



Board of Commissioners Agenda

Town of Swansboro

Tuesday, September 24, 2024

Board Members

John Davis, Mayor | William Justice, Mayor Pro Tem | Pat Turner, Commissioner
Jeffrey Conaway, Commissioner | Douglas Eckendorf, Commissioner | Joseph Brown, 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. June 4, 2024, Special Meeting
- b. June 11, 2024, Regular Meeting Minutes
- c. June 11, 2024, Closed Session Minutes
- d. June 19, 2024, Special Meeting Minutes
- e. June 19, 2024, Closed Session Minutes
- f. June 25, 2024, Regular Meeting Minutes

IV. Appointments/Recognitions/Presentations

- a. **Employee Recognitions**
Presenter: Dwayne Taylor - Police Chief
- b. **School Bus Safety Rules**

V. Public Hearing

- a. UDO Text Amendment to § 152.179 Table of Permitted/Special Uses, § 152.180 Notes to the Table of Permitted/Special Uses, and § 152.016 Definitions of Basic Terms**
Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

After direction from the Board of Commissioners at their August 13th regular meeting, Staff was asked to propose a text amendment to limit new vape shops and similar establishments in Town.

Recommended Action:

1. Hold a public hearing
2. Motion to approve Ordinance 2024-017 amending §152.179 Table of Permitted/Special Uses, §152.180 Notes to the Table of Permitted/Special Uses, and §152.016 Definitions of Basic Terms.

VI. Business Non-Consent

- a. Field Use Agreements-Swansboro Soccer Association (SSA) & Swansboro Adult Soccer League (SASL)**

Presenter: Anna Stanley – Parks & Recreation Director

Swansboro Soccer Association (SSA) contract for use of the fields in Municipal park to practice is up for renewal this year. Swansboro Adult Soccer League (SASL) has requested to use the Municipal Park fields on Sundays for games.

Recommended Action: Approve or deny the field rental fees for SSA and SASL of \$5 per hour for one year and the field use agreement.

- b. Nonprofit Funding Requests**

Presenter: Jon Barlow – Town Manager

- One Place
- Carolina Museum of the Marine

Recommended Action: Discuss and determine contributions to One Place and Carolina Museum of the Marine.

- c. Property Easement Consideration for 204 Ashley Place**

Presenters: Jon Barlow – Town Manager, Francis Raspberry – Town Attorney

Materials will be provided at the meeting.

- d. Monthly Financial Report as of August 31, 2024**

Presenter: Sonia Johnson – Finance Director

- e. 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.](#) Departments Report

X. Board Comments

XI. Closed Session

XII. Adjournment

Town of Swansboro
Board of Commissioners
June 4, 2024, Special Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance. The purpose of this special meeting was for consideration to provide funding for the Tunnel 2 Towers Event, SwanFest, One Place, and Carolina Museum of the Marines.

Mayor Davis reviewed the following considerations:

Tunnel to Towers Event: 5K run/walk typically held around September 11th, with staff support required. It was noted that the financial cost of supporting this event had not been explicitly documented because the support was in kind by providing staff to support. The cost of staff support was estimated to be around \$3,200.

SwanFest: Funding had been provided annually for approximately 14 years. Recent information suggested that funding might be at risk, however, \$6,500 had been allocated in the budget for FY 24/25 and had not been removed.

One Place and Carolina Museum of the Marines: One Place supports abused children in Swansboro and impacts around 1,000 children. The museum had received significant support from Jacksonville, the state, and the county. Discussion focused on whether the town should consider a one-time donation to both organizations.

Mary Pat Smey, Tunnel 2 Towers event organizer, shared her desire for the event to continue as it had in the past, without any cash transactions. She hoped for ongoing support similar to previous years, and if the town could no longer sustain this support, she was willing to seek sponsorship elsewhere. She noted that none of this had been communicated with her, and the idea of in-kind sponsorship using public resources was not discussed with her until recently. Ms. Smey expressed that she wanted a clear commitment from the town to support the event this year, and if necessary, she was open to exploring other options if the town could not continue its support. She emphasized the need for some sort of commitment for this year to avoid further delays.

In response to inquires from the board Ms. Smey clarified the following details:

- Launch of announcements was scheduled for June 30th but was paused due to getting the notice the town would not fund the event

- Donations/Funds come from fee that is paid to participate in the 5K, business sponsorships either monetary or in-kind
- The primary mission of the Tunnel 2 Towers event was to remember those lost in the 9/11 tragedy and support those still here
- The foundation covers cost for bibs, shirts, finisher medals, timing company, signage, and porta johns
- The estimated amount of people in attendance of the event last year was around 1,500

It was suggested that funding for Tunnel to Towers and SwanFest as recurring events should be processed through the Tourism Development Authority (TDA). The rationale was that the TDA is designed to support non-profits and events that promote tourism. The potential for in-kind support or cash value contributions through the TDA was discussed.

Finance Director Sonia Johnson clarified that the TDA operates with an annual budget similar to the town's. Grant requests must be submitted 30 days prior to a meeting, with the schedule available online. She offered assistance with the application process and noted that any financial matters related to the TDA or town could be addressed to her. She also pointed out that contributions to agencies were listed under the governing body section of the budget.

A one-time donation was suggested for the One Place and Carolina Museum of the Marines organizations, given their unique contributions to the community and their need for support. Recommendation was made to wait and not make a decision on funding for these until later on in the budget year, it was also noted that the Museum of the Marine was not located in Swansboro.

By consensus of the board, no funding appropriations were authorized for One Place and Carolina Museum of the Marines.

On a motion by Commissioner Brown, seconded by Commissioner Conaway, funding in-kind for the Tunnel 2 Towers event of \$3,200 was approved unanimously. A recommendation was given to both Tunnel 2 Towers and SwanFest representatives to apply for funding through the TDA for next year's event.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the meeting adjourned at 8:18 pm.

Town of Swansboro
Board of Commissioners
June 11, 2024, Regular Meeting Minutes

Item III - b.

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, and Commissioner Pat Turner. Commissioner Joseph Brown, and Commissioner Douglas Eckendorf were absent.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 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

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the agenda and the below consent items were approved unanimously.

- February 27, 2024, Regular Meeting Minutes
- February 27, 2024, Closed Session Minutes

Appointments/Recognitions/Presentations

Recognition of Swansboro High School Marching Band

Mayor John Davis presented the Swansboro High School Marching Band and their Band Director, Kristen Graham, with a proclamation for their outstanding achievements during the school year.

Recognition of James Yesunas

Mayor John Davis presented James Yesunas with a proclamation for his achievement of the 3A Conference State Champion Pole Vault title by clearing a height of 14 feet.

Public Hearing

FY 2024-2025 Budget Ordinance, Tax Rate, Fee Schedule, and Salary Schedule

Interim Town Manager Barlow reviewed the proposed Annual Budget for Fiscal Year 2024-2025 following discussions held during several work sessions with the Board of Commissioners. The budget had been prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget were balanced, and all revenues and expenditures for Fiscal Year 2024-2025 were identified. The total budget for FY 2024-2025 amounted to \$8,106,343, comprising the General Fund at \$7,498,704, the Stormwater Fund at \$132,046, and the Solid Waste Fund at \$475,593, reflecting an 18% increase from the FY 2023-2024 Amended Budget of \$6,879,332. The tax rate was proposed to remain unchanged at \$0.35 per \$100 valuation. The General Fund Budget for FY 2024-2025 was balanced with an allocation of

\$723,569. The proposed budget maintained a projected unassigned fund balance of approximately 40% of expenditures.

The following factors had a significant influence on the overall budget:

- 4% Merit
- New Personnel: \$72,630 (including Police Lieutenant & Police Officer, with a grant submitted)
- NC Orbit Retirement: Increase of 0.75 basis points
- NCLM Property & Casualty: 17.5% increase
- NCLM Workers Compensation: 10% increase
- NCLM Group Health Insurance: 4% increase
- Capital Outlay: \$570,000 (funded using loan proceeds)

The current draft was balanced with a \$723,569 appropriation from the fund balance for items requested by the Board of Commissioners, including:

- Sidewalks: \$500,000
- New Workstations: \$36,611
- Town Hall Digital Sign: \$18,000
- Pickleball Court: \$150,000
- Public Safety - Full-Time Personnel Bonus: \$15,758

Additionally, on June 4, 2024, during a special meeting, an added item included:

- Tunnel to Towers Contribution: \$3,200 (in-kind personnel costs)

The Stormwater Enterprise Fund remained unchanged at \$130,046, with no rate adjustments. The Solid Waste Fund stayed at \$475,500, absorbing a 3.4% increase from providers without passing costs onto customers.

In response to inquiries from the board Interim Manager Barlow clarified the following:

- Seaside Art Council contributions were included in the budget
- Fund to repair/maintenance accepted roads were funded by Powell Bill funds and is updated each July
- A healthy fund balance ensures financial stability by covering unexpected expenses and revenue shortfalls, aiding in emergency preparedness, and securing favorable debt financing terms. It also enhances grant opportunities by reflecting sound financial management. The current 40% fund balance is considered adequate but should be compared with similar towns to align with best practices and future planning.

