



Board of Commissioners Agenda

Town of Swansboro

Tuesday, February 24, 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. January 13, 2026, Regular Meeting Minutes
- b. January 27, 2026, Regular Meeting Minutes
- c. Resolution Adopting the 2026-2031 Southeastern North Carolina Regional Hazard Mitigation Plan
- d. Resolution for Bank Financing of Police Interceptor Vehicles
- e. Tax Refund Request
The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$344.01

Vehicle Tax

Honeycutt, Patsy Jo	\$22.75	Tag Surrender
Morris, Michael Andre	\$276.37	Military
Wolfe, Ada Kay	\$44.89	Tag Surrender

IV. Appointments/Recognitions/Presentations

- a. **Recognition of Kristin Newbold**
Presenter: Mayor William Justice

b. NC Festival & Events Annual Showfest Award

Presenter: Anna Stanley – Parks & Recreation Director

The Town of Swansboro's 2025 Mullet Festival T-shirt won "Best T-shirt" for a medium sized event at the NC Festival & Events Annual Showfest.

c. Board Appointments

Presenter: Alissa Fender, MMC – Town Clerk

The Board will consider appointing the initial members who will serve on the newly formed Swansboro Appearance Commission.

Recommended Action: Consider appointments to the Appearance Commission.

V. Public Hearing – None

VI. Business Non-Consent

a. Presentation of Community Pool Survey Results

Presenter: Matthew Prane – Swimming Pool Committee Chair

A review of the results from the Swimming Pool Community Survey will be provided.

Recommended Action: Receive presentation and provide further directions to the Swimming Pool Committee.

b. Monthly Financial Report as of January 2026

Presenter: Sonia Johnson – Finance Director

c. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
January 13, 2026
Regular Meeting Minutes

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the consent items below and the agenda as amended to add board appointments and unappointments for the Board of Adjustment and TDA to the agenda was unanimously approved.

- December 9, 2025, Regular Meeting Minutes
- December 10, 2025, Special Meeting Minutes
- December 10, 2025, Closed Session Minutes
- FY 26-27 Budget Schedule

Appointments/Recognitions/Presentations

Board Appointments

Town Clerk Alissa Fender reviewed that due to expiration of terms, board appointments were needed for the Planning Board, Tourism Development Authority (TDA), and the Historic Preservation Commission.

For the Planning Board, Clerk Fender shared that Mr. Rogers and Mrs. Hancock wished to be reappointed to their seats, while Mr. Vannoy's election to the Board of Commissioners created a vacancy. Seven applicants were interested in the vacant seat and interested applicant Laurent Meilleur introduced himself to the Board and expressed his appreciation for the board's consideration, noting his previous experience as both a commissioner and planning board member, which he had enjoyed.

On a motion by Commissioner Herbert, seconded by Commissioner Pieratti, Mr. Rogers and Mrs. Hancock were reappointed to the Planning Board with unanimous approval.

After a paper ballot, Frank Tursi was selected for the vacant seat. On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, with unanimous approval, Frank Tursi was appointed to the vacant Planning Board seat.

For the TDA, Clerk Fender reviewed that with the amendment made to the agenda the board would need to address the unappointment for this board first. On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, and with unanimous approval, Stephen Overby was unappointed from the TDA on the recommendation of the TDA Chairman.

For TDA reappointments, Clerk Fender reviewed that three seats were up for reappointment and Ms. Thornley, Mr. Patterson, and Mr. Diehl were all interested in reappointment.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, Ms. Thornley, Mr. Patterson, and Mr. Diehl were reappointed to the TDA with unanimous approval.

For the newly created TDA vacancy, Clerk Fender shared that five applicants were interested in the vacant seat and interested applicant Kelley Brown came forward, introducing herself and shared she had been part of the Swansboro community for almost 11 years, working at a hotel as Director of Sales handling incoming groups and meetings. Ms. Brown detailed her involvement with various Swansboro committees, including the Military Affairs Committee and the Chamber of Commerce board. She also described her work supporting Swansboro at a National Travel and Tourism Week event on I-95, where she spent two days representing the town and bringing visitors from the interstate. She mentioned working with Anne Marie from the TDA and their plans to create a basket for email marketing to promote Swansboro events.

After a paper ballot, Leah Evans was selected for the vacant seat. On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, with unanimous approval, Leah Evans was appointed to the vacant TDA seat.

For the Historic Preservation Commission, Clerk Fender reviewed that there were three term expirations. Mrs. Kingery, Mrs. Ramsey, who both desired reappointment, and Mr. Seddon, had chosen not to seek reappointment for his alternate seat. There were no applicants on file for interested in serving on the Historic Preservation Commission at this time.

On a motion by Commissioner Pieratti, seconded by Mayor Pro Tem Conaway, Mrs. Kingrey and Mrs. Ramsey were reappointed to the Historic Preservation Commission with unanimous approval.

Clerk Fender clarified that with Mr. Seddon's not choosing for reappointment the commission would now have two alternate vacancies total - one existing and one new.

For the Board of Adjustment, Clerk Fender reviewed that with the amendment made to the agenda the board would need to address the unappointment for this board first. Commissioner Herbert stated he wanted to remove two elected officials' spouses from the Board of Adjustment. He emphasized this was nothing personal or punitive, but rather intended to improve trust, confidence, and transparency in the business of Swansboro.

On a motion by Commissioner Herbert Seconded by Commissioner Vannoy, Tom Pieratti was unappointed from the Board of Adjustment. The motion carried 3:2.
Ayes: Herbert, Vannoy, Conaway
Noes: Pieratti, Eckendorf

Following this vote, Commissioner Herbert made a similar motion regarding another board member. Mayor Justice interjected, acknowledging this involved his wife and addressing both removals. He noted that Tom Pieratti had stepped up to serve the town when they were short on talent bank volunteers and had served well on two boards. He expressed it was unfortunate to see him unappointed, highlighting Mr. Pieratti's activity with Military Affairs and the Chamber of Commerce.

Regarding his wife, Mayor Justice stated she was a lady of very high integrity and a recipient of the Order of the Long Leaf Pine, the highest award achievable by a civilian in North Carolina. He expressed his disagreement with questioning any conflict.

Commissioner Herbert responded that he too had the utmost respect for both individuals, noting they serve on two other advisory boards where they are high-level contributors. He clarified there was no intent to remove them from those other boards and he absolutely thanked them for their service. He reiterated his belief that this action would improve public trust, confidence, and transparency for the town's business, especially given the Board of Adjustments assigned duties.

Commissioner Eckendorf asked a question about the Board of Adjustments' authority, specifically regarding their power to levy fines. He shared his personal experience appearing before the board during his house rehabilitation after Hurricane Florence, when his HOA complained about a rental storage unit in his driveway. He explained he

had to pay an \$800 fine based on the board's recommendation to the town manager. He wanted to understand the extent of their authority regarding fines and property matters.

Clerk Fender clarified that the Board of Adjustment heard appeals to administrative decisions. In Commissioner Eckendorf's case, the fine he paid were not enforced by the board but was required to initiate the appeal process, covering steps like advertisement. She explained that appeals heard by the Board of Adjustment do not go to the Board of Commissioners.

On a motion by Commissioner Herbert, seconded by Commissioner Vannoy, Elain Justice was unappointed from the Board of Adjustment. The motion carried 3:2.

Ayes: Herbert, Vannoy, Conaway

Noes: Pieratti, Eckendorf

With two vacancies now created on the Board of Adjustments, Clerk Fender reviewed that there were four applicants interested in the vacant seat.

After a paper ballot, for one vacant seat, Jeff Brooks was selected. On a motion by Commissioner Pieratti, seconded by Commissioner Herbert, with unanimous approval, Jeff Brooks was appointed to the vacant Board of Adjustment seat.

After another paper ballot, for the second vacant seat, Larry Philpott was selected. On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Herbert, with unanimous approval, Larry Philpott was appointed to the other vacant Board of Adjustment seat.

Business Non-Consent

Ward Farm Village Preliminary Plat Modification

Planner Rebecca Brehmer reviewed that Ward Farm, LLC was requesting an amendment to the preliminary plat that was previously approved for Ward Farm Village Subdivision, located on Deer Island Road located within Swansboro town limits and zoned R-8 SF. The original plat was approved in 2012 with 43 lots on 13.83 acres, with 20 lots already recorded and sold in Phases 1 and 2. The amendment requested adding lots 42-47 to the northeast side of Ward Road, where no lots were previously planned. Planner Brehmer noted this request was consistent with current zoning and had been recommended for approval by the Planning Board.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti the Ward Farm Subdivision Preliminary Plat Modification was unanimously approved.

Advisory Board Discussion/Direction

Town Manager Jon Barlow reviewed that two ad-hoc committees had been created by the board for review, the EOC Public Safety Building Land Acquisition Committee and the Pool Committee.

Regarding the EOC Committee, Manager Barlow explained it was created in February of 2024 and last met in October 2024. Since the town recently completed the purchase of 5 acres of land on Main Street extension for \$1.3 million (from a \$3 million grant), for the future location of the EOC/Public Safety Building, the committee's purpose had been fulfilled. He recommended dissolving it.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, and with unanimous approval EOC/PSB Land Acquisition Committee would be dissolved with a formal resolution at the next board meeting.

Regarding the Pool Committee, Manager Barlow shared that they had completed a survey about a potential pool in Swansboro and collected data. The committee chair, Matthew Prane, would like to present/review the results at an upcoming meeting.

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, it was unanimously approved to continue the Pool Committee until they could present their survey results.

Future Agenda Topics

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

- Recognition of Kristen Newbold, a high school student invited to sing at Carnegie Hall

Public Comment

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

Manager's Comments

Town Manager Jon Barlow provided updates on ongoing projects:

- Sidewalk project: Surveys for five priority areas were finished, and engineering/design work was 80% complete, with expected completion by week's end. Only \$100,000 in SKIFF funds were available, so the Board must prioritize the projects, as costs will exceed this amount.

- Main Street dock replacement: A \$170,000 grant was received from Coastal Management, requiring a major CAMA permit, which was underway. The grant covers 75% of costs, with the town responsible for approximately \$35,000.
- Visitor Center/Transient Boater Facility: Public Works was repainting the building. Plans for redesign include transient boater amenities. With an engineering firm handling floor plan changes, the remaining \$56,000 budget (\$30,000 from Swansboro TDA and \$26,000 from town funds) may not cover the expanded project, and could need further funding.

Board Comments

Commissioner Vannoy expressed gratitude to Mrs. Justice, Mr. Pieratti, and all volunteers for their service to the town, welcoming newly appointed and reappointed board members. He noted the boards' challenges but was encouraged to see increased volunteer participation compared to past difficulties, especially for the Planning Board. Commissioner Vannoy shared that he had attended the Police & Fire Departments Christmas party, where he was impressed by the team's high morale and the recognition given to police officers, including an officer injured during an arrest, and thanked the chiefs for their commendable work.

Commissioner Eckendorf thanked attendees and expressed his satisfaction with ongoing sidewalk improvements—one of his key priorities since joining the board—while also acknowledging recent enhancements at the visitor center and Main Street dock and praising Manager Barlow and staff for their holiday work. He looked ahead to the February Pool Commission report, welcomed new board members, emphasized communication and inclusiveness amid recent challenging discussions, reaffirmed priorities like safety and infrastructure, and closed with warm well-wishes.

Mayor Pro Tem Conaway noted the long-standing challenge of getting residents to participate on advisory boards, explaining that limited volunteerism has required individuals like Tom Pieratti to serve on multiple boards, even though three of the sixteen people in the talent bank already hold advisory positions. He expressed his preference to avoid duplicate service to broaden engagement—except for the Historic Preservation representative who must serve on both the Historic Board and Planning Board—and encouraged residents, especially those in the ETJ, to apply through the town's online talent bank form.

Commissioner Wayne Herbert expressed gratitude to attendees, stressing the importance of their input for the town's progress. He commended the town staff, particularly Rebecca, Alissa, and Chief Randall, for their professional and timely responses to his many inquiries over the past month. Commissioner Herbert also appreciated the

advisory board members for their contributions, acknowledging the talent and dedication evident in their work. He looked forward to engaging further with these boards. Additionally, he congratulated Swansboro High School teacher Mr. Casey Justice on his accolades, including Onslow County Teacher of the Year and Southeast North Carolina region teacher of the year.

Commissioner Pieratti expressed her gratitude to town staff across all departments—including fire, police, parks and recreation, and town hall. She thanked Elaine Justice and her husband for their service, and voiced concern that removing board members sends a discouraging message to volunteers and closed by recognizing Manager Barlow’s continued efforts.

Mayor Justice closed by praising the town staff—including the town manager, attorney, and all departments—for their diligent work. He reported meeting with Representative Wyatt Gable about funding opportunities, noting about \$1.7 million remaining from a land acquisition grant, and shared Senator Michael Lazzara’s support for the public safety facility. Mayor Justice also mentioned area resident, Jim Hamrick, for his donation of historical artifacts, his longleaf pine restoration efforts, and his role in firefighter training. He updated the board on the restructuring of JOED, ongoing project work, and infrastructure efforts through JUMPO, noting that major road-funding availability is not expected until 2033.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Vannoy, the meeting adjourned at 7:07 pm.

Town of Swansboro
Board of Commissioners
January 27, 2026
Regular Meeting Minutes

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

Call to Order/Opening Prayer/Pledge

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

Public Comment

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

Adoption of Agenda and Consent Items

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

- Budget Ordinance Amendment #2026-4
- Resolution Declaring Official Intent to Reimburse Expenditures-Police Interceptor Vehicles
- Resolution Dissolving the EOC/PSB Site Selection Committee
- Property Easement for 199 Williams Road/ONWASA Wastewater Treatment Facility
- Tax Refund Requests

Appointments/Recognitions/Presentations

FY 2024-2025 Audit Report

Gregory Redman, CPA, presented the audit report for the fiscal year ending June 30, 2025, confirming that the Town received an unmodified opinion, indicating that the financial statements were free of material issues. He outlined the general fund's strong financial position, including \$5.2 million in cash, \$133,000 in restricted Powell Bill funds, no general-fund debt, and an unassigned fund balance of \$3,673,757.

Revenues totaled \$6.1 million, and expenditures totaled \$6,522,480, resulting in a net decrease of approximately \$73,000 after accounting for a \$349,860 equipment loan. Despite the slight decrease, the town effectively broke even. The unassigned fund balance ratio stood at 56%, down from 74% the prior year due to \$1.2 million in capital asset purchases, but it remained well above the Local Government Commission's 34% benchmark and close to the 63% average for similar-sized municipalities.

Mr. Redman also reviewed the proprietary funds, reporting \$29,000 in stormwater income and a \$1,300 deficit in the solid waste fund, largely due to \$17,000 in depreciation. The town's property tax collection rate remained high at 98.57%, outperforming several comparable towns. He noted new loans related to equipment purchases, confirmed ongoing state-funded pension obligations, and reported an OPEB liability of \$374,194.

Mr. Redman shared that the town also received its 29th consecutive Certificate of Achievement for Excellence in Financial Reporting, reflecting the finance department's diligence and accuracy.

Public Hearing

UDO Text Amendment – Establishing §152.034 Appearance Commission

Town Manager Jon Barlow presented the proposed ordinance to establish an Appearance Commission. The Board had previously discussed options for a beautification committee, and this ordinance was the option they wanted to consider. The draft ordinance proposed a 7-member commission appointed by the Board, with members required to be Swansboro residents, serving staggered 3-year terms with a limit of two consecutive full terms. The commission would select a chair and vice-chairman annually, the town clerk would serve as secretary, and meetings would be held monthly under open meeting laws.

Manager Barlow highlighted paragraph 5, which involved plans for improved appearance on both public and private property, and paragraph 7, which dealt with recommendations for ordinance amendments affecting zoning and subdivision changes. The Board's intent was to focus the commission's duties on beautification, landscaping, and signage, rather than expanding into broader regulatory powers.

The public hearing was opened at 6:19 pm then closed, no comments were offered.

Attorney Francis Rasberry noted the ordinance should include extraterritorial jurisdiction (ETJ) representation and that he had missed that detail in his review. After a discussion on Historic Preservation Commission (HPC) involvement, the Board agreed on some level of HPC liaison but would determine more details on that matter at a later time.

On a motion by Commissioner Pieratti, seconded by Commissioner Eckendorf, Ordinance 2026-O1 establishing the Appearance Committee as a Town Advisory Board was unanimously approved with the following amendments:

- 1) include ETJ representation in section (B) *Membership*
- 2) remove the term "and private" from section (E) *Powers and Duties (5)*
- 3) eliminate in its entirety, section (E) *Powers and Duties (7)*

Rezoning Request- Parcel ID 012535 (Swansboro Loop Road)

Planner Rebecca Brehmer presented a rezoning request from Pinnacle Construction and Development LLC for a 1-acre property on Swansboro Loop Road. The request sought to change the zoning from RA (Residential/Agricultural) to R10SF (single-family residential). The applicant was under contract to purchase the property, contingent upon rezoning approval, with plans to subdivide the land and construct single-family homes.

Planner Brehmer highlighted that the current RA zoning requires 1-acre minimum lot sizes, thus hindering subdivision. An R10SF designation would allow 10,000 square-foot lots, permitting the potential creation of up to four lots on the acre. Although the CAMA Land Use Plan lists the area as RA to preserve agricultural lands, adjacent properties are currently zoned R10SF and R20SF residential. The Planning Board did not recommend approval due to inconsistency with the future land use plan.

In response to an inquiry from the board, Planner Brehmer shared that the adjacent property for the Sand Dollar Homes subdivision, was rezoned around 2023-2024. The R10 zoning of other properties predated her tenure.

The public hearing was opened at 6:28 pm and the following individuals spoke:

Vicki Brown of 601 West Broad Street opposed the rezoning, referencing the area's existing developments like a new housing project at the entrance and the approved 50-home Sand Dollar development. She worried about Loop Road becoming a detour for Highway 24 traffic and questioned continual ignorance of the land use plan and Planning Board recommendations, deeming four homes on one acre too dense.

Helen Cizerle of 303 River Reach Court also opposed, initially thinking it would be for one house, but objected to four. He expressed concerns over increased traffic problems, speeding, and red-light infractions, noting the town has higher priorities like the previous Flybridge project rezoning issue and school intersections.

Cynthia LeCorte of 220 Elm Street supported the request, stating living in a town like Swansboro, within an ETJ, means developing an area with expected noise and traffic—this isn't rural living. She recalled citizen demands during the Flybridge discussions for affordable single-family homes for EMS workers, police, teachers, and military families over apartments. She saw this as a chance to provide such homes and argued Swansboro should operate as the town it is.

The public hearing was closed at 6:34 pm.

Commissioner Eckendorf raised a procedural issue, noting a Planning Board member had mention to him and other board members that he had “misvoted” due to confusion. If voted differently, it would have shifted the recommendation to a tie and that he supported sending it back to the planning board for review again. Commissioner

Eckendorf shared his support to approve the rezoning, noting its common-sense growth potential with possibly 2-4 houses, a minimal traffic effect, and catering to middle-income residents earning \$60,000-\$80,000 annually.

Commissioner Wayne Herbert questioned sending cases back to the Planning Board after a vote, worried about setting new precedents.

Mayor Justice confirmed past instances where matters had been sent back.

Mayor Pro Tem Conaway agreed with sending back to the planning board for reconsideration, noting there were absences and hopefully the planning board could vote again with all members present.

On a motion by Commissioner Eckendorf, seconded by Mayor Pro Tem Conaway, the rezoning request would be sent back to the Planning Board for reconsideration. The motion passed 3:2.

Ayes: Eckendorf, Conaway, and Pieratti

Noes: Herbert, Vannoy

Business Non-Consent

EOC/PSB Design-Build Firm Selection

Town Manager Barlow reviewed that the Town solicited Requests for Qualifications (RFQ) for Design-Build services for the construction of the new Emergency Operations Center/Public Safety Center and staff interviewed two firms. Both applicants, Oakley Collier and Bobbitt had extensive experience, but Fire Chief Randall and Police Chief Taylor felt Bobbitt was a better fit. Manager Barlow proposed entering contract negotiations with Bobbitt.

In response to an inquiry from the board, Manager Barlow shared that those involved with interviews were, himself, Fire Chief Randall, and Police Chief Taylor.

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, with unanimous approval, staff was authorized to enter contract negotiations with Bobbitt for Design Build Services.

Correction to Public Safety Salary Schedule FY 2025-2026

Finance Director Sonia Johnson presented a correction to the public safety salary schedule that was adopted with the FY 2025-2026 budget. She explained that staff identified an administrative error where the minimum salary column didn't update correctly to reflect the Board-approved 1.5% cost of living adjustment. The formula error had been corrected in the revised schedules. She emphasized no employee salaries were affected, and the budgeted amounts were already included in the approved budget.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the Amended Salary Schedule for Public Safety for FY 2025-2026 was unanimously approved.

Monthly Financial Report as of December 2025

Finance Director Sonia Johnson presented the October 2025 financial report. She highlighted the following points:

- The two-year comparison showed an excess of revenues over expenditures with encumbrances of \$514,007, and ad valorem tax collections were at 81.22% as of December 31.
- For actual revenues and expenditures (without encumbrances), the Town had an excess of \$705,325, with total expenditures at 43.09% of budget, which was 6.91% below the monthly projection of 50%.
- A few departments exceeded the 50% threshold—most notably Non-Departmental (65.9%), due to annual insurance and workers' compensation premiums paid upfront, and Emergency Management (63.8%), due to software costs—while most departments were near expected spending levels.
- The Stormwater Enterprise Fund showed an excess of revenues over expenditures of \$78,389; Finance Director Johnson noted that the continued absence of a Public Works Director was affecting spending, though stormwater project planning is underway.
- The Solid Waste Enterprise Fund showed a temporary deficit of \$4,865 due to the December-to-January payment lag, and Finance Director Johnson emphasized that she had no concerns about this timing issue.

