



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

Wednesday, February 11, 2026, at 11:00 AM

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

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

*Mayor - Richard Grant
Alderman - Mark Barefoot
Alderman - Laura Olszewski
Town Manager - Alice Derian*

*Mayor Pro Tem - Connie Pletl
Alderman – Kip Malcolm
Alderman – Larry Strother
Town Clerk – Alexis Stanfield*

- I. CALL TO ORDER (Mayor Grant)**
- II. INVOCATION (Alderman Barefoot)**
- III. PLEDGE OF ALLEGIANCE (Alderman Strother)**
- 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 Aldermen has control.

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

A. Approval of Minutes

January 7, 2026, 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. Coastal Engineer Monthly Report (Fran Way)

E. Disposal of Sutphen Fire Engine

F. Disposal of TEREX 200 Loader

G. Proclamation 2026-01 Centennial Proclamation: Commemorating the 100th Anniversary of the American Shore & Beach Preservation Association

H. Budget Amendment 2026-26.37 Fire Station #2 Fund - 50 WB Brawley CO #11

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

IX. CONTINUING BUSINESS

A. Approval to Award Contract to Maven Roofing for Public Works Roof Replacement (Chris Huckaby)

Specific Action Requested: Mayor may request a motion to award the contract for the Public Works Roof Replacement to Maven Roofing.

B. Beach Crossover - Old 40 (Public Works Supervisor Huckaby)

Specific Action Requested: Mayor may request a motion to approve the relocation of Beach Access 40 to 1388 NRIR and CA 2026-26.42

C. Ardurra – Storm water projects overview (Marc Horstman and Michael Tassitino, Engineers)

Budget Amendment 2026-26.38 and Contract Amendment 2026-26.40 for construction administration and construction observation (Manager Derian and Ardurra)

Specific Action Requested: Mayor may request a motion to approve BA 2026-26.38 and CA 2026-26.40.

X. NEW BUSINESS

A. Hazard Mitigation Plan (Planning Director Hill)

Specific Action Requested: Mayor may ask for a motion to adopt the North Topsail Beach Mitigation Action Plans - 2026 (attachment 1).

B. Applications for the Topsail Island Shoreline Protection Committee (Clerk Stanfield)

Stephen Newbern

Specific Action Requested: Mayor may request a motion to appoint an applicant to the Topsail Island Shoreline Protection Committee.

C. Applications for the Planning Board (Clerk Stanfield)

James Smith

Samuel Ferreri

Kim Browning

Stephen Newbern

Specific Action Requested: Mayor may request a motion to appoint an applicant to the Planning Board.

D. Applications for the Beach, Inlet, Sound Advisory Committee (Clerk Stanfield)

Rebecca Lindsey

Kim Browning

Stephen Newbern

Specific Action Requested: Mayor may request a motion to appoint an applicant to the Beach, Inlet, Sound Advisory Committee.

E. Police Department Vehicle Purchase (Interim Chief Page)

Specific Action Requested: Mayor may request a motion to approve the purchase of a 2025 Dodge Durango Pursuit.

F. Approval of GWI Contract and Contract Authorization Ordinance 2026-26.43 (Mayor 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. ALDERMAN'S REPORT

XIV.MAYOR'S REPORT

XV. CLOSED SESSION

The Board of Aldermen will go into closed session under NCGS 143-318.11(a)(3): 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, and discuss:

State of North Carolina v. Shellhammer

Pacific Northwest Ventures, et al. v. Topsail Reef Homeowners' Association & North Topsail Beach

XVI.ADJOURNMENT



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

**Wednesday, January 07, 2026, at 11:00 AM
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460
(910) 328-1349 | www.northtopsailbeachnc.gov**

*Mayor - Richard Grant
Alderman - Kip Malcolm
Alderman - Laura Olszewski
Town Manager - Alice Derian*

*Mayor Pro Tem - Connie Pletl
Alderman – Larry Strother
Alderman – Mark Barefoot
Town Clerk – Alexis Stanfield*

I. CALL TO ORDER (Mayor Grant)

Mayor Grant called the meeting to order at 11:00AM.

II. INVOCATION (Alderman Malcolm)

Alderman Malcolm gave the invocation.

III. PLEDGE OF ALLEGIANCE (Alderman Barefoot)

Alderman Barefoot led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Budget Amendment 2026-26.33 WB Brawley Change Order for Flood Vents was merged with item E. under Continuing Business.

The minutes were amended to correct clerical issues.

