



**Town of North Topsail Beach
Board of Aldermen Regular Meeting**

Wednesday, August 06, 2025, at 11:00 AM

Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

(910) 328-1349 | www.northtopsailbeachnc.gov

*Mayor - Joann M. McDermon
Alderman - Richard Grant
Alderman - Connie Pletl
Town Manager - Alice Derian*

*Mayor Pro Tem - Tom Leonard
Alderman – Mike Benson
Alderman – Laura Olszewski
Town Clerk – Alexis Stanfield*

- I. CALL TO ORDER (Mayor McDermon)**
- II. INVOCATION (Mayor Pro Tem Leonard)**
- III. PLEDGE OF ALLEGIANCE (Alderman Olszewski)**
- IV. APPROVAL OF AGENDA**

Specific Action Requested: Mayor will request for a motion to adopt the agenda

- V. MANAGER'S REPORT**
- VI. OPEN FORUM**

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

- VII. PUBLIC PRESENTATIONS AND HEARINGS**
- VIII. CONSENT AGENDA**

A. Approval of Minutes

July 2, 2025, Board of Aldermen Regular Meeting Minutes

B. Department Head Reports

- 1. Finance Department
- 2. Fire Department
- 3. Inspections Department
- 4. Planning Department
- 5. Police Department

C. Committee Reports

1. Planning Board & PPI Committee
2. Board of Adjustment
3. TISPC <https://tispc.org/minutes/>
4. ONWASA
5. Parks & Rec Committee

D. Interlocal Agreement with Onslow County for Building Inspections

E. Purchase Authorization PA 2026-26.03 Police Ford F150 to Capital Ford Inc and authorization for Upfit costs after (3) quotes are provided to the Town Manager.

F. Purchase Authorization PA 2026-26.04 JCB Backhoe to Company Wrench, LTD

G. Budget Amendments 2026-26.05 2026-26.06 Becker Morgan CO1 for Fire Station #2

H. Budget Amendments 2026-26.07 Fund 50 and 2026-26.08 Fund 12 Fire Station #2 WB Brawley CO7

I. Budget Amendments 2026-26.09 Fund 50 and 2026-26.10 Fund 12 Fire Station #2 WB Brawley CCD1

J. NCTVS Tax Refund

K. Monthly Coastal Engineer Report

L. Contract Authorization CA 2026-26.11 Interlocal Agreement Eradication of Vitex – Authorizes the Town Manager to Approve Payments

Specific Action Requested: Mayor will request a motion to approve the Consent Agenda

IX. CONTINUING BUSINESS

A. Certificates of Appreciation

Hannah McCloud - Board of Adjustments

Scott Morse - Board of Adjustments

X. NEW BUSINESS

A. Hosting of Debates (Alderman Grant)

B. Approval Levels and Financial Controls (Alderman Grant)

C. Goals and Reporting for the Year (Alderman Grant)

XI. OPEN FORUM

Citizens have the opportunity to address the Board for no more than three minutes per comment on any issue upon which the Board of Alderman has control.

XII. ATTORNEY'S REPORT

XIII. MAYOR'S REPORT

XIV. ALDERMAN'S REPORT

XV. CLOSED SESSION

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

A. N.C.G.S 143-318.11(a) (3) Consultation with the Attorney: GWI Contract Payments

XVI. ADJOURNMENT

Board of Aldermen Regular Meeting
Wednesday, July 2, 2025
MINUTES

The Town of North Topsail Beach of Aldermen held its regular meeting on July 2, 2025. A quorum of the board was present. Town Manager Derian and Attorney Payson were in attendance.

Board members present: Mayor Joann McDermon and Mayor Pro Tem Tom Leonard
Alderman: Richard Gran, Laura Olszewski, Connie Pletl, and Mike Benson

CALL TO ORDER

Mayor McDermon called the regular meeting to order at 11:00AM. Aldermen Olszewski gave the invocation. Mayor McDermon led in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Mayor McDermon asked if there were any changes to the agenda.

Motion— Alderman Benson made a motion to approve the agenda as is. Aldermen Pletl seconded the motion. The motion was unanimously approved.

MANAGER’S REPORT

Town Manager Derian provided the following report to the Board.

Beach Projects and Operations

Potential Tropical Cyclone #8 (PTC #8) beach operations work has paused for the season as of May 2, 2025. The work will resume after Turtle Season. This project continues to move through the process of FEMA for potential obligation of funds. The responses from the engineer have been uploaded to the request for information since the June 4, 2025, Board of Aldermen Meeting. Manager Derian also responded to the additional request for information on how plantings will be installed in the dunes. The project remains at the CRC level, with no set timeline for CRC completion. The PTC #8 information is available on the Town website, showing which areas will receive sand and which will not. The project is primarily in phases 1 - 3, with some areas in phase 4.

2018/2019 Projects

A lot of work has been completed on the FEMA portal for old projects. GWI provided a status of projects that was attached under the finance report. Manager Derian reported progress was made between her and Deborah Mack in the last two weeks with EHP certifications and approving the scopes of work back from the 2018/2019 timeframe. Manager Derian and Deborah Mack were

not employed during this period. Derian had Mack to prepare documentation that was submitted to engineer Fran Wei, who was presented during that period. Wei was able to verify the documentation, so Derian can certify the work through the portal.

Cost Share Project for Beach Plantings

The cost share project for beach planting with Coastal Transplants for Sea Oats and Bitter Panicum wrap up was scheduled for June 13th. The final number was 24,300 plants that were purchased and planted through the initiative. The project page has been updated.

Topsail Island Vitex Eradication Project

Each town received a proposal from the Project Contractor Michael Baker. North Topsail and Topsail Beach provided amendments to the contractor, and the final contract is pending. Alderman Grant provided insight on the destructiveness of vitex to the dunes.

Ocean City Jazz Festival

Staff have assisted with the preparation for the event. The event is scheduled July 4 – July 6, 2025. Mayor McDermon is scheduled to give welcoming remarks on July 4, 2025, at 4:00PM. Manager Derian provided a review of the steps of preparation town staff have provided.

GFL Contract

The GFL contract took effect on July 1, 2025, for trash and recycling services. All towns have individual agreements. The website has been updated to reflect the new information for scheduling, rates, and bulk pickups. The bulk pickup dates will be announced at a future time.

OPEN FORUM

There were no signups.

PUBLIC PRESENTATIONS AND HEARINGS

- A. Public Hearing Case #SUP24-000001 Osprey and Crystal Shores homeowners' associations request a Special Use Permit to develop a designated parking area for bicycles, golf carts, and low-speed vehicles (LSVs) at 380 New River Inlet Road, zoned Residential District (R-20).

Attorney Payson provided the Board with a general overview of the laws regarding public hearings and their duties as board members during a quasi-judicial hearing.

Motion – Mayor Pro Tem Leonard made a motion to open the public hearing. Alderman Pletl seconded the motion. The motion was unanimously approved.

Mayor McDermon swore in Deborah Hill and David Dalsimer.

Deborah Hill, Planning Director and Zoning Administrator, presented the item to the Board. Hill provided the Board with the zoning for parcels next to the proposed parking area. The area is .78 acres, and the Future Land Use Classification for the property is low-density residential. The request has gone through a technical review committee with the Division of Coastal Management. NCDOT will require an easement agreement, and a driveway application should the request be approved by the Board. The Fire Chief and Police Chief have reviewed the request and have no objections. Parking lots as a principal use require a Special Use Permit pursuant to the Unified Development Ordinance, section 4.1. The Planning Board met in June and reviewed the request, approving it unanimously. The application, CAMA permit, site plan, and other documents are attached to the agenda. Hill answered questions from the Board regarding the landscaping and any potential environmental impacts from the project. There will be no ongoing costs to the Town for the proposed parking lot. David Dalsimer, representative of the project, informed the Board that this would be a private parking lot that is monitored and kept clean. He reviewed the benefits of adding the parking lot. A crosswalk has been requested from NCDOT to be added as a safety precaution. The lease for the property is twenty years and is available for renewal. Alderman Pletl, Grant, and Mayor Pro Tem Leonard provided praise for the project's goal.

Motion – Alderman Pletl made a motion to close the public hearing. Alderman Olszewski seconded the motion. The motion carried unanimously.

Motion – Alderman Pletl made a motion to approve SUP24-000001 as presented. Mayor Pro Tem Leonard seconded the motion. Manager Derian roll called the vote.

Roll Call

- Alderman Pletl – yes
- Alderman Benson – yes
- Mayor Pro Tem Leonard – yes
- Alderman Olszewski – yes
- Alderman Grant – yes

The motion carried unanimously.

CONSENT AGENDA

Consent Agenda items include:

- A. Approval of Minutes
- B. Department Head Reports
- C. Monthly Coastal Engineer Report
- D. Settlement Agreement and Release
- E. WB Brawley Change Order #6
- F. Rental Agreement

G. Committee Reports

Motion – Alderman Benson made a motion to approve the consent agenda as presented. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously.

CONTINUING BUSINESS

GWI Tax and Accounting Contract Consideration

Town Manager Alice Derian presented the item to the Board. Derian, Attorneys Ferguson and Payson, and Beth Wood (GWI) met to address the Board's previous concerns. The contract with GWI was previously extended through June 30, 2025. This contract presented to the Board now is to continue services going forward. The new contract includes a provision that either party can terminate the contract with thirty-days' notice.

Motion – Alderman Grant made a motion to consider the contract with GWI Tax and Accounting. Alderman Benson seconded the motion. The Board opened the floor for discussion.

Alderman Grant reviewed policy issues with the agreement. The contract includes language that GWI is limited to eight (8) hours a day, which GWI has interpreted as no more than forty (40) hours a week. Alderman Grant requested the Board clarify which time frame is correct. He also noted in the engagement letter that North Topsail staff have been deemed responsible for overseeing the preparation of documents. Alderman Grant commented that he was comfortable with staff overseeing the preparation but did not feel staff should be representations as to the accuracy of the documents since they did not create them. Alderman Grant vocalized the idea of outlining hours in which GWI works during Town hours. Alderman Grant asked for clarification of the term "salary." Alderman Grant vocalized issues with liability and the utilizing of third parties. Lastly, Alderman Grant vocalized the need for utilizing a system in which data is transferable between GWI and the Town of North Topsail Beach (TNTB).

Manager Derian responded to the comment on the transferring and retention of data between GWI and TNTB, stating there are two computers set up in the server room. The computers are assigned to Sylvia and Debra with DWI. The GWI employees log into the computers as if they were TNTB employees. The data is stored in a Fed Ramp and in the Cloud. The data is backed up daily and the templates are housed within the finance records. Ricky Schwisow, ITS Director, assisted Manager Derian in verifying the financial system utilized is North Topsail's and the data created is retained.

Mayor Pro Tem Leonard asked Attorney Payson for clarification on salary and benefits and working hours mirroring those of the Town. Attorney Payson reserved commentary on salary and benefits for the closed session. He offered clarification on mirroring work hours. Attorney Payson commented that there can be risks with independent contractors being deemed

employees. Manager Derian confirmed for Mayor Pro Tem Leonard that she has had no issues with being able to connect with GWI employees.

Alderman Benson reminded the audience present that GWI has moved the Town forward with the FEMA projects and the Town can now closed out projects from seven years ago. Alderman Benson vocalized his support for the contract.

Alderman Olszewski vocalized she felt there was a need for legal council regarding the scope of work and contractual issues. She requested counsel be given to the Board before approving the contract.

Motion – Alderman Olszewski made a motion to table the contract for closed session. Alderman Grant seconded the motion. Alderman Pletl, Grant, and Olszewski voted in favor of the motion. Alderman Benson and Mayor Pro Tem Leonard voted against the motion. The motion carried 3-2.

BISAC Update

BISAC Chair Strother presented the item. He reported to the Board that the BISAC held a meeting on June 17, 2025, and was updated by Manager Derian. The BISAC discussed the results of the one-stop meeting that was held with the Coastal Engineering Firm. Chair Strother reviewed what a one-stop meeting was and informed the Board BISAC project approved by the different agencies that were part of the meeting. Chair Strother explained this was expected and changes will be made to receive the permits. The only area of the project that received a hard rejection was the temporary retention structure. The agencies felt the temporary retention structure was more closely labeled a terminal growing, which has a separate process of approval. There were also concerns of the quality and color of the material being used. The darkness of some of the dirt was discussed at the meeting. Strother stated the color was not an issue. The impact to the North End was also a conversation of concerns with birds nesting in that area. The environmental impact study will be completed in August of this year. BISAC will review the comments from the one-stop meeting, finalize the beach placement, review Geotech data, and make the necessary changes to the project to apply for permitting in September late this year. BISAC will also review the placement of sand in the North End without using a temporary structure. Placement and a permit for the pipeline will need to be obtained. CAMA takes five to six months to review a permitting application. BISAC will be able to put the project out to bid later this year.

Chair Strother answered questions brought up by Board members since the last presentation. Strother reported FEMA would cover engineered beaches. A terminal growing would still be an option and would cost around \$10 million for the Town. BISAC will investigate soft solutions for the North End like reshaping it or making it an environmental island sanctuary. Currently

FEMA covers 75% of damages and North Carolina State covers 25% of damages. Long term projects looking for FEMA funds must go through an environmental study process which delays it two to three years. Regardless of if FEMA, the entity, goes away, the funding will still be provided. Currently, there is nothing the Town needs to do financially to move forward with this project. There is a BISAC meeting scheduled for July, but the meeting will likely be pushed to August. Should BISAC change the project plan to something outside what the Board has already approved, Coastal will return to the Board for consideration.

NEW BUSINESS

A. Board of Adjustments Vacancy and Applications

Mayor McDermon presented the applications to the Board. In previous appointments, the Board has used a ballot method. Attorney Payson agreed using the ballot method would be consistent with past votes. An audience member informed the Board that Christy Barefoot's application would need to be removed from consideration. Alderman Benson notified the Board that there would two positions on Board of Adjustments available. He suggested moving Jason Stahr from Alternate to Full Member on the Board of Adjustment and voting in a new member to fill the last vacancy. Alderman Pletl agreed with Alderman Benson's suggestion.

Motion – Alderman Benson made a motion to elevate Jason Stahr form Alternate to Full Member on the Board of Adjustments and to appoint Grey Chapman as the second member. Alderman Pletl seconded the motion. The Board decided they would vote unanimously instead of the ballot method since there was only one applicant. The motion carried unanimously. Manager Derian verified the Board wished to advertise an alternate position as vacant for the Board of Adjustments. The board confirmed.

B. Planning Board Vacancy and Applications

Mayor McDermon presented the applications to the Board members. She announced Christy Barefoot would also be removed from the application pool. The Board agreed to vote by ballot. Manager Derian read aloud the votes as presented to her. The votes are listed below:

Ballot Results

- Lisa Brown: four votes
- Jason Smith: one vote

Mayor McDermon thanked the applicants for applying and congratulated Lisa Brown for her appointment.

C. Thank You Letters to Senator Tillis and Senator Budd

Mayor Pro Tem Leonard presented the letters to the Board. He informed the audience that in addition to the House Resolution (HR 185) that is going forward in congress, Senators Tillis and Budd filed a bill (S. 1724) on the senate floor. Mayor Pro Tem requested the Board's

consideration on signing the thank you letters to the Senators for their support. Additionally, HR185 was before the Fish and Wildlife Subcommittee and Natural Resources Subcommittee to review details in the language of the bill regarding roadways.

Alderman Grant vocalized his support for the letters but also invited the addition of asking what the Board and citizens could do to advance the bill to the senate. Mayor Pro Tem Leonard agreed with the addition.

OPEN FORUM

Kip Malcolm, 3102 Green Street, spoke on behalf of the Ocean City Citizens Council. Malcolm spoke about the upcoming Ocean City Jazz Festival taking place on July 4 – 6, 2025. He spoke about the historical importance of the event and invited the members of the Board and public to attend the event.

ATTORNEY’S REPORT

Attorney Payson stated there was no new information to report.

MAYOR’S REPORT

Mayor McDermion wished everyone a happy 4th of July and encouraged everyone to stay safe throughout the weekend.

ALDERMANS’ REPORT

Alderman Pletl provided a sea turtle report. Currently, North Topsail Beach has thirty-three sea turtle nests. Surf City has nine nests and Topsail Beach has seven. She requested beach front properties to keep their front lights off for the sea turtles. She encouraged citizens to attend the Ocean City Jazz Festival and wished everyone a happy 4th of July.

Alderman Benson wished everyone a happy and safe 4th of July.

Mayor Pro Tem Leonard thanked the audience for attending the meeting and wished everyone a happy and safe 4th of July. Mayor Pro Tem Leonard announced he was excited for the Jazz Festival and his contentment with the progress of Cobra.

Alderman Olszewski thanked the audience for attending and announced the Town does have jobs available. She informed the audience of the upcoming election and the seats that will be available.

Alderman Grant announced the pump station is working. He announced that Onslow County will not be raising their tax rate this year and that North Topsail had the lowest property tax rates in comparison to the surrounding towns. He announced the Town is almost debt free.

CLOSED SESSION

Motion – Alderman Olszewski made a motion to go into closed session for item three (3) Consultation with the Attorney. Mayor Pro Tem seconded the motion. The motion carried unanimously. The Board went into closed session at 12:23PM.

Motion – Mayor Pro Tem Leonard made a motion to return to open session. Alderman Pletl seconded the motion. The motion carried unanimously. The Board returned to the open session at 1:26PM.

Mayor McDermmon announced the Board discussed the contract with GWI while in closed session. The Board agreed to three amendments to the contract. The first amendment is that the vendor works eight hours per day but does not exceed forty hours per week unless approved by the town manager in writing. The second amendment is to the language for if the Town of North Topsail Beach were to hire a GWI employee. The Board agreed to amend the language from “compensation” to “salary” and add a ninety-day timeline. The third amendment pertained to travel. The Board agreed to strike hotel and meal from the language.

Motion — Alderman Pletl made a motion to approve the contract amendments. Mayor Pro Tem seconded the motion. Alderman Pletl, Benson, Grant, and Mayor Pro Tem Leonard voted in favor of the motion. Alderman Olszewski voted in opposition of the motion. The motion carried 4-1.

Alderman Grant commented he would bring up the pay schedule regarding the GWI contract at the next meeting. He vocalized his opposition to paying GWI for work they performed outside of the contract.

ADJOURNMENT

Motion — Alderman Pletl made a motion to adjourn the meeting. Mayor Pro Tem Leonard seconded the motion. The motion carried unanimously. The meeting adjourned at 1:31PM.



BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR MCDERMON AND ALDERMEN

FROM: Debra H Mack, Consultant

SUBJECT: Finance Monthly Financial Report

DATE: July 29, 2025

Listed below are key financial highlights for FY 26:

A) Budget vs Actual Report for all Funds.

1) **General Fund** (Fund 10) Pages 1 – 9

- i. **Ad Valorem Tax Current Year** – the majority of taxes are received between October and January. Currently \$16,365.62 of property taxes have been collected.
- ii. **Interest Earnings** – the majority of interest is earned on deposits held in the NCCMT and posts on the 1st day of the following month; therefore, NCCMT July interest will not be available until August 1st.
- iii. **Utility Franchise Tax** – the tax is received quarterly in arrears. The first distribution for the Months July – September will be received in December; October – December in March; January – March in June and April – June in September. This tax is susceptible to extreme weather.
- iv. **Sales Tax** – this tax is received in arrears. July Sales are received in October, and the remaining distribution schedule has June 2026 Sales received in September 2026. This tax is susceptible to economic conditions.

2) **Capital Improvement Fund** (Fund 12) Page 10

- i. **Ad Valorem Tax** – the majority of taxes are received between October and January. Currently \$3,551.61 of property taxes have been collected.
- ii. **Onslow County Fire Tax** – this tax payment is typically once per year in September.

3) **Shoreline Protection (Fund 30)** pages 11-12

- i. **Accommodation Tax** – received \$469,274.03 through July 22nd and is line with the revenue received for the same time frame in FY 24. This tax is susceptible to economic and weather conditions.
- ii. **Interest Earnings** – – the majority of interest is earned on deposits held in the NCCMT and posts on the 1st day of the following month; therefore, NCCMT July interest will not be available until August 1st.
- iii. **Ad Valorem Tax** – – the majority of taxes are received between October and January. Currently \$5,072.17 of property taxes have been collected..
- iv. **Sales Tax** – – this tax is received in arrears. July Sales are received in October, and the remaining distribution schedule has June 2026 Sales received in September. This tax is susceptible to economic conditions..
- v. **Paid Parking Revenue** – this revenue is received in arrears. July revenue will be received in August. This revenue is susceptible to weather conditions.

4) **Capital Project Beach Maintenance (Fund 31)** pages 13-14

- i. NOTE: **Multi-year Fund**. This impacts comparisons of transfers in from annual funds when the multi-year fund has the history of prior years.
- ii. **FEMA Reimbursement** – due to the delay in FEMA reimbursements compared to the budget shows \$6,171,550 not paid out as of July 29TH.
- iii. **Investment Income** – \$1,031,525 over budget and is related to the interest earned on the \$10.5 million NCDEQ Grant. The final ST Wooten retainage payment will be issued on August 1st for Phase 4. If no further expenditures related to Phase 4 occur; then the Phase 4 NCDEQ Project will be underspent by approximately \$2,768,036; consisting of \$1,736,511 of the Grant and \$1,031,525 of interest (July interest will post in August and will increase this total).

5) **Grant Project FEMA – 4837 PTC8 (Fund 32)** page 15-16

- i. NOTE: **Multi-year Fund**. Category G: Dune Crossover at Marina Way and Category G: Emergency Berm (Beach Project)
- ii. This project does not have a funding agreement in place yet. The Town has responded to the 2nd round of RFI (Request for Information) and is currently waiting for FEMA's response. Once all other required levels of review are completed a funding agreement will be finalized.
- iii. Due to the lack of funding agreement and the need for this work to commence, Fund 30 transferred to Fund 32 the current estimated amount for the project. Moving forward contemplates that this transfer will be repaid to Fund 30 and all federal and state requirements for reimbursement followed.

- 6) **Capital Project Fire Station 2 (Fund 50) page 17**
- i. NOTE: **Multi-year Fund.**
 - ii. Contingency balance in this project is \$65,516 to cover any unforeseen costs.
 - iii. The WB Brawley contract is currently past the completion date. We have received a change order request from Becker Morgan and waiting for Change Order #7 from WB Brawley. It is anticipated that both items will be on the August 6th Agenda for the Board's approval.
- 7) **Grant Project Stormwater NCEM DRMG2304 (Fund 60) page 18**
- i. NOTE: **Multi-year Fund.**
 - ii. This project is funded by NCEM and has no matching requirements.
 - iii. Reimbursement request has been submitted and waiting for approval.

B) Payments Processed: Cash Disbursements (ACH) \$122,210.78 and Accounts Payable Checks \$707,036.68 = \$829,247.46.

C) Cash Balance Report All Funds – this report by Bank Type by fund no longer has the large negative balances in Bank 1 (sweep account). Those negative transactions for the past years have been corrected to show the operating bank balance – Bank 2 by Fund. Highlighted Fund 31 below:

- 1) **Fund 31** – NC Capital Management Trust reflects payments that have occurred through July 29th. The Total \$6,201,133.28 is split \$2,768,036.52 unspent NCDEQ grant and interest; and the balance of \$3,433,096.76 attributable to the unspent transferred in funds. In addition, the \$596,469.80 balance in Bank 2 also represents unspent transferred in funds as of July 29th.

This month's report has provided detailed highlights to assist in the interpretation of the reports attached.

Respectfully submitted,

Debra H Mack/dhm

GWJ Tax & Accounting Consultant

Attachments:

Budget vs Actual All Funds as of 07/29/25– 18 pages

Check Listing 06/25/25–07/29/25 – 2 pages

Cash Balance All Funds as of 07/29/25 – 2 pages

Budget vs Actual

NORTH TOPSAIL BEACH
7/29/2025 8:34:32 PM

Period Ending 7/29/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-301-00 AD VALOREM TAX - Current Year	4,297,249	0.00	16,365.62	16,365.62	16,365.62	(4,280,883.38)	0%
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	10,909.66	10,909.66	10,909.66	(34,090.34)	24%
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	0.00	0.00	(80,000.00)	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	2.21	2.21	2.21	(2,997.79)	0%
10-329-00 INTEREST	602,000	0.00	2,660.83	2,660.83	2,660.83	(599,339.17)	0%
10-335-00 MISCELLANEOUS	2,000	0.00	0.00	0.00	0.00	(2,000.00)	
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	23.16	23.16	23.16	(6,976.84)	0%
10-337-00 UTILITIES FRANCHISE TAX	530,612	0.00	0.00	0.00	0.00	(530,612.00)	
10-341-00 BEER & WINE TAX	3,400	0.00	0.00	0.00	0.00	(3,400.00)	
10-343-00 POWELL BILL ALLOCATIONS	43,000	0.00	0.00	0.00	0.00	(43,000.00)	
10-345-00 LOCAL OPTION SALES TAX	2,962,767	0.00	0.00	0.00	0.00	(2,962,767.00)	
10-345-01 SALES & USE TAX RETURN	0	0.00	1.68	1.68	1.68	1.68	
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	0.00	(750.00)	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	1,500.00	1,500.00	1,500.00	(500.00)	75%
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	0.00	0.00	(112,125.00)	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	27.00	27.00	27.00	(3,973.00)	1%
10-352-01 FIRE INSPECTIONS & VIOLATION FEES	500	0.00	0.00	0.00	0.00	(500.00)	
10-352-02 CODE ENFORCEMENT FINES	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-355-00 BUILDING PERMITS	65,000	0.00	7,568.75	7,568.75	7,568.75	(57,431.25)	12%
10-355-01 MECHANICAL PERMITS	8,000	0.00	910.00	910.00	910.00	(7,090.00)	11%
10-355-02 ELECTRICAL PERMITS	12,000	0.00	910.00	910.00	910.00	(11,090.00)	8%
10-355-03 PLUMBING PERMITS	1,200	0.00	210.00	210.00	210.00	(990.00)	18%
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	0.00	(500.00)	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	110.00	110.00	110.00	(190.00)	37%
10-355-06 TECHNOLOGY FEE	5,000	0.00	503.40	503.40	503.40	(4,496.60)	10%
10-355-07 REINSPECTION FEE/FINES	13,000	0.00	3,475.00	3,475.00	3,475.00	(9,525.00)	27%

