



Board of Commissioners Agenda

Town of Swansboro

Tuesday, August 26, 2025

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

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

III. Adoption of Agenda and Consent Items

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

III. Consent Items:

a. Tax Refund Request

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$362.91

Vehicle Tax

Maloney, Elbert Sevier III	\$102.05	Military
Frazelle, James Dewitt Jr.	\$4.46	Tag Surrender
Maurer, David Theodore	\$7.68	Tag Surrender
Nichols, Charlene Gardner	\$75.84	Tag Surrender
Nolan, Stephen Joseph	\$3.35	Tag Surrender
Pieratti, Thomas Andrew	\$96.39	Tag Surrender
Adams, Timothy Leroy & Christa Anna	\$27.40	Tag Surrender
Husband, Colin Brian & Karen Marie	\$45.74	Tag Surrender

b. Budget Ordinance Amendment #2026-1

IV. Appointments/Recognitions/Presentations

a. Downtown Beautification Committee Proposal

Presenter: Cynthia LaCorte -Resident

Recommended Action: Receive presentation.

V. Public Hearing – None

VI. Business Non-Consent

a. Monthly Financial Report as of July 31, 2025
Presenter: Sonia Johnson – Finance Director

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

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

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

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

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **August 26, 2025**

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

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$362.91

Vehicle Tax

Maloney, Elbert Sevier III	\$102.05	Military
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Nolan, Stephen Joseph	\$3.35	Tag Surrender
Pieratti, Thomas Andrew	\$96.39	Tag Surrender
Adams, Timothy Leroy & Christa Anna	\$27.40	Tag Surrender
Husband, Colin Brian & Karen Marie	\$45.74	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: **Budget Ordinance Amendment #2026-1**

Board Meeting Date: **August 26, 2025**

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

Overview: A Budget Ordinance Amendment is requested for Downtown Facilities.

Downtown Facilities- In FY 2012–2013, the Town was awarded a North Carolina Boating Infrastructure Grant (“B.I.G.”) to fund the construction of dock and vessel tie-up facilities in the downtown area. As a condition of this grant, the Town is obligated to maintain the dock facilities in a safe and operable condition, ensuring they remain available to transient boaters for a period of twenty (20) years, in full compliance with all grant funding requirements and applicable federal regulations. Failure to do so may result in the Town being required to repay grant funds on a pro-rata basis.

A recent assessment identified several areas in need of repair to ensure ongoing compliance with safety and grant conditions. Coast 2 Coast Marine Construction provided a quote to complete the following scope of work:

1. Installation of rollers with the proper style roller system
2. Replacement of floats under Slip #1 finger pier
3. Repair of two floats on the outer front main dock
4. Priming and painting of rusted brackets on finger piers and along the side of the dock using cold galvanized stop-rust paint
5. Replacement of an outer board on a damaged finger pier

These repairs are necessary to maintain the structural integrity and safety of the dock facilities, ensuring continued public access and grant compliance.

Requesting \$13,470.02 to be appropriated from fund balance for the necessary repairs to the dock facility.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2026-1

Recommended Action: Motion to approve Budget Ordinance Amendment #2026-1

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 25/26

BUDGET ORDINANCE AMENDMENT #2026-1

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

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

<u>Appropriations</u>	<u>Increase</u>
Downtown Facilities	\$13,470.02

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$13,470.02

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

Adopted by the Board of Commissioners in regular session, August 26, 2025.

William Justice, Mayor

Attest:

Alissa Fender, Town Clerk

A scenic view of Swansboro, North Carolina, featuring a waterfront with several buildings, a water tower, and a sunset sky. The word "Swansboro" is written in a large, white, cursive script across the top of the image.

Swansboro

BEAUTIFICATION COMMITTEE PROPOSAL

TO: Swansboro Board of Commissioners

FROM: Proposed Committee Members

DATE: August 26, 2025

OVERVIEW:

The Swansboro Beautification Committee serves as an advisory committee for the purpose of enhancing the appearance and aesthetics of the Historic District and surrounding areas with reliance on grants, approved funds from the town's budget, and sponsorships of businesses, organizations, citizens, and clubs.

MISSION STATEMENT:

The Swansboro Beautification Committee creates an aesthetically enhanced downtown Swansboro area with a focus on the town's renowned charm, rich history, and coastal elements. Through coordinating and working in concert with residents, the business community, organizations, and pursuing government resources, the development of a more aesthetically appealing downtown improves the quality of life for residents and produces increased tourism and economic development.

BYLAWS:

See Exhibit A, Attached

Proposed Members



CYNTHIA LACORTE

220 S ELM STREET, SWANSBORO, NC

OCCUPATION: REALTOR/BROKER

- LONGTIME RESIDENT OF ONSLOW COUNTY & HISTORIC DOWNTOWN SWANSBORO HOMEOWNER WITH AN APPRECIATION AND LOVE FOR OUR AMAZING COMMUNITY, ITS HISTORY, AND OUR UNIQUE DOWNTOWN
- PAST 2-TERM PRESIDENT OF LOCAL CLUB SERVING MULTIPLE TIMES AS CHAIRPERSON OF SEVERAL COMMITTEES, I ALWAYS LISTEN, WORK TOGETHER, AND TAKE COLLECTIVE ACTION TO GAIN THE MOST POSITIVE OUTCOME FOR ALL. RELATIONSHIPS ARE KEY
- AS A LOCAL REALTOR COUPLED WITH BEING ACTIVE WITHIN OUR COUNTY, I HAVE GAINED MANY KEY RELATIONSHIPS IN VARIOUS AREAS OF GOVERNMENT AND PROFESSIONALS IN VARYING FIELDS OF EXPERTISE WHICH CAN BE OF SIGNIFICANT BENEFIT TO THE COMMITTEE
- KEEN EYE AND KNOWLEDGE OF IDEAS IMPLEMENTED WHICH MAXIMIZE THE AESTHETICS OF VARIOUS DOWNTOWN AREAS
- EAGER TO GAIN KNOWLEDGE OF AND EXPLORE GRANTS TO ENSURE THIS COMMITTEE RECEIVES THE GREATEST OPPORTUNITIES AVAILABLE FOR SWANSBORO

KAREN MILLER

401 S. FIFTH STREET, SWANSBORO, NC

OCCUPATION: BUSINESS OWNER/ENTREPRENEUR

- AS A PREVIOUS RESTAURANT OWNER AND CURRENT OWNER OF A CATERING BUSINESS, I HAVE MASTERED THE MOST EFFECTIVE COMMUNICATION, PLANNING, AND EXECUTION
- CREATIVE MIND KNOWN FOR MEMORABLE AND EXCEPTIONAL PRESENTATION
- FORMER NEW BERN RESIDENT WITH KNOWLEDGE OF THEIR DOWNTOWN IMPROVEMENTS AND ADVANCEMENT
- GIFT IN DECORATING AND DESIGN WHETHER INTERIOR OR EXTERIOR/LANDSCAPING AND WORKING WITHIN A BUDGET
- SWANSBORO RESIDENT WITH DEVELOPED RELATIONSHIPS WITH FELLOW-LOCAL BUSINESS OWNERS



KENNA PHILLIPS

Item IV - a.