Under Continuing Business, Item A. Discussion of E-Bikes on the Beach was moved to the March meeting.

Under Continuing Business, Item C. Proposed Rules of Procedure were moved to the February meeting.

Motion – Alderman Malcolm made a motion to approve the agenda with the changes made. Alderman Olszewski seconded the motion. The motion was carried unanimously.

IV. MANAGER'S REPORT

Staffing Updates:

Manager Derian congratulated Chief William Younginer, who retired on December 3st, and thanked him for seven years of service with the Town and his 48 years of service in law enforcement. She reported he was presented with a plaque as well as some other mementos.

Manager Derian reported Captain Page has been assigned interim Chief effective January 1st.

Manager Derian reported that under New Business is a budget amendment and contract ordinance to award the Police Chief recruitment services to MGT Impact Solutions, LLC for a maximum not to exceed \$26,000.

Potential Tropical Cyclone #8:

Manager Derian reported that PTC#8 work has resumed this week as scheduled. The project is expected to be completed within three months. A project update went out on Monday advising use of Jeffries Beach Access and the work plan. They started on the southern 1/3 of the project (south of the pier). Truck hauling of sand is expected to begin January 7th and last a few weeks. Similar to previous projects, a portion of the parking lot at Jeffries Access will be cordoned off during the work week. This will be open on weekends. The northern 2/3 of the project (from the pier to just south of Topsail Villas) will occur after that, using Jenkins Way Access. The specific order of work north of the pier will be dependent on tides/water levels. This is due to limited beach widths in the northern section.

Phase 4 Grant Closeout:

Manager Derian reported a letter was submitted in December to the NC Dept of Environmental Quality indicating that work is completed with an accounting of the interest earned on the advanced funds and unspent funds, which total \$2.8M. A request was made to use unspent funds for additional repairs or to extend our current contract to consider additional work in Phase 4. Manager Derian received correspondence that they are still considering this request.

FEMA/State Old Projects:

GWJ and Manager Derian have continued to work on RFI's and close outs for Florence and Dorian. Currently, \$2,433,238.66 is in payment processing and \$11,484,423.16 is currently in the RFI process.

Holiday Initiatives:

Manager Derian thanked everyone who participated in our Pet Photos with Santa before Christmas. The Town had approximately 50 pets participate with their owners. \$292 was raised for Paws 4 Purpose. Derian thanked staff who assisted with the set up and taking pictures.

Grinding of the Greens is taking place this month. Any resident who purchased a real Christmas tree for the holidays may recycle it by dropping off the undecorated tree to the Jeffries Parking lot, 316 NRI Rd up until January 15th in the designated area. Free mulch will be available for pick-up after January 15th.

Manager Derian coordinated with Southern Metals Recycling to recycle Christmas lights. There is a bin on the front deck of Town Hall where citizens can deposit strands of lights that no longer work and the Town will recycle them. Manager Derian thanked Southern Metals Recycling for partnering with the Town again.

VI. OPEN FORUM

Donna Ferreri, 148 Sea Gull Lane, spoke about the Town's lack of light ordinances.

Jeff Meyer, 2224 NRIR #138, spoke about citizens cutting reefs.

Joe Smmers, 26 Bermuda Place Landing, requested the Town put more and bigger beach access signs out.

Keith Wilkinson, 149 Sea Gull Lane, raised concerns around using an outside agency to find a new Police Chief.

VII. PUBLIC PRESENTATIONS AND HEARINGS

A. Coastal Engineer Monthly Report

Fran Way, Coastal Engineer, provided the Board with a brief overview of the recent and upcoming beach projects. He reported that Phase Four and Phase Five have been completed. Phases One through Three are upcoming and will take up the North tip of the island. Way reported that phases Four and Five have held up nicely on the beach and dune side. Project DA_0143 will be North Topsail Beach's largest project to date. It is currently in the easement coordination process with state agencies. PTC8 Dune restoration it to withstand a five-year storm. Dune Restoration phases One through Three are set to begin on Monday, January 5, 2026. ST Wooten has been hired as the contractor and will occupy the Jefferies Lot. There is a three-month timeline on this. The NRI Management Plan is currently under review. Dial Cordy is conducting a Biological Assessment and Essential Fish Habitat. Way answered questions from the Mayor and Board.

VIII. CONSENT AGENDA

A. Approval of Minutes

December 2, 2025, 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. BJAG Equipment Grant Application Request

~~E. BA 2026-26.33 WB Brawley Change Order for Flood Vents~~

The Hazard Mitigation Plan Application was removed from the Planning Department report.