Budget vs Actual

NORTH TOPSAIL BEACH
7/29/2025 8:34:32 PM

Period Ending 7/29/2025

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-355-09 CCR FEES	2,000	0.00	0.00	0.00	0.00	(2,000.00)		
10-357-08 PLANNING & ZONING FEES	28,000	0.00	2,050.00	2,050.00	2,050.00	(25,950.00)	7%	
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	46,141.10	46,141.10	46,141.10	(529,276.90)	8%	
10-359-52 ADD'L CART RECYCLING	0	0.00	240.00	240.00	240.00	240.00		
10-368-01 NCDOT GRASS MOWING REIMB	7,776	0.00	0.00	0.00	0.00	(7,776.00)		
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
Revenues Totals:	9,426,597	0.00	93,608.41	93,608.41	93,608.41	(9,332,988.59)	1%	
Expenses								
10-410-01 BOARD STIPEND (WAS 10-410-95)	3,600	0.00	0.00	0.00	0.00	3,600.00		
10-410-02 SALARIES	0	0.00	3,000.00	3,000.00	3,000.00	(3,000.00)		
10-410-03 PART-TIME SALARIES	36,000	0.00	0.00	0.00	0.00	36,000.00		
10-410-05 FICA (7.65%)	3,030	0.00	229.50	229.50	229.50	2,800.50	8%	
10-410-14 TRAVEL & TRAINING	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-410-33 DEPARTMENTAL SUPPLIES	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-410-43 AUDITOR FEES	25,000	0.00	0.00	0.00	0.00	25,000.00		
10-410-45 TAX COLLECTION FEES	76,000	0.00	0.00	0.00	0.00	76,000.00		
10-410-47 PROFESSIONAL SERVICES	244,500	0.00	0.00	0.00	0.00	244,500.00		
10-410-50 DONATIONS OTHER AGENCIES	13,500	0.00	0.00	0.00	0.00	13,500.00		
10-410-53 DUES & SUBSCRIPTIONS	2,200	0.00	0.00	0.00	0.00	2,200.00		
10-410-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-410-58 TAX REFUNDS	1,000	0.00	0.00	0.00	0.00	1,000.00		
GOVERNING BODY Totals:	408,830	0.00	3,229.50	3,229.50	3,229.50	405,600.50	1%	
10-420-02 SALARIES	548,156	0.00	24,006.99	24,006.99	24,006.99	524,149.01	4%	
10-420-03 PART-TIME SALARIES	31,200	0.00	0.00	0.00	0.00	31,200.00		
10-420-04 OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00		
10-420-05 FICA (7.65%)	44,551	0.00	1,833.81	1,833.81	1,833.81	42,717.19	4%	
10-420-06 GROUP INSURANCE	44,295	0.00	2,130.60	2,130.60	2,130.60	42,164.40	5%	
10-420-07 ORBIT RETIREMENT (12.23%)	79,807	0.00	3,379.87	3,379.87	3,379.87	76,427.13	4%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-08 401K (3%)	16,537	0.00	719.08	719.08	719.08	15,817.92	4%
10-420-09 TOWN INSURANCE HRA	0	0.00	6,146.19	6,146.19	6,146.19	(6,146.19)	
10-420-10 EMPLOYEE TRAINING	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-420-11 POSTAGE	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-420-12 MANAGER EXPENSE ACCT	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-13 TUITION REIMBURSEMENT	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-15 BANK CHARGES	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-420-18 CONSUMABLES	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-26 ADVERTISING	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-420-31 GAS, OIL & TIRES	2,200	0.00	303.09	303.09	303.09	1,896.91	14%
10-420-32 OFFICE SUPPLIES	6,000	0.00	244.64	244.64	244.64	5,755.36	4%
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	0.00	0.00	0.00	0.00	11,000.00	
10-420-45 CONTRACTED SERVICES	418,800	323,150.21	2,704.79	2,704.79	2,704.79	92,945.00	78%
10-420-53 DUES & SUBSCRIPTIONS	2,440	0.00	440.00	440.00	440.00	2,000.00	18%
10-420-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00	
10-420-58 EMPLOYEE ENGAGEMENT	8,000	0.00	0.00	0.00	0.00	8,000.00	
ADMINISTRATION Totals:	1,246,486	323,150.21	41,909.06	41,909.06	41,909.06	881,426.73	29%
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	0.00	5,000.00	
ELECTIONS Totals:	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-480-02 SALARIES	95,170	0.00	6,859.78	6,859.78	6,859.78	88,310.22	7%
10-480-05 FICA (7.65%)	7,281	0.00	523.13	523.13	523.13	6,757.87	7%
10-480-06 GROUP INSURANCE	8,859	0.00	710.20	710.20	710.20	8,148.80	8%
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	967.28	967.28	967.28	12,812.72	7%
10-480-08 401K (3%)	2,855	0.00	205.80	205.80	205.80	2,649.20	7%
10-480-10 EMPLOYEE TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-480-11 PHONES	34,980	0.00	958.06	958.06	958.06	34,021.94	3%
10-480-16 M & R EQUIPMENT	6,000	0.00	149.00	149.00	149.00	5,851.00	2%

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-480-33 DEPARTMENT SUPPLIES	2,800	0.00	0.00	0.00	0.00	2,800.00		
10-480-46 BUILDING SECURITY	33,500	0.00	0.00	0.00	0.00	33,500.00		
10-480-53 DUES & SUBSCRIPTIONS	104,859	15,500.00	35,013.40	35,013.40	35,013.40	54,345.60	48%	
10-480-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-480-58 WEB EOC SERVICE	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-480-74 CAPITAL OUTLAY	7,500	0.00	0.00	0.00	0.00	7,500.00		
10-480-76 EQUIP LEASE PAYMENTS (COMPUTERS COPIERS)	12,000	0.00	0.00	0.00	0.00	12,000.00		
IT DEPARTMENT Totals:	333,084	15,500.00	45,386.65	45,386.65	45,386.65	272,197.35	18%	
10-490-02 SALARIES	195,376	0.00	7,927.72	7,927.72	7,927.72	187,448.28	4%	
10-490-05 FICA (7.65%)	14,947	0.00	606.48	606.48	606.48	14,340.52	4%	
10-490-06 GROUP INSURANCE	17,718	0.00	710.20	710.20	710.20	17,007.80	4%	
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	1,117.86	1,117.86	1,117.86	27,172.14	4%	
10-490-08 401K (3%)	5,862	0.00	237.83	237.83	237.83	5,624.17	4%	
10-490-10 EMPLOYEE TRAINING	8,500	0.00	0.00	0.00	0.00	8,500.00		
10-490-16 M & R EQUIPMENT	500	0.00	0.00	0.00	0.00	500.00		
10-490-17 M & R VEHICLES	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-490-31 GAS, OIL, & TIRES	2,200	0.00	39.89	39.89	39.89	2,160.11	2%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	0.00	0.00	1,650.00		
10-490-57 MISCELLANEOUS	250	0.00	0.00	0.00	0.00	250.00		
10-490-58 CRS FLOOD ACTIVITY	1,400	0.00	0.00	0.00	0.00	1,400.00		
PLANNING/ZONING/CAMA Totals:	277,693	0.00	10,639.98	10,639.98	10,639.98	267,053.02	4%	
10-491-02 SALARIES	167,258	0.00	5,103.20	5,103.20	5,103.20	162,154.80	3%	
10-491-05 FICA (7.65%)	12,795	0.00	381.39	381.39	381.39	12,413.61	3%	
10-491-06 GROUP INSURANCE	17,718	0.00	710.20	710.20	710.20	17,007.80	4%	
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	719.58	719.58	719.58	23,499.42	3%	
10-491-08 401K (3%)	5,018	0.00	153.10	153.10	153.10	4,864.90	3%	
10-491-10 EMPLOYEE TRAINING	4,500	0.00	0.00	0.00	0.00	4,500.00		
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	0.00	1,200.00		

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-491-31 GAS, OIL & TIRES	3,300	0.00	41.50	41.50	41.50	3,258.50	1%	
10-491-45 CONTRACTED SERVICES	33,600	0.00	1,397.00	1,397.00	1,397.00	32,203.00	4%	
10-491-53 DUES & SUBSCRIPTIONS	335	0.00	90.00	90.00	90.00	245.00	27%	
10-491-54 DEMOLITION	30,000	0.00	0.00	0.00	0.00	30,000.00		
10-491-57 MISCELLANEOUS	500	0.00	0.00	0.00	0.00	500.00		
10-491-89 SETTLEMENT AGREEMENT	11,400	0.00	11,400.00	11,400.00	11,400.00	0.00	100%	
INSPECTIONS Totals:	311,843	0.00	19,995.97	19,995.97	19,995.97	291,847.03	6%	
10-500-13 UTILITIES	55,000	0.00	0.00	0.00	0.00	55,000.00		
10-500-15 M & R BUILDINGS/GROUNDS	162,000	2,950.00	2,175.70	2,175.70	2,175.70	156,874.30	3%	
10-500-17 LANDSCAPING EXPENSE	38,527	27,065.72	2,460.52	2,460.52	2,460.52	9,000.76	77%	
10-500-33 BUILDING SUPPLIES	6,500	0.00	15.96	15.96	15.96	6,484.04	0%	
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00		
10-500-43 CLEANING SERVICES	15,000	12,750.00	750.00	750.00	750.00	1,500.00	90%	
10-500-45 PEST CONTROL	2,566	0.00	0.00	0.00	0.00	2,566.00		
10-500-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	0.00	2,500.00		
10-500-74 CAPITAL OUTLAY	140,000	0.00	0.00	0.00	0.00	140,000.00		
10-500-76 LEASE PAYMENTS	36,000	0.00	6,000.00	6,000.00	6,000.00	30,000.00	17%	
PUBLIC BLDGS Totals:	473,093	42,765.72	11,402.18	11,402.18	11,402.18	418,925.10	11%	
10-501-09 WORKER'S COMPENSATION	66,702	0.00	0.00	0.00	0.00	66,702.00		
10-501-10 TOWN HRA INSURANCE	58,500	0.00	279.23	279.23	279.23	58,220.77	0%	
10-501-13 PROPERTY LIABILITY & BONDS	156,444	0.00	0.00	0.00	0.00	156,444.00		
10-501-17 VFIS INSURANCE	26,281	0.00	21,752.00	21,752.00	21,752.00	4,529.00	83%	
10-501-53 CYBER INSURANCE	17,325	0.00	0.00	0.00	0.00	17,325.00		
10-501-54 FLOOD INSURANCE	51,975	0.00	33,533.00	33,533.00	33,533.00	18,442.00	65%	
INSURANCE Totals:	377,227	0.00	55,564.23	55,564.23	55,564.23	321,662.77	15%	
10-509-02 PSA SALARY	16,540	0.00	1,272.28	1,272.28	1,272.28	15,267.72	8%	
10-509-05 FICA (7.65%)	1,265	0.00	97.32	97.32	97.32	1,167.68	8%	
PSA - RETIRED POLICE OFFICERS Totals:	17,805	0.00	1,369.60	1,369.60	1,369.60	16,435.40	8%	

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-02 SALARIES	889,052	0.00	61,531.33	61,531.33	61,531.33	827,520.67	7%
10-510-03 PART-TIME SALARIES	25,695	0.00	2,535.39	2,535.39	2,535.39	23,159.61	10%
10-510-04 OVERTIME	39,606	0.00	4,951.42	4,951.42	4,951.42	34,654.58	13%
10-510-05 FICA (7.65%)	73,006	0.00	5,412.66	5,412.66	5,412.66	67,593.34	7%
10-510-06 GROUP INSURANCE	124,026	0.00	7,102.00	7,102.00	7,102.00	116,924.00	6%
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	10,175.69	10,175.69	10,175.69	138,699.31	7%
10-510-08 401K (5%)	45,660	0.00	2,915.65	2,915.65	2,915.65	42,744.35	6%
10-510-09 BEACH PATROL EXPENSE	15,000	0.00	1,654.50	1,654.50	1,654.50	13,345.50	11%
10-510-10 EMPLOYEE TRAINING	10,100	2,625.20	0.00	0.00	0.00	7,474.80	26%
10-510-16 M & R EQUIPMENT	3,500	898.00	0.00	0.00	0.00	2,602.00	26%
10-510-17 M & R VEHICLES	10,000	0.00	708.81	708.81	708.81	9,291.19	7%
10-510-31 GAS,OIL & TIRES	64,000	0.00	4,022.25	4,022.25	4,022.25	59,977.75	6%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	0.00	0.00	5,050.00	
10-510-36 UNIFORMS	11,000	0.00	0.00	0.00	0.00	11,000.00	
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,400	0.00	0.00	0.00	0.00	10,400.00	
10-510-47 PROFESSIONAL SERVICES	4,160	0.00	0.00	0.00	0.00	4,160.00	
10-510-53 DUES & SUBSCRIPTIONS	23,580	0.00	864.00	864.00	864.00	22,716.00	4%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-60 LESO PROGRAM	7,500	0.00	0.00	0.00	0.00	7,500.00	
10-510-73 NON-CAPITAL OUTLAY	16,720	0.00	0.00	0.00	0.00	16,720.00	
10-510-74 CAPITAL OUTLAY	130,000	0.00	0.00	0.00	0.00	130,000.00	
10-510-76 TAXES & TITLES	8,700	0.00	0.00	0.00	0.00	8,700.00	
POLICE Totals:	1,669,630	3,523.20	101,873.70	101,873.70	101,873.70	1,564,233.10	6%
10-545-02 SALARIES	197,795	0.00	5,798.40	5,798.40	5,798.40	191,996.60	3%
10-545-04 OVERTIME	9,720	0.00	1,462.67	1,462.67	1,462.67	8,257.33	15%
10-545-05 FICA (7.65%)	15,821	0.00	555.48	555.48	555.48	15,265.52	4%
10-545-06 GROUP INSURANCE	35,436	0.00	1,420.40	1,420.40	1,420.40	34,015.60	4%

Budget vs Actual

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10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	1,026.11	1,026.11	1,026.11	28,916.89	3%
10-545-08 401K (3%)	6,205	0.00	111.56	111.56	111.56	6,093.44	2%
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	0.00	7,500.00	
10-545-16 M & R EQUIPMENT	16,000	0.00	190.00	190.00	190.00	15,810.00	1%
10-545-17 M & R VEHICLES	35,000	0.00	(97.93)	(97.93)	(97.93)	35,097.93	0%
10-545-31 GAS, OIL & TIRES	22,000	0.00	380.69	380.69	380.69	21,619.31	2%
10-545-32 OFFICE SUPPLIES	300	0.00	0.00	0.00	0.00	300.00	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	0.00	53.40	53.40	53.40	6,946.60	1%
10-545-34 MOSQUITO CONTROL EXPENSE	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-545-36 UNIFORMS	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-545-37 RENTAL EQUIPMENT	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-545-53 DUES & SUBSCRIPTIONS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-545-74 CAPITAL OUTLAY	155,472	0.00	0.00	0.00	0.00	155,472.00	
PUBLIC WORKS Totals:	551,692	0.00	10,900.78	10,900.78	10,900.78	540,791.22	2%
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	0.00	0.00	32,000.00	
10-560-15 M & R PUBLIC PARKING	25,000	0.00	0.00	0.00	0.00	25,000.00	
10-560-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-560-33 DEPARTMENTAL SUPPLIES	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-560-34 STRIPING	288,000	0.00	0.00	0.00	0.00	288,000.00	
10-560-35 SIGNS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-560-43 TOWN ENTRANCE SIGNS	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-560-45 CONTRACTED SERVICES	2,500	0.00	1,490.00	1,490.00	1,490.00	1,010.00	60%
10-560-72 STORMWATER	20,000	0.00	0.00	0.00	0.00	20,000.00	
10-560-73 STREET PAVING & REPAIR	52,000	0.00	0.00	0.00	0.00	52,000.00	
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00	
STREETS Totals:	530,500	0.00	1,490.00	1,490.00	1,490.00	529,010.00	0%
10-580-45 SANITATION CONTRACTS	551,822	0.00	0.00	0.00	0.00	551,822.00	
10-580-46 TIPPING FEES	10,000	0.00	0.00	0.00	0.00	10,000.00	

Budget vs Actual

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SANITATION Totals:	561,822	0.00	0.00	0.00	0.00	561,822.00	
10-620-12 SNOWFLAKES	19,470	0.00	0.00	0.00	0.00	19,470.00	
10-620-14 PARK WELL	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-620-15 PARK MAINTENANCE	43,000	0.00	0.00	0.00	0.00	43,000.00	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-620-18 M & R BIKE PATH	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-620-19 M & R DOCK/BOARDWALK	200,000	0.00	0.00	0.00	0.00	200,000.00	
10-620-27 SPECIAL EVENTS	6,500	0.00	0.00	0.00	0.00	6,500.00	
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	0.00	0.00	7,200.00	
RECREATION Totals:	294,170	0.00	0.00	0.00	0.00	294,170.00	
10-690-02 SALARIES	973,250	0.00	71,400.95	71,400.95	71,400.95	901,849.05	7%
10-690-03 PART-TIME SALARIES	81,113	0.00	630.00	630.00	630.00	80,483.00	1%
10-690-04 OVERTIME	41,199	0.00	4,032.87	4,032.87	4,032.87	37,166.13	10%
10-690-05 FICA (7.65%)	83,810	0.00	5,648.22	5,648.22	5,648.22	78,161.78	7%
10-690-06 GROUP INSURANCE	150,603	0.00	11,363.20	11,363.20	11,363.20	139,239.80	8%
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	10,667.84	10,667.84	10,667.84	137,041.16	7%
10-690-08 401K (3%)	30,617	0.00	2,263.03	2,263.03	2,263.03	28,353.97	7%
10-690-10 EMPLOYEE TRAINING	7,000	0.00	0.00	0.00	0.00	7,000.00	
10-690-16 M & R EQUIPMENT	35,000	0.00	1,175.17	1,175.17	1,175.17	33,824.83	3%
10-690-17 M & R VEHICLES	32,000	0.00	0.00	0.00	0.00	32,000.00	
10-690-31 GAS, OIL & TIRES	38,500	0.00	1,853.85	1,853.85	1,853.85	36,646.15	5%
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	0.00	0.00	2,500.00	
10-690-33 DEPARTMENTAL SUPPLIES	43,000	9,736.40	0.00	0.00	0.00	33,263.60	23%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	0.00	6,000.00	
10-690-36 UNIFORMS	25,500	0.00	0.00	0.00	0.00	25,500.00	
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	0.00	0.00	4,000.00	
10-690-53 DUES & SUBSCRIPTIONS	19,500	0.00	0.00	0.00	0.00	19,500.00	
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	0.00	350.00	
10-690-73 COMUNICATIONS EQUIP	9,200	0.00	0.00	0.00	0.00	9,200.00	
10-690-74 CAPITAL OUTLAY	22,000	0.00	0.00	0.00	0.00	22,000.00	
FIRE DEPARTMENT Totals:	1,752,851	9,736.40	109,035.13	109,035.13	109,035.13	1,634,079.47	7%

Budget vs Actual

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10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-695-91 PLANNING BOARD EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00		
10-695-92 BOARD OF ADJUSTMENT EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00		
COMMITTEES Totals:	2,000	0.00	0.00	0.00	0.00	2,000.00		
10-999-01 CONTINGENCY	459,930	0.00	0.00	0.00	0.00	459,930.00		
10-999-02 RESERVED	152,941	0.00	0.00	0.00	0.00	152,941.00		
CONTINGENCY Totals:	612,871	0.00	0.00	0.00	0.00	612,871.00		
Expenses Totals:	9,426,597	394,675.53	412,796.78	412,796.78	412,796.78	8,619,124.69	9%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			(319,188.37)	(319,188.37)	(319,188.37)			

Budget vs Actual

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12 CAPITAL IMPROVEMENT FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
12-301-00 AD VALOREM TAX (.07)	1,157,116	0.00	3,551.61	3,551.61	3,551.61	(1,153,564.39)	0%	
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	0.00	0.00	0.00	0.00	(486,026.00)		
Revenues Totals:	1,643,142	0.00	3,551.61	3,551.61	3,551.61	(1,639,590.39)	0%	
Expenses								
12-440-01 FIRE STATION #2 PRINCIPAL (DEBT)	373,334	0.00	0.00	0.00	0.00	373,334.00		
12-440-02 FIRE STATION #2 iNTEREST (DEBT)	198,091	0.00	99,045.34	99,045.34	99,045.34	99,045.66	50%	
12-440-03 JOEMC FIRE TRUCK PRINCIPAL ONLY (DEBT)	17,500	0.00	0.00	0.00	0.00	17,500.00		
12-750-03 BIKE PATH PROJECT	100,000	0.00	0.00	0.00	0.00	100,000.00		
12-750-04 PUBLIC WORKS BUILDING PROJECT	20,000	0.00	0.00	0.00	0.00	20,000.00		
12-750-11 FUTURE CAPITAL IMPROVEMENTS	917,101	0.00	0.00	0.00	0.00	917,101.00		
12-750-45 TAX COLLECTION FEES	17,116	0.00	0.00	0.00	0.00	17,116.00		
Totals:	1,643,142	0.00	99,045.34	99,045.34	99,045.34	1,544,096.66	6%	
Expenses Totals:	1,643,142	0.00	99,045.34	99,045.34	99,045.34	1,544,096.66	6%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		(95,493.73)	(95,493.73)	(95,493.73)			

Budget vs Actual

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30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	469,274.03	469,274.03	469,274.03	(1,530,725.97)	23%
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	5,072.17	5,072.17	5,072.17	(1,648,152.83)	0%
30-317-01 COUNTY GRANT FUNDING	150,000	0.00	0.00	0.00	0.00	(150,000.00)	
30-329-00 INTEREST INCOME	125,000	0.00	0.00	0.00	0.00	(125,000.00)	
30-345-00 LOCAL OPTION SALES TAX	1,108,888	0.00	0.00	0.00	0.00	(1,108,888.00)	
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.90	0.90	0.90	(336,374.10)	0%
Revenues Totals:	5,373,488	0.00	474,347.10	474,347.10	474,347.10	(4,899,140.90)	9%
Expenses							
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	0.00	36,900.00	
30-710-10 BEACH LOBBYIST CONTRACT	61,300	0.00	3,075.00	3,075.00	3,075.00	58,225.00	5%
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	19,284.00	0.00	0.00	0.00	118,816.00	14%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	0.00	20,000.00	
30-710-15 M & R DUNE/CROSSWALK	140,000	0.00	0.00	0.00	0.00	140,000.00	
30-710-45 CONTRACTED SERVICES	24,000	0.00	0.00	0.00	0.00	24,000.00	
30-710-59 SEA OATS PROGRAM	37,000	0.00	0.00	0.00	0.00	37,000.00	
SHORELINE PROTECTION Totals:	457,300	19,284.00	3,075.00	3,075.00	3,075.00	434,941.00	5%
30-711-45 TAX COLLECTION FEES	24,454	0.00	0.00	0.00	0.00	24,454.00	
Totals:	24,454	0.00	0.00	0.00	0.00	24,454.00	
30-720-07 NEW RIVER EIS PROJECT	147,500	0.00	0.00	0.00	0.00	147,500.00	
30-720-08 CONTRACTS, PLANS, SPECS	20,000	0.00	0.00	0.00	0.00	20,000.00	
30-720-10 VITEX	285,200	187.60	0.00	0.00	0.00	285,012.40	0%
30-720-50 2022B SOB PAYMENT	1,884,803	0.00	0.00	0.00	0.00	1,884,803.00	
30-720-57 2022C FEMA SOB FEES	1,721,043	0.00	17,121.03	17,121.03	17,121.03	1,703,921.97	1%
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	0.00	275,000.00	
30-720-64 Sandbag Repair Project	200,000	0.00	0.00	0.00	0.00	200,000.00	
BEACH REN. / DUNE STAB. Totals:	4,533,546	187.60	17,121.03	17,121.03	17,121.03	4,516,237.37	0%

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30 SHORELINE PROTECTION								
Description		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-01 FUTURE PROJECTS FUND		358,188	0.00	0.00	0.00	0.00	358,188.00	
CONTINGENCY Totals:		358,188	0.00	0.00	0.00	0.00	358,188.00	
Expenses Totals:		5,373,488	19,471.60	20,196.03	20,196.03	20,196.03	5,333,820.37	1%
30 SHORELINE PROTECTION Revenues Over/(Under) Expenses:				454,151.07	454,151.07	454,151.07		

Budget vs Actual

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31 CAPITAL PRJ BEACH MAINTENANCE								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
31-330-00 LOAN PROCEEDS	10,857,304	0.00	0.00	0.00	10,857,303.66	(0.34)	100%	
31-348-08 FEMA REIMBURSEMENT	17,599,184	0.00	0.00	0.00	11,427,633.45	(6,171,550.55)	65%	
31-368-00 NCDEQ GRANT FUNDS	10,500,000	0.00	0.00	0.00	10,500,000.00	0.00	100%	
31-370-00 INVESTMENT INCOME	272,386	0.00	0.00	0.00	1,303,911.67	1,031,525.67	479%	
31-399-01 T/I FROM BEACH FUND	9,858,986	0.00	0.00	0.00	9,858,986.00	0.00	100%	
31-399-10 T/I FROM GENERAL FUND	2,000,000	0.00	0.00	0.00	2,000,000.00	0.00	100%	
Revenues Totals:	51,087,860	0.00	0.00	0.00	45,947,834.78	(5,140,025.22)	90%	
Expenses								
31-440-00 2022A DEBT SERVICE	8,765,829	0.00	0.00	0.00	8,765,828.60	0.40	100%	
31-440-01 2022C DEBT SERVICE	1,686,801	0.00	0.00	0.00	0.00	1,686,801.00		
31-450-01 PHASE 1 - ENGINEERING & CONSTRUCTION PHASE SUPPORT	14,881	0.00	0.00	0.00	14,881.00	0.00	100%	
31-450-02 PHASE 5 -TRANCHE 1 CONST MGMT & ADM	398,245	0.00	0.00	0.00	417,728.72	(19,483.72)	105%	
31-450-03 PHASE 1 - LABORATORY ANALYSIS	6,020	0.00	0.00	0.00	6,020.00	0.00	100%	
31-450-04 PHASE 1 - REGULATORY COORDINATION & CLOSEOUT	11,048	0.00	0.00	0.00	11,047.50	0.50	100%	
31-450-05 PHASE 1 - MOBILIZATION & DEMOBILIZATION	180,000	0.00	0.00	0.00	180,000.00	0.00	100%	
31-450-06 PHASE 1 - HAUL & PLACEMENT OF BEACH FILL	9,142,736	0.00	0.00	0.00	9,142,735.55	0.45	100%	
31-450-07 PHASE 1 - PAYMENT & PERFORMANCE BONDS	45,000	0.00	0.00	0.00	45,000.00	0.00	100%	
31-450-08 PHASE 1 - PROFESSIONAL FEES	562,915	0.00	0.00	0.00	562,915.14	(0.14)	100%	
31-450-09 PHASE 5 - TRANCHE 2 CONSTRUCTION	10,105,998	0.00	0.00	0.00	10,105,997.60	0.40	100%	
31-450-10 PHASE 5 - TRANCHE 2	747,722	0.00	0.00	0.00	775,538.66	(27,816.66)	104%	

Budget vs Actual

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31 CAPITAL PRJ BEACH MAINTENANCE								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
ENGINEERING								
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	2,920,665	0.00	0.00	0.00	595.00	2,920,070.00	0%	
31-450-80 CAT Z - ADMIN FLORENCE DR4393	0	0.00	0.00	0.00	665.00	(665.00)		
Totals:	34,587,860	0.00	0.00	0.00	30,028,952.77	4,558,907.23	87%	
31-460-00 PHASE 4 - PROJECT TRANCHE 3 NCDEQ FUNDED	0	0.00	0.00	0.00	1,690.00	(1,690.00)		
31-460-01 PHASE 4 - TOWN ADMINISTRATION	50,000	0.00	0.00	0.00	0.00	50,000.00		
31-460-02 PHASE 4 - ATM CONSTRUCTION ADMIN, PERMITTING SUPPO	60,000	0.00	0.00	0.00	26,722.86	33,277.14	45%	
31-460-04 PHASE 4 - CMM TERMINATION	480,000	0.00	0.00	0.00	480,000.00	0.00	100%	
31-460-05 PHASE 4 - TI COASTAL DESIGN, SURVEY, ENG, TESTING	437,220	128,260.00	0.00	0.00	297,960.00	11,000.00	97%	
31-460-06 PHASE 4 - REACH MOBILIZATION & DEMOBILIZATION (STW)	62,000	32,550.00	0.00	0.00	29,450.00	0.00	100%	
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	380,000.00	0.00	0.00	7,220,000.00	0.00	100%	
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	2,532.80	0.00	0.00	48,123.20	0.00	100%	
31-460-09 PHASE 4 - FALL 2025 MOBILIZATION (STW)	65,000	0.00	0.00	0.00	0.00	65,000.00		
31-460-10 PHASE 4 - FALL 2025 NOURISHMENT (STW)	760,000	40,707.50	0.00	0.00	719,292.50	0.00	100%	
31-460-11 PHASE 4 - FALL 2025 ENF AND SURVEYING PERMITTING	150,000	0.00	0.00	0.00	0.00	150,000.00		
31-460-12 PHASE 4 - CONTINGENCY	6,785,124	0.00	0.00	0.00	0.00	6,785,124.00		
PHASE 4 NCDEQ GRANT Totals:	16,500,000	584,050.30	0.00	0.00	8,823,238.56	7,092,711.14	57%	
Expenses Totals:	51,087,860	584,050.30	0.00	0.00	38,852,191.33	11,651,618.37	77%	
31 CAPITAL PRJ BEACH Revenues Over/(Under) Expenses:			0.00	0.00	7,095,643.45			

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32 GRANT PRJ FEMA-4837 PTC8								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
32-348-24 FEMA-4837-NC PTC 8	2,231,206	0.00	0.00	0.00	0.00	(2,231,206.00)		
32-350-00 STATE MATCH	743,736	0.00	0.00	0.00	0.00	(743,736.00)		
32-399-01 T/I FUND 30 SHORELINE PROTECTION	2,974,942	0.00	0.00	0.00	2,974,942.00	0.00	100%	
Revenues Totals:	5,949,884	0.00	0.00	0.00	2,974,942.00	(2,974,942.00)	50%	
Expenses								
32-470-02 PUBLIC CROSSOVER DAMAGE	24,701	1,615.92	0.00	0.00	23,084.58	0.50	100%	
32-470-30 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	0.00	0.00	45,176.75	14,633.25	76%	
32-470-31 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	0.00	3,000.00		
32-470-32 PRE-CONSTRUCTION MEETING/COORD	4,800	0.00	0.00	0.00	184.03	4,615.97	4%	
32-470-33 PROJECT PERMITTING	12,500	0.00	0.00	0.00	19,217.00	(6,717.00)	154%	
32-470-34 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	0.00	15,000.00		
32-470-35 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	0.00	167.90	15,732.10	1%	
32-470-36 PE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	0.00	24,500.00		
32-470-37 EQUIP MOBILIZATION/DEMobilIZATION	50,000	26,250.00	0.00	0.00	23,750.00	0.00	100%	
32-470-38 BEACH FILL PLACEMENT	2,867,000	2,525,516.80	0.00	0.00	341,483.20	0.00	100%	
32-470-39 PERFORMANCE & PAYMENT BONDS	20,000	1,000.00	0.00	0.00	19,000.00	0.00	100%	
32-470-40 CONSTRUCTION ADMINISTRATION	123,500	0.00	0.00	0.00	27,413.00	96,087.00	22%	
32-470-41 POST CONST MONITORING	19,500	0.00	0.00	0.00	0.00	19,500.00		
32-470-42 STATE & FEDERAL REG COORD & CLOSEOUT	7,500	0.00	0.00	0.00	14,002.00	(6,502.00)	187%	

