



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Professional Services Agreement with WithersRavenel for LWCF and PARTF Grant Applications**

Board Meeting Date: **August 25, 2026**

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

Overview: Consider approval of the Professional Services Agreement with WithersRavenel in the amount of \$35,200 to prepare and submit grant applications for the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) programs for improvements at Swansboro Municipal Park.

Background/Fiscal Impact/Recommendation

The Town is pursuing LWCF and PARTF grant funding opportunities to support improvements at Swansboro Municipal Park. WithersRavenel has submitted a proposal to provide professional services associated with the preparation and submission of both grant applications, including environmental review, design-related items, required maps, project budgets, application preparation, and development of a site-specific master plan report. The consultant would also assist the Town in assembling the required documentation and supporting materials for both grant submissions, with the LWCF application due November 2, 2026, and the PARTF application due May 1, 2027. The total proposed cost for these services is \$35,200.

When the project was initially discussed with the Board of Commissioners, Parks and Recreation Director Anna Stanley provided a preliminary estimate of \$20,000 to \$30,000 for grant application assistance. Following further review of grant requirements, it was determined that both the LWCF and PARTF programs require a site-specific master plan for Municipal Park. Because the Town does not currently have a site-specific master plan for the park, the scope of work expanded to include preparation of the master plan report, along with associated mapping and environmental review requirements, resulting in the proposed cost exceeding the original estimate.

Staff recommends approval of the Professional Services Agreement with WithersRavenel in the amount of \$35,200 to support the Town's efforts to secure grant funding for Municipal Park improvements.

Background Attachment(s): WithersRavenel Agreement for Professional Services

Recommended Action: Motion to approve the Professional Services Agreement with WithersRavenel for professional services related to the preparation of the Land and Water Conservation Fund (LWCF) and Parks and Recreation Trust Fund (PARTF) grant applications for Swansboro Municipal Park in the amount of \$35,200 and authorize the Town Manager to execute the agreement.

Action: _____
