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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, November 22, 2021

Board Members

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

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

September 13, 2021, Closed Session Minutes

October 25, 2021, Closed Session Minutes

November 8, 2021, Regular Meeting Minutes

November 8, 2021 Closed Session Minutes

{Note: All Closed Session minutes are sealed upon adoption unless otherwise stated within the motion or as required by state statutes.}

IV. Appointments/Recognitions/Presentations - None

V. Public Hearing - None

VI. Business Non-Consent

a. Food Truck Discussion

Jennifer Ansell
Planner

Tabled from the November 8, 2021 Regular Meeting

The Board of Commissioners approved Ordinance 2021-O7 at the July 26, 2021 meeting which permitted food trucks and push carts on properties within the B-1, B-2, B-3, and M-I zoning districts, however, the eligible properties also had to be within either the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified on the Future Land Use Map in the 2019 CAMA Land Use Plan.

Following the approval, the Board requested that the Planning Board consider a recommendation to exempt the outparcel located at 1411 W. Corbett Ave (parcel #050965) from the requirement that it be in one of the three land use designations. The Commissioners also expressed a desire to do so without amending the Land Use Plan. The property at 1411 W. Corbett Ave is within the B-1 zoning district but is designated as Low-Density Suburban Neighborhood on the Future Land Use Map.

The Planning Board reviewed the request at their October 5, 2021 regular meeting and unanimously recommended denial of the proposal due to its inconsistency with Section 5, Future Land Use, of the 2019 CAMA Land Use Plan.

Action Needed: Discuss and provide further guidance

b. Financial Report - October 31, 2021

Sonia Johnson
Finance Director

Action Needed: Receive report

c. Future Agenda Items

Alissa Fender
Town Clerk

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

Action Needed: 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 Report/Comments

Manager Brief

Departmental Reports

Paula Webb

Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session

Board of Commissioners

Action Needed: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (2) to review 2021 Sam Bland Award applications, and (5) to review contract terms of a public officer.

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
November 8, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, Commissioner Harry PJ Pugliese, and Commissioner Laurent Meilleur. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19 due to increased COVID19 cases county-wide. 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 5:30 pm and roll call taken. Mayor Davis gave the invocation.

Public Comment

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

Adoption of Agenda

Mayor Pro Tem Tursi moved to adopt those Consent Items, amend the agenda to remove discussion on Food Trucks until a later date, remove discussion on the Town Manager and enter closed session under NCGS 143-318.11 (a) (6) to discuss personnel. Commissioner Pugliese seconded the motion, which received a unanimous vote.

Consent Items:

Meeting Minutes

- September 21, 2021, Joint Meeting w/ Historic Preservation Commission
- October 25, 2021, Regular Meeting Minutes
- September 27, 2021, Regular Meeting Minutes

Records Retention Schedule Updates

Pursuant to a motion duly made in closed session, the Board returned to open session. Mayor Davis announced that Alissa Fender had been selected as the new Town Clerk/Admin Services Director beginning November 9, 2021, and Paula Webb selected as the next Town Manager. An official contract would be signed in 2 weeks. The vote for both was unanimous.

Mayor Pro Tem Tursi shared that he was excited about the choices made and moving forward it was critically important to have a strong manager who understands and honors the type of government in Swansboro and the traditions. Paula is certainly the right person for the job.

Commissioner Meilleur shared that he was ecstatic about the promotions, stating that both Paula and Alissa have proven skills, emotional intelligence for the jobs, believed in the towns form of government, and could stand tall against challenges they may face.

Commissioner Pugliese shared that he was excited as well for both promotions. The Board made a good choice, because both were huge assets to the town and work really hard. He looked forward to seeing where they take the town and how they work with the board.

Commissioner Philpott congratulated both Paula and Alissa. Paula has a tremendous amount of experience and the Board made really good choices on both promotions.

Commissioner Turner shared that she had worked with Paula and Alissa for many years and could not be happier and agreed this was one of the best decisions for Swansboro.

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda.

Cynthia LaCorte of Elm Street congratulated those appointed tonight adding that she thought the meeting was to be in-person tonight. The Board needed to fully understand that it worked for the people. She encouraged the Board to return to full in-person meetings, all other jurisdictions have done so. Mayor Davis apologized for the confusion and explained that the Board had agreed to return to in-person meetings on November 22, 2021.

Scott Chadwick of Oyster Bay Road shared excitement for Paula and Alissa. Both were extremely capable for performing the positions appointed to.

Manager's Report

Manager Webb was appreciative of the Board's support and looked forward to the challenge ahead. Town Clerk Alissa Fender also thanked the Board and looked forward to her new role with the Town.

Board Comments

Board members shared that they were looking forward to returning to in-person meetings.

Adjournment

On a motion by Commissioner Meilleur, seconded by Mayor Pro Tem Tursi, the meeting adjourned at 6:10pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment – Food Truck and Push Cart Vendors**

Board Meeting Date: **November 22, 2021**

Prepared By: **Jennifer Ansell, Planner**

Overview: The Board of Commissioners approved Ordinance 2021-O7 at the July 26, 2021 meeting which permitted food trucks and push carts on properties within the B-1, B-2, B-3, and M-I zoning districts, however, the eligible properties also had to be within either the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified on the Future Land Use Map in the 2019 CAMA Land Use Plan.

Following the approval, the Board requested that the Planning Board consider a recommendation to exempt the outparcel located at 1411 W. Corbett Ave (parcel #050965) from the requirement that it be in one of the three land use designations. The Commissioners also expressed a desire to do so without amending the Land Use Plan.

The property at 1411 W. Corbett Ave is within the B-1 zoning district but is designated as Low-Density Suburban Neighborhood on the Future Land Use Map.

An earlier draft ordinance was revised following the August 10, 2020 meeting of the Board of Commissioners and subsequent meeting with Commissioners Philpott and Tursi in September 2020. The proposal attempted to align the allowance of these types of vendors with the commercial nodes identified on the Future Land Use Map.

A proposal to exempt the parcel could be considered a form of “use variance”. The underlying issue appears to be that this area should have been considered a commercial node on the Future Land Use Map to reflect the existing commercial development. This is the same scenario for the Bailey Center property, and for Team Chevrolet which is identified as Rural Agricultural.

Additionally, both the Planning Board and Board of Commissioners in reviewing development approvals are charged with making a brief statement describing whether the action is consistent or inconsistent with the adopted comprehensive plan. If the Land Use Plan is not amended, any

Reviewed By:

Town Manager _____
Town Clerk 11/2/2021

Finance Director _____
Town Attorney _____

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

proposed commercial project or commercial text amendment impacting these areas would be inconsistent with the plan.

Planning Board Recommendation: The Planning Board reviewed the request at their October 5, 2021 regular meeting and recommended denial of the proposal due to its inconsistency with Section 5, Future Land Use, of the 2019 CAMA Land Use Plan. The vote was unanimous.

