



Board of Commissioners Agenda

Town of Swansboro

Monday, September 26, 2022

Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner | Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Jeffrey Conaway, 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. Meeting Minutes

- April 28, 2022, Special Meeting
- May 9, 2022, Regular Meeting
- May 9, 2022, Closed Session

b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$693.23.

- Bass, Brandon Edward	\$24.28	Tag Surrender
- Brenenstuhl, Daniel James	\$137.28	Tag Surrender
- Crook, Stephen Armstrong & Hauer, Marcie Kay	\$151.08	Tag Surrender
- Foster, Sydnei Brooke	\$4.16	Tag Surrender
- Miller, Nicole Alisa	\$60.27	Tag Surrender
- Akerberg, Ethan R	\$91.21	Military
- Grady, Jeffrey Lynn	\$64.74	Tag Surrender
- Keller, Ronald Grant	\$4.02	Tag Surrender
- Seddon, Justin Ryan	\$156.19	Military

IV. Appointments/Recognitions/Presentations

a. Employee Introductions

V. Public Hearing

VI. Business Non-Consent

a. Financial Report as of August 31, 2022 *Sonia Johnson –Finance Director*

b. Future Sidewalk Priorities Discussion *Paula Webb – Town Manager*

At its July 25, 2022, meeting, the Board of Commissioners reviewed options for additional priority areas for sidewalks. These mapped areas would assist in making the triangle from NC24/Hammocks Beach Road/Old Hammock Road completely walkable. Maps were also provided for the area of Deer Run on Main Street Extension to NC24, and Mt. Pleasant Road.

Recommended Action: Review and provide any further guidance on future priority areas.

c. Board of Commissioners Policy 12(a) – Volunteer of the Year Award *Alissa Fender – Town Clerk*

Board members requested to revisit the Samuel Swann Bland Award policy to consider amendments. At the August 22, 2022, direction was given to staff on several amendments to the policy to include changing the name.

Recommended Action: Approval of amended Board of Commissioners Policy 12(a)- Volunteer of the Year Award.

d. Future Agenda Items *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. Town Project/Initiatives Update b. August Department Reports

X. Board Comments

XI. Closed Session

XII. Adjournment

**Town of Swansboro
Board of Commissioners
April 28, 2022, Special Meeting**

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, Mayor Pro Tem Tursi, and Commissioner Jeffrey Conaway. Commissioner Harry PJ Pugliese arrived at 4:24 pm.

Call to Order

The meeting was called to order at 4:00 pm. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting will be for further discussion of the FY 22/23 Draft Budget.

At the April 25, 2022, regular meeting the Board reviewed a budget amendment which included the following options for HVAC replacements at Town Hall.

- Replace the current unit that is not operational-\$9,898
- Replace both units- \$18,804 (Train)
- Repair the current unit that is not operational-\$1,974

At that meeting, it was decided to proceed with the repair option (\$1,974) and to obtain additional quotes for other unit types to determine if cost could be less than \$18,804 and if additional quotes were obtained those details could be provided at this meeting.

Public Works Director, Gerald "Tank" Bates reviewed all quotes received to date as follows:

Carteret Heating & Air (both units)*

- Train \$18,804 (7 to 10 days to get units)
- Carrier \$19,179 (4-6 Weeks to get units)
- Goodman \$17,288

Swansboro Heating & Air*

- Train \$18,738 (7 to 10 days to get units)
- Goodman \$15,760
- Ducane \$15,411

* Install required a crane due to location of units being on top of the building

In response to an inquiry from the Board, Mr. Bates shared that there was a warranty of 5 year for compressor, 1 year labor. He indicated that in research he found that Carrier may have a lifetime warranty, but that detail was not disclosed on the quotes.

On a motion by Commissioner Philpot, seconded by Mr. Conaway with unanimously approval, Mr. Bates was directed to purchase the Carrier units (\$19,179) if they had a lifetime warranty, otherwise continue with purchase of the Train units (\$18,804).

Manager Webb review that a draft FY 22/23 Budget and CIP was prepared for discussion and further guidance. The Manager and Finance Director met twice with each department director to date in preparation of this draft. It was also acknowledged that the American Rescue Plan funding allocations were extremely helpful with updating the CIP plan and other items that would typically have been requested through the budget submittals. The current draft was balanced with zero appropriation from fund balance.

Funded highlights include:

- 3% COLA (average proposed COLAs gathered to date suggest 7%)
- New Personnel \$112,887 (Project Coordinator & Maintenance Technician)
- Proud City Website one time cost of \$6,000 and \$1,200 annual Support/Maintenance
- Municode Agenda Manager Subscription \$3,600
- NCLM Property & Casualty Increased 9.4%
- NCLM Workers Comp Decreased 5%
- NCLM Group Health Insurance Decreased 3%
- CIP \$144,366
- Capital Outlay \$214,900

Only two major budget requests were unfunded (to date):

- Facility Supervisor \$58,890
- Snap On Contract \$25,000

Manager Webb share that the Capital Improvements Plan (CIP), originally adopted in FY 17/18, was re-introduced, following a three-year absence/deferral. Additional work could be done to the document if there was support to reimplement the plan. A simpler approach could be accomplished through notations during budget deliberations and noted in the final Budget Ordinance. It was noted that allocations to the CIP must remain as capital expenditures. Although amendments can be made, once allocated as capital funds they could not be returned to the General Fund for other appropriations. The Board was interested in seeing an alternative that could simplify the document for them and the process for the Finance Director.

In response to inquiries from the Board, the following details were clarified:

- In polling area municipalities, the average for COLAs was 7%
- Merit raise was not considered due to Pay in Classification Plan Study approval resulting in pay increases for many positions

- New personnel requested was for a Project Coordinator position would be funded 50% from planning/permitting budget and 50% from administration budget, and a Maintenance Technician funded in Public Works 100%

Manager Webb reviewed each Departments budget and provided details to explain the increase or decrease from prior year's budget as follows:

- Fire – increase, due to Pay in Classification plan implementation and personnel changes
- Governing Body – increase, due to COVID contributions were not included in past budget
- Administration – increase, due to Project Coordinator position 50%
- Finance – increase, county tax collection fee increases and software support fee increase
- Legal – monthly retainer increase
- Public Buildings – increase,
- Permitting – increase, due to Project Coordinator position 50%
- Police – increase, due to gas cost, loan for detective vehicle and Capital Reserve
- Public Works Streets – increase, due to Capital items with loan proceeds
- Powell Bill Streets – increase, due to Capital Outlay items
- Parks & Recreation – increase, due to CIP items and part-time salaries
- Church Street Dock – decrease, due to repairs completed
- Emergency Management – remained the same
- Festival/Events – increase, mullet parade award increases
- Non-Departmental – decrease, due to vehicle payments moving to departments
- Stormwater – decrease, due to equipment purchase/lease payments ending
- Solid Waste – decrease, due to equipment purchase/lease payments ending

During discussion, it was desired that expenses for the Visitor's Center be separated into its own individual line for there to be visible overall detailed operation cost.

An increase to the Police and Fire Chief salaries was indicated by Mayor Davis as desired, however the completed and implemented Pay in Classification study that was implemented made pay for employees competitive. There was recommendation to monitor the salaries to ensure they remain competitive for all public safety salaries.

Public Works Director Bates shared that while one new Maintenance Technician position would help, he really needed more. Mr. Bates offered to give up equipment purchases from this budget if he could get two positions. The Board agreed to consider and directed Mr. Bates to finalize that change with the Manager and Finance director.

Manager Webb shared there were no funds considered in the current budget for that project and thought that it could be possible for the Water Street project could be funded by a 319 grant, but the Coastal Federation shared that they did not want to fund that project in the coming year. She reached out to Dewberry, the firm handling the Towns RCCP grant, and the project was added to our portfolio for future phases.

The maintenance needs for Ward Shore Park and a resolution to the ongoing erosion issue at that location was still to be determined. Staff was directed to bring back more information on resolution at a future meeting and consider use of ARP funds or Payment in Lieu of Parks fees.

It was recommended to reach out to the property owner at Church Street dock and inquire on plans for maintenance of their portion which was not in good repair.

Police Chief Jackson shared that the 5 vehicles approved for purchase with ARP funds did not provide for fully equipped vehicles. In order to get them sooner and to have the vehicles fully equipped, he was recommending going with an alternative SUV vehicle and reuse the lights/equipment from existing vehicles that would be decommissioned. The vehicles would also provide for longer life of 5 years/100,000 miles, which would change the CIP plan timelines. The Board agreed with the product/plan change.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, and with unanimous approval, the meeting adjourned at 6:31 pm.

Town of Swansboro
Board of Commissioners
May 9, 2022, Regular Meeting

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner PJ Pugliese, Commissioner Larry Philpott, Mayor Pro Tem Tursi, and Commissioner Jeffrey Conaway. Commissioner Pat Turner was absent.

Call to Order

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

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

Adoption of Agenda and Consent Items

Mayor Davis noted that a Closed Session would be added at the end of the meeting pursuant to NCGS 143-318.11 (a) (4) for discussion related to the industry or other business potential to the area. Additionally, it was recommended to move Budget Amendment 2022-10 to consent.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, the Agenda as amended, and Consent Item below was unanimously approved.