204 S WALNUT STREET, SWANSBORO, NC

OCCUPATION: REAL ESTATE, PROJECT MGMT TECHNOLOGY CONSULTANT, ENTREPRENEUR

- AS A SMALL BUSINESS OWNER, I AM INVESTED PERSONALLY, PROFESSIONALLY, AND SPIRITUALLY IN SWANSBORO'S HISTORIC DISTRICT. I AM NOT ONE TO SIT ON THE SIDELINES, I AM A "DOER"
- I AM COMMITTED TO THE PRESERVATION OF THE APPEARANCE, CHARM AND ALLURE OF OUR HISTORIC DISTRICT. WE MUST MAINTAIN THE DISTRICT'S NATIONAL DESIGNATION WHILE CONSIDERING THE NEEDS OF PROPERTY OWNERS
- I HAVE A STRONG CONVICTION THAT KEEPING NEIGHBORHOODS CLEAN, BEAUTIFUL AND SAFE CREATES COMMUNITY PRIDE AND IS A CATALYST FOR INDIVIDUALS TO LIVE, WORK, PLAY, VISIT AND INVEST IN OUR TOWN
- I BELIEVE WE SHOULD FIND THE BALANCE OF RESPECTING OUR PAST WHILE LOOKING TOWARD THE FUTURE AND CONTINUE TO MEET IMMEDIATE AND LONG-TERM NEEDS OF OUR RESIDENTS AND VISITORS

DOUG ROGERS

406 ELM STREET, SWANSBORO, NC

OCCUPATION: RETIRED VP & GM OF SUBSIDIARY NEWSPAPERS

I AM RETIRED FROM THE NEWS & OBSERVER PUBLISHING COMPANY WHERE I SERVED AS VICE PRESIDENT AND GENERAL MANAGER OF SUBSIDIARY NEWSPAPERS.

- LOVE OF THIS SPECIAL COMMUNITY
- AVID GARDENER
- SELF-APPOINTED, ONE-MAN LIVE OAK ADVOCATE IN SWANSBORO (HAVE PLANTED 26 LIVE OAK TREES IN SWANSBORO THUS FAR)
- EXPERIENCE WORKING WITH COMMUNITY, GOVERNMENTAL AND BUSINESS COMMITTEES

MELISSA SEDDON

210 S WALNUT STREET, SWANSBORO, NC

OCCUPATION:
ADMINISTRATIVE ASSISTANT, DIGITAL CREATOR, HOMEMAKER

- CARE DEEPLY ABOUT SWANSBORO. MY FAMILY AND I LIVE IN THE HISTORIC DISTRICT DOWNTOWN. I AM PROUD & HONORED TO BE A RESIDENT HERE IN THIS SPECIAL TOWN. MY CHILDREN ATTEND THE LOCAL PUBLIC SCHOOLS, AND WE ATTEND MANY OF THE FUNDRAISERS, AND LOCAL FESTIVITIES
- CREATIVE VISION: I ENJOY FINDING AND CREATING BEAUTY IN THE SPACES AROUND ME. I FEEL THAT THE WAY THE ENVIRONMENT LOOKS AND FEELS MATTERS
- I AM MOTIVATED TO CONTRIBUTE TO PROJECTS THAT ENHANCE RESIDENTS' PRIDE IN THEIR TOWN, ENSURING IT REMAINS A BEAUTIFUL AND WELCOMING PLACE FOR BOTH LOCALS AND VISITORS-WHILE MAINTAINING ITS CHARM AND TRADITIONS

Swansboro Beautification Committee

Proposed By-Laws

“Exhibit A”

Article 1: Name of Committee

The name of the Committee shall be Swansboro Beautification Committee, hereinafter referred to as “Committee”.

Article 2: Objectives/Mission of the Committee

The Swansboro Beautification Committee creates an aesthetically enhanced downtown Swansboro area with a focus on the town's renowned charm, rich history, and coastal elements. Through coordinating and working in concert with residents, the business community, organizations, and pursuing government resources, the development of a more aesthetically appealing downtown improves the quality of life for residents and produces increased tourism and economic development.

The Swansboro Beautification Committee serves as an advisory committee for the purpose of enhancing the appearance and aesthetics of the Historic District and surrounding areas with reliance on grants, approved funds from the town's budget, and sponsorships of businesses, organizations, citizens, and clubs while always keeping safety a top priority.

Article 3: Members

- Membership of the Committee will be limited to five (5) voting members
- Members will serve a two-year term with the eligibility of serving two terms consecutively (total of four consecutive years)

- Member applications shall be submitted to the Town Clerk and voted on by the Board of Commissioners
- All members shall be full-time residents of the Town of Swansboro
- There shall be a town Commissioner or the Mayor assigned to the Committee and they shall attend the Committee's meetings, when possible and in good faith, to act as a liaison between the Committee and the Board of Commissioners and shall be entitled to all privileges and information of the Committee with the exception of making a motion, voting, or holding a position as an officer of the Committee
- All members shall perform the duties as prescribed in Article 5 of these By-Laws

Article 4: Officers

- The officers of the Committee shall include Chairman, Vice-Chairman, Secretary, and a Treasurer if the Board of Commissioners directs the Committee to handle any donated, allocated funds in a banking account outside of the town's established banking accounts
- Officers shall serve for a term of two years
- The officers shall be nominated and elected by the Committee's members
- The officers shall perform the duties as prescribed in Article 5 of these By-Laws

Article 5: Duties of Officers & Members

- The Members shall attend all committee meetings when reasonably possible and act in accordance with the by-laws, acting in good faith and making their best efforts to contribute to the town and Committee's beautification goals and endeavors.
- The Chairman of the Committee shall issue an agenda in a timely manner prior to each meeting, shall preside over the Committee's meetings, sign official documents when needed to conduct

business, implement delegated tasks, and call special meetings as necessary.

- The Vice-Chairman of the Committee shall work in coordination with the Chairman and maintain knowledge of all the Committee's agenda and be prepared to preside over the Committee's meetings in the absence of the Chairman.
- The Secretary of the Committee shall document and maintain meeting attendance, draft and maintain meeting notes, keep the committee and town's Board of Commissioners and administrative staff updated via email with all official documents of the committee.
- If the Committee is tasked by the Board of Commissioners for the Committee to have a Treasurer, the Treasurer shall maintain any and all banking accounts of the Committee, handle any and all monies in good faith, be accountable for any and all monies of the Committee, provide an accounting of all monies at each meeting via a "Treasurer's Report", and provide transparency of any and all monies and accounts to all members of the Committee, the Swansboro Board of Commissioners, the Mayor of Swansboro, the town's administrative staff, and the general public.