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32 GRANT PRJ FEMA-4837 PTC8									
Description			Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
32-470-99 CONTINGENCY			2,702,173	0.00	0.00	0.00	0.00	2,702,173.00	
FEMA-4837 PTC8 Totals:			5,949,884	2,554,382.72	0.00	0.00	513,478.46	2,882,022.82	52%
Expenses Totals:			5,949,884	2,554,382.72	0.00	0.00	513,478.46	2,882,022.82	52%
32 GRANT PRJ FEMA-4837 PTC8			Revenues Over/(Under) Expenses:		0.00	0.00	2,461,463.54		

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50 CAPITAL PRJ FIRE STATION 2								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
50-330-00 LOAN PROCEEDS	5,600,000	0.00	0.00	0.00	5,600,000.00	0.00	100%	
50-339-01 T/I FROM CIF	1,000,000	0.00	0.00	0.00	1,000,000.71	0.71	100%	
50-399-02 T/I FROM GF	232,000	0.00	0.00	0.00	232,000.00	0.00	100%	
Revenues Totals:	6,832,000	0.00	0.00	0.00	6,832,000.71	0.71	100%	
Expenses								
50-450-02 CONSTRUCTION COSTS	6,152,148	0.00	0.00	0.00	2,416,201.35	3,735,946.65	39%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	59,823	0.00	0.00	0.00	57,273.01	2,549.99	96%	
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	320,463	0.00	0.00	0.00	311,938.39	8,524.61	97%	
50-450-11 CONTINGENCY	65,516	0.00	0.00	0.00	0.00	65,516.00		
50-450-13 UTILITIES	2,050	0.00	0.00	0.00	2,049.26	0.74	100%	
50-450-74 CAPITAL OUTLAY	232,000	0.00	0.00	0.00	0.00	232,000.00		
Totals:	6,832,000	0.00	0.00	0.00	2,787,462.01	4,044,537.99	41%	
Expenses Totals:	6,832,000	0.00	0.00	0.00	2,787,462.01	4,044,537.99	41%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	0.00	4,044,538.70			

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60 GRANT PRJ STORMWATER NCEM DRMG2304									
Description			Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues									
60-368-01 NCEM DRMG2304 GRANT			1,261,607	0.00	0.00	0.00	0.00	(1,261,607.00)	
Revenues Totals:			1,261,607	0.00	0.00	0.00	0.00	(1,261,607.00)	
Expenses									
60-610-01 ISLAND DR (HW 210) AT SOUTH FIRE STATION			704,211	0.00	0.00	0.00	0.00	704,211.00	
60-610-02 NEW RIVER INLET RD (SR 1568) RPTP			354,396	0.00	0.00	0.00	0.00	354,396.00	
60-610-03 PROJECT MANAGEMENT			13,565	6,782.50	0.00	0.00	6,782.50	0.00	100%
60-610-04 FIELD SURVEY			26,490	1,540.00	0.00	0.00	24,950.00	0.00	100%
60-610-05 CONSTRUCTION PLANS			89,650	44,664.00	0.00	0.00	44,986.00	0.00	100%
60-610-06 PERMITS			45,600	29,200.00	0.00	0.00	16,400.00	0.00	100%
60-610-07 PROJECT MEETINGS			11,265	11,265.00	0.00	0.00	0.00	0.00	100%
60-610-08 BID PHASE SERVICES			14,850	14,850.00	0.00	0.00	0.00	0.00	100%
60-610-09 REIMBURSABLES			1,580	446.53	0.00	0.00	1,133.47	0.00	100%
STORMWATER PRJ NCEM DRMG2304 Totals:			1,261,607	108,748.03	0.00	0.00	94,251.97	1,058,607.00	16%
Expenses Totals:			1,261,607	108,748.03	0.00	0.00	94,251.97	1,058,607.00	16%
60 GRANT PRJ STORMWATER NCEM DRMG2304		Revenues Over/(Under) Expenses:			0.00	0.00	(94,251.97)		

Check Listing

Date From: 6/25/2025 Date To: 7/29/2025
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

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Check Number	Bank	Vendor	Date	Amount
48639	2	COASTAL TRANSPLANTS, INC	06/25/2025	<u>\$9,720.00</u>
48640	2	CW IT SUPPORT, INC	06/25/2025	<u>\$357.11</u>
48641	2	DANA SAFETY SUPPLY, INC.	06/25/2025	<u>\$1,546.15</u>
48642	2	DEBBIE J OWENS	06/25/2025	<u>\$1,801.99</u>
48643	2	GEOSYNTEC CONSULTANS, INC.	06/25/2025	<u>\$15,705.75</u>
48644	2	GREGORY POOLE EQUIPMENT COMPANY	06/25/2025	<u>\$2,591.81</u>
48645	2	KELLY OFFICE MACHINES, INC	06/25/2025	<u>\$525.33</u>
48646	2	LEGACY CONSTRUCTION SERVICE GROUP INC	06/25/2025	<u>\$7,999.00</u>
48647	2	MGT IMPACT SOLUTIONS LLC	06/25/2025	<u>\$7,018.10</u>
48648	2	MRM CONSTRUCTION, LLC	06/25/2025	<u>\$19,528.13</u>
48649	2	NOOKS & CRANNIES CLEANING, LLC	06/25/2025	<u>\$500.00</u>
48650	2	OCEAN CITY BEACH CITIZENS COUNCIL	06/25/2025	<u>\$10,000.00</u>
48651	2	SANDERSON LAWN MANAGEMENT LLC	06/25/2025	<u>\$2,460.52</u>
48652	2	SHEPARDS WRECKER & GARAGE, INC	06/25/2025	<u>\$1,202.84</u>
48653	2	SHERRILL A STRICKLAND JR.	06/25/2025	<u>\$551.00</u>
48654	2	THE FMRT GROUP, LLC	06/25/2025	<u>\$775.00</u>
48655	2	VALERIA W EDWARDS	06/25/2025	<u>\$3,000.00</u>
48656	2	WB BRAWLEY COMPANY	06/25/2025	<u>\$88,124.18</u>
48657	2	ALINE ACCOUNTING PARTNERS	07/03/2025	<u>\$127,259.70</u>
48658	2	CHASE	07/03/2025	<u>\$99,045.34</u>
48659	2	COMFORT FIRST HEATING AND COOLING	07/03/2025	<u>\$75.00</u>
48660	2	COUNTY OF ONSLOW	07/03/2025	<u>\$11,032.35</u>
48661	2	DEBBIE J OWENS	07/03/2025	<u>\$777.92</u>
48662	2	EAST COAST INTERNATIONAL, INC	07/03/2025	<u>\$549.44</u>
48663	2	GOVERNMENTJOBS.COM, INC	07/03/2025	<u>\$10,862.80</u>
48664	2	MGT IMPACT SOLUTIONS LLC	07/03/2025	<u>\$8,390.00</u>
48665	2	NANCY AVERY	07/03/2025	<u>\$1,500.00</u>
48666	2	NC INSURANCE UNDERWRITING ASSOCIATION	07/03/2025	<u>\$33,533.00</u>
48667	2	NEUSE RIVER COUNCIL OF GOVERNMENTS	07/03/2025	<u>\$440.00</u>

Check Listing

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Check Number	Bank	Vendor	Date	Amount
48668	2	NOOKS & CRANNIES CLEANING, LLC	07/03/2025	<u>\$250.00</u>
48669	2	ONE80 INTERMEDIARIES	07/03/2025	<u>\$21,752.00</u>
48670	2	ONLINE SOLUTIONS, LLC	07/03/2025	<u>\$7,200.00</u>
48671	2	ONslow COUNTY FINANCE OFFICE	07/03/2025	<u>\$234.11</u>
48672	2	PNC BANK NATIONAL ASSOCIATION	07/03/2025	<u>\$17,121.03</u>
48673	2	SHEPARDS AUTO PARTS, INC	07/03/2025	<u>\$203.30</u>
48674	2	SHERRILL A STRICKLAND JR.	07/03/2025	<u>\$1,140.00</u>
48675	2	SIGN WORKS	07/03/2025	<u>\$898.80</u>
48676	2	SIMPLE COMMUNICATION	07/03/2025	<u>\$159.43</u>
48677	2	VERIZON COMMUNICATIONS INC	07/03/2025	<u>\$114.03</u>
48678	2	CDW GOVERNMENT	07/10/2025	<u>\$6,021.60</u>
48679	2	CHRISTOPHER DAVID LEE	07/10/2025	<u>\$3,765.18</u>
48680	2	DEBBIE J OWENS	07/10/2025	<u>\$772.92</u>
48681	2	DODSON BROTHERS EXTERMINATING CO INC	07/10/2025	<u>\$80.00</u>
48682	2	ENGINEERING CONSULTING SERVICES, LTD	07/10/2025	<u>\$3,552.50</u>
48683	2	FINNERTY ENTERPRISES INC	07/10/2025	<u>\$57.14</u>
48684	2	JODY L THOMPSON	07/10/2025	<u>\$1,623.80</u>
48685	2	MOTOROLA SOLUTIONS, INC.	07/10/2025	<u>\$7,390.68</u>
48686	2	NC LICENSING BOARD - GEN. CONTR	07/10/2025	<u>\$252.00</u>
48687	2	NC STATE BUREAU	07/10/2025	<u>\$864.00</u>
48688	2	O'REILLY AUTOMOTIVE STORES, INC	07/10/2025	<u>\$857.62</u>
48689	2	SHEPARDS WRECKER & GARAGE, INC	07/10/2025	<u>\$1,054.59</u>
48690	2	SHERRILL A STRICKLAND JR.	07/10/2025	<u>\$475.00</u>
48691	2	SIMPLE COMMUNICATION	07/10/2025	<u>\$463.32</u>
48692	2	SOUTHERN SOFTWARE INC.	07/10/2025	<u>\$2,601.00</u>
48693	2	SUMRELL SUGG, P.A.	07/10/2025	<u>\$12,057.50</u>
48694	2	SYNCHRONY BANK	07/10/2025	<u>\$1,097.76</u>
48695	2	TOWN OF SURF CITY	07/10/2025	<u>\$3,651.46</u>
48696	2	WRANGLER HOLDCO CORP.	07/10/2025	<u>\$33,913.60</u>

Check Listing

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Check Number	Bank	Vendor	Date	Amount
48697	2	ALINE ACCOUNTING PARTNERS	07/17/2025	<u>\$30,755.44</u>
48698	2	CAROLYN H JARMAN	07/17/2025	<u>\$550.00</u>
48699	2	DEBBIE J OWENS	07/17/2025	<u>\$972.40</u>
48700	2	FINNERTY ENTERPRISES INC	07/17/2025	<u>\$70.30</u>
48701	2	FIRST-CITIZENS BANK & TRUST COMPANY	07/17/2025	<u>\$261.76</u>
48702	2	GEOSYNTEC CONSULTANS, INC.	07/17/2025	<u>\$9,081.50</u>
48703	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	07/17/2025	<u>\$4,280.22</u>
48704	2	JOTFORM INC	07/17/2025	<u>\$8,328.00</u>
48705	2	KELLY OFFICE MACHINES, INC	07/17/2025	<u>\$525.06</u>
48706	2	KELLY OFFICE MACHINES, INC	07/17/2025	<u>\$606.33</u>
48707	2	MUNICIPAL EMERGENCY SERVICES, INC	07/17/2025	<u>\$1,257.44</u>
48708	2	N.C. DEPARTMENT OF LABOR	07/17/2025	<u>\$100.00</u>
48709	2	NOOKS & CRANNIES CLEANING, LLC	07/17/2025	<u>\$500.00</u>
48710	2	ONSLow WATER & SEWER AUTHORITY	07/17/2025	<u>\$698.50</u>
48711	2	SHERRILL A STRICKLAND JR.	07/17/2025	<u>\$589.00</u>
48712	2	TOWN OF SURF CITY	07/17/2025	<u>\$1,333.33</u>
48713	2	VALERIA W EDWARDS	07/17/2025	<u>\$3,000.00</u>
48714	2	WK DICKSON & CO., LLC	07/17/2025	<u>\$8,560.00</u>
48715	2	ATLANTIC DISCOUNT STORAGE LLC	07/24/2025	<u>\$1,560.00</u>
48716	2	CHARLES F. RIGGS & ASSOCIATES	07/24/2025	<u>\$1,490.00</u>
48717	2	DEBBIE J OWENS	07/24/2025	<u>\$899.47</u>
48718	2	FINNERTY ENTERPRISES INC	07/24/2025	<u>\$17.08</u>
48719	2	JAMES DODSON	07/24/2025	<u>\$11,400.00</u>
48720	2	JAMES HUNTER	07/24/2025	<u>\$102.85</u>
48721	2	MGT IMPACT SOLUTIONS LLC	07/24/2025	<u>\$17,814.00</u>
48722	2	N C ASSOCIATION OF MUNICIPAL CLERKS	07/24/2025	<u>\$90.00</u>
48723	2	NC STATE BUREAU	07/24/2025	<u>\$864.00</u>
48724	2	ONSLow COUNTY FINANCE OFFICE	07/24/2025	<u>\$1,054.18</u>
48725	2	SANDERSON LAWN MANAGEMENT LLC	07/24/2025	<u>\$2,460.52</u>

Check Listing

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Check Number	Bank	Vendor	Date	Amount
48726	2	SHEPARDS WRECKER & GARAGE, INC	07/24/2025	<u>\$757.47</u>
48727	2	SHERRILL A STRICKLAND JR.	07/24/2025	<u>\$561.00</u>
89	Checks Totaling -			\$707,036.68

Totals By Fund

	Checks	Voids	Total
10	\$432,402.64		\$432,402.64
12	\$99,264.33		\$99,264.33
30	\$38,342.02		\$38,342.02
31	\$7,910.25		\$7,910.25
32	\$30,514.70		\$30,514.70
50	\$90,042.74		\$90,042.74
60	\$8,560.00		\$8,560.00
Totals:	\$707,036.68		\$707,036.68

Cash Balance Report

Period Ending 7/29/2025

NORTH TOPSAIL BEACH

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Bank 1	CHECKING FCB Acct#- 0852	
	Account	Balance
	10-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	12-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	15-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	30-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	31-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	50-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	\$0.00
	Bank 1	Total: \$0.00
Bank 2	MONEY MARKET FCB Acct#- 0860	
	Account	Balance
	10-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$166,296.05
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$135,991.51
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$230,954.75
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$596,469.80
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$7,521.54
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$19,865.83
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$94,251.97
	Bank 2	Total: \$1,062,847.51
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	
	Account	Balance
	10-101-04 NC CASH MGMT TRUST	\$12,791,559.05
	12-101-04 NC CASH MGMT TRUST	\$3,167,485.70
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$4,861,492.87
	31-101-04 NC CASH MGMT TRUST	\$6,201,133.28
	32-101-04 NC CASH MGMT TRUST	\$2,453,942.00
	50-101-04 NC CASH MGMT TRUST	\$4,024,672.87
	Bank 3	Total: \$33,500,285.77
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	
	Account	Balance
	10-101-06 BB & T SAVINGS ACCT	\$0.00

Cash Balance Report

Period Ending 7/29/2025

NORTH TOPSAIL BEACH

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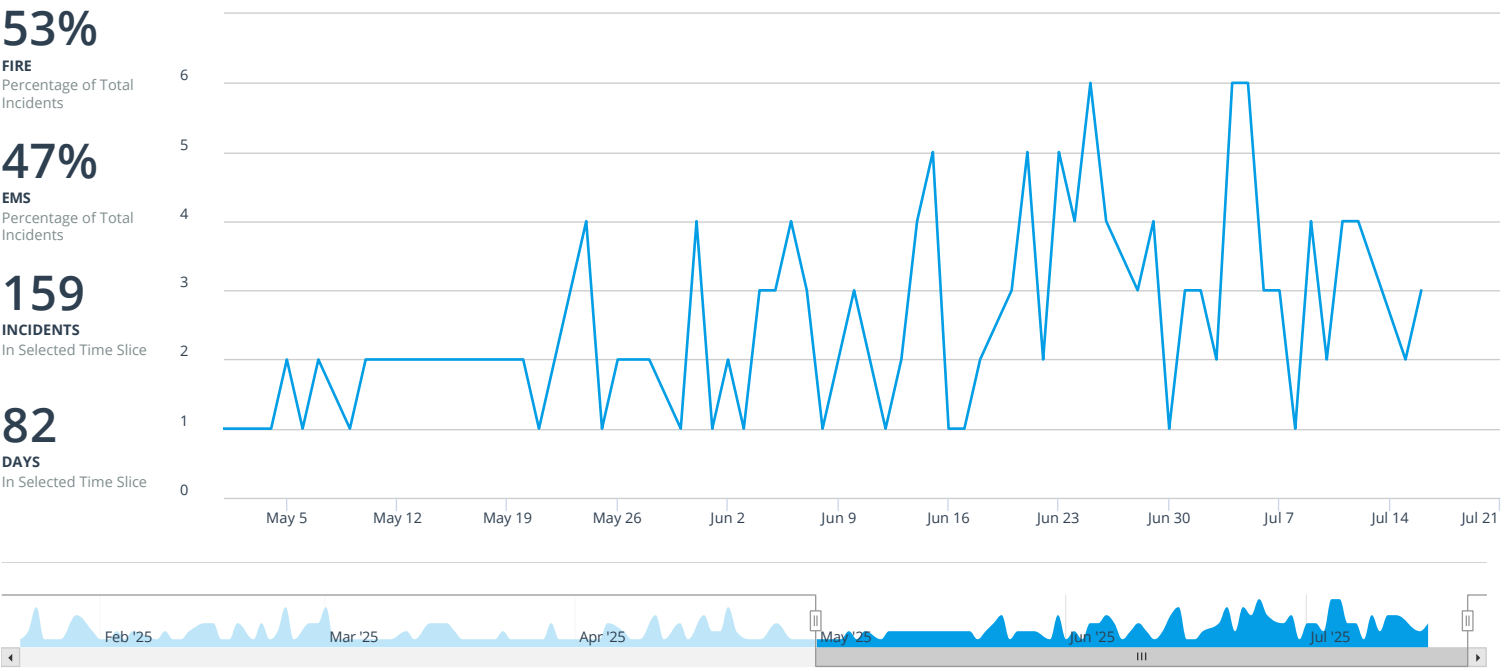
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30-101-06 BB & T SAVINGS ACCT		\$0.00
Bank 4 Total:		\$0.00
Bank 5	POLICE DOJ ACCOUNT Acct#-	
	Account	Balance
10-101-07 POLICE - DOJ Account		\$1,200.15
Bank 5 Total:		\$1,200.15
Bank 6	POLICE STATE ACCOUNT Acct#-	
	Account	Balance
10-101-08 POLICE - STATE Account		\$332.29
Bank 6 Total:		\$332.29
Bank 7	POLICE FEDERAL TREASURY ACCT. Acct#-	
	Account	Balance
10-101-09 POLICE - FED TREASURY Acct.		\$62.31
Bank 7 Total:		\$62.31

Total Cash Balance:	\$34,564,728.03
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Custom ▾

May 1, 2025 - Jul 21, 2025 ▾



Counts

% Rows

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% All

Week Ending	5/4/25	5/11/25	5/18/25	5/25/25	6/1/25	6/8/25	6/15/25	6/22/25	6/29/25	7/6/25	7/13/25	7/20/25	7/27/25	Total
North End Station 1	1	3		5	3	3	9	4	8	11	12	2		61
South End Station 2	2	5	2	8	7	14	10	10	18	13	6	3		98
Total	3	8	2	13	10	17	19	14	26	24	18	5		159

Permits Issued List

From Date: 06/21/2025

To Date: 07/24/2025

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Beach Access Permit	Beach Access Permit	BAA25-000018	1750 NEW RIVER INLET RD	07/10/2025	200.00
Beach Access Permit Total	Beach Access Permit Total			1	200.00
Beach Access Permit Total				1	200.00
Boat Lift Permit	Residential	BTL25-000002	1655 NEW RIVER INLET RD	06/25/2025	200.00
Boat Lift Permit Total	Residential Total			1	200.00
Boat Lift Permit Total				1	200.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR25-000005	7719 8TH AVE	06/25/2025	200.00
Dock/Bulkhead/Retaining Wall Permit	Dock	DBR25-000006	747 NEW RIVER INLET RD	07/11/2025	200.00
Dock/Bulkhead/Retaining Wall Permit Total	Dock Total			2	400.00
Dock/Bulkhead/Retaining Wall Permit Total				2	400.00
Driveway Permit	Driveway Permit	DVW25-000020	3862 ISLAND DR	07/08/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000019	421 NEW RIVER INLET RD	06/23/2025	50.00
Driveway Permit	Driveway Permit	DVW25-000026	3142 ISLAND DR	07/08/2025	0.00
Driveway Permit	Driveway Permit	DVW24-000011	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000022	23 OSPREY DR	07/01/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000024	739 NEW RIVER INLET RD	07/01/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000021	2052 NEW RIVER INLET RD	07/07/2025	0.00
Driveway Permit	Driveway Permit	DVW25-000023	231 SEA SHORE DR	06/25/2025	0.00

Driveway Permit	Driveway Permit	DVW25-000018	2236 ISLAND DR	07/01/2025	300.00
Driveway Permit	Driveway Permit	DVW25-000013	24 PORPOISE PL	07/09/2025	0.00
Driveway Permit Total	Driveway Permit Total			10	350.00
Driveway Permit Total				10	350.00
Electrical Permit	Commercial	E25-000107	2000 NEW RIVER INLET RD	06/27/2025	75.00
Electrical Permit	Commercial	E25-000109	2250 NEW RIVER INLET RD Units 111, 114, 211, 311, + common area	06/27/2025	220.50
Electrical Permit	Commercial	E25-000119	2425 ISLAND DR	07/24/2025	75.00
Electrical Permit	Commercial	E25-000118	2620 ISLAND DR	07/24/2025	75.00
Electrical Permit	Commercial	E25-000102	4021 ISLAND DR	07/07/2025	0.00
Electrical Permit	Commercial	E25-000117	2240 ISLAND DR	07/24/2025	75.00
Electrical Permit Total	Commercial Total			6	520.50
Electrical Permit	Residential	E25-000103	6302 15TH AVE	06/27/2025	75.00
Electrical Permit	Residential	E25-000098	3862 ISLAND DR	07/08/2025	0.00
Electrical Permit	Residential	E25-000096	1655 NEW RIVER INLET RD	06/25/2025	0.00
Electrical Permit	Residential	E24-000053	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	0.00
Electrical Permit	Residential	E25-000120	2238 ISLAND DR	07/24/2025	0.00
Electrical Permit	Residential	E25-000106	3060 ISLAND DR	06/24/2025	147.00
Electrical Permit	Residential	E25-000116	451 NEW RIVER INLET RD	07/24/2025	75.00
Electrical Permit	Residential	E25-000112	6113 16TH AVE	07/09/2025	75.00
Electrical Permit	Residential	E25-000114	153 OCEANVIEW LN	07/16/2025	147.00

Electrical Permit	Residential	E25-000099	23 OSPREY DR	07/01/2025	0.00
Electrical Permit	Residential	E25-000101	2083 NEW RIVER INLET RD	07/16/2025	0.00
Electrical Permit	Residential	E25-000115	4023 ISLAND DR Lot 158-O Herring	07/17/2025	75.00
Electrical Permit	Residential	E25-000110	1275 NEW RIVER INLET RD	06/27/2025	75.00
Electrical Permit	Residential	E25-000090	2052 NEW RIVER INLET RD	07/07/2025	0.00
Electrical Permit	Residential	E25-000111	4023 ISLAND DR Lot 196-O Gull	07/03/2025	75.00
Electrical Permit	Residential	E25-000081	24 PORPOISE PL	07/09/2025	0.00
Electrical Permit	Residential	E25-000104	2085 NEW RIVER INLET RD	07/16/2025	0.00
Electrical Permit	Residential	E25-000088	7322 10TH AVE	07/01/2025	0.00
Electrical Permit Total	Residential Total			18	744.00
Electrical Permit Total				24	1,264.50
Fence Permit	Residential	FNC25-000006	1299 NEW RIVER INLET RD	06/25/2025	50.00
Fence Permit	Residential	FNC25-000009	494 OCEAN DR	07/01/2025	50.00
Fence Permit	Residential	FNC23-000023	159 OLD VILLAGE LN	07/07/2025	50.00
Fence Permit Total	Residential Total			3	150.00
Fence Permit Total				3	150.00
Fuel Gas Permit	Commercial	FG25-000020	4021 ISLAND DR	07/07/2025	0.00
Fuel Gas Permit Total	Commercial Total			1	0.00
Fuel Gas Permit	Residential	FG25-000018	3 SAILVIEW DR	07/07/2025	0.00
Fuel Gas Permit	Residential	FG25-000021	4356 ISLAND DR	06/24/2025	75.00
Fuel Gas Permit	Residential	FG25-000022	6302 15TH AVE	06/27/2025	0.00
Fuel Gas Permit	Residential	FG25-000019	23 OSPREY DR	07/01/2025	0.00
Section VIII, ItemB.					42

Fuel Gas Permit Total	Residential Total			4	75.00
Fuel Gas Permit Total				5	75.00
Insulation Permit	Residential	I25-000015	9 HUNTER HEATH DR	06/27/2025	75.00
Insulation Permit	Residential	I25-000016	3862 ISLAND DR	07/08/2025	0.00
Insulation Permit	Residential	I24-000015	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	0.00
Insulation Permit	Residential	I25-000017	23 OSPREY DR	07/01/2025	0.00
Insulation Permit	Residential	I25-000014	2052 NEW RIVER INLET RD	07/07/2025	0.00
Insulation Permit	Residential	I25-000013	24 PORPOISE PL	07/09/2025	0.00
Insulation Permit Total	Residential Total			6	75.00
Insulation Permit Total				6	75.00
Mechanical Permit	Commercial	M25-000098	2000 NEW RIVER INLET RD 1206	07/08/2025	75.00
Mechanical Permit	Commercial	M25-000111	4110 ISLAND DR 306	07/16/2025	75.00
Mechanical Permit	Commercial	M25-000077	4021 ISLAND DR	07/07/2025	0.00
Mechanical Permit	Commercial	M25-000102	4023 ISLAND DR Bath House on Inland between Leeward + Flamingo	07/08/2025	75.00
Mechanical Permit	Commercial	M25-000096	2006 WICKER ST BLDG 1 (on the corner of Sea Shore/Wicker)	06/26/2025	75.00
Mechanical Permit Total	Commercial Total			5	300.00
Mechanical Permit	Residential	M25-000105	153 OLD VILLAGE LN	07/07/2025	75.00
Mechanical Permit	Residential	M25-000100	2000 NEW RIVER INLET RD 1303	07/17/2025	75.00
Mechanical Permit	Residential	M25-000097	100 SCOTCH BONNET CIR	07/01/2025	75.00
Mechanical Permit	Residential	M24-000031	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	0.00
Mechanical Permit	Residential	M25-000075	3862 ISLAND DR	07/08/2025	0.00

