 6, 2026: Triple H Carpentry has begun restoration of the doors using white oak, consistent with the approved restoration plan. Work is currently underway.

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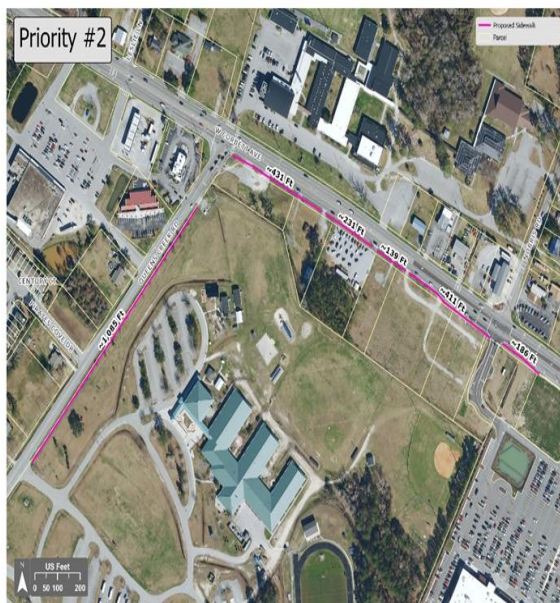
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Sidewalk Projects

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
- Design or survey work Complete
- Estimated Sidewalk Length: 2,008 FT



- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 2,483 FT

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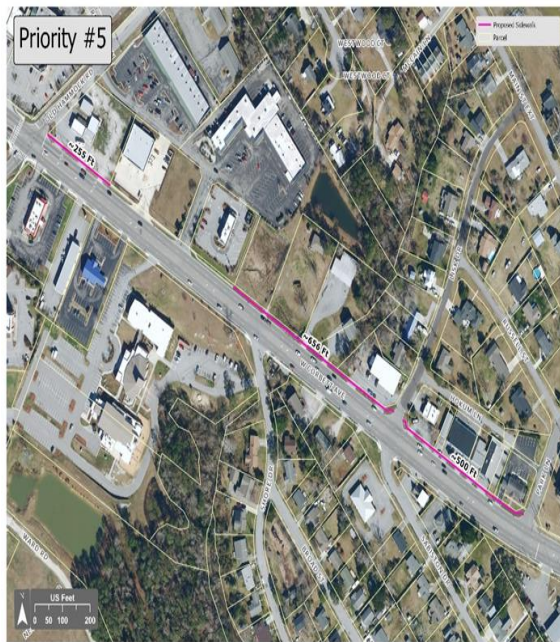
- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- Design or survey work Complete
- Estimated Sidewalk Length: 976 FT



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Design or survey work Complete
- Estimated Sidewalk Length: 153 FT

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- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- Design or survey work Complete
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

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

On March 11, 2025, the Board of Commissioners agreed to enter into contract negotiations with Arendell Engineers, Morehead City NC to provide services for the design, surveying and construction administration of the above-described project areas. Arendell was the only firm to submit an RFQ to the Town to provide project engineering services. On July 22, 2025, the Town entered into a services contract with Arendell Engineers for the Surveying, design, bidding and construction administration of 5 project areas.

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

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

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North Carolina Division of Coastal Management Main Street Dock Replacement Project

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

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

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

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

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

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

Completed Projects/Planning Items

Sidewalk Project

The Town of Swansboro partnered with NCDOT beginning on December 5, 2019, to construct priority sidewalk improvements totaling \$483,302. The project was divided into three phases due to funding limitations and faced challenges including easement acquisition, drainage issues, and utility conflicts.

Priorities 1, 2, 4, and 5 have been successfully completed, with Priority 2 supported by an additional \$100,000 state grant. Priority 6 is underway but pending utility conflict/pipe extension, while Priority 3 was deferred due to easement delays and funding constraints and will require Town-funded engineering if pursued. Additional future priorities (7–9) remain unfunded.

As of 2024, the Town is working with NCDOT and JUMPO to restart remaining projects using potential federal funding (80/20 split), with design and permitting planned for 2024–2025 and construction anticipated in 2026.