The public hearing was opened at 6:33 pm. Those who spoke were:

Linda Thornley suggested several considerations regarding the budget. She advised against combining merit and COLA, emphasizing that each employee's merit should be evaluated individually while cost-of-living increases were a standard expectation. GFL

rates had increased for the Town and for everyone else, regardless of whether an employee was excellent or average, which was why COLA should not have been removed. She also noted that with budget constraints, it was essential not to cut necessary training and benefits for employees, as investing in these areas enhanced their performance and value. Furthermore, she pointed out that adding activities and amenities, such as those approved for the Parks and Recreation Department, should have been matched with additional staffing to ensure proper maintenance and management.

Randy Swanson appreciated the chance to comment on the budget and recalled that SwanFest was originally intended to help fund the Pavilion and boost local engagement, especially on Sundays. He urged the town to support SwanFest or find alternative funding due to its positive economic impact. As TDA Chairperson, Swanson clarified that the TDA's charter limits its ability to provide ongoing annual support for recurring events, allowing funding mainly for one-time or special events, especially during crises like COVID or Hurricane Florence. He encouraged finding self-sustaining solutions for events and hoped for smooth budget considerations.

The public hearing was closed at 6:41 pm.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the proposed FY 2024/2025 Budget Ordinance, Tax Rate (\$0.35/\$100), Fee Schedule, and Salary Schedule were adopted unanimously.

Business Non-Consent

Future Agenda Topics

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

- Downtown Beautification Committee Creation discussion
- Swimming Pool Committee was created with Matthew Prane appointed as chair and given authority to select his committee members for approval
- Policy reviews for TDA and Non-profit funding

Public Comment

Linda Thornley addressed concerns that were raised by Commissioner Eckendorf at the June 7, 2024, Special Meeting, about using public funds for non-profits, noting that the Municipal Fiscal Control Act allowed such funding. She emphasized that community support must start with the town, and while the TDA can fund marketing and capital projects, they must follow their charter. Thornley expressed willingness to discuss funding requests, particularly for non-profits, and stressed that repeated requests should

show tangible benefits, like boosting tourism. She assured that the TDA would carefully evaluate, and support initiatives aligned with community goals.

Aric Oostra addressed the board and requested that a new approach be considered for street closures for downtown festivals in Swansboro. He suggested closing a block on Moore Street instead of Front Street, which he noted is a major thoroughfare. By setting up a drop-off point on Front Street from Moore Street to Water Street, Oostra believed it would improve traffic flow and access downtown, making it easier for festivalgoers and benefiting local businesses.

Directions were provided to Manager Barlow to review options for street closures and crosswalks with the Police and Fire Chief.

Board Comments

Board Members extended their gratitude to all attendees and commended the quality of the presentations, noting they were among the best seen during their tenure. They expressed appreciation for the diligent efforts of staff members, including Jon, Sonia, and Alissa, in managing the budget effectively despite necessary reductions. The board also recognized the successful integration of the grapppler truck. Additionally, they lauded the recent Arts by the Sea event, praising the impressive execution by the small staff involved. Matt recounted a positive personal experience from the event, highlighting the enthusiastic participation of visitors from various locations and the gratitude expressed by elderly attendees who benefited from the shuttle service.

Closed Session

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, with unanimous approval, the board entered closed session at 7:06 pm 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, in the matter of the Town of Swansboro vs. DeFabrizo & Suarez.

Pursuant to a motion duly made and seconded in closed session the board returned to open session.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 7:19 pm.

Town of Swansboro
Board of Commissioners
June 19, 2024, Special Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, Commissioner Douglas Eckendorf and Commissioner Pat Turner.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance. The purpose of the special meeting was for the board to enter closed session pursuant to NCGS 138.143-11 (a)(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 amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the board entered closed session pursuant to NCGS 138.143-11 (a)(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 amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Pursuant to a motion duly made and seconded in closed session the board returned to open session.

Upon re-entering open session Mayor Davis announced that that the board had reached a decision to hire Jonathan Barlow as Town Manager effective July 1, 2024, under a 2-year contract and that the interim Town Attorney contract was extended for up to 3 months.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, with unanimous approval, Jon Barlow was hired as Town Manager effective July 1, 2024, with a 2-year contract.

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, with unanimous approval, the interim Town Attorney contract with Cauley Pridgen was extended for up to 3 months, and the Town Manager was authorized to negotiate a permanent contract.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Conaway, the meeting adjourned at 6:07 pm.

Town of Swansboro
Board of Commissioners
June 25, 2024, Regular Meeting Minutes

In attendance: Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Mayor John Davis, and Commissioner Pat Turner were absent.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Pro Tem Tursi led the Pledge of Allegiance.

Public Comment

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

Adoption of Agenda and Consent Items

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the agenda, as amended to move the *Budget Ordinance Amendment #2024-11* out of consent for discussion, and the remaining below consent items were approved unanimously.

- March 12, 2024, Regular Meeting Minutes
- March 14, 2024, Special Meeting Minutes
- Ordinance Amendment #4 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project
- Tax Refund Requests
- Audit Contract with Gregory T. Redman, CPA (July 1, 2023, thru June 30,2024)

Appointments/Recognitions/Presentations

Several recognitions were presented, with Commissioner Conaway reading the proclamations:

Swansboro Historical Association: Commissioner Conaway began by acknowledging the Swansboro Historical Association for their efforts in preserving the town’s heritage. He read a proclamation that praised the association for successfully organizing the 2024 Historic Homes Tour, which took place on April 27, 2024. This event allowed the public to explore eight to ten historic homes, offering insights into the community’s history and cultural legacy. The board expressed gratitude to the members, volunteers, and supporters for their dedication, which contributed to the event’s success and enriched the cultural fabric of the town.

Teacher of the Year: Commissioner Conaway also read a proclamation recognizing Marissa Bape from Swansboro Middle School as the 2023-2024 Onslow County Teacher of the Year. She was honored for her nine years of dedication, innovation, and compassion in teaching. Her commitment to mental health and serving the less fortunate was also highlighted. Marissa was acknowledged for her exceptional contributions to the academic and personal growth of her students, and her recognition as Teacher of the Year reflected her excellence in education.

Assistant Principal of the Year: The final proclamation, read by Commissioner Conaway, honored Gary Cassidy, also from Swansboro Middle School, as the 2023-2024 Onslow County Assistant Principal of the Year. His leadership, dedication, and positive impact on students, staff, and the community were highlighted. His innovative approaches and compassionate guidance were noted as key factors in his success. The board expressed appreciation for his contributions to education and acknowledged the legacy he was building within the school and the broader community.

Presentation – Ricky’s Retreat

Wendie Kidwell presented information on Ricky's Retreat, a non-profit she founded after losing her son to suicide, provides free, 24/7 mental health support for young people aged 14-24 through peer-led services. The organization, started in her backyard, focused on reducing suicides and overdoses in the community, offering a safe space where individuals feel heard and supported. With a team of board members and a mental health advisory committee, Ricky's Retreat has made over 70 contacts, saving lives through its outreach and partnerships, including a collaboration with the Swansboro Police Department.

In response to inquiries from the board, Ms. Kidwell provided the following information.

- Age ranges of individuals vary greatly
- Utilizes a peer support model, where individuals with lived experiences provide guidance and emotional support to those facing similar mental health challenges, fostering healing through shared understanding
- People seeking help often contacted Ricky's Retreat through their website, social media platforms, or by messaging directly, with some preferring in-person visits while others opted for phone or online communication.

Arts by the Sea, Taste of the Town Winners

Anna Stanley and Deb Pylypiw presented awards for the 2024 Taste of the Town event, recognizing local restaurants for their contributions. The Burrow won Best Appetizer for their crab dip, represented by manager Aric Oostra on behalf of Randy Swanson.

Preston's Corner won Best Entree for their tropical pork chops but could not attend the event. Lastly, Il Cigno Italiano received the award for Best Dessert with their key lime cheesecake.

Business Non-Consent

Monthly Financial Report as of May 31, 2024

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the power point presentation of the meeting.

In response to inquiries from the board, Mrs. Johnson clarified the following.

- The projections were considered on target based on last year's data
- Auditor would be onsite to conduct the annual audit in mid-September

Future Agenda Topics

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

Items moved from consent

Budget Ordinance Amendment #2024-11

Commissioner Eckendorf requested the budget amendment be pulled for discussion. He inquired about the timing for the budget's readiness for board and mayoral signatures. Town Clerk Fender clarified that the budget for FY 24/25 had already been adopted after required the public hearing on June 11, 2024, with the mayor having signed the ordinance. Commissioner Eckendorf then expressed he wanted a focus on future budget planning and suggested to schedule a special meeting with commissioners to discuss a strategic approach and identify tools for improving efficiency. He reiterated his commitment during his political campaign to reducing property taxes, stressing the need for thorough examination and the use of available tools to ensure efficient town operations and government. He also acknowledged the challenges ahead and emphasized the importance of making progress on these issues before moving forward, while remaining dedicated to fulfilling campaign promises and ensuring effective town management.

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, Budget Ordinance Amendment #2024-11 was unanimously approved.

Public Comment

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

Manager's Comments

Manager Barlow provided an update on the status of Shore Drive resurfacing, sharing that worker encountered obstacles as they worked to complete the milling task. Notices were sent out to the residents on Shore Drive informing them that the pavement company would be arriving on Friday and Saturday to complete the project.