Mechanical Permit	Residential	M25-000108	1896 NEW RIVER INLET RD 1405	07/23/2025	75.00
Mechanical Permit	Residential	M25-000094	448 NEW RIVER INLET RD	06/26/2025	75.00
Mechanical Permit	Residential	M25-000076	23 OSPREY DR	07/01/2025	0.00
Mechanical Permit	Residential	M25-000047	202 OCEANO VISTA DR	07/01/2025	75.00
Mechanical Permit	Residential	M25-000104	1438 NEW RIVER INLET RD	07/07/2025	75.00
Mechanical Permit	Residential	M25-000101	214 OYSTER LN	06/30/2025	75.00
Mechanical Permit	Residential	M25-000082	790 NEW RIVER INLET RD 416B	07/18/2025	75.00
Mechanical Permit	Residential	M25-000069	2052 NEW RIVER INLET RD	07/07/2025	0.00
Mechanical Permit	Residential	M25-000095	6200 15TH AVE	06/26/2025	75.00
Mechanical Permit	Residential	M25-000059	24 PORPOISE PL	07/09/2025	0.00
Mechanical Permit	Residential	M25-000112	205 COASTAL DR	07/21/2025	75.00
Mechanical Permit	Residential	M25-000110	202 ERNEST DR	07/16/2025	75.00
Mechanical Permit	Residential	M25-000099	145 SEA GULL LN	06/30/2025	75.00
Mechanical Permit	Residential	M25-000116	4436 ISLAND DR	07/23/2025	75.00
Mechanical Permit Total	Residential Total			19	1,050.00
Mechanical Permit Total				24	1,350.00
Mobile Food Truck/Pushcart	Push Cart	MFV25-000006	BEACH STRAND	07/07/2025	75.00
Mobile Food Truck/Pushcart Total	Push Cart Total			1	75.00
Mobile Food Truck/Pushcart Total				1	75.00
New Construction Permit	Multi-Unit	C24-000009	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	2,200.01
New Construction Permit Total	Multi-Unit Total			1	2,200.01

New Construction Permit	Single Family	C25-000011	2052 NEW RIVER INLET RD	07/07/2025	1,849.04
New Construction Permit	Single Family	C25-000009	24 PORPOISE PL	07/09/2025	2,262.50
New Construction Permit	Single Family	C25-000013	23 OSPREY DR	07/01/2025	2,340.96
New Construction Permit	Single Family	C25-000012	3862 ISLAND DR	07/08/2025	1,914.14
New Construction Permit Total	Single Family Total			4	8,366.64
New Construction Permit Total				5	10,566.65
Plumbing Permit	Commercial	P25-000025	4021 ISLAND DR	07/07/2025	0.00
Plumbing Permit Total	Commercial Total			1	0.00
Plumbing Permit	Residential	P24-000019	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	0.00
Plumbing Permit	Residential	P25-000023	3862 ISLAND DR	07/08/2025	0.00
Plumbing Permit	Residential	P25-000019	1231 NEW RIVER INLET RD	06/24/2025	0.00
Plumbing Permit	Residential	P25-000020	739 NEW RIVER INLET RD	07/01/2025	0.00
Plumbing Permit	Residential	P25-000024	23 OSPREY DR	07/01/2025	0.00
Plumbing Permit	Residential	P25-000022	2052 NEW RIVER INLET RD	07/07/2025	0.00
Plumbing Permit	Residential	P25-000021	24 PORPOISE PL	07/09/2025	0.00
Plumbing Permit Total	Residential Total			7	0.00
Plumbing Permit Total				8	0.00
Renovation Permit	Commercial	B25-000010	4021 ISLAND DR	07/07/2025	375.00
Renovation Permit Total	Commercial Total			1	375.00
Renovation Permit Total				1	375.00
Request for Elevation Certificate	Request for Elevation Certificate	REC25-000006	4354 ISLAND DR	07/15/2025	0.00
Request for Elevation Certificate Total	Request for Elevation Certificate Total			1	0.00
Request for Elevation Certificate				1	0.00

Simple Build Permit	Single Family	SB25-000049	103 S PERMUDA WYND DR	07/24/2025	210.00
Simple Build Permit	Single Family	SB25-000028	501 TRADE WINDS DR	06/27/2025	85.00
Simple Build Permit	Single Family	SB25-000045	2415 ISLAND DR	07/08/2025	210.00
Simple Build Permit	Single Family	SB25-000039	504 OCEAN DR	07/09/2025	210.00
Simple Build Permit	Single Family	SB25-000040	12 BERMUDA LANDING PL	07/07/2025	210.00
Simple Build Permit	Single Family	SB25-000037	7322 10TH AVE	07/01/2025	285.00
Simple Build Permit	Single Family	SB25-000047	165 OLD VILLAGE LN	07/02/2025	75.00
Simple Build Permit	Single Family	SB25-000043	212 PORT DR	06/24/2025	610.00
Simple Build Permit	Single Family	SB25-000044	231 SEA SHORE DR	06/25/2025	710.00
Simple Build Permit Total	Single Family Total			9	2,605.00
Simple Build Permit Total				9	2,605.00
Swimming Pool Permit	Residential	SP25-000014	2238 ISLAND DR	07/24/2025	405.00
Swimming Pool Permit	Residential	SP25-000012	2085 NEW RIVER INLET RD	07/16/2025	315.00
Swimming Pool Permit	Residential	SP25-000011	2083 NEW RIVER INLET RD	07/16/2025	315.00
Swimming Pool Permit Total	Residential Total			3	1,035.00
Swimming Pool Permit Total				3	1,035.00
Tent Permit	Tent Permit	TN25-000001	401 OCEAN DR	06/23/2025	80.00
Tent Permit Total	Tent Permit Total			1	80.00
Tent Permit Total				1	80.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000088	103 S PERMUDA WYND DR	07/24/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000071	3862 ISLAND DR	07/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000074	1655 NEW RIVER INLET RD	06/25/2025	0.00

Zoning and Floodplain Development Permit	Residential	ZFP25-000092	2238 ISLAND DR	07/24/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000086	3142 ISLAND DR	07/08/2025	100.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000066	1231 NEW RIVER INLET RD	06/24/2025	125.00
Zoning and Floodplain Development Permit	Residential	ZFP24-000049	2084 NEW RIVER INLET RD Units 1 and 2	07/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000077	2083 NEW RIVER INLET RD	07/16/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000076	504 OCEAN DR	07/09/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000069	23 OSPREY DR	07/01/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000080	2415 ISLAND DR	07/08/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000067	739 NEW RIVER INLET RD	07/01/2025	175.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000034	7719 8TH AVE	06/25/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000081	2085 NEW RIVER INLET RD	07/16/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000082	12 BERMUDA LANDING PL	07/07/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000079	212 PORT DR	06/24/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000070	7322 10TH AVE	07/01/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000057	24 PORPOISE PL	07/09/2025	0.00
Zoning and Floodplain Development Permit	Residential	ZFP25-000072	2052 NEW RIVER INLET RD	07/07/2025	0.00
Zoning and Floodplain Development Permit Total	Residential Total			19	400.00
Zoning and Floodplain Development Permit Total				19	400.00
All Permits Total				124	19,201.15

P+Z Permits Issued List

From: 06/23/2025
To: 07/24/2025

NORTH TOPSAIL BEACH FOUNDED IN 1990 Notar's Tranquil Beauty NORTH CAROLINA **PLANNING DEPARTMENT MONTHLY REPORT**

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
TN25-000001	06/23/2025	401 OCEAN DR	806-11	B12 OCEAN CITY	CHESTNUT WADE H III & OTHERS	L&L Tent and Party Rentals - Steve Long			75.00	295	0.00	0.00	0.00
MFV25-000006	07/07/2025	BEACH STRAND			Tomas Edward				75.00	134	0.00	0.00	0.00
ZFP25-000066	06/24/2025	1231 NEW RIVER INLET RD	774G-42	L12 S3 OCEAN WYNDS	WOLF CREEK HOLDINGS LLC	Sanderson Lawn Management - Andrew Sanderson			50.00	297	5000.00	0.00	0.00
ZFP25-000079	06/24/2025	212 PORT DR	778C-136.1	L7A S3 BH NORTH TOPSAIL SHORES	WILLIAMS EVE B	Shileys Pit Stop LLC - kenneth shiley			125.00		10000.00	0.00	0.00
ZFP25-000074	06/25/2025	1655 NEW RIVER INLET RD	779B-47	L41 GALLEON BAY	FAULKNER PATRICK II & MELISSA	PFL Construction LLC - Joshua Barber			50.00		13600.00	0.00	0.00
ZFP25-000034	06/25/2025	7719 8TH AVE	811-94	L5 S8 SEAHAVEN BEACH	RIEHL DANIEL JR & MICHELLE	Prince Septic & More LLC - Russell D. Prince c/o Justin Prince			125.00		68000.00	0.00	0.00
ZFP25-000070	07/01/2025	7322 10TH AVE	811-90	L1 S8 SEAHAVEN BEACH	HOLT JASON GRANT & JESSICA IVY PEACOCK	- Jason Holt			125.00		33000.00	0.00	0.00
ZFP25-000069	07/01/2025	23 OSPREY DR	775C-48	L1 S2 OCEAN CLUB VILLAGE	SETTLEMEYER TIMOTHY R & ASHLEY	Dabbs Brothers, LLC - William II W Dabbs			125.00		1400000.00	0.00	0.00
ZFP25-000067	07/01/2025	739 NEW RIVER INLET RD	775B-99	L16 WYNDY DUNES	THRONDSO RONALD &	Sanderson Lawn Management - Andrew Sanderson			50.00	323	10000.00	0.00	0.00
ZFP25-000082	07/07/2025	12 BERMUDA LANDING PL	812-216	L10 12 BERMUDA LANDING	AMBATI VENKATA R & MEHAR SRIVANI REDDY	Deck and Patio Tune Up, Inc. - Mark A. Pacheco			125.00		22000.00	0.00	0.00
ZFP25-000072	07/07/2025	2052 NEW RIVER INLET RD	778D-85	L17 DOLPHIN SHORES	PRIEST CHARLES	- Danny W Spell			125.00		625000.00	0.00	0.00
ZFP24-000049	07/08/2025	2084 NEW RIVER INLET RD Units 1 and 2	778C-43	L3 S3 BB NORTH TOPSAIL SHORES	KANTOLA MERJAA & EERO H	- Eero Kantola			125.00		350000.00	0.00	0.00
ZFP25-000080	07/08/2025	2415 ISLAND DR	805-73	L27 S7 WINTER HAVEN	GIBSON FRANK T & BRENDA R	- Frank Gibson			125.00		7000.00	0.00	0.00
ZFP25-000071	07/08/2025	3862 ISLAND DR	815-15.1	L1 HUNTER HEATH TRUST	BRYAN ADAM B & KRISTY L TART BRYAN	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			125.00		989000.00	0.00	0.00

Section VIII, ItemB.

ZFP25-000086	07/08/2025	3142 ISLAND DR	809-91.13	L12 OCEAN BREEZE REV	SIMPSON CHAD & KERI	Ennett Marine Construction LLC - Jerry B Ennett			50.00	338	6500.00	0.00	0.00
ZFP25-000057	07/09/2025	24 PORPOISE PL	778D-93	L25 DOLPHIN SHORES	EHRHARD ROBERT J TRUSTEE	Clover Group Inc, - Bernard Miller			125.00		650000.00	0.00	0.00
ZFP25-000076	07/09/2025	504 OCEAN DR	807-27	L2 B5 OCEAN CITY	MYERS MEGHAN & JOSH WAGNER	Jonathan Carroll - Jonathon Carroll			125.00		2500.00	0.00	0.00
ZFP25-000081	07/16/2025	2085 NEW RIVER INLET RD	778-4.2	L8 JS GRANT HEIRS DIV	LMBT LLC	Sun City Pools, Inc. - Sam T. Manoogian Jr. c/o Rod Willard			125.00		10000.00	0.00	0.00
ZFP25-000077	07/16/2025	2083 NEW RIVER INLET RD	778-4.2	L8 JS GRANT HEIRS DIV	LMBT LLC	Sun City Pools, Inc. - Sam T. Manoogian Jr. c/o Rod Willard			125.00		10000.00	0.00	0.00
ZFP25-000092	07/24/2025	2238 ISLAND DR	804-44.7	L2 ANTHONY & PATRICIA IZZO	IZZO ANTHONY & PATRICIA	Sun City Pools, Inc. - Sam T. Manoogian Jr. c/o Rod Willard			125.00		60000.00	0.00	0.00
ZFP25-000088	07/24/2025	103 S PERMUDA WYND DR	806-54	L22 S1 VILLAGE OF STUMP SOUND	DELIA FRANCIS B TRUSTEE	Michaelangelo Professional Painting Contractor, Inc. - mark salch			125.00		12000.00	0.00	0.00
DVW25-000019	06/23/2025	421 NEW RIVER INLET RD	775B-40	L6 S1 CRYSTAL SHORES	COVEWOOD HOMES LLC	Covewood Homes LLC - Jonathan Gonzalez			50.00	266	10000.00	0.00	0.00
DVW25-000023	06/25/2025	231 SEA SHORE DR	803-18	L11 S6 OLD SETTLERS BEACH	MOYLAN PATRICIA	Direct Property - Direct Property			50.00		700.00	0.00	0.00
DVW25-000022	07/01/2025	23 OSPREY DR	775C-48	L1 S2 OCEAN CLUB VILLAGE	SETTLEMEYER TIMOTHY R & ASHLEY	- DABBS BROTHERS LLC			50.00		9100.00	0.00	0.00
DVW25-000018	07/01/2025	2236 ISLAND DR	804-44.13	L1 ANTHONY & PATRICIA IZZO	IZZO ANTHONY & PATRICIA	Sawgrass LawnServices - Steven Giberson			50.00	281	2600.00	0.00	0.00
DVW25-000024	07/01/2025	739 NEW RIVER INLET RD	775B-99	L16 WYNDY DUNES	THRONDSO RONALD &	Sanderson Lawn Management - Andrew Sanderson			50.00		2000.00	0.00	0.00
DVW25-000021	07/07/2025	2052 NEW RIVER INLET RD	778D-85	L17 DOLPHIN SHORES	PRIEST CHARLES	- Danny W Spell			50.00		10000.00	0.00	0.00
DVW24-000011	07/08/2025	2084 NEW RIVER INLET RD Units 1 and 2	778C-43	L3 S3 BB NORTH TOPSAIL SHORES	KANTOLA MERJAA & EERO H	- Eero Kantola			50.00		350000.00	0.00	0.00

DVW25-000020	07/08/2025	3862 ISLAND DR	815-15.1	L1 HUNTER HEATH TRUST	BRYAN ADAM B & KRISTY L TART BRYAN	A 'N' A Builders, Inc. - Michael M. Afify & Anita T. Afify			50.00		5600.00	0.00	0.00
DVW25-000026	07/08/2025	3142 ISLAND DR	809-91.13	L12 OCEAN BREEZE REV	SIMPSON CHAD & KERI	Ennett Marine Construction LLC - Jerry B Ennett			50.00		20000.00	0.00	0.00
DVW25-000013	07/09/2025	24 PORPOISE PL	778D-93	L25 DOLPHIN SHORES	EHRHARD ROBERT J TRUSTEE	Clover Group Inc. - Bernard Miller			50.00		5000.00	0.00	0.00
REC25-000006	07/15/2025	4354 ISLAND DR	768A-86	L16 S2 OCEAN RIDGE VILLAGE	BREWER OLIVER VERN & JOYCE DONNA				0.00		0.00	0.00	0.00
FNC25-000006	06/25/2025	1299 NEW RIVER INLET RD	779C-13.1	L1A SOUND SIDE SEA RANCHES	WEIR LUKE J & KORIN H	- LUKE WEIR			50.00	301	8000.00	0.00	0.00
FNC25-000009	07/01/2025	494 OCEAN DR	807-29	L11N B4 OCEAN CITY	EVANS DOYLE	Steel Anchor Construction LLC - Kevin E Woods			50.00	322	5888.00	0.00	0.00
FNC23-000023	07/07/2025	159 OLD VILLAGE LN	806-133	L34 S2 VILLAGE OF STUMP SOUND	WHITMIRE THOMAS STEWART & CATHERINE V	Andy's Fence Company, LLC - Jason L Treece			50.00	328	1250.00	0.00	0.00

Town of North Topsail Beach

Service



Integrity

Police Department

Chief William K. Younginer

Department Report for June 1, 2025 – June 30, 2025

Arrests	
Assault by Pointing a Gun	1
Assault on a Female	1
Littering	1
Trespass of Real Property	1
Traffic	6

Citations	
Warning Citations	40
State Citations	6
Town Citation	2

Summary	
Total Calls for Service	276
Total Citations Issued	48
Total Reports	175
Total Security Checks	1841

Calls For Service	
Accidents	10
Alarm Calls	3
Animal	1
Assaults	1
Behavioral Health	1
Cit / Mot / Ped Assists	43
Communicating Threats	1
Disturbances	25
Domestic Disturbances	10
911 Hang Up	4
Harassment	1
Hit & Run	1
Indecent Exposure	1
Misc. Calls	28
Missing Person	2
Open Door	1
Property Damage	2
Simple Assault	1
Suspicious Activity	36
Trespassing	9
Water Incident/Rescue	6

Assist Other Agencies	
E. M. S.	6
N.T.B. F.D.	19
O.C.S.	7

Joann M. McDermion, Mayor
Tom Leonard, Mayor Pro Tem

Aldermen:
Mike Benson
Richard Grant
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Planning Board Committee Report

August 6, 2025

Members:

Susan Meyer - Chair, Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Keith Wilkerson, Charles "Rusty" Walker - Alternate, Jan Bellamy - Alternate

Staff: *Deborah J. Hill MPA AICP CFM CZO - Planning Director, Kate Winzler - CMC, NCCMC - Clerk to the Planning Board*

Attorney : *Chip Payson / Sumrell Sugg, PA*

The Planning Board regular meeting was held on Thursday, July 10, 2025, at 6:00 p.m.

PUBLIC COMMENT

Brian Wilkins of 2338-2 New River Inlet Road addressed the Planning Board.

Yeah, I'm an IT guy. Kinch tell. So, it's the first time I've actually came in and talked, but we've watched it for a long time. We moved here two years ago. Uh, my wife and I, we actually live in the beach house. We don't BNB it out, and our neighbors connected to us. Uh, Mary, many of you probably know her. She's like 90 94. Her and her family comes out every week. Um, the reason why I'm speaking today is there's been some issues and complaints about the tiki bar. I assist Mr. Carrington and Mr. Barefoot. I do their IT for them. I actually do security. When it gets a little crazy, they hire me on the season. Um, a lot of people come out to that bar. I don't know if a lot of you people know this. And there's a market there, too. Even when the market's closed, they open it up for the tourists. There's not many businesses on North Topsail. I came from a town of 300 people in Nebraska. and I watched that town die away. I watched all the businesses shut down, the schools closed down, and the only thing left was a bar um in my small town. So, what I don't want to see is businesses get pushed away, especially during the season because in the off season, they don't make any money. It's just me and my wife and a few other friends come up there. Um I don't feel like driving to food line to get some milk. It's a long ways. So, I hope you guys understand Mr. Carrian's trying to work with you guys and there's a lot of things going on about permits. If you get the permits, I know he'd work with you. I'd rather have the market stay there and the bar stay there and the little community area where they have volleyball and kids play in the summer. And I've met people in the last two only two years. I've only been here two years. I don't have much to say, but I've seen people in the last two years that come again and again and again. If you go up there and look at all the signatures that are signed all over the place of the people

that come in, that's what keeps towns, small towns like this going is more people coming in, money to come in in taxes. So, just take it under consideration. There's a lot of things going on about noise, but it's usually just one person complaining because, well, in the last four weeks, we haven't had a complaint. That person's probably not there. Um, so we I listen to them and we try our best to make sure keep it down. And there is no fighting. They want to actually do what you guys want to do. So listen to them because they're trying and maybe work on the permits and then come together. That's all I got. What was your address? Thank you. 2338-2 New River Inlet. So about 5 houses down from the end, like the very far end where the ocean hits my steps sometimes.

Alberto Salana addressed the Planning Board.

I built the house up here up about 5 miles up the road, 1695 New River Inlet Road about 6 years ago. And one of the best pleasant surprises was finding the tiki bar up there. A place where I could meet and socialize with local people who live here year-round. And uh it's a great place to enjoy a drink. You can play volleyball. You can play all sorts of games. You can bring your kids there, and your dog. And it's very upsetting to hear. They're my closest. Very quaint place. probably the only one in this town that's like that. As opposed to all the many hotels that you folks seem to just want to approve with supposed to be, you know, only seven, eight, nine, 10-bedroom homes, supposed to be single family use. And you get you get a whole bunch of different families and people staying there. And uh you see them on the beach. They walk over the sand dunes. They put, they leave garbage there. They don't clean up after the dogs. And it's upsetting to me that, you know, it is supposed to be a town, but this is really not a town. It's a town of businesses of many hotels of investors from out of state uh coming in and built these houses and uh whatever is going on. I don't know what's going on, but the place has been there since I believe 1983. The structure survived all the hurricanes and uh the tiki bar itself. I think it's about 18 years has been there and I urge you to do whatever whatever you got to do to keep that place open because it services people who live here year round and uh it's a place to gather and speak and socialize and you get help if you need some somebody help you bring a piece of furniture up you go down there and somebody comes with you it's a great place and uh I think it's a big asset to the town and the people who live here year round. That's all I got to say. Thank you. Thank you. Is there anyone else that would like to speak that did not sign up? Okay. Thank you.

ORGANIZATION

Clerk Winzler administered the oath of office to Ms. Lisa Brown, as a regular member of the Planning Board.

OLD BUSINESS

SUP25-00002 Tiki Bar Compliance Review (Attorney Payson/Planning Director Hill)

Planning Director Hill reported on the status of Case #SUP25-00002 (Modification): A request by Mr. Chris Carrigan to modify Conditional Use Permit 10-001 for the Palm Tree Market and Tiki Bar located at 2181 New River Inlet Road, zoned Business District (B-1). Planning Director Hill

stated at the last Planning Board meeting, Mr. Fred Fontana made a motion that this request for conditional use permit be differed until such time that the applicant can prove that he will be in compliance or prove to the Planning Board that he is in compliance at this time but he is free to present his plans to the Board of Aldermen for their approval on July 2nd. Mrs. Teri Ward seconded the motion.

Planning Director Hill stated that on June 19, 2025 10:58 AM, she recommended that that Mr. Carrigan make an application prior to July 2nd through Citizenserve for Zoning/Flood for “modification to parking” and Building/Zoning/Flood for “renovating covered deck for NFIP/Flood Reg/Building Code compliance.”

On June 20, 2025, the Planning Director notified Mr. Carrigan and Weston Lyall PE PLS that the Board of Aldermen have formally remanded the Special Use Permit application back to the Planning Board. As a result, the Planning Director revised the notice, cancelling the Board of Aldermen public hearing for SUP25-00002.

Planning Director Hill stated her intent was and is still to assist Mr. Carrigan to come into compliance, satisfy the Town Manager and Town Attorneys, in the most expedient manner possible, and sign off on the ABC Zoning and Compliance Form.

The application to address compliance issues remains incomplete.

No action taken.

NEW BUSINESS

Southeastern NC Regional Hazard Mitigation Plan 2025 Update

Planning Director Hill briefed the Planning Board on Hazard Mitigation Planning and the Town’s responsibilities and project schedule for the Southeastern NC Hazard Mitigation Plan Update. Included in the presentation was the link to the Southeastern NC Regional Hazard Mitigation Plan 2025 Survey and the project website.

Meeting adjourned at 7:10 p.m.

The next regular meeting is scheduled for Thursday, August 14, 2025, at 6:00 p.m.

Joann M. McDermon, Mayor
Tom Leonard, Mayor Pro Tem
Aldermen:
Mike Benson
Richard Grant
Tom Leonard
Laura Olszewski
Connie Pletl



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Zoning Board of Adjustment Committee Report

August 6, 2025

Members:

Kip Malcolm - Chair, Scott Morse – Vice Chair, Lisa Lee Kozlowski, Susan Meyer, Jason Stahr-Alternate.

Staff: Deborah J. Hill MPA AICP CFM CZO, Planning Director, Kate Winzler CMC NCCMC, Clerk to the Board.

Attorneys: Trey Ferguson | Sumrell Sugg, PA, Beth Faleris | Faleris Law Firm, PLLC

The Zoning Board of Adjustment (ZBA) regular meeting scheduled for July 15, 2025, was cancelled, as there were no variance applications nor appeals. The next regular meeting is scheduled for August 19, 2025.

NORTH CAROLINA

INTERLOCAL AGREEMENT - BUILDING INSPECTIONS

ONSLOW COUNTY

THIS INTERLOCAL AGREEMENT, made and entered into this ____ day of _____, 2025 by and between ONSLOW COUNTY, a body politic and corporate of the State of North Carolina and the TOWN OF NORTH TOPSAIL BEACH, a municipal corporation of the State of North Carolina.

WITNESSETH:

ARTICLE I
Definitions

- 1.1 “Agreement” – means and refers to this Interlocal Agreement, and any amendments hereto.
- 1.2 “County” – means and refers to Onslow County, a body politic and corporate of the State of North Carolina.
- 1.3 “Ordinance(s)” – means and refers to the Town’s Unified Development Ordinance and Code of Ordinances; with the exception of the Town’s flood damage prevention ordinance.
- 1.4 “Town” – means and refers to the Town of North Topsail Beach, a municipal corporation existing by virtue of the laws of the State of North Carolina.

ARTICLE 2
Recitals

- 2.1 Town currently operates a building inspections department and is seeking assistance in the provision of building inspection services on an as needed basis.
- 2.2 County currently operates a Planning and Development Department which conducts building inspections and provides these services to local municipalities upon request through interlocal agreements.
- 2.3 The parties therefore enter into this Agreement to allow County’s Planning and Development Department to inspect structures in Town for compliance with North Carolina State Building Code upon request by Town.
- 2.4 This Agreement supersedes and replaces any previous Agreements between County and Town with regards to the provision of building inspection services by County to Town.

ARTICLE 3
Purpose of Agreement

The purpose of this Agreement is to set forth the mutual responsibilities and duties of the parties as to building inspections to be performed by County within Town.

ARTICLE 4
Authority

This Agreement is executed pursuant to the authority granted by:

4.1 Chapter 160A, Article 20 “Interlocal Cooperation”, Part 1 “Joint Exercise of Powers” of the North Carolina General Statutes; and

4.2 Chapter 160D, Article 2 “Planning and Development Regulation Jurisdiction,” Article 4 “Administration, Enforcement, and Appeals,” Article 5 “Planning,” and Article 11 “Building Code Enforcement” of the North Carolina General Statutes.

ARTICLE 5
Responsibilities of County

County agrees as follows:

5.1 When staffing allows, County shall direct its building inspectors to exercise their powers within Town’s jurisdiction, which jurisdiction includes both the municipal boundaries of Town and Town’s area of extraterritorial jurisdiction, if any.

5.2 County’s building inspectors are hereby empowered to exercise their powers, including but not limited to N.C. Gen. Stat. § 160D-1119, upon request by Town, and will enforce County’s building inspection code, and assist in the enforcement of Town’s Ordinance(s), as such may be amended from time to time. Provided, however, County’s assistance in the enforcement of the Ordinance shall be limited to only those sections that pertain to a building inspector’s duties, obligations and authorities thereunder. Any enforcement actions on behalf of the Town as a result of an inspection hereunder shall be the sole responsibility of the Town, with the inspector’s assistance and cooperation, which will not be unreasonably withheld.

5.3 Notwithstanding anything to the contrary contained herein:

- A. County shall not issue a building inspections permit until it has received in writing from Town confirmation that all of Town’s rules, regulations, ordinances and requirements, that are not the duty of County to inspect pursuant to this Agreement, have been met, and that any applicable permits have been issued.
- B. County shall not issue a temporary certificate of occupancy, nor a certificate of occupancy, until it has received in writing from Town confirmation that all

required permits are still in full force and effect, and if applicable, that a certificate of zoning compliance has been issued.

- C. County and its building inspectors shall not be required to perform any other service for Town other than building inspections, unless otherwise agreed to and accepted by County.

5.4 For services provided by County to the Town hereunder, County shall be reimbursed under its normal schedule of inspection fees presently existing at the time of this Agreement, see Exhibit A attached hereto and incorporated herein by reference; however, any change or amendment to the County's schedule of fees presently existing at the time of this Agreement will require the Town to reapprove this agreement under those changed inspection fees.

5.5 Town shall have the right to refuse building inspection services should the hourly fee and/or mileage reimbursement exceed an amount that Town cannot fiscally manage. The Town shall be required to notify the County no less than 24 hours in advance of the scheduled inspection if it wishes to cancel the inspection due to financial concerns.

5.6 County shall take all steps and actions necessary to achieve the purposes of this Agreement.

ARTICLE 6

Responsibilities of Town

Town agrees as follows:

6.1 Town hereby authorizes and empowers County and its building inspectors to enforce the North Carolina State Building Code within the municipal limits of Town, as well as within the area of extraterritorial jurisdiction of Town, if any.

6.2 Town shall promptly respond to any and all requests of County regarding verification of compliance by an applicant of all of Town's rules, regulations, ordinances and permits.

6.3 Town shall take all steps and actions necessary to achieve the purposes of this Agreement.

ARTICLE 7
Term and Termination

7.1 This Agreement is perpetual and may be terminated by either party for cause upon fourteen (14) days' advance written notice.

7.2 Unless otherwise agreed to by the parties, and except as otherwise stated herein, this Agreement may be terminated only in accordance with the procedures set forth in N.C. Gen. Stat. § 160D-202(i).