Overall, Finance Director Johnson reported that one debt payment had been made in December on the jet-vac truck lease and that the TD Bank balance had decreased due to the recent land purchase for the EOC/PSB site.

Mayor Justice noted positively that approximately \$119,000 in debt related to fire trucks, sleeping quarters, and vehicle leases is expected to come off the books by year-end.

In response to an inquiry from the board, Finance Director Johnson confidently shared that she had no concerns, crediting strong department heads and staff, and assured the Board that she would immediately bring forward any issues.

Future Agenda Topics

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. No additional items were added.

Public Comment

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

Manager's Comments

Town Manager Jon Barlow provided updates on several projects.

- Main Street Dock Replacement Project: Contracts from Coastal Management have been received and signed; the Town will now complete the CAMA permit, acquire a design firm, and bid the project. The full process—design, bidding, permitting, and construction—is expected to take about one year within the 18-month grant cycle ending June 2027.
- Public Safety Building Mold Remediation: Completed the week prior, under the \$11,500 estimate, and staff reported significant improvement in air quality.
- NCDOT Pedestrian Improvement Project: Surplus funds for small state-road projects; through JUMPO, were available and four pedestrian projects were submitted. The Hammocks Beach Road/West Corbett Avenue project was selected for preliminary design. Features include high-visibility crosswalks, ADA-compliant pedestrian signals, and illuminated signs.

In response to directions and/or comments from the board, Manager Barlow reviewed that he would be engaging Onslow County for potential grant support for the public safety building, gather additional details on the new Fire Commission being created by Onslow County securing representation for the Swansboro area, and shared that the revised/updated Personnel policy was currently with the Town Attorney for review.

Board Comments

Commissioner Vannoy remarked that the town was in a strong position as it advances the public safety building project, he noted opportunities to learn from recently completed facilities in Onslow County. He offered to reach out to contacts to gather lessons learned. Commissioner Vannoy also complimented Finance Director Johnson and her team for their comprehensive financial package and thanked Town Clerk Fender and her staff for their excellent coordination of the recent Essentials of Municipal Government training that the commissioners recently attended.

Commissioner Eckendorf thanked attendees and reflected on a recent training exercise where commissioners listed why they ran for office, noting his own motivations: a desire to serve, represent residents, and protect individual liberties. He acknowledged that disagreements are inevitable but emphasized the Board's responsibility to make progress for the good of the town. Commissioner Eckendorf encouraged partnering with Onslow County on the public safety building, reminded members to stay focused on their elected purpose while leaving daily operations to the manager, and praised the Board for remaining respectful despite differences. He also announced the swimming pool

committee meeting the following evening at the recreation center for those interested in early survey results.

Mayor Pro Tem Conaway praised Finance Director Johnson for her consistent high-quality work and thanked Rebecca Brehmer for meeting with him on short notice to address questions. He recognized Parks and Recreation Director Anna for running a department that rarely draws complaints and acknowledged Police Chief Dwayne and his officers for their professionalism during a challenging week. He concluded by noting that staff contribute greatly to the Town's success.

Commissioner Herbert thanked those who attended in person and online, then reported on his first ONWASA meeting, outlining the board's structure and ongoing projects. He highlighted two projects affecting Swansboro: relocating a Mount Pleasant Road pump station to higher ground and continuing the Highway 24 project that will expand pumping capacity to Piney Green and Camp Lejeune. He also thanked Town Clerk Fender for coordinating the recent municipal government class in Wilmington and commended Parks and Recreation for their extensive lineup of winter fitness programs and February events.

Commissioner Pieratti thanked attendees and staff, expressed appreciation for their work, and acknowledged the complexity of the financial reports while expressing gratitude for Finance Director Johnson's efforts. She also thanked her fellow commissioners.

Mayor Justice reflected on the recent Essentials of Municipal Government training, noting that the issues discussed showed Swansboro shared many of the same challenges as other municipalities. He thanked Town Clerk Fender for preparing a thorough training notebook, observing they were the only town so well-prepared. He shared his own motivations for serving the community. He praised all departments and staff, reminded the public of the February 4 budget workshop, and thanked the town manager and attorney for their continued support and diligence.

Adjournment

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Pieratti, the meeting adjourned at 7:19 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Resolution Adopting the 2026-2031 Southeastern North Carolina Regional Hazard Mitigation Plan**

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

Prepared By: **Jacob Randall – Fire Chief/Emergency Manager**

Overview: The North Carolina State Firefighters Association (NCSFA) provides annual funding to support agency members across all North Carolina fire departments. To oversee the management of these funds, NCSFA has established rules outlining a five-member “relief fund board” for each agency.

Expanded overview: The Town of Swansboro participates in the Southeastern North Carolina Regional Hazard Mitigation Planning Group alongside other municipalities in Onslow, Pender, Brunswick, and New Hanover Counties. The 2026 Southeastern North Carolina Regional Hazard Mitigation Plan represents a coordinated, multi-jurisdictional effort to identify risks, assess vulnerabilities, and implement proactive strategies that strengthen community resilience.

Hazard mitigation planning is a federally required, FEMA-supported process that enables communities to systematically evaluate the potential impacts of natural and human-caused hazards and develop long-term strategies to reduce or eliminate those risks. Participation in this regional planning effort ensures continued eligibility for state and federal mitigation grant funding, including programs administered through FEMA and the North Carolina Division of Emergency Management.

Throughout the planning cycle, Swansboro collaborated with regional partners, subject matter experts, and stakeholders to update hazard profiles, assess critical infrastructure, review historical disaster impacts, and prioritize mitigation actions. Specific hazards evaluated include hurricanes, coastal flooding, storm surge, severe weather, wildfire, and other identified threats that pose risk to life, property, and continuity of operations.

By working collectively with Southeastern regional partners, the Town contributed to the development of actionable mitigation strategies designed to protect residents, safeguard infrastructure, and strengthen long-term sustainability. Adoption of the 2026 Plan formally acknowledges the Town’s commitment to proactive risk management, intergovernmental coordination, and the continued protection of the community from both natural and manmade hazards.

Approval of this agenda item authorizes the Town to formally adopt the updated Regional Hazard Mitigation Plan and its associated mitigation strategies, ensuring Swansboro remains aligned with regional resilience initiatives and eligible for future hazard mitigation funding opportunities.

** Due to the size of the document, it is available for review upon request.

Background Attachment(s): Resolution 2026-R3

Recommended Action: Adoption of the 2026-2031 Southeastern North Carolina Regional Hazard Mitigation Plan and execution of Resolution 2026-R3.

Action: _____

RESOLUTION 2026-R3
ADOPTING THE SOUTHEASTERN NORTH CAROLINA REGIONAL
HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within Swansboro are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

WHEREAS, Onslow County desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS the (local government) has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Board of Commissioners of Swansboro to fulfill this obligation in order that the County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Swansboro hereby:

1. Adopts the Southeastern North Carolina Regional Hazard Mitigation Plan.
2. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 24th day of February 2026.

 William Justice, Mayor
 Town of Swansboro Board of Commissioners

Attest:

 Alissa Fender, Town Clerk
 Town of Swansboro Board of Commissioners

Certified by: _____ (SEAL)

Date: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Resolution for Bank Financing of Police Interceptor Vehicles**

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

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

Overview: Requests for financing proposals for two police interceptor vehicles listed below were solicited by interested financing institutions. After reviewing the proposals on January 29, 2026, it was determined the proposal from HomeTrust which included a 5-year term at an interest rate of 4.27% was the best proposal submitted.

Background Attachment(s): Resolution 2026-R4

Recommended Action:

1. Motion to approve finance proposal with HomeTrust
2. Approve Resolution 2026-R4 authorizing the Town Manager to file the formal application with HomeTrust to secure funds for the purchase of two police interceptor vehicles not to exceed \$104,000.

Action: _____

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN INSTALLMENT PURCHASE CONTRACT to purchase two police interceptor vehicles (“collateral”) with the total amount financed not to exceed \$104,000.

WHEREAS, the Town of Swansboro solicited and received competitive proposals from financial institutions to purchase collateral with the total amount financed not to exceed \$104,000;

WHEREAS, HomeTrust offers the lowest fixed interest rate of 4.27% for a 5-year term for this purchase;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Swansboro that the Board of Commissioners authorizes the Town Manager to enter into a contract with HomeTrust on behalf of the Town of Swansboro to purchase collateral with the total amount financed not to exceed \$104,000.

BE IT FURTHER RESOLVED that the aforesaid contracts by and between the Town of Swansboro, various State contracts and other vendors, and HomeTrust, together with the amounts to be paid thereunder, be and the same are hereby designated as qualified tax-exempt obligations of the Town of Swansboro for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BE IT FURTHER RESOLVED that the Board of Commissioners does not reasonably expect that the Purchaser (and any subordinate entities) will issue more than \$10,000,000 in qualified tax-exempt obligations pursuant to such Sections 265(b)(3)(ii) during the current calendar year.

This resolution is effective upon its adoption this 24th day of February 2026. The motion to adopt this resolution was made by _____ seconded by _____ and was passed by a vote of ___ to ___.

(Affix Seal of Government Unit)

Town Manager

Attest:

This is to certify that this is a true and accurate copy of a Resolution, adopted by the _____ (governing body) of the Town of Swansboro on the ___ day of _____, 2026.

Town Clerk

Date



Board of Commissioners Meeting Agenda Item Submittal

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

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

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$344.01

Vehicle Tax

Honeycutt, Patsy Jo	\$22.75	Tag Surrender
Morris, Michael Andre	\$276.37	Military
Wolfe, Ada Kay	\$44.89	Tag Surrender

Background Attachment(s): None

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

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

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

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

Overview: The Board will consider appointing the initial members who will serve on the newly formed Swansboro Appearance Commission.

Background: At its meetings on August 26, 2025, and October 28, 2025, the Board of Commissioners discussed and ultimately formalized the creation of the Swansboro Appearance Commission as an official advisory body of the Town. The Board unanimously adopted Ordinance 2026-O1 on January 27, 2026, establishing the Commission pursuant to N.C.G.S. §160D-304.

The Commission shall consist of seven (7) members appointed by the Board of Commissioners. Six (6) members must be a bonafide resident of the Town of Swansboro corporate limits and one (1) member must be a bonafide resident of the town’s Extraterritorial Jurisdiction (ETJ). A majority of the Commission shall consist of individuals with demonstrated experience or education in architecture, horticulture, landscape design, urban planning, public art, or other related fields. Members shall serve staggered three-year terms and may serve no more than two consecutive full terms.

With the Commission now formally created, the next step is for the Board to appoint its inaugural members.

There are **9** in town applications and **1** ETJ application on file.

Background Attachment(s):

1. NCGS 160D-307 and NCGS 128-1.1
2. Talent Bank

Recommended Action: Consider appointments to the Appearance Commission.

Action: _____

§ 160D-307. Extraterritorial representation on boards.

(a) **Proportional Representation.** – When a city elects to exercise extraterritorial powers under this Chapter, it shall provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. The population estimates for this calculation shall be updated no less frequently than after each decennial census. Representation shall be provided by appointing at least one resident of the entire extraterritorial planning and development regulation area to the planning board, board of adjustment, appearance commission, and the historic preservation commission if there are historic districts or designated landmarks in the extraterritorial area.

(b) **Appointment.** – Membership of joint municipal-county planning agencies or boards of adjustment may be appointed as agreed by counties and cities. The extraterritorial representatives on a city advisory board authorized by this Article shall be appointed by the board of county commissioners with jurisdiction over the area. The county shall make the appointments within 90 days following the receipt of a request from the city that the appointments be made. Once a city provides proportional representation, no power available to a city under this Chapter is ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the extraterritorial area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them.

(c) **Voting Rights.** – If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise, they shall function only with respect to matters within the extraterritorial area. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 8, 51(a), (b), (d).)

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

THUMBNAIL PROFILES TALENT BANK APPLICANTS

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

Interested in **Planning Board** **Appearance Commission** Other

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

Kelley Brown **Not in Town Limits** **(910)238-0191** (12/2024)

Interested in **Tourism Authority**

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

Bryan Lowe **Town Limits** **(910)978-6498** (12/2023)

Interested in **Planning Board** **Board of Adjustment**

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

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

appointed to PB

Interested in **Tourism Authority**

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

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

Interested in **Tourism Authority**

- General Manager Hampton Inn and Suites
- High School Education
- Military Affairs Committee
- Has worked in hospitality for 7 years under Crown Hotel and Travel Management, which has given her good prospective on what is needed to maintain and get new business coming to Swansboro. She has 3 children active in the community with dance and baseball which helps her know the market segment for youth travel.

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		

-Having become more involved with the community through the Military Affairs Committee and volunteering at different events she would like to expand her horizon into helping bring more business to the town of Swansboro.

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

appointed to Parks Board

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

-COO of DFS Advertising Agency

-Some College

-Previous member of Swansboro Area Events Organization, Swansboro Area Development Foundation, Swansboro Military Affairs Committee, Swansboro Veterans Memorial Committee

-15+ years in business leadership in Swansboro, 10+ years in local property management and season tourism patterns/growth. Proven track record in tourism/local development and event management. Strong marketing and community engagement skills. Currently maintains a network of local business partnerships. Advertising agency is the agency used by the Azalea festival for the past 2 years and for 2025.

-Interested in serving TDA by having direct experience in tourism promotion and management, understands season business patterns in Swansboro. Interested in serving the Planning Board by having a proven track records of business expansion and understands the nature and necessity of careful planning for both commercial and residential. Interested in serving the Parks & Rec Board by having a history of planning large scale community and private events and understands the community needs and interests.

- Overall as a resident of Swansboro since 2007 and having a vested interest in the town growth, he is willing and strongly desires to make a positive change in our community that will benefit most and assisting with positive growth for the Town and make sure that residents and business owners are protected.

Rachelle Lovejoy **Town Limits** **(540)664-7411** (07/2025)

Interested in **Planning Board** **Park Board**

-HOTWORX Franchise Owner

-BS Psychology/Military Resilience/Addiction & Recovery, MSW Family-Life-Social Environment Student

-Town of Swansboro Internship – Sidewalk Project, DoDEA Special Education Advisory Board Member, At Risk Youth Development Program, Mental Health Mentor Liaison, ADA Advocacy Outreach

-Strong background in community service and nonprofit work, with a focus on accessibility and integration, and believes their experience and ongoing MSW studies in Accessibility and Inclusivity will support inclusive, compliant planning and zoning efforts that benefit Swansboro residents and visitors

-Passionate about urban development, accessibility, and inclusivity, and seeks to bring a unique perspective to the Planning Board by offering insights on development plans, alternative evaluation methods, and the specific needs of individuals with disabilities who live in or visit the Town.

Jeff Brooks **Town Limits** **(910)581-6490** (11/2025)

Appointed to Board of Adjustment 1/2026

Interested in **Planning Board**

-MV22 In-service engineer/Dept of Defense (Navy)

-Bachelor of Science in Electrical Engineering

-Prior Parks & Rec board member, coaching/administration for Swansboro Baseball & Softball Association, volunteer coach for Swansboro Soccer Association

-39 year career as civilian engineer for the Navy. Lead engineer for MV22 Flight Simulators. Duties include being site lead at MCAS New River and Subject Matter Expert for lifecycle support and acquisition of new capability for trainers (Contracts, Statements of Work, and Specifications).

-Swansboro native, 3rd of 4 generations to go through the Swansboro school system. Nearing retirement, wants to give back more to the community and help in any way. Recent efforts of Flybridge/Paid Parking/consideration of eminent domain, have energized desire to be involved.

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		

Laurent Meilleur **Town Limits** **(919)619-6752** (11/2025)

Interested in **Planning Board** **Board of Adjustment**

- VP, Sales DDC-I, transitioning to a part time role in early 2026
- Associates in Electro-Mechanical, 100+ hours of college credits with a mix of engineering, physics, and business
- Prior Swansboro Commissioner and before that Planning Board member. Involved in various community fund raisers
- Strong ability to read and understand legal, business and technical material, and already have working knowledge of the town UDO, Land Use Plan, and overall local government process. Prio record demonstrates that he is not shy about diffing into the details, puts personal experiences aside when making recommendations. Decision are made based on a developers alignment with the current UDO. Ability to help develop terminology for UDO changes and improvement
- Transitioning to a part time role with employment will provide more free time for community service. Believes that Swansboro is a jewel along the Carolina coastline and deserves strong citizen support. Particularly has a passion for the work and character of the Planning Board and Board of Adjustment.

Cynthia LaCorte **Town Limits** **(910)467-3847** (11/2025)

Interested in **Appearance Commission**

- Realtor/Broker Caldwell Banker Sea Coast Advantage
- Real Estate/College, technical
- Volunteerism in schools, Jacksonville Board of Realtors Legislative Committee, Key volunteer coordinator for Marine Corps Unit/Deserts Storm, Fundraiser chair & 2 term president local political club/national affiliation, local/state/national level political campaign manager/coordinator
- Excels at teamwork – co-owner nationally recognized real estate team & past club president/staging designation, coordinated community open house events, luxury home marketing certified, resides in historic district, gardening skills, wide range of vendor/political contacts
- Swansboro’s appearance and history can be enhanced and appreciated more by achieving the objective of the appearance commissioner. With knowledge gained in various fields coupled with providing success through delating & coordinating teamwork, anything is possible

Doug Rogers **Town Limits** **(919)812-3637** (12/2025)

Interested in **Appearance Commission**

- Retired
- Bachelor of Science – UNC Chapel Hill
- Current member of Swansboro Planning Board, past member of Raleigh Durham Regional Association, Executive Board Chapel Hill Chaber of Commerce
- Served on numerous boards & committees, executive management, budgeting, planning & reporting experience, dales & marketing experience
- Has been actively involved in appearance/beautification activities such as live oak tree planting (87 planted in Swansboro), holiday lights, etc. Desire & commitment to work to improve the appearance of Swansboro for quality of life, economic development, travel & tourism

Frank Tursi **Town Limits** **(252)241-3507** (12/2025)

Appointed to Planning Board 1/2026

Interested in **Other**

- Retired
- Bachelor of Arts in English, Bachelor of Science in Geology
- Prior Commissioner, Mayor Pro Tem (2015-2023), planning board member & chair (2012-2015)
- Understands and values planning concepts, local zoning ordinances, chaired committee to devise Land Use Plan, knows the town’s culture and history
- Desires to make Swansboro Better

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		

Nancy Palbicke **Town Limits** **(847)721-9123** (12/2025)

Interested in **Appearance Commission**

- Sales at Merrow Boutique
- Associate of Arts
- Various school & athletic sport fundraising & silent auction
- Owned an interior decorating company. Merchandising & design background. Assistant to the Dean redesigning the college campus. Worked with the grant coordinator to design a new sim lab, won an award for design painting of a campus statue
- Desires to be involved in the enhancement and refine the beautiful historic downtown area

Leah Evans **Town Limits** **(252)258-5262** (12/2025)

Interested in **Tourism Authority**

- Owner of Salt Marsh Cottage
- 2 years of college in marketing
- Swansboro Area Event Organization board member for 5 years, Swansboro Area Chamber of Commerce board member for 2 years, Swansboro Downtown Merchants Group member for 11 years, Farmville Parks & Rec board member for 4 years
- 20 years in the newspaper industry specializing in marketing & sales. Concluding 8 years created the commercial print division with over 10 million annual revenues. Operated a Bed & Breakfast in Cape Carteret for 3 years prior to opening Salt Marsh Cottage
- Livelihood depends on tourism in Swansboro, has a vested interest in fostering and sustaining commerce that is vital to our scenic seaside community.

