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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, February 08, 2021

Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner
Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Laurent Meilleur, Commissioner

*Zoom Link: First Meeting of the month: <https://us02web.zoom.us/j/82680161743>

Second Meeting of the month: <https://us02web.zoom.us/j/86147603054>

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

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

Board of Commissioners

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.

Consent Items:

a. Meeting Minutes

January 11, 2021 Regular Meeting Minutes

b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$525.40.

Ad Valorem Tax

Scott Brian James	\$96.32	City taxes paid in error
Barber Ronald Wayne	\$12.12	City taxes charged in error

Vehicle Tax

Shaw, James Edwin	\$62.94	Tag Surrender
White, Rennie Dawson Jr & White, Susan Anderson	\$27.80	Tag Surrender
Dillenbeck, Matthew Stoner & Frantz, Lindsay Ann	\$208.01	Military
Lytle, Nellie Guin	\$14.02	Tag Surrender
Gormley, Cody Glen	\$104.19	Military

IV. Appointments/Recognitions/Presentations

- a. Grant Updates/Discussion/Opportunities

Chris Seaberg
Town Manager

V. Public Hearing - None

VI. Business Non-Consent

- a. Festival/Special Event Modifications 2021

Anna Stanley
Parks Director

Swansboro hosts four major festivals along with many other smaller events each year. In 2020 all festivals were canceled due to the COVID pandemic. The Parks/Rec Department plans for each festival eight to twelve months in advance. Sponsorships, vendors, entertainers, and event logistics must be planned and confirmed well in advance. Sponsorships are normally solicited from January-April, with agreements confirmed by late April. It is difficult to anticipate what the guidelines will be, and the safety of our community is the number one priority.

The Parks/Rec Department and Parks Board is recommending modifications to downtown events through August 2021. Events affected would include Piratefest (May), Arts By the Sea (June), and July 4th Celebration (July 4). The large in person events held downtown would be modified with themed activities to include virtual programs, scavenger hunts, vendor/sponsor spotlights, and limited participation for in person events that meet safety protocols and follow mass gathering limits.

Action Needed: Discussion and Concurrence with the recommendation to modify downtown events through August 2021.

- b. Visitor's Center Renovations

Paula Webb
Asst Manager/Clerk

At its September 28, 2020 regular meeting, the Board reviewed conceptual plans that included the addition of a shower(s) and additional restroom at the Visitor's Center. Manager Seaberg also noted that the Swansboro TDA had expressed interest in assisting the Town to add an additional restroom.

At its January 21, 2021 meeting, Manager Seaberg shared a \$29,500 renovation quote and conceptual plans with the TDA and asked for funding to move forward. The TDA approved a motion to award \$30,000 toward the conceptual renovation with the following conditions:

- A formal motion by the Swansboro BOC supporting the renovations; and
- Adding coined laundry equipment; and
- Sending a request to the Onslow County TDA for additional funding

Action Needed: Motion to formally support the VC conceptual renovations

c. Budget Amendment 2021-4

Sonia Johnson
Finance Director

Emergency Management - Church Street Dock incurred damages due to high winds and storm surge during Hurricane Isaias. Requesting \$5,000 be appropriated from fund balance. The Town is working with the state and federal agencies for the reimbursement of certain expenses.

Source of Funds: Appropriated Fund Balance

Fire Department - Insurance proceeds of \$5,259.40 were received on 09/15/20 for an incident that occurred on 09/05/2020 involving a vehicle.

Source of Funds: Insurance Proceeds

Action Needed: Motion to approve Budget Amendment #2021-4

d. Future Agenda Items

Paula Webb
Asst Manager/Clerk

The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc. In providing this memo each month, we hope it will also provide opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

Action Needed: Provide direction/introduction on future agenda items

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 Report/Comments

Emergency Operations Center Update
December Departments Report

Chris Seaberg

Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session - *None*

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
January 11, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. It was noted that the Board had agreed to return to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The meeting was called to order at 5:45 pm due to technical difficulties. Mayor Davis gave the invocation.

Mayor Davis recognized Swansboro business owners who were recently featured in the local newspaper - Kitty and Eva, owners of the Bamboo Asian House Restaurant and Roy Tookes Jr. - better known as "June Da Barber" of June's Barber Shop.

He also announced that Matador Network.com had named Swansboro as number 5 of 25 coolest towns in American to visit in 2021. <https://matadornetwork.com/read/coolest-towns-america-visit-2021/>

Public Comment

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

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, the Agenda and Consent Items below was unanimously approved.

Meeting Minutes – 12/28/2020 Regular Meeting
FY 21-22 Budget Calendar

Business Non-Consent

Emergency Operations Center Update - At the September 28, 2020 regular meeting of this Board, staff was instructed to solicit qualifications from consulting firms to assist the Town on the planning stage of the Public Safety Building Repair and/or Replacement Project. The selected firm would plan and design the Restoration/Relocation of the Public Safety Building. Firms that submitted qualifications were:

1. LS3P – Wilmington, NC
2. Moseley Architects – Raleigh, NC

3. The Wooten Company – Raleigh, NC

All three firms are well qualified for the project with excellent references. Manager Seaberg recommended the contract with The Wooten Company. The Town had used this firm in the past for various projects and seemed to be pleased with the deliverables. The anticipated cost for this planning project was \$25,000. Proposed elements would include:

Planning:

1. To repair/restore the current facility with the necessary upgrades to meet the standards to safely operate an Emergency Operations Center along with Fire and Police operations within the 2018 NC Building Codes.
2. The parameters under scenario #1 with additional upgrades to accommodate current staffing needs along with the anticipated needs through the year 2030.
3. To purchase additional land to relocate Public Safety operations into a new facility with expansion capabilities to handle anticipated need through the year 2050.

Each scenario will include price estimates and some initial design functions in order to convey a conceptual concept.

Design: completed designs and plans for the purpose of permitting and construction.

Mayor Davis noted that Mayor Pro Tursi had asked for pros/cons of allowing Onslow County to provide EOC operations for the Town. He asked to hear from Chief Jackson and Chief Tessing on this option also. Both Chief Jackson and Chief Tessing shared concerns that Onslow County had its own coverage issued in various areas of the entire county at present. Fire and Police staff would be working regardless of any scenario and a safe location was required for the staff working and the town's equipment to ride out whatever storm came to Swansboro, be it a hurricane, snow storm, tornado etc. Another element of the EOC was communications with the residents before, during and immediately after the storm. Chief Jackson pointed out that we could not just allow a free-for-all condition – there must be some order in place during such events.

Mayor Pro Tem Tursi needed to better understand the purpose of the EOC and its overall benefit to the residents. Was it possible to partner with others and have the same result? Was an EOC required? Other Board members agreed more details were needed on the purpose behind the EOC, but also agreed the staff and equipment must be protected. Manager Seaberg indicated that this was the purpose for the proposed planning and design.

Mayor Davis noted that two additional scenarios be added to the plan; 1) was to do nothing – not having an EOC in Town, and 2) provide more details on partnering with Onslow County. In short, a risk assessment to determine what the Town would look like without an EOC after a hurricane or similar event.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Meilleur, the Board instructed staff to move forward as recommended with the Wooten Company but adding two additional scenarios 1) was to do nothing – not having an EOC in Town, 2) provide more details on partnering with Onslow County. The vote was unanimous.

Budget Ordinance Amendment #2021-3 – Multiple departments required amending for FY 20/21.

Emergency Management - At the September 28, 2020 regular meeting staff was instructed to solicit qualifications from consulting firms to assist the Town on the planning stage of the Public Safety Building Repair and/or Replacement Project. The anticipated cost for this planning project was \$25,000. Action to award the contract to Wooten Company had been accomplished as noted above, therefore, the funds needed to be appropriated from fund balance to move forward with this project.

Streets - In FY 19/20, the Town reserved \$116,634 for sidewalk improvement as listed in Resolution 2019-R9 adopted August 13, 2019. NC Department of Transportation had indicated that they would begin the project early 2021. Staff recommended that the \$116,634 be appropriated from Capital Reserve fund balance and transferred to the General Fund for its intended purpose.

Due to the unknown potential effects of COVID-19, Board members deferred a merit increase to its employees until mid-year. At its December 28, 2020 regular meeting, Board members approved up to a 3% mid-year merit, authorizing the Town Manager to award such merits based on FY 19/20 evaluations. In addition, the Board of Commissioners granted a one-time bonus of \$300 for full time and \$150 for part time employees for efforts shown by its employees during the on-going COVID-19 Pandemic. Funds to cover the merit and bonuses needed to be appropriated from fund balance to individual departments. (\$50,668.98)

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Ordinance Amendment 2021-3 was unanimously approved.

FY 2021 Budget Review (Revenues and Unfunded Projects) – The economic uncertainty resulting from COVID-19 caused the Town to readjust the draft versions of its proposed FY 2020-2021 Operating Budget prior to its adoption in June 2020. The readjustments

included removing many proposed Departmental projects with the hope that those projects and/or unfunded items could be readdressed mid-year. Manager Seaberg reviewed those projects and unfunded items removed from FY 2020-2021 Budget.

1. Continued work on the Town's Emergency Operation Center/Public Safety Building project.
2. Continued investments in the Fire Department's Capital Projects in the Town's CIP
3. Continued Implementation of the Swansboro Watershed Restoration Plan (2017)

In addition, the Board gave instructions for mid-year discussion on the following if the economic climate was favorable.

1. Looking at potential adjustments in the Town's matching contribution for staff's 401K's. As a reminder, current State Law mandated the Town contribute 5% to the 401K accounts of Law Enforcement Officers. Other Town employees received up to a 1% match only if they contribute. The proposal was to increase the percent match to a level that the Board was comfortable with.
2. Merit Increases – It was noted that the Board had acted on December 28, 2020 awarded up to 3% merits based on evaluations in May/June 2020.
3. Funding the Parks and Recreation Plan Update. The current Plan was 12 years old and granting agencies preferred a five-year update cycle.
4. Capital funding set-asides for Public Works vehicles.