Background Attachments:

Planning Board Statement of Consistency
Future Land Use Map

Action Needed: Direction to Staff to:

- 1) Schedule a public hearing on the proposed text amendment exempting parcel #050965 pursuant to Board of Commissioners Policy 9, Scheduling of Public Hearings when the Planning Board and Staff do not support the amendment; or
- 2) Discuss the commercial nodes further with the Planning Board to determine if an amendment to the Land Use Plan is warranted.

PLANNING BOARD STATEMENT OF CONSISTENCY

Food Trucks Text Amendment for Parcel Exemption

During its October 5, 2021, regular meeting, the Town of Swansboro Planning Board considered a proposed amendment to the Unified Development Ordinance, Section 152.180, NOTES TO THE TABLE OF PERMITTED/SPECIAL USES/CONDITIONAL ZONING DISTRICTS (CD), to add an exemption to (DD) Note 30.

The proposed amendment serves to further clarify the recently adopted amendment (Ordinance 2021-07) by adding a parcel exemption for the Food Lion outparcel further identified as tax parcel #050965.

The Planning Board found that the proposed change was **inconsistent** with the current Comprehensive Plan, specifically the 2019 CAMA Land Use Plan Update, Section 5, Future Land Use, and has been recommended for **denial** by the Planning Board.

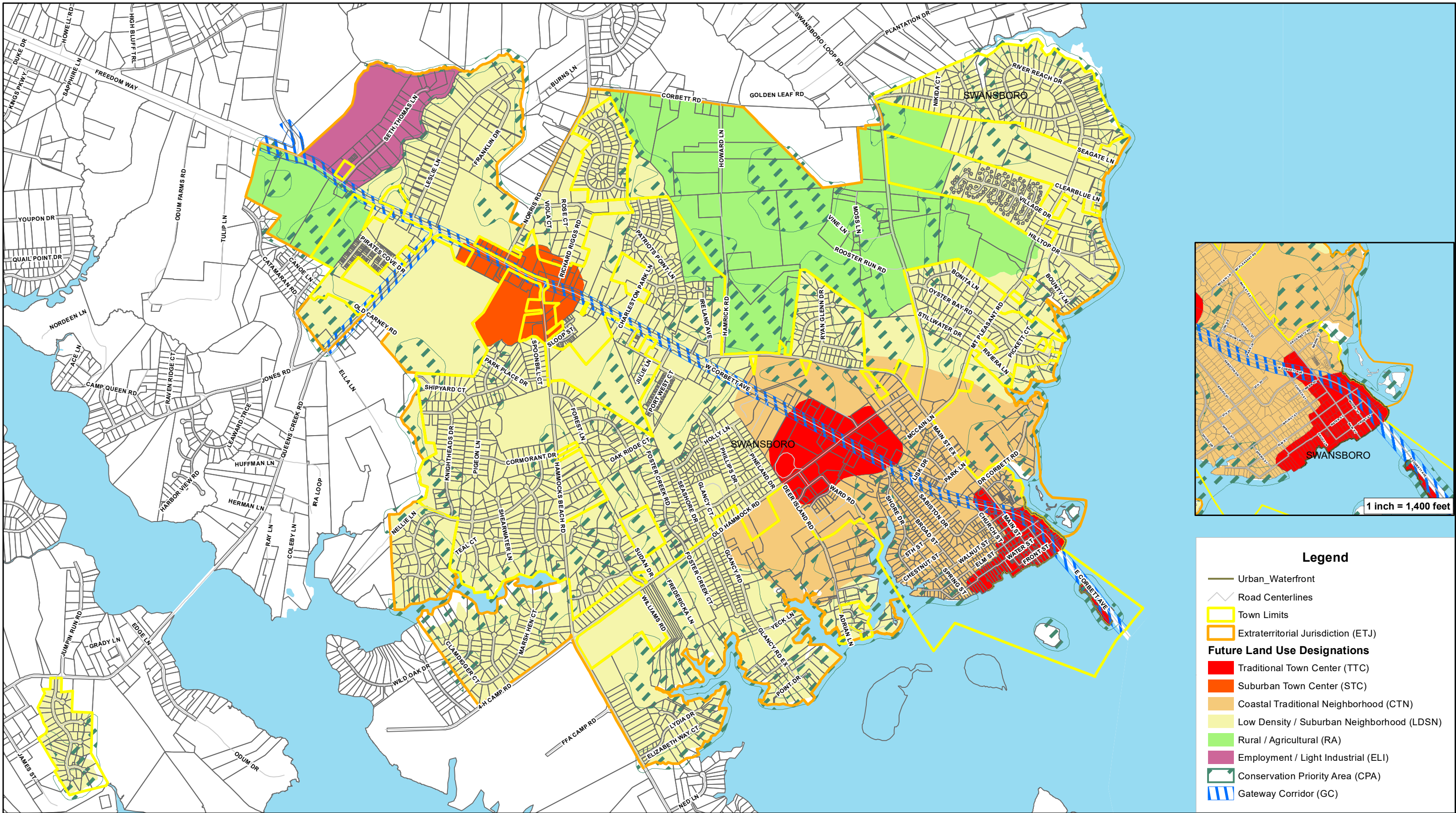
This statement reflects the recommendation of the Town of Swansboro Planning Board this the 5th day of October 2021.

5/0

Vote

A handwritten signature in black ink, appearing to read "Scott Chadwick", written over a horizontal line.

Scott Chadwick, Planning Board Chairperson



Legend

- Urban_Waterfront
- Road Centerlines
- Town Limits
- Extraterritorial Jurisdiction (ETJ)

Future Land Use Designations

- Traditional Town Center (TTC)
- Suburban Town Center (STC)
- Coastal Traditional Neighborhood (CTN)
- Low Density / Suburban Neighborhood (LDSN)
- Rural / Agricultural (RA)
- Employment / Light Industrial (ELI)
- Conservation Priority Area (CPA)
- Gateway Corridor (GC)



SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use -

Date printed: 2/12/2020

1 inch = 1,600 feet

Adopted: January 22, 2019
Amended: June 8, 2020

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF OCTOBER 31, 2021)**

REVENUES

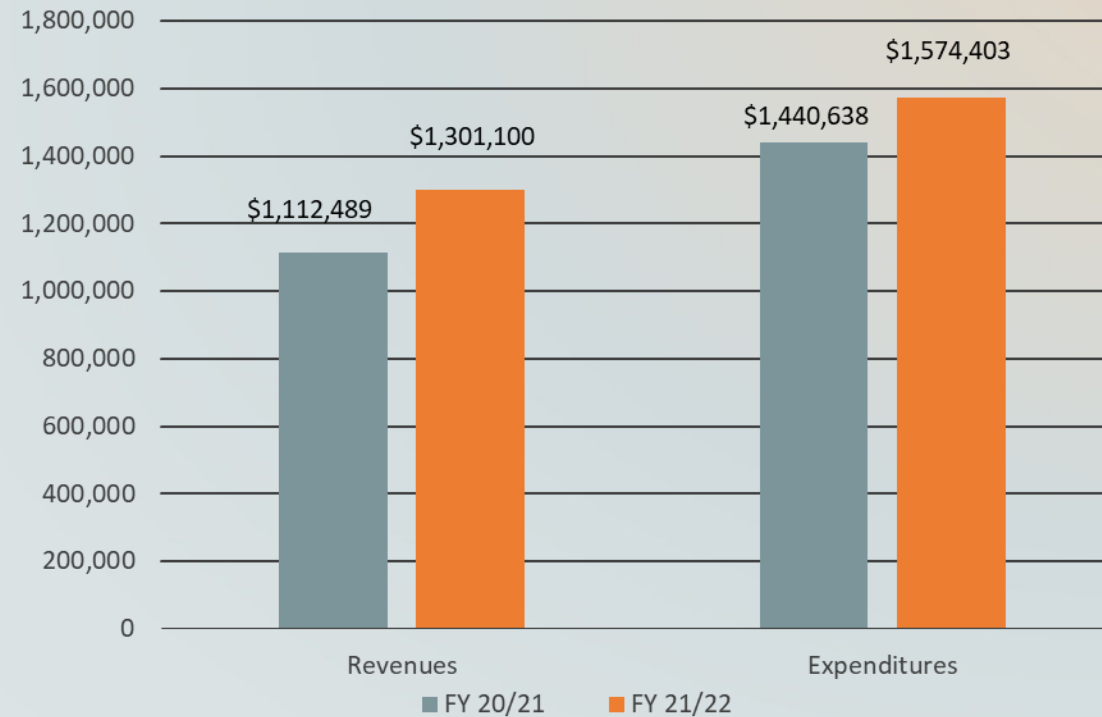
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2021)**

GENERAL FUND



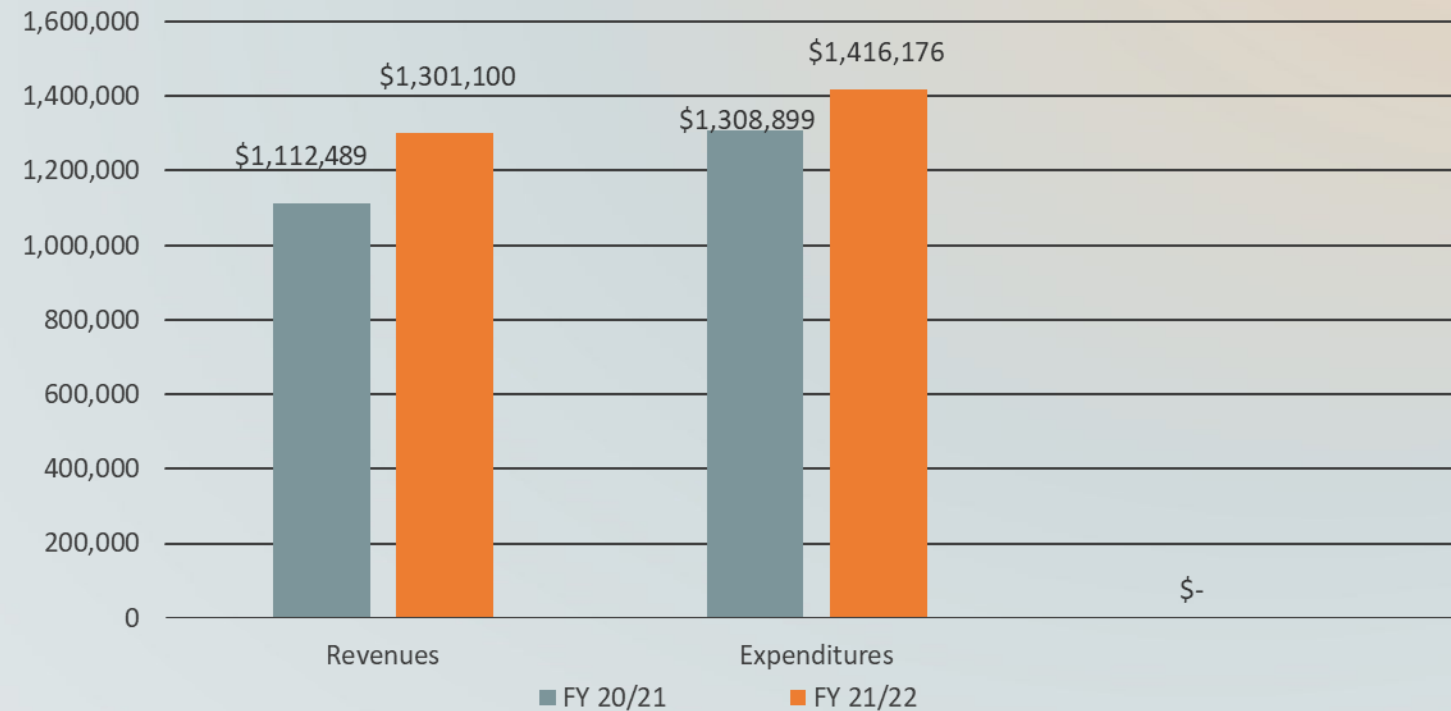
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures (\$273,303)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2021)**

(ACTUAL)

GENERAL FUND



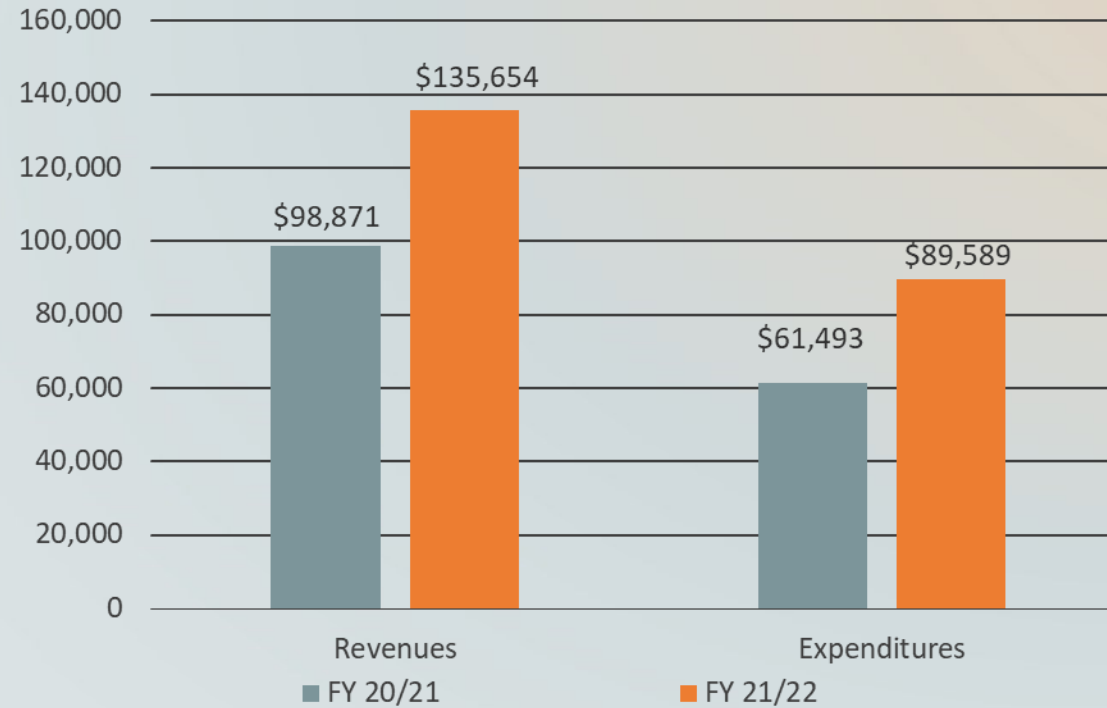
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures (\$115,076)