Sarah Svendsen **Town Limits** **(919)969-1429** (12/2025)

Interested in **Appearance Commission**

- Patent & Technical Illustrator – Self Employed, Project Coordinator Ikorongo Technology, LLC
- Bachelor of Arts in Business Administration – NC State University
- PTA Executive committee positions, GSA Troop Leader, Northwood High School Booster Executive Committee Positions, AAU Team member
- Self-starter, business owner for 12+ years, experience in developing identify packages(logos, letterhead, business cards)
- Seen how simple architectural or landscape guidelines can positively affect the aesthetics for a town and desires to be good steward to the Town

Kim Kingrey **Town Limits** **(910)934-3999** (1/2026)

Interested in **Appearance Commission**

- Self Employed Real Estate Broker, Coach
- Education in Historic Preservation, Mortgage Broker, Real Estate Broker
- Currently serving on the Historic Preservation Commission, Former Chairman of Crystal Coast Habitat of Humanity, Board member of Swansboro Historical Association
- Education in historic preservation and able to educate other commissions to prevent overlap of project and permission on board, Fundraising and connections to local businesses and CEOs of the companies that serve the area are all areas in which she can assist
- Feels the Appearance Commission should have a liaison from the Historic Preservation Commission. Looking forward to making sure the commission is effective and does not take up time and resources that other boards are responsible for covering. Appreciates fresh ideas for some things to take place to make the appearance more in keeping with what other historic towns are implementing and there are many possibilities to explore. Has over 30 years’ experience running many companies and on profits

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		

Claire Cole **Town Limits** **(252)723-7945** **(2/2026)**

Interested in **Appearance Commission**

- Head of L & D/Bitly
- Bachelors & some graduate work
- Board member of the Swansboro Historical Association, Onslow County Museum Advisory Board, President of Swann Harbour HOA
- Over 20 years of leadership experience in the corporate world, mostly in luxury hotel management. Will bring unique perspective to this role, strong collaborator and excels at finding way to partner with key stakeholders by aligning priorities
- As a Swansboro native and owner of Crystal Coast Ghost, feedback from customers is heard often, feels strongly about identifying low cost, high impact ways to keep Swansboro beautiful for residents and welcoming visitors

Sandra Conrad **Town Limits** **(336)782-4443** **(2/2026)**

Interested in **Appearance Commission**

- Retired flight attendant and former teacher
- Bachelors in Education, Certified to teach the gifted – University of GA
- Prior president of Hampton Shores Subdivision HOA, former Mediation (civil & domestic) for state of GA
- Posses very good people skills as noted in form professions. Special affinity for Swansboro
- Would like to serve to feel useful and meet more people and feels Appearance Commission is needed

Linda Thornley **ETJ** **(843)301-3913** **(2/2026)**

Interested in **Appearance Commission**

- Crown Hotel & Travel Management, LLC
- Bachelors
- Currently servers on Swansboro TDA, Swansboro Military Affairs Committee, Friends of Hammocks Beach & Bear Island, NC Friends of State Parks
- Understands the importance of budgeting and following the proper guidelines when it comes to community and special interest groups. Feels she has a solid background in Swasnboro with community partners and would be a great fit for the committee.
- In love with Swansboro and made it her home 14 years ago. Protecting what Swansboro has, improving the beauty while still keeping it's charge is what she feel passionate about.

Larry Philpott **Town Limits** **(910)322-4736** **(12/2025)**

Appointed to Board of Adjustment 1/2026

Interested in **Appearance Commission**

- Retired Parks & Recreation Administrator
- Bachelor of Arts in History
- Prior Commissioner, prior member of Swansboro Planning Board, Parks & Recreation Board, Tourism development Authority, and member of the Swansboro Historical Association Board
- Over 31 years' experience in local government to include director positions, elected Swansboro commissioner, and an extensive record of civic engagement through service on town advisory boards, homeowners associations, historical and environmental groups, and multiple community planning committees, demonstrating broad experience in governance, strategic planning, and community development
- Desires to use knowledge and experience to serve the town in a capacity that will be fair and impartial

Historic Preservation	Planning Board	Board of Adjustment	Park Board	Tourism Authority
	Appearance Commission	Other		



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Presentation of Community Pool Survey Results**

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

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

Overview: Swimming Pool Committee Chair Matthew Prane will review the results from the Swimming Pool Community Survey.

Background: At the June 26, 2025, Joint Special Meeting, the Board and Pool Committee agreed that a detailed community survey was necessary before pursuing design or financing for a potential pool and directed that a community-driven survey be developed and published.

At the July 24, 2025, Pool Committee Meeting, the Committee finalized the survey topics and approved a multi-platform distribution plan—including Town website, social media, Constant Contact, Parks & Rec desk, and QR codes—and reaffirmed that survey results would determine whether the project should move forward and guide programming and site feasibility.

The finalized survey was published and available from September 11, 2025, to December 11, 2025.

At the September 25, 2025, Pool Committee Meeting, the Committee reviewed early survey results, noted ongoing public interest, and directed continued promotion of the survey through social media, newspaper outreach, and the Mullet Festival, keeping the survey open through December to maximize participation.

Background Attachment(s): Swimming Pool Survey Report/Results

Recommended Action: Receive presentation and provide further directions to the Swimming Pool Committee.

Action: _____

THE TOWN OF SWANSBORO

Swimming Pool Committee – Community Survey Report

Executive Summary

The Swansboro Board of Commissioners established the Swimming Pool Committee on June 11, 2024, to evaluate the feasibility and community interest associated with the potential development of a swimming pool or aquatic facility within the Town of Swansboro. As part of that effort, the Committee conducted a community survey to gather data regarding anticipated usage, desired programming, preferred amenities, funding considerations, and potential concerns.

A total of 415 complete surveys were included in the final analysis. Responses were collected between September 11, 2025, and December 11, 2025, with the majority submitted on September 13, 2025, the day of the Tunnel to Towers event. Participation represents approximately 10.67% of the Town's full-time population when viewed broadly, and approximately 1.13% of the incorporated population considering only respondents physically located within Town limits at the time of submission.

Survey responses reflect strong interest among participants in swimming access, water safety education, and multi-generational aquatic programming. A majority of respondents indicated anticipated weekly or more frequent use of a nearby pool, expressed support for drowning-prevention initiatives, and identified learn-to-swim programs as a priority. Respondents' preferences favored indoor aquatic facilities with accessibility features, dedicated lifeguard staffing, and family-oriented design elements.

Participation levels, however, represent only a small fraction of the Town of Swansboro's overall population and should not be interpreted as a definitive measure of town-wide consensus. While the results are directionally positive and support continued exploration of an aquatic facility, they do not, on their own, establish broad community endorsement. Continued evaluation is recommended at a larger scale, incorporating expanded outreach, additional data collection, and collaboration with regional, intergovernmental, and private partners. Aquatic facilities and associated infrastructure often serve a broader regional function, and future analysis should consider governance, funding, and operational models that extend beyond a single municipal boundary.

Introduction

The purpose of this report is to present the results and findings of the Swimming Pool Committee's community interest survey. The report documents the survey process, summarizes quantitative and qualitative results, and identifies key themes relevant to future decision-making. Information presented herein is intended to support data-informed discussion by the Swansboro Board of Commissioners and to guide next steps in feasibility analysis and planning.

Background

On June 11, 2024, the Swansboro Board of Commissioners formally established the Swimming Pool Committee to research the feasibility and level of community interest associated with a swimming pool or aquatic facility. The Committee's charge included evaluating potential demand, identifying community priorities, and exploring funding and operational considerations.

On September 9, 2025, Matthew Prane, Chair of the Swimming Pool Committee, presented a proposal during the regular Board of Commissioners meeting requesting authorization to conduct a community survey. The proposal followed a joint committee meeting held on June 26, 2025, during which survey objectives, structure, and content were discussed. Following the presentation, the Board authorized the Committee to distribute the survey on behalf of the Town and to report findings back for review and consideration.

Goals & Objectives

The primary objective of the survey was to assess both community and regional interest in developing a swimming pool or aquatic facility and to understand how such a facility might be used. The survey sought to identify the anticipated frequency of use, preferred programs and amenities, and the perceived benefits related to water safety and drowning prevention. Additional objectives included identifying concerns and barriers to participation, acceptable methods for offsetting costs, and gauging respondents' willingness to remain engaged in future planning efforts as the project advances.

Survey Design

The survey was developed using ESRI ArcGIS Survey tools and coordinated with the Fire Chief and Parks Director to align with existing Town systems and recreational planning objectives. The Fire Department's ArcGIS account was utilized because the platform was already in place and actively maintained by the Town, allowing the Committee to leverage existing municipal resources without incurring additional

costs to the Town or its citizens. While the survey was initially drafted using SurveyMonkey, that platform did not provide the geospatial mapping capabilities necessary to analyze participant locations relative to the Town's incorporated limits and extraterritorial jurisdiction (ETJ). Transitioning the survey to ArcGIS enabled more robust data collection and spatial analysis while avoiding additional licensing or subscription expenses.

Survey design emphasized demand, accessibility, and efficiency, resulting in a 15-question format intentionally structured to be completed in approximately two minutes. The approach was selected to reduce participant burden while encouraging broad participation across a diverse audience. Questions were structured to capture both quantitative and qualitative information related to community interest, anticipated usage, desired programs and amenities, and perceived benefits and considerations associated with a potential aquatic facility.

The survey was formally presented to the Board of Commissioners during the September 9, 2025, meeting, after which distribution was authorized. Outreach occurred across multiple platforms to maximize visibility and accessibility, including the Town of Swansboro's social media channels, the Town's official website, coverage in Tideland News, and direct, in-person engagement during the Tunnel to Towers event held on September 13, 2025. Although the survey remained open for approximately three months, participation was concentrated during the initial outreach phase. Of the 415 completed surveys included in the analysis, 372 responses were submitted on September 13, 2025, coinciding with heightened public exposure and community interaction during the Tunnel to Towers event.

Survey Setting

The survey was intended to assess interest among residents and stakeholders in the Town of Swansboro, including individuals residing within the incorporated Town limits and the Swansboro Extraterritorial Jurisdiction. According to population estimates from Data USA, the Town of Swansboro has an estimated population of 3,887 residents, with the ETJ encompassing approximately 1,800 additional residents. While the study's primary focus was local, the public distribution model and online outreach platforms enabled participation from a broader geographic area. The survey was administered entirely online and accessible on desktop and laptop computers, as well as via a mobile-friendly format compatible with smartphones and tablets. The inclusion of ArcGIS geospatial analysis enabled the identification of response locations and differentiation of input originating within the incorporated Town limits, the ETJ, and surrounding communities.

Survey Inclusion & Sample Size

Inclusion criteria consisted of any individual who completed and submitted the full survey during the open collection period. No exclusion criteria were applied based on residency, age, or stakeholder classification, provided the survey was completed in full. Geographic data captured in ArcGIS enabled analysis of responses by physical location at the time of completion, with specific attention given to responses originating within the Town's incorporated limits and ETJ for analytical comparison.

The final sample comprised 415 completed surveys, all of which were included in the analysis. While the number of responses represents only a small portion of the Town's total population, the dataset provides valuable insight into community and regional interests, usage patterns, and priorities related to a potential aquatic facility.

Results

Participation & Geographical Context

A total of 415 complete surveys were included in the final analysis. Responses were received from participants in three states, including North Carolina, Virginia, and Michigan, with the majority originating in eastern North Carolina. Participation was most concentrated in Onslow and Carteret Counties, but it also included responses from Wake and Johnston Counties, reflecting both local and regional engagement.

Geographic analysis conducted through the ArcGIS platform identified 44 respondents physically located within the Town of Swansboro's incorporated limits at the time of survey completion, along with 7 respondents located within the Swansboro Extraterritorial Jurisdiction (ETJ). Additional response clusters were observed in unincorporated areas of Onslow County, most notably the Bear Creek area with 34 responses, followed by smaller concentrations in Carteret County and surrounding communities.

When survey responses were cross-referenced with the question regarding receipt of a Town of Swansboro stormwater bill, discrepancies emerged between reported billing status and the physical location recorded at the time of survey submission. Several respondents who indicated receiving a stormwater bill were physically located outside the Town's incorporated limits when completing the survey. Plausible explanations include second-home ownership, business ownership within the Town, temporary travel, workplace network use, or interpreting the billing question as an indicator of stakeholder connection rather than actual residency. Because the survey did not collect address-level or personally identifiable information, definitive reconciliation between billing status and geographic location

was not possible. These limitations are important considerations when interpreting representation and stakeholder reach.

Participant Demographic Characteristics

Survey participants reflected a broad range of household age compositions. Adults between the ages of 18 and 64 were represented in 84.6% of participating households, while 42.9% reported having youth under the age of 18 residing in the household. Seniors aged 65 and older accounted for 15.4% of submissions. The overall distribution indicates participation across multiple life stages, with notable representation from households likely to utilize both recreational and instructional aquatic programming.

Participant Swimming Ability

Self-reported swimming ability varied among those surveyed. A majority (56.4%) identified as strong swimmers, while 41.0% reported being able to swim a short distance without assistance. A smaller proportion (2.7%) reported being unable to swim without a personal flotation device or other assistance.

Current Pool Use & Anticipated Demand

Approximately two-thirds of survey responses (66.5%) reported not currently using a pool facility, while 33.5% reported using one. Among households that do not use a pool, the most frequently cited barriers were distance to an available facility (186 responses) and membership cost (116 responses), followed by a lack of suitable programs (69 responses). Additional reasons included a preference for private pools and reliance on natural water resources such as the ocean or nearby beaches.

Anticipated usage of a nearby aquatic facility was notably strong among participants. 76.4% indicated their household would use a pool weekly or more frequently, including 21.7% who anticipated daily use and 54.7% who anticipated weekly use. Only 7.0% of those surveyed reported they would never use a pool facility, suggesting meaningful latent demand if access-related barriers are reduced.

Programs & Activity Preferences

Among participants who currently utilize pool facilities, the most common activities included recreational or open swim, lap swimming, fitness, and water aerobics or group fitness. Learn-to-swim programming and youth or competitive swim teams were also identified, though at lower rates.

When asked to identify programs or activities of importance in a potential new facility, those surveyed most frequently selected water aerobics (162), social interaction opportunities (160), and learn-to-swim lessons (125). Strong interest was also expressed in rehabilitation or therapy programs (97), lap swimming (89), and lifeguard training (76). The range of selections reflects demand for a multi-generational, multi-purpose facility rather than a single-use amenity.

Facility Features & Amenities

Clear preferences emerged regarding desired facility features and amenities. An indoor swimming pool was the most frequently selected option (312 selections), followed by an outdoor swimming pool (267 selections). Operational and safety-related features, including lifeguard staffing (219 selections), also received strong support.

Family-oriented and accessibility-focused amenities ranked highly, including outdoor patio areas with tables and shade (193 selections), a separate toddler pool (175 selections), waterslides (130 selections), and a warm water therapy pool (129 selections). These preferences indicate an interest in a facility designed to serve a broad demographic range, including children, older adults, and individuals seeking therapeutic or low-impact aquatic activities.

Funding Preferences & Concerns

Participants expressed a clear preference for funding models that limit financial impact to individuals who utilize the facility. Membership fees for users and grant funding were selected by 343 participants each, while sponsorships were selected by 289 participants. A comparatively smaller group (78 participants) supported a tax increase within the Town as a potential cost-offset mechanism.

When asked to identify concerns related to facility development, a majority of those surveyed (260) reported no concerns and expressed general support. Among participants who did report concerns, cost burden and increased taxes were cited most frequently (110 responses each), followed by operational sustainability (85 responses) and patron and community safety (54 responses). Environmental impacts, traffic, and privacy-related concerns were reported less frequently.

Future Participation

Interest in continued participation remained strong. 388 individuals indicated their willingness to participate in a future survey on pricing once a conceptual design is developed. Only 27 participants indicated they would not participate further,

suggesting sustained engagement among those who contributed input as planning efforts move forward.

Summary

The community survey conducted by the Swimming Pool Committee provides valuable insight into public interest, anticipated use, and desired programming for a potential aquatic facility in the Town of Swansboro. Survey results indicate strong interest among participants in swimming access, water safety education, and multi-generational aquatic programming. A significant majority of households in the survey anticipate using a nearby pool weekly or more frequently, with many identifying learn-to-swim programs, drowning-prevention initiatives, rehabilitation services, and social or fitness-oriented programming as priorities.

Participants' preferences consistently favored indoor aquatic facilities, supported by complementary outdoor amenities, lifeguard staffing, accessibility features, and family-oriented design elements. Funding preferences reflected a clear desire to limit financial impact to facility users through memberships, grants, and sponsorships, with comparatively less support for broad tax-based funding. Overall, survey participants' sentiment was supportive, with relatively few expressing oppositions to the concept of an aquatic facility.

Feasibility Considerations

Based on the data collected, the development of an aquatic facility appears feasible from both demand and programmatic perspectives. Anticipated usage levels, combined with strong interest in diverse programming and amenities, suggest that an appropriately designed facility could achieve sustained utilization. However, findings also indicate that feasibility is more realistic when evaluated through a broader, regional lens rather than as a single-municipality project.

Swansboro's geographic position and accessibility make it a logical and effective central location for a regional aquatic facility serving residents within the Town, the ETJ, and surrounding communities. A facility of this nature would likely exceed the demand generated solely within the incorporated limits, underscoring the importance of regional collaboration in both planning and implementation.

Sustainability & Long-term Operations

Operational sustainability emerged as a recurring concern among participants, particularly regarding long-term costs, staffing, and financial viability. Survey results indicate a strong preference for user-based revenue models supplemented by

grant funding and sponsorships, suggesting potential pathways to offset operating expenses while minimizing taxpayer impact.

Long-term sustainability will depend on careful consideration of governance structure, operational partnerships, staffing models, programming mix, and capital lifecycle costs. Regional or multi-organizational operating models, potentially involving shared governance, interlocal agreements, nonprofit partnerships, or private-sector participation, should be evaluated as part of any feasibility or business planning effort. Such models may improve cost sharing, expand access, and enhance operational resilience.

Adequate Representation & Community Reach

While the survey generated meaningful participation and valuable insights, the number of completed surveys represents a relatively small portion of the Town of Swansboro and the ETJ's total population. As a result, the findings should be viewed as directional rather than definitive, reflecting the perspectives of engaged participants rather than a full community consensus.

The use of ArcGIS geo-spatial analysis provided important context regarding respondent distribution and stakeholder connection. However, participation was heavily concentrated during a single high-visibility event and among individuals already engaged with Town outreach channels. Expanding representation remains an important consideration as planning progresses.

Survey Limitations

Several limitations should be considered when interpreting the results of this survey and applying the findings to future decision-making. While the data provides meaningful insight into participant perspectives and regional interest, it does not fully capture the views of the entire Swansboro community or all potential stakeholders.

- I. Participation represented a limited proportion of the overall population within the Town of Swansboro and its Extraterritorial Jurisdiction. Although the survey received a substantial number of completed responses, the sample size remains a small fraction of the estimated combined population. As a result, findings should be interpreted as indicative of interest among engaged participants rather than a definitive representation of community-wide consensus. Certain demographic groups or perspectives may be underrepresented, particularly individuals who do not regularly engage with Town communication platforms or attend community events.

- II. Survey distribution methods may have influenced response patterns. Outreach relied primarily on online platforms and a single high-visibility public event. While this approach proved effective in generating rapid participation, it may have favored individuals who are digitally connected, socially engaged, or already involved in Town activities. Residents with limited internet access, differing work schedules, or less exposure to Town outreach channels may not have been equally represented.
- III. Geographic data captured through ArcGIS reflects physical location at the time of survey completion, which may not correspond precisely with residency, property ownership, or taxpayer status. Respondents may have completed the survey while traveling, at work, or from secondary residences. Although geospatial analysis enhanced the contextual understanding of response distribution, it cannot fully account for all variations in stakeholder connections. The absence of address-level data or personally identifiable information limited the ability to verify residency or reconcile discrepancies between reported stormwater billing status and geographic location.
- IV. Self-reported data introduces inherent variability. Responses related to swimming ability, anticipated facility usage, and program preferences reflect personal perception and intent at the time of survey completion. Actual behavior, participation rates, and utilization patterns may differ if a facility is developed, particularly as factors such as cost, scheduling, programming availability, and travel distance become more concrete.
- V. The survey was exploratory in nature and not designed as a statistically randomized study. The open-access format and voluntary participation model were appropriate for gauging interest and gathering community input during an early planning phase; however, the methodology does not support inferential conclusions or statistical generalization to the full population. Additional data collection efforts, including targeted outreach, randomized sampling, and supplemental qualitative engagement, would strengthen future analysis.

Collectively, these limitations underscore the importance of viewing the survey as an initial data point rather than a final determination. The findings provide valuable directional guidance and support continued exploration, but further research, expanded engagement, and formal feasibility analysis are recommended before advancing to design, funding, or implementation decisions.

Considerations & Recommendations

Future exploration of a swimming pool or aquatic facility should be approached through a deliberate, regional, and data-informed framework. Survey results demonstrate meaningful interest and potential demand; however, the scale, cost, and long-term operational requirements of aquatic facilities necessitate broader collaboration beyond a single municipality. Continued planning efforts should prioritize engagement with regional partners, including neighboring municipalities, county governments, school systems, healthcare providers, and nonprofit or private-sector organizations. Intra-governmental agreements and public-private partnership models may offer opportunities to share capital costs, diversify revenue streams, and enhance operational sustainability while expanding access for a wider population.

Advancing to a comprehensive feasibility study is recommended as the next formal step. Such a study should evaluate potential sites, capital and lifecycle costs, operational models, staffing requirements, governance structures, and funding strategies. Consideration should be given to phased development or scalable facility designs that allow expansion as demand, partnerships, and funding sources evolve. Feasibility analysis should also assess transportation access, land availability, environmental considerations, and compatibility with surrounding land uses to ensure long-term viability.

Exploration of alternative delivery and management models should remain a priority. Nonprofit management structures, contracted operations, or hybrid governance models may offer greater flexibility and lower financial risk than traditional municipal ownership. Evaluating examples of comparable regional aquatic facilities and benchmarking operational performance can further inform decision-making and identify best practices.

Conclusion

The survey results support continued exploration of a swimming pool or aquatic facility, with meaningful interest expressed among participants and demonstrated demand for water safety education, recreational access, and multi-generational programming. Although the findings do not establish a definitive town-wide consensus, they provide valuable insight into participant priorities and highlight broader regional opportunities.

An aquatic facility appears most viable when evaluated as a regional asset, with Swansboro positioned as a central, accessible location that can improve access for surrounding communities. Future efforts should emphasize expanded outreach, collaboration with regional partners, and completion of a comprehensive feasibility analysis to evaluate governance, funding, and operational models. Taken together,

these steps will help ensure that any potential development is fiscally responsible, operationally sustainable, and equitably accessible, supporting informed decision-making that aligns with long-term public benefit.