ARTICLE 8
Miscellaneous

8.1 Entire Agreement Modification: This Agreement supersedes all prior agreements and constitutes the entire agreement between the parties hereto with regard to the subject matter hereof. It may not be amended or modified except by an instrument executed by all parties.

8.2 Severability: If any of the provisions of this Agreement shall be held by a court of competent jurisdiction to be unconstitutional or unenforceable, the decision of such court shall not affect or impair any of the remaining provisions of this Agreement, and the parties shall, to the extent they deem to be appropriate, take such actions as are necessary to correct any such unconstitutional or unenforceable provision. It is hereby declared to be the intent of the parties to this Agreement that this Agreement would have been approved and executed had such an unconstitutional or unenforceable provision been excluded therefrom.

8.3 Binding Effect: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors, and assigns.

8.4 Assignment: Except as may otherwise be expressly provided herein, no party may assign any right, obligation, or liability arising hereunder without the other party's prior written consent. Any such assignment or attempted assignment shall be null and void.

8.5 Covenant of Further Assurances: The Parties agree that from and after the date of execution of this Agreement, each, and only upon the request of the other, shall take such actions as may be reasonably required to carry out the purpose and intent of this Agreement.

8.6 Headings: Headings in this Agreement are for convenience and reference only and shall not be used to interpret or construe its provisions.

8.7 Multiple Originals: This Agreement may be executed in duplicate multiple originals, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

8.8 Governing Law: This Agreement shall be construed in accordance with and governed by the laws of the State of North Carolina.

8.9 Consideration: The consideration for the execution of this Agreement is the agreement among the parties affixing their signatures hereto to agree to the matters and things set forth herein.

IN TESTIMONY WHEREOF, ONSLOW COUNTY has caused this instrument to be executed in its name by the Chairman of its Board of Commissioners, attested by the Clerk to said Board, and its seal to be hereunto affixed all by order of said Board of Commissioners duly given; and,

IN TESTIMONY WHEREOF, TOWN OF NORTH TOPSAIL BEACH has caused this instrument to be executed in its name by its Mayor, attested by the Town Clerk, and its seal to be hereunto affixed all by order of its Board of Alderman duly given, all as of the day and year first above written.

ONSLOW COUNTY

Chairman

Attest:

Clerk: _____

[County Seal]

TOWN OF NORTH TOPSAIL BEACH

Mayor

Attest:

Clerk: _____

[Town Seal]

This instrument has been pre audited in the manner required by the Local Government Budget and Fiscal Control Act.

Town of North Topsail Beach Finance Officer

LSS 176866



BOARD OF ALDERMEN
AGENDA ITEM
08/06/25

ISSUE: Purchase Authorization Ordinance 2026-26.03

PRESENTED BY: Police Chief William Younginer

DEPARTMENT: Police

Background: In accordance with Ordinance 2025-25.25 which limited the Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval; the attached Purchase Authorization Ordinance requests Capital Ford Inc. be awarded the contract for purchase of a 2024 Ford F150 4wd SuperCrew Police 150A package in the amount of \$47,103.70. Capital Ford has a Statewide Term Contract NC2510A - Fleet Vehicles (All Types) Effective Dates February 1, 2024 - January 31, 2029. Purchases from the State contract meets the bid requirements.

The Upfit costs for the 2024 Ford F150 will be under \$40,000 and requesting the Board to allow the Town Manager to approve that purchase after Police obtains the required (3) quotes or purchases from State Contract or other authorized joint purchasing program; and the total costs including the Upfit do not exceed \$65,000.

Attachments: Purchase Authorization Ordinance 2026-26.03 and Capital Ford Inc. Quote and Statewide Awarded Vendor(s) and Contract(s) for NC2510A.

Recommendation: Approve the Purchase Authorization Ordinance as recommended.

Yes

Action Needed:

Suggested Motion: *"I, -----, make a motion to approve the Purchase Authorization Ordinance 2026-26.03 as presented; along with the Capital Ford Inc. Quote and allow the Town Manager to approve the Upfit costs after the Police obtains the required (3) quotes or purchase from State Contract or other authorized joint purchasing program; and the total costs including the Upfit do not exceed \$65,000."*

Funds: 10

**ORDINANCE NO. PA 2026-26.03
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following Contract for the Purchase of a 2024 Ford F150 4wd SuperCrew Police 145" WB, 150A package is Awarded to Capital Ford Inc. Government Sales Division Raleigh NC.

Section I: In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

Section II: Capital Ford has a Statewide Term Contract NC2510A - Fleet Vehicles (All Types) Effective Dates February 1, 2024 - January 31, 2029.

Section III: The 2024 Ford F150 state contract price is \$47,103.70; and requires the Board to approve the purchase.

Section IV: Purchases from the State Contract meet the bid requirements and it is therefore recommended that the Award to Capital Ford Inc. for the 2024 Ford F150 per the Quote attached be awarded.

Section V: The Deputy Finance Officer has determined that sufficient funds are available in account 10-510-74 to cover the cost of this contract.

Section VI. The Town Board does Ordain: that the following Contract for the Purchase of a 2024 Ford F150 4wd SuperCrew Police 145" WB, 150A package in the amount of \$47,103.70 is awarded to Capital Ford Inc. Government Sales Division Raleigh NC.

Section VII: The Town Board authorizes the Town Manager to execute a contract on the behalf of the Town of North Topsail Beach with Capital Ford Inc. for 2024 Ford F150 4wd SuperCrew Police 145" WB, 150A package in the amount of \$47,103.70; consistent with the terms outlined and subject to a pre-audit certificate thereon by the Town's Deputy Finance Officer.

Section VIII: Copies of this ordinance shall be furnished to the Town Manager, the Deputy Finance Officer and to the Clerk to the Board.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY FINANCE OFFICER

Capital Ford Inc.
Government Sales Division
Raleigh NC

Greg Ford- Government Sales Manager
919-790-4600, ext. 1413
Gregory.ford@capitalford.com

07/15/2025
North Topsail Beach Police

Quote – NC2510A

F150 Responder	
2024 Ford F150 4wd SuperCrew Police, 145" WB, 150A pkg.	\$46,441.00
998 3.5L V6 Ecoboost w/elec ten-speed auto trans.	NC
M7 Carbonized Gray Metallic w/black 40/blank/40 seating	NC
18B Black platform running boards	\$239.70
67P Remote Keyless-Entry key fob	\$329.00
924 Privacy Glass w/rear defroster	\$94.00

Per Vehicle	\$47,103.70
Total Vehicles Quoted	1
Total Price	\$47,103.70

Please remit PO to:
jromano@capitalford.com
Gregory.ford@capitalford.com

Capital Ford Inc.
4900 Capital Blvd
Raleigh NC 27616

Statewide Term Contract

2510A - Fleet Vehicles

(All Types)

Bid Number	DPC-704600681
Contract Name	Fleet Vehicles (All Types)
Effective Dates	February 1, 2024, through January 31, 2029
Awarded Vendor(s) and Contact(s)	<p>Manufacturers: Chevrolet, Chrysler-Dodge-Jeep-Ram, Ford, Nissan, Toyota</p> <p>Capital Chevrolet of Raleigh Rod Mitchell (919) 573-8530</p> <p>Capital Ford Jennifer Romano (919) 790-4648 (800) 849-3166</p> <p>Capital Nissan of Wilmington Jennifer Romano, Eric Mountain (919) 790-4648 (800) 849-3166</p> <p>Classic Ford of Smithfield Stephanie Hurley (919) 300-0060</p> <p>Deacon Jones Chrysler Dodge Jeep Ram Diane Nelms (910) 214-2956 Wanda Matthews (910) 988-9286</p> <p>Deacon Jones Ford Diane Nelms (910) 214-2956 Wanda Matthews (910) 988-9286</p> <p>Ilderton Dodge Chrysler Jeep Ram LLC Catherine Martin, Greg Graves, Kim Tuttle (336) 822-8708</p> <p>MAMCO Sanford Nissan Stephanie Hurley (919) 984-5544</p> <p>Model 1 Commercial Vehicles/Creative Bus Sales (Ford) Davis Wood (704) 399-2700 ext. 468 (980) 420-3689</p> <p>Modern Toyota of Winston-Salem Jim Butler (866) 963-1265 (336) 785-3100</p> <p>Parks Ford Jeff Williams (828) 693-4281</p> <p>Piedmont Truck Center Inc. (Ford) Spencer Wood (336) 668-2401 (800) 632-0218</p>



BOARD OF ALDERMEN
AGENDA ITEM
08/06/25

ISSUE: Purchase Authorization Ordinance 2026-26.04

PRESENTED BY: Public Works Superintendent Chris Huckaby

DEPARTMENT: Public Works

Background: In accordance with Ordinance 2025-25.25 which limited the Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval; the attached Purchase Authorization Ordinance requests Company Wrench, LTD be awarded the contract for purchase of a 2025 JCB 3CX-142024 in the amount of \$147,256.00 less trade in of \$12,500.00 for the 2016 JCB 3CX-15, for a total cost of 134,756.00. JCB has a Statewide Term Contract NC2210A - Construction Equipment Effective Dates October 17, 2023 - October 16, 2027, which lists Company Wrench, LTD as a distributor. Purchases from the State contract meets the bid requirements.

Attachments: Purchase Authorization Ordinance 2026-26.04 and Company Wrench, LTD Quote which includes the Statewide Awarded Vendor(s) and JCB Contract for NC2210A.

Recommendation: Approve the Purchase Authorization Ordinance as recommended.

Action Needed: Yes

Suggested Motion: *"I, -----, make a motion to approve the Purchase Authorization Ordinance 2026-26.04 as presented; along with the Company Wrench, LTD Quote."*

Funds: 10

Follow Up: Public Works Superintendent

**ORDINANCE NO. PA 2026-26.04
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following Contract for the Purchase of a 2025 JCB 3CX-14 Serial Number JCB3CXAPVR3325539 is awarded to Company Wrench, LTD.

Section I: In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

Section II: JCB has a Statewide Term Contract NC2210A - Construction Equipment Effective Dates October 17, 2023 - October 16, 2027; which lists Company Wrench, LTD as a distributor.

Section III: The 2025 JCB 3CX-14 state contract price is \$147,256.00 less trade in of \$12,500.00 for the 2016 JCB 3CX-15, for total cost of \$134,756.00; and requires the Board to approve the purchase.

Section IV: Purchases from the State Contract meet the bid requirements and it is therefore recommended that the Award to Company Wrench, LTD for the 2025 JCB 3CX-14 per the Quote attached be awarded.

Section V: The Deputy Finance Officer has determined that sufficient funds are available in account 10-545-74 to cover the cost of this contract.

Section VI. The Town Board does Ordain: that the following Contract for the Purchase of a 2025 JCB 3CX-14 in the amount of \$147,256.00 less trade in of \$12,500 for the 2016 JCB 3CX-15 is awarded to Company Wrench, LTD..

Section VII: The Town Board authorizes the Town Manager to execute a contract on the behalf of the Town of North Topsail Beach with Company Wrench, LTD for 2025 JCB 3CX-14 in the amount of \$134,756.00; consistent with the terms outlined and subject to a pre-audit certificate thereon by the Town's Deputy Finance Officer.

Section VIII: Copies of this ordinance shall be furnished to the Town Manager, the Deputy Finance Officer and to the Clerk to the Board.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY FINANCE OFFICER

11301 Reams Road
Charlotte, NC 28269
Toll Free: (855) 562-3526
Phone:
Fax:



Company Wrench, LTD.
1-866-262-4181
SALES AGREEMENT

Billing Address:
4805 Scooby Ln.
Carroll, OH 43112

CUSTOMER		Town Of North Topsail Beach		PURCHASE ORDER	
ADDRESS		2008 Loggerhead Ct		SHIP TO 3315 Gray St North Topsail beach	
CITY		North Topsail Beach		ADDRESS 3315 Gray St North Topsail beach	
ST		NC		CITY Wilmington	
ZIP		28460		ST NC ZIP 28460	

Customer Contact / Phone	William Topsail Y / 9104449134
YEAR / MAKE / MODEL / SERIAL NUMBER / DESCRIPTION	Hours
2025 / JCB / 3CX-14 / JCB3CXAPVR3325519 / Base Unit, 109hp JCB EcoMAX Engine, Enclosed Cab with A/C, 17,732lb Operating Weight, 14ft Extended Dipper Arm, 18ft6in SAE Max. Dig Depth, 9ft1in Loading Arm Reach, 3ft1in Max. Reach, 25ft6in Max. Reach, Air-Suspension Heated Seat, 4WD, Michelin Power CL 340/80-18 Front and 440/80-28V Rear Tires.	4
2024 / JCB / 1.30CUYD / 0038069 / BUCKET, 1.30CUYD FOR 3CX-14, 6-IN-1, 92IN	0
2024 / JCB / 24 / 0038070 / BUCKET, 24IN FOR 3CX-14	0
WARRANTY: JCB manufacturers warranty. 2 years or 2000 hours, which ever comes first.	
SPECIAL TERMS: CW will be delivering machine to customer	
Trade in value for 3CX of \$12,500	
State Contract number- 2210A	

F.O.B.: ~~Smithfield~~ 3315 Gray St North Topsail Beach NC

Taxable State: NC ☒ TAXABLE RATE: 7%.
☐ TAX EXEMPT Must Attach Exemption

PURCHASE PRICE:	\$ 147,256.00
FREIGHT:	\$
DELIVERED PRICE:	\$ 147,256.00
SALES TAX:	\$ 10,307.92

Trade In: Make/Model/SN: JCB / 3CX /
Description: Issued Date-07/18/2025
JCB 3CX Value- \$12,500

TOTAL PRICE:	\$ 157,563.92
TRADE IN:	\$ 12,500.00
LIEN ON TRADE:	\$ 0.00

<input type="checkbox"/> Customer warrants trade-in is free and clear of all liens and encumbrances.
<input type="checkbox"/> Lien exists with:
Contact: Phone Number:

DOWN PAYMENT:	\$
NET PRICE:	\$ 145,063.92

TERMS OF PAYMENT: Net 30. A Purchase Order will be issued upon award by the Board and Payment will be issued after an inspection has occurred and the goods accepted.

Cash other – explain:

Finance Company / Contact:

Term / Rate:

The parties agree the terms of State Contract No. 2210A and the Executed Contract with JCB DPC-692031223-SP - Construction Equipment STC shall govern, prevail, and supersede over any conflicting term contained in this Sales Agreement. (JDO 7-28-25) Order must be approved by an Officer of Company Wrench, Ltd.

COMPANY WRENCH

CUSTOMER

PRINT NAME

TITLE

William Ireland

By:

AUTHORIZED BY

DATE

SIGNATURE

DATE

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.
Account: 10-545-74

Deputy Finance Officer

Date

Section VIII, Item F.

EMAIL OR FAX SIGNED CONTRACT TO: w.ireland@companywrench.com / 740-422-1715

67

Statewide Term Contract

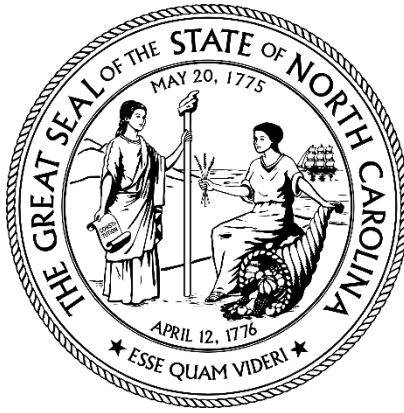
2210A - Construction Equipment

Bid Number	DPC-692031223
Contract Title	Construction Equipment
Effective Dates	October 17, 2023, through October 16, 2027
Awarded Vendors and Contacts	<p>Altec Industries Inc. Brooklyn Russell (270) 699-1021</p> <p>Amick Equipment Ryan Amick (800) 922-3795</p> <p>Clark Equipment Co. dba Bobcat Co. Barry Hanson (701) 241-8793 Heather Messmer (701) 241-8705</p> <p>Curtis Power Adam Witte (704) 574-6244 Wesley Wolfe (704) 574-8107</p> <p>Dan Moore Inc. Darrell Wilson (336) 239-4044</p> <p>Deere & Co. Mark Oliver (563) 940-5027</p> <p>Eastern Wrecker Mike Kornegay (919) 553-4038 (919) 810-3090</p> <p>Gregory Poole Glenn Foley (919) 890-4375 (919) 819-2768</p> <p>Hills Machinery Jimmy Hicklin (803) 658-0200 (866) 830-7577</p> <p>Infrastructure Solutions Group Inc. Brendan Hall (704) 833-8048 (804) 839-9310 Rob Renwick (704) 833-8048 (980) 301-3354</p> <p>James River Equipment Michael Ready (919) 772-2121 (919) 251-1783 Nick Wood (336) 668-2762 (336) 263-2227</p> <p>JCB Chris Masterson (912) 447-2053 (912) 438-3653</p> <p>Jet-Vac Equipment LLC Hillary Hodge (803) 494-4430 Rob Greene (803) 494-4430 (828) 493-0094</p>

	<p>Kueper North America Patricia Schuster (843) 723-7361 (843) 727-5941 Tom Blackwell (843) 723-7361 (251) 266-9611</p> <p>Linder Gavin Thamm (919) 430-3067</p> <p>M-B Companies Elizabeth Fry (570) 599-1217 Fred Wheeler (570) 335-1611</p> <p>National Equipment Kevin Smith (980) 432-4784</p> <p>Versalift Ellis Moser (336) 380-8959</p> <p>Xylem Bobby Helman (919) 661-6061 (919) 703-7623</p>
Contract Covers	<p>This contract is intended to cover the state’s normal requirements for construction equipment, equipment lines, accessories, features, and options. This contract offers a percentage off the manufacturer’s suggested retail price (MSRP) for equipment in the following categories:</p> <ul style="list-style-type: none"> CATEGORY 1 EXCAVATORS CATEGORY 2 WHEEL EXCAVATORS CATEGORY 3 TRACK LOADERS CATEGORY 4 WHEEL LOADERS CATEGORY 5 SKID STEER LOADERS CATEGORY 6 BLACKHOE LOADERS CATEGORY 7 CRAWLER LOADERS CATEGORY 8 CRAWLER DOZERS CATEGORY 9 WHEEL DOZERS CATEGORY 10 MOTOR GRADERS CATEGORY 11 UTILITY CRANES CATEGORY 12 COMPACTORS CATEGORY 13 LIGHT TOWERS CATEGORY 14 ROLLERS (full and compact) CATEGORY 15 FORKLIFTS (small and all-terrain) CATEGORY 16 MAN LIFTS (includes scissor lifts) CATEGORY 17 BOOM LIFTS CATEGORY 18 TELEHANDLERS CATEGORY 19 ASPHALT PAVING EQUIPMENT (asphalt patch machine, aggregate spreader, etc.) CATEGORY 20 PAVEMENT MARKING EQUIPMENT CATEGORY 21 HIGHWAY MAINTENANCE EQUIPMENT (sweeper, hydro-seeder, auger core drill with carrier, snowplow cutting edges, etc.)

	<p>CATEGORY 22 STANDBY GENERATORS (includes related equipment)</p> <p>CATEGORY 23 CRANES (large)</p> <p>CATEGORY 24 CONSTRUCTION TOOLS (auger, pile driver hammer, etc.)</p> <p>CATEGORY 25 BRIDGE INSPECTION EQUIPMENT (aerial device)</p> <p>CATEGORY 26 TRAILER (medium to heavy)</p> <p>CATEGORY 27 POWER UNITS (portable welder amps)</p> <p>CATEGORY 28 AIR COMPRESSORS (trailer mounted, skid mounted, all sizes)</p> <p>CATEGORY 29 WATER PUMPS (all sizes)</p> <p>CATEGORY 30 POWER BUGGIES</p> <p>CATEGORY 31 OTHER (includes all other construction equipment in a vendor's catalog that does not fall into the above categories)</p> <p>See the Award & Pricing Information for details about award categories, manufacturers, authorized dealers, and discount information.</p>
Contract Does Not Cover	This contract does not cover repair parts. Items not within the scope of this contract, or other statewide term contracts, may be purchased from alternative vendors in accordance with statutes 01 NCAC 05B.1105 and 01NCAC 05B.0301 .
Contract Type	This is a mandatory statewide term contract for state agencies, departments, institutions, universities, and community colleges – unless exempted by North Carolina general statute. Non-mandatory entities, including schools and local governments, may use this contract as allowed by general statute.
Special Note	<p>Buyers are advised to contact multiple vendors to obtain the best value as related to the following:</p> <ul style="list-style-type: none"> • Pricing • Delivery • Warranty • Service locations • Available options/features/attachments <p>Fire extinguishers, back-up alarms, and strobe lights are required by all state agencies, community colleges, universities, and any additional buying entity that uses this contract.</p>
Minimum Order	One unit
Contract Items and Pricing	<p>Award & Pricing Information</p> <p>The vendor must furnish descriptive literature, MSRP for options and implements to any agency within seven (7) consecutive days after request by an agency. If available, vendors may provide this information electronically through URL address in lieu of providing hard copy descriptive literature.</p>
Delivery Information	FOB destination
Warranty	<p>The vendor guarantees items offered to be free from any and all defects in material, packaging, and workmanship. The vendor agrees to replace defective items promptly at no charge to the state for a period as stated in the vendor's standard warranty information. Contact vendors concerning specific equipment warranty information.</p>

Training	Upon delivery, training is required, and the vendor shall provide a qualified representative to instruct the buyer's operators on the proper operation, routine maintenance, safety, and service of the equipment.
Substitutions	Substitutions are not permitted without prior approval from the Division of Purchase & Contract.
QA Inspections	State entities, including all state agencies, departments, institutions, universities, community colleges, and local governments are responsible for quality assurance (QA) inspections when applicable.
Loaded into eProcurement	Line-item and ordering instructions are loaded into eProcurement .
eProcurement Help Desk	(888) 211-7440
Contract Manager	Carter Biggs (984) 236-0261
Contract Attachments	Altec Industries Amick Equipment Clark Equipment Co. dba Bobcat Co. Curtis Power Dan Moore Inc. Deere & Co. Eastern Wrecker Gregory Poole Hills Machinery Infrastructure Solutions Group Inc. James River Equipment JCB Jet-Vac Equipment LLC Kueper North America Linder M-B Companies National Equipment Versalift Xylem
Contract Addenda	11/20/2023: Contract Manager changed to Austin Kiziah 01/19/2025: Award & Pricing Information updated 03/14/2025: James River Equipment product addition/removal 06/10/2026: Contract Manager changed to Carter Biggs



STATE OF NORTH CAROLINA

Division of Purchase and Contract

Invitation for Bid #: DPC-692031223-SP

Construction Equipment

Date Issued: June 20, 2023

Bid Opening Date: July 28, 2023

At 2:00 PM ET

Direct all inquiries concerning this IFB to:

Shayla C. Parker

State Procurement Manager

Email: shayla.parker@doa.nc.gov

Phone: 984-236-0233

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "IFB # DPC-692031223 – Questions" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.



STATE OF NORTH CAROLINA

Invitation for Bids

DPC-692031223-SP

For internal State agency processing, including tabulation of bids, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your bid.
Failure to do so may subject your bid to rejection.**

_____ JCB Inc. _____

Vendor Name

_____ 51592 _____

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>.

Electronic responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
Division of Purchase and Contract

Refer <u>ALL</u> Inquiries regarding this IFB to: The procurement lead through the Message Board in the Sourcing Tool. See section 2.6 for details:	Invitation for Bids # DPC-692031223-SP
	Bids will be publicly opened: Friday, July 28, 20203 @ 2:00 pm EST Meeting ID: 269 994 850 57 Passcode: 4Zk2cm Download Teams Join on the web Join with a video conferencing device ncgov@m.webex.com Video Conference ID: 113 437 812 0 Alternate VTC instructions
Using Agency: ***PURCHASE AND CONTRACT***	Commodity No. and Description: 2210 Heavy construction machinery and equipment

EXECUTION

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this bid, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this bid, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this bid response to the IFB, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees or agents of Vendor's organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated below**. These documents can be accessed from the Ariba Sourcing Tool.

Failure to execute/sign bid prior to submittal may render bid invalid and it MAY BE REJECTED. Late bids cannot be accepted.

COMPLETE/FORMAL NAME OF VENDOR: JCB Inc.		
STREET ADDRESS: 2000 Bamford Boulevard	P.O. BOX:	ZIP: 31322
CITY & STATE & ZIP: Pooler, GA, 31322	TELEPHONE NUMBER: 912-447-2053	TOLL FREE TEL. NO: 912-447-2000
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		

Bid Number: DPC-692031223

Vendor: JCB Inc.

PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
Ryan Connelly - Government Sales Manager		
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	E-MAIL:
<i>Ryan Connelly</i>	08/14/2023	Ryan.connelly@jcb.com

Type text here

Bid Number: DPC-692031223

Vendor: JCB Inc.

VALIDITY PERIOD

Offer shall be valid for at least one-hundred and twenty (120) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement in writing of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

BID ACCEPTANCE

If your bid is accepted, all provisions of this IFB, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this 20 day of October, 2023, as indicated

on the attached certification, by  _____
(Authorized Representative of Division of Purchase and Contract)

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1.0 PURPOSE AND BACKGROUND

The Department of Administration (DOA) serves as the business manager for North Carolina state government and provides leadership to state government for the effective, efficient, economical, and equitable delivery of services to the public. The department also aids and services several advocacy programs that serve diverse segments of the state's population that have traditionally been underserved. The Division of Purchase and Contract (P&C) is the strategic force to provide the State's entities with a catalog of Statewide Term Contracts (STC) that provide for an encompassing organized and efficient manner to pool resources to provide goods and services.

The NC General Assembly under G.S. 143-52.3 (House Bill 713-Ratified-2011 SL 360) has directed the Department of Administration to use multiple award schedule contracts for the purchase of all ground maintenance, construction, communications, and forestry equipment. This contract specifically covers Construction Equipment.

The State, through the DOA P&C is seeking Vendors for a STC to supply the State's requirements for new, unused and in current production Construction Equipment, broken into thirty-one (31) categories throughout the State of North Carolina. The intent of this Invitation for Bid (hereinafter, "IFB") is to receive pricing from Vendors who will offer savings to the State and who confirm, through Vendors' submission of bids, an ability to meet the State's needs.

Repair parts are not covered by this contract. Vendors shall offer their maximum discount for a product, groups of products, and/or category. Discounts from the equipment, options, features, and accessories may be different.

The contract resulting from this IFB is mandatory for State departments and most State Agencies, as well as State higher education institutions (except under the conditions specified in G.S. 115D-58.14(a) and G.S. 116-13). The Contract may also be utilized, without further competition, by non-mandatory State Agencies and Other Eligible Entities.

The intent of this solicitation is to award a Statewide Term Contract.

1.1 CONTRACT TERM

The Contract shall have an initial term of four (4) years, beginning on the date of final Contract execution (the "Effective Date") or October 5, 2023, whichever is later.

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to one (1) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract's then-current term. In addition, the State reserves the right to extend a contract term after the last active term.

Bids shall be submitted in accordance with the terms and conditions of this IFB and any addenda issued hereto.

1.2 HISTORICAL SPEND (CATEGORIES 1-18)

Based on the historical usage of STC 760H by eligible entities, the approximate spend through the previous contract was approximately \$8 million annually. This amount is not guaranteed and could be more or less than the estimated spend during the contract period.

1.3 ESTIMATED SPEND (CATEGORIES 19-30)

The estimated annual spend through the contract for the newly added categories is approximately \$5 million. This amount is not guaranteed and could be more or less than the estimated spend during the contract period.

2.0 GENERAL INFORMATION

2.1 INVITATION FOR BID DOCUMENT

The IFB is comprised of the base IFB document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: This is an NC eProcurement solicitation facilitated by the Ariba Network. The E-Procurement fee may apply to this solicitation. See paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

What is the Ariba Network?

The Ariba Network is a web-based platform that serves as a connection point for buyers and vendors. Vendors can log in to the Ariba Network to view purchase orders, respond to electronic requests for quotes, participate in Sourcing Events, and collaborate with buyers on contract documents.

For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site:

<http://eprocurement.nc.gov/training/vendor-training>.

2.3 SYSTEM TRANSITION

Please note that the State will be transitioning to a new electronic Vendor Portal (eVP). The functions of the current electronic Vendor Portal (eVP), Interactive Purchasing System (IPS) and North Carolina business Invitation Delivery System (NC BIDS) will be migrated to the new system on Monday, July 10, 2023. To support this transition, the State has put the parameters below in place. Addenda to solicitations will post in either IPS or the new eVP system, depending on when the solicitation was issued.