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % October 31, 2021
GOVERNING BODY	27,422	8,410	1,204	35.1%
ADMIN SERVICES	410,302	124,486	1,062	30.6%
FINANCE	253,881	80,508	-	31.7%
LEGAL	42,000	15,198	-	36.2%
PUBLIC BUILDINGS	406,657	69,446	20,049	22.0%
FIRE	796,411	244,919	9,965	32.0%
PERMITTING	259,117	72,620	141	28.1%
POLICE	1,043,180	321,497	10,897	31.9%
PUBLIC WORKS-STREETS	197,114	51,268	39,434	46.0%
POWELL BILL-STREETS	105,081	5,123	24,756	28.4%
PARKS & RECREATION	338,538	87,716	38,447	37.3%
CHURCH STREET DOCK	13,708	1,115	1,000	15.4%
EMERGENCY MANAGEMENT	66,185	31,000	4,160	53.1%
FESTIVALS & EVENTS	117,804	53,226	5,307	49.7%
NON DEPARTMENTAL	398,158	249,645	1,805	63.2%
TOTAL	4,475,557	1,416,176	158,227	35.18%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2021)**

STORMWATER ENTERPRISE FUND

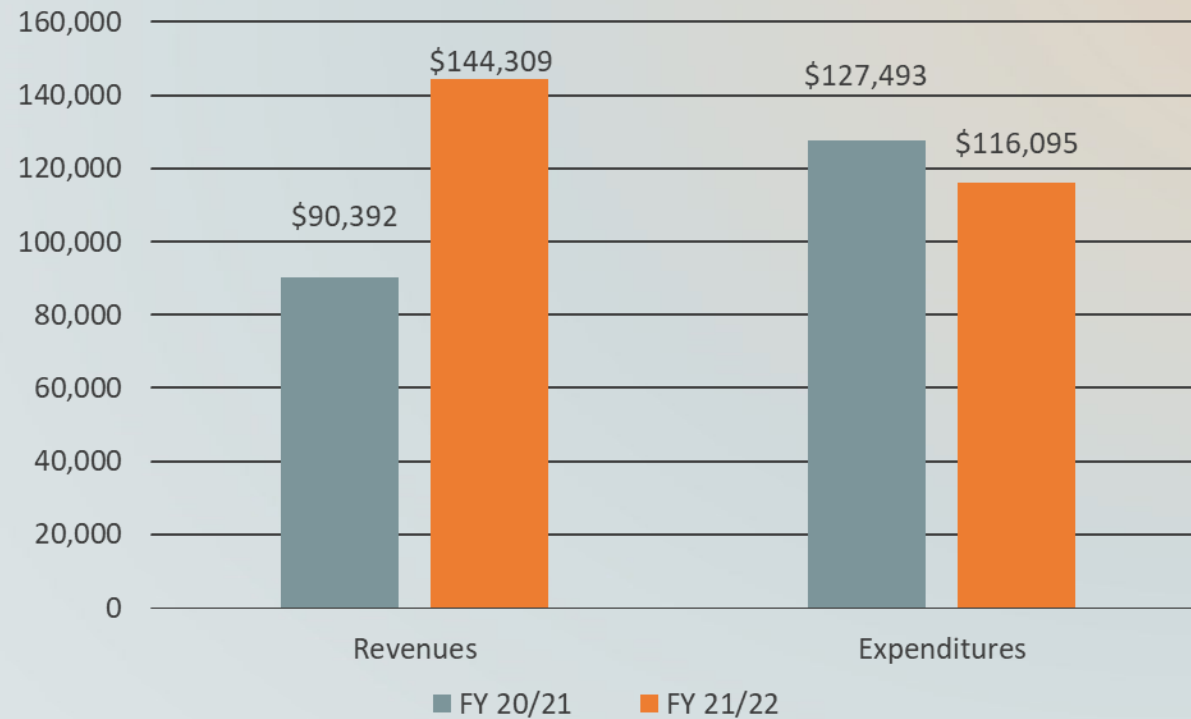


ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures **\$46,065**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$28,214

TOWN OF SWANSBORO LOAN REPORT (AS OF OCTOBER 31, 2021)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$534,076	2.69	03/21/2028	\$84,724
Public Safety Facility	\$160,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$150,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,361,903	17		\$329,726

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF OCTOBER 31, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$4,530,280	.03%
NC CMT-General	\$100,004	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **November 22, 2021**

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

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 December 13, 2021

- * Sam Bland Award
- * Board Appointments
- * Swansboro Historic Association Lease
- * Election Results
- * Recognition of exiting Board Member
- * Newly Elected Board Member Oaths of Office
- * Appointment of Mayor Pro Tem
- * Appointment to Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Transportation Advisory Committee (TAC)
- * 2022 Board of Commissioners Meeting Calendar

Future Agenda Items

- * American Rescue Plan Funding Recommendations
- * Further LUP Review/Amendments
- * 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*
- * Downtown Traffic Movement Decision – *February 22, 2021 and future*
- * Sub-committee designations for Strategic Plan Implementation
(*Eco Dev Committee est. Oct 2020*)
- * Public Hearing – Text Amendments/Sign Amortization
deferred by BOC 12/14/20 and again August 21 due to return to remote meetings
- * Public Hearing – Text Amendments/Temporary Signs
deferred by BOC 12/14/20 and again August 21 due to return to remote meetings

MANAGER'S REPORT

Town Projects/Initiatives Update

November 2021

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

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

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

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K tentatively plan to be out collecting traffic counts prior to Thanksgiving.