Appendix

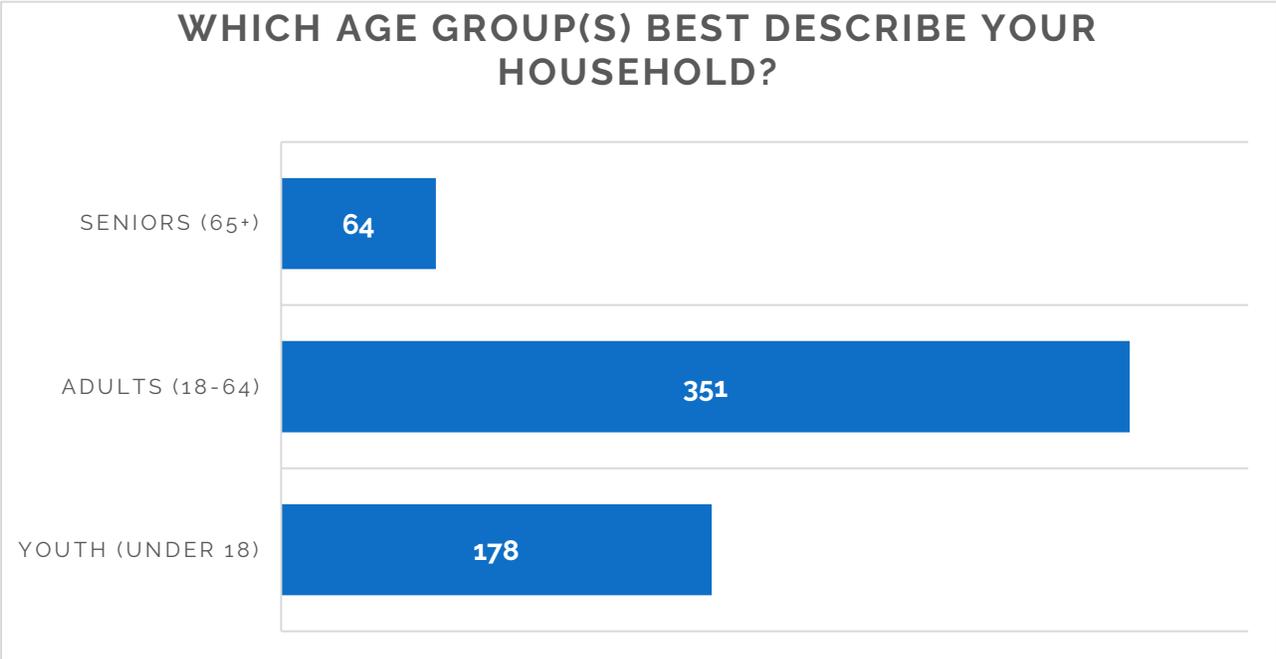
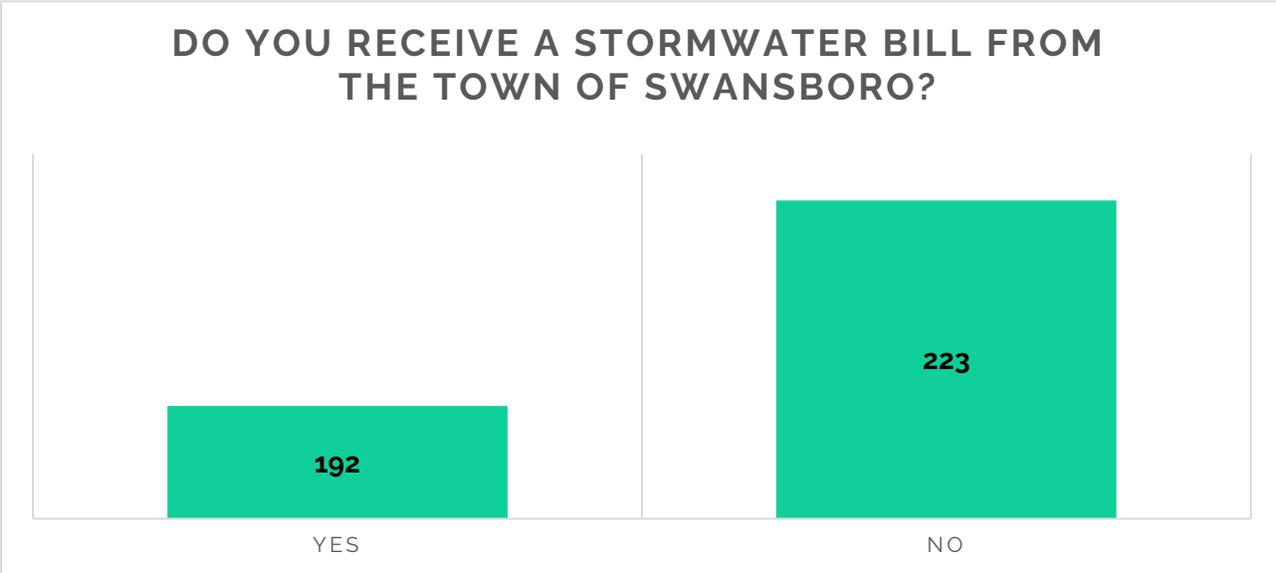
Appendix I – Survey Questions

- I. Do you receive a stormwater bill from the Town of Swansboro?
 - i. Yes
 - ii. No
- II. Which age group(s) best describe your household? (Select all that apply)
 - i. Youth (Under 18)
 - ii. Adults (18-64)
 - iii. Seniors (65+)
- III. Which of the following best describes your swimming ability?
 - i. I can NOT swim without some form of assistance (Personal Flotation Device)
 - ii. I CAN swim a short distance (Across a 25-yard pool) with no assistance
 - iii. I am a Strong Swimmer
- IV. Would your family benefit from drowning prevention?
 - i. Yes
 - ii. No
- V. How often would your household use a nearby pool?
 - i. Daily
 - ii. Weekly
 - iii. Monthly
 - iv. Never
 - v. Only when family comes to visit
- VI. Do you currently use a pool facility?
 - i. Yes
 - ii. No
 - b. (If No) Why do you not use a pool facility?
 - i. Membership Cost
 - ii. Distance to Pool
 - iii. No Suitable Programs
 - iv. I Can't Swim
 - v. I Prefer to Use My Own Pool
 - vi. Other
 - c. (If Yes) What programs do you utilize at the pool?
 - i. Recreational Use/Open Swim
 - ii. Lap Swimming & Fitness
 - iii. Water Aerobics & Group Fitness
 - iv. Swim Lessons & Learn-to-Swim Programs
 - v. Youth & Competitive Swim Teams

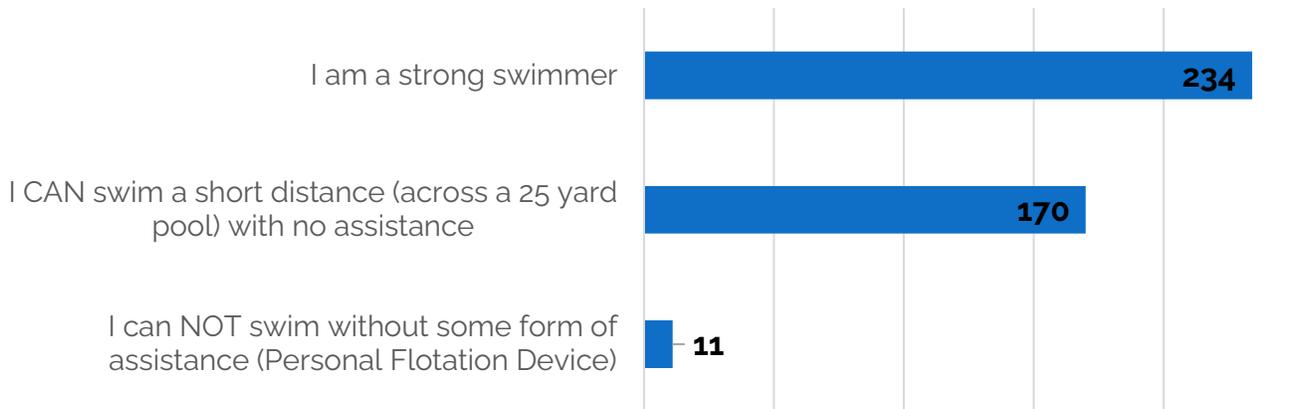
- vi. No Specified Programs
- VII. Which programs or activities would be of importance to you? (Select up to 5)
- i. Learn-to-Swim Lessons
 - ii. Lap Swim 25-Yard
 - iii. Lap Swim 50-Meter Olympic Distance
 - iv. Diving Lessons/Springboard
 - v. Water Aerobics
 - vi. Scuba Training
 - vii. Lifeguard Training
 - viii. Rehabilitation/Therapy
 - ix. Baby Water Acclimation
 - x. Home School Program
 - xi. Social Interaction
 - xii. Swim Team/Competitions/Master Swimming
 - xiii. Other
- VIII. If a pool were to be developed, which feature or amenities would be important to you? (Select up to 5)
- i. Indoor Swimming Pool
 - ii. Air Quality (Indoor Pool)
 - iii. Outdoor Swimming Pool
 - iv. Concession Stand
 - v. Diving Board/Platforms
 - vi. Waterslide
 - vii. Zero-Entry Access
 - viii. Warm Water Therapy Pool
 - ix. Outdoor Patio with Tables & Shade Umbrellas
 - x. Lifeguard Staff
 - xi. ADA Amenities for Safe Access In & Out of Water (Handrails, Chair Lift, Ramps, etc.)
 - xii. Separate Toddler Pool
 - xiii. Fountain/Sensory/Interactive Amenities
 - xiv. Other
- IX. If a pool were to be developed, which of the following ways would you consider to be practical to offset the cost? (Select all that apply)
- i. Membership Fees Only for Patrons Who Use the Facility
 - ii. Tax Increase within the City to Help Offset the Cost of Membership Fees
 - iii. Grants (Local, State, Federal) to Help Offset the Cost of Membership Fees

- iv. Sponsorships from Local, State, and County-Wide Aquatic Associations
 - v. Other
- X. What concerns do you have, if any, about the development of a pool in the Town of Swansboro? (Select all that apply)
 - i. Increased Traffic
 - ii. Cost Burden
 - iii. Environmental Impact
 - iv. Operational Sustainability
 - v. Increased Taxes
 - vi. Privacy/Noise
 - vii. Safety of Patrons and Community Members
 - viii. None, I think it Would Be Great for the Town and Surrounding Communities
 - ix. Other
- XI. What else should the planning team consider when deciding on the development of an aquatic facility?
- XII. Do you have any additional thoughts, comments, or ideas that were not addressed in this questionnaire?
- XIII. Would you participate in another survey on pricing, once a design is drafted from the results of this survey?
 - i. Yes
 - ii. No

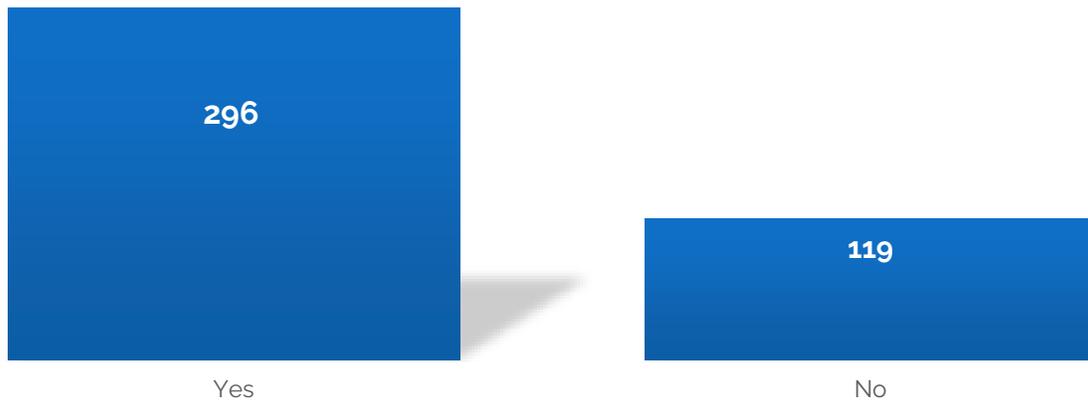
Appendix II – Survey Responses

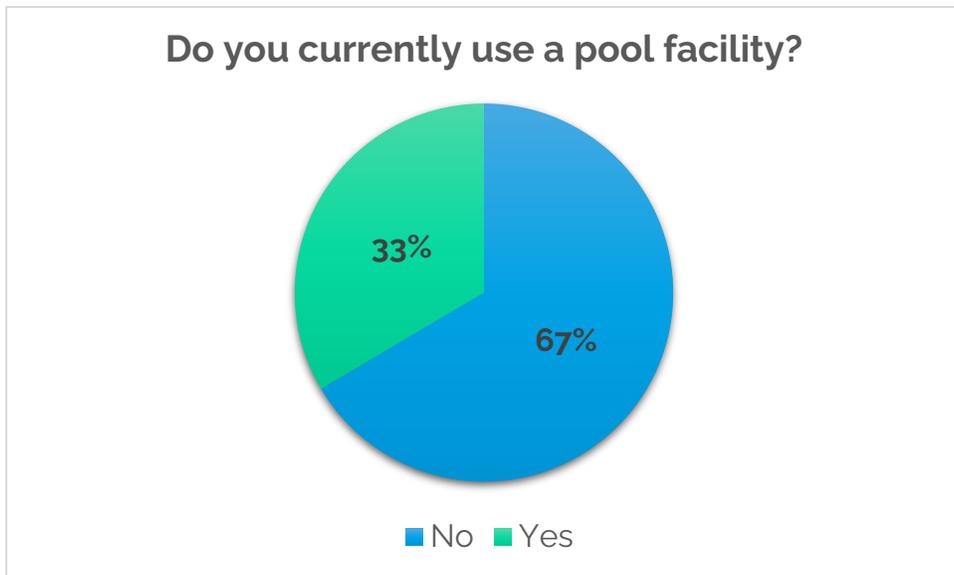
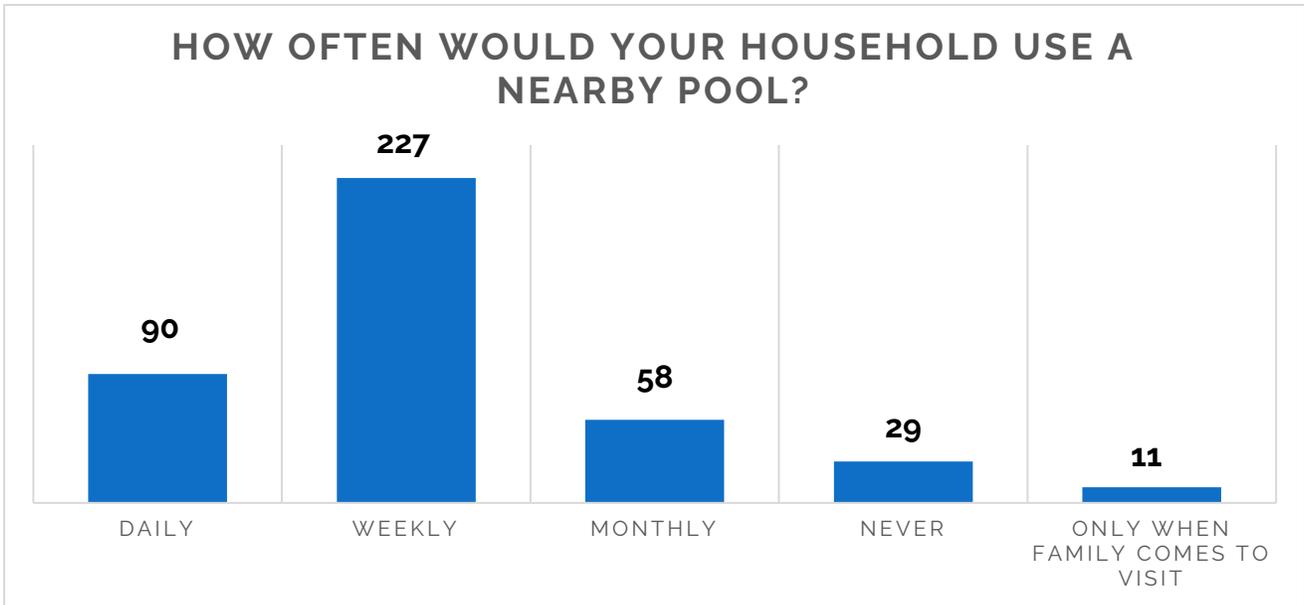


Which of the following best describes your swimming ability?

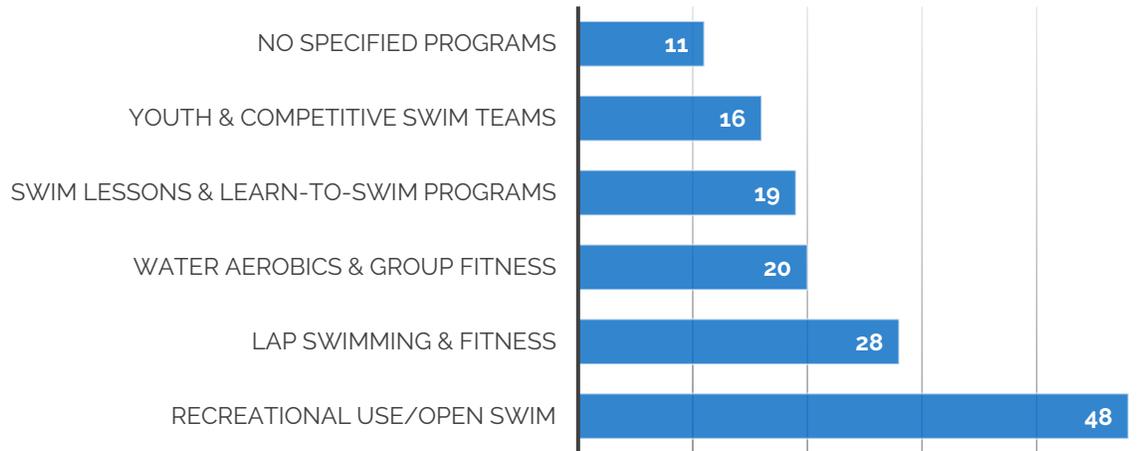


Would your family benefit from drowning prevention?

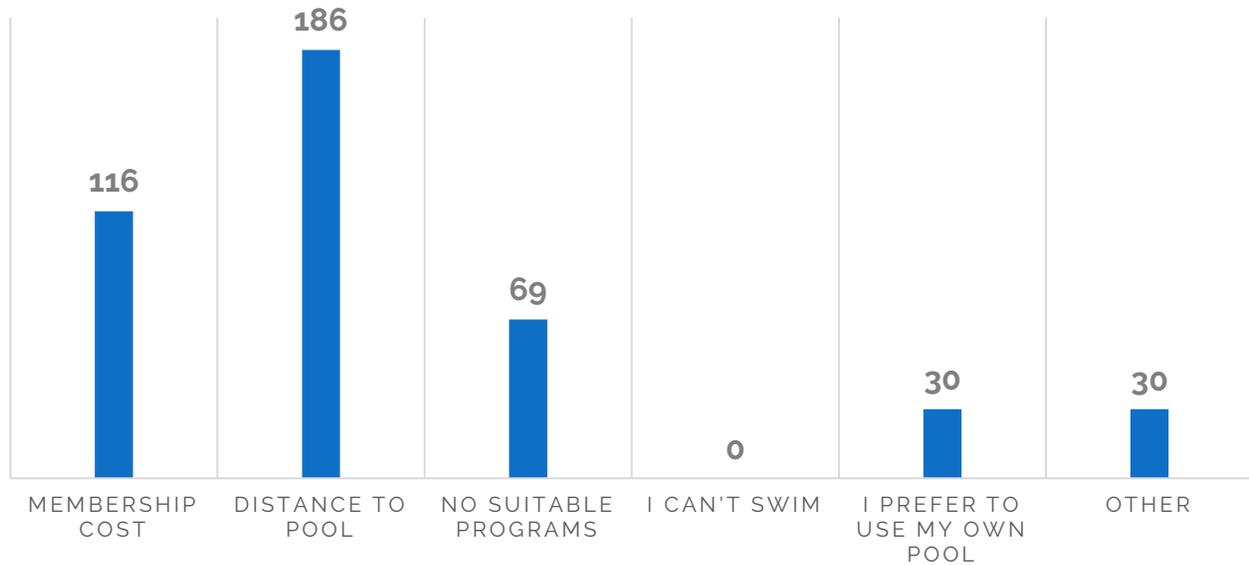




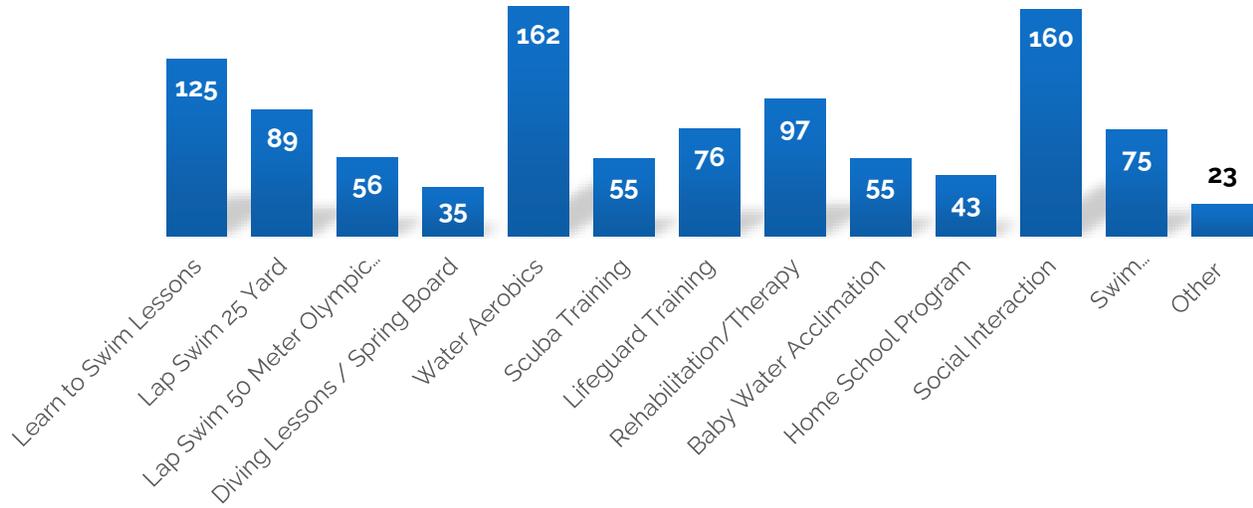
(If Yes) What programs do you utilize at the pool?