Manager Seaberg informed that property tax collection was healthy. The Town had collected \$1,210,650.47 (73.77% of the budgeted amount for the FY) of property tax revenues by the end of CY 2020. This percentage collected matched the collections at similar times for FY 2017-2018, FY 2018-2019, and FY 2019-2020. He noted that the Town typically received most of its revenue by the end of February of each year.

Motor vehicle tax collection through November 2020 was \$62,106.08 (46.78% of the budgeted amount for the FY). This percentage matched the collection at similar times for FY 2017-2018, FY 2018-2019, and FY 2019-2020. He noted that the funding source was paid monthly throughout the FY.

Sales tax revenues had far exceeded the forecasts provided by the NC League of Municipalities. The Town budgeted to receive \$900,000 as part of the FY 2019-2020 Budget. Due to the economic uncertainties, the NCLM had suggested that towns significantly reduce their anticipated amounts for this revenue source, therefore Town budgeted \$750,000 for FY 20/21. As of the end of CY 2020, the Town had collected

\$533,959.60 (71.19% of the budgeted amount for the FY). That collection amount was \$45,889.18 more than the amount received this same time last FY. With this trend, we could see, at minimum, \$200,000 more than anticipated from this revenue source.

The Utility Tax collections was not performing as well; noting that we had a \$4,000 deficit from this time last FY.

Subtracting the \$50K for merits awarded in December 2020 and the \$25K approved for EOC Planning/Design, Manager Seaberg was comfortable reporting that the Board had roughly \$200K it could consider toward those unfunded capital/non-capital items.

Regarding the 401K contribution, Manager Seaberg recommended the Board consider an increase to 3% for general employees who contributed themselves. The annual increase of what was currently being paid would be \$9314, essentially increasing the amount overall each year to \$12K versus \$3100 which was what was currently paid.

Commissioner Meilleur asked that the details be provided in writing versus given verbally. Commissioner Turner was also interested in the number of employees currently contributing/participating noting that if an increase was given, more employees may participate.

Parks/Rec Master Plan Update – Manager Seaberg noted that the Parks/Recreation Master Plan was dated 2008. Updating the document was important in the Town's quest for grant assistance. The price tag to do a complete overhaul of the plan was estimated at \$50K last year. Mayor Davis believed there were elements of the update that staff could handle to reduce the cost somewhat also, noting that Commissioner Philpott, having been a Parks/Recreation Director, also might also be able to assist. Commissioner Philpott indicated it would be quite an endeavor for the small department staff to take on and would most likely take a great deal of time away from daily operations. An update also required public participation/surveys etc. He would like to see the update include an additional greenway/pedestrian plan element. Grant agencies expected the Master Plan to be updated every 5 years for it to be eligible for grant points. Commissioner Turner shared that perhaps the Town would be beyond the pandemic once the plan was updated. Mayor Pro Tem Tursi believed the \$50k price tag too high. Staff should reconsider what it could do and seek updated costs for what a consultant would be required to do. Commissioner Pugliese agreed and hoped the Town would have the plan updated and ready when the pandemic was over. Commissioner Meilleur added that any requests for qualifications/proposals should focus on updating the current plan for what was required to satisfy grant agencies.

Staff was instructed to seek RFQ's/Proposals with a focus on updates that would satisfy grant agency requirements.

Public Works Vehicles – There were three items listed on the Capital Improvements Plan. The dollar amounts shown were installment amounts to be set aside for future purchase. Tundra \$12,500, GMC Sierra \$9375 and \$6166 for a Ventrac multiple-purpose unit. In response to what the Ventrac unit did, Manager Seaberg shared that it mows, edges and saves hours on other essential equipment. It was also helpful in eliminating back injuries. If the Town was to take on maintenance of additional sidewalks, this unit would be critical. The total amount for Public Works Capital items was \$28K.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, \$28K was approved for Public Works Capital items (vehicles/equipment). A budget amendment would be forthcoming to officially set aside the funds. The vote was unanimous.

Fire Dept Staffing – The Town had not been successful in securing the Safer Grant funds for an additional position. Manager Seaberg offered that \$26K would be needed for one full time position for the remainder of FY 20/21. Currently, the Fire Department had 5 full time personnel. Adding one additional fulltime person, would assist the Town in securing its current ISO rating. Also, the unfunded capital item in the Fire Department was the \$60K for a Ladder Truck purchase in a future year.

On a motion by Commissioner Turner, seconded by Commissioner Pugliese, \$26K was approved for a fulltime position and \$60K set aside for a future Ladder Truck purchase. The vote was unanimous. A budget amendment would be forthcoming to officially set aside the funds approved.

NCLM Proposed Municipal Advocacy Goals - Throughout the year Board members and Staff received email invites from the NCLM to submit goals for consideration. The NCLM Board of Directors had reviewed, approved and now submitted 17 proposed advocacy goals for our consideration. Establishing these Municipal Advocacy Goals with wide participation by all cities and towns allowed the NCLM to speak with confidence and sincerity as they pursued each with state and federal policymakers. Each municipality would cast a single vote by selecting 10 of the 17 proposed advocacy goals. Manager Seaberg had previously been the voting delegate. The deadline to submit goals selections was January 15. Draft goals had been emailed to Board members.

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, Manager Seaberg was selected as the voting delegate and would submit those goals submitted to him by January 14, 2021. The vote was unanimous.

Public Comments

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

Manager's Comments

No additional comments were offered.

Board Comments

No additional comments were offered.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the meeting adjourned at 7:25pm.



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **February 8, 2021**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$525.40.

Ad Valorem Tax

Scott Brian James	\$96.32	City taxes paid in error
Barber Ronald Wayne	\$12.12	City taxes charged in error

Vehicle Tax

Shaw, James Edwin	\$62.94	Tag Surrender
White, Rennie Dawson Jr & White, Susan Anderson	\$27.80	Tag Surrender
Dillenbeck, Matthew Stoner & Frantz, Lindsay Ann	\$208.01	Military
Lytle, Nellie Guin	\$14.02	Tag Surrender
Gormley, Cody Glen	\$104.19	Military

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Reviewed By:

Town Manager _____
Town Clerk 2/2/2021

Finance Director 02-01-2021
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended:

Grants Update; Discussion; and Opportunity

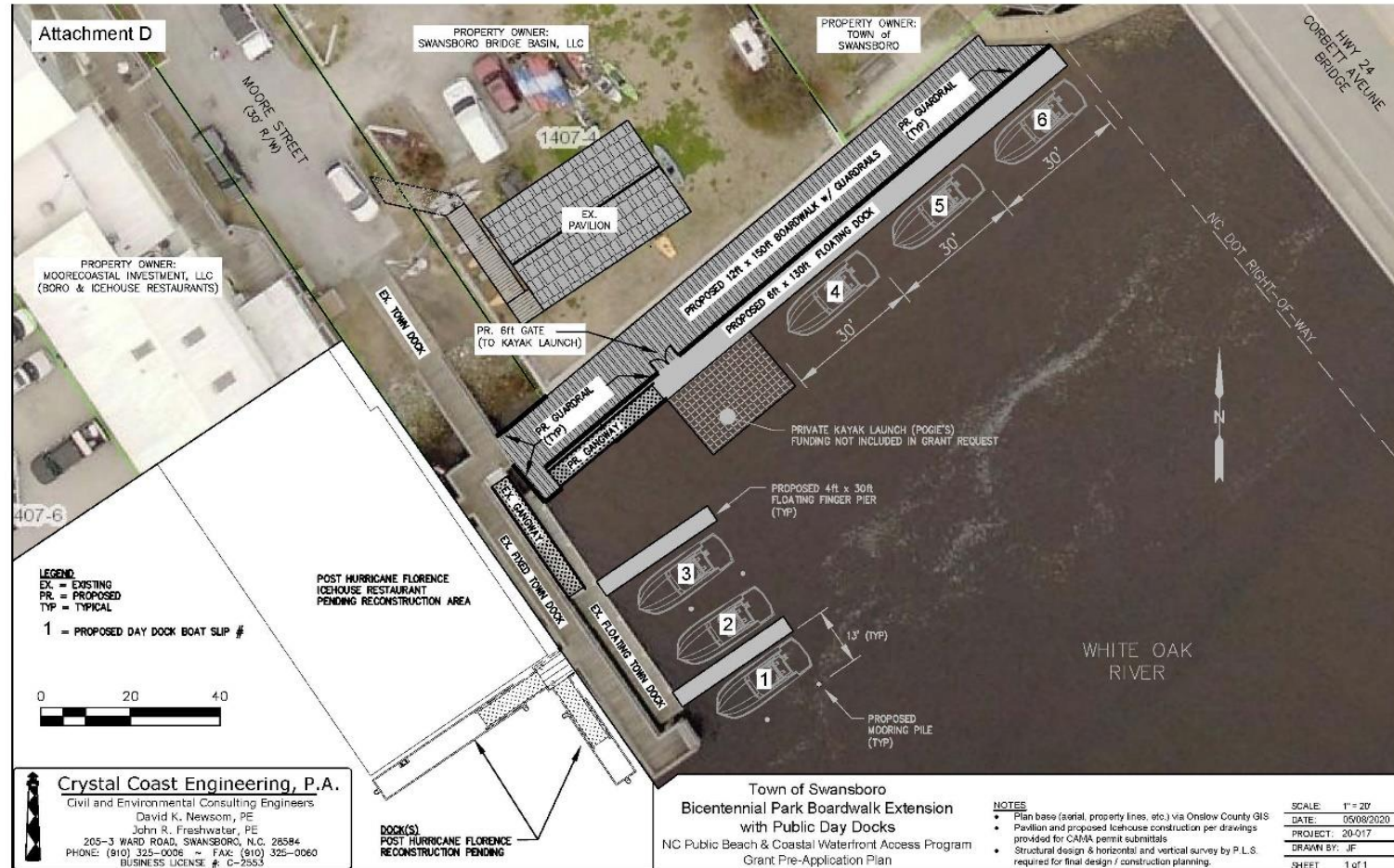


CURRENT GRANTS

2020 NC Public Beach and Coastal Waterfront Access Grant Project

- Project Description:
 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
 4. The existing, privately owned, kayak launch will remain. The owner of the launch currently allows public use with prior approval and plans to continue this service after the project is installed.
- Project Funding:
 1. Total Project Cost estimated at \$158,350
 2. NC DCM Grant Amount \$142,350
 3. Town of Swansboro Match \$16,000. \$7,000 of the match is expected to be non-cash/in-kind

