

**Town of Swansboro  
Board of Commissioners  
May 27, 2025, Regular Meeting Minutes**

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

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**Call to Order/Opening Prayer/Pledge**

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

**Public Comment**

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

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Brown, seconded by Mayor Pro Tem Conaway, the agenda and the below consent items were adopted unanimously.

- March 25, 2025, Regular Meeting Minutes
- March 25, 2025, Closed Session Minutes
- April 8, 2025, Closed Session Minutes
- April 8, 2025, Closed Session Minutes
- ONWASA Administrative Service Agreement
- Tax Refund Request totaling \$503.86

**Appointments/Recognitions/Presentations**

*Recognition of Isabella Smith – Military Child of the Year*

Mayor Justice presented a proclamation honoring Isabella Smith, a 17-year-old junior at Swansboro High School, recognized as the 2025 Operation Homefront Military Child of the Year for the United States Marine Corps.

Isabella Smith spoke briefly about her award, stating that it was a reflection of Swansboro and the opportunities provided for military children in the town. She emphasized that she had been in Swansboro for most of her life and had benefited from programs like the student-to-student program at her school.

*Swimming Pool Committee Presentation*

Matthew Prane, the Pool Committee Chair, presented a detailed overview of the committee's findings and potential options for developing a swimming pool in Swansboro. He discussed various cost estimates, ranging from a \$13 million three-pool facility to a \$7.5 million outdoor 8-lane programming pool. Prane also presented a more affordable option using a Mega

InstaPool, which could cost around \$60,000 for the pool itself, with additional expenses for staffing, maintenance, and other necessities.

Prane emphasized the need for programming to drive the design of the pool and requested guidance from the board on location, budget, and the town's vision for the project. He presented potential revenue streams, including memberships and swim lessons, suggesting that the pool could potentially become a sustainable business model for the town.

Board members asked several questions about the proposal, including concerns about the durability of the Mega InstaPool, potential locations, and more detailed cost breakdowns.

The board suggested scheduling a future workshop meeting with the pool committee to discuss the project in more depth.

#### *Board Appointments*

Town Clerk Fender reviewed that due to a vacancy there was an appointment opportunity for the Alternate seat on the Historic Preservation Commission and there were two interested applicants.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Brown, with unanimous approval, Brad Phillips was appointed to the Historic Preservation Commission alternate seat.

#### **Public Hearing**

##### *Proposal to Extend an Economic Development Incentive Grant to JOED*

Town Manager Barlow shared that pursuant to NC General Statute Section 158-7.1, holding a public hearing to extend an economic development incentive grant to Jacksonville Onslow Economic Development Partnership (JOED) was required. He reviewed that the town of Swansboro and Onslow County each proposed to appropriate \$250,000 to JOED as a required local match for receipt of a North Carolina Industrial Development Grant of \$1,813,500. The grant would be used for site improvements at the property referred to as Project Coffee, located at the intersection of Highway 24 and Belgrade Swansboro Road.

The public hearing was opened at 6:51 pm, no comment were made.

On a motion by Commissioner Eckendorf, seconded by Commissioner Pieratti, unanimous approval was given to authorize execution of the Non-Profit Agency Reimbursable Grant Contract between the Town of Swansboro and Jacksonville Onslow Economic Development Partnership, Inc. (JOED), for execution of the Memorandum of Understanding (MOU) Town of Swansboro and Onslow County Board of Commissioners and adoption of Resolution 2025-R5.

## **Business Non-Consent**

*Monthly Financial Report as of April 30, 2025*

Finance Director Sonia Johnson presented the monthly financial report for April 30, 2025. Key Takeaways were:

- Total excess revenues over expenditures in the general fund were \$503,961 with encumbrances and \$630,830 without encumbrances
- Overall expenditures were at 65.62% of the budget

Updates on stormwater and solid waste enterprise funds, town debt, and current cash and investment accounts were provided.

## **Future Agenda Topics**

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

## **Public Comment**

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

## **Manager's Comments**

Town Manager Barlow shared that progression of the Main Street dock's grant application, highlighting the Town was invited to submit for a full application, indicating a promising step towards securing funding. The Riverview Boardwalk grant proposal was not accepted this year; however, the Town would continue to seek support in subsequent cycles.