Additionally, he shared that the sidewalks were completed at the One Harbor Church property connecting to Municipal Park. The Morganser Road patchwork had also been completed.

Board Comments

Commissioner Eckendorf commented on the recent special meeting covering funding for Tunnel to Towers, and SwanFest, and the TDA. He referenced the TDA charter, amended in May 2014, which authorized expenditures for tourism promotion, including publishing materials and attracting tourists. He addressed concerns from the Arts Council about potential budget cuts, emphasizing that the town had consistently funded them for years. Commissioner Eckendorf noted that travelers that come to local events contribute to retail taxes, which support tourism-related funding through occupancy taxes. He planned to attend the next TDA meeting to discuss whether property taxes or general funds should contribute to the TDA and hoped to receive feedback beforehand.

Mayor Pro Tem Justice brought up a longstanding issue regarding building codes and enforcement, which had been unresolved for nearly five years. He expressed frustration about the lack of progress and emphasized the need for consistent adherence to building codes for everyone. He suggested that town staff should work with Randy and other local officials to develop and implement a code. Mayor Pro Tem Justice highlighted the importance of following ordinances and codes and hoped that the situation could be resolved soon.

Aric Oostra, manager with Il Cigno Italiano and the Boro, addressed the board and shared that the process involved working with architects and other professionals to finalize the plans for the proposed property. Additionally, different engineers addressed the town's concerns, ensuring that all documentation for various jobs was handled appropriately.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Brown, the meeting adjourned at 6:59 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **UDO Text Amendment to § 152.179 Table of Permitted/Special Uses, § 152.180 Notes to the Table of Permitted/Special Uses, and § 152.016 Definitions of Basic Terms**

Board Meeting Date: **September 24, 2024**

Prepared By: **Rebecca Brehmer, CFM, CZO – Town Planner**

Overview: After direction from the Board of Commissioners at their August 13th regular meeting, Staff was asked to propose a text amendment to limit new vape shops and similar establishments in Town.

With some research to surrounding municipalities codes and conversation with the City of Jacksonville planner, the proposed text amendment includes editing the current use of “Tobacco sales (retail)” to “Hookah, Vape, Tobacco & Similar Retail Establishments” in the Table of Permitted/Special Uses, as wells as, establish a definition for the use. The use will be designated as Special Use with a note to include specific criteria in B1 zoning district and eliminate it as permitted in B2HDO.

Additionally, the use of “Cigar Store” will be defined and added in the Table of Permitted/Special Uses and permitted in B2HDO in order to protect the current cigar shop that is located downtown, in property leased out by the Town.

The Planning Board unanimously recommended this text amendment at their September 3, 2024, regular meeting.

Background Attachment(s):

- 1. Ordinance 2024-O17
- 2. Comprehensive Plan Consistency Statement

Recommended Action:

- 1. Hold a public hearing
- 2. Motion to approve Ordinance 2024-O17 amending §152.179 Table of Permitted/Special Uses, §152.180 Notes to the Table of Permitted/Special Uses, and §152.016 Definitions of Basic Terms.

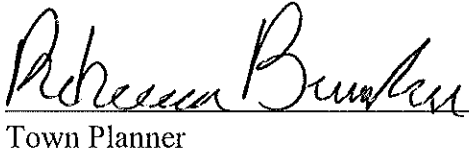
Action: _____

**TOWN OF SWANSBORO PLANNING AND ZONING BOARD
STATEMENT OF CONSISTENCY**

On September 3, 2024, the Planning Board heard the requested text amendments and recommended unanimous approval of the text amendments to the Town Unified Development Ordinance as followed: § 152.179 Table of Permitted/Special Uses, § 152.180 Notes to the Table of Permitted/Special Uses, and §152.016 Definitions of Basic Terms.

The Town’s Planning Board finds that the proposed text amendments are consistent with the current Comprehensive Plan and other applicable plans and policies and considers the action taken to be reasonable and in the public interest because it provides the structure, for Town staff to proactively address issues related to impacts caused by development in order to protect the health, safety, and welfare of the Town’s residents.


Christina Ramsey
Planning Board Chair


Rebecca Bunker
Town Planner

ORDINANCE 2024-017
AN AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE
§152.179 TABLE OF PERMITTED/SPECIAL USES, § 152.180 Notes to the Table of
Permitted/Special Uses, and §152.016 Definitions of Basic Terms.

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendments to the Unified Development Ordinance regarding referenced above to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§ 152.179 TABLE OF PERMITTED/SPECIAL USES.

PERMITTED / SPECIAL USES	CON	RA	R6	R6 SF	R8 SF	R10 SF	R15 SF	R20 SF	R40 SF	PUD	MHP	MHS	MHS-15SF	MHS-O	O/I	G/E	B1	B2	B3	B2 HD O	M 1	
Cigar Shop																					P	
Tobacco sales (retail), Hookah, Vape, Tobacco & Similar Retail Establishments (see § 152.180, note 28)																	Allowed				P	

TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§ 152.016 DEFINITIONS OF BASIC TERMS.

Cigar Shop. A retail store specializing in selling rolls of fermented tobacco wrapped either in tobacco leaf or paper that contains tobacco or tobacco extract.

Hookah, Vape, Tobacco & Similar Retail Establishments. A specialized retail establishment use primarily used for the sale or storage of tobacco products electronic smoking/vaping devices, Kratom, CBD, Hemp derived Delta-8, and related accessories. These products may include but are not limited to cigarettes, cigars, pipe tobacco, smokeless tobacco, vaping devices, e-liquids, and vaping accessories. An area may also be included whereby patrons share the tobacco or non-tobacco products or products from a communal hookah water pipe or similar device.

TITLE XV: LAND USAGE
CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
§ 152.180 DEFINITIONS OF BASIC TERMS.

(BB) Note 28. Hookah, Vape, Tobacco & Similar Retail Establishments

- 1. Shall not be located within 500 feet measured property line to property line from the downtown residential district and/or any residential zoning district.
- 2. Shall not be located within 1,500 Feet measured property line to property line from a school (public or private), churches, daycare facility, youth facility, community center, City recreational facility, City Park or hospital.
- 3. Shall not be located within 2,000 Feet measured property line to property line, from another Hookah Tobacco Vape or Similar Establishment. If an establishment is being proposed within 2,000 feet of a location where a previous establishment has closed, a permit cannot be issued for the new location until after the previous establishment has been discontinued or abandoned in accordance with §152.086 Nonconforming Uses.
- 4. All federal state and local laws rules and regulations must be adhered to in the operation of such establishments. This includes regulations pertaining to advertisements, age restrictions and the legality of products sold.
- 5. The required site plan shall meet all applicable Town standards to include all land uses within 2, 500 feet measured property line to property line from the parcel proposed for a Hookah, Tobacco Vape and Similar Establishment use.
- 6. Hookah, Tobacco, Vape, and Similar Establishments that are legally existing on the effective date of the enacting ordinance codified in this section may continue to operate/ expand/ renovate in accordance with § 152.086 Nonconforming Uses.

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, September 24, 2024.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Field Use Agreements-Swansboro Soccer Association (SSA) & Swansboro Adult Soccer League (SASL)**

Board Meeting Date: **September 24, 2024**

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

Overview: Swansboro Soccer Association (SSA) contract for use of the fields in Municipal park to practice is up for renewal this year. Swansboro Adult Soccer League (SASL) has requested to use the Municipal Park fields on Sundays for games.

Swansboro Soccer Association (SSA) utilizes the Municipal Park fields for soccer practice for approximately 11 weeks in the Fall and Spring. Practices are held Monday-Friday 5-8 pm. The last contract was a 3-year contract and fees increased slightly each year in an attempt to align with the current fee schedule. The contract ended with a fee of \$45 per week, which equates to \$3 per hour. The current fee schedule for field rentals is \$20 per hour for residents. Field use agreements and fees were discussed at the Parks and Recreation Advisory Board on August 21, 2024. The advisory board recommended that negotiated rates increase to \$10 an hour for the fall season and \$20 an hour for the spring season. After discussion with the Town Manager, it was agreed that the increase may be too drastic and settled on \$5 per hour for one year, with the intent of increasing fees for the next contract period. The field use agreement has been revised and is attached.

Swansboro Adult Soccer League (SASL) has requested to use the Municipal Park fields on Sundays, 11:30-5:30 PM to host their soccer games. The field use agreement would be the same as SSA’s, with the details accommodating SASL specific needs. The fees would be the same, \$5 per hour for a period of one year and with the intent of increasing fees for the contract period.

Background Attachment(s): Field Use Agreement

Recommended Action: Approve or deny the field rental fees for SSA and SASL of \$5 per hour for one year and the field use agreement.

Action: _____

STATE OF NORTH CAROLINA
COUNTY OF ONSLOW

FIELD USAGE AGREEMENT FOR
SWANSBORO SOCCER ASSOCIATION

THIS ("AGREEMENT"), made and entered into this ____ day of **September**, 20**24**, by and between the **TOWN OF SWANSBORO**, a municipal corporation existing by and under the laws of the State of North Carolina ("TOWN") and **SWANSBORO SOCCER ASSOCIATION (SSA)** ("USER").