- Contract - Interlocal Cooperation Agreement for First Responders
- Budget Amendment 2022-10

Appointments/Recognitions/Presentations

Proclamations

Mayor Davis read and acknowledged those in attendance for the following proclamations.

- Safe Boating Week
- National Police Week
- Public Works Week

Carl Rauschenberg with the US Coast Guard thanked the Town for acknowledgement and reiterated the importance safe boating.

Board members expressed their appreciation to the Police and Public Works department for their service to the Town.

Business Non-Consent

Board of Commissioners Policy 17 – Agenda Development

Town Clerk, Alissa Fender reviewed that at the April 11, 2022, regular meeting, Board members requested to revisit the agenda development process to consider amendments to the policy.

Board members indicated that they agreed to have an overall recognition of academic achievements for students at one meeting. Recognition of sport achievements would remain when state championship level was achieved. Staff was directed to contact the High School and work with the principal and guidance counselors on the possibility of arranging recognitions for students. The guidelines section of the policy for seeking recognition was amended from "approval by entire Board" to "approval by the Board".

Appearance Commission Consideration

Commissioner Philpott reviewed his recommendation for an Appearance Commission and related matching grant program and the Town of Wendell's concept was provided for board discussion.

Board members supported the concept and direction was given for staff to review and present to the Planning Board and Historic Preservation Commission for support and feedback.

Future Agenda Items

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

The following items were addressed:

- Scheduling of joint meeting with the Planning Board on hold until Special Use Permit for 147 Front Street is handled
- Public hearing for budget to be scheduled for June 13, 2022

Public Comment

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were offered.

Board Comments

Mayor Davis thanks the staff for all their efforts.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board entered closed session at 6:58 pm pursuant to NCGS 143-318.11 (a) (4) for discussion related to the industry or other business potential to the area.

During closed session, a motion was made and seconded to return to open session. No action was taken.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 7:26 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: Tax Refund Requests

Board Meeting Date: September 26, 2022

Prepared By: Sonia Johnson – Finance Director

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$693.23.

Bass, Brandon Edward	\$24.28	Tag Surrender
Brenenstuhl, Daniel James	\$137.28	Tag Surrender
Crook, Stephen Armstrong & Hauer, Marcie Kay	\$151.08	Tag Surrender
Foster, Sydnei Brooke	\$4.16	Tag Surrender
Miller, Nicole Alisa	\$60.27	Tag Surrender
Akerberg, Ethan R	\$91.21	Military
Grady, Jeffrey Lynn	\$64.74	Tag Surrender
Keller, Ronald Grant	\$4.02	Tag Surrender
Seddon. Justin Ryan	\$156.19	Military

Background Attachment(s): none

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

Action: _____

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF AUGUST 31, 2022)**

REVENUES

EXPENDITURES

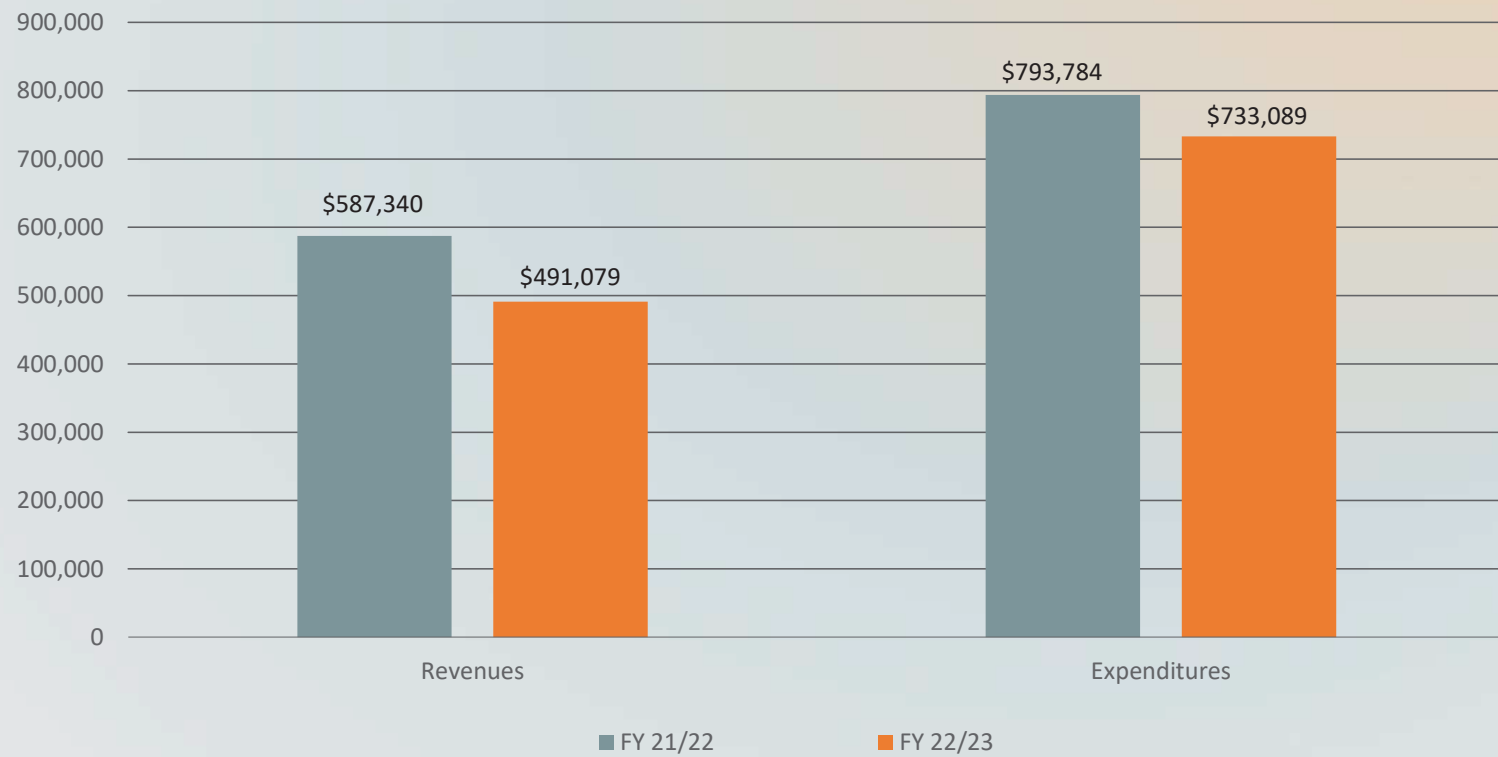
LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2022)**

Item VI - c.