- Any solicitations posted prior to June 30, 2023, will remain in IPS along with any posted addenda.
- No new solicitations will be posted between July 1, 2023 - July 9, 2023.
- No bid openings will occur between July 8, 2023 - July 16, 2023.
- Solicitations that are scheduled for bid opening on or before July 7, 2023, will remain in the IPS system, to include any posted addenda.
- Solicitations that are posted in IPS prior to July 1, 2023, with a scheduled bid opening after July 17, 2023, will be migrated to the new eVP and opened in the new eVP.
- New solicitations will be posted in the new eVP starting July 10, 2023, with bid opening dates will occur on or after July 17, 2023.

2.4 NOTICE TO VENDORS REGARDING IFB TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this IFB and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this IFB.

If Vendors have questions, or issues regarding any component within this IFB, those must be submitted as questions in accordance with the instructions in the BID QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an IFB addendum. The State may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period.

Other than through the process of negotiations under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's bid. This applies to any language appearing in or attached to the document as part of the Vendor's bid that purports to vary any terms and conditions or Vendors' instructions herein or to render the bid non-binding or subject to further negotiation. Vendor's bid shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this IFB Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed to during negotiations and incorporated by way of a

Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's bid as nonresponsive.

2.5 IFB SCHEDULE

The table below shows the *intended* schedule for this IFB. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue IFB	State	6/20/2023
Hold Pre-Bid Conference	State	6/29/2023
Submit Written Questions	Vendor	7/7/2023
Provide Responses to Questions	State	7/18/2023
Submit Bids	Vendor	7/28/2023
Contract Award	State	TBD

2.6 PRE-BID CONFERENCE

Urged and Cautioned Pre-Bid Conference

Date: 06/29/2023
 Time: 2:00 PM Eastern Time
 Location: Microsoft Teams Meeting
 Contact #: Shayla Parker
shayla.parker@doa.nc.gov
 984-236-0233

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 231 326 496 814

Passcode: 7o7DYE

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

ncgov@m.webex.com

Video Conference ID: 115 551 730 1

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 984-204-1487,838894534#](tel:+19842041487838894534) United States, Raleigh

Phone Conference ID: 838 894 534#

[Find a local number](#) | [Reset PIN](#)

Instructions: Vendor representatives are URGED and CAUTIONED to attend the pre-bid conference and apprise themselves of the conditions and requirements which will affect the performance of the work called for by this IFB. A non-mandatory pre-bid conference is scheduled for this IFB. Submission of a bid shall constitute sufficient evidence of Vendor's compliance and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this IFB.

Vendor is cautioned that any information released to attendees during the pre-bid conference, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this IFB, must be in writing and approved by written addendum before it can be considered as a part of this IFB and any resulting contract.

2.7 BID QUESTIONS

Upon review of the IFB documents, Vendors may have questions to clarify or interpret the IFB in order to submit the best bid possible. To accommodate the Bid Questions process, Vendors shall submit any such questions by the "Submit Written Questions" date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum.

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the IFB SCHEDULE Section of this IFB. Vendors will enter "IFB # DPC-692031223-SP – Questions" as the subject of the message. Question submittals should include a reference to the applicable IFB section. This is the only manner in which questions will be received.

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

Questions received prior to the submission deadline date, the State's response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this IFB. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this IFB, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this IFB.

2.8 BID SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor's sole responsibility to ensure its bid has been received as described in this IFB by the specified time and date of opening. Failure to submit a bid in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor's bid(s). Solicitation responses are subject to Sealed Bidding requirements.

Vendor's bids for this procurement must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site: <https://eprocurement.nc.gov/training/vendor-training>

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Event, enter responses, and upload files well in advance of the date and time response are due to allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.
2. Vendors may submit their responses early to make sure there are no issues, and then submit a revised response any time prior to the response due date and time. The State will only review the most recent response.
3. Vendors should respond to all relevant sections of the Sourcing Event. Certain questions or items are required in order to submit a response and are denoted with an asterisk. The Sourcing Tool will not allow a response to be submitted unless all required items are completed. The Sourcing Tool will provide error messages to help identify any required information that is missing when response is submitted.
4. Simply saving your response in the Sourcing Tool is not the same as submitting your response to the State. Vendors should make sure they complete the submission process and receive a message that their response was successfully submitted.

2.9 BID CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this IFB that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall provide authorized signatures where requested. Failure to

provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's bid, in the State's sole discretion.

Vendors shall upload the following items and attachments in the Sourcing Tool:

- a) Title Page: Include the company name, address, phone number and authorized representative along with the Bid Number.
- b) Completed and signed version of EXECUTION PAGES, along with the body of the IFB.
- c) Signed receipt pages of any addenda released in conjunction with this IFB, if required to be returned.
- d) Vendor Response (Sections 4.9 and 4.13)
- e) Completed version of ATTACHMENT A: PRICING
- f) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- g) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- h) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- j) Completed and signed version of CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.10 ALTERNATE BIDS

Unless provided otherwise in this IFB, Vendor may submit alternate bids for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate bids must specifically identify the IFB requirements and advantage(s) addressed by the alternate bid. Each bid must be for a specific set of Goods and Services and must include specific pricing. Each bid must be complete and independent of other bids offered. If a Vendor chooses to respond with various offerings, Vendor shall follow the specific instructions for uploading Alternate Bids in the Sourcing Tool

2.11 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this IFB are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found Sourcing Tool, which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this IFB:

- Contract Administrator – A representative of the Agency who is responsible for the contract functions that are performed after all parties have signed a contract, including any modifications of the contract.
- Contract Manager – A representative of the agency or awarded vendor who ensures compliance with the contract terms and conditions while giving attention to the performance of the stated output and outcome of the contract.
- MSRP – Manufacturer Standard Retail Pricing
- OEM – Original Equipment Manufacturer
- STC – Statewide Term Contract

3.0 METHOD OF AWARD AND BID EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State's best interest.

All responsive bids will be reviewed, and award or awards will be based on the responsive bids(s) to provide the estimated requirements as to breadth of items in each category offered, highest percentage discount offered off the most recently published Manufacturer Standard Retail Price (MSRP) List, quantity, quality, delivery, service, and/or geographical coverage.

It is the State's intent to have multiple manufacturers represented in each category. In the event that two (2), or more Vendors offer the same manufacturer's product(s), it is the intent of the state to make an award to the Vendor with the most complete offering per category, and highest percentage discount offered off MSRP List for a particular manufacturer's product(s).

Products offered must currently be available on the manufacturer's most recently published MSRP. **Submission of price schedules developed specifically for this Bid WILL result in disqualification from award consideration.**

State reserves the right to reject any bid based on functionality, compatibility with specified requirements as well as cost, make separate awards to different Vendors for one (1) or more categories, to not award one (1) or more categories or to cancel this IFB in its entirety without awarding a Contract if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in bids received.

2.12 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this IFB is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See the Paragraph of the Instructions To Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a bid to this IFB, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this IFB or inquiries directed to the purchaser named in this IFB regarding requirements of the IFB (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 BID EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct an evaluation of responsive Bids, as follows:

Bids will be received according to the method stated in the Bid Submittal section above.

All bids must be received by the issuing agency not later than the date and time specified in the IFB SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the IFB SCHEDULE Section above, unless modified by Addendum, the bids from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be

tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. Cost and price shall become available for public inspection at the time of the award... Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor's pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the bid. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all bids should be complete and reflect the most favorable terms available from the Vendor. Prices bid cannot be altered or modified as part of a clarification.

Bids will generally be evaluated, based on completeness, content, cost, and responsibility of the Vendor to supply the requested Goods and Services. Specific evaluation criteria are listed in Section 3.1 METHOD OF AWARD.

Upon completion of the evaluation process, the State will make Award(s) based on the evaluation and post the award(s) to the new eVP website under the IFB number for this solicitation. Award of a Contract to one Vendor does not mean that the other bids lacked merit, but that, all factors considered, the selected bid was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more Vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this IFB, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.5 INTERPRETATION OF TERMS AND PHRASES

This IFB serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether bids should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the IFB. Except as specifically stated in the IFB, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a bid in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this IFB. By submitting a bid, the Vendor agrees to meet all stated requirements in this Section, as well as any other specifications, requirements, and terms and conditions stated in this IFB. If a Vendor is unclear

Vendor is encouraged to submit these items in the form of a question during the question and answer period in accordance with the Bid Questions Section above.

4.1 PRICING

Bid price shall constitute the total cost to the State for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and upload in the Sourcing Tool. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

No taxes shall be included in any bid prices.

4.2 VOLUME DISCOUNTS

This component of the Pricing Response is optional, but the State encourages Vendors to provide additional percentage saving discounts for each category based on volume purchases.

4.3 PRODUCT IDENTIFICATION

SUITABILITY FOR INTENDED USE

Vendors are requested to offer only items directly complying with the specifications herein or comparable items which will provide the equivalent capabilities, features and diversity called for herein. The State reserves the right to evaluate all bids for suitability for the required use and to award the one best meeting requirements and considered to be in the State's best interest.

4.4 TRANSPORTATION AND IDENTIFICATION

The Vendor shall deliver Free-On-Board (FOB) Destination to any requested location within the State of North Carolina with all transportation costs and fees included in the total bid price.

When an order is placed using a purchase order, the purchase order number shall be shown on all packages and shipping manifests to ensure proper identification and payment of invoices. If an order is placed without using a purchase order, such as via phone, the Buyer's name shall be shown on all packages. A complete packing list shall accompany each shipment. Vendors shall not ship any products until they have received an order.

4.5 DELIVERY

The Vendor shall deliver Free-On-Board (FOB) Destination Statewide.

Vendor should complete delivery within forty-five (45) consecutive calendar days after receipt of purchase order.

For completion by Vendor:

If delivery offered is the same for all categories being bid, complete the below sentence.

Delivery will be made within 180__ consecutive calendar days after receipt of purchase order.

If delivery offered varies per category, complete the below table. (See Section 5.1 for category descriptions)

Category #	Delivery Period	Category #	Delivery Period	Category #	Delivery Period
1	_____ Days	2	_____ Days	3	_____ Days
4	_____ Days	5	_____ Days	6	_____ Days
7	_____ Days	8	_____ Days	9	_____ Days
10	_____ Days	11	_____ Days	12	_____ Days

13	_____ Days	14	_____ Days	15	_____ Days
16	_____ Days	17	_____ Days	18	_____ Days
19	_____ Days	20	_____ Days	21	_____ Days
22	_____ Days	23	_____ Days	24	_____ Days
25	_____ Days	26	_____ Days	27	_____ Days
28	_____ Days	29	_____ Days	30	_____ Days
31	_____ Days				

Vendors are cautioned that excessively long delivery schedules, as determined by this Division, may be cause for non-award. The State expects that the delivery schedule offered herein to be firm and fully expects compliance with the stated delivery schedule. Failure of the Vendor to meet contracted delivery schedules shall constitute cause for removal from the contract.

The Vendor shall contact the agency purchaser as noted on the purchase order at least twenty-four (24) hours prior to delivery.

4.6 SERVICE LOCATIONS

It is preferred that the potential Vendor have a **minimum of three (3) full-service locations in each region** of North Carolina (Mountains, Piedmont, Coastal Plain) to provide service and other requirements under this contract. The brand being offered is requested to have a minimum of three (3) factory authorized service dealers in each region.

Can your company comply with the requested number of dealers in each region? Yes **No.**

If no, indicate and explain in detail how your company plans to provide Statewide/Regional service/coverage:

JCB has multiple dealers with factory-trained service technicians located in multiple branches throughout the State of North Carolina. The JCB dealers have mobile technicians providing maintenance and repair services throughout the State on a daily basis. Further, JCB has a history of successful performance under the State of North Carolina Construction Equipment contract.

4.7 QUALITY ACCEPTANCE INSPECTION

It is the responsibility of the receiving agency to inspect all materials, supplies and equipment upon delivery to ensure compliance with the contract requirements and specifications.

INVOICES MAY NOT BE PAID BY THE USING AGENCY UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS ACCEPTED.

4.8 AUTHORIZED DEALERS

An awarded Vendor may utilize approved, Authorized Dealers, to participate as alternate distribution sources for Vendor. Authorized Dealers may be added at any time during the contract term at the discretion of the Vendor, provided that they agree to comply with all terms and conditions of the awarded contract, with no set minimum or maximum number of Authorized Dealers that may be approved. Such participation is subject to the following conditions:

Designation of Authorized Dealer(s)

Vendor shall specify whether orders must be placed directly with Vendor or may be placed directly with Authorized Dealer(s). If Authorized Dealer(s) are designated to fulfill orders under this Contract, issue invoices and receive payment, Vendor must provide P&C, a list of those designated authorized dealers submitted with its Bid. P&C will require a vendor registration process for all Vendors recommended for Contract Award and their authorized dealers through the E-Procurement System. Authorized dealers must register as an e-Procurement vendor with the State of North Carolina upon contract award and must comply with all terms and conditions of this IFB. Awarded Vendors remain responsible for contract compliance by its Authorized Dealers, and neither an order placed with, or items delivered by, a Vendor's Authorized Dealer shall relieve the Vendor from any obligation under this contract.

Modifications in Authorized Dealer List

If a Vendor allows Authorized Dealers to participate in the Contract, post-award requests to add or delete Authorized Dealers or to modify Authorized Dealer information must be submitted to P&C's Contract Manager for prior approval.

4.9 AUTHORIZED RESELLER

The Vendor shall be authorized by the manufacturer to distribute or resell the products and/or maintenance offered in this IFB. The Vendor shall provide a signed statement from the manufacturer confirming authorization with its bid response. Failure to provide this statement shall constitute sufficient grounds for rejection of Vendor's offer, at the discretion of the State.

If the Vendor is the sole authorized distributor/dealer in North Carolina (or a territory of North Carolina) for these product(s), then the Vendor must submit with its bid a written statement from the manufacturer and on the manufacturer's letterhead that your company is the sole authorized distributor/dealer in North Carolina for this(these) product(s) for the State of North Carolina's users and that no other dealer/distributor are allowed to quote this(these) product(s) to the State of North Carolina's government users.

Vendor is the: ☒ **Manufacturer** ☐ **Dealer** ☐ **Reseller** ☐ **Distributor**

Authorized: ☐ Yes ☐ No Attached Manufacturer's Authority: ☐ Yes ☐ No

4.10 WARRANTY

Vendor warrants that all equipment furnished under this IFB will be newly manufactured, of good material and workmanship. The warranty will apply from date equipment is put into operation for a minimum period of twelve (12) months or the length of the manufacturer's warranty, whichever is longer. Such warranty shall cover the cost of all defective parts replacement, labor, freight, and technicians' travel at no additional cost to the State, or as specified by the Procurement Agency herein. To the extent not superseded by the terms of this paragraph, manufacturer's warranty terms shall apply. Vendor's warranty shall be at least the level of coverage provided for its comparable customers.

The report of a problem does not presuppose that every call must result in an "on-site" visit for service/repair. The Vendor and/or service sub-contractor shall utilize best efforts to resolve problems in a timely fashion by using acceptable servicing methods to include, but not limited to, verbal problem analysis and remote diagnosis. The warranty requirement does not impose any additional duty on the State to make other than normal and good faith problem resolution efforts or expenditures of time. Vendor shall be responsible for compliance with warranty terms by any third-party service provider. Vendor shall provide contact information for warranty service provider, below.

Vendor is authorized by manufacturer to repair equipment offered during the warranty period? ☒ YES ☐ NO

Will the Vendor provide warranty service? ☐ YES ☒ NO, a manufacturer-authorized third party will perform warranty service.

Contact information for warranty service provider:

Company Name: JCB Inc.

Company Address: 2000 Bamford Blvd., Pooler, GA 31322

Bid Number: DPC-692031223

Vendor: __JCB Inc._____

Contact Person (phone number): _912-447-2053_____

Contact Person (email): __ryan.connelly@jcb.com_____

Warranty Service/Repair work shall be provided at the end-user/using agency's location for each Category, for equipment that is self-propelled, within 48 hours of notification from the end-user/using agency.

4.11 MAINTENANCE OPTION

Following expiration of the above warranty, Vendor, or its third-party service provider, shall maintain the system specifications and performance level in accordance with the manufacturer's published specifications and those of this IFB. Maintenance shall include all parts, remedial maintenance labor, travel and living expenses incurred. Except as specifically provided for else where herein, coverage shall be at least for 8:00 am ET to 5:00 pm ET, Monday through Friday, except State recognized holidays and shall include a minimum of two (2) preventive and safety maintenance inspections per year. The State shall have the option to accept the maintenance coverage in this paragraph at the discount rate offered in ATTACHMENT A: PRICING of this IFB, if applicable.

4.12 DESCRIPTIVE LITERATURE

Each bid should be accompanied by complete descriptive literature, specifications, certifications, and all other pertinent data necessary for thorough evaluation of the item(s) offered and sufficient to determine compliance of the item(s) with the specifications. Failure to include such information shall be a sufficient basis for rejection of the bid, at the discretion of the State.

After contract award, the awarded Vendor(s) shall supply the above-mentioned descriptive literature and price lists upon request of the ordering agency. However, if available, in lieu of providing hard copy descriptive literature, this information may be provided electronically by listing the specific web address(es) (URL) at which the literature may be found.

4.13 VENDOR'S PUBLISHED CATALOG & LISTS

As a result of this Contract, Vendors shall provide its entire catalog of products. By definition, a Vendor's catalog as a result of this effort, is a Vendor's full line of products within the awarded scope that is consistent with what is offered on its line-item catalog site. The State deems the right to determine the completeness of the coverage of a Vendor's catalog. The Vendor's catalog must be submitted with its bid by uploading in section 6.9 of the Ariba Network Sourcing Tool.

Altered, or unpublished, price lists/literature shall be sufficient cause to reject a bid. The Vendor is advised that literature, questionnaires, and other data submitted in response to a previous IFB, or other inquiry will not suffice for the above requirement. Failure to include such information shall be a sufficient basis for rejection of the Vendor's bid. The Vendor shall, where applicable, provide the following information, at a minimum, on the proposed products:

- a. Detailed Manufacturer's Item Description
- b. Manufacturer
- c. Manufacturer Product #
- d. Manufacturer List Price
- e. UOM
- f. Number of Items per UOM
- g. Internet link to the product if available

4.14 MINIMUM ORDER QUANTITY

The minimum order, qualifying for prepaid transportation, is one (1) unit for any single order.

4.15 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this IFB will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.16 REFERENCES

Vendors shall upload to the Sourcing Tool at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which your company has supplied the exact model of equipment offered. The State may contact these users to determine quality level of the offered equipment; as well as, but not limited to user satisfaction with Vendor performance. Information obtained may be considered in the evaluation of the bid.

4.17 VENDOR'S REPRESENTATIONS

If Vendor's bid results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.18 HAZARDOUS SUBSTANCE AND/OR OIL SPILLS

Vendors hired by the end user shall be responsible for any costs (direct or indirect) associated with damage and/or cleanup of a hazardous substance and/or oil spill caused by the Vendor or their agent. This responsibility shall extend to freight carriers who were hired by the Vendor to deliver the commodity or service to the end user. While on end user premises, the Vendor shall comply with all local, State and Federal requirement for the proper handling of hazardous substances and/or oil.

For the purpose of this section, hazardous substances shall be defined as any substance, other than oil, which when discharged in any quantity may present an imminent and substantial danger to the public health, welfare AND/OR environment. Oil shall be defined as any oil of any kind and in any form, including but specifically not limited to petroleum, crude oil, diesel oil, fuel oil, gasoline, lubrication oil, oil refuse, oil mixed with other waste, oil sludge, petroleum related products or by-products, and all other liquid hydrocarbons, regardless of specific gravity, whether singly or in combination with other substances. In addition, the Vendor agrees to indemnify and hold the end user harmless against all claims, liabilities and costs, including attorney's fees, incurred in the defense of any claim brought against the end user resulting from such as spill.

4.19 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction

Each Vendor shall certify it is financially stable by completing the ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential performance issues from Contracting with a Vendor that is financially unstable. This Certification shall be deemed continuing, and from the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.20 INSURANCE REQUIREMENTS

Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☐ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☒ Contract value in excess of \$1,000,000.00

4.21 LOBBYING ACTIVITY CERTIFICATION FOR FEDERAL GRANTS

Federal law prohibits recipients of federal funds, whether through grants, contracts, or cooperative agreements, from using those funds to influence or attempt to influence (lobby) a federal official in connection with obtaining, extending, or modifying a federal contract, grant, loan, or cooperative agreement. Further, federal law requires that applicants for federal funds certify:

- that they abide by the above restriction;
- that they disclose any permissible (non-federal) paid lobbying on the Federal Awards being applied for; and
- that such certification requirements will also be included in any subawards meeting the applicable thresholds.

Vendors must complete and submit the CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and the OMB STANDARD FORM LLL when responding to this solicitation.

5.0 PRODUCT SPECIFICATIONS

5.1 CATEGORIES, INCLUDING ATTACHMENTS & ACCESSORIES

Category #	Description	Category #	Description	Category #	Description
1	Excavators	2	Wheel Excavators	3	Track Loaders
4	Wheel Loaders	5	Skid Steer Loaders	6	Backhoe Loaders
7	Crawler Loaders	8	Crawler Dozers	9	Wheel Dozers
10	Motor Graders	11	Utility Cranes	12	Compactors
13	Light Towers	14	Rollers (Full and Compact)	15	Forklifts (Small and All-Terrain)
16	Man Lifts (including Scissor Lifts)	17	Boom Lifts	18	Telehandlers
19	Asphalt Paving Equipment (Asphalt Patch Machine, Aggregate Spreader, etc.)	20	Pavement Marking Equipment	21	Highway Maintenance Equipment (Sweeper, Hydro-Seeder, Auger Core Drill with Carrier, Snowplow Cutting Edges etc.)
22	Standby Generators and related equipment	23	Cranes (Large)	24	Construction Tools (Auger, Pile Driver Hammer, etc.)

Category #	Description	Category #	Description	Category #	Description
25	Bridge Inspection Equipment (Aerial Device)	26	Trailers (Medium to Heavy)	27	Power Units (Portable Welder AMPs)
28	Air Compressors (Trailer mounted, skid mounted, all sizes)	29	Water Pumps (all sizes)	30	Power Buggies
31	Other*	* This category includes any other construction equipment, in a Vendor's catalog, that does not fall into categories 1-30.			

5.2 GENERAL SPECIFICATIONS

The specific items and any specifications that the Procurement Agency is seeking are listed below. Items offered by the Vendor must meet or exceed the listed Specifications.

5.2.1 STANDARD PRODUCTION MODEL

Equipment listed herein shall be a standard production model of latest design. The machine offered shall be new, and the latest production model as represented in the manufacturer's current published literature. Such literature must represent the specific configuration offered. All equipment and accessories listed as standard items in the manufacturer's current literature, but not listed in these specifications or IFB, shall be included with the equipment.

5.2.2 CONDITION UPON DELIVERY

Units shall be complete, serviced and ready for operation when delivered.

5.2.3 APPLICABLE SPECIFICATIONS, STANDARDS & PUBLICATIONS

The following documents of issue in effect on date of IFB form a part of this specification to the extent specified:

- a. SOCIETY OF AUTOMOTIVE ENGINEERS (SAE), INC. STANDARDS
- b. J1349 - Engine Test Code - Non-Turbocharged Spark Ignition & Diesel
- c. J872 - Reserve Tractive Ability Test Code
- d. J395 - ROPS (Roll Over Protective Structure)
- e. J1040-Operator Protection for Forestry Machines
- f. J1084-Operator Protective Structure Performance Criteria for Forestry Equipment
- g. J1212-Fire Prevention on Forestry Equipment
- h. OCCUPATIONAL SAFETY & HEALTH ACT

5.2.4 BACKUP ALARM

Any self-propelled equipment ordered by the State of North Carolina shall have a backup alarm and may be manufacturer or dealer installed. Backup alarm shall be in accordance with SAE J994, electronic type (not ding dong), shall become activated immediately upon backing of equipment (not activated by motion detection), must be audible above the surrounding noise level of the equipment, must be a sealed type unit to protect internal components from moisture, dust and contaminants, resists effects of vibration, single or dual tone is acceptable, and minimum one-year warranty shall apply.

5.2.5 FIRE EXTINGUISHERS

Rechargeable fire extinguishers of adequate size shall be mounted on each unit that is self-propelled in accordance with the Society of Automotive Engineers (SAE), National Fire Protection Association (NFPA) or Federal Motor Vehicle Safety Standards (FMVSS) requirements.

5.2.6 STROBE LIGHT

Strobe/Beacon light, single bulb, specifically designed for outdoor use in 12-volt vehicular installations. Light is to be installed in a location visible from any azimuthal location by a driver seated in an automobile and shall specifically not be blocked by driver of the utility vehicle, its other occupant(s), or its cargo. Pole or equivalent mounting means shall be provided if such is necessary for unblocked visibility of the strobe/beacon light as required above. Light shall be switchable by user, on/off, switch to be conveniently located for access by the seated operator. The color of light shall be selected by the user. The flash rate shall be adjustable or otherwise set at a value typical of best industry practice.

5.2.7 OPERATOR'S MANUAL

Unit shall come with two (2) operator's and service manuals upon delivery at no additional charge to the end-user. One (1) shall be affixed to the unit and the other will be issued to the end-user.

5.2.8 TRAINING

The Vendor shall provide a qualified representative to instruct the owners' operators in the proper operation, routine maintenance, safety and service upon delivery for a minimum of four (4) hours, if requested by the end-user.

5.3 NC DOT REQUIREMENTS (MAY BE USED BY OTHER AGENCIES)

The NC DOT requires that the following requirement be met. Vendor must meet these additional requirements in order to be considered for contract award. Other agencies may choose to waive these requirements or utilize them as they deem necessary.

5.3.1 DEMONSTRATION AND PILOT MODEL

DEMONSTRATION

Prior to order and upon written request, the NC DOT reserves the right to request a demonstration of the exact model offered herein. The demonstration would be for the purpose of observing the equipment in operation, which may answer concerns not otherwise addressed in the bid document or literature provided by the vendor. If requested, the bidder should be prepared to demonstrate the equipment within 30 days after receiving written notification from the NC DOT. The demonstration would be free of any charge to the NC DOT at a site selected by NC DOT. Such demonstration does not constitute full and final approval of the equipment. All units will be inspected for compliance with the specification upon receipt at the destination required.

PILOT MODEL

The NC DOT reserves the right to require that a pilot model be made available inspected and approved before any units are shipped. Inspection for compliance with specifications shall be at vendor's plant or another site acceptable to the NC DOT.

5.3.2 PRE-CONSTRUCTION MEETING

The NC DOT reserves the right to require a pre-construction meeting to be held in Raleigh, NC prior to fabrication of the equipment. A representative of the successful Vendor, who has technical expertise and the authority to make decisions regarding mechanical aspects of the machine, shall be present at the meeting. The meeting is to be scheduled by agreement between the Vendor and DOT.

5.3.3 SERVICE UPON DELIVERY

Units shall be complete, serviced and ready for operation when delivered. All self-propelled equipment shall have at least 10 gallons of fuel in the tank. A North Carolina Safety Inspection or a Federal Safety Inspection is required to be completed and documentation furnished for all applicable equipment.

5.3.4 CATALOGS & MANUALS

The successful Vendor shall furnish as part of the contract the following to the NCDOT Production Control Manager of the Equipment & Inventory Control Unit, on or before delivery of the equipment ordered:

A. One (1) operator's manual for the specific make & model of equipment shall be in each piece of equipment when delivered.

Failure to furnish will delay payment.

B. Two (2) unencrypted electronic format copies of descriptive parts catalogs, operator's manual and shop/service manuals containing OEM Part Nos. covering all systems, components and accessories for the specific make & model of equipment purchased. These are to be delivered to the NCDOT Production Control Manager at 4809 Beryl Road within ten (10) days after receipt of purchase order.

NC DOT reserves the right to refuse delivery of any equipment until the electronic or paper manuals have been received, approved and accepted. Payment will not be rendered by NC DOT until manuals are received and determined to be suitable for use in NC DOT's electronic infrastructure.

DELIVERY AUTHORIZATION MUST BE RECEIVED FROM THE PRODUCTION CONTROL MANAGER BEFORE ANY EQUIPMENT IS DELIVERED.

C. Two (2) unencrypted electronic format copies of updates to the parts catalog and shop manuals for the specific make and model of equipment delivered shall be furnished to the NC DOT at the same time such updates are furnished to a dealer. Expenses incurred by the NC DOT as a result of the vendor failing to provide updates under section C will be passed to the vendor.

Electronic Format: The successful Vendor shall be responsible for providing the electronic media as described above in Adobe Portable Document Format or an electronic format pre-approved by NC DOT.