Conceptual Design of Project



Ward Shore Eco-Raster Project

- Project Description:
 1. The NC Coastal Federation secured a Section 319 NPS Pollution Control Grant to fund this project
 2. This project will include removing portions of the existing asphalt for Water Street and replacing it with eight (8) pervious Eco-Raster parking spaces similar to what was installed at the Town Hall campus. The project plan also includes a 1-inch overlay of asphalt on the project portion of Water Street.
- Project Funding:
 1. The cost estimate for this portion of the project is \$40,870.00 (July 2020). The Town's match is \$16,000.
 2. Original RFP's were sent out in Oct 2020 but it was discovered that some items were omitted from the plans.
 3. We received the new plans in November and have sent them out to the qualified contractors that do this type of work. Initial cost proposals received is \$47,000, which is \$7,000 more than estimated costs and omits the asphalt overlay on Water Street.

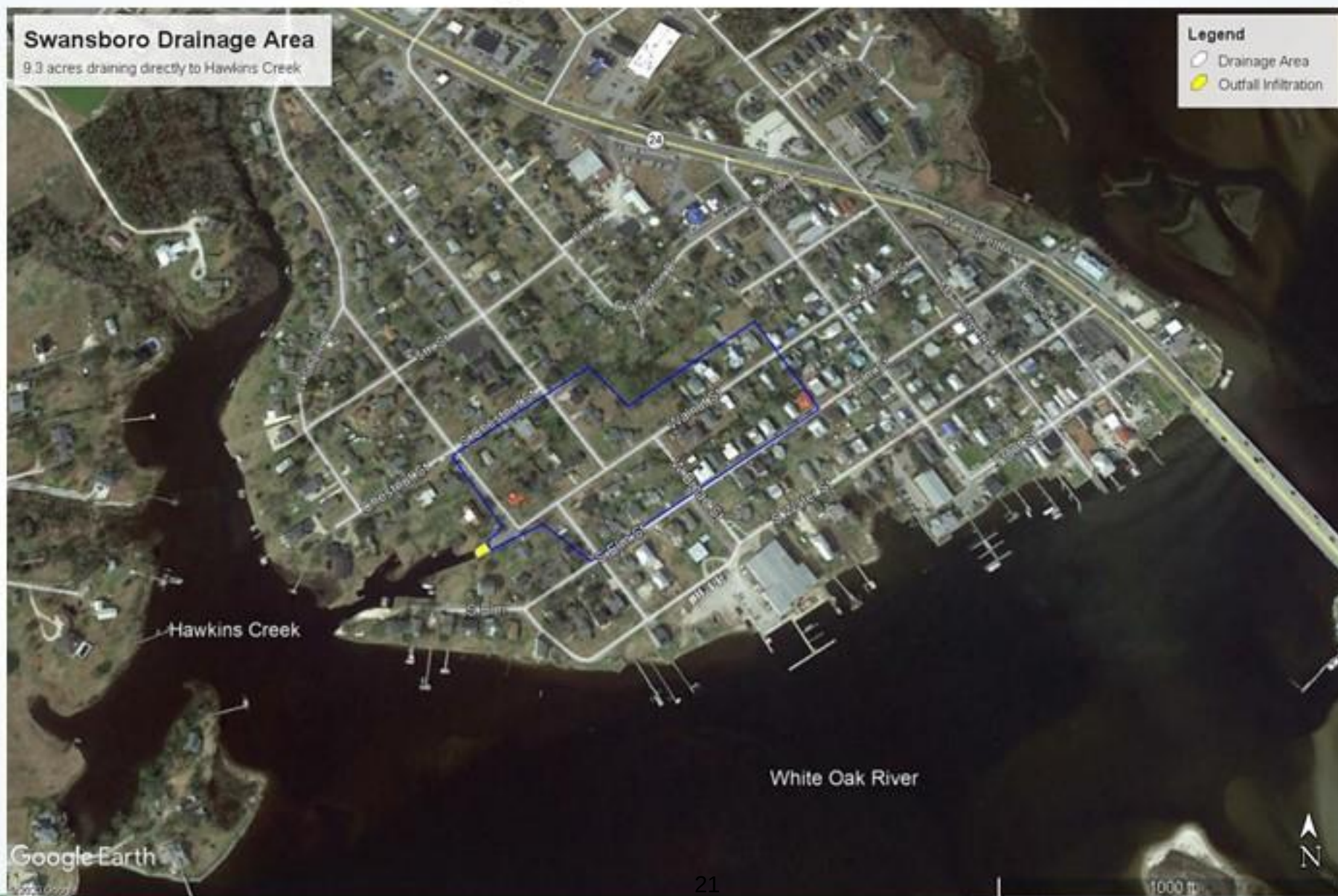
An aerial photograph of a residential property. A curved driveway, highlighted with a black cross-hatch pattern, leads from a dark asphalt road at the bottom towards a large, light-brown lawn. The lawn is bordered by a white fence. In the background, there are several houses with grey roofs and some trees. The property is situated next to a body of water, visible as a dark area on the left side of the image.

PRELIMINARY NOT FOR PERMITTING OR CONSTRUCTION			
 Coastal Stormwater Services, Inc. 173 HIDDEN LAKE RD. KENNESAW, GA 30144 770.435.4456			
NORTH CAROLINA COASTAL FEDERATION 3467 NC 24 DUNSMITH, NC 28545 252.493.6155			
WALDOCK FORE PARK (CONTINUED)			

2020 Stormwater Outfall Retrofit Project – Walnut Street

- Project Description:
 1. The NC Coastal Federation secured a Section 319 NPS Pollution Control Grant to fund this project
 2. This project will include removing portions of the existing asphalt for Water Street and replacing it with eight (8) pervious Eco-Raster parking spaces similar to what was installed at the Town Hall campus. The project plan also includes a 1-inch overlay of asphalt on the project portion of Water Street.
- Project Funding:
 1. Total project cost estimates at \$80,000. \$35,000 of this project cost will be in the form of either cash-match or in-kind work.
 2. This project will be split between FY 2020-2021 and FY 2021-2022 with the engineering and design in the first FY and the construction in the latter.

Project Location



Project Description

Install a series of infiltration chambers within a gravel trench just upstream of the discharge pipe for the nine-acre Ward Creek residential watershed.

Intercept, slow down and infiltrate stormwater runoff discharging from pipe.

Base project design on successful Wrightsville Beach Lula St. project that reduced SW volume over 93% .

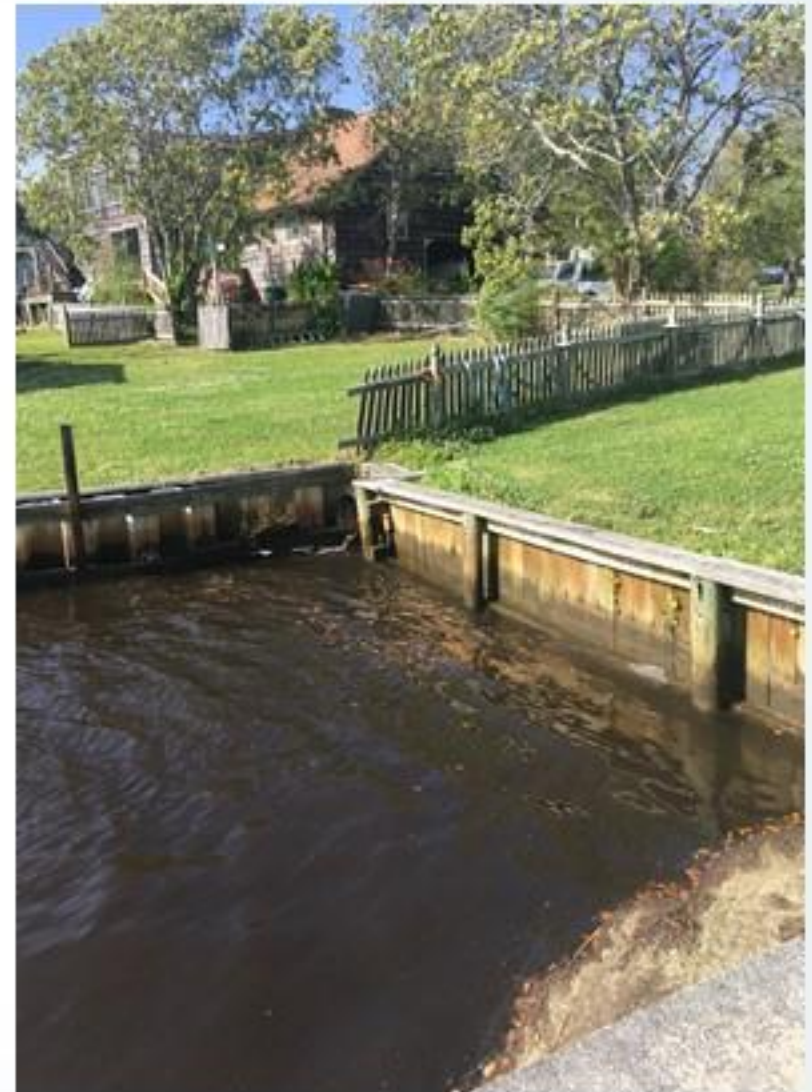


Project Results

Reduce the volume (thereby reduce pollutant load) of discharge from Walnut St. stormwater outfall to Ward Creek Watershed and surrounding waters by 4,800 cf (35,900 gallons) via infiltrating at least the 1.5" storm event.