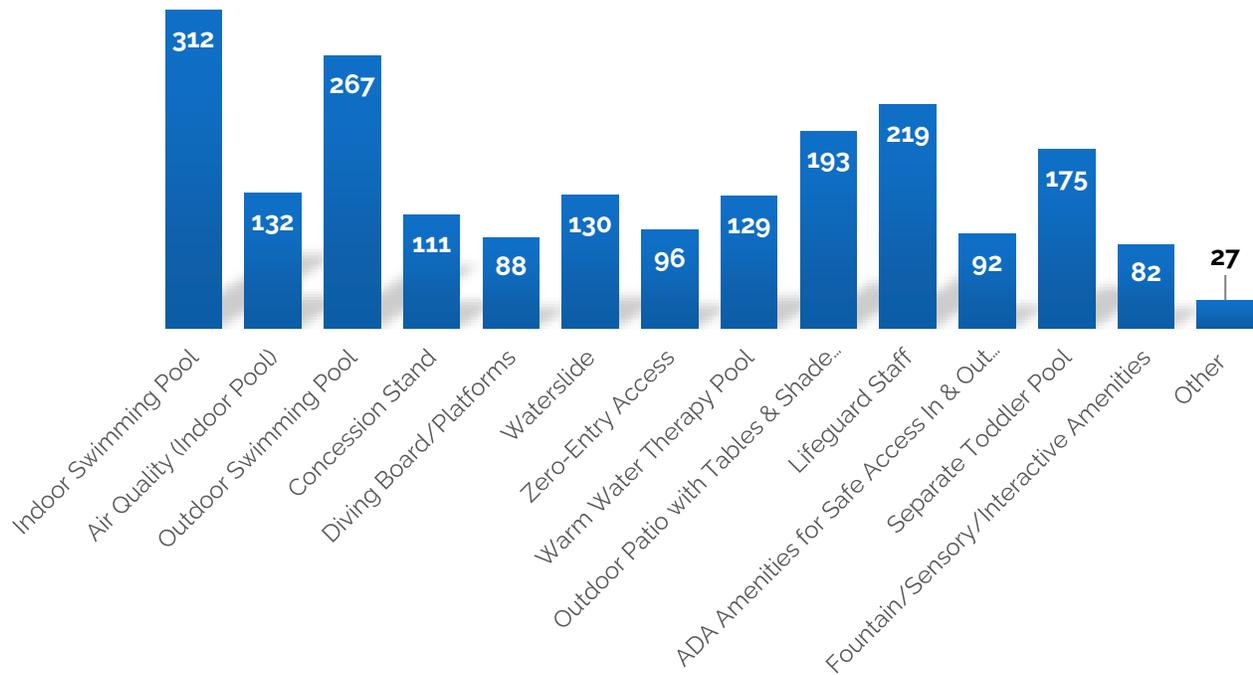
(IF NO) WHY DO YOU NOT USE A POOL FACILITY?



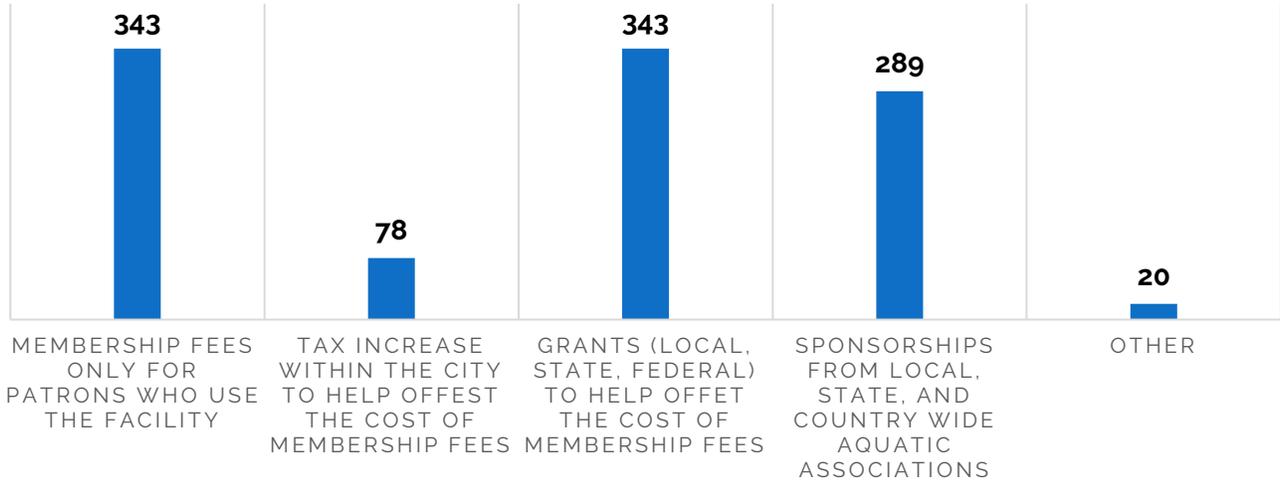
Which programs or activities would be of importance to you?



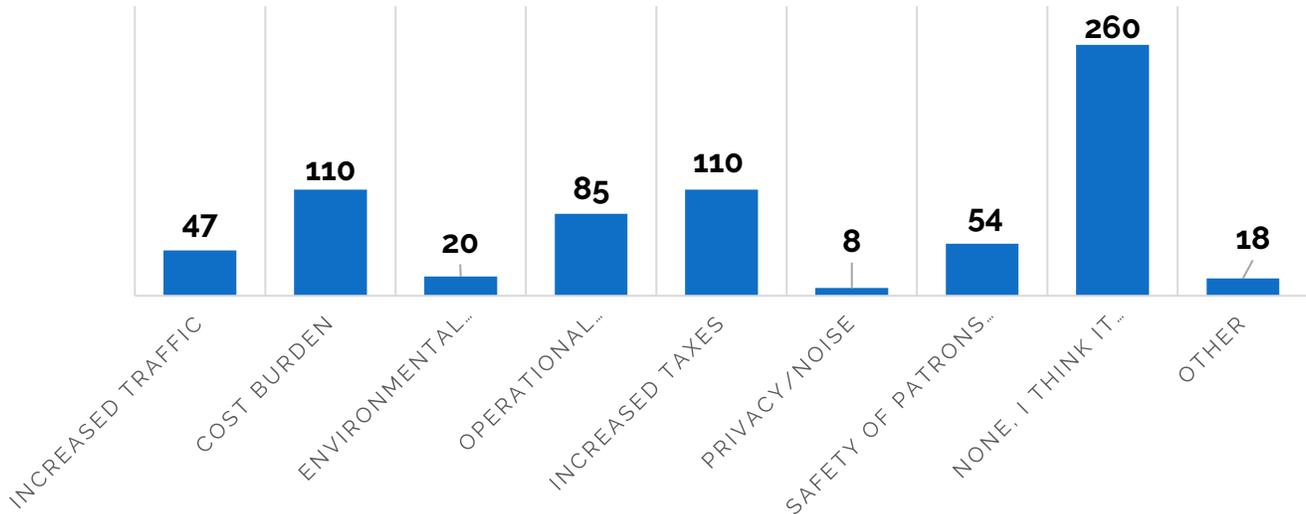
If a pool were to be developed, which feature or amenities would be important to you?



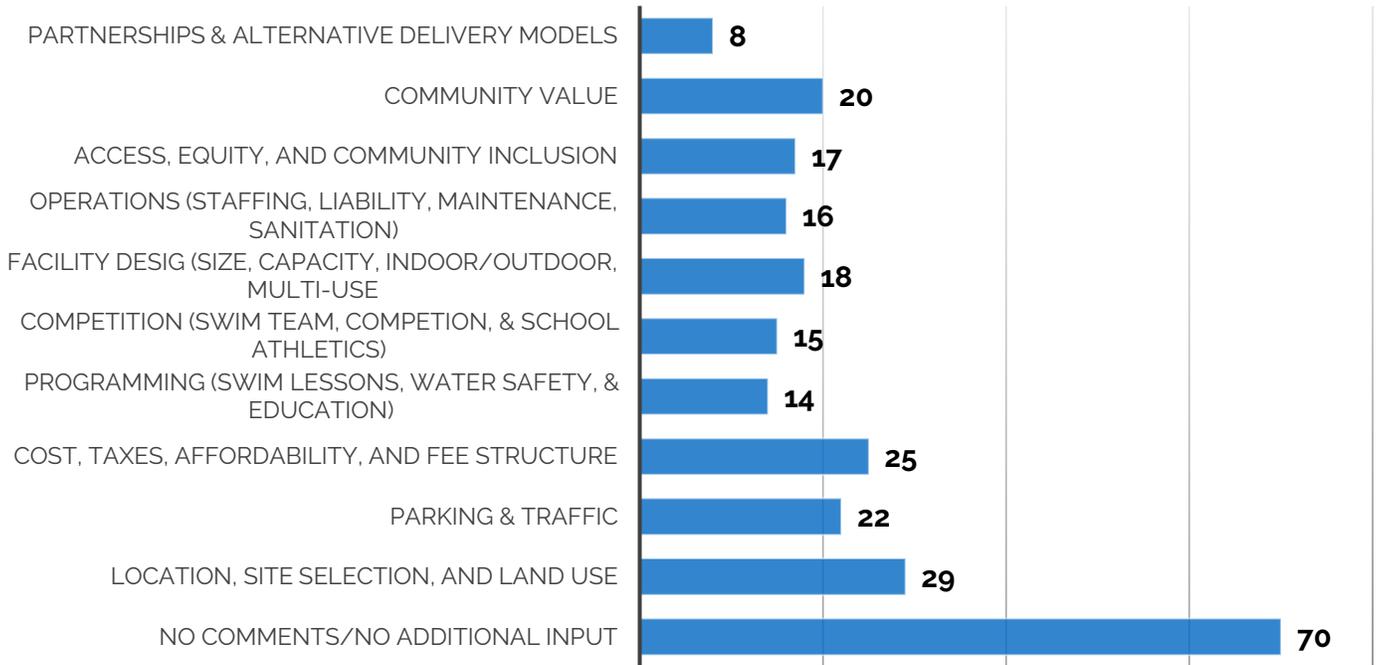
IF A POOL WERE TO BE DEVELOPED, WHICH OF THE FOLLOWING WAYS WOULD YOU CONSIDER TO BE PRACTICAL TO OFFSET THE COST?



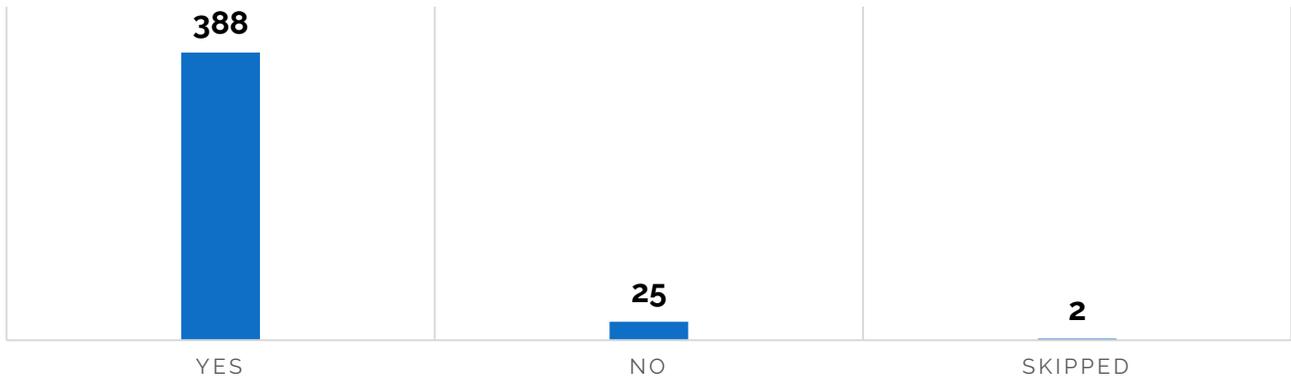
WHAT CONCERNS DO YOU HAVE, IF ANY, ABOUT THE DEVELOPMENT OF A POOL IN THE TOWN OF SWANSBORO?



What else should the planning team consider when deciding on development of an aquatic facility?

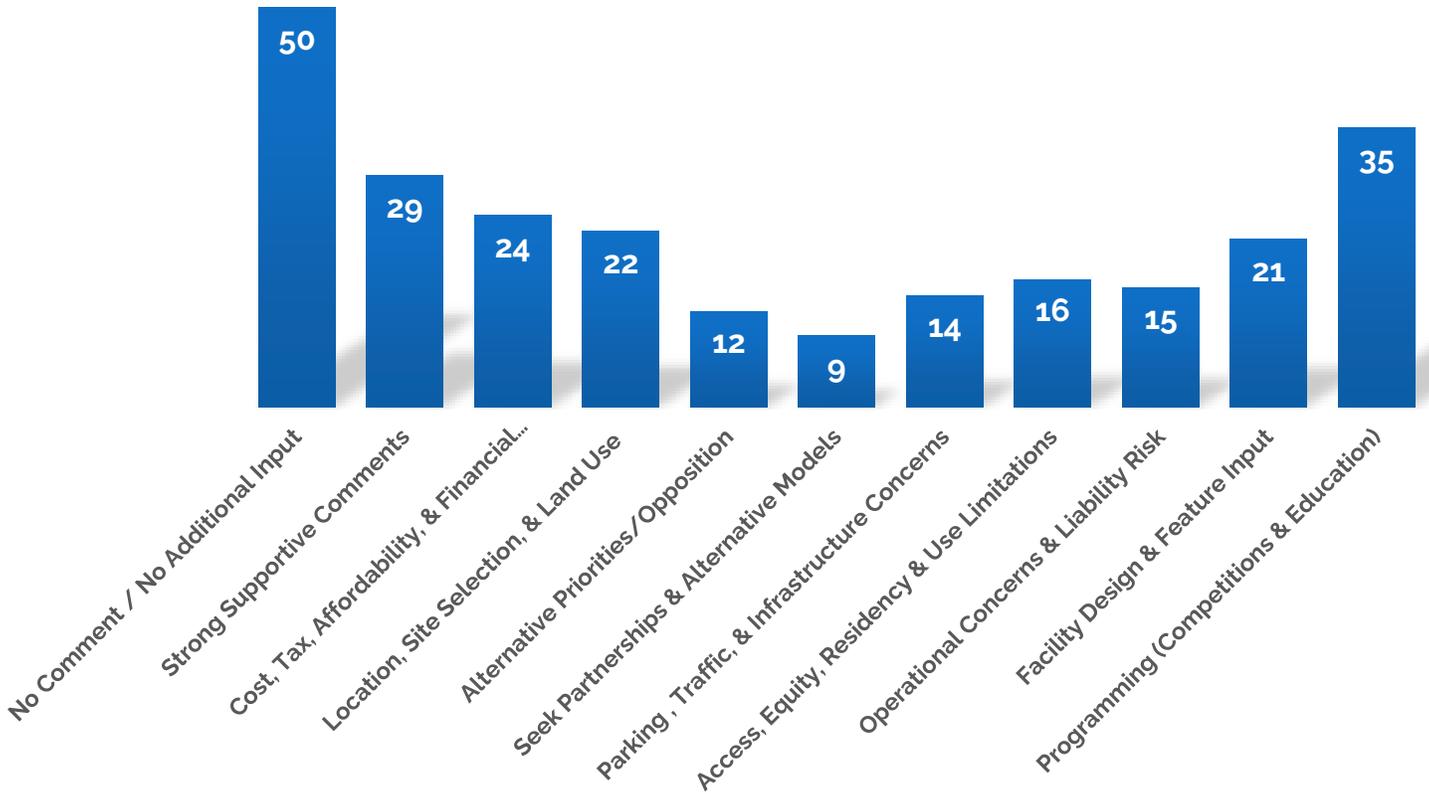


WOULD YOU PARTICIPATE IN ANOTHER SURVEY ON PRICING, ONCE A DESIGN IS DRAFTED FROM THE RESULTS OF THIS SURVEY?

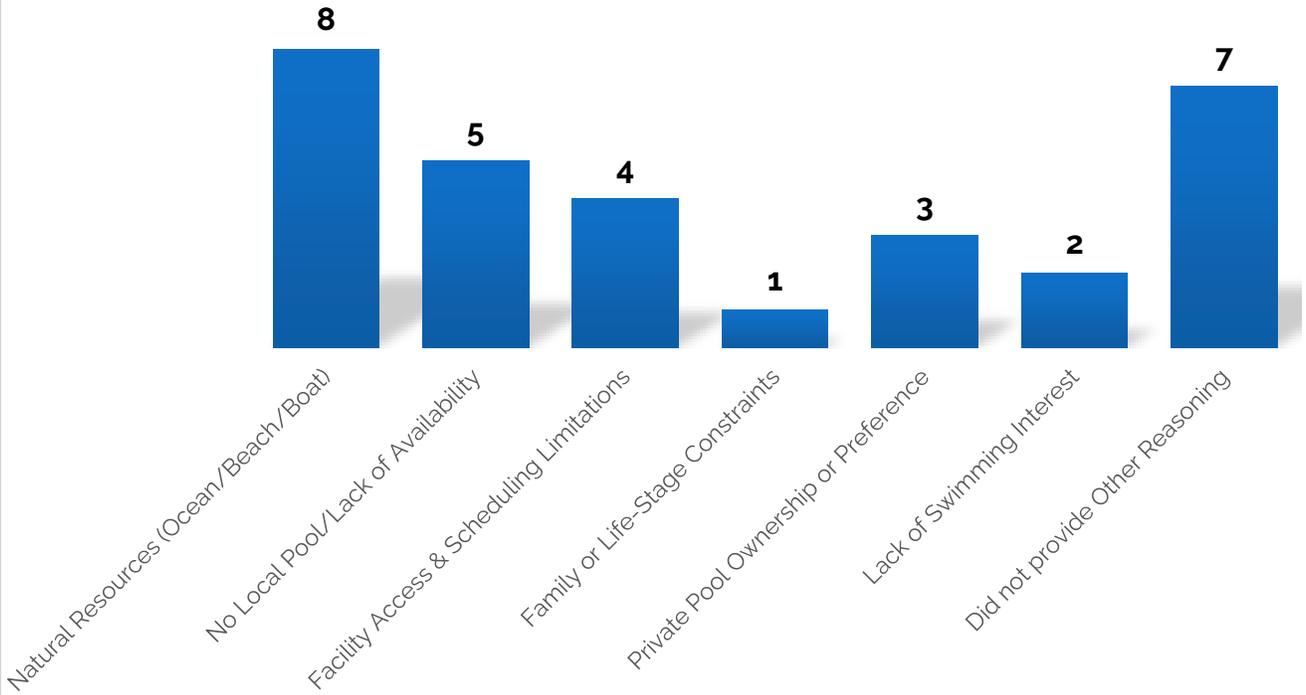


Appendix III – Survey Responses (Other, By Common Category)

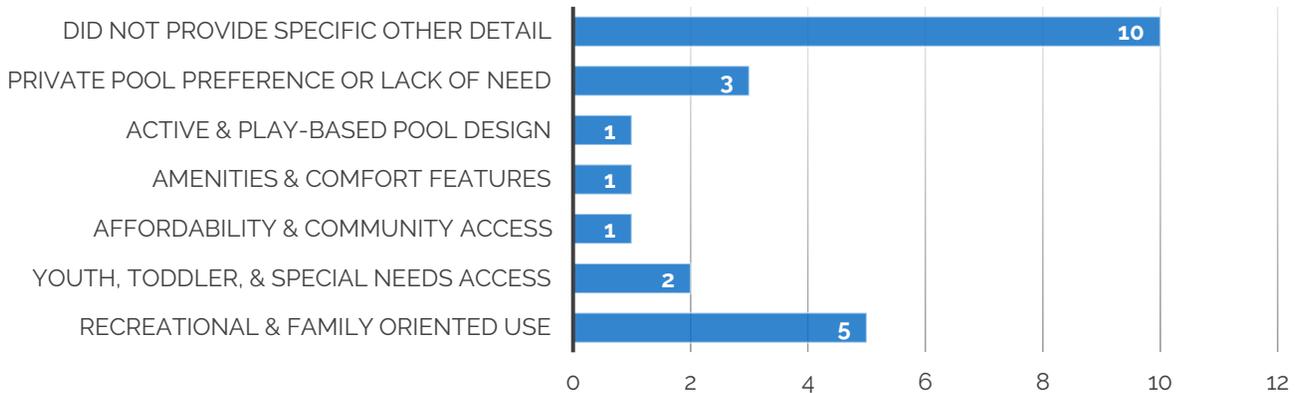
Do you have any additional thoughts, comments, or ideas that were not addressed in this questionnaire? (Common Groupings)