W I T N E S S E T H:

WHEREAS, USER desires to use a portion of the Town Facility known as **Municipal Park Athletic Fields**, located at **Municipal Park, 830 Main Street Ex, Swansboro, NC 28584**, hereinafter referred to as ("Facility").

WHEREAS, this Agreement sets forth the respective duties, responsibilities and obligations of the USER and the TOWN with respect to the use of said Facility.

WHEREAS, this Agreement shall supplement and be in addition to the provisions, terms, and conditions contained in the Town of Swansboro's Park Facility policies.

WHEREAS, this Agreement sets forth the respective duties, responsibilities and obligations of the USER and the TOWN with respect to the use of said Facility.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions herein contained the TOWN and the USER hereby agree as follows:

1. **Fees:** USER shall pay the TOWN **\$75 per week**, equates to \$5 per hour, for use of the Premises by the USER for a period one year for the dates stated in Appendix A.
 - a. Fees will be invoiced for each session for a one-year period.
 - b. USER shall be invoiced for additional weeks of use outside the dates stated in Appendix A.
 - c. Late Payment: Any payment or fee which is more than 30 days late shall accrue an **\$ 35** late payment fee. Any payment not made within 45 days of its due date shall be a material breach of this Agreement, and the TOWN may, at its option, and without notice, and without legal process for ejectment, terminate this license.
2. **Use of Facility:** The TOWN agrees to permit the USER to have exclusive use of that portion of the Facility on those dates and during those times, and purpose of intended use stated in Appendix A. The portion of the Facility so delineated shall hereinafter be referred to as the Premises.
 - a) USER shall use the Premises only for those purposes stated in Appendix A. Any other use of the Premises as stated in Appendix A will be subject to current fees listed in the Fee Schedule for Facilities .
 - b) USER must supply the TOWN/SWANSBORO PARKS AND RECREATION DIRECTOR specific dates, times, and purpose for their use of the Premises and shall be listed in Appendix A.

- c) The use of the Premises by the USER at times or dates other than those specifically provided for herein must be approved in advance by the TOWN/SWANSBORO PARKS AND RECREATION DIRECTOR.
 - d) The USER shall not assign this Agreement or sublet any part of the Premises without the previous written consent of the Town.
 - e) The USER shall abide by all applicable TOWN policies and regulations with respect to the use of the Premises.
3. **Behavior, Maintenance, and Damages:** It is the USER'S responsibility to see that good behavior is maintained at USER'S events, and that the Premise is not damaged beyond normal wear and tear, including, but not limited to all surfaces of the recreational playing fields. USER will not cause, or fail to act to prevent, any damage to Municipal Park or any utility services serving the Premises or Park.
- a. The TOWN shall not be responsible for any damages which may arise from any act of nature or other even which renders the facility unable to be used as desired.
 - b. The USER shall be responsible for all necessary field preparations.
 - c. Any equipment provided by the USER is the responsibility of the USER. The TOWN shall not be liable for any damage or loss due to fire or other casualty of equipment left on TOWN property.
 - d. USER shall remove any equipment on Premises for TOWN sponsored events and programs. TOWN/SWANSBORO PARKS AND RECREATION DIRECTOR shall notify USER of events and programs where use of the Premises is needed.
 - e. Vehicles shall not be allowed on any portion of Premises. USER will be responsible for any damage caused by this activity.
 - f. The USER shall not discriminate against any person in the use of said Premises because of race, color, religion, sex, disability or national origin.
4. **Improvements:** USER will not place any equipment or property on and will make no alterations, modifications, additions, or improvements to Municipal Park without the TOWN'S prior written consent. All approved equipment, property, alterations, modifications, additions, or improvements will be placed, maintained, and performed at USER'S expense and in a good and workmanlike manner utilizing quality materials. All such approved equipment, property, alterations, modifications, fixed additions, appurtenant additions, or improvements shall be maintained in a safe condition.
5. **Indemnification:** USER, agrees to indemnify and hold harmless the TOWN, including its officials, employees and agents, from and against any and all threatened or incurred actions, claims, losses, costs, attorneys' fees, damages, obligations, injuries, and liabilities, in whatever context, including, without limitation, personal injury, wrongful death, property damage, libel, defamation, invasion of privacy or infringement of copyright or trademark, or otherwise, resulting from or arising out of (a) any breach by USER of any covenant set forth herein, (b) the negligence of USER or any agent, employee, or contractor of USER, and/or (c) USER'S failure to provide indemnification hereunder. USER will procure an insurance policy including public liability and

property damage, written by a company authorized to do business in North Carolina, acceptable to and approved by the TOWN, covering premises, operation hereunder and productions therein in an amount not less than \$1,000,000 combined single limit for personal injury and property damage. The TOWN shall be named as additional insured, in any insurance policy required hereunder. Each such policy shall contain a valid provision or endorsement that the policy may not be canceled or terminated, changed or modified without giving ten days written notice to the TOWN.

6. **Iran Divestment Act.** PRODUCER/ARTIST certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each vendor or performer to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
7. **Applicability of Laws and Regulations:** The USER shall adhere to all laws, ordinances, and regulations of the United States, the State of North Carolina, Onslow County and the Town of Swansboro in the performance of the services outlined in this Contract and any attached specifications.
8. **Breach or Default:** This Agreement may be terminated by either party by the giving of thirty (30) days written notice to the other party.
 - a. If the USER should fail to adhere to the provisions of this agreement, TOWN shall have the right, among others, to terminate this Agreement and to repossess the premises and cause USER to vacate the premises. Without limiting the generality of the foregoing, the TOWN may terminate this Agreement and remove the USER from the Premise for any one or more of the following acts:
 - i. Nonpayment of any fees due. (No notice of default shall be required for nonpayment of the USER fees).
 - ii. Failure to cure any violation of any of the provisions of this Agreement, including the facility rules and regulations, other than nonpayment of Agreement fees, within 10 days of written notice of such violation. Two or more violations during the course of any single contract year of any provision of this Agreement shall be a breach of this Agreement, and no notice of violation or right to cure shall be required or offered.
 - iii. Failure to cure any violation of TOWN'S Parks and Recreation Department's Policies or other Rules and Regulations, that are amended from time to time, within 10 days of written notice of the same. Two or more violations of the same rule or regulation during the course of any single calendar year shall be a breach of this Agreement, and no notice of violation or right to cure shall be offered or required.
 - iv. Failure to comply with relevant local ordinances and state laws

9. **Notice:** Town representative for management of this Agreement shall be the Town of Swansboro's Parks and Recreation Department Director ("Director"). The USER representative for operations under this Agreement shall be **Shane McCauley, SSA Director**. All communications relating to the use of the Premises under this Agreement shall be through the parties' representatives. Any dispute between the TOWN representative and the USER may be appealed to the Town Manager of the TOWN whose decision will be final. All such appeals shall be presented to the Town Manager in writing. The parties may change representatives by written notice as provided herein. All notices under this Agreement must be in writing and given by first class mail, return receipt requested addressed as follows:

If to USER: SWANSBORO SOCCER ASSOCIATION
c/o Shane McCauley
PO Box 104
Swansboro, NC 28584

If to TOWN: TOWN OF SWANSBORO
Attn: Town Manager
601 W. Corbett Avenue
Swansboro, NC, 28584

10. **No Assignment:** USER shall have no right to assign or transfer this Agreement without the prior written approval of the TOWN, which approval shall be at the sole discretion of TOWN. Any change in the ownership of USER shall be considered a prohibited assignment or transfer.
11. **Interpretation:** All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina. In the event of a conflict between the various terms and conditions contained herein or between these terms and other applicable provisions, then the more particular shall prevail over the general and the more stringent or higher standard shall prevail over the less stringent or lower standard.
12. **Saving Clause:** If any section, subsection, paragraph, sentence, clause, phrase or portion of this Agreement is for any reason held invalid, unlawful, or unconstitutional by any court of competent jurisdiction, such portion shall be deemed severable and such holding shall not affect the validity of the remaining portions hereof.
13. **Entire Agreement:** This Agreement constitutes the entire agreement and understanding of the parties. This Agreement shall not be modified or otherwise amended except in writing signed by the parties. The provisions of this Agreement shall be binding upon and shall be for the benefit of TOWN and USER and their respective successors in interest.
14. **Other Matters:** Incidental matters not expressly provided for in this Agreement shall be at the discretion of TOWN's Town Manager, which shall at all times have complete authority to enforce regulations governing the operations of the Premise and to give directions to USER.

APPENDIX A.

The Swansboro Soccer Association will use the athletic fields for the 2024 Fall Season and the 2025 Spring Season for practices Monday-Friday, 5-8pm, or 3 hours per day. Times may change later in the season to accommodate daylight hours.

2024 Fall Season

- Beginning the week of August 19,2024
- Ending the week of November 4, 2024
- The fall season will be invoiced for dates August 19-November 8, 2024.
- Any additional dates added will be charged according.

2025 Spring Season

- Once the spring season dates have been established, they need to be sent to Anna Stanley, Parks and Recreation Director, astanley@ci.swansboro.nc.us
- Director will invoice for the spring session weeks provided.

Please not that next year, the fee will increase to align with the current fees listed in the Town of Swansboro's Fee Schedule.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed in their names.