Completed: Priorities 1, 2, 4, 5

Priority 3 (easement delays; require new funding & Town-led design)

2020 NC Public Beach Coastal Waterfront Access Grant Project

The Town of Swansboro was awarded a \$142,350 grant on November 3, 2020, to construct a boardwalk extension and public day dock at Bicentennial Park, with a total project cost of approximately \$158,350. \$7,000 of the required \$16,000 town match was non-cash/in-kind. The project included a wooden boardwalk, floating dock, gangway, and boat slips to enhance public waterfront access.

Implementation was delayed and costs increased due to design revisions, regulatory permitting (CAMA, NCDOT), required dredging, and significant deterioration of the existing bulkhead, which necessitated a \$101,450 replacement. Construction bids exceeded available funding, requiring value engineering and additional financial support, including contributions from the Swansboro Tourism Development Authority.

Following redesign and funding adjustments, the project was awarded to Carteret Marine for approximately \$211,200. Construction began in October 2024, and the project was completed and issued a certificate of Compliance on April 23, 2025.

The finished project successfully provides enhanced public access to the waterfront, supporting recreation, boating, and tourism, while overcoming substantial engineering, environmental, and financial challenges.

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Flybridge Project (1481 W Corbett Avenue)

The Flybridge development proposed a mixed-use project at 1481 W. Corbett Avenue, consisting of 324 multi-family units and six commercial outparcels on approximately 39 acres within the Town of Swansboro's extraterritorial jurisdiction.

An initial request for a CAMA Land Use Plan amendment and conditional rezoning was denied, and the applicant withdrew the rezoning request in February 2025. A second application was submitted on August 5, 2025, seeking both a Future Land Use Map amendment and conditional rezoning.

Following review, the Planning Board recommended denial of both requests in September 2025. The Board of Commissioners subsequently denied both applications at their September 23, 2025, meeting.

Outcome: The proposed Flybridge development did not receive the required land use or zoning approvals and was ultimately not approved to move forward.

Main Street Urgent Care 1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.
- Project was completed and issued Certificate of Occupancy on April 9, 2025.

Mavis Tire 1411 W Corbett Ave

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

Visitor Center Improvement Update

The Visitor's Center Improvement Project has been completed, and the facility is fully reopened and operational following exterior and interior renovations, historic restoration, and mold remediation. A Certificate of Occupancy was issued on June 12, 2026.

The project first addressed the building's loss of historic contributing status and floodplain compliance concerns by removing the non-historic side entrance, reconstructing the front steps to

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reflect the original design, and coordinating reviews with the Historic Preservation Commission, Flood Appeals Board, and State Historic Preservation Office. These efforts resulted in an exemption from the floodplain "Substantial Improvement" requirements, eliminating the need to elevate the structure further.

During planning for the interior renovations, extensive mold was discovered throughout the building, requiring temporary closure and professional remediation. The Board of Commissioners approved additional funding to remediate mold within the walls, crawl space, attic ventilation, and HVAC system before construction resumed.

Following successful remediation, the project scope was expanded to include upgraded public restrooms and improved facilities for transient boaters, enhancing the Visitor's Center's role in supporting tourism and waterfront access. Engineering services were reengaged to develop revised plans, and construction was completed with the issuance of the Certificate of Occupancy on June 12, 2026.

The completed project preserved the building's historic character, achieved compliance with applicable floodplain and building regulations, resolved significant environmental concerns, and enhanced amenities for residents, visitors, and transient boaters.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

The Town of Swansboro participated in the North Carolina Department of Environmental Quality's Division of Coastal Management (NCDQM) Resilient Coastal Communities Program (RCCP), which provides funding to help coastal communities identify, plan, design, and implement projects that improve resiliency to flooding and other coastal hazards.

Through the RCCP process, the Town conducted community engagement and developed a prioritized project portfolio. Community input identified flooding and stormwater management as the primary resiliency concerns. The Town's priority projects included stormwater mapping, creek restoration, wetland restoration, disaster preparedness, and public education.

In 2022, the Town was awarded \$45,000 in Phase 3 funding for the engineering and design of bioretention swales along Broad Street to support the rehabilitation of Water Street. With assistance from WithersRavenel, the Town completed the required design and submitted the final Phase 3 deliverables to NCDQM on May 31, 2023.

The Town subsequently applied for Phase 4 construction funding to implement the project. The application requested \$238,220 in grant funding with a local match of approximately \$203,000, for a total project amount of approximately \$441,200. On July 26, 2023, the Town was notified that the project was not selected for Phase 4 funding due to limited program funding.

