



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Visitors Center Renovation Project**

Board Meeting Date: **April 14, 2026**

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

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**Overview:** A request to fund the Visitors Center renovation project and award a construction contract.

The total estimated cost of the Visitors Center renovation is \$97,760. The current known sources of funding is as follows:

- \$30,000 (Previously committed Swansboro TDA)
- \$21,000 (Swansboro TDA committed April 9, 2026)

The Town has submitted a new request to Onslow County TDA for \$21,000 to assist in filling the gap. However, Onslow County will not make grant awards until adoption of their annual budget sometime in June. This situation leaves the Town with a couple of options:

1. Wait until the County decides in June and not start the Visitor Center renovation project until a later date, or
2. Authorize the expenditure of the funds necessary to start the project without a firm commitment from Onslow County TDA.

If the Board agrees with option #2, then it is requested that \$24,260 of fund balance be appropriated to fully fund the anticipated cost of \$97,760. In addition, there is \$22,500 remaining from a \$60,000 set aside by the Board in 2024, for various downtown projects. Thus, only \$3,260 of additional Town funds are necessary to fund the project. In the event that Onslow County TDA grants the Town \$21,000, then those funds would be returned to fund balance. In the end, the Town’s share of the project would be \$25,760 (\$22,500 + \$3,260).

- \$30,000 (Previously approved Swansboro TDA)
- \$21,000 (Swansboro TDA committed April 9, 2026)
- \$22,500 (Town of Swansboro Downtown improvements funds)
- \$24,260 (Town of Swansboro Fund Balance appropriation)

TOTAL \$97,760

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**Action:** \_\_\_\_\_  
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The majority of the cost to renovate the Visitor Center is construction. Bids were solicited from interested general contractors. Two bids were received:

- 1. Steele Construction - \$91,460**
- 2. Crystal Coast Mold Pros - \$109,160**

**Background Attachment(s):** Click here to enter text (should not be in bold)

**Recommended Action:** Authorize the additional appropriation of up to \$46,760 of Town funds to fully cover the anticipated cost of the renovation project and award the construction contract to Steele Construction in the amount of \$91,460