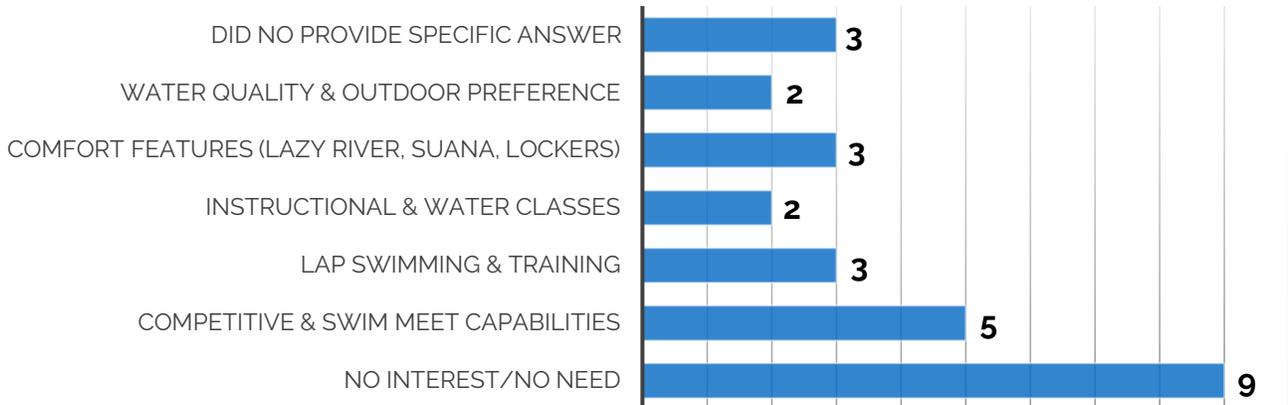
(If No) Why do you not use a pool facility? (OTHER, Common Groupings)



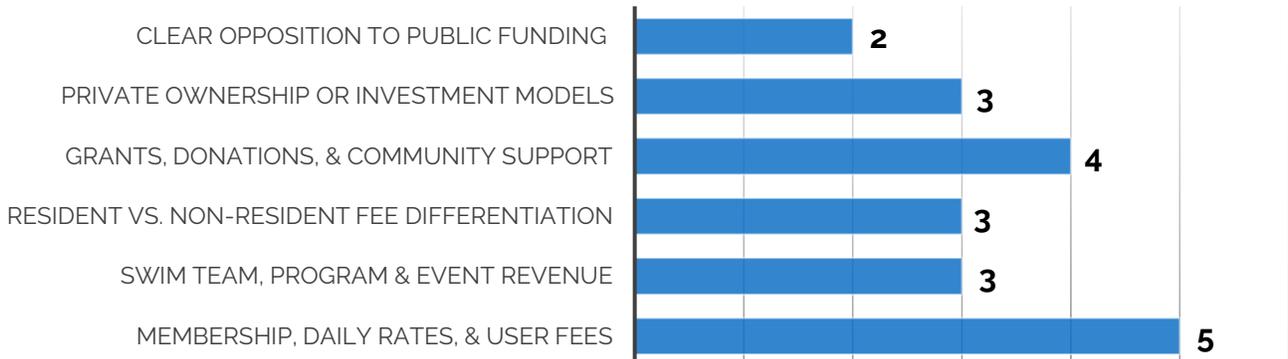
Which programs or activities would be of importance to you? (OTHER, Common Grouping)



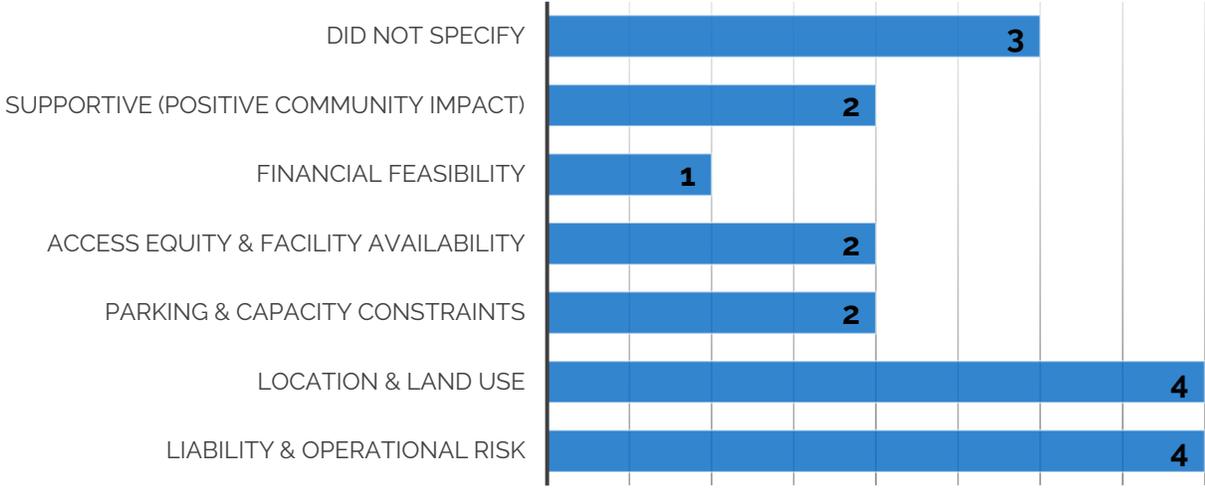
If a pool were to be developed, which feature or amenities would be important to you? (Other, Common Groupings)



If a pool were to be developed, which of the following ways would you consider to be practical to offset the cost? (OTHER, Common Grouping)

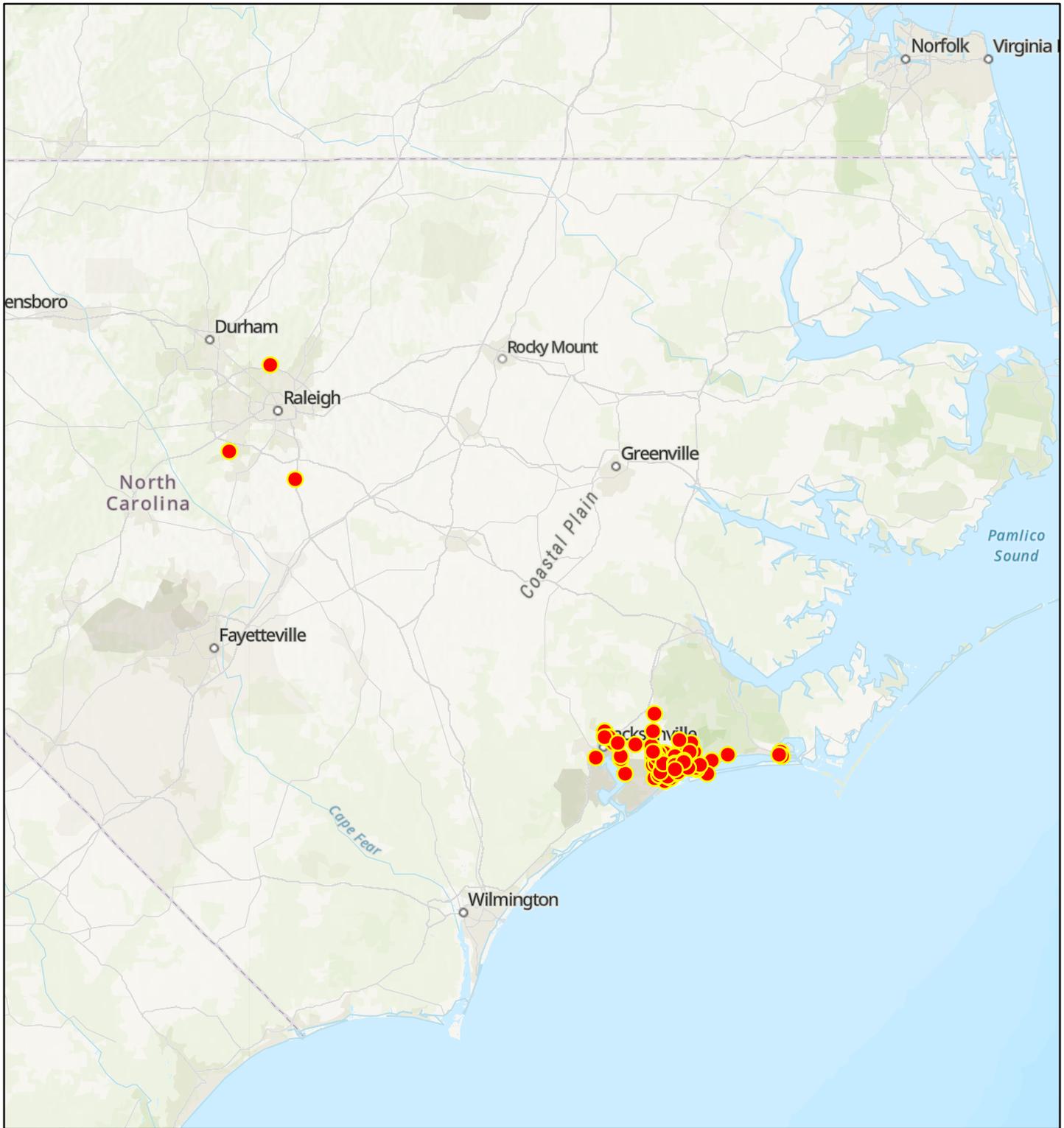


What concerns do you have, if any, about development of a pool in the Town of Swansboro? (OTHER, Common Grouping)



Pool Survey Geospatial Data _ North Carolina View

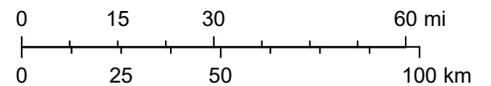
Item VI - a.



1/19/2026

1:2,315,681

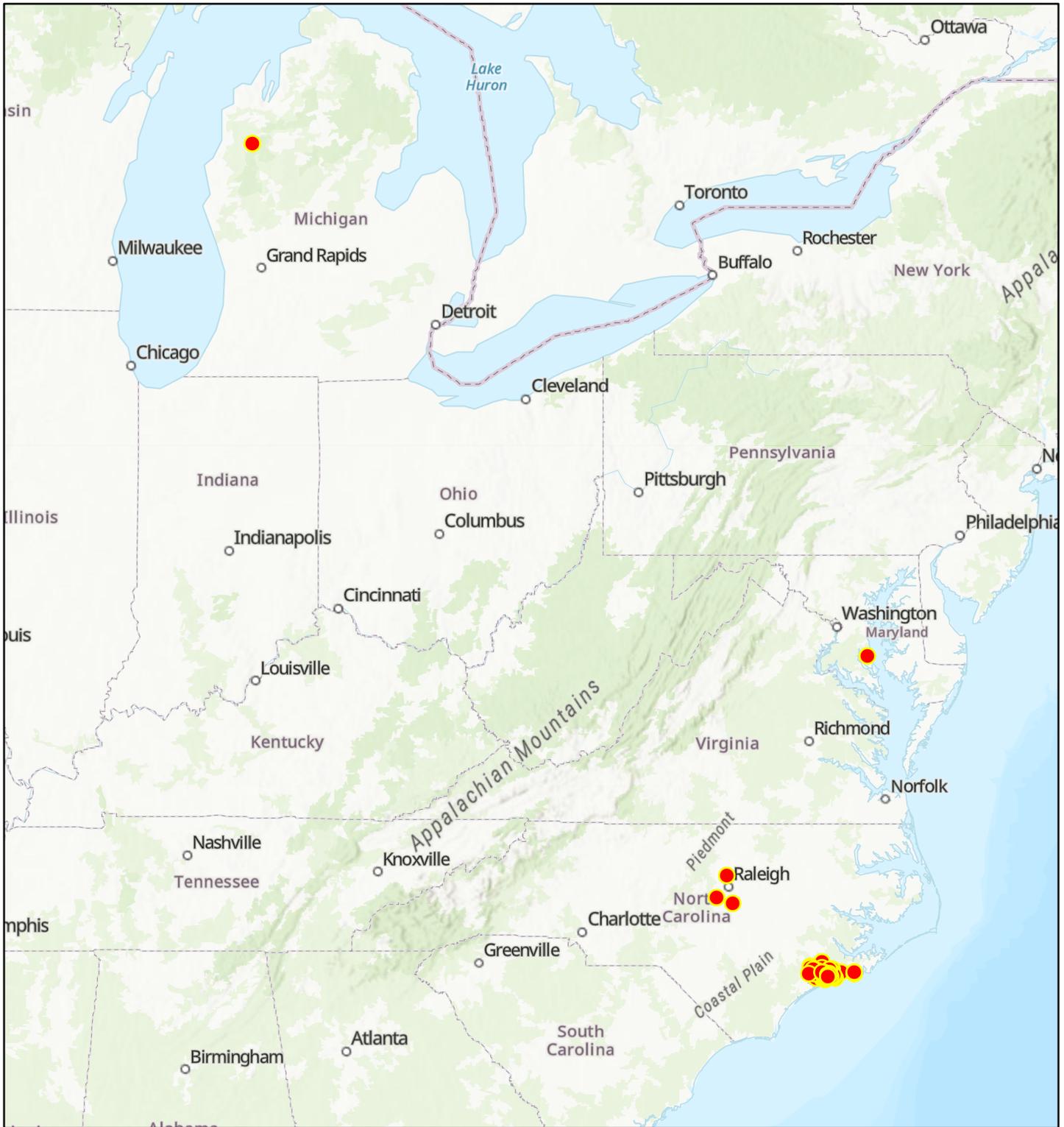
 Survey Point
World_Hillshade



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Esri, USGS

Pool Survey Geospatial Data _ United States View

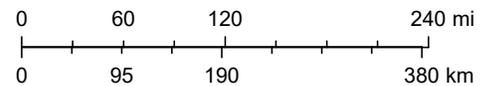
Item VI - a.



1/19/2026

1:9,262,723

● Survey Point
World_Hillshade



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Esri, USGS

Swansboro Swimming Pool Committee

Committee Chair – Matthew Prane

Members:

Renee Cassiano

Laura Holland

Scott Evans

Brooks Barnett

Background – What brought us here?

Big Ideas

Recreation Programs

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

Recreation Facilities + Amenities

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

response rate of 10.8 percent.

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

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

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



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



Swansboro Aquatic Center Estimated Cost information:

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

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

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

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

Sub-totals pools = \$3,200,000

HVAC for pool area = \$900,000

Exercise area - \$450,000

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

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

Sub-Total = \$11,600,000

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

Total Project ball park estimate with Steel or Dome building = \$13,298,000

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

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

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

Swansboro Aquatic Center Estimated Cost information – Phase #1

Land? _____

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

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

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

Fence and lighting for outdoors \$550,000

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

Sub-Total = \$5,530,000

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

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

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

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

Sustainability – Programming **MUST** Precede Design

Costs:

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

Revenue Streams:

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

Revenue Summary:

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

THE TOWN OF SWANSBORO

Swimming Pool Committee – Community Survey Report

Survey Summary



Community Demand & Demographics

- **415 total responses**
(1 Michigan, 1 Maryland, 3 near Raleigh)
- Majority of respondents reside in **Swansboro and unincorporated Onslow County**
- **Population Context**
 - Swansboro: **3,887**
 - ETJ population: **~1,800**
- **Total represented population: 5,687 (response = 7%)**
 - *(Hubert population not included + 20,000) (response = 1.6%)*
- **Demographics**
 - **15.4%** age 64+
 - **84.6%** age 18–64
 - **42.9%** households with children (18 and under)
- **Community Demand**
 - **76.4% (318 of 415)** would use a community pool
→ Sufficient demand to support a **small-scale facility**
 - **66.5% (276 of 415)** currently do not use a pool due to **distance from available facilities**

Facility Preferences, Programming & Funding

Facility Preferences

- Indoor pool preferred: **312**
- Outdoor pool preferred: **267**
- Lifeguards on duty important: **219**

Programs of interest

- Water aerobics: **162**
- Recreational & social use: **160**
- Learn-to-Swim programs: **125**
- Rehabilitation/therapy: **97**
- Lap swimming: **89**
- Lifeguard training: **76**

Funding Preferences

- Grants: **343**
- Sponsorships: **289**
- Support tax increase: **78**

Resident Concerns

- No concerns: **260**
- Cost: **110**
- Sustainability: **85**
- Safety: **54**

Programs Demand Indicates - (multi-generational & multi-purpose)

Community Benefits and Opportunities

Economic Impact:

- Revenue Generation for the Town
- Local Access and Efficiency
- Competitive and Event Hosting Opportunities
- Sports Tourism and Visitor Spending
- Increased Tourism Dollars
- Conclusion
 - Countless potential income no longer leaving the city

Programs on Next Page

*Adults – Teens – Children all need to be aware of the **3 D's**:*

- **D**rowning prevention
- **D**iversity inclusion for all aquatics
- **D**edication to fitness through aquatics

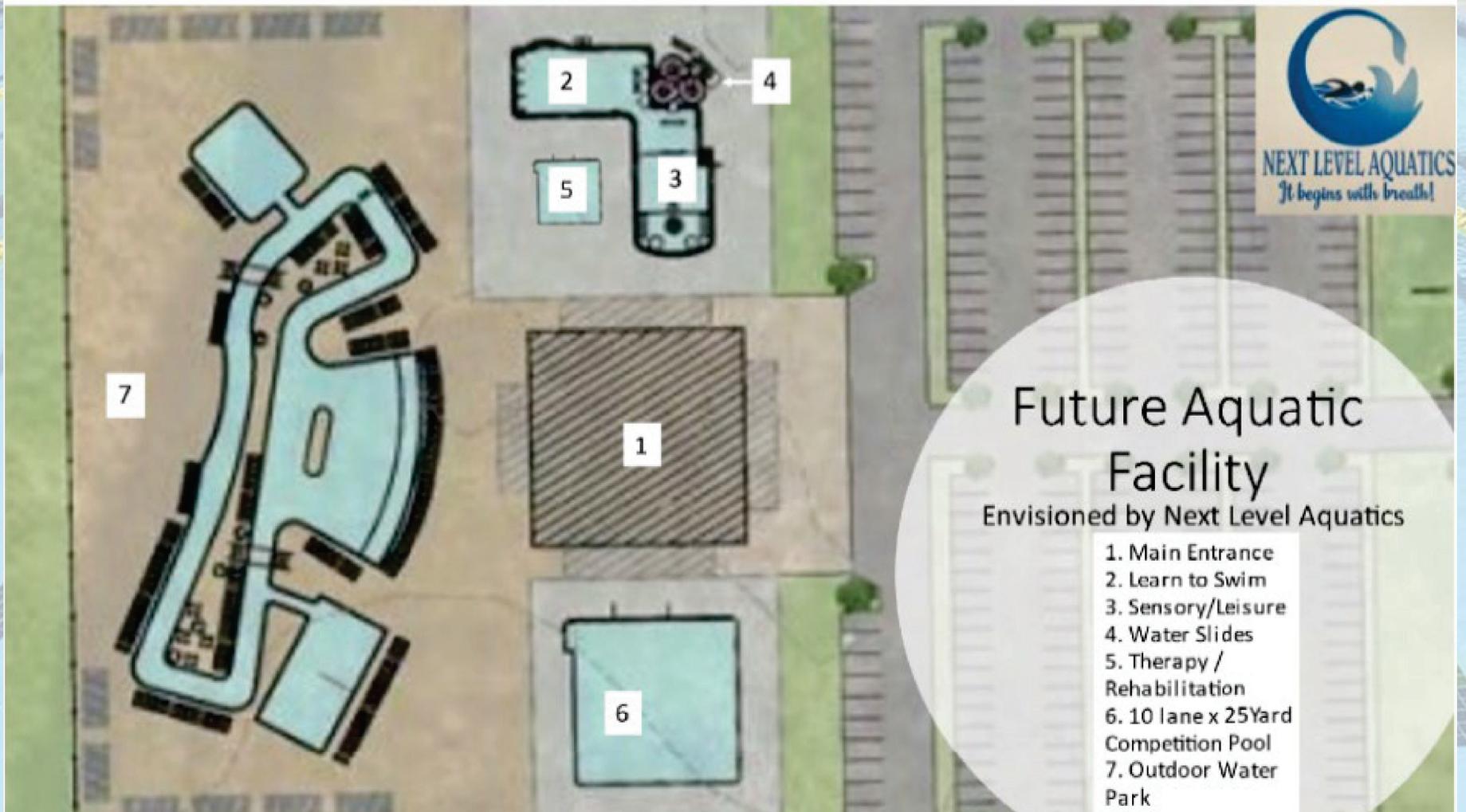
Health and Wellness:

- Low-Impact, Joint-Friendly Exercise
- Social Interaction
- Full-Body Strength and Muscle Tone
- Improved Flexibility and Mobility
- Enhanced Cardiovascular Capacity
- High Caloric Expenditure
- Gravity-Neutral, Stable Environment
- Inclusive Community Health Benefits

Programs

- **Swim lessons**
- **Special Needs Adults and Children (SONC)**
- **Therapy**
- **Aquatic Exercise**
- **Mini Clinics/Pool Chats**
- **Lifeguard training**
- **Required PE swim class – school age**
- **Swim Teams-Club, Middle School, High School, Masters, · Swim Meets-all above**
- **Deep water running**
- **Scuba**
- **Water polo**
- **Artistic Swimming**
- **Recreational events and parties (Ninja Cross)**
- **Swim lessons-baby, kids, adults, special needs**
- **Aquatic Exercise**
- **Therapy – rehab and continuum programs**
- **AiChi - Watsu - Water Yoga**
- **Exercise Biking in water**
- **Walking lanes**
- **Lifeguard training**
- **Swim practice – younger age groups**
- **Home School Programs**
- **Recreational events and activities**
- **Springboard diving, scuba, and deep-water exercise**
- **Study and TAP workshops and training**
- **Recreational swimming**
- **Early Bird Lap Swim**
- **Water Rescue Training - Lifeguard Training (CPR/AED, Lifeguard Cert)**
- **Fitness Training (TRI, Water Aerobics, Lap Swim, Water Fitness) through CAAP**
- **Aqua-Tech CPO Training**
- **Snorkeling & Fin instruction**
- **Wounded Warriors**
- **Kayak Training**
- **1 meter diving**
- **After-school programs**
- **Parties**
- **Swim Lessons - adult and children in small groups (4 to 6 students), Spotlight classes (2 students) and Custom classes (1 on 1)**
- **Water Therapy and Rehab via pool rental to partners**

Draft Concept



Future Aquatic Facility

Envisioned by Next Level Aquatics

1. Main Entrance
2. Learn to Swim
3. Sensory/Leisure
4. Water Slides
5. Therapy / Rehabilitation
6. 10 lane x 25Yard Competition Pool
7. Outdoor Water Park

Questions / Decisions

1. Survey

Did this survey data demonstrate enough interest to further develop this project for the town?