In addition reduce sediment by 1,250 lbs/year (EPA STEPL tool). Bacteria is bound to sediment. Tool estimates capture almost 2 million gallons of runoff per year.

Community and additional audiences educated about stormwater and strategies for volume reduction.

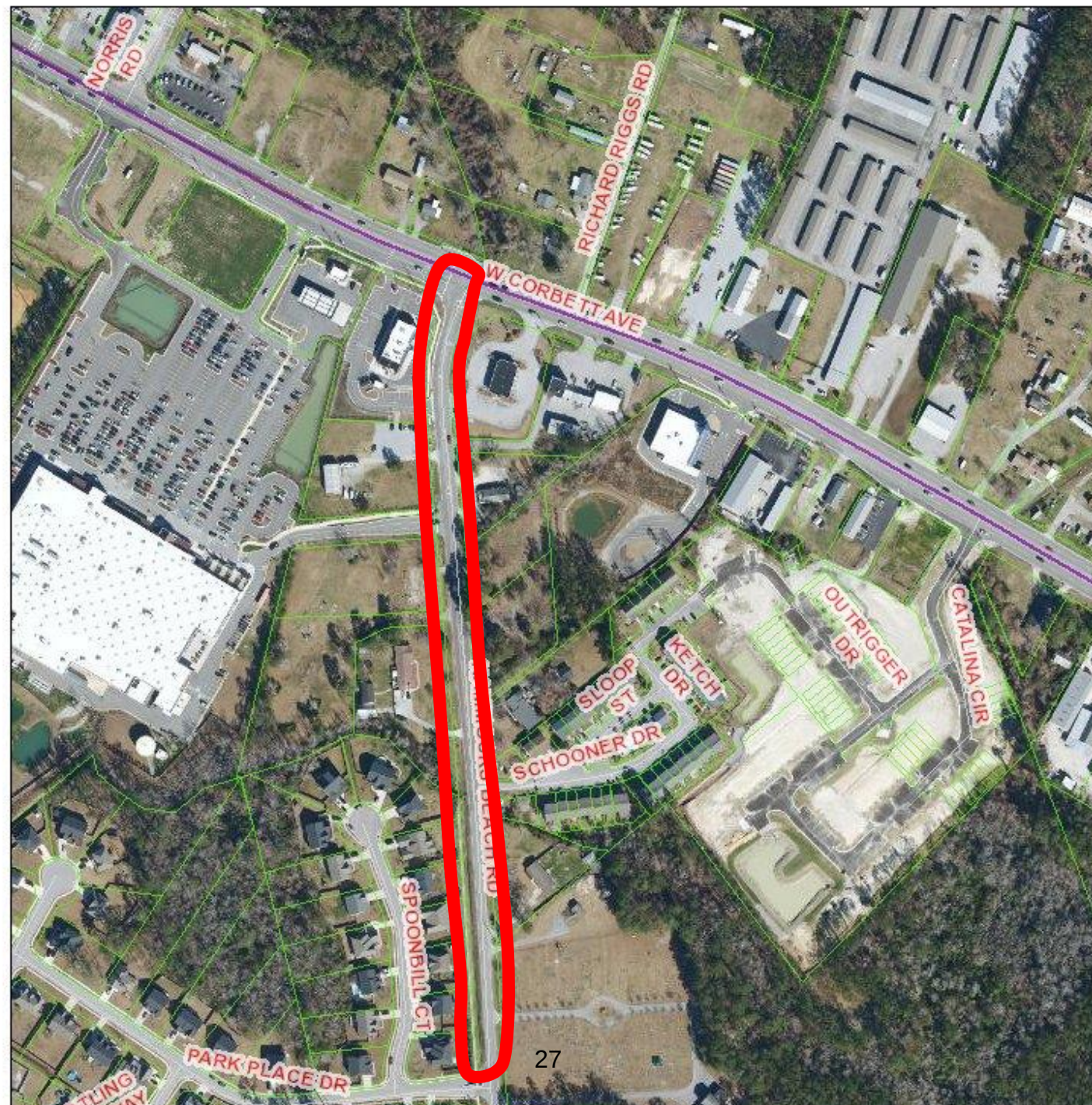


Sidewalk Project

- Project Description:
 1. This is a joint project with the NC Department of Transportation to design, permit, and install more sidewalks along W. Corbett Ave/NC Hwy 24, Old Hammocks Road, and Hammocks Beach Rd.
 2. This project has the following set of priorities and the team will proceed through each set until funding is exhausted:
 - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd);
 - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln;
 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr.
- Project Funding:
 1. Total project cost is \$483,302. NC DOT's portion is \$366,668 (75%) and the Town's portion is \$116,634 (25%).
 2. Construction is anticipated to commence March or April of 2021 depending on weather







2020 NC State Historic Preservation Office Florence and Michael ESHPP Hurricane Disaster Relief Grant – Emmerton School

- Project Description:
 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
- Project Funding:
 1. Total Project Cost estimated at \$424,000. The funds are collected in the form of reimbursements for the entire amount, and is 100% with no match required



Ann vonHoorn

PENDING APPLICATIONS

NC Resilient Coastal Communities Program

- The Town has partnered with Carolina Wetland Association on this project. The Town applied to NC Division of Coastal Management in late January 2021 and anticipate a response before the end of the first quarter.

GRANT OPPORTUNITIES

Section 319 NPS Pollution Control Grant

- Grant Deadline: Pre-Application is likely due March 2021
- Grant Match: 40%
- Grant Maximum: \$300,000
- Eligible Activities: Continued implementation of the 2017 Watershed Restoration Plan

NC Public Beach and Coastal Waterfront Access Grant (Currently funding the Boardwalk Project)

- Grant Deadline: Pre-Application is due April 16, 2021
- Grant Match: 25%
- Grant Maximum: No Max for this Grant - Please note that for the 2021 cycle, there is only \$1M to be divided amongst 20 Coastal Counties and their Municipalities
- Eligible Activities: The Town could continue work on the Dock Walk Project; look into installing a fishing pier/kayak launch at Ward Shore Park; look into installing additional kayak launch sites

NC Boating Infrastructure Grant Program (Funded the Church St Docks)

- Grant Deadline: Likely August 2021
- Grant Match: 50%
- Grant Maximum: \$200,000 - 2 levels of funding (this is the max for the previous cycle FFY2021...we would pursue FFY2022)
- Eligible Activities: Examples include Boat slips, piers, mooring buoys, dinghy docks, gangways; Restrooms, showers, laundry facilities; Dockside utility services (water, electricity, Internet); Fuel stations; Floating or fixed breakwaters, retaining walls, bulkheads; Planning, permitting, engineering services

NC Coastal Management Land Use Planning Grant (Used on our last CAMA LUP Update)

- Grant Deadline: Not Listed (this opportunity is not always funded by the State during budget shortfalls)
- Grant Match: none listed
- Grant Maximum: There is no set maximum but previous awards range between \$15,000-\$20,000
- Eligible Activities: This Grant fund has been used for LUP Development; Shoreline Erosion Control Plans, Coastal Hazard Infrastructure Vulnerability Assessments, Drainage Infrastructure Improvement Assessments, Various Flood Studies

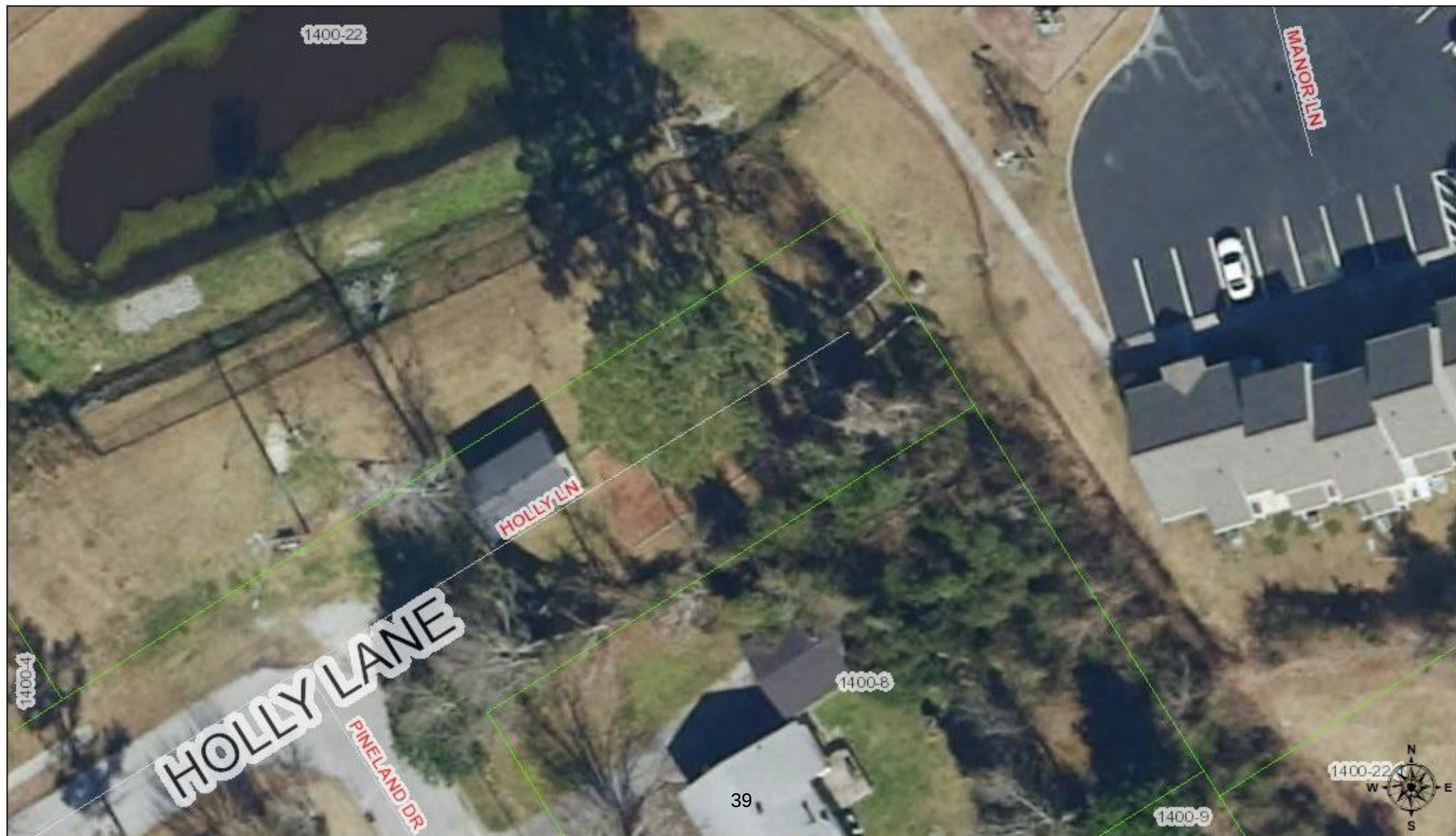
NC Coastal Recreation Fishing License Program (Used for the Bicentennial Park Fishing Pier in 2017)