Article 6: By-Laws & Revision(s) of By-Laws

The By-laws shall be drafted and adopted by the Committee. Once the By-Laws have been adopted, any and all revisions shall be voted on and adopted by a majority vote of the members.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JULY 31, 2025)**

REVENUES

EXPENDITURES

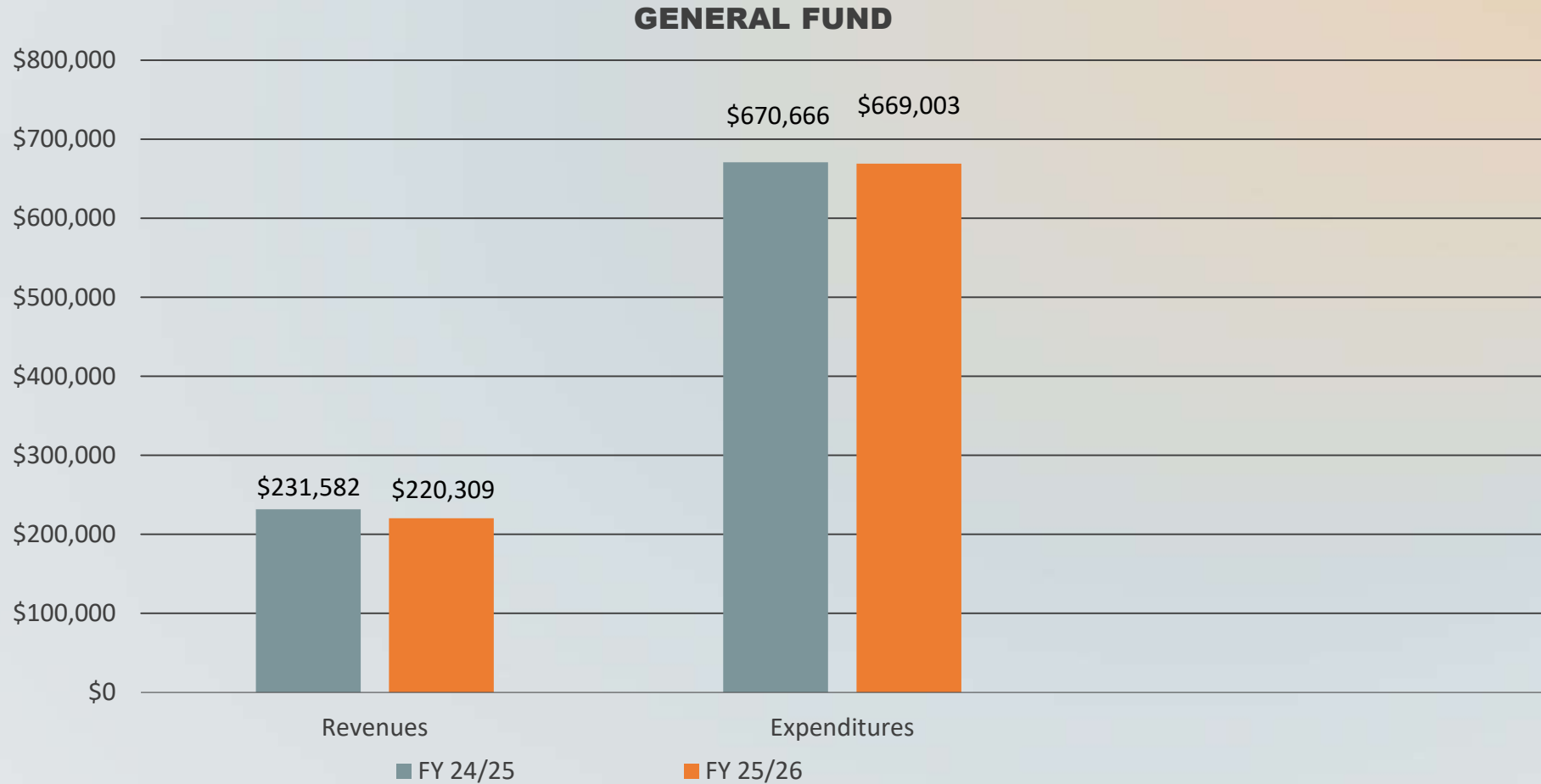
LOAN PAYMENTS

INVESTMENTS

GRANTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2025)**

Item VI - a.



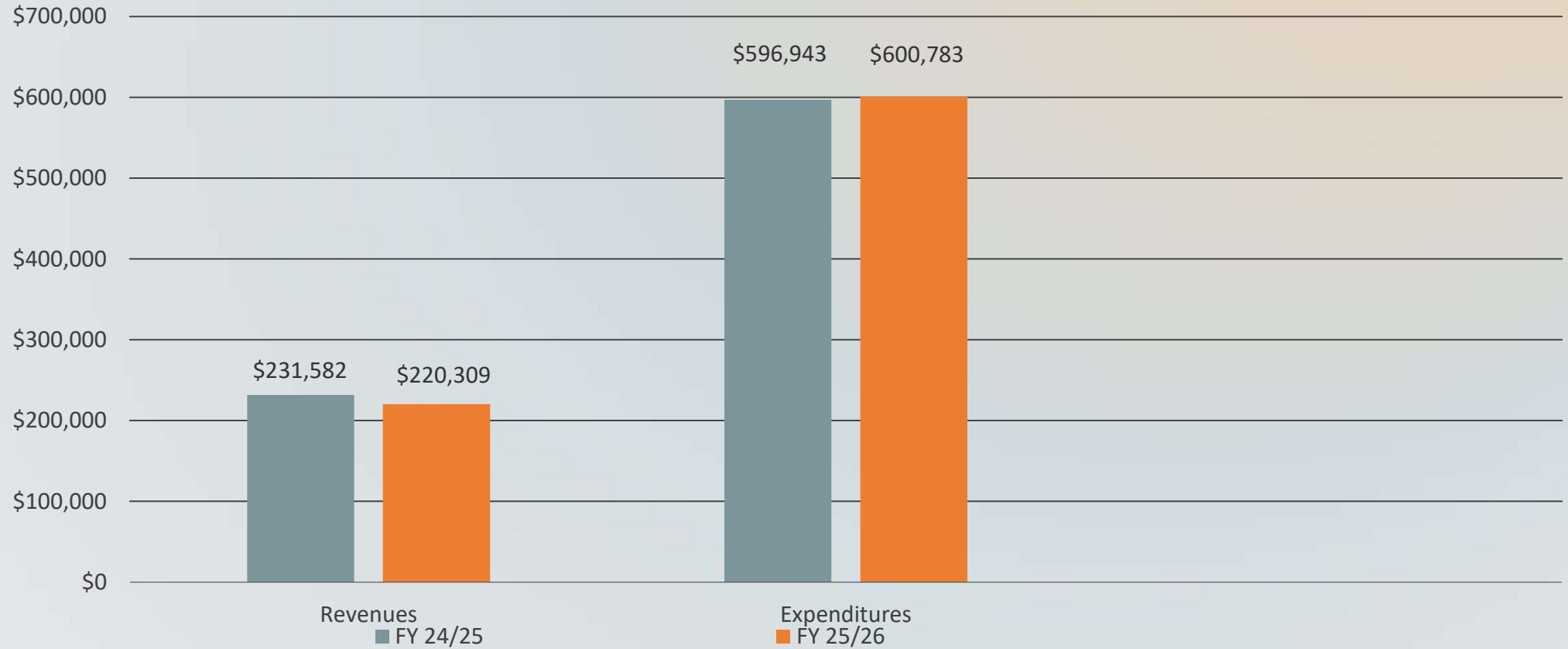
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$448,694)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2025)**

Item VI - a.