USER:

Organization

By: _____

Title: _____

TOWN:

<p>TOWN OF SWANSBORO, NORTH CAROLINA</p> <p>By: _____ Town Manager</p> <p>Attest: _____ Town Clerk</p>	<p>This instrument has been pre- audited in the manner required by the Local Government Budget and the Fiscal Control Act.</p> <hr/> <p>Finance Director</p>
--	--



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Nonprofit Funding Requests**

Board Meeting Date: **September 24, 2024**

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

- Overview:**
- One Place
 - Carolina Museum of the Marine

On May 28, 2024, Ms. Kathleen Holbrook, Advocacy & Community Relations Director of One Place made a presentation to the Board of Commissioners describing the work this organization does in the Swansboro area. At the time of the presentation, the Board of Commissioners discussed making a monetary contribution to One Place, but did not take any action.

On June 4, 2024, at a special meeting the Board discussed the possibility of making a monetary contribution to One Place, and again deferred for later action. Additionally, at that same meeting funding to the Carolina Museum of the Marine was discussed and also deferred.

Typically, non-profit funding requests are considered as a group during the Budget development process. However, the Board has the authority to make a contribution at any time during the fiscal year. If a contribution is determined and approved, a Budget Amendment would be presented for approval at the next meeting.

Background Attachment(s): None

Recommended Action: Discuss and determine contributions to One Place and Carolina Museum of the Marine.

Action: _____

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF AUGUST 31, 2024)**

REVENUES

EXPENDITURES

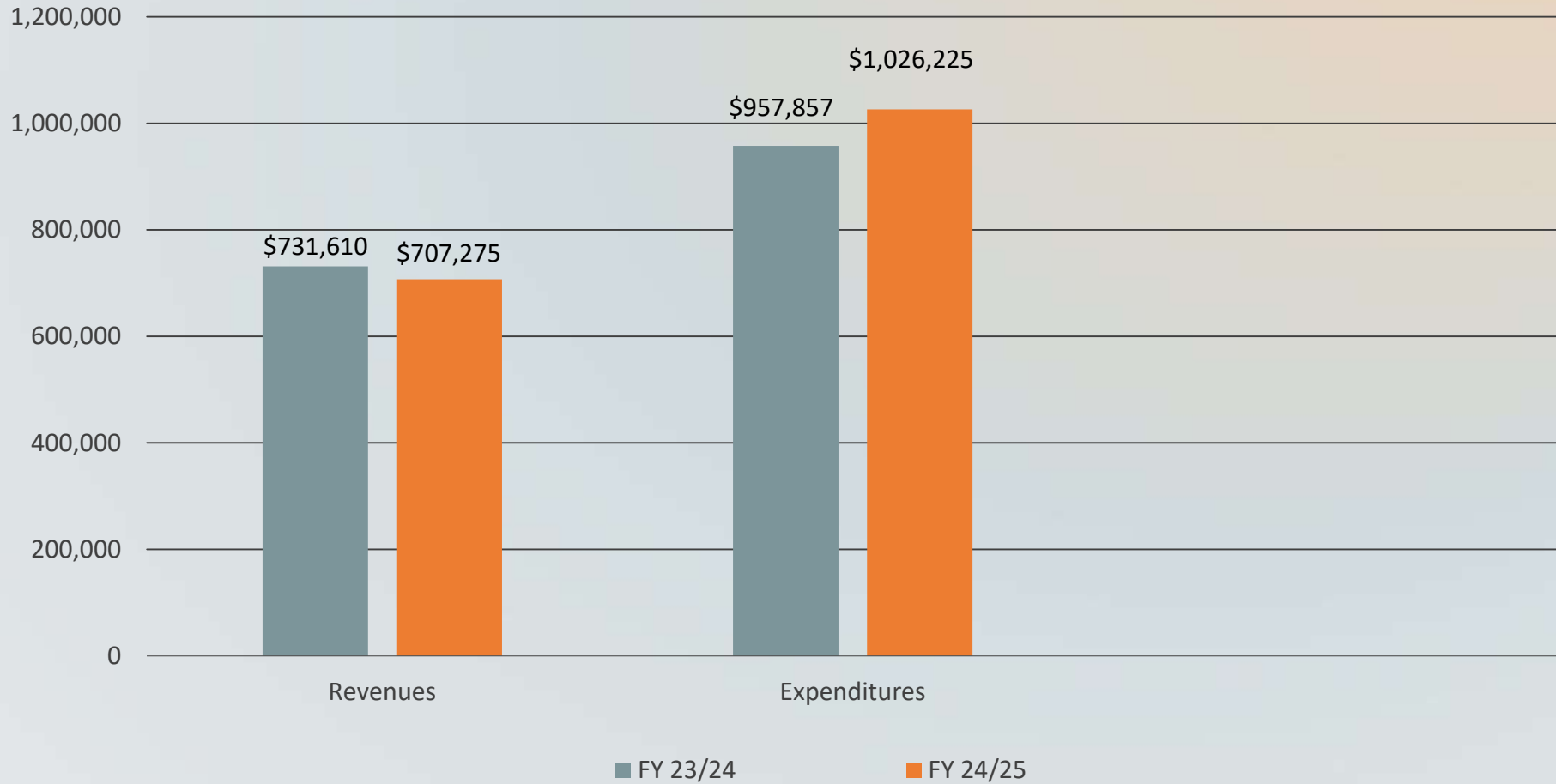
LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2024)**

Item VI - d.

GENERAL FUND



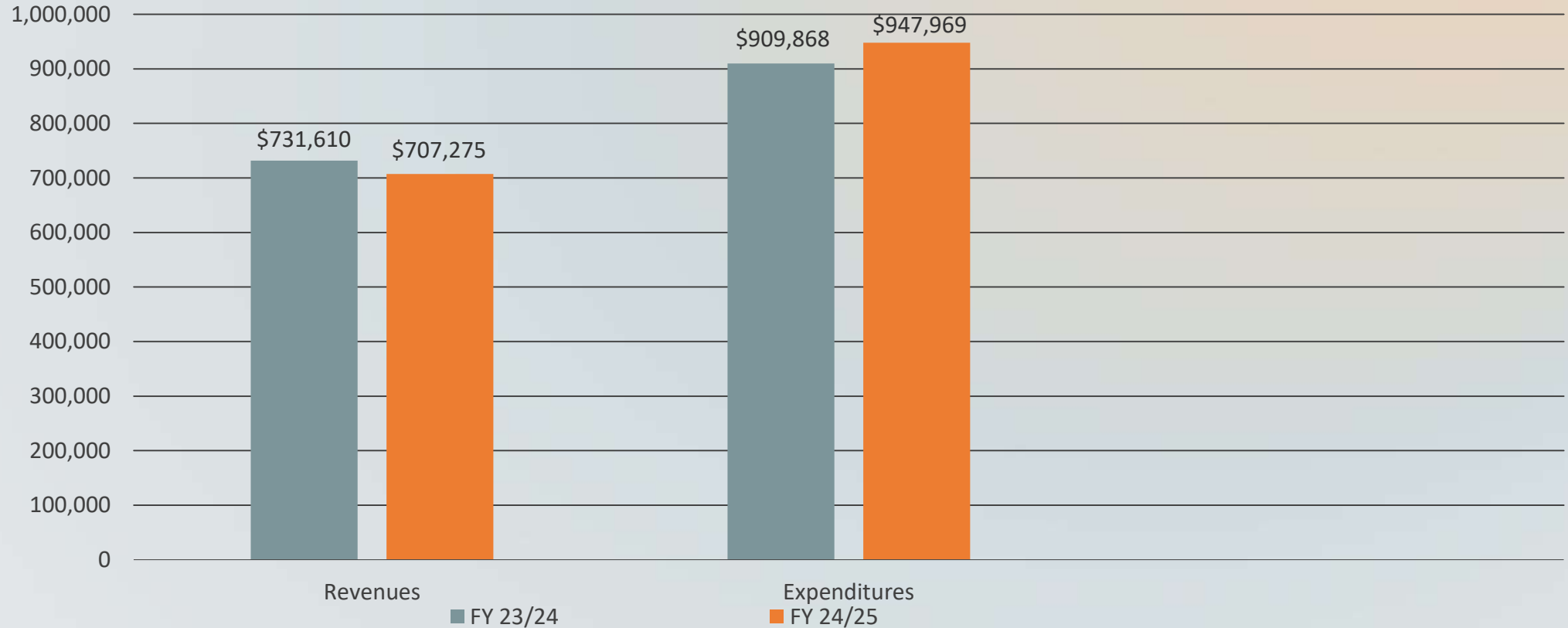
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures -\$318,950

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2024)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