- Grant Deadline: Typically, in July of every year. I have contacted the coordinator and she stated that this will not be available for this cycle do to COVID issues
- Grant Match: none listed
- Grant Maximum: no max listed...just a limit of funding divided between approved applications...2017 the last viable grant cycle
- Eligible Activities: this resource was used for the fishing pier at Bicentennial. Can be used in other locations is desired

NC Park and Recreation Trust Fund (Used on Municipal Park in the past)

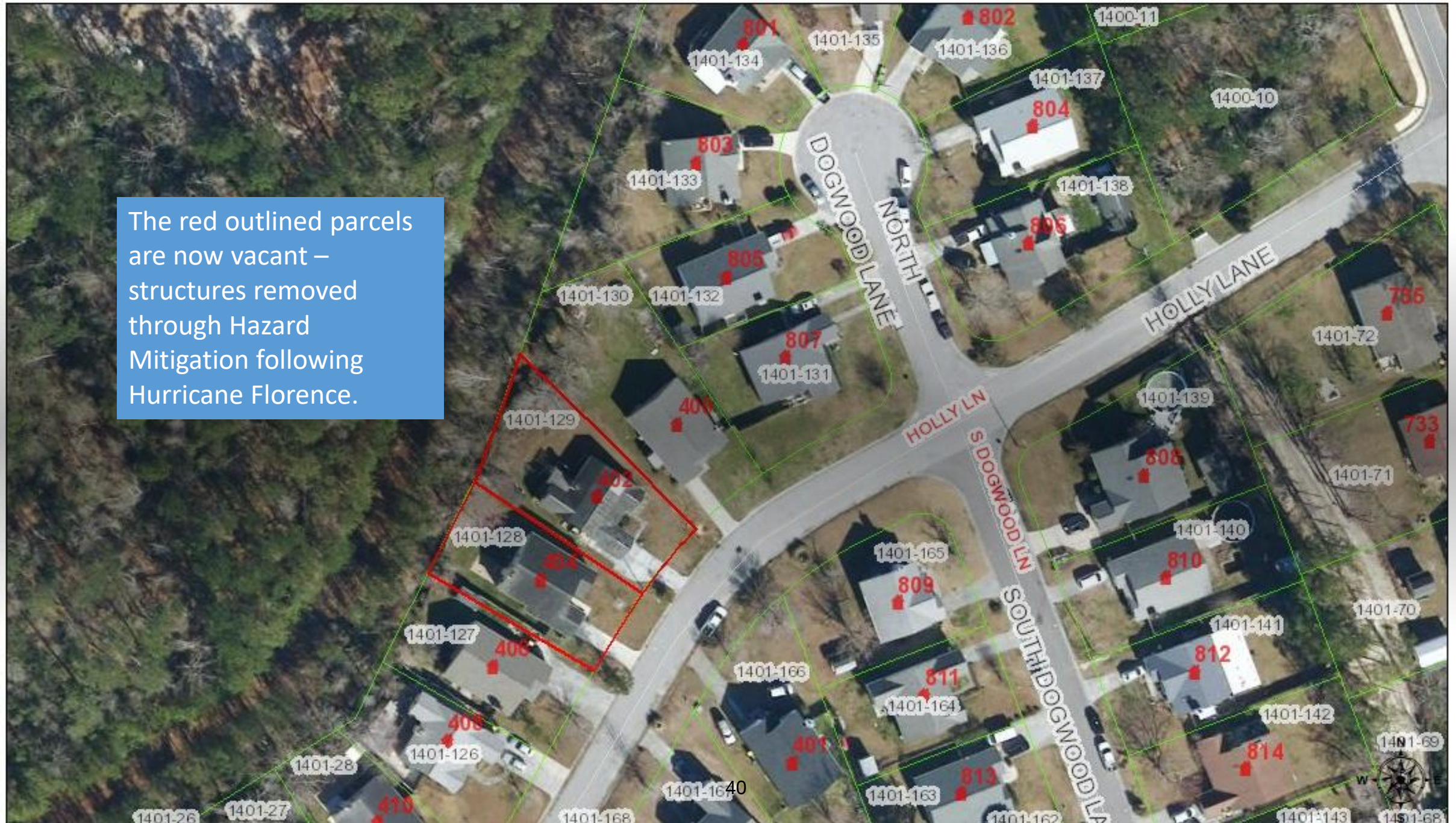
- Grant Deadline: May 3, 2021
- Grant Match: 50%
- Grant Maximum: \$500,000
- Eligible Activities: This fund can be used to the acquisition of land, park development, park redevelopment, etc.
- A possible project for Swansboro could be moving Pineland Park from a road ROW to real property.

Pineland Park Current Location



Buyout Property

The red outlined parcels are now vacant – structures removed through Hazard Mitigation following Hurricane Florence.



NC Trails Program

- Grant Deadline: Likely Pre-App due April 2021
- Grant Match: 25%
- Grant Maximum: \$100,000
- Eligible Activities: Examples include New Trail/Greenway Construction; Trail/Greenway Renovation; Approved Trail/Greenway Facilities & Trail Head/Trail Markers; Purchase of Tools to Construct &/or Renovate Trail/ Greenway; Land Acquisition for Trail Purposes

Land and Water Conservation Fund (LWCF)

- Grant Deadline: Likely Pre-App due March 2021
- Grant Match: 50%
- Grant Maximum: \$500,000
- Eligible Activities: Examples include creating parks and open space; protect wilderness, wetlands, and refuges; preserve habitat; and enhance outdoor recreational opportunities.

NC Land & Water Fund – Acquisition (previously CWMTF)

- Grant Deadline: February 2022
- Grant Match: no required match but investment in the projects is highly recommended
- Grant Maximum: no set max. Funding is based off of funding provided by Legislative Budgeting Cycles
- Eligible Activities: Examples include Property acquisition in order to protect and conserve riparian buffers for the purpose of providing environmental protection for surface waters and urban drinking water supplies and establishing a network of riparian greenways for environmental, educational, and recreational uses; Property acquisition in order to conserve land that represents the ecological diversity of NC; Property acquisition for Greenways

NC Land & Water Fund – Restoration (previously CWMTF)

- Grant Deadline: February 2022
- Grant Match: no required match but investment in the projects is highly recommended
- Grant Maximum: no set max. Funding is based off of funding provided by Legislative Budgeting Cycles
- Eligible Activities: Examples include Stream Restoration; Stream Enhancement; Streambank Stabilization

USDA – Rural Development Community Facilities Direct Loan and Grant

- This is a Loan/Grant program that could fund work on the Public Safety Building
- Funds available:
 - Low Interest loans
 - Grants (eligibility for grants – must be below 60% of the NC non-metro median household income. NC \$54,602...60% = \$32,761; Swansboro=\$48,922) Unfortunately we do not qualify
 - A combination of loan/grant
- Funding Priorities: Communities with population 5,500 or less

Golden LEAF Foundation – Open Grants Program

- Grant Deadline: open year round
- Grant Match: no required match but investment in the projects is highly recommended
- Grant Maximum: \$200,000
- Eligible Activities: the Foundation looks for projects in the following focus areas of **Economic Investment and Job Creation, Workforce Preparedness and Education, Agriculture, and Community Vitality.**
- We recently used this grant source to close the funding gaps in our generator replacements at Town Hall and the Public Safety Building

NC Department of Commerce – Economic Grants

- There are various Economic Grants through the NC Dept of Commerce that could be used for job growth, job retention, and infrastructure. These are reviewed on a case-by-case basis, so we would inquire when the need is present.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Festivals/Special Event Modifications 2021**

Board Meeting Date: **February 8, 2021**

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

Overview:

Swansboro Parks and Recreation hosts four major festivals along with many other smaller events each year. In 2020 all festivals were canceled due to the COVID pandemic. The department plans for each festival eight to twelve months in advance. Sponsorships, vendors, entertainers, and event logistics must be planned and confirmed well in advance. Sponsorships are normally solicited from January-April, with agreements confirmed by late April. It is difficult to anticipate what the guidelines will be, and the safety of our community is the number one priority.

The Parks and Recreation Department is recommending modifying downtown events through August 2021. Events affected would include Piratefest (May), Arts By the Sea (June), and July 4th Celebration (July 4). The large in person events held in Downtown Swansboro would be modified with themed activities to include virtual programs, scavenger hunts, vendor/sponsor spotlights, and limited participation for in person events. Safety protocols will be followed as well as mass gathering limits. Some examples of event modifications are having drive-thru events, participants signing up for a time slot and creating pods in the park socially distancing each group.