(ACTUAL)

GENERAL FUND



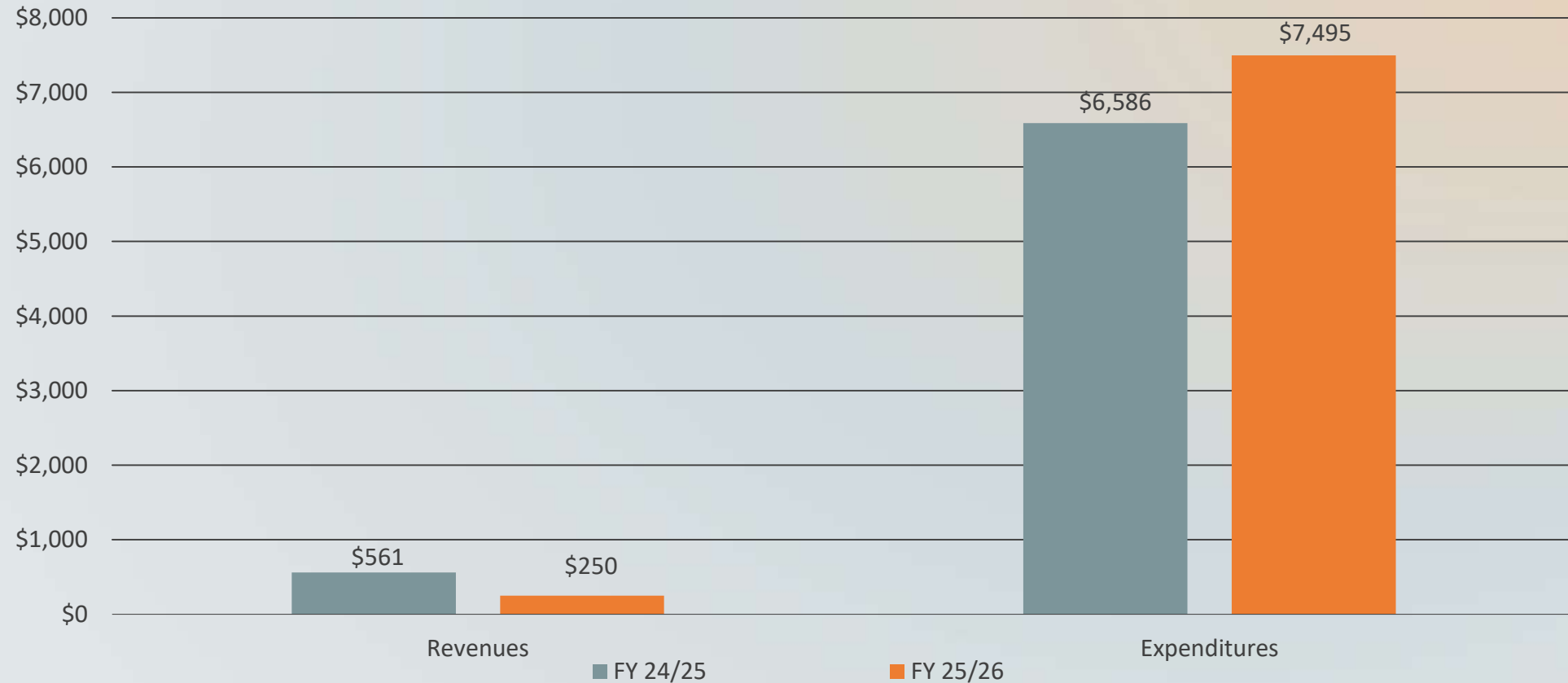
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures (\$380,474)

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % July 31, 2025
NON DEPARTMENTAL	538,824	203,611	270	37.8%
GOVERNING BODY	297,004	7,809	1,100	3.0%
ADMIN SERVICES	445,135	36,748	4,198	9.2%
FINANCE	337,748	24,500	1,000	7.6%
LEGAL	59,300	-	-	0.0%
PUBLIC BUILDINGS	288,335	9,150	712	3.4%
FIRE	1,607,343	133,654	23,128	9.8%
PERMITTING	301,128	21,034	893	7.3%
PLANNING	92,066	6,895	-	7.5%
POLICE	1,429,971	82,251	12,617	6.6%
PUBLIC WORKS-STREETS	840,983	17,430	1,684	2.3%
POWELL BILL-STREETS	126,580	337	-	0.3%
PARKS & RECREATION	566,367	22,504	16,892	7.0%
DOWNTOWN FACILITIES	94,981	7,105	1,445	9.0%
FESTIVALS & EVENTS	154,689	27,612	924	18.4%
EMERGENCY MANAGEMENT	12,000	144	3,358	29.2%
TOTAL	7,192,454	600,783	68,220	9.30%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2025)**

Item VI - a.