## **Board Comments**

Board members conveyed their appreciation to the staff, residents, and presenters for their hard work and participation during the meeting.

Commissioner Doug Eckendorf shared a letter from the County Commissioners intending to strengthen ties with Swansboro to boost operational efficiencies and advance local services.

Mayor Justice acknowledged all contributors to the well-received Memorial Day service hosted at Bicentennial Park, specifically thanking local businesses, town departments, and the Military Affairs Committee for their efforts. He encouraged residents to reach out with queries or feedback, reinforcing the board's openness and willingness to engage with the community.

## **Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf, the meeting adjourned at 7:55 pm.

# Regular Meeting May 27, 2025



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1. Please turn cell phones to "off" or "vibrate".

2. The Board offers the public three opportunities to speak during the meeting:

A comment period is offered at the beginning and end of the meeting. Please note that a separate opportunity is provided for those items requiring a public hearing.

Public Hearing(s) – There are 1 public hearings scheduled for this meeting.

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# PUBLIC COMMENT

Citizen opportunity to address the Board for items listed on the agenda.

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# AGENDA AND CONSENT ITEMS

**Action Needed:** *Motion to Adopt the Agenda as prepared (or amended) and approval of the Consent Items*

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# Recognition of Isabella Smith – Military Child of the Year

Presenter: Mayor William Justice

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# Swimming Pool Committee Presentation

Presenter: Mathew Prane– Pool Committee Chair


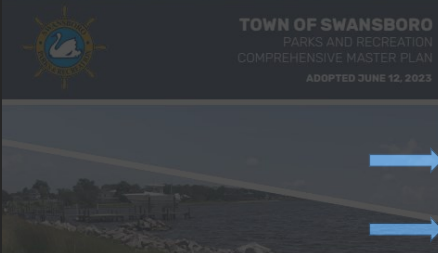
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Drowning Prevention – Diversity Inclusion – Dedication to Fitness

## Background – What brought us here?

**Big Ideas**

**Recreation Programs**

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

**Recreation Facilities + Amenities**

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

response rate of 10.8 percent.

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

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

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

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### Swansboro Aquatic Center Estimated Cost Information:

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

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

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

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

Sub-totals pools = \$2,705,000

HVAC for pool area = \$900,000

Exercise area - \$450,000

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

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

**Sub-Total = \$11,105,000**

AE Cost (Design and engineering)	~ 8%	\$860,000
Contingency	~ 5%	\$38,000
Startup (includes staff hiring and training 6 weeks prior to opening)		\$250,000
Legal/permitting/Etc.		\$50,000
Soft Cost total for project		<b>\$1,698,000</b>

**Total Project ball park estimate with Steel or Dome building = \$12,803,000**

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

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

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

### Swansboro Aquatic Center Estimated Cost information – Phase #1

Land? \_\_\_\_\_

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

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

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

Fence and lighting for outdoors \$550,000

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

**Sub-Total = \$5,530,000**

AE Cost (Design and engineering)	~ 8%	\$520,000
Contingency	~ 5%	250,000
Startup (includes staff hiring and training 6 weeks prior to opening)		\$100,000
Legal/permitting/Etc.		\$25,000
Soft Cost total for project		<b>\$895,000</b>

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

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

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

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## Sustainability – Programming MUST Precede Design

#### Costs:

- 6 lane Mega-Insta-Pool: **\$60,000**
- Concrete Pad: **\$36,000**
- Options: Fence & Deck or Inground???
- Insurance (Annual Quote):
  - Liability: **\$10,000**
  - Workers Compensation: **\$3,500**
- Supervisor/Lifeguards/Instructors: **\$81,980**
- Pool Operating costs (Electric, H2O Maintenance, Heat): **\$9,300**
- Total Year 1 Costs: **\$200,700**