The Parks and Recreation Department was successful in modifying events such as Halloweenie Roast, Santa Fest and the Mullet Festival. Mullet Festival activities were conducted with a hybrid approach to include virtual activities, individual activities, and limited number of participants for in person events. The Parks Advisory Board supports modifying festivals and events through August 2021.

Recommended Action: Concurrence with the Parks Advisory Board recommended modification to downtown events through August 2021.

Reviewed By:

Town Manager _____ 2/1/2021
Town Clerk _____ 2/1/2021

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Visitor's Center Renovations**

Board Meeting Date: **February 8, 2021**

Prepared By: **Paula Webb, Assistant Manager/Town Clerk**

Overview: At its September 28, 2020 regular meeting, the Board reviewed conceptual plans that included the addition of a shower(s) and additional restroom at the Visitor's Center. Manager Seaberg also noted that the Swansboro TDA had expressed interest in assisting the Town to add an additional restroom.

At its January 21, 2021 meeting, Manager Seaberg shared a renovation quote of \$29,500 and conceptual plans with the TDA and asked for funding to move forward. The TDA approved a motion to award \$30,000 toward the conceptual renovation with the following conditions:

- A formal motion by the Swansboro BOC supporting the renovations; and
- Adding coined laundry equipment; and
- Sending a request to the Onslow County TDA for additional funding

Background Attachment(s): 1) Updated renovation quote to accommodate the coin laundry equipment \$35,600 2) Conceptual options

Recommended Action: Motion to formally support the VC conceptual renovations

Town Manager 2/1/2021
Town Clerk 2/1/2021

Reviewed By:

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ **Action if different from Recommended:**



Tue 1/12/2021 2:44 PM

Jim Stipe

Visitors Center Bathrooms

To Sonia Johnson

Electrical	\$6200.00 w/ washer dryer \$6,400.00
Plumbing	\$15430.00 w/ washer dryer \$17,550.00
Mechanical	\$500.00 w/ washer dryer \$650.00
Building	\$1500.00 w/ washer dryer \$1800.00
Sheetrock	\$1200.00
Painting	\$800.00
Flooring	\$3500.00
Washer/ Dryer	\$3700.00
TOTAL	\$35,600.00

Jim Stipe

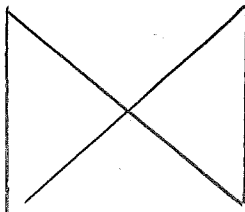
Public Works Director/Building Inspector