STORMWATER ENTERPRISE FUND

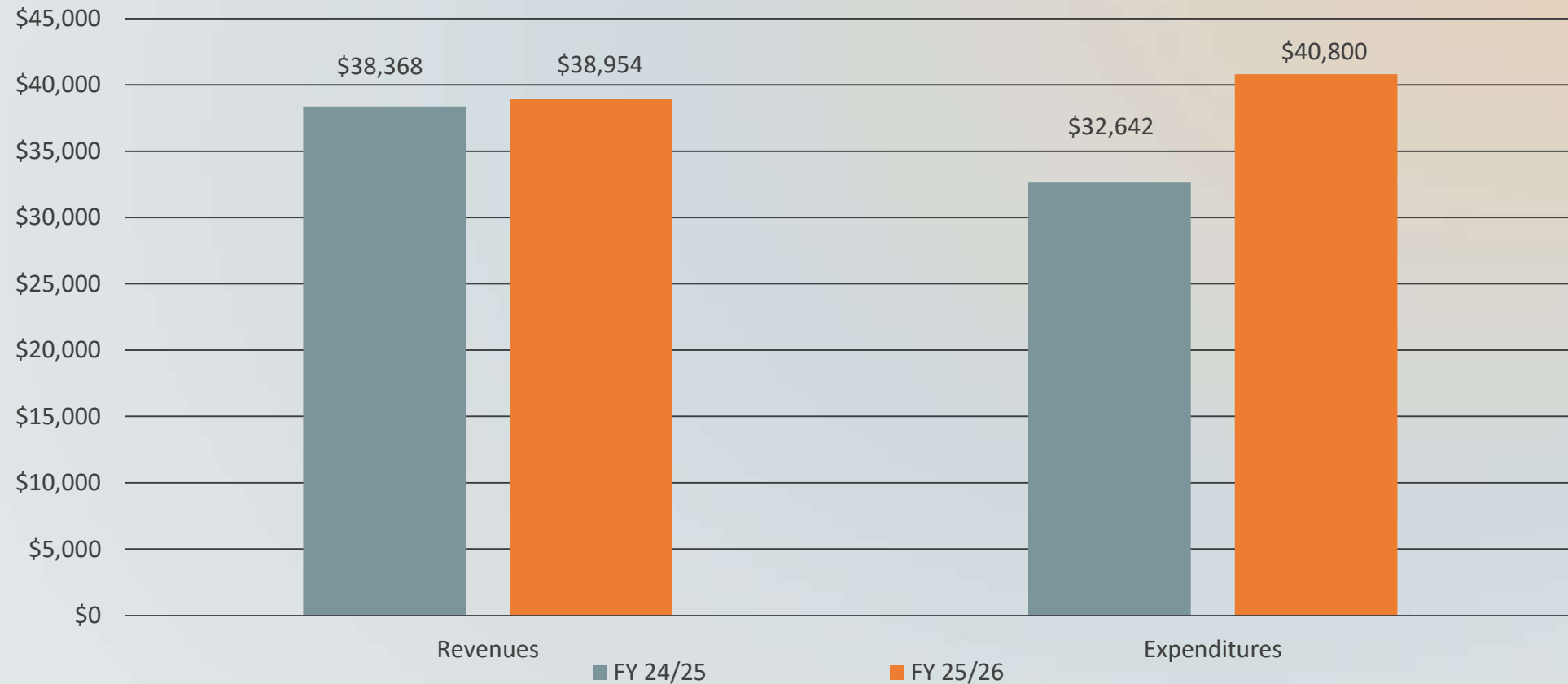


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$7,245)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2025)**

Item VI - a.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$1,846)

TOWN OF SWANSBORO
LOAN REPORT
(AS OF JULY 31, 2025)

Item VI - a.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	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	\$570,000	4.40	12/31/2029	\$129,183
Total Debt	\$1,184.457			\$370,110

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JULY 31, 2025)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$188,851	.05%
NC CMT-General	\$5,567,784	4.22%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,677,876	4.18%

GRANT UPDATE

Item VI - a.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,064,939	\$37,660	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,595,682	\$49,478	\$0	\$9,546,204
Emmerton School Repairs	\$499,000	\$213,367	\$0	\$285,633
Stormwater Master Plan	\$400,000	\$208,361	\$0	\$191,639
Total Outstanding Grants	\$11,983,931	\$1,920,459	\$37,660	\$10,025,812

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **August 26, 2025**

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

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

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

September 9th or 23rd

- * Visitors Center Future Plans continued discussion (*tentative*)
- * Flybridge CAMA Land Use Plan Amendment and Rezoning request (*tentative 23rd*)
- * Monthly financial report

October Meeting Date

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
- * Visitors Center Future Plans continued discussion
- * Onslow County Fire Contract/Strategic Planning
- * Flybridge CAMA Land Use Plan Amendment and Rezoning request (*tabled by PB to 9/2/2025 meeting*)

PROJECTS REPORT

Town Projects/Initiatives Update

August 2025

Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

Item IX - a.

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

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

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

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

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

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

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

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

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

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

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

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

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

NC DCM Resilient Coastal Communities Program (RCCP) Grant

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We will use the funds for the following projects:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Remaining Funds for Site Drainage Improvements (Option 2)

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

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

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

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

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

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

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

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was

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

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

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

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

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

October 11, 2024, both preconstruction meetings fell through.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

May 6, 2025, Staff Stature Engineer, Triple H (sub-contractor) and SHPO met on-site to monitor the ongoing work. Approximately 75% of the windows have been repaired and reinstalled. Storm windows sample was denied. SHPO discussed with engineer and contractor about sourcing suitable storm sash. Corrovert has been applied to the underside of metal ceiling panels. 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

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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.

Sidewalk Projects

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



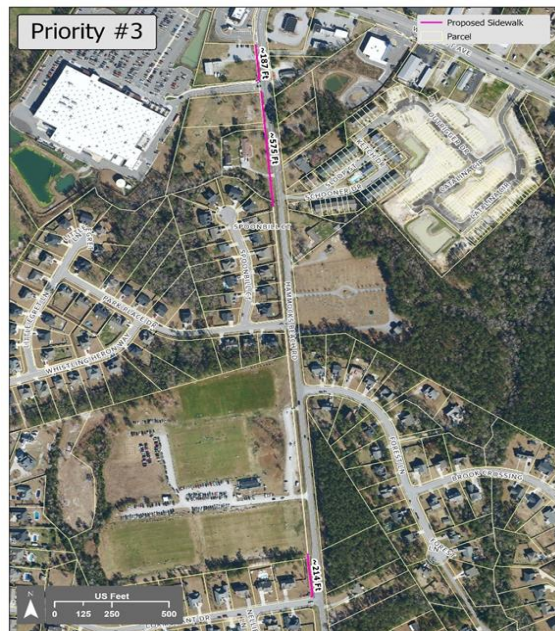
- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT

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- 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

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- 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

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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.

Visitor's Center Improvement Update

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

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

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

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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.



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

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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.

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.

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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 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

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electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

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

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

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

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

LSAII/Stormwater Mapping Grant

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

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

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

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

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

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

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

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

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

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

Dimond maps software

- 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.

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

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

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

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

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify 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)

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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 reviewing cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

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

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

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

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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
- 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.

Fire Grants

DCIP Grant -Public Safety Complex & Sidewalks

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.

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Project 1 (Public Safety Complex): Town of Swansboro Public Safety Complex for Camp Lejeune - 28584-8451 – Applied 7.3.2025

Project 2 (Sidewalks): Town of Swansboro Transportation Infrastructure Construction for Camp Lejeune - 28584-8451 – Applied 7.3.2025

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

AFG Grant

- Grant- EMW-2024-FG-04065- Vehicle Acquisition
 - Brush Truck- Pending application applied 11.4.2024
- Grant- EMW-2024-FG-00566- Operations & Safety
 - Fire Hose (Attack and Supply)- Pending application applied 11.4.2024
- Regional Grant for Radio Equipment with Hubert Volunteer Fire Department - Applied March 8, 2024- Denied

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

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).