#### Revenue Streams:

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

#### Revenue Summary:

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

Drowning Prevention – Diversity Inclusion – Dedication to Fitness

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## Summary / Key Takeaways

- 576+ Kids L2S / Summer – Drowning Prevention Measures Achieved!
- Sustainable through PROGRAMMING
- MORE Special Events
- MORE Outdoor Fitness Classes (For all Ages)
- Outdoor Concerts and Movies
- Community Centered Health and Wellness
- Possibilities are only limited by your imagination

**If we don't shape the future, we'll be shaped by it.**

Drowning Prevention – Diversity Inclusion – Dedication to Fitness

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## Board Appointment

**Presenter: Alissa Fender, MMC– Town Clerk**

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# PUBLIC HEARING

## Proposal to Extend an Economic Development Incentive Grant to JOED

Pursuant to NC General Statute Section 158-7.1, the Town of Swansboro and Onslow County propose to appropriate \$250,000 each to Jacksonville Onslow Economic Development Partnership (JOED) as the required local match for receipt of an NC Industrial Development Grant in the amount of \$1,813,500, which is the estimated cost of public street and utility improvements.

### ***Recommended Action:***

1. *Hold a public hearing.*
2. *Motion to authorize execution of the Non-Profit Agency Reimbursable Grant Contract between the Town of Swansboro and Jacksonville Onslow Economic Development Partnership, Inc. (JOED)*
3. *Motion to authorize execution of the Memorandum of Understanding (MOU) Town of Swansboro and Onslow County Board of Commissioners*
4. *Motion to approve Resolution 2025-R5*

**Presenter: Jon Barlow – Town Manager**

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# NEW BUSINESS/NON-CONSENT

## Financial Report

**Presenter: Sonia Johnson – Finance Director**

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**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF APRIL 30, 2025)**