- **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

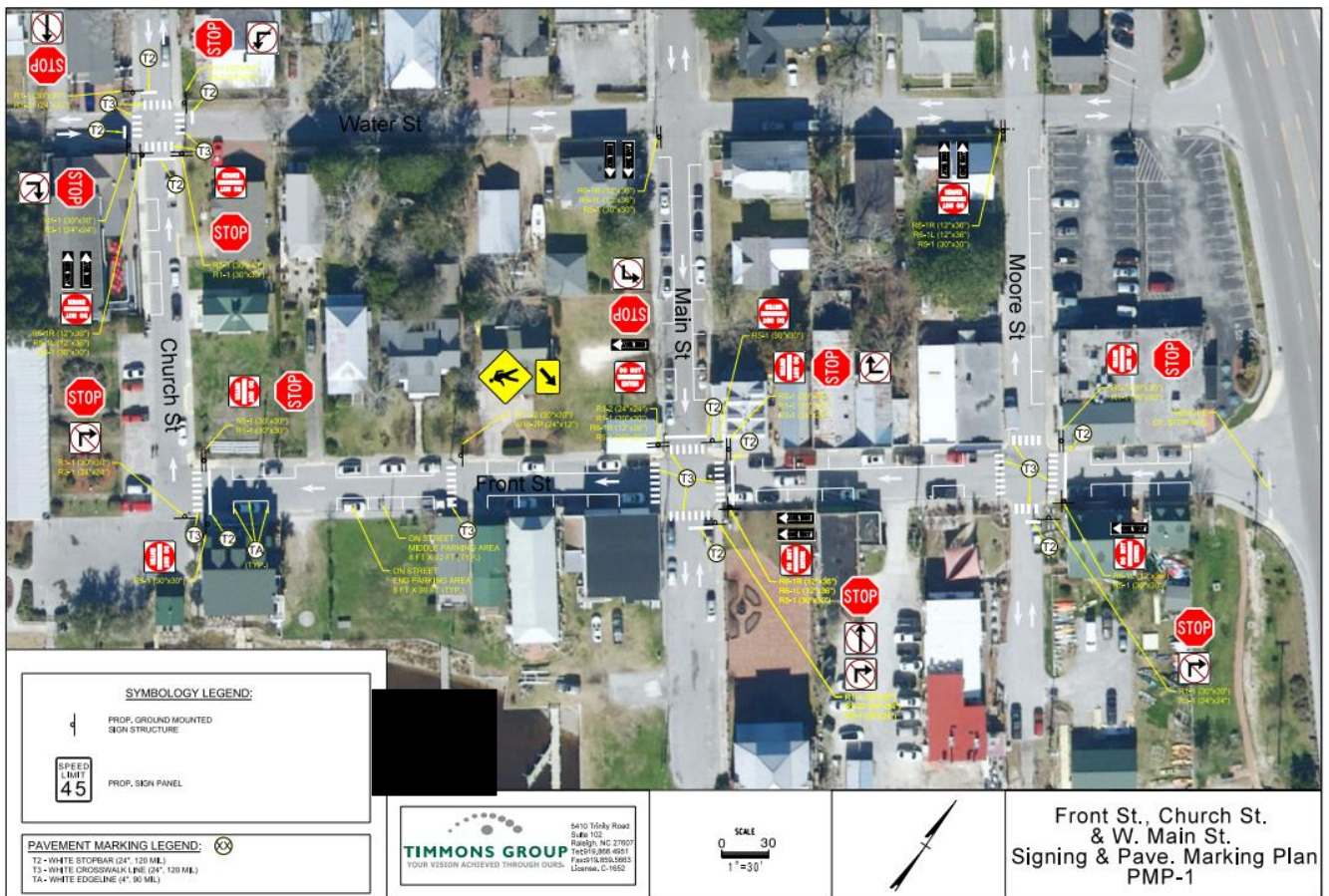
Town of Swansboro, NC Manager's Report (August 14, 2021 – September 17, 2021)

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. He is also working to arrange a walk thru for the Board at SUMC. Details TBA.

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

- Downtown Traffic and Parking Plan implementation:** Our contractor (The Timmons Group) provided the Town with sealed plans for moving forward on this project on June 7, 2020 (shown below). Staff will be moving forward on implementing these improvements after the summer season.



Town of Swansboro, NC Manager's Report (August 14, 2021 – September 17, 2021)

Public Works Director Jim Stipe is ordering signs in preparation for project implementation. As promised, once those signs arrive a more definite date will be given, and public awareness will begin prior to implementation.

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to funds efforts in four key phases in their Coastal Communities Resiliency Program:

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

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

Dewberry to host the first RCCP Committee meeting November 17, 2021 at Town Hall.

- **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:

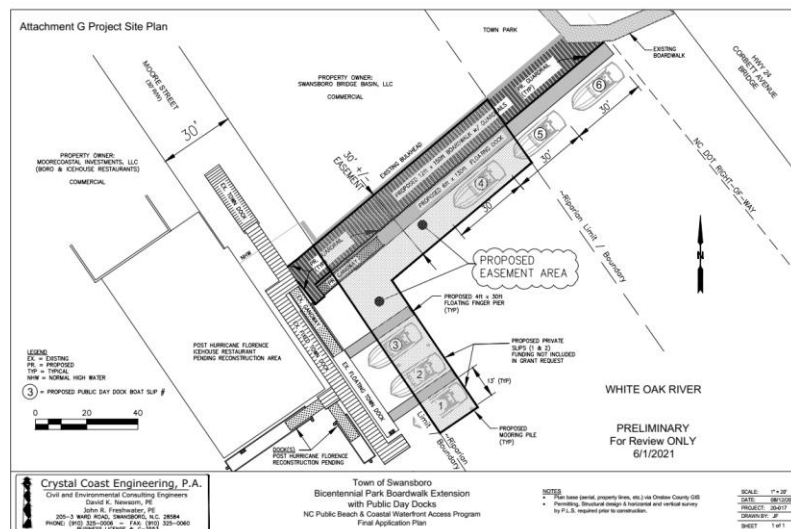
1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic 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

Town of Swansboro, NC Manager's Report (August 14, 2021 – September 17, 2021)

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

- **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



We are working on finalizing the easement shown above then move forward with construction later this year.

Town of Swansboro, NC Manager's Report (August 14, 2021 – September 17, 2021)

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



- **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 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**

Town of Swansboro, NC
Manager's Report (August 14, 2021 – September 17, 2021)

- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – *Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. Water line depth too shallow in right-of-way. Attorney Parson reviewing easement drafts to assure proper identity.*

Awaiting additional funding and required easements for installation beyond Fredricka Lane to the Catholic Church connection. It should be noted that some property appraisals/negotiations may be required for this section.

- 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*

Most of Priority 1 has been completed. There is some ditch work that must be completed by NCDOT maintenance staff versus their sidewalk contractor. With that said, they will be delaying future work until July 2021.

- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I image it may take a couple of adjustments to correct the issues.
- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. *Stewart has had some turnover in staff and asked that I submit notes from our last meeting.*

Department Reports for October 2021

Administrative Services

- Phone Records Report for October: 2,758 calls
 Town Hall – 862 Parks and Recreation – 578
 Police Department – 610 Fire Department – 100 Outgoing totals – 608
- Building permits sold for October: 82 residential/commercial combined; \$16,873.50 total fees collected (includes 13 re-inspections)
- 203 Building inspections scheduled/17 Fire Inspections processed
- 159 Various receipts processed
- 308 ONWASA payments processed; 3 New Services; 9 other requests
- 11 Work Orders generated for Public Works
- 11 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Darla, Alissa, and Lisa)
- US Census Report Submitted - Permits
- Chamber of Commerce Bylaws revisions/drafting
- Attended Chamber BOD Meeting and General Membership Meeting
- Reviewed Master Plan Survey
- Site Visits along Phillips Drive and Dogwood Lane
- Several sidewalk easement requests mailed for phase 2 along Old Hammock Road
- Public Records Request – Handy Mart/701 W. Corbett Avenue and BORO Café Canopy Permits
- Finalized September 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 15.5 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: 11,583. Top 5 pages viewed in October – Contact Us 389, Employment 377, Police Dept 360, Parks/Rec 336, and Permitting 311
- Submitted News Release thru social media outlets for Fireworks Cancellation, Yard Waste Delay, and Weather Alert
- Mullet Festival and Parade Planning, Organizing, and Participation
- Participated in Halloweenie Roast

Finance

- Sales & Use Tax received in October 2021: \$111,836

Department Reports for October 2021

- Accounts Payable Summary for October 2021:
 236 Invoices-Totaling \$238,740
 17 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for October 2021 (154.0)
- Processed payroll-10/8 & 10/22; updated employee accrual balances- (spreadsheet & Asyst)
- Prepared 3rd quarter payroll reports
- Stormwater Fees Collected-October 2021-\$13,862
- Prepared September 2021 monthly financial report
- September 2021 Bank Reconciliation-Town accounts
- September 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal.
- Auditors are conducting the audit. Once fieldwork is completed, auditors will begin drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC
- Gathering financial information for annual audit FY 20/21
- Updating the statistical section of the CAFR
- Gathering information for the Workers Comp Self Audit
- Attended Basic of American Rescue Plan Act (ARPA) classes hosted by UNC School of Government
- Attended GoToMeeting with Tyler Technologies (Software)-uploaded information into the Project Portal
- Attended the TDA Quarterly Meeting: prepared the agenda, quarterly financial report, and PowerPoint
- Swansboro TDA – Meeting was held on Thursday, October 21, 2021. The next scheduled meeting will be held on Thursday, January 13, 2022 at 2:30 pm in the Community Room
- Submitted HUBSCO for quarter ending 9/30/21- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Assisted in Mullet Parade
- Attended after action meeting for the Mullet Festival

Fire Department

Fire Calls

- 50 Total Fire Calls
 - 16 Calls in Town including - 7 MVC, 1 Alarms Systems, 6 Public Service, 1 Structure Fire, 1 Odor of Smoke, 1 Dispatched & Cancelled
 - 6 Calls in White Oak District – 1 Service Call, 3 MVC, 1 Alarm System, 1 No Incident Found
 - 4 Calls Mutual Aid – 3 Dispatched & Cancelled, 1 Brush Fire

Department Reports for October 2021

- 23 EMS – 19 Calls, 4 Medical Assists
- 214 Training hours - Paid Staff
- 16 Training hours – Volunteer Training
- 120 Hours Volunteer Duty Days = 5 - 24hr Shifts

Cost Saved 120 hrs. x \$14.00 = \$1,680.00

Paid staff

- FF Mollie Buhr completed Driver/Operator school to obtain her North Carolina State Certification. She is working on her Emergency Vehicle Driver certification which will complete State requirements to qualify as a Driver/Operator
- Kyle Hunter began his Driver/Operator courses in October and has successfully completed 2 of the 3 modules
- Chief Degnan attended Cape Fear Community Fire School on October 8-10 and completed the Emergency Vehicle Driver course
- Chief Degnan and Captain Earles are currently attending the Fire Officer 1 class at Coastal Carolina College

Volunteer staff

- We currently have nine volunteers on staff, six of which are interior firefighters the others are trainees

Vehicle repairs

- The aerial ladder truck required maintenance on a steering cylinder. The vehicle was out of service for 2 days until the repairs were made. The issue was fixed, and the vehicle placed back in service
- All other vehicles are in good working order

Department activities

- The State Fire Marshal's office conducted the 2021 Insurance Services Office (ISO) Inspection for the department on October 18th. The inspector conducted a practical skills evaluation and inspected all aspects of the administration and record keeping of the department. The inspection went very well, and the department hopes to achieve a better ISO rating which in turn, will help with insurance rates within our jurisdiction

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet Festival

- October 9-10, 2021-Overall the festival was a great success. There was inclement weather on Saturday, but all musical entertainers played
- Over 50% of vendors registered for the 2022 festival

Department Reports for October 2021

- Vendors were sent surveys to gather economic impact information and general feedback for festival
- Participants survey's distributed throughout the weekend. Approximately 150 collected and results are being analyzed
- Held after action meeting with festival committee, and essential staff

Flotilla

- Reviewed task list for Christmas Flotilla, delegated responsibilities to staff
- Submitted Marine Application to have the coast guard assist
- Boater registration forms revised and posted on the website
- Flyer created and posted on social media
- Met with Curtis Media to discuss advertising for the event. New ads will be run to solicit new boaters
- Securing MC for the event

Comprehensive Master Plan

- Continue to participate in bi-weekly meeting with McAdams
- Community engagement section of the Master Plan was postponed. Firm was not able to conduct at the Mullet Festival due to inclement weather. New ways to conduct community engagement were discussed
- Reviewed survey feedback, revisions will be made and sent back to Director
- Continue gathering information requested on parks, programs, finances, staff, and maintenance the department currently has/offering

Miscellaneous

- Prepared documents to submit grant request for the 2021-22 festivals. Attended Swansboro TDA meeting via Zoom
- Assisted with Halloweenie Roast
- Attend weekly Zoom meetings with NRPA Directors call
- Serve as a liaison on the Jacksonville Onslow Sports Commission. Attend quarterly meeting
- Serve on the Onslow County Senior Games Committee, monthly meetings
- Secured updated camera quotes for the NC League of Municipalities RMS Safety Grant
- Special event application: Swansboro Rotary 5'O Fishing Tournament
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Department Reports for October 2021