GENERAL FUND

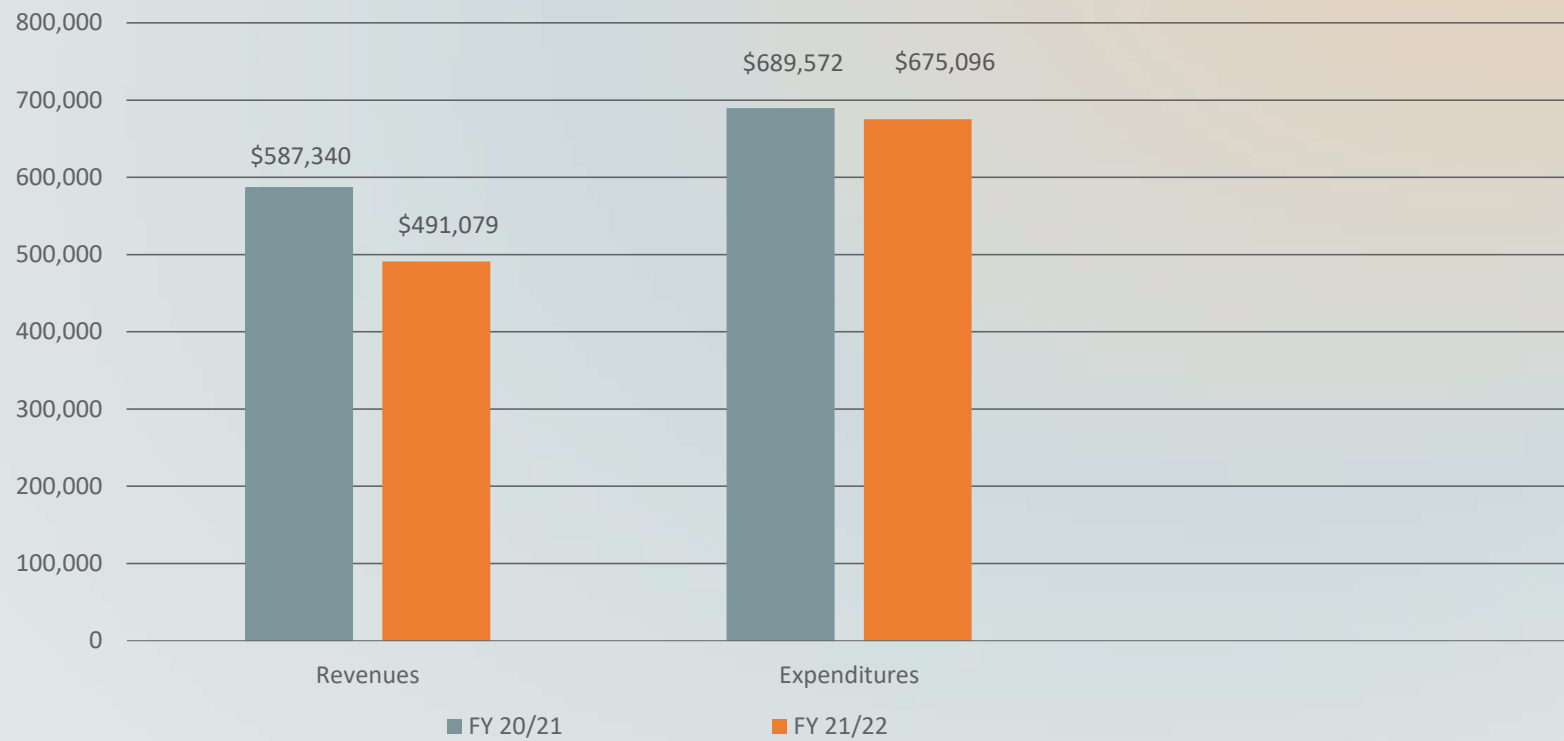


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (242,010)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2022)**

(ACTUAL)

GENERAL FUND



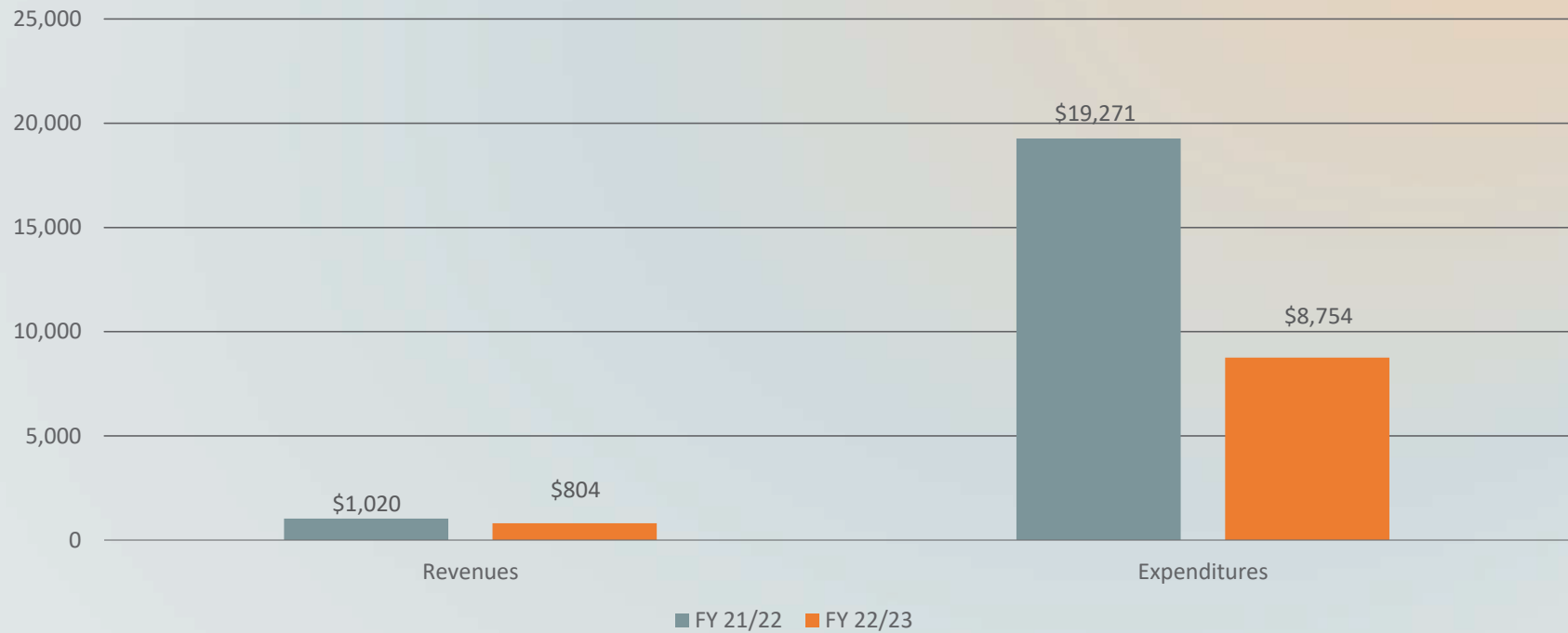
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures (\$184,017)

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % August 31, 2022
GOVERNING BODY	29,902	9,098	-	30.4%
ADMIN SERVICES	374,944	67,147	3,200	18.8%
FINANCE	265,670	33,608	-	12.7%
LEGAL	43,000	3,717	-	8.6%
PUBLIC BUILDINGS	389,207	23,500	19,180	11.0%
FIRE	1,040,223	96,100	7,947	10.0%
PERMITTING	360,338	41,169	56	11.4%
POLICE	1,055,357	119,247	5,460	11.8%
PUBLIC WORKS-STREETS	375,286	48,957	1,047	13.3%
POWELL BILL-STREETS	111,526	956	875	1.6%
PARKS & RECREATION	357,647	46,326	15,070	17.2%
CHURCH STREET DOCK	7,590	646	219	11.4%
EMERGENCY MANAGEMENT	1,125	262	-	23.3%
FESTIVALS & EVENTS	122,849	7,460	2,496	8.1%
NON DEPARTMENTAL	483,302	176,902	2,445	37.1%
TOTAL	5,017,966	675,096	57,993	14.61%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2022)**

Item VI - c.

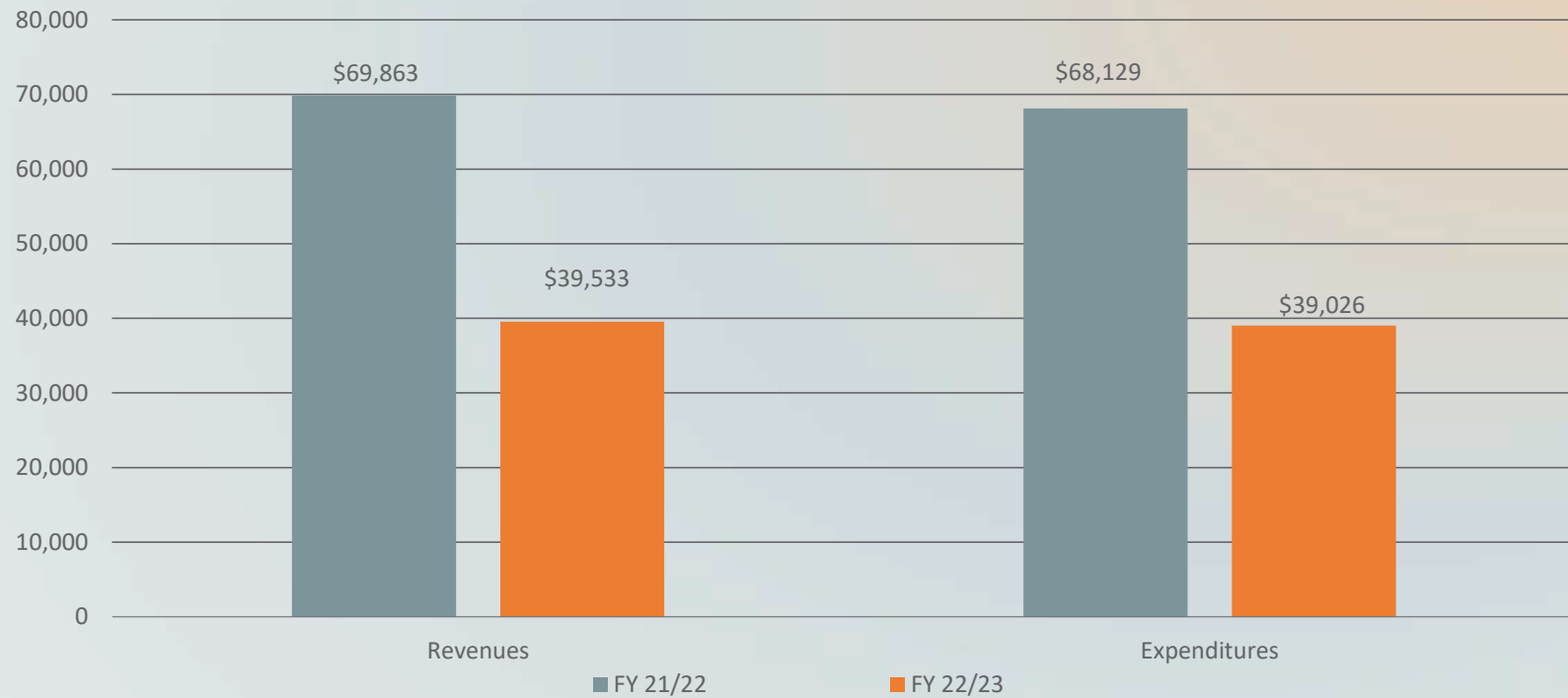
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$7,950)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2022)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$507

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF AUGUST 31, 2022)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$463,719	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$138,943	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$89,360	1.84	7/15/2026	\$23,377
Total Debt	\$1,160,449			\$329,726

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF AUGUST 31, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	10,591,507	.10%
NC CMT-General	\$734,879	2.14%

OSBM Funds included in First Citizens Bank balance- \$6,100,000

- Emergency Operations Center-\$6,000,000
- Sidewalks-\$100,000

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Sidewalk Priorities Discussion**

Board Meeting Date: **September 26, 2022**

Prepared By: **Paula Webb – Town Manager**

Overview: At its July 25, 2022, meeting, the Board of Commissioners reviewed options for additional priority areas for sidewalks. These mapped areas would assist in making the triangle from NC24/Hammocks Beach Road/Old Hammock Road completely walkable. Maps were also provided for the area of Deer Run on Main Street Extension to NC24, and Mt. Pleasant Road.