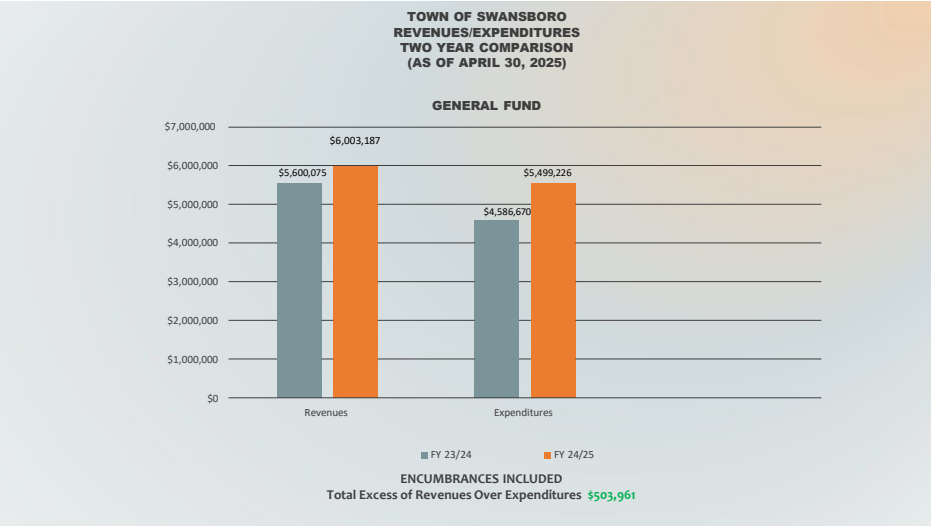
REVENUES

EXPENDITURES

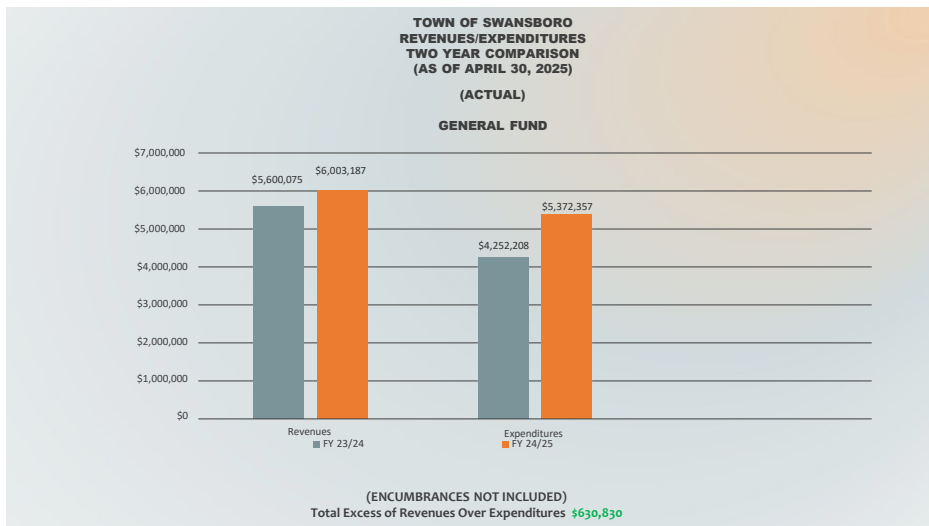
LOAN PAYMENTS

INVESTMENTS

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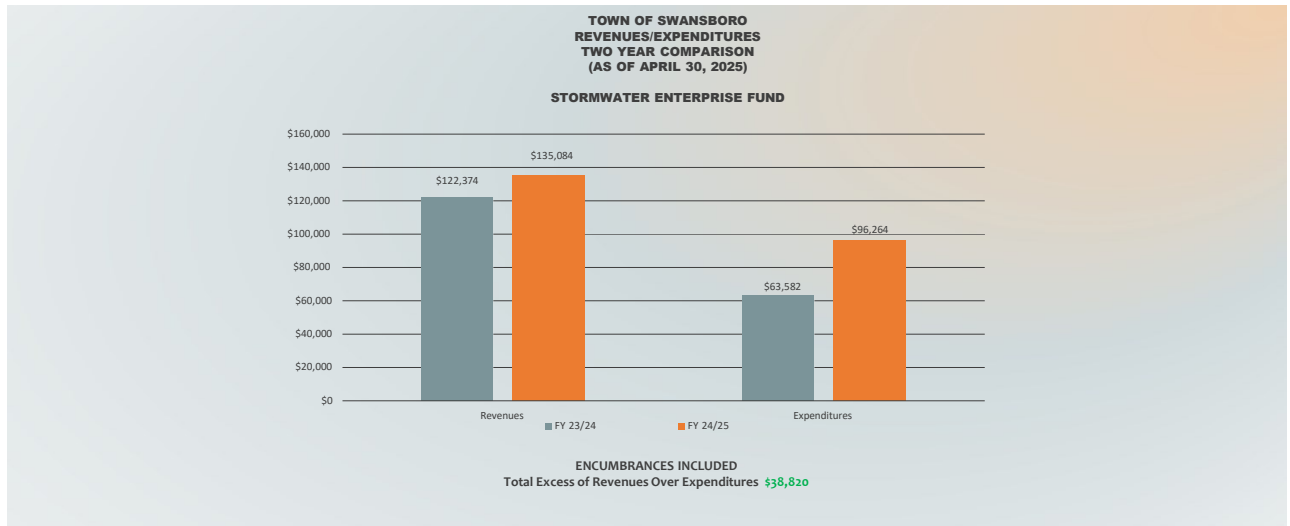
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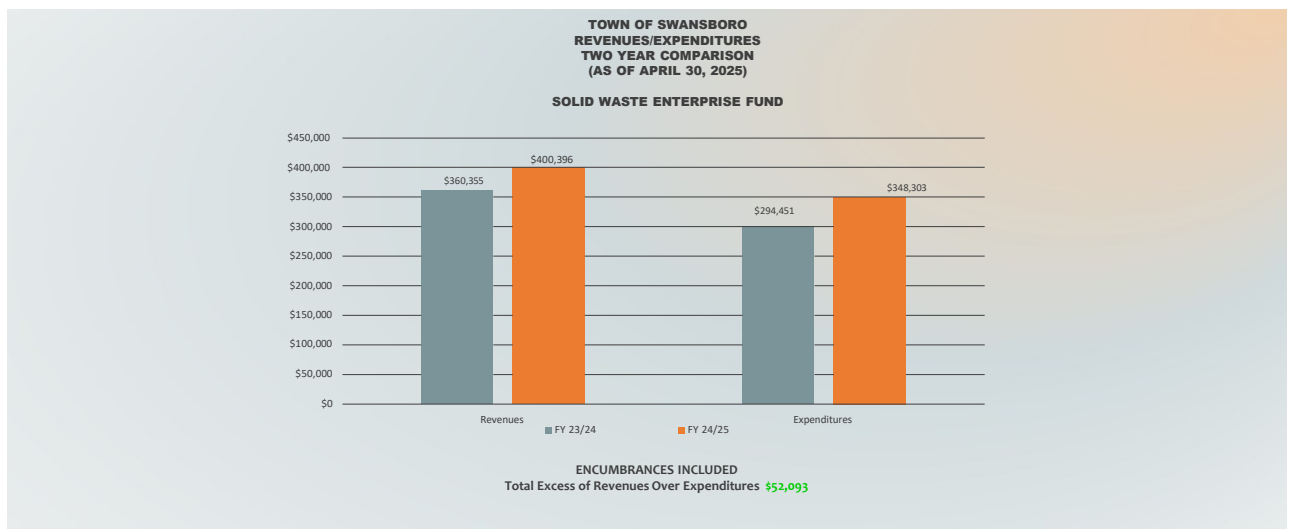
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DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % April 30, 2025
GOVERNING BODY	48,595	29,439	2,170	65.0%
ADMIN SERVICES	432,052	339,306	2,032	79.0%
FINANCE	315,178	229,475	940	73.1%
LEGAL	59,300	47,713	-	80.5%
PUBLIC BUILDINGS	439,973	301,449	1,994	69.0%
FIRE	2,190,782	1,359,070	17,716	62.8%
PERMITTING	288,270	262,803	955	91.5%
PLANNING	86,293	66,683	-	77.3%
POLICE	1,442,156	879,378	75,383	66.2%
PUBLIC WORKS-STREETS	1,498,086	827,997	1,505	55.4%
POWELL BILL-STREETS	191,791	117,262	-	61.1%
PARKS & RECREATION	492,086	244,379	17,629	53.2%
DOWNTOWN FACILITIES	132,226	93,468	1,224	71.6%
EMERGENCY MANAGEMENT	15,708	13,088	1,737	94.4%
FESTIVALS & EVENTS	134,635	98,473	2,729	75.2%
NON DEPARTMENTAL	612,764	462,374	854	75.6%
<b>TOTAL</b>	<b>8,379,894</b>	<b>5,372,357</b>	<b>126,869</b>	<b>65.62%</b>