Metrics

- Facebook management continues – 13,127 followers

Page Overview	
Discovery	
Post Reach	24,759
Post Engagement	3,377
New Page Followers	110
Interactions	
Reactions	407
Comments	84
Shares	140
Photo Views	503
Link Clicks	350

- Activity Report for October

Organization Activity						
From 10/3/2021 to 11/2/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	191	80	7	0	139	0
Resident	16	3	5	0	6	
Non-Resident	175	75	2	0	133	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	73	0	1	0	37	
18 - 65	93	49	6	0	77	
65+	24	29	0	0	24	
Male	90	59	2	0	85	
Female	101	19	5	0	54	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	67	0	0	N/A	72	
In-Person	124	78	7	N/A	67	

October Revenue

- Slip Fee - Town Dock \$4133.50
- Rental Fees-Parks \$190
- Rentals Rooms \$1525
- Dog Park Registrations \$40
- Rec Program Fees \$1337
- Gym Memberships \$125
- Vendor Fees \$15870
- Sponsorships \$2750

Department Reports for October 2021

RECREATION PROGRAM SUPERVISOR

Program Supervisor Monthly Report – October 2021

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 program proposals for new programs to be approved by Director
- Created all programs/events in RecDesk for registration
- Submitted weekly Community Service Work Program timesheets
- Departmental work orders
- Prepared and turned in future program proposals to director
- Parks advisory board meeting – presented past, current, future programs to board

Planned programs and other monthly work:

Halloweenie Roast

- Contacted Fire Department follow up on grill and hot dog cooking
- Requested volunteers for judges for the costume contest
- Transported all food, drink, program supplies from Recreation Center to downtown pavilion and Visitor Center
- Purchased and borrowed Halloween decorations
- Set stage and yard of Pug Pavilion for event
- Prepared costume contest forms for judges, printed colored numbers for participants, and prize bundles for winners
- Requested volunteers from Swansboro High School
- Set up games in the yard of Pug pavilion and judges tables
- Delegated tasks for staff prior to event (contest participant check in, games in field, serving food, etc.)
- Prepared, signed, and sent LOA's for Marine volunteers
- Prepared thank you letters for businesses who donated

Mullet Festival

- Finalized all tasks and reporting times for all volunteers
- Picked up supplies and food from Walmart for festival
- Checked in volunteers at festival
- Set up/Break down of event
- Picked up mullet fish from Clyde Phillips Seafood for Mullet Toss

Department Reports for October 2021

- Conducted Mullet Toss and awarded prizes to age group winners
- Coordinated volunteer Golf Cart schedule and parking area volunteer staffing
- Prepared, signed, and emailed out LOA's for volunteers
- Picked up vests from Fire Department for parking volunteers
- Filled up golf carts with gas on Saturday afternoon and Sunday morning
- Picked up delivered food for VIP area from Town Hall and took to VIP tent
- Delivered art supplies to Kids Zone Area
- Assisted with festival breakdown and cleanup
- Distributed checkout tickets to vendors who were packed and ready to depart
- Transported guests and volunteers from Town Hall to Visitor Center

Pickleball Open Play Season Tournament

- Created survey for participant feedback on tournament style
- Set date for November 13
- Planned and scheduled meetings with Pickleball council members for November 3rd
- Prepared agenda for meeting with council members
- Reviewed program registration details for meeting (number of residents vs. non and number of drop-ins throughout the year)
- Researched other NC recreation department fees to compare
- Reviewed survey responses
- Meeting with Rick Laskey, pickleball ambassador about tournament details and survey questions

Pound Fitness Class

- Set up new series for registration
- Contacted instructor to change rooms due to reservations
- Prepared classroom for fitness class

Boys Rec Night

- Requested food from Moore's BBQ, arranged for pickup
- Conducted games and activities during the program
- Emailed all previous program participants and advertised program
- Prepared and emailed Thank you letter to Moore's BBQ for food donation

Paint with your Kid!

- Inventoried paint and art supplies for program
- Helped instructor/staff set up and prepare room for class
- Advertised painting on social media to promote more registrations

Department Reports for October 2021

Teacher Workday Kids Camp

- Planned, coordinated, and conducted team games and athletic activities for program with Recreation Coordinator staff.
- Created program timeline and reviewed with Recreation Coordinator
- Supervised participants and staff during program

Kids Night Out

- Scheduled for November 19th
- Requested food from Burrito Shak for program
- Researched and planned group games and activities for program
- Contacted potential guest speakers for availability for program date

Tai Chi Fitness Class

- Coordinated with instructor to reschedule dates of class for holiday town closures
- Brief meeting with instructor requesting feedback from class
- Broke down and re-set multipurpose room in preparation for class sessions

Toddler Turkey Time

- Discussed details and necessary supplies for program with Recreation Coordinator
- Started program timeline with Recreation Coordinator for program

Holiday Paint & Sip

- Scheduled for December 10
- Inventoried supplies with Instructor/staff
- Ordered paint and painting supplies for class

Fellowship Night

- Scheduled for November 22
- Discussed program theme and supplies needed with Instructor/staff

Bob Ross Paint-a-Long Winter Class

- Discussed with instructor/staff dates to offer class
- Scheduled class for January 12, 2022
- Ordered more oil paints and pallet paper for program

Kids Holiday Camp

- Reviewed dates and set schedule for program
- Reviewed fees and adjusted

Santa Fest

- Scheduled event for December 18
- Researched supplies needed for program

Department Reports for October 2021

- Consulted with Recreation Coordinator about program details

Permitting

Planning Board

- October 5, 2021, Regular Meeting
 - Discussed a potential ordinance amendment to allow an exemption for food trucks on the outparcel (parcel # 050965) in front of Food Lion. The Board recommended denial of an amendment stating that the change was inconsistent with the Land Use Plan. The vote was unanimous
 - The Board reviewed their program of work and asked staff to email them with 2-3 options for review and discussion at their next meeting
 - The board agreed to cancel their November 2nd meeting (Election Day) and instead hold a special meeting on November 10th

Historic Preservation Commission

- October 19, 2021, Regular Meeting
 - Cancelled.