Although Phase 4 funding was not awarded, the engineering and design work completed through the RCCP grant provides the Town with a foundation for pursuing other funding opportunities to implement the project. Staff will continue working with WithersRavenel to identify potential

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state and other grant or financing opportunities for the Water Street rehabilitation and associated bioretention improvements.

LSAII/Stormwater Mapping Grant

The LSAII/Stormwater Mapping Grant project included a comprehensive inventory and mapping of the Town's stormwater infrastructure, extensive field data collection, public outreach and stakeholder engagement, and hydraulic and hydrologic modeling to evaluate the performance of the existing stormwater system. The completed analysis identified priority drainage concerns throughout the Town, evaluated existing infrastructure, and developed conceptual improvement alternatives with planning-level cost estimates. The Master Plan also establishes a prioritized Capital Improvement Plan (CIP) to guide future stormwater improvement projects, support long-term infrastructure planning, and strengthen the Town's competitiveness for future grant funding opportunities. The final report is currently being finalized, with the Executive Summary and project close-out documents in progress.

Future Planning Matters

Bamboo Restaurant and shops 768 W Corbett Avenue

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is the Building Plan review in order to obtain permits to begin construction; these have not yet been submitted.
- In March of 2025, Bamboo submitted for review of a revision to the previously approved Site Plan for a change to the parking lot layout, this has not yet been approved.
- Revised site plan was approved.
- Building plans were approved September of 2025
- Permit has been issued as of March 18, 2026, and site work has begun

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

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.
- Building plans approved January 20, 2026
- Site work began February of 2026
- Vertical work will begin by August 2026

Brezza Lofts (Mixed-used development Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to redesign and additional approvals needed.
- New plans for a mixed-use development have been submitted in January of 2026. They will need to go through TRC then the minor special use permit will need to be reviewed and approved by the Planning Board and Board of Adjustments.
- The Planning Board recommended approval of the Minor Special Use Permit at their March 3, 2026, regular meeting.
- The Minor Special Use Permit for this project was approved by the Board of Adjustment at their April 6th, special meeting.

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- Minor modifications have been made to the site plan's unit square footage allocations and site layout. Since the use and density is not changing, it will be approved administratively.
- Plans for phase 1 have been submitted and are under review.

Swansboro Family Dental 1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.
- Site Plan was approved in August of 2025
- Permit was issued and site work has begun.
- Construction has started and inspections have begun.

Havens At Hammocks Beach (Minor Subdivision)

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

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

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

1017 W Corbett Avenue (Multi-Use Store Front)

- This project is a use by right in the B-1 zoning district.
- A Site Plan was submitted for internal review in October of 2025. TRC review and comments are to follow.
- All permits (stormwater, NCDOT Driveway) have been received, and Traffic Impact Analysis has been approved. Site Plan will be approved soon and building plan submittal will follow shortly after.
- Site plan is pending approval on DOT permit,
- Building plans for shell have been approved. Permit issuance pending on site plan approval.
- Permits have been issued, and construction has begun.
 - Navy Federal Credit Union- Upfit plans are under review as one of the tenants.
 - Upfit plans have been approved. Work can not start until shell is finished.
 - Benchmark Physical Therapy- Upfit plans have been submitted pending approval.

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Fire Grants

Duke Energy Grant - 16432- Side Scan Sonar (Watercraft) Grant amount requested \$1,3263.72
Grant application is under consideration and anticipated award notification date range June 1, 2026-July 31, 2026.

Department of the Interior- office of Wildland Fire- Slip-on Tanker Unit_on Tanker Unit-
Grand #14606189 Grant amount requested \$18,875. Grant application is pending agency review
and anticipated award notification dates are May 15, 2026-September 15, 2026.