Town of Swansboro

Office 910-326-4428

Fax 910-326-3101

handicap
parking

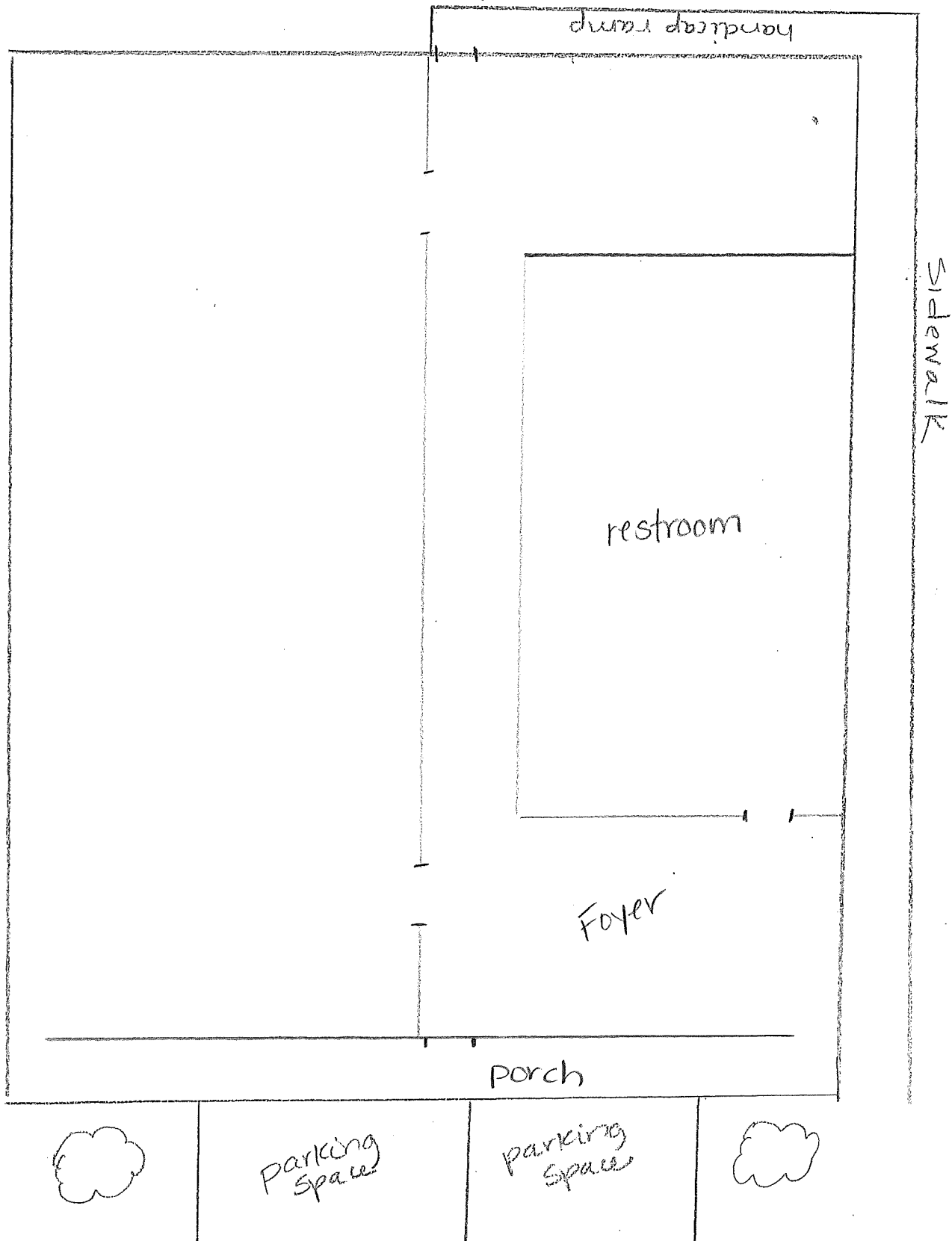


parking

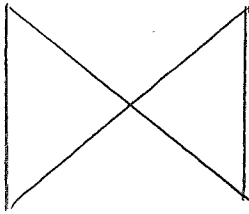
parking

parking

Existing
Layout



Handicap
Parking

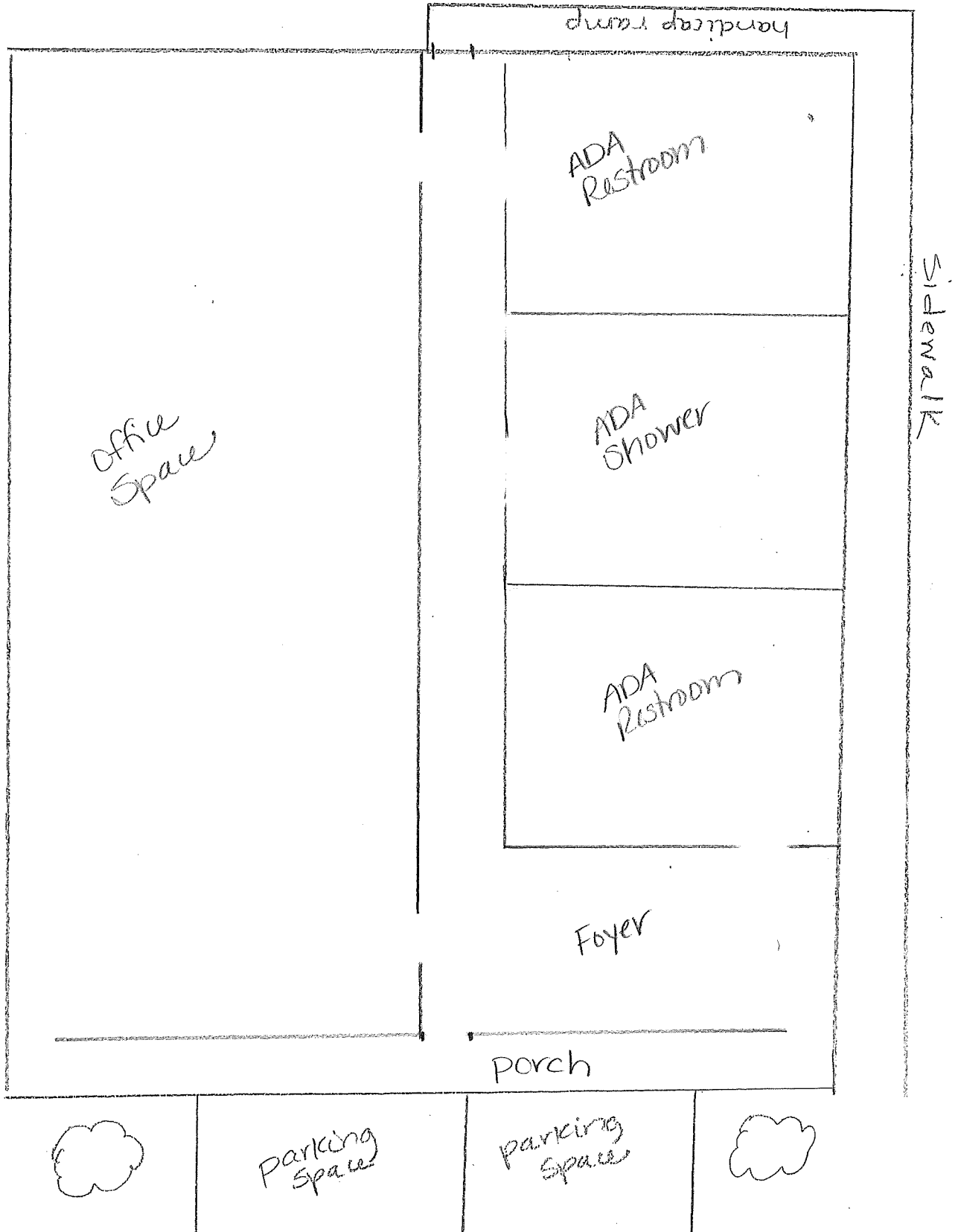


parking
space

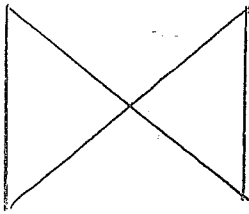
parking
space

parking
space

Option
A



Handicap
Parking

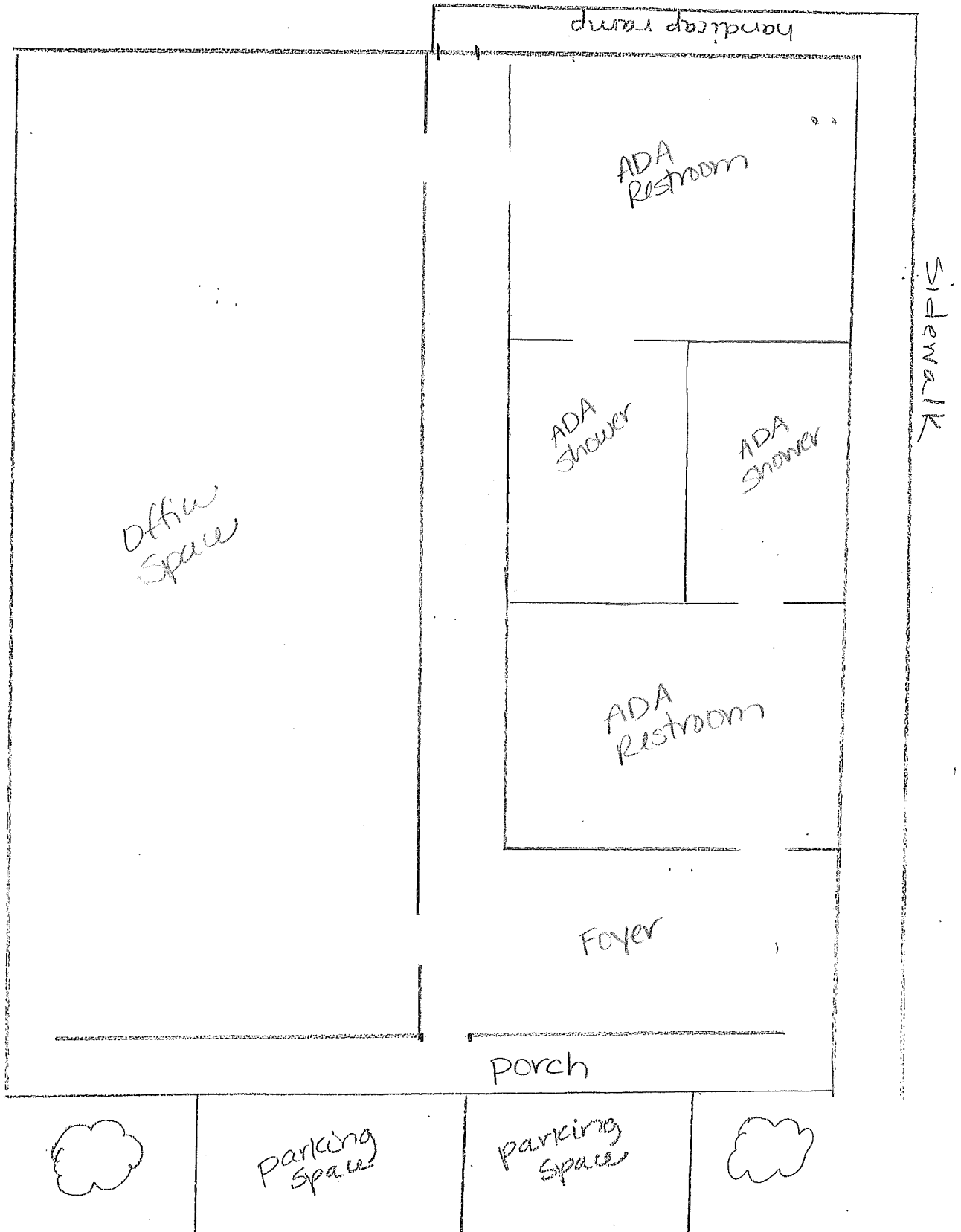


parking
space

parking
space

parking
space

Option
B
(if ADA
compliance
can be
accomplished)





Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2021-4**

Board Meeting Date: **February 8, 2021**

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

Overview:

1. **Emergency Management**-Church Street Dock incurred damages due to high winds and storm surge during Hurricane Isaias. Requesting \$5,000 to be appropriated from fund balance. The Town is working with the state and federal agencies for the reimbursement of certain expenses.

Source of Funds: Appropriated Fund Balance

2. **Fire Department**-Insurance proceeds of \$5,259.40 were received on 09/15/20 for an incident that occurred on 09/05/2020 involving a vehicle.

Source of Funds: Insurance Proceeds

Background Attachment(s):

- Budget Ordinance Amendment #2021-4

Recommended Action:

- Motion to approve Budget Ordinance Amendment #2021-4

Reviewed By:

Town Manager _____
Town Clerk _____

Finance Director 02/01/21
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended:

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 20/21

BUDGET ORDINANCE AMENDMENT #2021-4

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2021:

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

Appropriations

Increase

Emergency Management	\$5,000.00
Fire Department	\$5,259.40

Revenues

Increase

Appropriated Fund Balance	\$5,000.00
Insurance Proceeds	\$5,259.40

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

Adopted by the Board of Commissioners in regular session, February 8, 2021.

Attest:

John Davis, Mayor

Paula Webb, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **February 8, 2021**

Prepared By: **Paula Webb – Assistant Manager/Town Clerk**

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

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

Proposed for February 22, 2021 Agenda

Hazard Mitigation Plan Update

Future Agenda Items

- * Public Hearing – Text Amendments/Sign Amortization *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Temporary Signs *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Food Truck Vendors *deferred by BOC 12/14/20*
- * Further LUP Review/Amendments
- * Stormwater Discussion and Annual Report (*Report placed on Town Website September 2020*)
- * Comprehensive Transportation Plan Revisions
- * Gateway Plan Discussion/Town Limits Beautification
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Text Amendments – compliance with 160D – *delayed until August 1, 2021*
- * Text Amendments – Remove Cell Towers as use in B2HDO and other zones if permissible
- * Downtown Traffic Movement Decision
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Friend of the Court (amicus brief) opportunity – Seismic Airgun Blasting

Presentations

- * ONWASA Update
- * SHS Swim Team Recognition – *Mayor checking level of accomplishments*
- * SMS Wrestler State Championship Recognition – *still waiting on response from Coach Starlin*
- * COVID 19 Response Recognitions – TBD



February 2, 2021

Mr. Christopher D. Seaberg
Town Manager
601 W Corbett Avenue
Swansboro NC 28584

**Re: Public Safety Building Restoration/Relocation
Proposal Status Memo**

Dear Chris:

We felt that the videoconference of 1/22/2021 with Paula, Mark, Ken, and Russell was most informative. We are excited about rolling into the planning phase of the work on the EOC/Public Safety Building Plan/Study with the Town of Swansboro.

The first two of three facets of the planning involve structurally upgrading the current facility at 609 W Corbett Ave. to meet the standards of the 2018 NC Building Codes. To prescribe what it takes to do that requires analysis of what we are starting with: the structure you can see, and the structure below ground that holds it up...similar to the relationship of a tree to its roots.

We have reached out to Brandon Wooten at Ceko to see what they might have kept on record for the 1989 building. Likewise, we've spoken with Patrick Allen at Tarheel Buildings of New Bern (the Contractor who built the building). Tarheel may have something; we're waiting to hear back.

If the as-built information is unavailable, we will determine the conditions through more intensive field exploration. Having richer information about the building at the start would allow us to do that work more economically for you. We will find out whatever needs to be found out to repair/restore your building. I do expect to nail this down and get a proposal out by 2/11/2021.

Sincerely,

THE WOOTEN COMPANY

Russell D. Pearlman, AIA
Project Architect

rdp

120 North Boylan Avenue
Raleigh, NC 27603-1423

919.828.0531
Fax 919.834.3589

www.thewootencompany.com

Department Reports for December 2020

Administrative Services

- Phone Records Report for December: 2,048 calls
 Town Hall – 756 Parks and Recreation – 192
 Police Department – 465 Fire Department – 96 Outgoing totals – 539
- Building permits sold for December: 41 residential/commercial combined; \$9,561.54 total fees collected (includes 11 re-inspections)
- 192 building inspections processed/4 fire inspections processed
- 47 various receipts processed
- 215 ONWASA payments, 0 new services, 0 other transactions
- 9 Work Orders generated for Public Works
- 0 Notarization's performed
- Admin staff made daily checks (Mon-Fri) of Visitor's Center to assure cleanliness/stocked
- COVID19 Policy developments – met with Dept Heads to assure understanding of policy, distributed policy to all employees regarding ARTICLE XIII. COVID-19 EMERGENCY SAFETY PLAN Section 2. COVID-19 PLAN
- Public Records Request – DiFabrizio Attorney/Skatepark
- Public Records Request – Elevation Certificate/220 Der Island Road
- Working with Jon Barlow on Salary Study
- Weather Alert postings 12/16 and 12/22
- Assisted Computer Warriors with computer changeouts and server updates
- News Release – Anna Stanley CPRP Certified
- News Release on Yard Debris Delay
- News Release on Christmas Tree Pickup
- Distribution of Annual Service Pins to employees
- Finalized *November* Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- HR-related items estimated at 29.75 hours (includes new hire processing, interviews, timesheets, policy review, employment verifications, benefit submittals, preparation of job descriptions/submittals/postings, etc.)
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 10,081. Total Page Views 24,642. Top 5 pages viewed in *December* – Police 313, Employment 312, Special Events 294, Permitting 244, Contact Us 240