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**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF APRIL 30, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$241,087	2.69	03/21/2028	\$84,724
Public Safety Facility	\$0.00 PAID IN FULL	2.58	12/22/2024	
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,894	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$208,276	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
<b>Total Debt</b>	<b>\$1,254,502</b>			<b>\$418,027</b>

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**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF APRIL 30, 2025)**

**CASH & INVESTMENTS**

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$306,994	.05%
NC CMT-General	\$6,174,200	4.22%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,578,548	4.18%

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**GRANT UPDATE**

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,064,939	\$37,660	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$384,314	\$0	\$2,336
Emergency Operation Center	\$9,497,347	\$27,840	\$0	\$9,469,507
Emmerton School Repairs	\$499,000	\$184,805	\$0	\$314,195
Stormwater Master Plan	\$400,000	\$208,361	\$0	\$191,639
Total Outstanding Grants	\$11,885,596	\$1,870,259	\$37,660	\$9,977,677

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Any Questions  
?

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# NEW BUSINESS/NON-CONSENT

## Future Agenda Items

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.

***Action Needed:*** Discuss and provide any guidance.

**Presenter: Alissa Fender, MMC – Town Clerk**

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# PUBLIC COMMENT

Citizen opportunity to address the Board.

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## MANAGER'S COMMENTS

Town Manager  
Jonathan Barlow

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## BOARD COMMENTS

Mayor William Justice  
Mayor Pro Tem Jeffrey Conaway  
Commissioner Douglas Eckendorf  
Commissioner Joseph Brown  
Commissioner Patricia Turner  
Commissioner Tamara Pieratti

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ADJOURN