DCIP Grant- Public safety Complex & Sidewalk

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

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

Department Reports for July 2026

Administrative Services

- Phone Records Report for July: 1,950 calls

Internal – 364	Town Hall – 355	Parks and Recreation – 286
Police Department – 487	Fire Department – 54	Outgoing totals – 404
- Building permits sold for July: 40 residential/commercial combined; \$6,245.00 total fees collected (includes 3 re-inspections)
- 166 Building inspections processed/11 Fire Inspections processed
- 4 Code Enforcement Violations
 - 101 Oyster Bay Rd- Unpermitted driveway
 - 1450 W Corbett Ave- Unpermitted signs
 - 726 W Phillips Dr- Grass violation
 - 126 E Corbett Ave- Unpermitted deck
- 97 Various receipts processed
- 341 ONWASA payments processed; 2 New Services; 2 other requests
- 2 Work Orders generated for Public Works
- 7 Notarization's performed
- Provided support for July 3 Independence Day celebration
- US Census Report Submitted - Permits
- Public Records Request
 - Construction Monitor – Building Permits issued with values June 2026
 - Constriction on the Rise – Building Permits issued with values June 2026
 - Henderson – Building Permits issued with values June 2026
 - Carolina Permits – New Homes building in June 2026
 - Kathleen Casey – Police reports, narratives, arrest records, booking photos, and related records related to an individual
 - Michael Simmers – Contractor of project request
 - John Ostrander – Incident Details Related to an individual's arrest to include Body Worn Camera Footage, Police Dashcam, Footage (if available), any associated incident reports, CAD Logs, or radio communications
 - Jim Brown – 105 Webb Street
 - Jim Brown – 303 Elm Street permit records
 - Meredith Meilleur – 233 River Reach Drive permit records
 - Jay Ahlquist – 515 Bluff View Lane permit records
- Finalized June Departments Report
- Attended Tunnel 2 Towers Logistical meetings
- Attended National Night Out logistical meeting
- Received and handled 1 “Contact Us” request from the Website
- Received and responded to 3 emails from Jimmy Williams for information
- Began Mullet Parade prep

Department Reports for July 2026

- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 7/14/2026 Regular Meeting
 - Call for Nominations – Sam Bland Award
 - BOC 7/28/2026 Regular Meeting
 - Yard Waste Collection continued 1 additional day
 - USMC Urban Environment Training
- 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.
- Submitted Powell Bill Certified Statement
- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 1,326

Top 5 pages viewed in July – Employment Opportunities 585 | Department – Permitting 199
Government 194 | Contacts 160 | Department – Police 142

Finance

- Sales & Use Tax received in July 2026 is \$137,830
- Accounts Payable Summary for July 2026:
 - 233 Invoices-Totaling: \$413,056
 - 88 Purchase Orders Issued
- Processed payroll-7/10/2026 & 7/24/2026
- PEV ChargePoint Station-Accumulated (MWh) for July 2026:(1.91)
- Session fees collected-\$425.38
- Stormwater Fees Collected-July 2026-\$245
- Attended staff meeting.
- June 2026 Bank Reconciliation-Town accounts
- June 2026 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- HR-related items estimated at 4 hours
- Gathered financial information for 7/28/2026 regular meeting.
- Began process to generate Stormwater Billing in Utility Billing/gathered financial information for the Stormwater Annual Snapshot/updated
- Submitted the following reports:
 1. HUBSCO for quarter ending 6/30/26- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
 2. LGC-203 for period ending 06/30/26 (Town and Swansboro TDA)- Report of Deposits and Investments

Department Reports for July 2026

3. State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (April 1, 2026 – June 30, 2026)
 4. Submitted the Powell Bill Expenditure Report for FY 25/26
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, July 9, 2026: The next scheduled meeting will be held on Thursday, October 8, 2026, at 2:30 pm in the Community Room
 - Auditors from Anderson Smith & Wike, PLLC are scheduled to return September 30th through October 2nd to conduct the audit fieldwork.
 - Entered the approved FY 2026–2027 budget into the financial system.

Fire Department

Inspection Type	Monthly	Annual
Standard Fire Inspection	5	45
<i>Initial Inspection</i>	<i>3</i>	<i>19</i>
<i>Reinspection {1st Revisit}</i>	<i>1</i>	<i>19</i>
<i>Reinspection {2nd + Revisit}</i>	<i>1</i>	<i>2</i>
New Business Inspection	3	17
<i>Initial Inspection</i>	<i>1</i>	<i>10</i>
<i>Reinspection</i>	<i>2</i>	<i>4</i>
Fire Suppression – Hoods	3	54
<i>Initial Inspection</i>	<i>3</i>	<i>43</i>
<i>Reinspection</i>	<i>0</i>	<i>8</i>
Special Event – Tents	0	3
Foster Home	0	1
Plan Review	1	11
Code Violation/Complaint	0	0
Total	12	131

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

- Festival website updates are ongoing.
- After action meeting for Independence Day Celebration held.
- Beginning to create marketing plan for remaining 2026-27 festival season
- Met with New Bern Sun Journal for marketing opportunities.
- Contacted Jacksonville Onslow Sports Commission to obtain updated information for Movin' Mullet Run. Information to follow and logistical meetings will be scheduled.
- Posted parade application on website.