Finance

- Sales & Use Tax received in December 2020: \$91,618

Department Reports for December 2020

- Accounts Payable Summary for December 2020:
197 Invoices-Totaling \$258,209
9 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for December 2020 (57.9)
- Processed payroll-12/4, 12/18 & 12/31/20; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-December 2020-\$1,338
- Updated Stormwater spreadsheet
- November 2020 Bank Reconciliation-Town accounts
- November 2020 Bank Reconciliation-Swansboro TDA
- Processed TDA checks
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal.
- Hurricane Isaias: Gathered receipts related to the storm
- Updated the Management Discussion and Analysis (MD&A) for the audit report
- The Finance Director received the draft of the financial report. Draft has been reviewed by the Finance Director and submitted to the Local Government Commission (LGC)
- Updating the statistical section of the CAFR

Fire Department

Fire Calls

- 31 Total Fire Calls
 - 14 Calls in Town including - 4 MVC, 6 Alarm Systems, 1 Assist PD, 1 Tree Fire, 1 Electrical Hazard, 1 Smoke Scare
 - 2 Calls in White Oak District - 1 Brush Fire, 1 Service Call
 - 8 Mutual Aid - 6 Structure Fires, 2 MVC
 - 7 EMS – 2 Medical, 1 Sick Person, 1 EMS Assist,
 - 1 Lift Assist, 1 Cardiac Arrest, 1 Fall
- 254 Training hours - Paid Staff
- 47 Training hours – Volunteer Training
- 204 Hours Volunteer Duty Days = 8-24hr & 1-12hr Shift

Cost Saved 204 hrs. x \$14.00 = \$2,856

Paid Staff

- All paid positions are currently filled

Part-time Staff

- Currently 2 Part-time positions open

Volunteer Staff

- Currently 12 Volunteers – 7 are Interior Firefighters
- Congratulation to Ashley Russell for completing Level 1 & 2 NC Fire Certifications

Department Reports for December 2020

Vehicle Repairs

- Anti-freeze repaired in Engine 1703
- Pending replacement of Heater Control Valve for Engine 1705
- Master Switch replaced on Tanker 1707
- Transmission Lines on order to repair leak on Brush Truck 1709

Department Activities

- Hose testing completed; limited amount of failure; no new hose needed this year

Police Department

Patrol:

- 138 Reportable Events
- 8 Motor Vehicle Crashes
- 41 Citations; 41 Verbal/Written Warnings
- 5 Felony Arrests
- 8 Misdemeanor Arrests
- 2 Arrests by Warrant Service
- 8 Arrests with Transport to the Onslow County Jail
- 13 Felony Crimes Reported (5-Larceny; 3-Fraud; 2-Drug; 2-Break & Enter; 1-Obtaining Property by False Pretense)
- 39 Misdemeanor Crimes Reported (16-Larceny; 8-Property Damage; 6-Assaults; 2-Traffic Related; 2-Trespassing; 5-Other)
- 13 Disputes/Public Disturbances
- 21 Alarm/Open Door
- 1 Overdose (non-fatal)
- 1 Crisis Intervention with Mental Subject
- 52 Requests by Other Agencies for Assistance
- 67 Requests by Citizens for non-Crime Related Assistance

4,477 Operational Events Performed on Patrol

Community Service/Training:

- 2 Vehicle Unlocks
- 1 Funeral Escort
- 90 Foot Patrols
- 105 Business Closing Standby's
- 7 Requests by Residents for Residence Check

Admin Services:

- Answered 276 phone calls during business hours
- Assisted 104 walk in requests for assistance during business hours
- Took 21 requests for reports during business hours

Department Reports for December 2020

Parks and Recreation

DIRECTOR'S REPORT

COVID-19

- Reviewed and distributed new Town COVID policies
- Adjusted number of participants enrolled in programs to only allow 9 participants and 1 staff member
- Continue to communicate with staff throughout the month with updates, safety precautions, and staff schedules
- The Recreation Center, all park facilities, indoor and outdoor reservations remain open and the Recreation Center operating on reduced hours
- Attend Director's call with NCRPA weekly to receive updates and gain information from other departments about closing, programs, and special events due to COVID-19

Miscellaneous

- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings via Zoom
- Attended the NCRPA Virtual Conference
- Facilitated holiday Wreath Class
- Zoom meeting with Waterway Guide to update Church Street Dock information and how-to manager our information on the site
- Zoom meeting with Soft Surface; research surfaces for playgrounds
- Submitted a request for the NCLM Insurance Pool Safety Grant for the purchase of security camera's at Swansboro Municipal and the Recreation Center
- Began discussion for the 2021 festivals addressing vendors, sponsors, virtual events, and to develop a tentative plan for the year
- Researching other recreation departments filed rental fees and policies
- Webinars: NCAFE-How to Manage your Festivals/Events During this Unprecedented Time, How to Manage your Festivals/Events During this Unprecedented Time (3weeks)

Metrics

- Facebook management continues – 12,313 followers.
 - Post Reach 8,001, down 53%
 - Page Likes, 45, down 30%
 - Post Engagement, 1,077 down 37%

Department Reports for December 2020

- Activity Report for December

Organization Activity

From 12/5/2020 to 1/4/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	55	11	2	0	57	0
Resident	7	0	0	0	3	
Non-Resident	48	11	2	0	54	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	13	0	0	0	13	
18 - 65	31	8	1	0	37	
65+	10	3	1	0	6	
Male	19	8	2	0	23	
Female	36	3	0	0	34	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	29	0	0	N/A	37	
In-Person	26	11	2	N/A	20	

December Revenue

- Slip Fee - Town Dock \$843.50
- Dog Park Registrations \$30.00
- Rec Program Fees \$562.00
- Gym Memberships \$0.00

RECREATION PROGRAM SUPERVISOR REPORT

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock slip reservations/Pump Outs
- Compiled Daily Deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs in RecDesk for registration
- Submitted weekly Community Service Work Program timesheets

Planned programs and other monthly work:

Pickleball Open Play Season

- Meeting with pickleball members about upcoming year pricing, requests, concerns
- Emailed a recap of meeting to those who could not attend the meeting
- Emailed all pickleball registrants from last year about pricing changes and registration dates

Department Reports for December 2020

Bob Ross Class

- Moved original December date to January
- Contacted all registrants of date change

NCRPA Conference

- Attended 3-day virtual conference sessions

Cook with Your Kid: Virtual Pie Making Class

- Researched pricing for supplies needed for kits
- Discussed virtual event with staff for feedback about zoom and registration numbers
- Scheduled virtual class date for January 30th

Kids Holiday Dash-n-Go

- Picked up inflatables and decorations for event
- Assigned staff/volunteer duties for event
- Prepared all bags to be handed out
- Contacted police department about assisting with traffic
- Uploaded photos from event to social media
- Advertised event flyer and information with local elementary schools through Peachjar
- Requested Tideland news article about the event

Resin Jewelry Class

- Contacted instructor about safety precautions and requirements
- Contacted all registrants about check in procedures, and safety protocols
- Uploaded photos to social media platforms

Fellowship Night: Holiday Party

- Scheduled program date for December 21
- Meeting with instructor about program details
- Ordered supplies for program
- Scheduled January program date

Onslow County Senior Games Meeting

- Attended meeting on Dec 15 for Senior Games about the upcoming year/dates/information

Rec Roundtable Virtual Meeting

- Attending online meeting on December 22, about local recreation/parks programs and events

Survey Monkey

- Created new survey template with additional questions
- Emailed all participants from December programs survey links for feedback on programs

Department Reports for December 2020

Future Programs and Events Research/Work

Camping 101 Seminar

- Planning a spring seminar about camping for the local community
- Contacted ASU professors for contacting students who may be interested in helping with program
- Planned a virtual meeting with student for after holidays to discuss program and talk about ways they can assist

Blood Connection – Blood Drive

- Responded email from agency to discuss Blood Drive dates/details
- Scheduled meeting for January 7, 2021

Drive-in movie

- Contacted local company about costs of rental equipment for an outdoor movie
- Contacted and discussed a late winter/spring movie with Onslow County Parks and Recreation at Hubert Park

Permitting

Planning Board

- December 1, 2020 Regular Meeting Canceled

Historic Preservation Commission

- December 15, 2020 Regular Meeting Canceled

Training

- Attended the 2020 NFIP Summer Workshop Series (webinar), Learning Series Part V - Substantial Damage Determinations and Process

Projects/Misc.

- Notified businesses that had temporary signs out that the relaxation of the sign regulations due to COVID would cease. Removed signs not in compliance or that were unpermitted
- Issued a Notice of Violation to the Saltwater Grill for unpermitted improvements made below the base flood elevation. No response received to date
- Issued a Notice of Violation for the political sign located on Rivera Lane. No response received to date
- Approved the Final Plat for Swansgate subdivision

Public Works

- Oyster Bay Storm Drainage Easement reprofiling was completed. New drainpipe was installed under Oyster Bay Drive
- Seashore Drive Storm Drainage Easement reprofiling was completed
- Yard Waste Totals: 301 Bags, 210 Bundles, 2Loads, 0 Trees, 8 Man Hours

Department Reports for December 2020

- Custodial Work and Works orders continue

Storm Drainage Maintenance Report

Drainage Easement Maintenance: Includes weed eating/cutting swale, inspecting swale for proper grade, re-grading where necessary, inspecting catch basin for debris buildup, removing silt buildups where necessary

Complaint Mitigation: A number of drainage easements in Forest Brook Subdivision, Halls Creek North, Swansboro Acres have been identified to be re-profiled