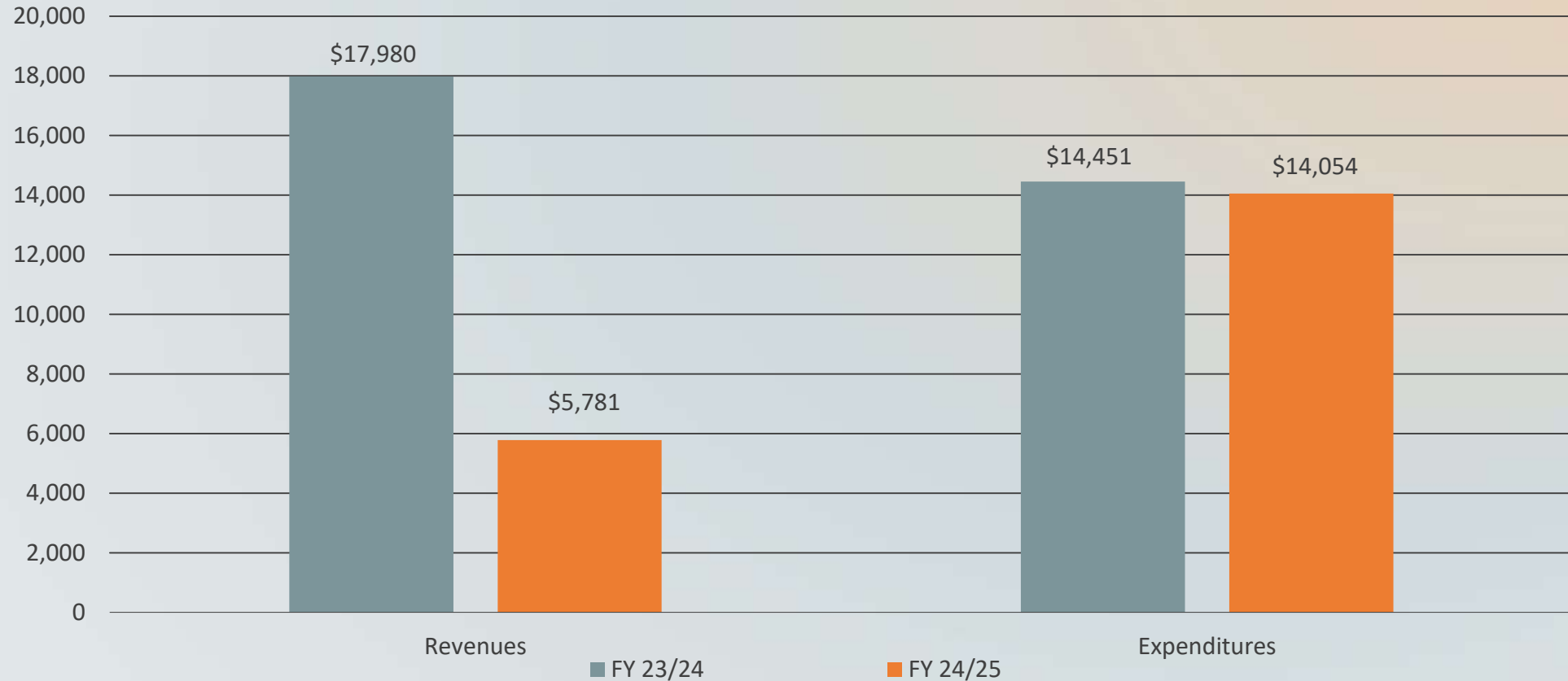
Total Excess of Revenues Over Expenditures -\$240,694

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % August 31, 2024
GOVERNING BODY	25,195	10,927	610	45.8%
ADMIN SERVICES	429,552	73,997	221	17.3%
FINANCE	315,178	33,919	250	10.8%
LEGAL	59,300	3,512	-	5.9%
PUBLIC BUILDINGS	367,173	33,950	6,250	10.9%
FIRE	1,998,046	213,241	15,787	11.5%
PERMITTING	288,318	76,773	532	26.8%
PLANNING	86,293	6,338	-	7.3%
POLICE	1,344,996	161,020	10,396	12.7%
PUBLIC WORKS-STREETS	1,243,586	31,760	31,333	5.1%
POWELL BILL-STREETS	191,791	1,155	-	0.6%
PARKS & RECREATION	486,086	54,472	7,364	12.7%
DOWNTOWN FACILITIES	130,326	12,675	430	10.1%
EMERGENCY MANAGEMENT	10,850	406	-	3.7%
FESTIVALS & EVENTS	134,635	20,044	5,084	18.7%
NON DEPARTMENTAL	544,864	213,779	-	39.2%
TOTAL	7,656,188	947,969	78,256	13.40%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2024)**

Item VI - d.

STORMWATER ENTERPRISE FUND

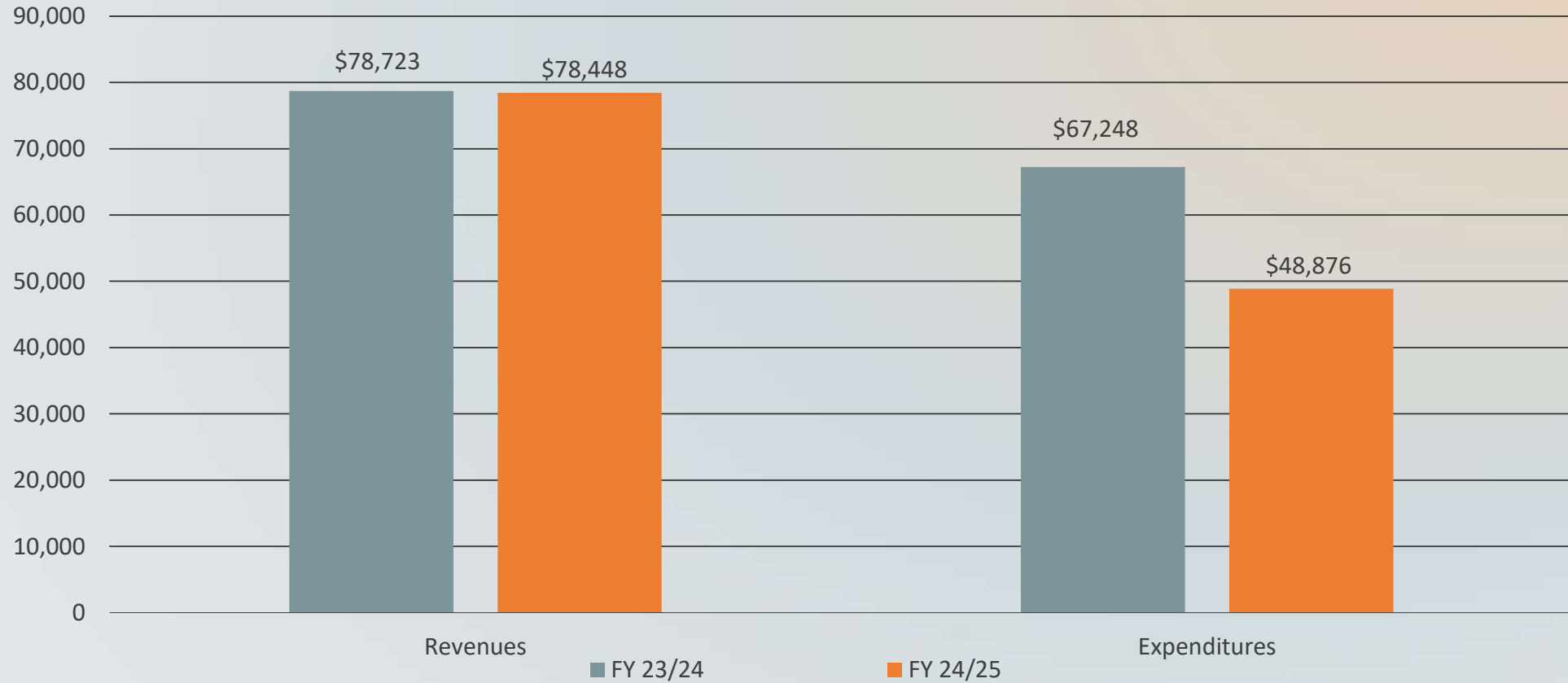


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures -(\$8,273)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF AUGUST 31, 2024)**

Item VI - d.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$29,572

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF AUGUST 31, 2024)**

Item VI - d.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,495	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491
Total Debt	\$916,182			\$332,123

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF AUGUST 31, 2024)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$302,932	.05%
NC CMT-General	\$5,426,571	5.22%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$6,313,928	5.22%

GRANT UPDATE

Item VI - d.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$995,567	\$32,925	\$74,107
Swansboro Bicentennial Park Boardwalk Extension	\$302,800	\$156,440	\$0	\$146,360
Emergency Operation Center	\$6,229,343	\$20,190	\$0	\$6,209,153
Emmerton School Repairs	\$424,000	\$90,723	\$0	\$333,277
Stormwater Master Plan	\$400,000	\$91,063	\$0	\$308,937
Total Outstanding Grants	\$8,458,742	\$1,353,983	\$32,925	\$7,071,834

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **September 24, 2024**

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

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 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.

October 22nd

- * Employee Introductions (Fire)
- * Special Use Permit – Brezza Lofts (*Pending*)
- * Monthly Financial Report

November meeting dates

12th & 26th

Future Agenda Items

- * Minimum Housing Code
- * High School Recognitions – (*pending response from principal*)
- * Street Acceptance of Swansgate and Shadow Creek (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Community Presentations (ongoing monthly)
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EMS Plan
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- * Consideration to enable paid parking for downtown
- * Scouts' recognition (*awaiting response from troop leader*)
- * Beautification Committee (*Pending*)
- * Fund Balance Threshold Resolution
- * Policy Reviews
 - o TDA

PROJECTS REPORT

Town Projects/Initiatives Update

September 2024

Submitted By: Jon Barlow, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC
Manager's Report

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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, NCDCEM 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 NCDCEM 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

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

3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

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

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 Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

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

RCCP Phase 4 – Construction Applications due April 28th. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project

Town of Swansboro, NC Manager's Report

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

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

Town of Swansboro, NC Manager's Report

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.