At that meeting, the Board asked for additional maps that would indicate where sidewalks were vacant along NC24 and Main Street Extension. Informal maps are provided to further that discussion.

In an email on 8/23/22, NCDOT shared that they had reviewed that section proposed to connect the void from the existing sidewalk at The Villages at Swansboro along Old Hammock Road to the Piggly Wiggly (Option 2) entrance and forwarded it onto their Right of Way Division. I followed up on 9/23/2022 but have not heard back from them yet. In that same email, it was indicated that the Construction Office was overseeing the Right of Way work and that they were currently understaffed.

Background Attachment(s): Maps from July 25, 2022, Meeting
NC24 Sidewalk Voids Map
Main Street Extension Sidewalk Voids Map

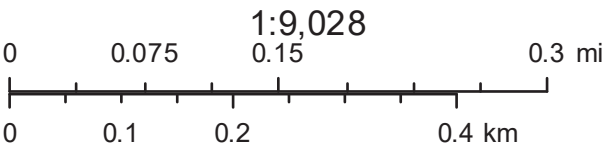
Recommended Action: Review and provide any further guidance on future priority areas.

Action: _____

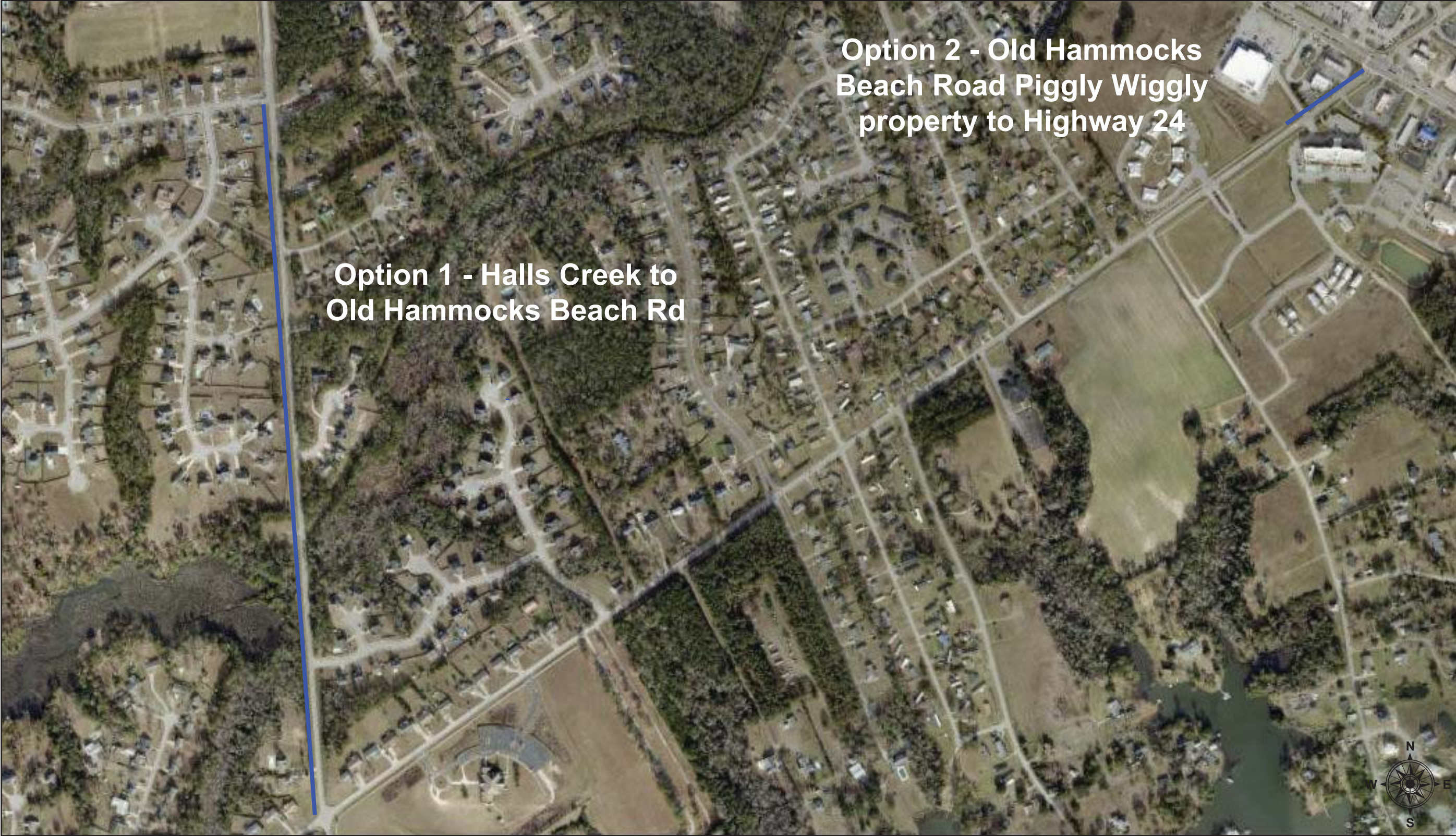
GoMaps



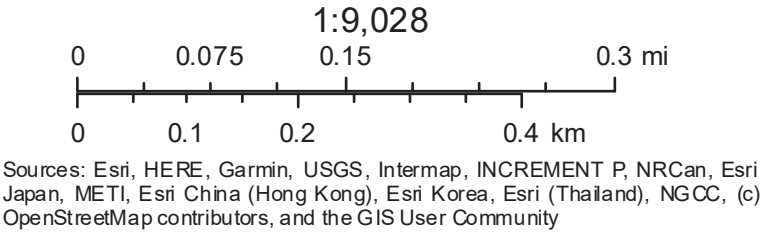
July 25, 2022



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

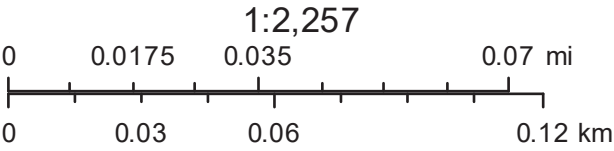


July 19, 2022

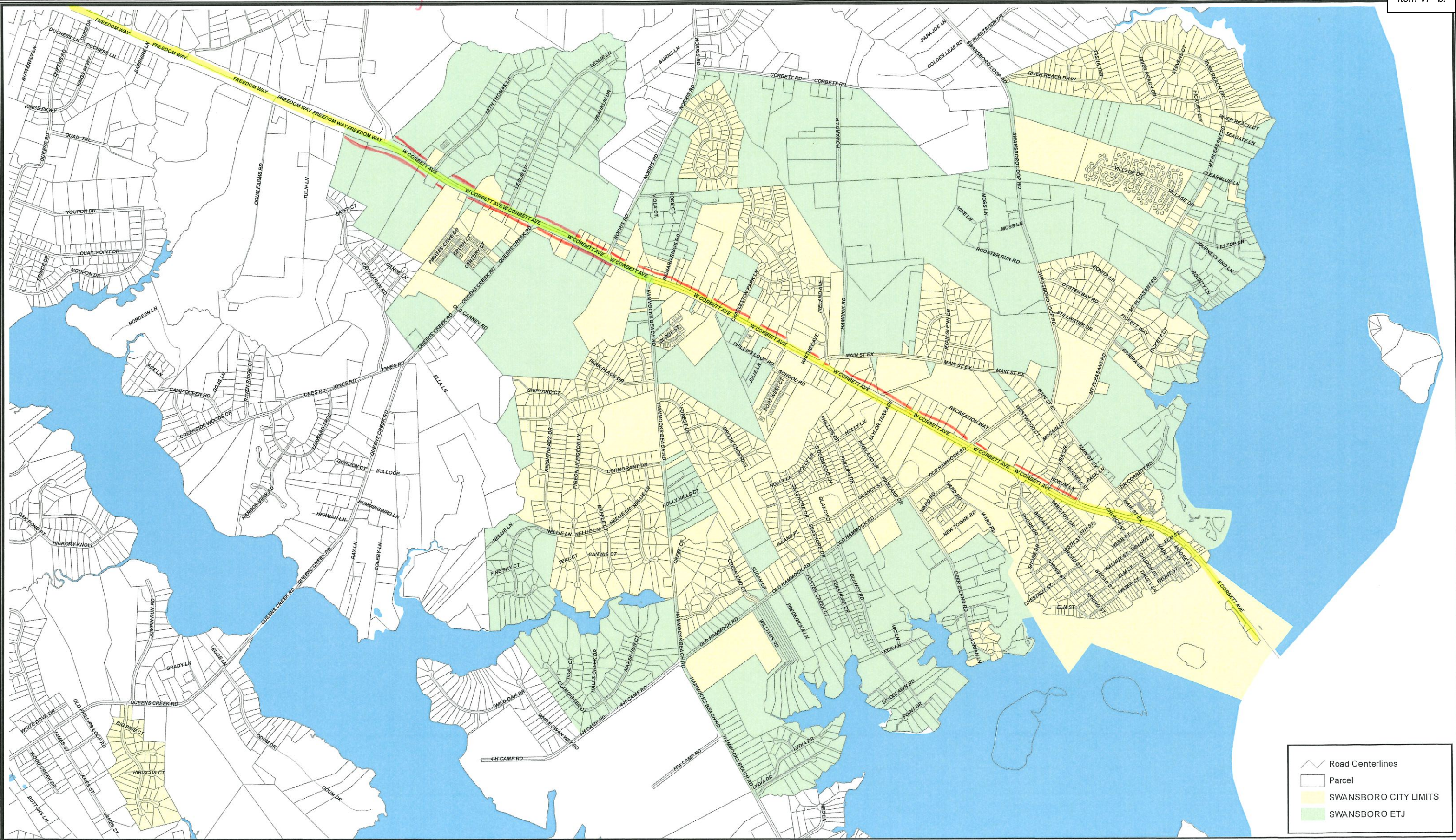




July 19, 2022



-No sidewalk along NC24

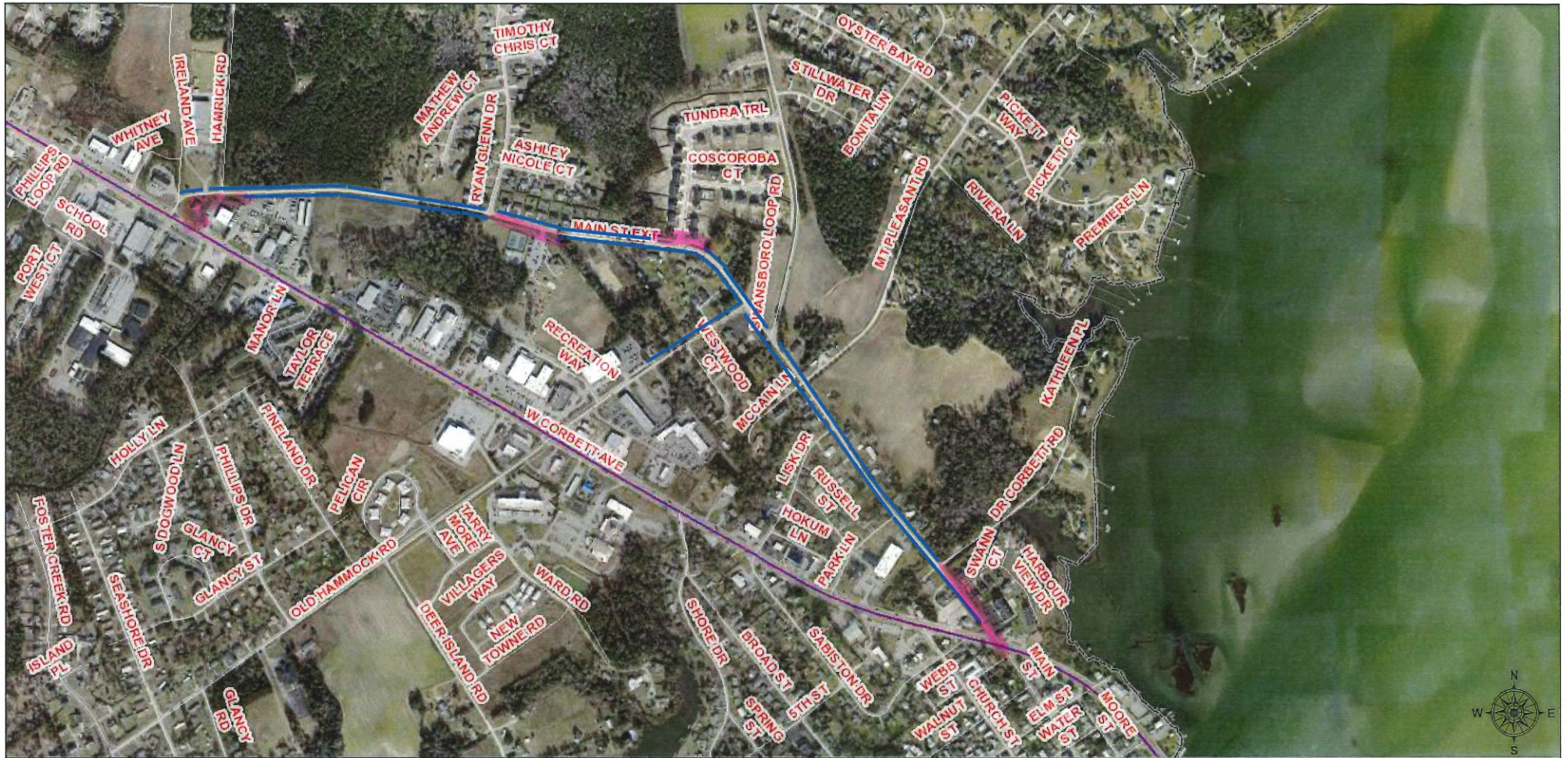


TOWN OF SWANSBORO CITY LIMITS


PRODUCED BY ONSLOW COUNTY GIS

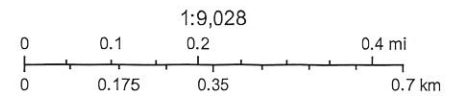
Date: 2/5/2020
This map is intended for reference only.
All dimensions are approximate.
As per NCGS 132-10, this map is not to be used for legal purposes.

GoMaps



September 22, 2022

 Existing sidewalks



U.S. Fish and Wildlife Service, National Standards and Support Team, wetlands_team@fws.gov
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board of Commissioners Policy 12(a) – Volunteer of the Year Award**

Board Meeting Date: **September 26, 2022**

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

Overview: Board members requested to revisit the Samuel Swann Bland Award policy to consider amendments. At the August 22, 2022, direction was given to staff on several amendments to the policy to include changing the name.

The amended policy is provided for approval.

Background Attachment(s):

Amended Board of Commissioners Policy 12(a)- Volunteer of the Year Award
Amended Nomination Form

Recommended Action: Approval of amended Board of Commissioners Policy 12(a)- Volunteer of the Year Award.

Action: _____

Board of Commissioners Policy No.12(a)

~~Samuel Swann Bland Outstanding Community Service Award~~
Swansboro Volunteer of the Year Award