2. Land - Alignment with the Town of Swansboro Land use Plan

In order to advance this project, does the Town have access to 6–8 acres suitable for development through purchase or long-term lease? If not, how do we get this project at the county and state level on behalf of the residents in our area?

3. Funding

With sustained community interest in a public pool since 2008, is the Board ready to establish this project as a strategic priority and convene the appropriate county, state, and local stakeholders to explore funding, partnerships, and implementation?

4. Next Steps

What would you like to see next from your Swansboro Swimming Pool Committee?

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

REVENUES

EXPENDITURES

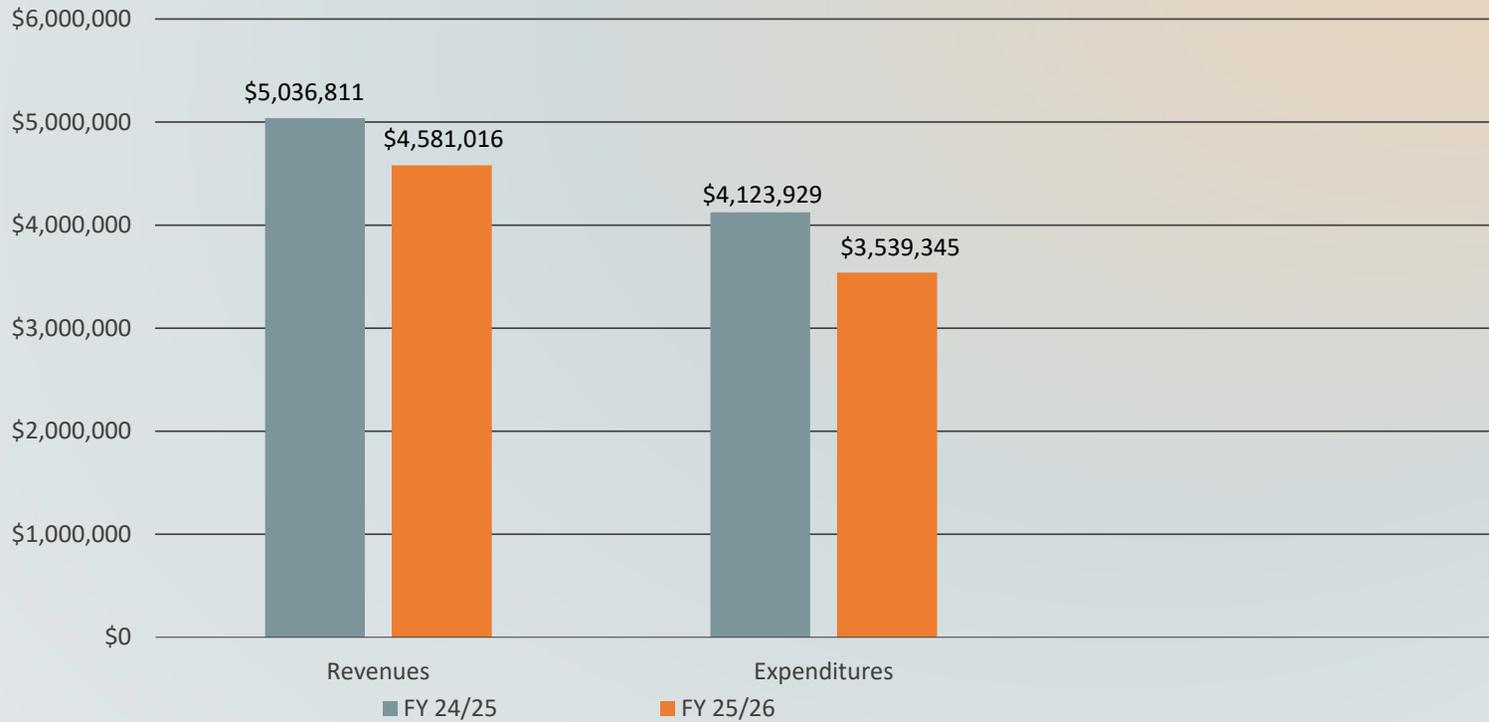
LOAN PAYMENTS

INVESTMENTS

GRANT UPDATE

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

GENERAL FUND



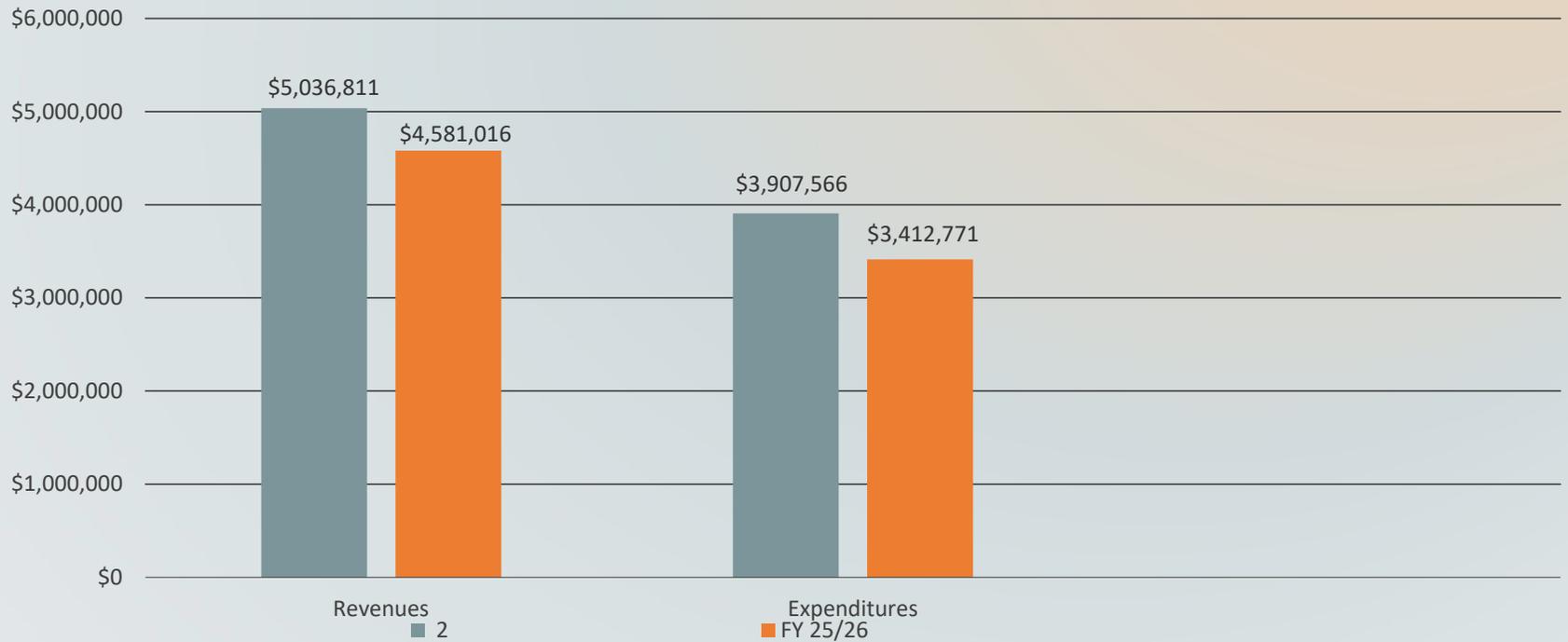
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures-\$1,041,671

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

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

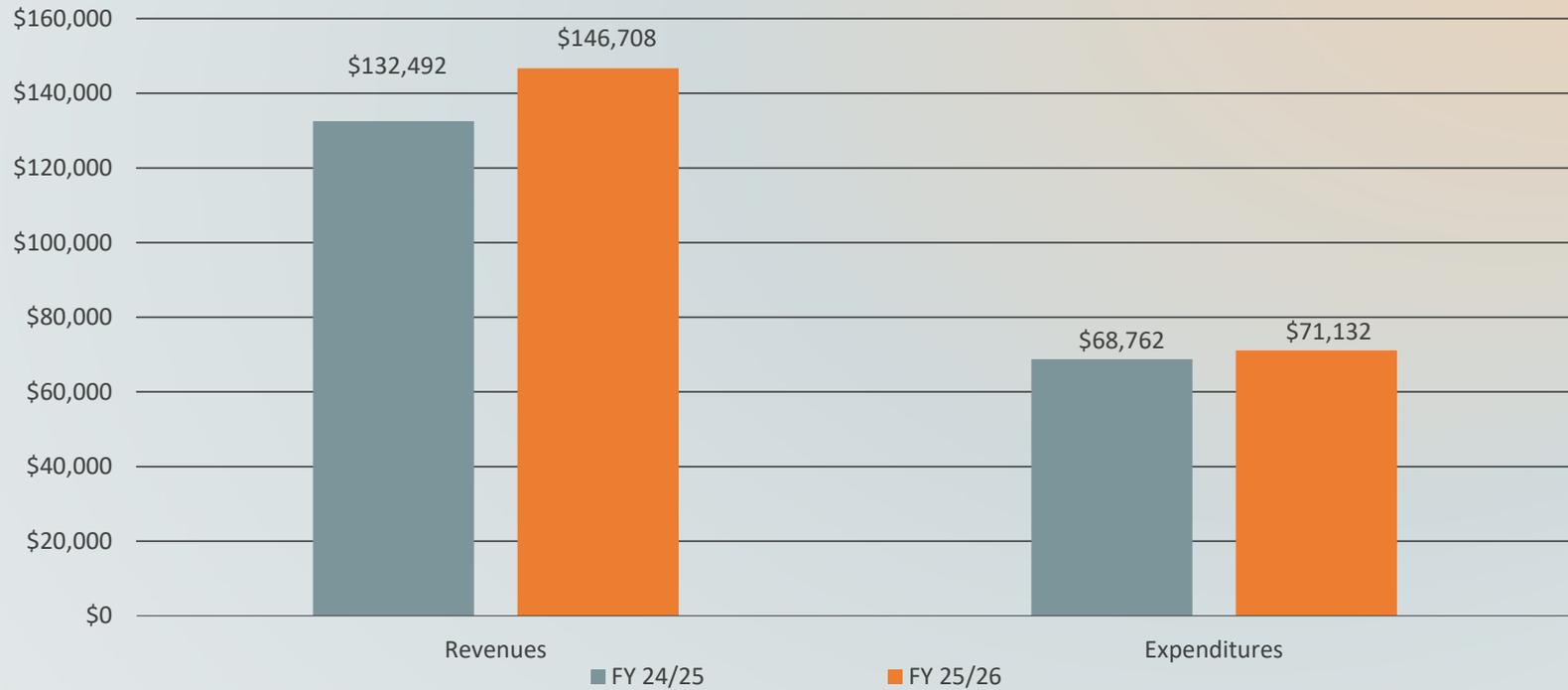
Total Excess of Revenues Over Expenditures- \$1,168,245

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2026
NON DEPARTMENTAL	581,365	401,766	468	69.2%
GOVERNING BODY	297,004	26,364	2,104	9.6%
ADMIN SERVICES	445,135	234,638	1,768	53.1%
FINANCE	345,320	187,599	1,199	54.7%
LEGAL	59,300	19,127	-	32.3%
PUBLIC BUILDINGS	303,843	115,079	4,822	39.5%
FIRE	1,607,343	925,443	32,569	59.6%
PERMITTING	301,128	160,658	3,462	54.5%
PLANNING	92,066	61,114	-	66.4%
POLICE	1,429,971	729,820	44,497	54.1%
PUBLIC WORKS-STREETS	840,983	204,696	2,060	24.6%
POWELL BILL-STREETS	126,580	4,354	367	3.7%
PARKS & RECREATION	577,867	193,994	21,347	37.3%
DOWNTOWN FACILITIES	108,451	66,295	555	61.6%
FESTIVALS & EVENTS	154,689	74,118	9,854	54.3%
EMERGENCY MANAGEMENT	12,000	7,704	1,500	76.7%
TOTAL	7,283,045	3,412,771	126,574	48.60%

**

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

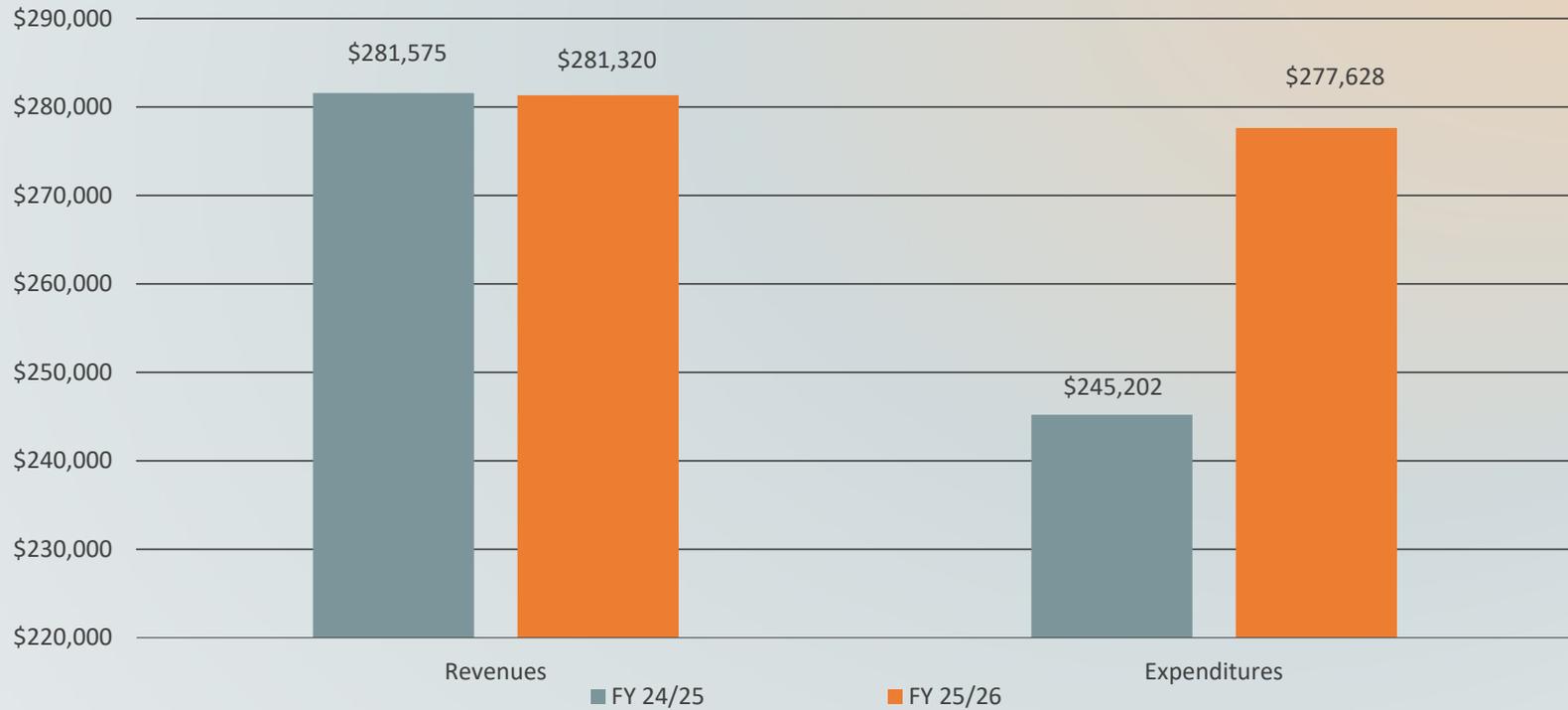
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$75,576**

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$3,692**

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

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	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
Cab Tractor/Dump Truck	\$208,276	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
Total Debt	\$1,018,287			\$372,861

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$699,767	0.10%
NC CMT-General	\$6,881,831	3.61%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$8,601,073	3.40%

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,100,792	\$1,807	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,763,727	\$1,370,657	\$0	\$8,393,070
Emmertton School Repairs	\$499,000	\$326,578	\$0	\$172,422
Stormwater Master Plan	\$400,000	\$346,411	\$0	\$53,589
Main Street Dock Replacement	\$170,164	\$9,541	\$0	\$160,623
Total Outstanding Grants	\$12,322,140	\$3,538,293	\$1,807	\$8,782,040

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

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

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

Overview:

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

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

March 10th or 24th

- * Oath of Office – New Police Officer
- * Police Department End of Year Report
- * Fire Department End of Year Report
- * Public Hearing - Rezoning Request- Parcel ID 012535 (Swansboro Loop Road)
- * WithersRavel Grant Update Presentation (*tentative*)
- * Monthly financial report

April Meeting Dates
14th & 28th

Future Agenda Items

- * Street Acceptance of Swansgate (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * DOD Grant (*anticipated award date, August 12th*)
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * Senate Bill 382 Down Zoning review
- * Onslow County Fire Contract/Strategic Planning
- * Visitor’s Center Renovation Project (*ongoing*)
- * Onslow County Tax Revaluation Presentation
- * Parks & Recreation End of Year Report

PROJECTS REPORT

Town Projects/Initiatives Update

February 2026

Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC
Manager's Report

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

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

On August 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.

Town of Swansboro, NC Manager's Report

- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.
- On December 5, 2025, the TOS acquired 5 acres of property located at 768 W. Corbett Ave. for the future EOC/PSB site. The purchase price was \$1.3 million.
- At the January 13, 2026, BOC regular meeting the Land Acquisition Committee was dissolved since its original purpose was satisfied. A resolution formalizing this action will be presented at the January 27, 2026, BOC meeting.
- At the January 27, 2026 BOC regular meeting, the Town Manager requested and received BOC authorization to enter into contract negotiation with Bobbitt for the Design-Build of the EOC/PSB.
- The Town Manager advised the BOC of the grant agreement (#1347) in the amount of \$3 million to be used towards this project is set to expire on June 30, 2026 without any grant extension.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

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

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

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

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

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

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21.

Town of Swansboro, NC Manager’s Report

Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

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

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

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

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

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.

Town of Swansboro, NC Manager's Report

4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

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

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

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

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

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

Town of Swansboro, NC Manager's Report

the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

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

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

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

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

Remaining Funds for Site Drainage Improvements (Option 2)

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

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

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

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

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

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

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

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

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

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

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

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

October 11, 2024, both preconstruction meetings fell through.

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

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

- 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

Town of Swansboro, NC
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- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6” PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025
- Harp Builders are scheduled to start the interior repairs on January 15, 2025

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

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

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

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

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

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

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rust4d metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
 - o Total amount for this contract modification \$16,866.50

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

May 6, 2025, Staff Stature Engineer, Tripple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing

Town of Swansboro, NC Manager's Report

suitable storm sash. CorrVerter has been applied to the underside of metal ceiling panels. The required Quarterly Report for the grant was submitted on April 14, 2025.

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

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

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

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

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

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

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.

Town of Swansboro, NC Manager's Report

- All storm windows installed require final adjustment to level and seat properly in the frames.
- Attic work incomplete; additional converter application required.