D. In lieu of electronic format, the NC DOT will accept one (1) original paper version of items listed above for each piece of equipment purchased and one (1) additional. Paper version is to be presented in 8.5" by 11" portrait presentation.

NOTE: Parts catalogs, service manuals, operator's manuals, or other material needed to satisfy these requirements are not to be bid as separate items. All materials shall be furnished as specified and applicable to the equipment bid, at no additional cost. The vendor specifically agrees that such material supplied under this section may be copied or reproduced in any manner for use by NCDOT.

5.3.5 ADDITIONAL TRAINING

Training is required and the successful Vendor shall furnish a qualified representative to instruct the owner's operators in proper operation, maintenance and service of the equipment for a minimum period of eight (8) hours in 1 location(s), statewide. The NC DOT reserves the right to require training for any additional units purchased during the contract period. The number of training locations may increase or decrease with each purchase order based on the quantity of items purchased. After a period of six (6) months a trouble shooting and repair training session shall be held by a repair technician instructing owner's mechanic in the repair techniques at a location appropriate for DOT needs, each for up to 8 hours as deemed appropriate. All training sessions shall be coordinated with and at the convenience of DOT through the office of the Equipment Plant and Maintenance Manager, (919) 733-2220.

5.3.6 DIAGNOSTIC SOFTWARE

When diagnostic ports are available on the equipment or any component of the equipment the Vendor is requested to furnish a price for supplying all components needed from the equipment data port(s) to a laptop or desktop computer. This should include but is not limited to such items as cables and software that the NC DOT will need to download diagnostic data or trouble shooting codes. The NC DOT will furnish laptop or desktop computers but will need compatibility requirements. The NC DOT reserves the right not to purchase the diagnostic equipment at the same time as the equipment is purchased. Please complete the following, using additional sheets as necessary.

What components can be checked through diagnostic ports? All Canbus systems - Engine, Transmission, Electrical, Aftertreatment, etc.

List what will be furnished: ServiceMaster Pro Kit - Data Link Adapter and cables, Getac S410-G4 Semi-rugged Notebook PC

Cost per Kit: \$ 3-year subscription = \$3,600 (Informational purposes ONLY)

5.3.7 SAMPLE MAINTENANCE ITEMS

One complete set of any filters, including but not limited to oil, fuel, hydraulic or water, used on the offered unit to perform preventative maintenance, shall be delivered with the first unit. Failure to comply with this requirement shall result in delay of payment.

5.3.8 EQUIPMENT PREVENTATIVE MAINTENANCE QUESTIONNAIRE (EPMQ)

A completed Equipment Preventative Maintenance Questionnaire (EPMQ) form with supporting documentation shall be submitted by the successful Vendor *within ten (10) days after receipt of Purchase Order*. A blank EPMQ form is included in this solicitation as ATTACHMENT H.

The EPMQ form consists of blanks in which servicing information is to be listed for the equipment furnished. This is a generic form and blanks that are not applicable are to be completed with N/A. The information supplied on the EPMQ form is entered in a NC DOT Division of Highways equipment database that is accessible by all of our shops.

NC DOT reserves the right to refuse delivery of any equipment until the EPMQ form has been received, approved and accepted. Payment will not be rendered by NC DOT until the EPMQ form is received and determined to be suitable for use by NCDOT. DELIVERY AUTHORIZATION MUST BE RECEIVED FROM THE PRODUCTION CONTROL MANAGER BEFORE ANY EQUIPMENT IS DELIVERED.

Special Note:

Supporting documentation is required with submission of every form.

This supporting documentation can consist of a manual or any part of a manual that supports the service information provided on the EPMQ form. We will accept an owner's manual, operator's manual, parts manual, service manual, technical manual, bill of material, engineering technical document or copies of pages from any of these manuals that contain the required service information. DOT must be able to verify any copies of manuals or pages furnished came from the manufacturer's manual for the make and model of equipment being provided.

5.3.9 REPAIR PARTS

Vendor shall maintain access to a complete inventory of repair parts for the offered equipment, located within the United States, for ten (10) years after the date of acceptance of the equipment. Critical repair parts from this inventory shall be received by the designated repair depot within five (5) working days after request. "Critical Repair Parts" are defined as those parts, which are essential for the safe and proper operation of the machine.

The parties agree that calculation of actual damages resulting from failure to deliver Critical Repair Parts within five working days is extremely difficult, if not impossible, to calculate accurately, and the parties also agree that the compensation identified for each such failures are a reasonable estimate of damages resulting from a failure to timely deliver such parts. Therefore, the parties agree that the Vendor shall be subject to amounts due as liquidated damages but not as a penalty, for each such failure, as follows: the amount of \$20.80 shall be deducted from parts invoice(s) for each working day that completed delivery of such parts is in excess of the five (5) day limit. This Liquidated Damages will only apply in cases where the parts order has been placed with the Vendor. Liquidated damages shall be assessed for a period of three (3) years from date of acceptance of each piece of equipment purchased under the contract resulting from this IFB.

The NC DOT may waive the above repair parts Liquidated Damages in any instance where such non-performance, in the sole determination of the NC DOT, is due to factors other than those under control of the bidder and/or manufacturer.

After the three-year period, Vendor performance with respect to promptness of repair parts delivery will continue to be monitored by the NC DOT. Failure of Vendor, to perform acceptably at any time after the three-year period, may result in termination of this contract for cause.

Notwithstanding any other provision herein, liquidated damages shall not be subject to a limitation on damages or limit of liability for damages that otherwise may be applicable to recoverable damages.

5.4 CERTIFICATION AND SAFETY LABELS

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

5.5 DEVIATIONS

The nature of all deviations from the Specifications listed herein shall be clearly described by the Vendor. Otherwise, it will be considered that items offered by the Vendor are in strict compliance with the Specifications provided herein, and the successful Vendor shall be required to supply conforming goods. Deviations shall be explained in detail below or on an attached sheet. However, no implication is made or intended by the State that any deviation will be acceptable. Do not list objections to the North Carolina General Terms and Conditions in this section.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

State Contract Administrator: Shayla Parker

State Contract Manager: Kayla Glenn

Note: In the event the State's Contract Administrator or Manager changes, notification will be sent to the Vendor's Contract Manager and the Contract Synopsis on the DOA P&C website will be updated.

6.1 CONTRACT MANAGER AND CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State a contract manager. The contract manager shall be the State's point of contact for Contract related issues and issues concerning performance, progress review, scheduling, and service.

Contract Manager Point of Contact	
Name:	Ryan Connelly
Office Phone #:	912-447-2053
Mobile Phone #:	706-254-6135
Email:	ryan.connelly@jcb.com

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact

Name:	Ryan Connelly
Office Phone #:	912-447-2053
Mobile Phone #:	706-254-6135
Email:	ryan.connelly@jcb.com

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consisting of various ideas to enhance business efficiencies as performance progresses.

6.4 BUSINESS REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for contract performance review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

Business Review meetings shall be scheduled annually, Business review meetings shall be presented by the Vendor and be inclusive of the following:

1. Spend overview (State Agency Spend) FY Comparison
 - a. Volume Discount
2. Product Cost Savings from MSRP
 - a. Identified Savings Potentials
3. Product Accuracy Rate – Percent of equipment invoiced and shipped without post order correction
4. On Time Delivery Rate – Percent of orders delivered within contract delivery term
5. Challenges, Concerns, Solutions
6. Improvement Ideas
7. Requested Contract Changes

6.5 ELECTRONIC PRODUCT LINE-ITEM CATALOG

If selected for contract award, the awarded Vendor hereby agrees to cooperate with the State and E-Procurement Services to develop a line-item catalog. At a minimum, the Vendor shall agree to the following:

- a) Vendor shall deliver a line-item catalog **within ten (10) calendar days of notice**. By providing a line-item catalog, the Vendor shall provide a list of its products and installation services and pricing within a specific template format to E-Procurement Services by sending the populated template to the Contract Lead via email at eprocurementdata@its.nc.gov.

The State will confirm the accuracy of the electronic catalog before loading it into the E-Procurement system. In addition, the State may determine when the electronic catalog and any subsequent revisions “go live”.

- b) The Vendor shall submit an updated electronic catalog from time to time or as requested by the State to maintain the most up-to-date version of its product/service offering under the statewide contract.

Vendor shall meet the following requirements:

1. Include in the catalog the most current pricing, including all applicable administrative fees and or discounts, as well as the most up-to-date product/service offering the Vendor is authorized to provide in accordance with the statewide contract; and
 2. Maintain the accuracy of the catalog throughout the duration of the statewide contract; and
 3. Include in the catalog detailed product line-item descriptions; and
 4. Include in the catalog any additional content required by the State; and
 5. Limit the line-item catalog content to the Vendor's statewide contract offering
- d) The State shall control which statewide contracts appear in the E-Procurement System and may elect at any time to remove Vendor's offering from the E-Procurement System.

6.6 QUARTERLY REPORTING

The awarded Vendor(s) shall provide Quarterly Management Reports to the designated Contract Administrator. This report shall include, at a minimum, information on: Items purchased, manufacturer product description, purchased quantities, List Price, price paid, manufacturer name, unit of measure, ordering entity, delivery location, order date, and shipment date.

These reports should be well organized and easy to read. The Vendor shall submit these reports electronically using Microsoft Excel and as needed, either Microsoft PowerPoint or Microsoft Word to PCReports@doa.nc.gov and to the STC identified Contract Administrator's e-mail. The Vendor shall submit the Quarterly report by the 15th of the month following the end of the quarter. The Quarterly Management Report is based on the fiscal year July through June. The delivery schedule is included below:

- a) **By October 15th:** Q1 Quarterly Management Report for July – September
- b) **By January 15th:** Q2 Quarterly Management Report for October – December
- c) **By April 15th:** Q3 Quarterly Management Report for January – March
- d) **By July 15th:** Q4 Quarterly Management Report for April – June

If the Contract start date does not align with the start of a quarter the first Quarterly Management Report will be for the period from the Contract start date to the end of the initial quarter.

6.7 INVOICES

Vendor shall invoice the Procurement Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Agency with an invoice for each order. Invoices shall include detailed line item information to allow Procurement Agency to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS ACCEPTED.

6.8 DISPUTE RESOLUTION

During the performance of the Contract, the Parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.9 PRODUCT RECALL

Vendor expressly assumes full responsibility for prompt notification to the Contract Manager and Buyer of any product recall in accordance with the applicable state or federal regulations. The Vendor shall support the State, as necessary, to promptly replace any such products, at no cost to the State.

6.10 PRICE ADJUSTMENTS

Percentage discounts proposed by the Vendor shall be firm against any decrease for two (2) years from the effective date of the Contract.

Percentage discount change requests shall be submitted in writing to the Contract Administrator, which shall include the reason(s) for the request and contain supporting documentation for the need. Percentage discount decreases will be negotiated and agreed to by both the State and Vendor in advance of any changes going into effect. The State is not obligated to accept pricing adjustments or increases and reserves the right to accept or reject them in part or in whole.

It is understood and agreed that orders will be shipped at the established Contract prices in effect on the date an order is placed. Invoicing that deviates from this provision may result in Contract to cancellation.

6.11 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor.

6.12 ATTACHMENTS

All attachments to this RFP are the copies found within the Ariba Sourcing Tool, and are incorporated herein, and shall be submitted by responding in the Sourcing Tool.

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BOARD OF ALDERMEN
AGENDA ITEM
08/06/25

ISSUE: Budget Amendments 2026-26.05 and 2026-26.06

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50
Capital Improvement Fund - 12

Background: Fire Station #2 Fund 50 Becker Morgan Change Order #1 - \$73,000 for Construction Administration and \$27,000 for reimbursable expenses. - Total Change Order \$100,000; with all Town rights reserved to pursue recovery for any underlying design errors or omissions. Note: \$24,000 of reimbursable expenses were previously paid starting in 2022 and this amendment accounts for all reimbursable expenses. The \$100,000 change order is funded by a Transfer from Fund 12 Capital Improvement Fund to Fund 50 Fire Station #2.

Attachments: Budget Amendment 2026-26.05 Fund 50, Budget Amendment 2026-26.06 Fund 12 and Becker Morgan Change Order #1

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendments 2026-26.05 and 2026-26.06 as presented; to include the Change Order #1 for Becker Morgan."*

Funds: 50 and 12

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026 - 26.05
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I: This Ordinance is to amend the Fire Station #2 (Fund 50).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)	Amended Project
ESTIMATED REVENUES			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,000,000	100,000 (1)	1,100,000
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	6,832,000	100,000	6,932,000
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,152,148	-	6,152,148
50-450-05 Environmental Testing (ECS)	59,823	-	59,823
50-440-07 Construction Administration (BM)	320,463	100,000 (1)	420,463
50-450-11 Contingency	65,516	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	6,832,000	100,000	6,932,000

- (1) Becker Morgan Change Order #1 - \$73,000 for Construction Administration and \$27,000 for reimbursable expenses. - Total Change Order \$100,000; with all Town rights reserved to pursue recovery for any underlying design errors or omissions. Note: \$24,000 of reimbursable expenses were previously paid starting in 2022 and this amendment accounts for all reimbursable expenses.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This capital project ordinance expires when the Fire Station is completed.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY
FINANCE OFFICER**

ORDINANCE NO. 2026-26.06
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Adopted Budget	Increase (Decrease)	2025-26 Amended Budget
ESTIMATED REVENUES			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
Total Revenues	1,643,142	-	1,643,142
APPROPRIATIONS			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	917,101	(100,000)	(1) 817,101
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	-	100,000	(1) 100,000
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$100,000 to Fire Station #2 for the Becker Morgan Change Order #1; with all Town rights reserved to pursue recovery for any underlying design errors or omissions.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY FINANCE
OFFICER**



BOARD OF ALDERMEN
AGENDA ITEM
08/06/25

ISSUE: Budget Amendments 2026-26.07 and 2026-26.08

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50
Capital Improvement Fund - 12

Background: Fire Station #2 Fund 50 WB Brawley Change Order #7: No change to the Substantial Completion date of April 12, 2025; \$65,167.54 for roof slope modification (see PCO #20), with all Town rights reserved to pursue recovery for any underlying design errors or omissions. The \$65,157 change order is funded by a Transfer from Fund 12 Capital Improvement Fund to Fund 50 Fire Station #2.

Attachments: Budget Amendment 2026-26.07 Fund 50, Budget Amendment 2026-26.08 Fund 12 and WB Brawley Change Order #7

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendments 2026-26.07 and 2026-26.08 as presented; to include the Change Order #7 for WB Brawley."

Funds: 50 and 12

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026 -26.07
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I: This Ordinance is to amend the Fire Station #2 (Fund 50).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)	Amended Project
ESTIMATED REVENUES			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,100,000	65,167 (1)	1,165,167
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	6,932,000	65,167	6,997,167
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,152,148	65,167 (1)	6,217,315
50-450-05 Environmental Testing (ECS)	59,823	-	59,823
50-440-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	65,516	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	6,932,000	65,167	6,997,167

- (1) WB Brawley Change Order #7: No change to the Substantial Completion date of April 12, 2025; \$65,167.54 for roof slope modification (see PCO #20), with all Town rights reserved to pursue recovery for any underlying design errors or omissions.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This capital project ordinance expires when the Fire Station is completed.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY
FINANCE OFFICER

ORDINANCE NO. 2026-26.08
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)	2025-26 Amended Budget
ESTIMATED REVENUES			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
Total Revenues	1,643,142	-	1,643,142
APPROPRIATIONS			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	817,101	(65,157)	(1) 751,944
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	100,000	65,157	(1) 165,157
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$65,157 to Fire Station #2 for the WB Brawley Change Order #7; with all Town rights reserved to pursue recovery for any underlying design errors or omissions.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY FINANCE
OFFICER



BOARD OF ALDERMEN
AGENDA ITEM
08/06/25

ISSUE: Budget Amendments 2026-26.09 and 2026-26.10

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50
Capital Improvement Fund - 12

Background: Fire Station #2 Fund 50 - Because of the Construction Change Directive No. 1 approved by the Town and issued to the Contractor on June 5, 2025, and the subsequent interim determination by the Architect under Section 7.3.9 of the Contract, the Contract Sum is adjusted on the same basis as a Change Order, which necessitates a budget amendment for \$26,590.10 for this project. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to the Construction Change Directive No. 1. The \$26,590.10 is funded by a Transfer from Fund 12 Capital Improvement Fund to Fund 50 Fire Station #2.

Attachments: Budget Amendment 2026-26.09 Fund 50, and
Budget Amendment 2026-26.10 Fund 12

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendments 2026-26.09 and 2026-26.10 as presented."*

Funds: 50 and 12

ORDINANCE NO. 2026 -26.09
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I: This Ordinance is to amend the Fire Station #2 (Fund 50).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)	Amended Project
ESTIMATED REVENUES			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,165,167	26,590 (1)	1,191,757
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	6,997,167	26,590	7,023,757
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,217,315	26,590 (1)	6,243,905
50-450-05 Environmental Testing (ECS)	59,823	-	59,823
50-440-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	65,516	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	6,997,167	26,590	7,023,757

- (1) Because of the Construction Change Directive No. 1 approved by the Town and issued to the Contractor on June 5, 2025, and the subsequent interim determination by the Architect under Section 7.3.9 of the Contract, the Contract Sum is adjusted on the same basis as a Change Order, which necessitates a budget amendment for \$26,590.10 for this project. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to the Construction Change Directive No. 1.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This capital project ordinance expires when the Fire Station is completed.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY
FINANCE OFFICER**

ORDINANCE NO. 2026-26.10
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)	2025-26 Amended Budget
ESTIMATED REVENUES			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
Total Revenues	1,643,142	-	1,643,142
APPROPRIATIONS			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	751,944	(26,590)	(1) 725,354
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	165,157	26,590	(1) 191,747
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$26,590.10 to Fire Station #2 for the WB Brawley CCD#1. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to the Construction Change Directive No. 1.

Section II: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY FINANCE
OFFICER

Board of Aldermen
Consent Agenda Item

Issue: NCVTS Tax Refund

Department: Finance

Presented by: Kim Weaver, Deputy Finance Officer

Date: AUGUST 6, 2025

Background: Onslow County Tax Office submitted NCVTS (Motor Vehicle) Refund Reports approved by the Board of County Commissioners on June 6, 2025 (April) and July 21, 2025 (May) There are (3) refunds totaling \$33.80.

Attachment(s): Onslow County NCTVS Summary and Detail Tax Reports

Recommendation: Approve refunds as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion for the Finance Department to proceed with processing the following tax refund(s) as reported."*

Funds: 10

Follow Up: *Deputy Finance Officer*

TAX REFUNDS NEED APPROVED BY THE NORTH TOPSAIL BEACH BOARD OF ALDERMAN 08/06/25

NAME	TYPE REFUND	AMOUNT	CREATED TAX OFFICE	APPROVED OCBOCC	REFUND ISSUED	PG NUMBERS
FLICKINGER, DARLA	SOLD TRADED	\$ 15.87	4/24/2025	6/2/2025	NO	TR 2
FLICKINGER, DARLA	TAG SURRENDER	\$ 8.69	4/24/2025	6/2/2025	NO	TR 2
GARNER, JANET	TAG SURRENDER	\$ 9.24	5/21/2025	7/21/2025	NO	TR 3
		<u>\$ 33.80</u>				

APRIL 2025 - SOLD/TRADED TAG SURRENDER OCBOCC APPROVED 06/02/25

									APPROVED BY OCBOCC 06/02/25	Refund Total
primary owner	Address_1	Address_3	Refund Type	Bill_Num	PlateNum	Refund_Description	Refund Reason	Create Date		
						Refund Generated due to adjustment on Bill				
FLICKINGER, DARLA CAROL	3044 ISLAND DR	N TOPSAIL BEACH, NC 28460	Adjustment < \$100	65052515	KAB8516	#0065052515-2024-2024- 0000-00	Sold/ Traded	4/24/2025	6/2/2025	(\$15.87)
						Refund Generated due to proration on Bill				
FLICKINGER, DARLA CAROL	3044 ISLAND DR	N TOPSAIL BEACH, NC 28460	Proration	65029674	CN80990	#0065029674-2024-2024- 0000-00	Tag Surrender	4/24/2025	6/22/2025	(\$8.69)
										(\$24.56)

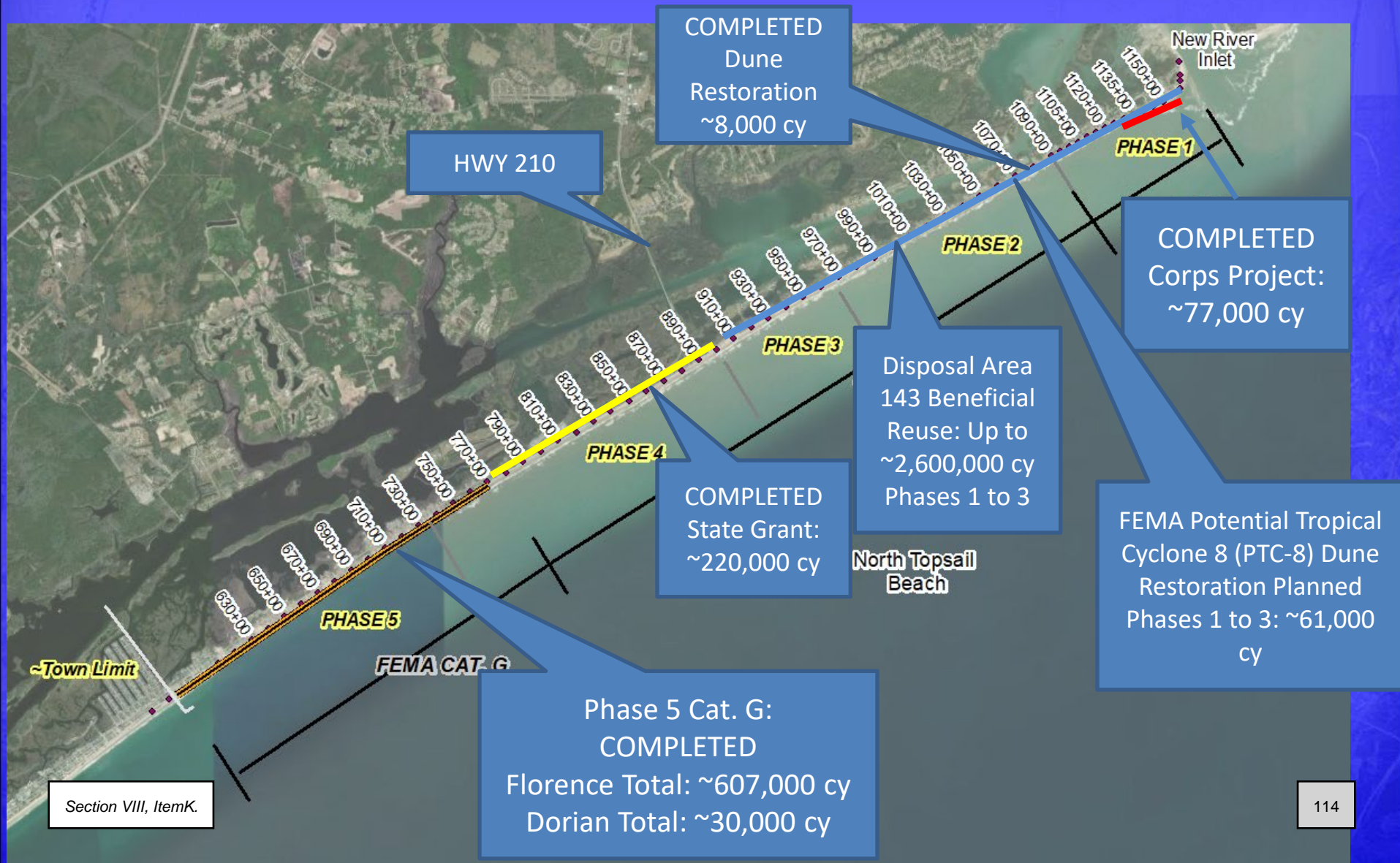
MAY 2025 - TAG SURRENDER OCBOCC APPROVED 07/21/25

									APPROVED	Refund Total
primary owner	Address_1	Address_3	Refund Type	Bill_Num	PlateNum	Refund_Description	Refund Reason	Create Date	BY OCBOCC 072125	
Refund Generated due to proration on Bill										
GARNER, JANET STEWART	2994 SCENIC RIDGE LOOP	LAS CRUCES, NM 88011	Proration	77178242	KKJ6320	#0077178242-2023- 2023-0000-00	Tag Surrender	5/21/2025	7/21/2025	(\$9.24)



Recent and Upcoming Projects Overview

State Grant, Beneficial Reuse, FEMA, Corps Projects



USACE Navigation Dredging and Placement Phase 1 Corps Beneficial Reuse Project



Dredging

Fill Placement

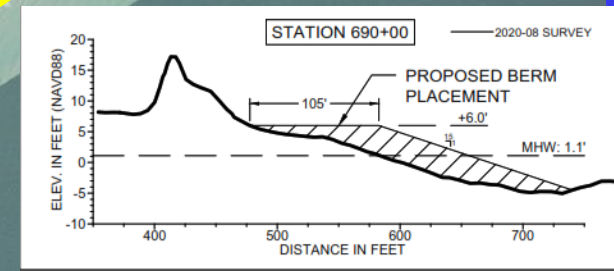
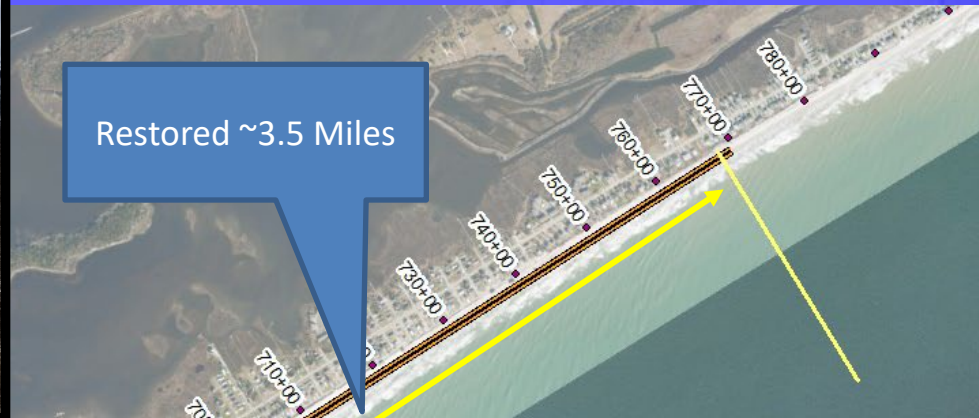
**Completed at end of February.
Long pumping distance
presents a challenge for
dredgers.**



Section VIII, ItemK.

**77,000 cy
Placement North of Topsail
Reef Condos**

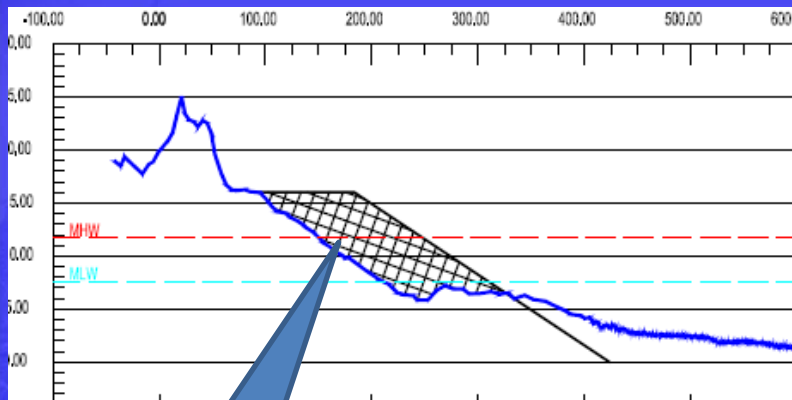
Completed FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well to PTC-8 and other recent storms.