A. Background

The Swansboro Board of Commissioners created, in February 2009, The Samuel Swann Bland Community Service Award to honor diligence, hard work, leadership, and dedication that characterized the outstanding contributions of Sam Bland, the former superintendent of Hammocks Beach State Park, to the public and to the Swansboro Community. On August 22, 2022, the Board of Commissioners renamed the award the Swansboro Volunteer of the Year Award.

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

B. Nominations

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

C. Selection

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

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

4. Initiative. Demonstrated willingness and ability to use new or improved methods that accomplish, in a unique and/or expeditious manner, important tasks or projects that benefit the Swansboro community.

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

D. Award

The award recipient(s) shall be announced in December of each year at a regular or special meeting of the Board of Commissioners. The recipient(s) of the award shall be recognized through the award of a plaque, and their name(s) added to the "Swansboro Volunteer of the Year" plaque that is displayed in the Town Hall lobby. In January following the announcement of the recipient(s), a dinner will be held to commemorate the recipient. ~~or other such commemorative as may be preferred by the Board of Commissioners and may also receive such other prizes that the Board may, in its discretion, elect to include as part of the award or which may be contributed by the community.~~

Approved 7/21/09

Amended 8/22/22

NOMINATION SWANSBORO VOLUNTEER OF THE YEAR AWARD

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

A. Person Nominated _____

B. Address _____ Phone Number _____

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

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

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

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

F. Nominator: _____ Date _____

Name Printed

Signature

Address _____

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



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **September 26, 2022**

Prepared By: **Alissa Fender - Town Clerk/Admin Services Director**

Overview: The purpose of this memo is to provide the Board with matters that staff anticipates/proposes 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 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.