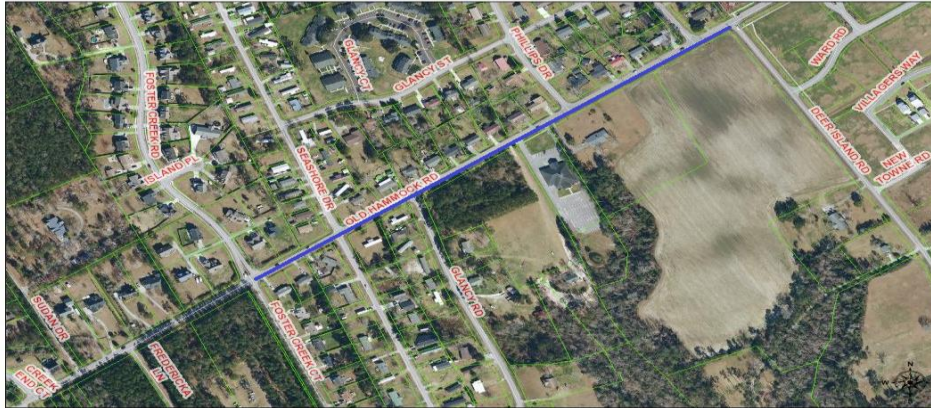
- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 – **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in 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

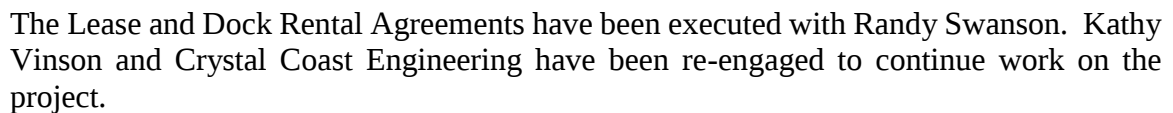
1411 W Corbett Ave

- 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

[illegible]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
 - Reduce the width of the walkway to 10'.
 - Use #2 southern yellow pine lumber beneath the deck.
 - Remove the handrail from the landward side of the platform.
 - 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 to seek funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

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

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

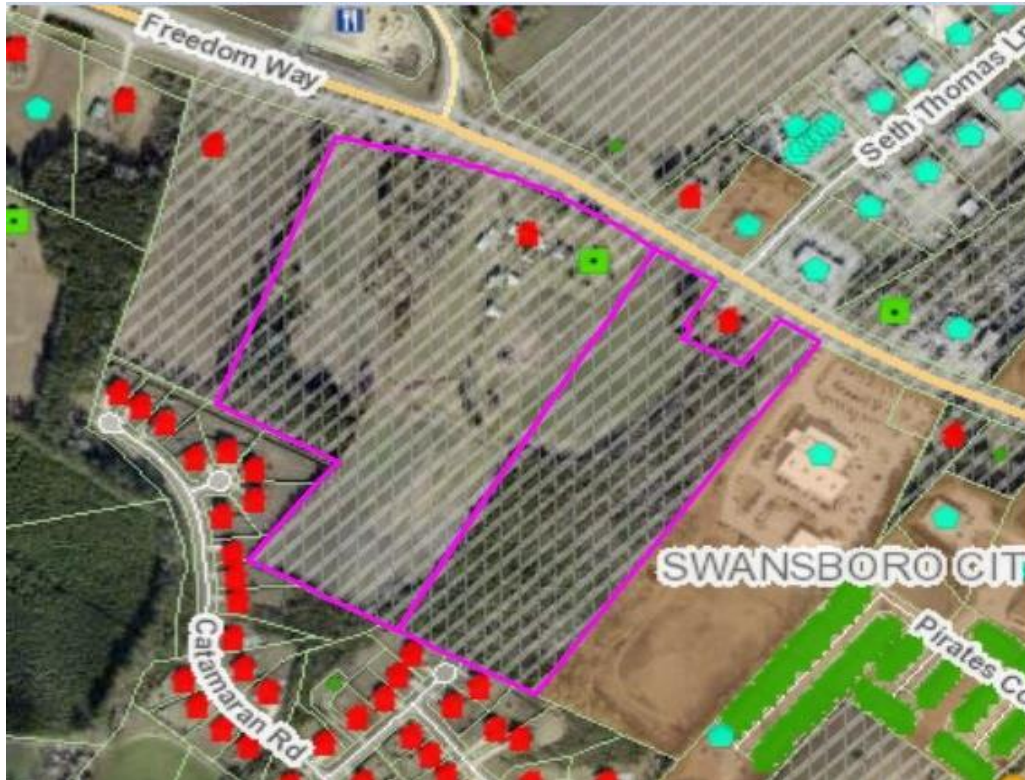
April 9, 2025, final walk through of project site was performed by the project Engineer, Contractor, Town representatives, and CAMA representative. The Project was deemed to be built according to approved design. NCDOT had previously approved the installation of the rip rap along bulkhead abutting Hwy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

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

Future Planning Matters

Flybridge Project (1481 W Corbett Ave)

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

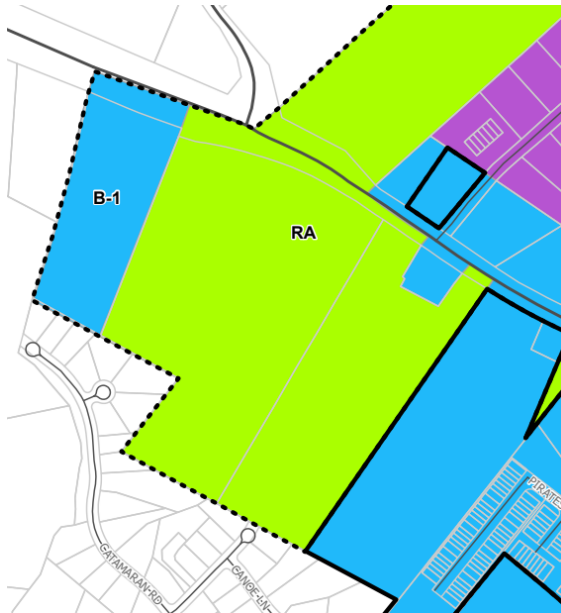


To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent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

Town of Swansboro, NC Manager's Report

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Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



Legend

- Urban Waterfront
- Road Centerlines
- Town Limits
- Extraterritorial Jurisdiction (ETJ)
- Future Land Use Designations**
 - Traditional Town Center (TTC)
 - Suburban Town Center (STC)
 - Coastal Traditional Neighborhood (CTN)
 - Low Density / Suburban Neighborhood (LDSN)
 - Rural / Agricultural (RA)
 - Employment / Light Industrial (ELI)
 - Conservation Priority Area (CPA)
 - Gateway Corridor (GC)

Steps needed for approval:

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

After community meetings are completed:

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

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

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

Item IX - a.

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

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

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

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

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

On August 5, 2025, Flybridge's second application for a CAMA Future Land Use amendment and conditional rezoning was submitted and presented to the Planning Board. The Board tabled the item until the September 2, 2025, meeting.