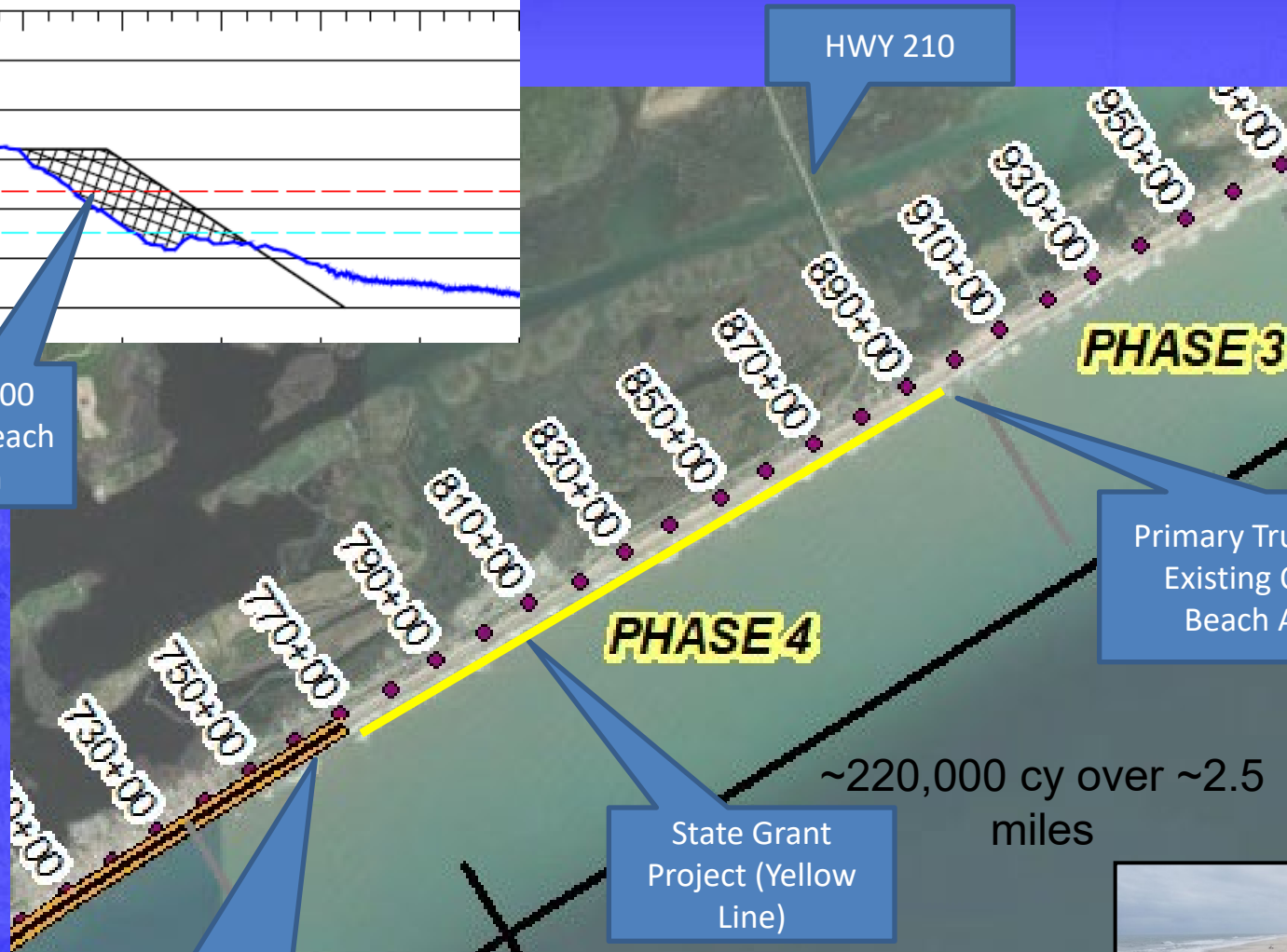
PHASE 5



Completed State Grant in Phase 4. Beach Nourishment



~80 to 100
Feet of Beach
Width

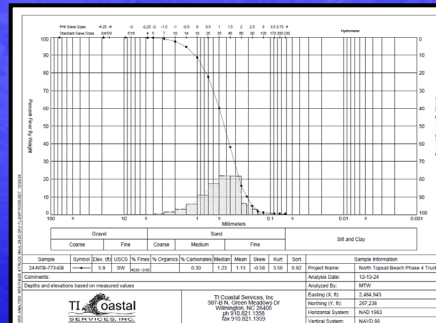


Section VIII, ItemK.



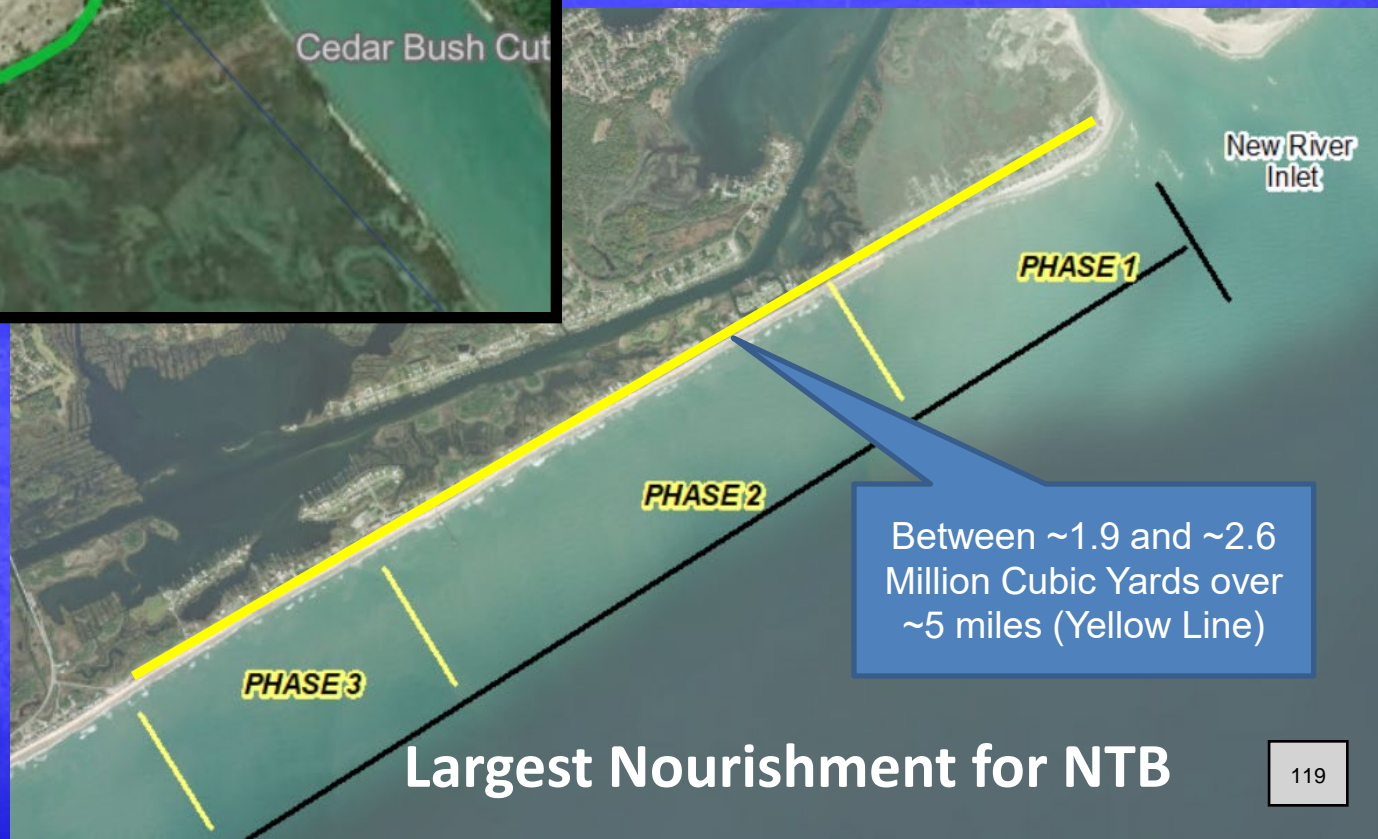
Phase 4 Nourishment

~220,000 cy Placed



Disposal Area (DA) 143 Beneficial Reuse and Placement in Phases 1, 2, and 3

- Had “One-Stop” Pre-App Meeting with Agencies in June
- Permit Application Finalization.
- Based on Agency Feedback, ~1.9 to 2.6 Million CY at DA 143



Potential Tropical Cyclone (PTC) 8

DECLARED OCTOBER 19, 2024

SUMMARY

STATE: North Carolina
NUMBER: FEMA-4837-DR
INCIDENT: Potential Tropical Cyclone Eight
INCIDENT PERIOD: September 16-20, 2024
DATE REQUESTED BY GOVERNOR: October 16, 2024
FEDERAL COORDINATING OFFICER: E. Craig Levy, Sr.
National FCO Program

DESIGNATIONS AND TYPES OF ASSISTANCE:

INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Not Requested.

PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

Brunswick, Carteret, New Hanover, and Onslow Counties.

Dune Restoration to Withstand 5-Year Storm

Public Assistance

APPLICANT BRIEFING

Potential Tropical Cyclone Eight 2024

Public Assistance (PA)

Provides grants to eligible state, local governments, EBCI and eligible private non-profits ("Applicants") to assist with the cost of responding to and recovering from disasters

Governing Laws, Regulations, and Policies

Stafford Act

Law

44 CFR

Program Regulations

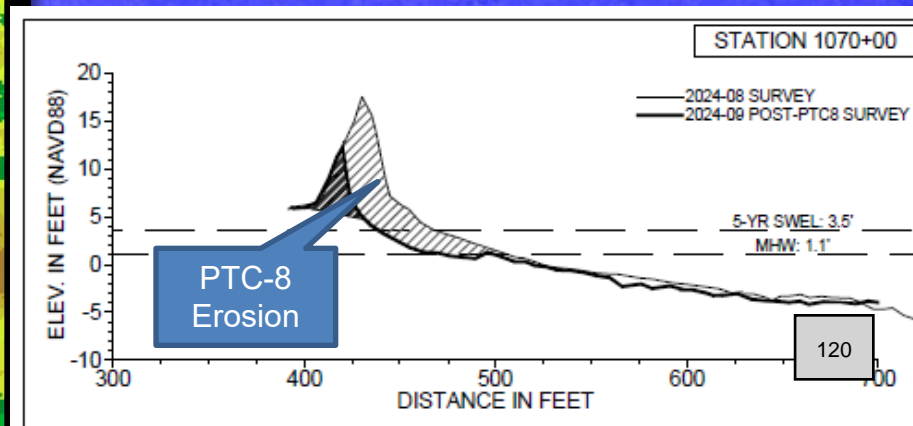
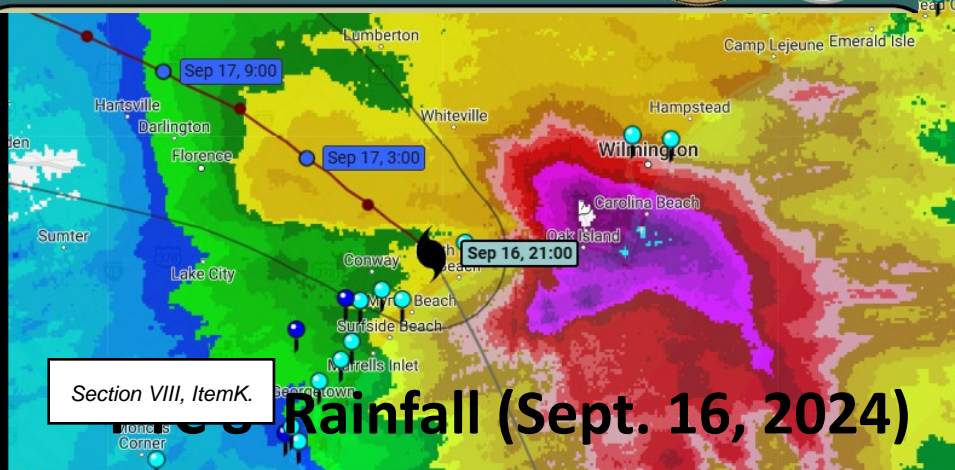
2 CFR

Procurement Requirements

PA Program & Policy Guide (PAPPG)

Policy

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
ENVIRONMENTAL PLANNING AND HISTORIC PRESER-
VATION (EHP) GREENSHEET FOR DR-4837-NC



Potential Tropical Cyclone (PTC) 8

- FEMA Qualified Volume Calculations Based on 5-Year Storm Runup and Erosion Analysis
- FEMA Consolidated Resource Center (CRC) continues to review. Have issued 2 requests for additional information.



**FEMA Category B
Mitigation Not
Calculated by Dune
Losses**

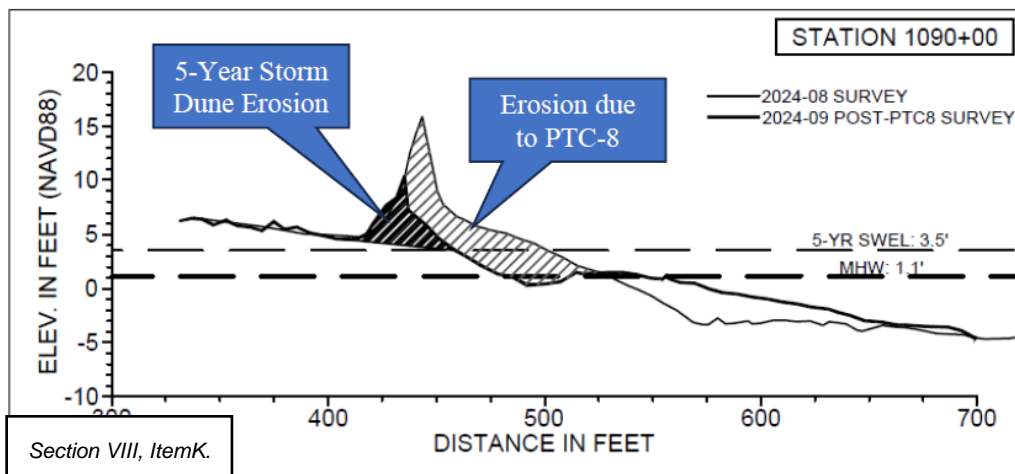
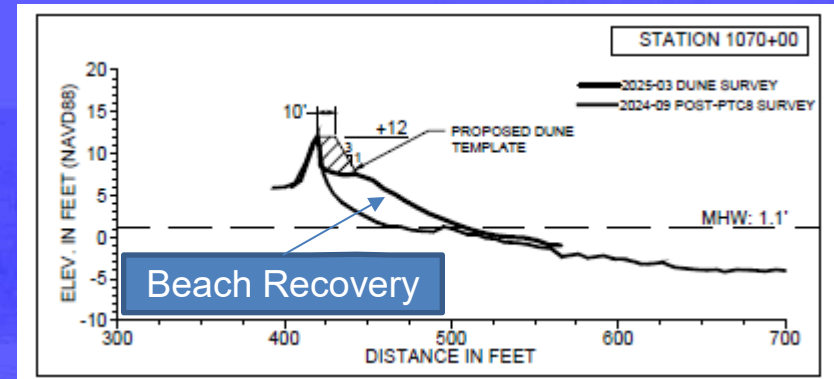
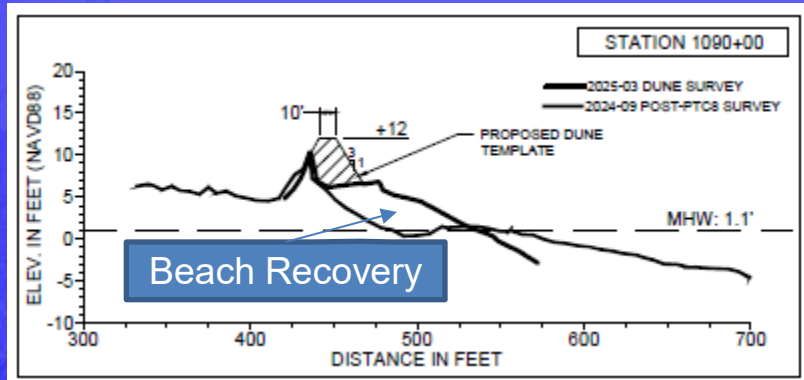


Figure 4: Transect 1090+00 profile showing PTC-8 erosion as well as 5-year storm erosion of 6 cy/ft (as recommended in FEMA mapping guidance).



Critical Dune Restoration: ~8,000 cy in April/May

ST Wooten – Contractor



Section VIII, ItemK.

Turtle Nesting/Hatching Season In Full Swing

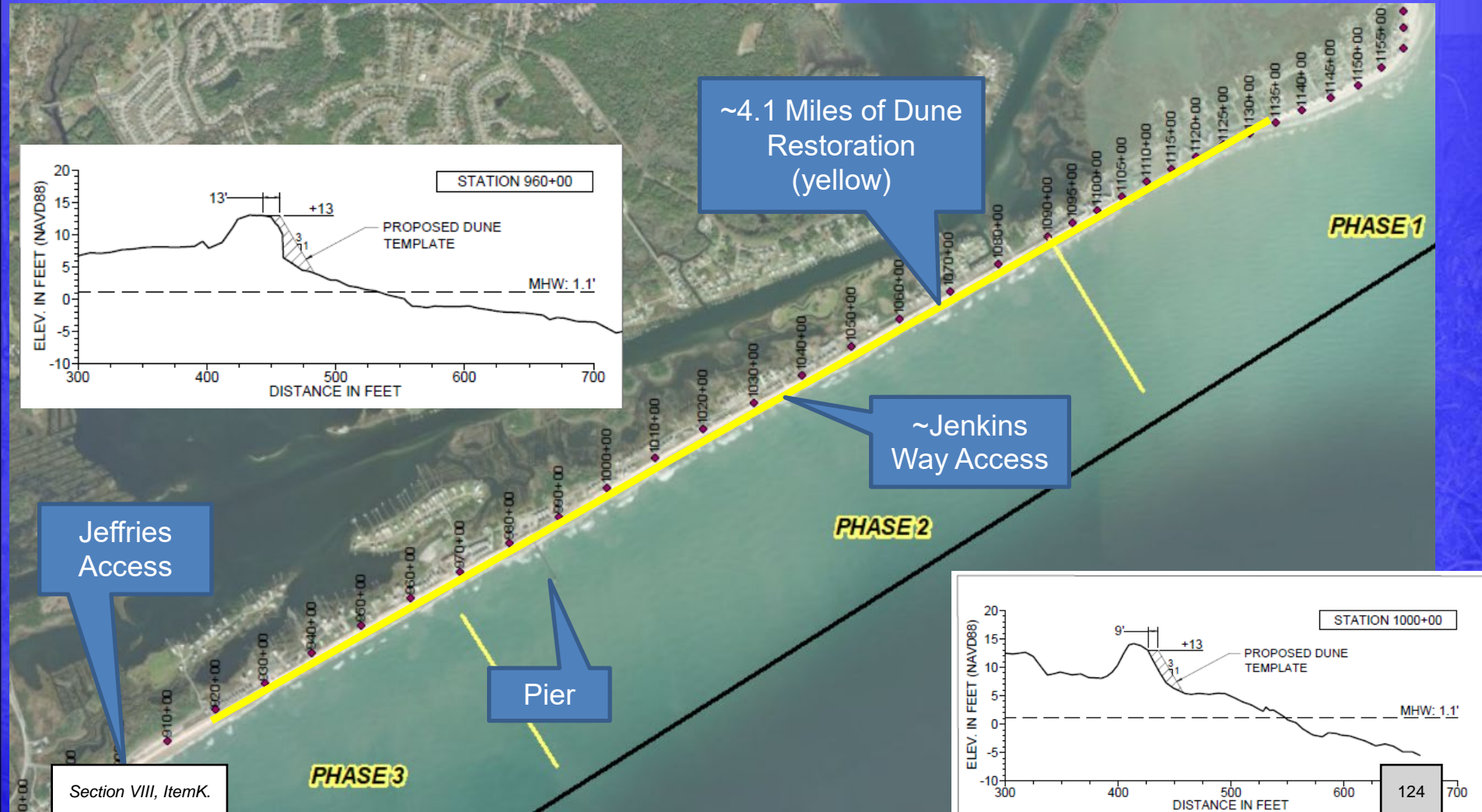
Critical Dune Restoration: ~8,000 cy in April/May

Turtle Nesting on Newly Placed Dune



Thanks to Beasley Sea Turtle Rescue and Rehab Center for doing turtle nest checks every morning in early May before dune restoration work.

Northern Shoreline Dune Restoration (Phases 1 to 3 for 61,000 cy) Planned to Start This November ST Wooten – Contractor



Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Final Sections of Draft EIS under several levels of USACE review. Higher level review ongoing.
- Post Tropical Cyclone 8 FEMA/NCEM coordination continues. FEMA have issued 2 requests for Information. 61,000 cy dune restoration in Phases 1,2 and 3 to occur beginning this November.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards. “One-Stop” pre-permit application held with agencies and final permit application in development.
- Critical Dune restoration in Phases 1 and 2 COMPLETED.
- State Grant Nourishment - ~220,000 cy in Phase 4 COMPLETED.
- Phase 1 – Corps AIWW Project (~77,000 cy placed north of Topsail Reef condos) COMPLETED.
- Working with NTB Finance Officer and Staff regarding funding, accounting and reimbursement for FEMA and State funded projects
- Permitting Coordination (all projects)





BOARD OF ALDERMEN
AGENDA ITEM
08/06/25

ISSUE: Contract Authorization Ordinance 2026-26.11

PRESENTED BY: Town Manager, Alice Derian

DEPARTMENT: Administration

Background: In accordance with Ordinance 2025-25.25 which limited the Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval; the attached Contract Authorization Ordinance requests for the Board to authorize the Town Manager to approve payments to Topsail Beach up to \$285,200 for the Eradication of Vitex Project. The Interlocal Agreement was approved by the Board of Alderman at the regular meeting on November 6, 2024; however, Topsail Beach is now routing the agreement for signatures in Fiscal Year 2026.

Attachments: Contract Authorization Ordinance 2026-26.11, Interlocal Agreement and the budget detail for the Vitex Project.

Recommendation: Approve the Purchase Authorization Ordinance as recommended.

Action Needed: Yes

Suggested Motion: "I, -----, make a motion to approve the Contract Authorization Ordinance 2026-26.11 as presented."

Funds: 10

Town Manager

**ORDINANCE NO. CA 2026-26.11
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Interlocal Agreement for the Eradication of Vitex was approved by the Board of Alderman at their regular meeting on November 6, 2024.

Section I: In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

Section II: The Budget Detail provided by Topsail Beach includes the Town's share for the 1st year is \$285,200 and this amount was included with the adoption of the Fiscal Year 2026 Budget.

Section III The Deputy Finance Officer has determined that sufficient funds are available in account 30-720-10 to cover the cost of this contract.

Section IV: The Town Board authorized the Town Manager to execute the Interlocal Agreement and hereby authorizes the Town Manager to approve payments to Topsail Beach up to \$285,200 and subject to a pre-audit certificate thereon by the Town's Deputy Finance Officer.

Section V: Copies of this ordinance shall be furnished to the Town Manager, the Deputy Finance Officer and to the Clerk to the Board.

Adopted this 6th Day of August 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, **MAYOR**

KIM WEAVER, **DEPUTY FINANCE OFFICER**

Interlocal Agreement

Between

The Town of Surf City, North Carolina

and

The Town of North Topsail Beach, North Carolina

and

The Town of Topsail Beach, North Carolina

This Interlocal Agreement (ILA) sets forth the terms and understanding between The Town of Surf City, The Town of North Topsail Beach, and The Town of Topsail Beach (hereinafter referred to collectively as “Towns”) for the implementation of a partnership of the Topsail Island Vitex Eradication Project (hereinafter referred to as “Project”) using funding from the Coastal Storm Damage Mitigation (CSDM) Grant.

Background: The execution of this ILA is intended to establish a formal collaboration between the Towns and to coordinate efforts to eradicate Beach Vitex from the island. The Towns collectively applied and were awarded funds on a reimbursement schedule through the CSDM grant program.

Purpose: This ILA confirms the agreement for a collaborative effort between the Towns with the objective to clearly define each organization’s obligations and responsibilities, before the contract is signed accepting the grant funds and conditions.

Obligations: Each Town will be responsible for the full amount specified for their respective Town as outlined in the grant application. Each Town will be responsible for any costs that exceed the amount specified in the grant as applied to that specific Town. The Town of Topsail Beach will be the Fiscal Agent for the project and will be responsible for paying contractor invoices and then invoicing the Town of Surf City and Town of North Topsail Beach accordingly. The Town of Topsail Beach will be responsible for requesting reimbursements through the CSDM program. The Towns agree to adhere to the stipulations of the grant. Each Town will be provided the opportunity to review invoices from the contractor in order to reconcile actual work performed before the Town of Topsail Beach sends an invoice to the Town of Surf City and the Town of North Topsail Beach; said invoices shall not be sent by the Town of Topsail Beach until the respective Town notifies the Town of Topsail Beach in writing that the actual work performed and the invoice are accurate and correct.

Selection of Contractor: The Towns will collaborate on creating a Request for Proposals (RFP) to solicit bids for the project. A bidder shall be selected upon unanimous agreement by all parties to this ILA. The selected contractor shall be required to indemnify, hold harmless and indemnify the Towns and to provide proof of coverage of the Towns as additional insured in connection with contractor’s work on the Project.

Duration: This ILA shall become effective upon signature by the authorized officials from the Towns and will remain in effect until the grant has been closed out, provided there is no extension. Any extension must be in writing, agreed to and signed by all parties to this ILA.

Commitment to Complete the Project: The Project is expected to be 4-years in duration. The CSDM grant will fund the first 2 years. After the first 2 years, or upon close out of the initial grant, the Towns will continue to work together to secure additional funding to carry the project out to completion. This ILA will not obligate any Town to participate in the project beyond the term of the initial CSDM grant. For the purposes of this ILA, completion of the Project will be determined by successful closeout of the CSDM grant for the Project.

Mutual Release and Indemnity: To the fullest extent permitted by law, all Towns shall release, indemnify, keep and save harmless, and defend one or more Towns listed in this ILA, its agents, contractors, volunteers, officials and employees, from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether agents, officials or employees of the Town or third persons, and to all property proximately caused by, incident to, resulting from, arising out of, or occurring in connection with, directly or indirectly, the performance or nonperformance of the Town's (or by any person acting for the Towns or for whom the Town(s) is or is alleged to be in any way responsible, including but not limited to employees, agents, and volunteers) in connection with the Project, whether such claim may be based in whole or in part upon contract, tort (including alleged active or passive negligence or participation in the wrong), or upon any alleged breach of any duty or obligation on the part of the Towns, its agents, officials and employees or otherwise. The provisions of this Section shall include any claims for equitable relief or for damages (compensatory or punitive) in connection with the Project against one or all of the Towns, its agents, officials, contractors, volunteers and employees including alleged injury to the business of any claimant and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses. Expenses as used herein shall include without limitation the costs incurred by one or more Towns, its agents, officials and employees, in connection with investigating any claim or defending any action and shall also include reasonable attorneys' fees by reason of the assertion of any such claim against one or more Towns, its agents, officials or employees. The Towns expressly understand and agree that any insurance protection provided to the Towns shall in no way limit any Town's responsibility to release, indemnify, keep, and save harmless and defend the one or more Towns as herein provided. This indemnification obligation applicable to a Town shall not apply to any such claims, injuries or losses caused by the negligence or intentional acts of that Town, its agents employees, elected officials, or volunteers. This indemnity obligation does not affect or restrict any obligation of contractors performing work on the Project to indemnify, hold harmless and defend the Town.

Contact Information:

Town of Topsail Beach

Doug Shipley, Town Manager

820 S. Anderson Blvd. Topsail Beach, NC 28445



Signature

Town of Surf City

Kyle Breuer, Town Manager

241 W Florence Way, Hampstead, NC 28443

Signature

Town of North Topsail Beach

Alice Derian, Town Manager

2008 Loggerhead Court North Topsail Beach, NC 28460

Signature

Breakdown of Budget Detail submitted for Topsail Island Vitex Eradication Project

Administration Cost (to obtain a waiver for consent from the Property owner):

\$100 per property identified to have Beach Vitex. Plus 10% for any new properties identified during the process.

Survey Cost:

\$500 per Town to continue surveying for new growth as crews perform treatment work along the beachfront.

Construction Oversight:

5% of the construction cost. An estimate provided by Steve Mercer, Coastal Transplants.

Construction:

Cost estimates for the first 2 years of the 4 year plan from Steve Mercer, Coastal Transplants as follows:

Topsail Beach

2024 - 4 roundup and 1 imazaper. \$345,520

2025 - 4 roundup and 1 Imazaper. \$239,000

TB Total \$584,520

Surf City

2024 - 4 roundup and 1 Imazaper. \$182,200

2025 - 4 roundup and 1 Imazaper \$136,700

SC Total \$318,900

North Topsail Beach

2024 - 4 roundup and 1 imazaper. \$285,200

2025 - 4 roundup and 1 Imazaper \$100,400

NTB Total \$385,600

Total Construction Cost for project \$1,289,020

CERTIFICATE OF APPRECIATION

Scott Morse

For his dedicated service and selfless
donation of his time to the Town serving on
the Board of Adjustments since November
2017.

Joann McDermon, Mayor

August 6, 2025

CERTIFICATE OF APPRECIATION

Hannah McCloud

For her dedicated service and selfless donation of her time to the Town serving on the Board of Adjustments since May 2012.

Joann McDermon, Mayor

August 6, 2025