Proposed for October 10, 2022 – Meeting Canceled

Proposed for October 24, 2022

- * Public hearing for Annexation of Town Property
- * Proposed fee schedule amendment for Special Detail/Extra-duty Police Services
- * Financial Report

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
 - o Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation
(*Eco Dev Committee est. Oct 2020*)
- * Historic Preservation Commission Recommendations (Joint Meeting Items)
 - o Demo by neglect
- * Building Standards
- * Table of Permitted Uses Amendments (*after: consider re-empowering BOA for Special Use Permit Review*)
- * Joint Meeting with Historic Preservation Commission
- * Special Use Permit/Starbucks – Additional details needed; Planning Board tabled
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Church Street Dock Safety Policy
- * Church Street One Way consideration past Water Street
- * Emerald Coast Queens Creek Road Rezoning request (*on hold at the request of the applicant*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)

November Meetings:

Regular – 14th

Regular – 28th
(Monday after thanksgiving)

PROJECTS REPORT

Town Projects/Initiatives Update

September 26, 2022

Submitted By: Paula Webb, 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.

- **Swansboro Causeway Living Shoreline Project:**

NCDOT and NC Coastal Federation have partnered on a National Fish and Wildlife Foundation Grant to install a proposed living shoreline at strategic locations on NC Hwy 24 that are exposed to the White Oak River.

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

“Project Site 2 is located northeast of the Swansboro Yacht Club, a local community dining establishment, located within Onslow County, at the border of Carteret County. Living shoreline work will be completed on an island that is located between the two N.C. 24 bridges. The causeway along the northeast side of N.C. 24 has experienced past erosion due to storm events (in 2005 and 2011), including erosional undercutting as a result of Hurricane Florence (2018). The abutment along the northwest end of the island and the abutment at the southeast end of the island are also showing continued signs of erosion...”

Design and permitting of the proposed project is in the works with an intended construction to take place over the winter of 2022/2023. Proposed project designs will be forthcoming when available.

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

Design work should be completed in the next couple months and expect to have permits in hand the end of Spring. Advertise and award (LET) the project in the summer 2022. Actual construction availability will be in mid-September 2022, assuming no moratorium that delays into October or November to start. Construction will continue through the Fall 2022, into Winter 2023, and conclude with the marsh planting between April 15, 2023 – May 15, 2023.

All permits were received on July 22nd and the Division was able to advertise the project on July 27th for an August 18th LET. Three 3 bids were received, with the low bidder being TA Loving Company for the amount of

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\$1,697,687.00 (0.1% (\$2,128.20) below the final estimate). The contract was awarded to TA Loving Co, and they have presented the bonds and certificate of insurance to the Division. At this point, the contract should be fully executed, so they are awaiting a preconstruction meeting with construction activities to begin later this month.

- **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 Manager 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.

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 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.

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

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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 includes; 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.

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award 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 funds 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

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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, NCDRCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDRCM 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 NCDRCM 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.

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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	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenell, 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.

- **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

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9. Attic Insulation

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.

Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

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

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

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

- **CLG Grant/Historic District Architectural Survey** - the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2, 2022. Representatives from Grubbs & Associates began survey work last week.

A draft survey is due to the Historic Preservation Commissioner in June. The final work must be completed by September 2, 2022. It's my understanding that local residents, Amelia Dees-Gillette and Kim Kingrey have been working with the consultant to provide local knowledge to be included in update.

As previously reported (Manager's Brief June 16), The National Park Service does not allow for extensions of annual HPF grants to CLGs except under extreme circumstances, so we will not be able to extend the survey update past the September 2022 deadline as the HPC had wished. We have already allocated the HPF money for next year, so there is no additional source of funding for work outside the scope of this project. The State HP Office indicates

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that they will be glad to add supplemental research to our survey files whenever the commission members complete their research. Any amendments to the National Register nomination can be done as Additional Documentation after the current survey update is complete.

A presentation was made to the HPC on July 19th, 2022 by Annie McDonald, Senior Architectural Historian with Richard Grubb & Associates, Inc. on the status of the Architectural Survey Update for the Historic District. She explained that they had surveyed 166 total resources, updated 145 records, and added 21 records. 20 resources have been lost since 1988 due to storm damage, new construction/demolition, or relocation. She explained that the survey was not static, that it could be updated periodically, and revisions provided to the State Historic Preservation office through Staff. Their recommendation is not to change the boundary of the National Register District or Local District at this time. She explained that changing the boundary of the National Register District could open the door for reevaluation of the entire district by the National Park Service (NPS), which could potentially result in additional losses of contributing designations due to the many alterations that have occurred over the years. She further explained that the NPS will not periodically reevaluate the district, that it had to be requested as a part of an update/boundary expansion project or that it was typically preformed in conjunction with the review of a federal permit (bridges, roads, etc.), so there was not a need to worry about the Town losing its National Register designation.

The final Architectural Survey Report is expected any day. The project deadline/closeout is September 2, 2022.

The final survey report was received on September 16 and was shared/discussed with the Historic Preservation Commission at their September 20, 2022 meeting. We are still waiting on the final note pages that will come in hard copy. Once that final document is received, this project is considered **completed** and will be removed from the briefing.

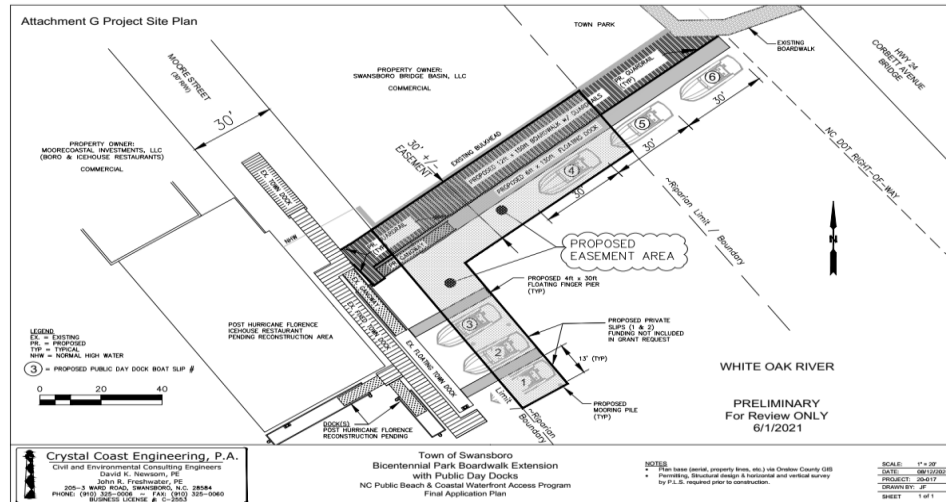
- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$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

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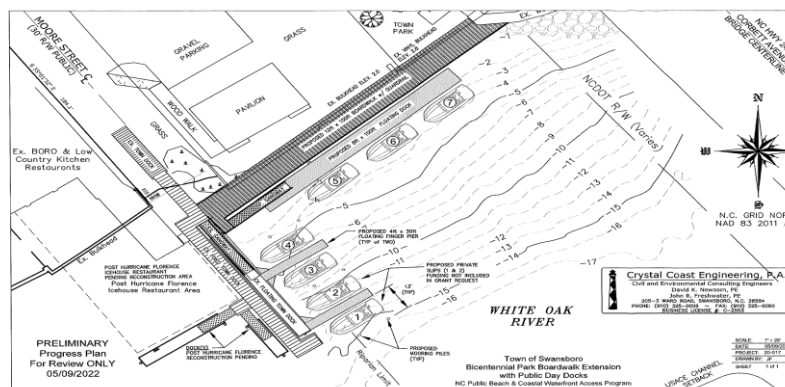
Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.

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



The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

The lease and boat slip agreements have been signed. Kathy Vinson and John Freshwater were re-engaged on the project. A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



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Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

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

- **FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Through our continued partnership with the NC Coastal Federation, we were able to secure a stormwater retrofit project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. The grant amount is \$69,155 and will fund the retrofit the direct stormwater discharge pipe at the end of Walnut Street. The following slides show the location of the approximately 9.3 acres of area this facility will treat along with a project description and anticipated results. Design of this project is currently in the works with anticipated construction during FY 2021-2022. Deadline for project completion is December 31, 2022. The Engineer reported on 1.20.21, that the design was under final review.

The Final Design has been received. The Project Budget of \$35K was adopted on March 28th, 2022. RFP's have been sent to qualified contractors.

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Staff changes at CAMA have resulted in a delay in starting the project. M&W Land Improvements Inc has been engaged and is on standby to begin work once we receive notice from CAMA. The CAMA Permit and Contract were finalized in July and project implementation began on August 1, 2022.

Project completed August 12, 2022. Following several significant rainfalls, the retention pond is operating as it should, but we have experienced some dusting residue and the outfall box had to be better sealed. Once we are certain these issues have resolution the project will be closed out. I have spoken with Sherwood Odum (adjacent property owner) multiple times, and he is satisfied with the project and actions taken thus far. Unless there is further development, this project will be removed from the briefing thereafter. **COMPLETED**



- **Sidewalk Projects** - 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

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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.