As part of the review process, the required Traffic Impact Analysis (TIA) was evaluated by Jeff Hochanadel of the Timmons Group (the Town's traffic engineer) in coordination with engineers at NCDOT. Both parties provided comments and required the developer to make improvements. NCDOT's approval letter of the Flybridge TIA was subsequently reviewed and approved by the Town's engineer. A sealed report documenting this approval will be provided soon by the traffic engineer.

Bamboo Restaurant and shops

168 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.

Town of Swansboro, NC Manager's Report

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- 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.

Wawa Convenience Store and Gas Station

1071 & 1073 W Corbett Ave

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

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

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

Swansboro Family Dental

1129 Hammocks Beach Road

- This project is a use by right in B-1 zoning district.
- A Site Plan was submitted for internal review in April of 2025, TRC review, and comments are to follow.

Havens At Hammocks Beach (Minor Subdivision)

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

Town of Swansboro, NC Manager's Report

School Street Phase one (Multi-Use Store Front)

1121 W Corbett Ave

- 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.

Department Reports for July 2025

Administrative Services

- Phone Records Report for July: 2,002 calls

Internal – 412	Town Hall – 342	Parks and Recreation – 333
Police Department – 463	Fire Department – 90	Outgoing totals – 362
- Building permits sold for July: 33 residential/commercial combined; \$3,585.00 total fees collected (includes 8 re-inspections)
- 97 Building inspections processed/17 Fire Inspections processed
- 3 Code Enforcement Violations
- 92 Various receipts processed
- 337 ONWASA payments processed; 1 New Services; 2 other requests
- 3 Work Orders generated for Public Works
- 8 Notarization's performed
- Provided support for July 3 Independence Day celebration
- US Census Report Submitted - Permits
- Public Records Request
 - Jonathan Balog – short term rental records
 - Lauren Brown – CAMA Land Use plan maps
 - Steven Overby – Email correspondence related to vacancy & special election
 - Brian Archer – Building permit records for 115 Forest Lane
 - Wayne Herbert – List of approved residential & commercial developments (1yr)
 - Forever Clean Portable Toilets – GFL contract & billing information
 - Terri Herbert – Copy of Flybridge TIA & Traffic engineers notes
 - Terri Herbert – Cost of 2019 CAMA Land Use Plan Update
 - Onslow County – Permit records for project mapping purposes
 - Construction Monitor – Building Permits issued with values June 2025
 - Constriction on the Rise – Building Permits issued with values June 2025
 - Henderson – Building Permits issued with values June 2025
 - Carolina Permits – New Homes building in June 2025
- Finalized June Departments Report
- Attended Tunnel 2 Towers Logistical meetings
- Attended National Night Out logistical meeting
- Attended meetings with Onslow County IT to discuss change over
- Received and handled 9 “Contact Us” request from the Website
- Received and responded to 5 emails from Jimmy Williams for information
- Began Mullet Parade prep – secured DJ
- RFQ for Deslign Build EOC/PSB published on website and sent to contractors on bidders list
- Located records needed to assist with a grant for Main Street dock repairs
- Issued New Releases/Constant Contact/Facebook posts for:
 - Notice of Acquired Structure Fire Training

Department Reports for July 2025

- BOC 7/22/2025 Regular Meeting
- Yard Waste collection delay
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Submitted Powell Bill Certified Statement
- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 1,566

Top 5 pages viewed in July – Employment Opportunities 633 | Department – Permitting 239
Department – Police 213 | Government 174 | Board of Commissioners 152

Finance

- Sales & Use Tax received in July 2025 is \$135,847
- Accounts Payable Summary for July 2025:
 - 267 Invoices-Totaling: \$581,638
 - 93 Purchase Orders Issued
- Processed payroll- 7/11/2025 & 7/25/2025
- PEV ChargePoint Station-Accumulated (MWh) for July 2025 (1.03)/Session fees collected-\$265.33
- Stormwater Fees Collected-July 2025-\$250
- Attended staff meetings
- June 2025 Bank Reconciliation-Town accounts
- June 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 6 hours
- Processed Swansboro TDA checks
- Gathered financial information for 7/22/2025 regular meeting.
- Began process to generate Stormwater Billing in Utility Billing/gathered financial information for the Stormwater Annual Snapshot/updated
- Submitted the following reports:
 - HUBSCO for quarter ending 6/30/25- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
 - LGC-203 for period ending 06/30/25 (Town and Swansboro TDA)- Report of Deposits and Investments
 - State Capital and Infrastructure Fund Grant (SCIF) -Quarterly report (April 1, 2025 – June 30, 2025)
- Auditor, Greg Redman, will be conducting an annual audit for FY 2024/2025 on August 25-August 26, 2025.

Department Reports for July 2025

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – June 30</i>
Swansboro Town {17A}	93	588
Swansboro County {17B}	26	178
Aid Given	13	120
Total Call Volume	127	898
Aid Received	2	23
Overlapping Incidents {% of Volume}	17 {13.39 %}	178 {19.82%}
Missed Incidents (Overlapping)	0	3

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	0	0
EMS & Rescue	76	22
Hazardous Materials/Conditions	1	0
Service Calls	7	2
Wildland	0	0
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	10	2
Total	93	26

Department Reports for July 2025

Item IX - b.

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Previous Month}	Difference from Previous	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	2:12	1:48	(0:24)	1:06	(0:42)
Turnout Time {Dispatch to Enroute}	2:33	2:39	(0:06)	1:20	(1:19)
Travel Time {Enroute to Arrival}	5:43	6:40	(0:57)	4:00	(2:40)
Total Response Time {911 Call to Arrival}	8:37	9:59	(1:22)	7:06	(2:53)

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to June 30</i>
Standard Fire Inspection	13	173
New Business Inspection	1	2
Fire Suppression – Hoods	9	67
Special Event – Tents	0	2
Plan Review	3	15
Code Violation/Complaint	0	2
Total	26	261

Department Reports for July 2025

Agency Training

Training Category	Monthly	Annual (To Date) <i>January 1 – May 31</i>
Company Training	471	2296
Facilities	0	16
Fire Arson Investigator	0	0
Fire Prevention Inspector	0	31
Fire Life Safety Educator	0	17
Hazardous Materials	9	21
Officers	0	25
New Driver	0	22
New Recruit	0	21
Existing Driver	2	123
EMS	8	40
Emergency Management	2	2
Total	254	1725

Parks and Recreation **DIRECTOR'S REPORT**

Festivals

- Festival website updates-ongoing

Department Reports for July 2025

- Held after action meeting for Independence Day Celebration
- Applications are still being accepted for the Mullet Festival and Christmas Flotilla. Mullet there are only a few spots remaining.
- Securing fireworks for 2026.
- Reimbursements for Onslow County and Swansboro TDA funds.
- Completed the last couple of band contracts for the Mullet Festival; processed required deposits.
- Completed Marine Event Application for Blessing of the Fleet and Christmas Flotilla.
- Continue working with Front Row Communications for festival advertising. Festivals will now be included in Beach guide.
- Continue to work with the Tideland news on advertising.