Projects-Municipal Park Enhancement

- Reviewed grant proposals with Town Manager, Finance Director, and Parks and Recreation Advisory Board. The board selected WithernRavenel and will present to the Board of Commissioners (BOC).
- Presented to the BOC on July 14 and approved to proceed with contract negotiations.
- Conducted first meeting with WithersRavel to begin contract negotiations, discuss project outline, and set up shared website.
- Meet with solar light company to discuss lighting plans for Municipal Park.
- Began gathering quotes and designs for replacement for tot lot in Municipal Park.
- Gathering updated quotes on pickleball court amenities for Municipal Park Enhancement Project.
- Gathering quotes for fencing for new pickleball courts.
- Developing budget online for project.

Miscellaneous

- Presented Parks and Recreation Proclamation to Commissioners and community.
- Prepared soccer associations contracts for the upcoming 2026-27 season.
- Conducting interviews for staff vacancies.
- Closing out 2025-26 expenses.
- Creating new budget documents to manage 2026-27 revenues, expenses, projects, etc.
- Executed annual contract for Onslow County Senior Services.
- Submitted request for reappropriation of funds from 2025-26 playground mulch that was backordered and park swings that have not been received. Finance Director submitted and was approved.
- Arranged for Titan Aquatic Chemical to deliver large drum of chlorine. This is beneficial as it a cost reduction, less need for staff to handle chemicals, and when the chlorine is low, a call is made to schedule a deliver.
- Completed staff annual performance evaluations.
- Managing special event applications.

Department Reports for July 2026

- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Organization Activity						
From 7/4/2026 to 8/3/2026						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS
All	178	25	7	0	111	
Resident	24	2	6	0	11	
Non-Resident	154	22	1	0	100	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	51	1	1	0	29	
18 - 65	104	20	5	0	76	
65+	23	3	1	0	6	
Male	89	15	5	0	55	
Female	89	9	2	0	56	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	86	0	0	N/A	65	
In-Person	92	24	7	N/A	46	

Department Reports for July 2026

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions	Page Visits	New Followers
Facebook-Parks & Rec	19,965	252,600	38,900	2,300	8,600	171
Facebook-Festivals	9,398	7,3000	2,300	66	560	16

Revenue

Slip Fee - Town Dock	\$2,439
Rental Fees-Parks	\$390
Rentals Rooms	\$195
Rec Program Fees	\$1,786
Gym Memberships	\$280
Dog Park Memberships	\$25
Festival Vendor Fees	\$1,804
Festival Sponsorship	\$5,000

Assistant Director Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Sprout Scouts and Tiny Trekkers
- Planned and executed Parks & Recreation Month Programs and Events
- Confirmed Paddles & Pizza program
- Executed July 3rd Festival
- Handled organizing all Safety town supplies and communications with partners
- Met with Fire Chief to discuss Safety Town program
- Ordered supplies for all Parks & Recreation Month Programs and Events
- Attended Board of Commissioners meeting for Parks & Recreation Month Proclamation
- Attended Tunnel to Towers logistical meeting
- Organized and attended July 3rd After Action meeting
- Created dog media ads for BarkFest and Mullet Festival
- Scheduled interviews and handled reference checks for new employees

- Attended Senior Games meeting
- Submitted National Night Out Health Department application
- Began planning upcoming Theatre Trips
- Completed finance reports for past programs