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

Town of Swansboro, NC
Manager's Report

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

Town of Swansboro, NC Manager's Report

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.

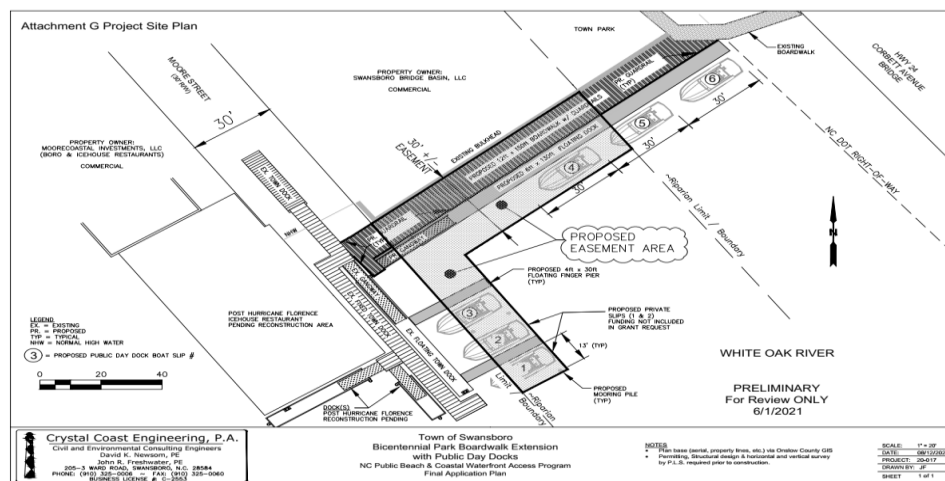
A contract with Carolina EarthWerx, LLC was signed to install the French drain.

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.

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:

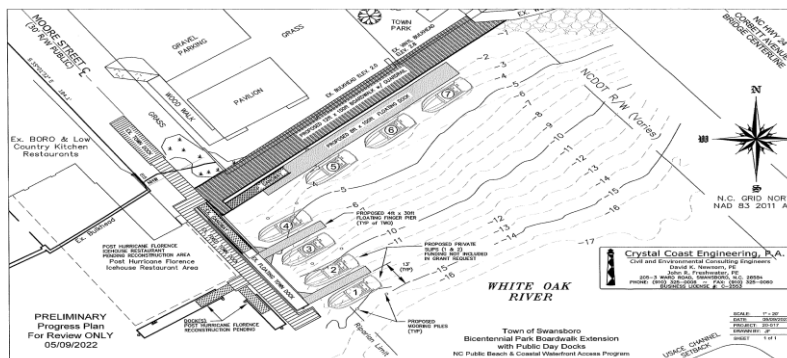
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
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



Town of Swansboro, NC Manager's Report

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.

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.



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 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

Town of Swansboro, NC Manager's Report

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 on 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 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

Town of Swansboro, NC Manager’s Report

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.

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	\$226,200
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.
 - Walkway will be flush to existing bulkhead cap.

Town of Swansboro, NC Manager's Report

- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

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

A TDA meeting is scheduled for October 1, 2024

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 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).

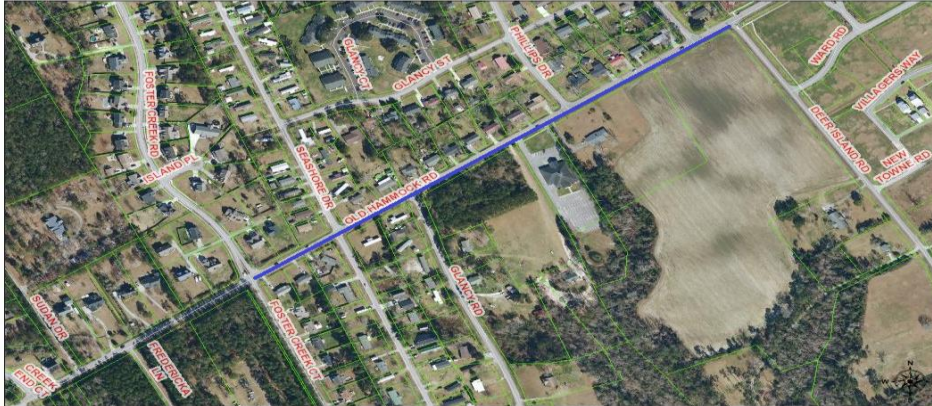
- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late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

Town of Swansboro, NC Manager's Report

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.

Priority 3

Town of Swansboro, NC Manager's Report



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 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. 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.

Priority 4 - **Completed**

Town of Swansboro, NC Manager's Report

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

Town of Swansboro, NC Manager's Report

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

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 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.

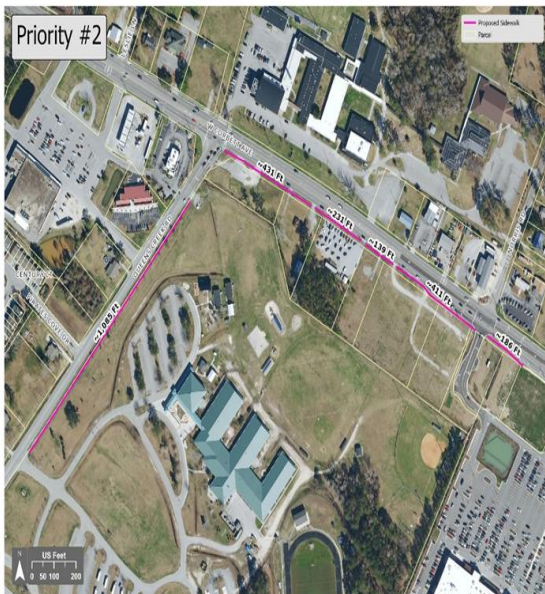
Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

Town of Swansboro, NC Manager's Report

Sidewalk Priority Project List updated and reordered 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



- 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

Town of Swansboro, NC Manager's Report



- 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



- 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

Town of Swansboro, NC Manager's Report



- 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

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

Town of Swansboro, NC Manager's Report

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 the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

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

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

Town of Swansboro, NC Manager's Report



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

What's Been Done to Date

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

What's Remaining to do on the Exterior

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

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

Town of Swansboro, NC Manager's Report

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 National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request the 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.

Town of Swansboro, NC Manager's Report

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

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

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

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 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. At a 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 open 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 till the end of the year.

June 3, 2024, data collection started.

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

Town of Swansboro, NC

Manager's Report

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

Fire Grants

DCIP Grant -PSB/EOC Funding

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.

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

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department Applied March 8, 2024 (hard copy created 7.11.2024 TM Office)
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024 (hard copies created 7.11.2024 TM Office)
3. **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.

Department Reports for August 2024

Administrative Services

- Phone Records Report for (August): 2,077 calls

Internal – 396	Town Hall – 445	Parks and Recreation – 246
Police Department – 441	Fire Department – 99	Outgoing totals – 450
- Building permits sold for (Month): 52 residential/commercial combined; \$16,498.25 total fees collected (includes 14 re-inspections)
- 176 Building inspections processed/35 Fire Inspections processed:
- 109 Various receipts processed:
- 0 Code Enforcement Violations:
- ONWASA: 310 payments processed, 3 New Service Setups, 5 Other transactions
- 1 Work Orders generated for Public Works
- 14 Notarization performed.
- US Census Report Submitted – Permits
- Public Records Request
 - Construction Monitor – Building permits issued with values July 2024
 - Carolina Permits – New homes built in July 2024
 - Andrea Schmidt – 1443 Hammocks Beach Road
 - Aric Oostru – Copy of Lease
 - Finalized Sunshine list public records request
 - Cynthia Lacorte – Records of committees created in the last 7 years
 - Jimmy Williams – BOC meeting recording
- Finalized July Departments Report
- Letters mailed the below Organizations announcing Sam Bland Award Nominations sought
 - Church of Christ
 - First Baptist Church
 - Grace Church
 - Jehovah's Witness
 - One Harbour Church
 - St. Mildreds Catholic Church
 - St. Peters Church
 - St. Thomas Mt. Zion Church
 - Swansboro United Methodist Church
 - Swansboro High School
 - Swansboro Middle School
 - Swansboro Elementary School
 - Queens Creek Elementary School
 - Swansboro Rotary
 - Swansboro Area Chamber of Commerce
- Records researched for property easements in Williamsport Subdivision

Department Reports for August 2024

- 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.
- Began preparations for Mullet Parade
 - 2 applications processed
- Processed finalization of Best and Final Offer letters, and rejections letters to Property Owners that submitted Land Solicitation Packets for the EOC/PSB site
- Issued New Releases/Constant Contact/Facebook posts for:
 - Hurricane Debby Alert #1
 - Hurricane Debby Alert #2
 - Yard Waste Collection Delay Relate to Weather
 - Tropical Storm Debby Alert #3
 - BOC 8/13/2024 Meeting
 - Yard Waste Collection Delay due to volume
 - BOC 8/27/2024 Meeting
 - Labor Day Holiday Closure Notice
- Attended Dockwalk Bid opening
- Attended Mullet Run Logistics Meetings
- Attended Tunnel 2 Towers Logistics Meetings
- Attended Technology review with Computer Warriors/CWIT
- Attended TRC Meeting for Flybridge, Brezza Lofts, Main Street Family Care
- Received and handled 3 “Contact Us” request from the Website
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page views: 2,239