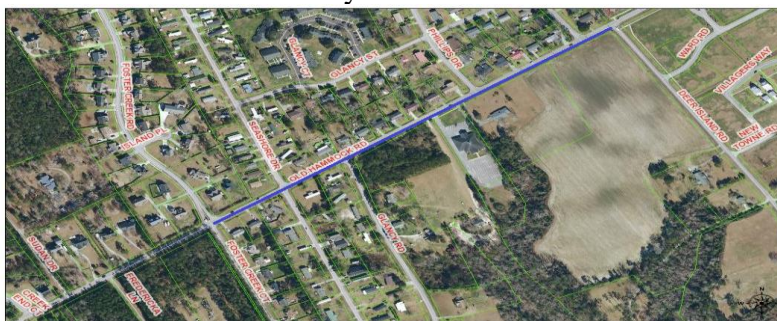
Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- 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. 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).

Section 1 of Priority 2



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Section 2 of Priority 2



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

Priority 2 Completed. Ribbon Cutting 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 required for this section.

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.

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Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit 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.

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

Priority 4



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.

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 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.

- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I image it may take a couple of adjustments to correct the issues.

NCDOT reports that the synchronizations seem to be working properly. The timing on the Queens Creek Road intersection may be adjusted to allow more time on the side road entries. What they did discover was that motorists are not adhering to the 35-mph speed limit. Most

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were still traveling 40-45mph. Unless the Town is interested in reverting the speed limit back to 45 mph, better enforcement of the 35-mph speed limit is recommended.

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. Final editing has been forwarded onto Stewart.
- **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 buildings historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in

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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.

What's Been Done To Date

- Working to re-establish Historic Contributing Status

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- 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 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 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.

- **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.

Department Reports for August 2022

Administrative Services

- Phone Records Report for August: 2,665 calls

Internal – 532	Town Hall – 394	Parks and Recreation – 378
Police Department – 347	Fire Department – 73	Outgoing totals – 941
- Building permits details for August are currently unavailable due to software conversion
- 187 Building inspections processed/20 Fire Inspections processed
- 92 Various receipts processed
- 341 ONWASA payments processed; 8 New Services; 10 other requests
- 15 Work Orders generated for Public Works
- 8 Notarization's performed
- Admin Staff worked at Visitor's Center (Alissa, Darla, Aliette and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
 - 105 W. Church Street
 - SmartProcure
 - 147 Front Street
- Finalized July Departments Report
- 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.
- HR-related items estimated at 24 hours
- Issued New Releases/Constant Contact/Facebook posts for:
 - BOC 8/8/2022 Meeting
 - BOC 8/22/2022 Meeting
 - Labor Day Closing
- Attended Clerks Annual Conference in Ashville 8/21-24
- Copied 2021 BOC minute book for microfilming with NC Dept of Archives
- Planner related items handled:
 - Emerald Coast Rezoning
 - 144 Franklin Drive mobile home allowances
 - Research on use options for lots owned by Casper family
 - Signage research for Pogies
 - Initial discussion on Special Use Permit inquiry from Scooters Coffee
- Attended Mullet Festival Logistics Meetings
- Attended Tunnel 2 Towers Logistics Meetings
- Communicated with NC Department of Natural and Cultural Resources on Certified Local Government Training – Scheduled for September 22.
- Completed investigation of petition for Voluntary Annexation from Swansgate subdivision
- Attended Elected Officials Luncheon on MCB Camp Lejeune

Department Reports for August 2022

- Stormwater Annual Snapshot completed and distributed
- EOC Committee RFQ creation and distribution
- Annual Occupational Safety Health Report submitted
- ProudCity website upgrade/change over
 - Attended bi-weekly meeting
 - Continued work on Department pages & information
 - Personnel Policy migration
 - FAQ's
 - Document uploading for permitting & forms
 - Events creation
- Municode agenda software process/implementation
 - Attending weekly meeting
 - Received system training
 - Provided documents for system uploads for workflow
 - Completed 1 full packet for test run
- Tyler Technologies
 - Provided cashiering training to 4 employees
 - Cashiering went live August 8, 2022
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 7,885. Top 5 pages viewed in August – Occupancy Tax Information and Forms 2,319 | Employment Opportunities 1,788 | Board of Commissioners Agendas 1,401 | Permitting: Planning, Inspections and Code Enforcement 1,235 | Police Department 956

Finance

- Sales & Use Tax received in August 2022 is \$115,443
- Accounts Payable Summary for August 2022:
 - 210 Invoices-Totaling \$220,919
 - 17 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for August 2022 (688.0)
- Processed payroll-8/12 & 8/26
- Stormwater Fees Collected-August 2022-\$384 and updated Stormwater spreadsheet
- July 2022 Bank Reconciliation-Town accounts
- July 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Submitted the Powell Bill Expenditure Report
- Gathering financial information for annual audit FY 21/22-Town and Swansboro TDA
- Auditor, Greg Redman will be conducting an annual audit for FY 2021/2022 during the week of September 19-September 21, 2022.
- Tyler software go-live sessions for the following modules:

Department Reports for August 2022

- Cashiering
- Personnel Management-Position Budgeting
- Fixed Assets
- Project Accounting
- Attended Tyler Technologies Transfer to Support meeting
- Attended Tyler Technologies Transitional Services meeting
- Attended Tyler Technologies meeting to discuss future state-current state for Executime (Time & Attendance module)
- Stormwater utility billing data was submitted for processing

Fire Department

Fire Calls

- 59 Total Calls
 - 39 Calls in Town including – 32 EMS Calls, 3 Motor Vehicle Accident Calls, 1 Public Service Call, 3 False Alarm Calls
 - 11 Calls in White Oak District – 9 EMS Calls, 1 Water Rescue Call, 1 Cancellation Call
 - 9 Calls Mutual Aid – 8 Cancelled Enroute Calls, 1 Service Call
- 104 Training hours - Paid Staff
- 31 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties.
- AC Stanley conducted technical rescue training with the Ladder 1717 at the fire station and Walmart with all department staff. The training familiarized staff on how to use the aerial ladder, patient litter basket, and life safety rope for the purpose of securing and lifting a victim from an elevated platform safely to the ground. All personnel will be tested on this operation as part of required job performance standards.
- AC Stanley conducted performance testing on proper ground ladder carries and deployment for all personnel as part of required job performance standards.

Volunteer staff

- Volunteer staff have been on summer vacations and military deployment.

Vehicle repairs

- All vehicles in good working order.
- Annual apparatus servicing has been completed. All apparatus received oil and transmission fluid changes, engine servicing and a federal safety inspection. As part of the servicing, it was documented that the some of the tires on our apparatus will need mandatory replacement due to age limits set forth in NFPA Standard 1002. Apparatus tires must be replaced every 7 years regardless of condition.

Department activities

- The department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district.
- The department is still seeking three full-time driver/operator positions. These positions will add one extra person to each shift daily and help provide more staffing to emergency calls and OSFM required duties.
- The department has chosen MSA as the manufacturer to provide the new SCBA for our members. They have been ordered and the total cost came in well below the allotted amount from the ARPA funds granted to the department. Delivery is expected within the next 3 months. The old SCBA will be sold on govdeals.

Parks and Recreation**DIRECTOR'S REPORT****Festivals/Events***Mullet Festival*

- Submitted marine event permit for the fireworks, for October 8
- Worked with graphic designer on poster design.
- Followed up with current sponsors, benefits, and upcoming events.
- Continue to accept vendors and are close to being sold out, about 20 remain.
- Held logistical meeting.
- Secured four golf carts

Tunnels 2 Tower 5K

- Attended a logistical meeting for event.
- Met with event organizer several times throughout the month
- Confirmed use of commercial business parking lots for event parking.
- Secured golf carts for the event.

Comprehensive Master Plan Update

- Submitted feedback to McAdams of the draft of three chapters and met with firm to discuss specific questions and concerns.
- Submitted all department financial information from the past five years for analysis.
- Worked with Program Supervisor to finalize financial information of program revenues and expenses for the past three years. Submitted data collection to firm.
- The firm will continue to make revisions to the first three chapters and send draft of the remaining chapters to the department by mid-September.

ARP Funding Projects

- Rope Climber-obtaining quotes to replace Rope Climbing Tower in Municipal Park.

Department Reports for August 2022

- Splashpad- Researching other recreation departments that have requested RFQ's specifically for splashpads to begin drafting an RFQ.
- Utility Terrain Vehicle-requested new quote from John Deer representative. Researched similar UTV's and have contacted three other vendors for quotes.
- Cameras at Church Street Dock -contacted Computer Warriors to schedule a consultation.
- GMC Sierra Replacement-spoke with Public Works Director to inquire what features, accessories, brand/model that Parks Maintenance would need. Received requested information, reviewing, and will begin the search from state contractors.