Projects/Miscellaneous

- **Shipwright Pointe, Section I Acceptance:** Sent letter to Sydes and Parker on February 24, 2021 detailing requirements (landscaping must be completed). 12-month warranty period expired on August 10, 2021. The 9-month warranty inspection was conducted on June 3, no infrastructure deficiencies were found. Sent follow up letter and email on June 9, 2021. Communicated with Rick Muni of Parker and Associates via email on 6/10 with regard to planting requirements. Per correspondence with Tidewater (formally Parker) on 10/22, trees will be installed the week of November 1st.
- **Shipwright Pointe, Section II Acceptance:** Final acceptance requested on January 8, 2020. Advised Parker & Associates that the Town would not consider acceptance of the public infrastructure until the portion of Pine Bluff Road to be utilized for access was annexed. Annexation was approved on October 25th. Received second request for inspection of the infrastructure so that they could mobilize their contractor to correct any deficiencies at the same time they worked on Section I. Jim to coordinate with consultant engineer, Ron Cullipher.
- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Advised that if all work was completed, they could request final acceptance. Sent follow-up email 4/30/21, no response. \$40,151.79 for sidewalks and \$37,125.85 for the warranty guarantee were the outstanding amounts as of March 24, 2020. Received payment of the outstanding \$3,538.40 for recreation fees from O'Brien & Sons (builder) on 6/10. Received final acceptance request and documentation on 6/24; asked Jim to coordinate with consultant engineer on infrastructure inspection to identify any deficiencies.
- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. Stormwater fees are being charged. The site was clear-cut, so they are required to install an additional 23

Department Reports for October 2021

trees per acre, see approved Preliminary Plat and approved Final Plat. Holding inspections on ten addresses due to no foundation as-builts being submitted.

- **Ward Farm Village Phase II (Residential):** Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO.
- **Ireland Ave/Unnamed Estates:** Sketch Plan submitted for 60 lots in July 2020 for Residential Cluster. Advised Lori Morris with Parker & Associates on September 22, 2020 that the Town would allow Whitney Ave to become a “through” street to connect to Hamrick Road through the Rotary property. Hamrick is a dirt road but is a recorded 60’ right of way. This would allow traffic to exit safely on Main Street Ext rather than at Ireland Ave as previously proposed. The right-of-way would need to be improved to NCDOT standards, to include sidewalks along both sides of all streets, to the intersection at Main Street Ext. Staff was contacted by two of the property owners on Hamrick Road with concerns about future development. They would like to receive copies of any future plans and be included in any board meetings.
- **Lodge View Minor Plat:** Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks.
- **Yacht Club Flood Ordinance Violations:** Building permit expired November 2019 based on permit revision issued; no inspections requested. Town has determined work constitutes a Substantial Improvement; structure will need to be brought into compliance with current Flood Damage Prevention Ordinance/Building Code.
- **Boro Temporary Structure:** To be removed by October 31, 2021 (180 additional days allowed by Session Law 2020-97) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy.
- **Saltwater Grill Flood Violations:** Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021 that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021 for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Spoke to Tim on 10/28; received topo survey and Tim explained he would be meeting with Alex and would provide an update then.
- **One Harbor Church:** Received an email from James Goodman on February 24, 2021 stating that they had completed site work to include the building pad, but that they were waiting on the architect to complete the final construction drawings for permitting. The Special Use

Department Reports for October 2021

Permit was issued on July 23, 2019. Spoke with Tom on 6/9/21; advised that they needed to keep us in the loop on progress, that no building permit had been issued. He stated he would have the architect send us an update on the status of the plans and get with Jonathan McDaniel on permitting.

- **Salt Marsh Cottage/108 Front Street:** Approved landscaping plan on 10/29; awaiting installation, final stormwater certification and 2021 plaque installation before issuance of final Certificate of Occupancy.
- **Brant Court RV Violation:** Court hearing 10/11; default judgement made in favor of the Town. RV removed as of 10/18.
- **Shoreline Access Grant:** Awaiting final plans. Advised Colin Mellor on March 1, 2021 via email that per Eryn Futral, NFIP Planner with the NC Department of Public Safety, the Town would issue a Flood Permit and that we would need copies of all permits issued (State/Federal) for our records. Sent permit application.
- **Resilient Coastal Communities Program Grant:** Held a conference call with Beth Smyre of Dewberry on 10/20 and scheduled a meeting of the Community Action Team for 11/17.

Police Department

Patrol:

- 167 Reportable Events
- 25 Motor Vehicle Crashes
- 1 Felony Arrest
- 8 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 2 DWI Arrests
- 59 Citations
- 109 Verbal/Written Warnings
- 9 Arrests with Transport to the Onslow County Jail
- 13 Felonies Investigated (5-Fraud; 2-Larceny; 2-Sexual Assaults; 2-Obtaining Property by False Pretenses; 1-Break & Enter; 1-Federal Firearms Violation)
- 29 Misdemeanors Reported (14-Property Damage; 4-Trespassing; 2-Child Neglect; 1-Communicating Threat; 1-Stalking; 7-Traffic Related)
- 14 Disputes/Public Disturbances
- 1 Crisis Intervention with Mental Patient
- 3 Drug Overdoses
- 2 Death Investigations
- 23 Alarm/Open Door Reports
- 204 Requests by Other Agencies for Assistance
- 124 Requests by Citizens for non-Crime Related Assistance

4,726 Total Events Performed on Patrol

Department Reports for October 2021

Community Service/Training:

- 14 Vehicle Unlocks
- 4 Funeral Escorts
- 25 Foot Patrols
- 15 Business Closing Standby's
- 3 Requests by Citizens for Residence Check while away
- Provided security for the Annual Mullet Festival
- Provided security for an event at the Civic Center
- Provided security for the Rotary Event Downtown
- Officer Tallman and Officer Edwards completed Basic Radar Operator Certification. 40 hours training by NC Training and Standards and conducted at Coastal Carolina Community College
- Officer Edwards completed Standardized Field Sobriety Testing Training. 32-hour training conducted by NCHHS at Jacksonville Police Department

Admin Services:

- Answered 267 phone calls during business hours
- Assisted 126 walk in requests for assistance during business hours
- Took 31 requests for reports during business hours

Public Works

- Mowing, edging, and sweeping HWY 24 corridor completed
- Landscaping mulch installed at River View Park and Pug Pavilion
- 40' of new storm water drain installed at 288 River Reach Dr.
- Repairs of walkway at River View Park underway
- 15 new stop signs and 14 new street signs installed Town wide
- Pavement pothole patches made on Church St and Water St.
- Mullet preparations and take down completed including the following
 - Downtown streets cleaned
 - Stakes and string on Main St. Ext.
 - Trash barrels and barricades staged downtown
 - No parking and handicap signs staged downtown and at Town Hall
 - Tents for parade judges and Ward Farm parking staff
 - Gas cans filled for staff and shuttle golf carts
 - No parking signs and barricades repaired and replaced
 - Ward Farm mowed for Festival parking, and repaired after Festival
 - Event parking signs installed on HWY 24 and Old Hammocks
 - Barricades staged on Lisk Drive, Sabiston Drive, Shore Drive, and Park Drive for parade
 - Barricades staged at Nationwide parking lot for parade

Department Reports for October 2021

- Tents for VIP picked up, installed and returned
- Tables and chairs staged at VIP tent
- Electric signs staged at each end of Town
- Right way mowed at Piggly Wiggly
- Fencing for banners and VIP area installed
- Banners for sponsors installed
- 202 Inspections complete by Jim Stipe and Paul Brown
- Yard Waste Totals: 536 Bags, 1049 Bundles, 0 Trees, 40 Man Hours
- 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.