Top 5 pages viewed in August –Employment Opportunities 523 | Government 255
Departments: Police 227 | Department: Fire 218 | Department: Permitting 217

Finance

- Sales & Use Tax received in August 2024 is \$135,701
- Accounts Payable Summary for August 2024:
 - 266 Invoices-Totaling \$355,975
 - 49 Purchase Orders Issued
- Processed payroll- 8/9/2024 & 8/23/2024
- PEV ChargePoint Station-Accumulated (MWh) for August 2024 (1.23)
- Stormwater Fees Collected-August 2024-\$5,220
- July 2024 Bank Reconciliation-Town accounts
- July 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 10 hours
- Processed Swansboro TDA checks

Department Reports for August 2024

- Gathered financial information for 8/27/2024, regular meeting
- Created Stormwater Billing in Utility Billing to send to third party vendor for processing
- Submitted the Powell Bill Expenditure Report for FY 23/24
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Gathering financial information for annual audit FY 23/24-Town and Swansboro TDA
- Auditor, Greg Redman will be conducting an annual audit for FY 2023/2024 during the week of September 9-September 12, 2024.

Fire Department

Incidents

- **143** Total Incidents
 - 97 EMS Incidents
 - 46 Fire Incidents
 - **24 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 102 Incidents occurred in the Swansboro (City Limit District)
 - 31 Incidents occurred in the White Oak Fire District
 - 10 Incidents were automatic or mutual aid to other jurisdictions.
- Response Statistics
 - 90th Percentile Turnout Time (Dispatch to Enroute): 2:15
 - Fire & Special Operation Incidents: 2:00
 - EMS Incidents: 2:19

Fire Life Safety – Operations

- Fire Prevention Inspections: 33
 - General Fire Inspections: 19
 - Initial Inspections: 12
 - Re-Inspections (Violations): 7
 - Fire Suppression Systems: 7
 - New Business (Certificate of Occupancy): 7

Training

- Total Training Hours: 186
 - Company Training: 186
 - Existing Driver: 0
 - Facilities: 0
 - Fire Arson Investigation: 0
 - Fire Life Safety Education: 0
 - Fire Prevention Inspection: 0
 - New Driver: 0
 - New Recruit: 0
 - Officers: 0

Department Reports for August 2024

- Hazardous Materials: 0
- Automatic Aide Training Events: 0

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Mullet Festival vendor spaces are sold out
- Securing fireworks for 2025
- Working with WITN for Mullet festival advertising
- Preparing final logistics for the Mullet Festival, re-confirming toilets, tents, shuttles, golf carts, and creating final task sheets for departments.
- Met with Jacksonville Onslow Sports Commission and staff. Reviewed 2023 Movin' Mullet 5K logistics with department heads, Town Manager and new recommendations made for 2024 run.
- Received \$10,000 reimbursement for the Onslow County Tourism Assistance Grant and the Swansboro Tourism Development grant.

ARP Project Updates

Splashpad Renovation

- Concrete work complete: the 5ft addition around the splashpad, seating wall, and patio area. Shade structures will be installed the first week in September. The Advisory Board recommended additional amenities, will obtain quotes. Amenities will be installed over the next couple of months.

Basketball Courts

- Began contacting asphalt companies to obtain new quotes. Contacted four companies, waiting for a response. Receiving quotes for new goals, backboards, and nets.

Replacement of outdoor toilets/water fountains: Contacted recommended plumber to obtain quotes on toilets and water fountains.

Miscellaneous

- New treadmill installed.
- Attended T2T meeting, reserved facilities, reviewed volunteer responsibilities
- Presented two special event applications to the Board of Commissioners for fee waiver recommendations.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules

Department Reports for August 2024

- 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
- Serve on the Onslow County Senior Games Committee, meetings held once a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Attended quarterly meetings for the Onslow County Tourism Board
- Attended Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

Media Outlet	Followers	Reach	Post Engagement	Page Visits	New Followers
Facebook	17,868	24,409	3,038	5,600	195
Instagram	844	279		38	11

Activity Report

Organization Activity					
From 8/4/2024 to 9/3/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	118	44	6	0	102
Resident	11	7	1	0	5
Non-Resident	107	37	5	0	97
No Residency Set	0	0	0	0	0
Demographics					
< 18	23	6	0	0	14
18 - 65	82	32	2	0	76
65+	12	6	4	0	11
Male	33	17	3	0	42
Female	85	27	3	0	60
Other Genders	0	0	0	0	0
Online vs In-House					
Online	45	0	0	N/A	49
In-Person	73	44	6	N/A	53

Revenue

Slip Fee - Town Dock	\$2427
----------------------	--------

Department Reports for August 2024

Rental Fees-Parks	\$180
Rentals Rooms	\$1345
Rec Program Fees	\$1294
Gym Memberships	\$105
Dog Park Memberships	\$80
Festival Vendor Fees	\$0

PROGRAM/EVENT MANAGER MONTHLY REPORT

Program/Event Manager Monthly Report

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations
- 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
- Continued supervising Summer Day Camp and worked Week 8
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, Visitor's Center, and all reservations
- Secured local vendors and businesses for BarkFest
- Began planning and posting Mullet Festival posts
- Helped promote T2T and volunteer program
- Created flyers for new programs, Wreaths for Heroes, Fall Pinecone, and Wreath & Wine
- Processed monthly reservations and damage deposits
- Submitted applications for Veteran's Day Service
- Created Parks & Recreation Month prizes and contacted winners
- Attended TAC meeting
- Attended T2T meeting
- Attended end of summer camp meeting

Planned Programs

Fellowship Night- August 19th

- 11 attended

Tiny Trekkers- August 30th

- 10 registered and 7 attended

Sprout Scouts- August 23rd

- 10 registered and 6 attended

- 3 waitlisted

POUND! – August 17th – September 21st

- 7 drop-ins
- 2 series

Summer Day Camp Weeks 7 & 8

- Had to cancel camp due to Tropical Storm on August 8th and 9th
- 4 field trips for week 8

Planning

Planning Board

- The Planning Board regular meeting was on August 6, 2024.
 - UDO Text Amendment to Section 152.179 Table of Permitted/Special Uses and Section 152.212 Use Standards. After a recent Board of Adjustment meeting for an appeal to an administrative decision involving boat/boat trailer storage on an empty residential lot, Staff has been directed by the Board of Commissioners to present a text amendment to allow boat/boat trailer storage in Town. The Planning Board did recommend this amendment to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission meeting scheduled on August 20, 2024, was cancelled due to lack of agenda items.

Routine Activities:

- The Technical Review team met on August 21st to discuss Main Street Family Care 3rd submittal, Brezza Lofts 2nd submittal, and Flybridge 1st submittal.
- Approved the Site Plan for Mavis Tire.
- Discussed code requirements with new commercial developments.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.

Police Department

Patrol:

- 179
- 26 Wrecks
- 1 Felony Arrest
- 13 Misdemeanor Arrests
- 1 Warrant Service Arrest

Department Reports for August 2024

- 2 DWI Arrests
- 4 Arrests with Transport to the Onslow County Jail
- 23 Citations
- 171 Verbal/Written Warnings
- 5 Felonies Investigated (1-Possession of Firearm by Felon; 1-Forgery; 1-Fraud; 1-Possession of Stolen Vehicle; 1-Uttering Forged Document)
- 42 Misdemeanors Reported (7-Property Damage; 7-Trespassing; 4-Assaults; 2-Drug Related; 2-Domestic Violence Protection Order Violations; 1-Break & Enter; 1-Communicating Threat; 1-Harassment; 1-Cyber Stalking; 1-Open Alcohol Container; 15-Traffic Related)
- 10 Disputes/Public Disturbance
- 19 Alarm/Open Door
- 21 Suspicious Incident/Person/Vehicle
- 8 Town Ordinance Violations (4-Animal Complaint; 1-Noise Complaint; 3-Other)
- 68 Requests by Citizens for non-Crime Related Assistance

3,981 Total Events Performed on Patrol

Community Service/Training:

- 9 Vehicle Unlocks
- 9 Requests for Fingerprinting
- 10 Business Closing Standby's
- 40 Foot Patrols
- 16 Residence Checks
- 1 RU Ok? Participant
- SPD assisted with weekly SwanFest event.
- SPD provided security for an event at the Rotary Civic Center.
- Chief Taylor attended monthly Crime Stoppers meeting held in Jacksonville.
- Deputy Chief Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in River Bend.
- Chief Taylor and Deputy Chief Brim attended the General Membership meeting of the Swansboro Area Chamber of Commerce.
- Chief Taylor met with a group of downtown residents interested in starting a Neighborhood Watch Program.

Admin Services:

- Answered 337 phone calls during business hours.
- Assisted 124 walk-in requests for assistance during business hours.
- Took 87 requests for reports during business hours.

Public Works