Planned Programs and Events*Bubble Bash July 1st*

- Estimated 250 in attendance

Independence Day Celebration July 3rd

- Estimated 10,000 in attendance

Tie Dye Tuesday July 7th

- 25 registered and 24 attended

Sunrise Yoga July 10th

- 9 registered and 7 attended

Doggie & Me July 11th

- 25 attended

Safety Town July 13th – 15th

- 46 registered and 36 attended

Storytime in the Park July 16th

- 20+ families attended

Sprouts of Freedom July 17th

- 13 registered and 11 attended

Music Bingo July 20th

- 42 registered and 32 attended

Popsicles at the Pad July 21st & 29th

- Estimated 80+ attended

Twist & Bleach July 23rd

- 15 registered and 15 attended

Tiny Patriots July 24th

- 13 registered and 13 attended

Glow in the Park July 25th

- Estimated 50+ attended

Summer Canvas July 27th – 30th

- 14 registered and 400 votes counted

Aquatic Adventure July 31st

- Estimated 250+ attended

Planning*No report.***Police Department***Patrol:*

- 660 Calls for Service
- 229 Reportable Events
- 28 Wrecks
- 3 Felony Arrest
- 16 Misdemeanor Arrests
- 7 Arrests by warrant Service
- 4 DWI Arrests
- 14 Arrests with Transport to the Onslow County Detention Center
- 106 Citations
- 107 Verbal/Written Warnings
- 8 Felonies Investigated (2-Break & Enter; 2-Larcenies; 2-Fraud; 1-Narcotics; 1-Conspiracy to Commit a Felony)
- 39 Misdemeanors Reported (11-Larcenies; 11-Property Damage; 5-Assaults; 2-Trespassing; 2-Communicating Threat; 1-Harassment; 1-Practicing Without a License; 1-Animal Cruelty; 1-Sexual Offense; 1-Narcotics; 3-Traffic Related)
- 10 Disputes/Public Disturbances
- 6 Alarm/Open Door
- 5 Crisis Intervention with Mental Subject
- 2 Domestic
- 30 Suspicious Incident/Person/Vehicle
- 7 Vehicle Unlocks
- 17 Town Ordinance Violations
- 174 Requests by Other Agencies for Assistance
- 121 Requests by Citizens for non-Crime Related Assistance

Community Service/Training:

- 2 Funeral Escort
- 14 Requests for Fingerprinting
- 10 Business Closing Standbys

- 248 Business Checks
- 2 RU Ok? Participants
- Provided security for One Harbor Church Sunday Service
- Provided security for the First Baptist Church Sunday Service
- Provided security checks for the Connect Camp held at the First Baptist Church
- Provided security for the Independence Day Fireworks Event.
- Provided security for the weekly SwanFest Music Event
- Completed Law Enforcement Cadet Summer Camp.

Admin Services:

- Answered 377 phone calls during business hours
- Assisted 214 walk-in requests for assistance during business hours
- Took 94 requests for report copies during business hours

Public Works

Streets

- Resurfacing project with Onslow Grading & Paving scheduled for second week of September.
- Investigated sinkhole in front of 709 Shearwater Lane in the roadway. Tested and found chlorine present in the water. Reported to ONWASA who repaired the water service line and we assisted by providing ABC.
- Repaired large pothole at the end of Recreation Way.
- Gathering information / pre-plan re: conducting a street survey to determine pavement condition ratings for our streets.

Stormwater

- Curbside yard waste collection was provided on five (5) Wednesdays for 556 addresses in July.
- Gathering information for annual stormwater report due September 1.
- Reviewing stormwater easements to determine areas of responsibility.
- Jetted storm water piping in front of 105 and 107 Oyster Bay Rd.
- Reshaped and cleaned out drainage ditch at the end of Recreation Way.

Sanitation

- Arrangements have been made for a new refuse collection process for future festival events in partnership with GFL.

Parks

- Supported the annual Independence Day fireworks event.
- Attended a pre-event planning meeting for the Tunnels to Towers 5k event.

Department Reports for July 2026

- Gathering data to develop a Town Parks Maintenance Plan. Will be working closely with the Director to gather inventory, identify tasks, and create standard operating procedures.
- New swings are on hand and we are scheduling the needed repairs to some of the shade structures to occur prior to swing replacement.
- New chlorine tank was delivered and placed at the Splash Pad.

Facilities

- Town Hall – Obtained preventive maintenance proposals / agreements for the generators at Town Hall and the Public Safety facility. Crepe Myrtles were trimmed back from the edges of Town Hall.
- Visitors Center – installed new cord on dryer, extended condensate drain line.
- Recreation Center – obtaining quotes for VCT floor service and mechanical preventive maintenance.