Miscellaneous

- Met with Town Manager and Finance Director regarding staff hourly wages.
- Riverview Park-scheduled a consultation with Larion, structural engineering, and construction consultant for Riverview Park boardwalk.
- Obtaining quotes to replace the power pedestal and electrical installation on Church Street Dock.
- Processed playground equipment orders for repairs in Municipal Park.
- Updated staff orientation information.
- Interviewed individuals for Special Event Attendant and hired two; conducted orientation and training.
- Conducted training for implementation of new financial software.
- Processed and submit special event application for the Swansboro Rotary 5'O Fishing tournament.
- Began executing contract for Playground Guardian-quarterly playground maintenance contractor.
- Finalized new documents for tracking purchase orders, expenditures, parks and recreation staff hours, and festival staff hours.
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Department Reports for August 2022

Metrics-Social Media

Facebook

Followers- 13,826
 Page Reach- 14,511
 Post Engagement-2,307
 New Followers-65

Instagram

Followers-514
 Reach- 5
 Profile visits- 15
 New Followers - 14

Activity Report for August

Organization Activity

From 8/7/2022 to 9/6/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	114	46	5	0	95	0
Resident	15	1	4	0	6	
Non-Resident	99	45	1	0	89	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	7	3	1	0	4	
18 - 65	84	33	3	0	65	
65+	23	10	1	0	26	
Male	38	24	1	0	31	
Female	76	22	4	0	64	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	20	0	0	N/A	28	
In-Person	94	46	5	N/A	67	

August Revenue

- Slip Fee - Town Dock \$2,621
- Rental Fees-Parks \$365
- RentalsRooms \$2,215
- Dog Park Registrations \$15
- Rec Program Fees \$1,209
- Gym Memberships \$115
- Vendor Fees \$3,055

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events

Department Reports for August 2022

- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

Master Plan

- Completed spreadsheets for Masterplan for past 3 years that included program expenses, revenue, and cost recovery.
- Sorted program attendance from past 5 years into different program categories per request of Masterplan agency.

2022 Tunnel to Towers 5K Run & Walk

- Held meeting with Mary Pat Smey regarding volunteer request numbers, report time, jobs, and additional event volunteer information.
- Submitted volunteer requests through United Way.
- Posted to local run groups about volunteering for event on social media.
- Created flyer requesting volunteers and for High School SAT hours.
- Created volunteer spreadsheet for all registered.
- Attended logistic meeting on August 30.

Summer Day Camp

- Facilitated Summer Day Camp Week 8 program from August 8- August 12.
- Contacted all parents of field trip changes and sent out new schedule for Week 8 of Summer Camp.

Mullet Festival

- Attended logistical meeting on August 29.
- Requested volunteers from Single Marine Program, Volunteer Onslow, Family Team Building, and United Way for both days of festival.

Department Reports for August 2022

- Created spreadsheet for confirmed volunteers with tasks, report times, and volunteer contact information.
- Designed and created flyer for requesting volunteers for Mullet Festival for social media.

Halloweenie Roast

- Scheduled date and time for event.
- Researched and priced supplies, candy, food, and decorations for event.
- Reserved downtown Pug Pavilion for event.

New Staff Training

- Conducted newly hired staff training session on registration software, opening and closing procedures, and toured the Municipal Park/Recreation Center.

Kids Fishing Night

- Rescheduled program to from August 19th to August 25th due to inclement weather.
- Contacted all registered customers about rescheduled date and transferred or processed refunds if customer could not attend.

Kids Half-Day Adventure Camps

- Rescheduled
- Prepared snacks, rosters, water, and necessary program supplies prior to the program dates.
- Facilitated programs on August 17 & 24th from 8am-12pm.
- Created photo album and posted photos to Facebook.

Kids Holiday Camp

- Reviewed Onslow County school calendar and Swansboro employee holiday calendar to established camp dates (December 19-22 & December 28-30).
- Created all registration dates and series registration in RecDesk.
- Confirmed with staff members of commitment to work camp for selected dates.

Tennis Bloc

- Contacted about registration issues prior to start of programs.
- Discussed opening more spots for programs due to heavy demand for pickleball and tennis lessons.

Tai Chi Class

- Contacted instructor to confirm new class dates and schedule.
- Emailed all previous program participants about new series registration start date.

Pickleball

- Purchased more pickleballs for league play.

Department Reports for August 2022

- Discussed court painting with Volunteer Coordinators and pickleball council members.
- Reached out to other Recreation Departments for information/pricing on light installation on courts (Ocean Isle, Brunswick County, City of Jacksonville).

Be Inspired, Inc. - Half-Day Afternoon Art Camp

- Remained in constant contact with instructor, Carol about final week of camp and discussed change of theme and discounts for returning students.
- Rescheduled art camp week of August 15 to August 22.
- Discussed Art Scholarship provided by Be Inspired, Inc. for future returning art students.
- Reviewed Early Release Day program proposal with Director and discussed with instructor.

Wild Child Art Studio: Sea Glass Class

- Communicated with instructor about class registration numbers and requested additional spaces due to high demand
- Discussed future programming with instructor, Carla, for the fall/holiday classes.
- Posted photos to social media from Sea Glass Resin Class on August 18.

Police Department

Patrol:

- 167 Reportable Events
- 20 motor Vehicle Crashes
- 2 Felony Arrests
- 4 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 1 Felony Drug Arrest
- 2 DWI Arrests
- 9 Arrests with transport to the Onslow County Jail
- 144 Citations
- 73 Verbal/Written Warnings
- 6 Felonies Investigated (4-Fraud; 1-Obtaining Property by False Pretenses; 1-Sexual Assault)
- 17 Misdemeanors Reported (11-Property Damage; 1-Assault; 1-Sexual Assault; 1-Trespassing; 1-Communicating Threat; 1-Resist, Obstruct & Delay Police Officer; 1-Traffic Related)
- 6 Disputes/Public Disturbances
- 2 Domestic
- 2 Crisis Intervention with Mental Subject
- 24 Alarm/Open Door
- 34 Suspicious Incident/Person/Vehicle
- 4 Town Ordinance Violations

Department Reports for August 2022

- 186 Requests by Other Agencies for Assistance
- 127 Requests by Citizens/Motorists for non-crime-related assistance

3,479 Total Events Performed on Patrol

Community Service/Training:

- 7 Vehicle Unlocks
- 2 Funeral Escorts
- 65 Business Closing Standby's
- 53 Foot Patrols
- 5 Requests by Residents for Residence Check
- 7 Requests for Fingerprints
- SPD provided security for an event at the Rotary Civic Center
- SPD provided security for weekly SwanFest

Admin Services:

- Answered 315 phone calls during business hours
- Assisted 161 walk in requests for assistance during business hours
- Took 37 requests for reports

Public Works

Grass Cutting

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Broad Street Pump Station Area
- Both sides of HWY 24 (Corbett Ave)
- Bush hogged vthe DOT Roadside drainage ditches.
- Mowed the DOT right of ways on Hammocks Beach Rd, Old Hammocks Rd, Main Street Extension, Norris Road, Mount Pleasant Road and Swansboro Loop Road.

Town Buildings and Grounds

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up
- Repaired flush handle on toilet in Men's bathroom at Bi-Park.

Department Reports for August 2022

- Repaired door lock at Visitors Center on the rear door.
- Patched holes and painted walls in Planners office at Town Hall.
- Patched hole in Concession Stand ceiling at Municipal Park.
- Sprayed sidewalks throughout downtown area for weeds.
- Sprayed sidewalks throughout all parks for weeds.
- Sprayed all Town Buildings grounds for weeds.

Vehicle Maintenance

- Regular maintenance performed on all vehicles

Storm Water

- All Town storm drains cleared in preparation of thunderstorms.
- Mowed, weed eaten, and cleared debris from Park Place Subdivision storm water easements.
- Mowed, weed eaten, and cleared debris from Halls Creek North Subdivision storm water easements.
- Cut drainage ditch on Hammocks Beach Road and at the Soccer Fields

Streets

- Edged roads, curbs and gutters throughout Swansboro Heights neighborhood
- Weed eaten causeway, picked up debris from sides of causeway
- Installed 3 stop signs in Park Place Subdivision at the Whistling Heron and Little Egret intersection
- Marked streets in Villages subdivision for patching of asphalt
- Filled in pothole's in Villages with rocks
- Trimmed trees throughout downtown/Historic District, that were hanging over the roadway, causing unsafe conditions for vehicles
- Filled several potholes around the Town with gravel and packed down until we are able to patch them

Yard Waste

- Collected 634 Bags and 823 Bundles during August with 13 Loads and 28 Man Hours Expended

Parks & Rec

- Daily routine maintenance of Splash Pad.
- Wood Tower removed from Skate Park for Inspection
- Twice Weekly Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies
- Deep Clean of Splash Pad system
- Replaced temporary fencing at the Splash Pad
- Replaced damaged sections of slide at Municipal Park

Department Reports for August 2022

- Repaired Track Ride at Municipal Park

SOLID WASTE

- Weekly Yard Waste Run
- Empty trash cans from all parks, downtown, the Pug, Church Street Dock, twice weekly
- Picked up several areas where GFL truck had deposited broken glass, rubber, etc. from hole in the bed of their recycle truck
- Prepped Ward Shore Park for new sod
- Made more repairs to Riverview Park Boardwalk and hand rails
- Portions of Riverview Boardwalk closed due to maintenance