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

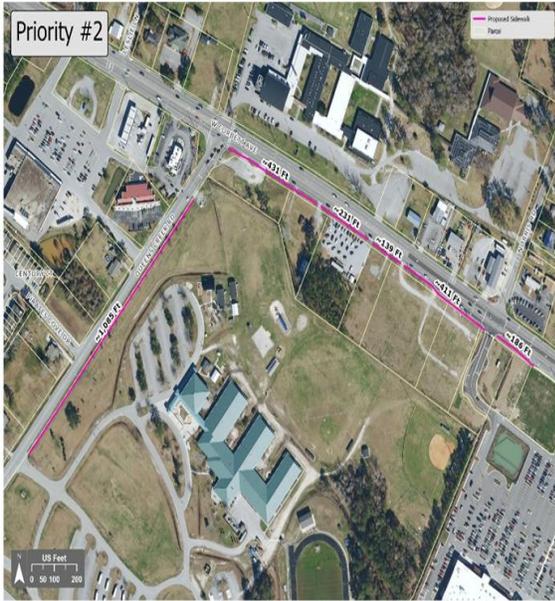
Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024

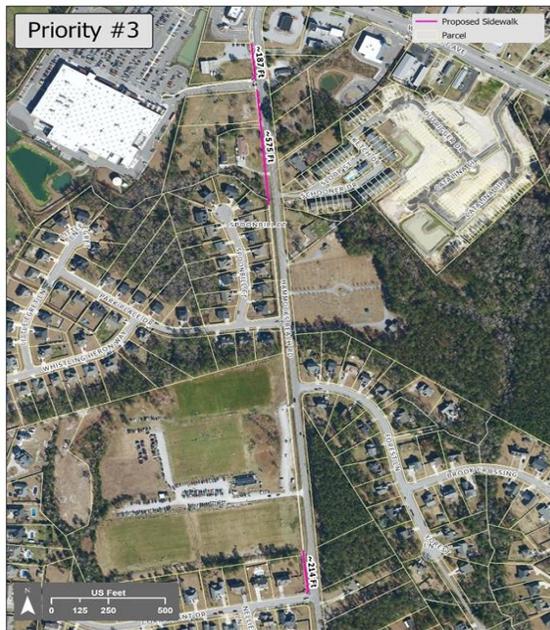


- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT

Town of Swansboro, NC Manager's Report

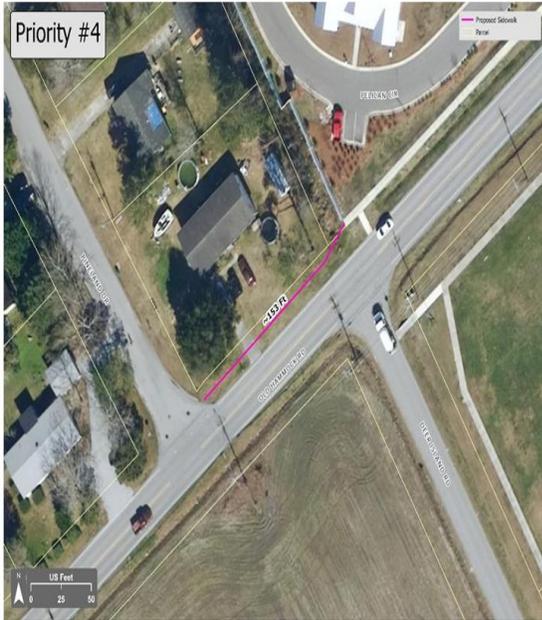


- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT

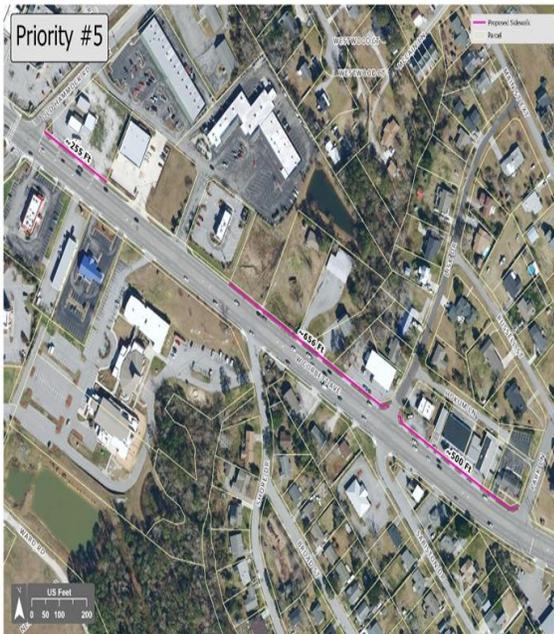


- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT

Town of Swansboro, NC Manager's Report



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



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

Town of Swansboro, NC Manager's Report

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 filed 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, 2025. The next steps include identifying easements and developing cost estimates prior to seeking construction bids.

Visitor's Center Improvement Update

Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist, with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022, Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Town of Swansboro, NC Manager's Report

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the building's historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry, however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

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

Town of Swansboro, NC Manager's Report



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

What's Been Done to Date

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

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)
- Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Town of Swansboro, NC Manager's Report

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to the National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21st. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1st.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made a commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As

Town of Swansboro, NC Manager's Report

a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

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

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

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

LSAII/Stormwater Mapping Grant

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

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

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Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023, and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

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Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase, and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

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WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in Concept development should begin later in the spring/early summer 2025.

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

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

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

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

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

Next Steps include the following:

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

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

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

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

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

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

- Deer Run Neighborhood - confirmed problem area
 - Wetlands downstream have trouble draining
 - A multi-use shopping area is currently being built on PARID #000762 (per Onslow GIS)
- Main St. Ext
 - DOT road
 - All pipes seem to be undersized
- School Road
 - May be a maintenance issue
 - WithersRavenel to add back into the model during finalization stage
- Phillips Drive
 - 24" to Holly Ln discharging to Halls Branch is a confirmed problem area
 - No flooding across Phillips Drive
- Forest Ridge Neighborhood – confirmed problem area
 - Neighborhood built on wetlands
 - Pipes likely undersized
- Water St – confirmed problem area
 - Being resurfaced the weekend of June 28th

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- Front St – confirmed problem area
 - Pipe at outfall (24") is always full of water
 - Residents often raise concern of flooding on Walnut St (from Broad St to Church St) but no confirmed visual evidence from town staff

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

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

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

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

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

- Downtown area challenges:
 - Tidal boundary significantly impacts drainage.
 - Testing solutions like pipe upsizing, pumping, and backflow prevention.
 - Considering timing scenarios for rain vs. tide peaks.
- Other areas expected to be easier due to absence of tidal influence.
- No major prior efforts on downtown drainage beyond a Broad Street bioretention schematic.
- Existing infrastructure includes old clay pipes, some with adverse slopes.
- Fire Chief exploring portable dams for flood events

Updated timeline:

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

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

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

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

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

January 26, 2025, representatives from WithersRavenel met with Town staff via Zoom. to review the Finalized Concept and Cost Fact Sheets as part of the Stormwater Master Plan.

Area 2- Holly Lane

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

Area 3-Downtown

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

Easements

- WithersRavenel has assumed all construction will occur within existing right-of-way (ROW) and/or drainage easements.

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- If temporary easements are required, associated costs can be addressed through contingency funding.

The following Capital Improvement (CIP) was discussed:

- Review current draft prioritization
 - Severity of flooding scoring.
 - Roadway category being split between residential, combined residential, commercial, and public use.
- WithersRavenel will adjust weights to prioritize downtown area (Area 3)

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.

Fire Grants

AFG Grant

- Grant- EMW-2024-FG-04065- Vehicle Acquisition

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

Completed Projects/Planning Items

Sidewalk Project

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

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

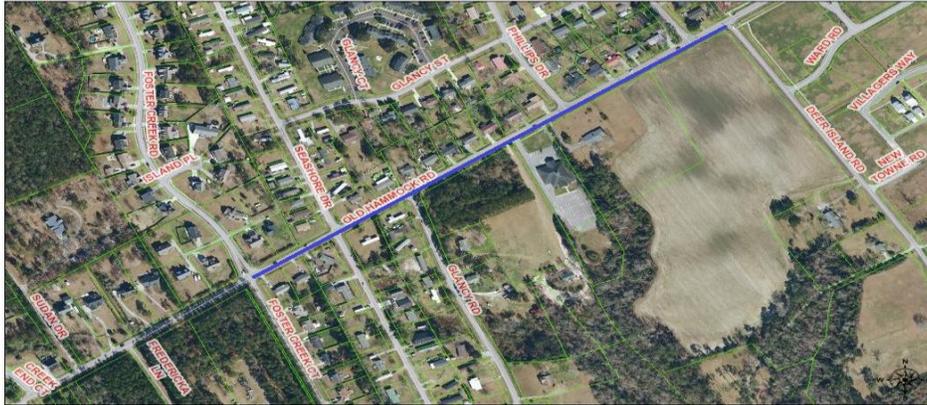
- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 – **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in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

Senate Bill 105 approved November 18, 2021, included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

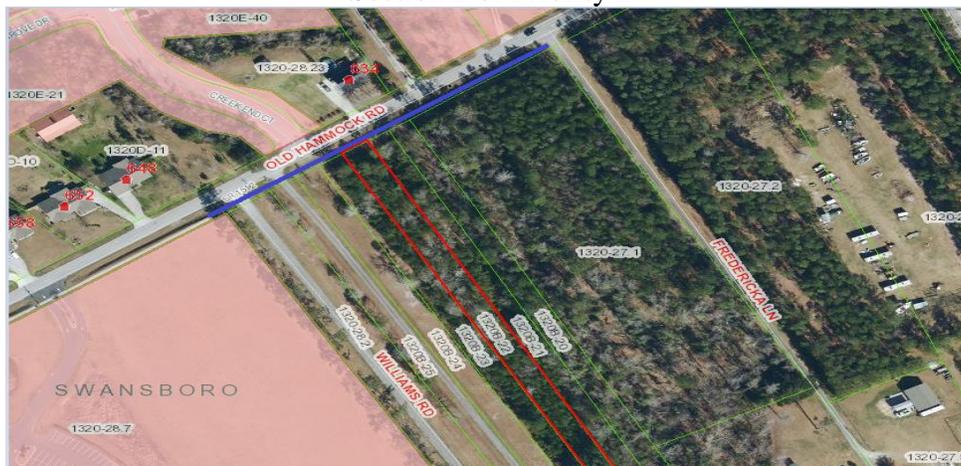
Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

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Section 1 of Priority 2



Section 2 of Priority 2



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

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

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

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

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Priority 3



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

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will re-submit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on-call contractor hoped to start this sidewalk section in the last part of October. **Priority 4 completed.**

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting for the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

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Priority 4 - Completed



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

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

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

Priority 5

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

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

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

Priority 5 completed in September 2023



Priority 6

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

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

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

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

Priority 7

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

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Priority 8

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

Priority 9

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

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

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

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

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

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

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Main Street Urgent Care

1058 W Corbett Ave

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

Mavis Tire

1411 W Corbett Ave

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

2020 NC Public Beach Coastal Waterfront Access Grant Project

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project revision

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

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

A TDA meeting is scheduled for October 1, 2024

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

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

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

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

DCIP Grant- Public safety Complex & Sidewalk

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

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

Town of Swansboro, NC Manager's Report

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

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

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

Fire Grants

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

Big Rock Foundation- Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)

Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application. -Denied

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

Flybridge Project (1481 W Corbett Avenue)

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

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

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

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

Future Planning Matters

Bamboo Restaurant and shops

768 W Corbett Avenue

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

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

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.

Town of Swansboro, NC Manager's Report

5Swansboro 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

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.

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.

Department Reports for January 2026

Administrative Services

- Phone Records Report for January: 1,540 calls

Internal – 388	Town Hall – 256	Parks and Recreation – 165
Police Department – 389	Fire Department – 71	Outgoing totals – 271
- Building permits sold for January: 45 residential/commercial combined; \$116,137.86 total fees collected (includes 7 re-inspections)
- 120 Building inspections scheduled/15 Fire Inspections processed
- 86 Various receipts processed
- 0 Code Enforcement violation
- 341 ONWASA payments processed; 0 New Services; 0 Other
- 1 Work Orders generated for Public Works
- 7 Notarization's performed
- US Census Report Submitted – Permits
- Finalized December Departments Report
- Began planning of Sam Bland Recipient Banquet
- Received and handled 4 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Began budget preparation for Admin Services, Governing Body, Legal & Permitting
- New advisory board appointments processed
- Updated Projects brief
- Public Records Request
 - Constriction on the Rise – Building Permits issued with values December 2025
 - Henderson – Building Permits issued with values December 2025
 - Carolina Permits – New Homes building in December 2025
 - Construction Monitor – Building permits issues December 2025
 - SmartProcure public records request all purchasing records from 6/19/2025 to current
 - Public Record request for Bodycam and Dashcam Footage x 2
 - Property violations/complaints – 110 Forest Lane (Cole)
 - Property violations/complaints – 112 Forest Lane & 110 Forest Lane (Kingrey)
 - Public Records Request: Purchase data
 - Property Records - 101 Leslie Lane
 - Email Record copies pertaining to prior employee – Stephanie Shepherd
- Issued News Releases for
 - BOC 12/9//2025 Organizational Meeting
 - MLK Holiday Closures
 - Weather Alert #1 Winter Weather January 25-29
 - Weather Alert #1 Winter Weather January 31-Feb 1
 - Weather Alert #2 Winter Weather January 31-Feb 1

Department Reports for January 2026

- Weather Alert #3 Winter Weather/Closure Alerts January 31-Feb 1
- State of Emergency Issued
- 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
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 1,469
 Top 5 pages viewed in December
 Employment Opportunities 685 | Departments/Permitting 208 | Departments/Police 189
 Services 154 | Government 148

Finance

- Sales & Use Tax received in January 2026 is \$131,747
- Accounts Payable Summary for January 2026:
 - 200 Invoices-Totaling: \$202,919
 - 44 Purchase Orders Issued
- Processed payroll-1/9/2026 & 1/23/2026
- PEV ChargePoint Station-Accumulated (kWh) for January 2026:(557)
- Session fees collected-\$119
- Stormwater Fees Collected-January 2026-\$2,470
- Attended staff meeting
- December 2025 Bank Reconciliation-Town accounts
- December 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 4 hours
- Processed Swansboro TDA checks
- Gathered financial information for 1/27/2026 regular meeting session
- Processed W-2, 1099-Misc & 1099-NEC
- Submitted the following reports:
 - HUBSCO Report (Historically Underutilized Businesses State Construction Office) Construction Reporting System.
 - LGC203-North Carolina State Treasurer-Cash Deposits and Investments for Town and Swansboro TDA
 - State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report
 (October 1,2025 - December 31, 2025)
 - 941 Employer's Quarterly Federal Tax Return
 - NC-3 Annual Withholding Reconciliation

Department Reports for January 2026

Fire Department Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date)
Swansboro Fire District {Primary Response Area}	96	96
Swansboro Fire {Aid Given by District}		
Onslow County Fire Rescue	6	6
Hubert Fire	5	5
Western Carteret Fire	3	3
Camp Lejeune Fire	0	0
Emerald Isle Fire	0	0
Piney Green Fire	0	0
Call Type Grouping		
Fire { Working Fires }	25 {2}	25 {2}
Rescue	5	5
EMS/Medical	78	78
Service	2	2
Total Agency Call Volume	110	110
Aid Received	0	0
Overlapping Incidents {% of Volume}	14 {12.73%}	14 {12.73%}
Missed Incidents (Overlapping)	0	0

Department Reports for January 2026

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual
Standard Fire Inspection	10	10
<i>Initial Inspection</i>	<i>3</i>	<i>3</i>
<i>Reinspection {1st Revisit}</i>	<i>6</i>	<i>6</i>
<i>Reinspection {2nd + Revisit}</i>	<i>1</i>	<i>1</i>
New Business Inspection	2	0
<i>Initial Inspection</i>	<i>1</i>	<i>1</i>
<i>Reinspection</i>	<i>1</i>	<i>1</i>
Fire Suppression – Hoods	3	0
<i>Initial Inspection</i>	<i>3</i>	<i>3</i>
<i>Reinspection</i>	<i>0</i>	<i>0</i>
Special Event – Tents	0	0
Plan Review	0	0
Code Violation/Complaint	0	0
Total	0	0

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

- Festival website updates are ongoing.
- Completed redesign of 2026 sponsorship packet.
- Began contacting key media sponsors.
- Met with WNCT-9 to devise marketing plan for the 2026 festival year.

Miscellaneous

- Continue to work on the pickleball courts project. Several meetings with engineering firm discussing design plans, stormwater plans, and received estimated costs for those plans. Met with Town Manager for review. Will review with BOC at mid-year budget review and prepare for a formal presentation at a public meeting. Met with Pickleball Committee to update them on progress and receive feedback on amenities for courts.
- Providing feedback on Visitors Centers plans.
- Budgeting: prepared documents, working on CIP plans, staffing needs, and obtaining quotes needed for the upcoming budget year, worked with Assistant Director on budgeting process, providing guidance and reviewing line items she would be responsible for.
- Preparing on-going reservation documents for both youth and adult soccer associations.
- Attended the local coordinators conference for State Senior Games representing Onslow County Senior Games.
- Conducted site visit to Morehead City Parks to see their pickleball courts, taking photo's for reference.
- 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.
- Attend pool committee meetings.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.

Department Reports for January 2026

- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Activity Report

Dec 16-Feb 16

Organization Activity

From 12/18/2025 to 2/16/2026

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	416	41	27	0	210
Resident	54	10	19	0	29
Non-Resident	362	30	8	0	181
No Residency Set	0	0	0	0	0
Demographics					
< 18	109	5	3	0	55
18 - 65	173	33	19	0	125
65+	134	2	5	0	30
Male	171	24	14	0	78
Female	245	16	13	0	132
Other Genders	0	0	0	0	0
Online vs In-House					
Online	160	0	0	N/A	139
In-Person	256	40	27	N/A	71

Metrics-social media

Media Outlet	Followers	Views	Viewers	Content Interactions
Facebook-Parks & Rec	19,549	149,600	25,400	942
Facebook-Festivals	9,333	6,000	2,900	79

Revenue

Slip Fee - Town Dock	\$1,372
Rental Fees-Parks	\$25
Rentals Rooms	\$3,295
Rec Program Fees	\$5,000
Gym Memberships	\$710
Dog Park Memberships	\$50

Department Reports for January 2026

Festival Vendor Fees	\$2350
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ASSISTANT DIRECTOR MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Handled staff scheduling for Rec Center, events, and reservations
- Planned and executed Tiny Trekkers and Sprout Scouts for the month
- Began obtaining festival quotes for 2026
- Attended Pickleball meeting to discuss 2026 programs and new wind screens
- Finalized wind screen purchase
- Created a gym survey for our members about new equipment
- Processed Touch-A-Truck vendor applications
- Attended Supervisors meeting
- Planned and advertised upcoming Valentine's programs
- Began contacting PirateFest entertainers and receiving proposals
- Attended Fire Safety Programming with Fire Chief
- Completed Parks & Recreation Sponsorship Packet
- Created and advertised fire safety program survey
- Began planning all purchase orders for Youth Sports Grant
- Met with staff to discuss future programs and began planning new program ideas
- Attended Special Events meeting
- Completed all necessary budget data for Anna

Planned Programs and Events

Frost & Foam Winter Mug – January 14th

- 12 registered and 12 attended

Tiny Trekkers Little Astronauts – January 23rd

- 12 registered and 7 attended

PJ Party Sprouts – January 16th

- 16 registered and 16 attended
- 2 waitlisted

Music Bingo – January 8th

Department Reports for January 2026

- 43 registered and 31 attended

Tai Chi – January 8th – February 12th

- 12 registered and 4 waitlisted

Adult Voice Classes

- 10 registered

Planning

Planning Board

- The Planning Board's regular meeting on January 6, 2026, was canceled due to a lack of agenda items.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission's regular meeting was on January 20, 2026.
 - Certificate of Appropriateness/ 209 Main Street. The owner of 209 Main Street, or the “Ringware House” has requested a Certificate of Appropriateness for alterations to the accessory structures and property. This home is contributing to the Swansboro Historic District and is zoned R-6SF. This COA was approved.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- Attended festival logistics meetings.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
 - Continued work with ongoing Stormwater Master Plan grant and Emmerton School rehabilitation grant.
- Reviewed and approved zoning and floodplain development permits.
- Submitted grant applications for Pedestrian Safety Call for Projects with NCDOT
- Submitted Certified Local Government report to the State Historic Preservation Office.

Police Department

Patrol:

- 654 Calls for Service
- 150 Reportable Events
- 15 Wrecks
- 4 Felony Arrests

Department Reports for January 2026

- 18 Misdemeanor Arrests
- 10 Arrests by Warrant Service
- 3 DWI Arrests
- 17 Arrests with Transport to the Onslow County Detention Center
- 115 Citations
- 108 Verbal/Written Warnings
- 12 Felonies Investigated (3-Obtaining Property by False Pretenses; 2-Larcenies; 2-Fraud; 1-Uttering Forged Instrument; 1-Assault on Law Enforcement; 1-Embezzlement; 1-Counterfeiting)
- 44 Misdemeanors Reported (15-Larcenies; 7-Property Damage; 7-Narcotics Related; 3-Harassment; 3-Trespassing; 2-Resist, Obstruct, Delay Public Officer; 2-Assaults; 2-Carrying Concealed Weapon; 1-Communicating Threat; 1-Extortion; 1-Traffic Related)
- 9 Disputes/Public Disturbances
- 7 Alarm/Open Doors
- 6 Domestic
- 6 Crisis Intervention with Mental Subject
- 18 Suspicious Incident/Person/Vehicle
- 3 Vehicle Unlocks
- 1 Missing Person
- 1 Death Investigation
- 114 Requests by Othe Agencies for Assistance
- 7 Town Ordinance Violations
- 58 Requests by Citizens for non-Crime Related Assistance

4,665 Total Events Performed by Patrol

Community Service/Training:

- 4 Funeral Escorts
- 7 Requests for Fingerprinting
- 25 Business Closing Standbys
- 487 Business Checks
- 2 RU Ok? Participants
- 16 Residence Checks
- Provided security at one event at the Rotary Civic Center.
- Provided security each week for the First Baptist Church.
- Provided security each week for One Harbor Church.
- Lt. Ray attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services:

- Answered 262 phone calls during business hours.

Department Reports for January 2026

- Assisted 140 walk-in requests for assistance during business hours.
- Took 44 requests for report copies during business hours.

Public Works

(no report provided)