Miscellaneous

- Closing 2024-25 fiscal year receipts, financials, and begin prepared documents for the new fiscal year.
- Calls with several fence companies to obtain quotes of fencing for dedicated pickleball courts. Gathering all information received for pickleball courts to present to Town Manager for review.
- Drafted letter to Recreation Resources requesting removal of skatepark equipment and reviewed with Town Manager.
- Revising job descriptions for park and recreation staff positions-ongoing until completed and approved.
- Trained with the Finance Department in Tyler system on receipting/cashiering processes.
- Reviewing contracts with three soccer groups for the use of Municipal Park Athletic Fields.
- Serving on America's 250 planning committee for Onslow County.
- Serving on the Tunnel to Towers committee. Attending planning meetings.
- Manage on-going reservations.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Manage community service work program.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.

Department Reports for July 2025

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

Activity Report

Organization Activity						
From 7/5/2025 to 8/4/2025						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	214	39	9	0	169	0
Resident	38	3	7	0	18	
Non-Resident	176	32	2	0	151	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	58	5	0	0	31	
18 - 65	125	27	7	0	123	
65+	31	3	2	0	15	
Male	83	11	3	0	63	
Female	131	24	6	0	106	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	96	0	0	N/A	97	
In-Person	118	35	9	N/A	72	

Metrics-social media

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook-Parks & Rec	189,019	50,745	10,918	321,012	199
Facebook-Festivals	9,220	8,355	822	20,864	32

Revenue

Slip Fee - Town Dock	\$1,409
Rental Fees-Parks	\$425
Rentals Rooms	\$5,210.83
Rec Program Fees	\$1,607.69

Department Reports for July 2025

Sponsorship-Programs & Events	\$500
Gym Memberships	\$86.25
Dog Park Memberships	\$40
Festival Vendor Fees	\$960
Sponsorships-Festivals	\$5000

PROGRAM/EVENT MANAGER MONTHLY REPORT

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed monthly reservation receipts
- Ordered supplies for upcoming programs and events
- Planned and managed Tiny Trekkers and Sprout Scouts
- Managed staff scheduling for Rec Center, events, and reservations
- Created and painted Safety Town buildings
- Managed and executed Safety Town
- Managed and completed all Parks & Recreation Month Programs
- Executed Independence Day Celebration
- Attended National Night Out Logistical Meeting
- Attended Parks & Recreation Advisory Board Meeting
- Completed Mullet Festival Military Application
- Attended Tunnel to Towers Logistical Meeting
- Contacted potential vendors/businesses for National Night Out
- Attended finance training for Tyler
- Confirmed new TennisBloc schedule and created new flyers.
- Created and sent surveys for program feedback.
- Attended 2 online seminars for supervisors and athletics.
- Began planning upcoming programs and completed program proposals.
- Attended Tunnel to Towers volunteer interest meeting.

Planned Programs

Tiny Trekkers – July 25th

- 11 registered and 7 attended

Sprout Scouts- July 11th (2 sessions)

Department Reports for July 2025

- 21 registered and 16 attended
- 10 waitlisted

POUND! – June 21st- July 26th

- 12 drop-ins
- 1 series

Independence Day Celebration – July 3rd

- Estimated 20,000+ in attendance
- 14 vendors

Safety Town – July 14th – 18th

- 32 registered and 30 attended

Summer Art in the Afternoon – July 28th – August 1st

- 12 registered and 12 attended

Paddles & Pizza – July 23rd

- 44 registered and 36 attended

Parks & Recreation Month Events/Programs

- Popsicles in the Park – 20 attended
- Country Music BINGO – 46 registered and 36 attended
- Chalk the Park – 5 attended
- Doggie & Me – 35 attended
- Tie Dye Tuesday – 22 registered and 13 attended
- 2000's Music BINGO – 33 registered and 23 attended
- Summer Canvas – 26 registered and 24 participated – had over 350 votes
- Aquatic Adventure – 20 attended, had to reschedule

Permitting

Planning Board

- The Planning Board regular meeting was on July 1, 2025.
 - Upcoming training presentation-August 5th regular meeting. With upcoming board appointments by the board of commissioners in July for 2 vacant seats on the planning board (one ETJ seat and one regular seat) as well as a recent appointment of a new member, staff feel it would be beneficial to give the board an updated training/overview on the duties and functions of the planning board. Please be present at the August 5th, 2025, meeting for this presentation.
 - Staff Report on recent/upcoming activity regarding the planning board.

Swansboro Historic Preservation Commission

Department Reports for July 2025

- The Swansboro Historic Preservation Commission regular meeting on July 15, 2025, was cancelled due to lack of agenda items.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Attended TCC P8 Subcommittee meeting with JUMPO.
- 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.
- Attended Damage Assessment Training
- Attended the Flybridge Community meeting.

Police Department

Patrol:

- 696 Calls for Service
- 219 Reportable Events
- 22 Wrecks
- 4 Felony Arrests
- 11 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 1 DWI Arrest
- 10 Arrests with transport to the Onslow County Detention Center.
- 78 Citations
- 66 Verbal/Written Warnings
- 9 Felonies Reported (3-Fraud; 2-Identity Theft; 1-Prescription Medication Fraud; 1-Obtaining Property by False Pretenses; 1-Maintaining a Vehicle for Manufacture, Sale, and Deliver Narcotics, 1-Sexual Assault))
- 51 Misdemeanors Reported (11-Property Damage; 11-Larcenies; 8-Assaults; 5-Trespassing; 2-Narcotics; 2-Harassment; 1-Child Abuse; 1-Defraud the Innkeeper; 1-Communicating Threat; 9-Traffic Related)
- 8 Disputes/Public Disturbances
- 15 Alarm/Open Door
- 9 Domestic
- 1 Crisis Intervention with Mental Patient
- 20 Suspicious Incident/Person/Vehicle

Department Reports for July 2025

- 17 Town Ordinance Violations
- 155 Request by Other Agencies/Departments for assistance.
- 87 Requests by Citizens for non-crime related assistance.

4,545 total events performed by Patrol

Community Service/Training:

- 5 Funeral escorts.
- 5 requests for fingerprinting.
- 14 business closing standbys.
- 374 Business checks.
- 36 foot patrols.
- 2 RU Ok? Participants.
- Participated in Parks & Recreation Department's Safety Town.
- Provided security for weekly SwanFest.
- Provided security at two events held at the Rotary Civic Center.
- Officer Hipps completed Crisis Intervention Team Training. 40 hours training held at Pitt Community College.

Admin Services:

- Answered 294 phone calls during business hours.
- Assisted 137 walk-in requests for assistance during business hours.
- Took 76 requests for report copies during business hours.

Public Works

No report provided.