Discussion: Wayne Johannessen, Finance Director, answered questions from the mayor regarding revenue improvements. Johannessen reported that the Town's financial position is strong and the cash balance is healthy. Alderman Olszewski asked about monies in line item 10-359-50.

Johannessen reported it is an accounting error in Accommodation Tax and has been rectified since the report was added to the agenda. Johannessen also spoke about the voided checks from a

printing error. Alderman Malcolm asked for clarification on Fund 31. Johannessen explained that part of that fund is funding form DEQ, which was highlighted in the summary.

Alderman Olszewski requested Planning Staff alter the Permitting Report to include more information. Deb Hill, Planning Director, reported she would speak with Citizen Serve, the software used by Planning and Permitting, to see if additional parameters were available.

Motion – Alderman Strother made a motion to approve the consent agenda with the change. Alderman Olszewski seconded the motion. The motion carried unanimously.

IX. CONTINUING BUSINESS

A. BISAC Update (Alderman Strother)

Alderman Strother provided the Board with a BISAC update. The BISAC met on December 15, 2025. He reported that it was announced at the BISAC meeting that the Phase Five Representative position was available but would also be advertised as an At-Large position to allow more citizens to apply. In February the BISAC will vote for a new chairman for the year. Strother reported much of the BISAC update has already been reported to the Board of Aldermen by in the Manager Reports at the past meetings. He gave an overview of the updates from the last BISAC report. Strother reported he hoped to have more to report at upcoming Board of Aldermen meetings.

B. Board of Aldermen Liaison Appointment Discussion

1. CIP Committee

Alderman Olszewski and MPT Pletl were appointed to the CIP committee.

2. Parking Committee

Alderman Barefoot and MPT Pletl were appointed to the Parking Committee

3. Parks and Recreation

MPT Pletl and Alderman Malcolm were appointed to the Parks and Recreation Committee.

4. Revetment Committee

MPT Pletl and Alderman Strother were appointed to the Revetment Committee.

5. Greater Topsail Area Chamber of Commerce and Tourism

Alderman Olszewski was appointed to the Greater Topsail Area Chamber of Commerce and Tourism.

6. ONWASA

Mayor Grant was appointed to ONWASA.

7. Onslow County Board of Commissioners

Mayor Grant was appointed as the Liaison for Onslow County Board of Commissioners.

8. Jacksonville Urban Area Metro Planning Organization Technical Committee

Alderman Malcolm and Alderman Barefoot were appointed to the Jacksonville MPO.

9. Camp Lejeune

Alderman Olszewski was appointed to Camp Lejeune.

10. State and Federal Legislative Appointees

Mayor Grant and MPT Pletl were appointed as State and Federal legislative liaisons.

Motion – Alderman Malcolm made a motion to approve the appointments. Alderman Barefoot seconded the motion. The motion carried unanimously.

~~C. Proposed Rules of Procedure (Trey Ferguson)~~

Motion – Alderman Malcolm made a motion to move this item to the February 11th meeting. Alderman Olszewski seconded the motion. The motion carried unanimously.

D. Approval of Proposed Crosswalk Locations and Authorization to Proceed with NCDOT Encroachment Agreement Submissions (Chris Huckaby)

Chris Huckaby, Public Works Supervisor, reported he had received approval from the NC Department of Transportation (NCDOT) for the recommended crosswalk locations. The New River Inlet Road location by Town Hall did not receive approval. The proposed four-way stop on Sea Gull Lane is being further reviewed by NCDOT.

E. Fire Station No. 2 update – Ernest Olds, Becker Morgan Group, Inc.

Ernest Olds, Becker Morgan Group, Inc., provided a briefing to the Board about work that has been done since the feasibility study from 2021. Site issues were analyzed and addressed in 2022. In 2023, a variance was issued. The WB Brawley contract was signed in March 2023. Olds answered questions from the Board. Currently, costs are 2.5% higher than originally bid. Chad Soward, Fire Chief, reported all furniture was pre-budgeted for including gym equipment and cascade system. Soward reported he receives updated quotes every three months and the cost is rolled over into each budget year until the funds can be used. It will take thirty to sixty days to move into the new station once it is completed.

Motion – MPT Pletl made a motion to approve BA 2026-26.33 WB Brawley Change Order for Flood Vents. Alderman Strother seconded the motion.

F. BA 2026-26.28 Fund 32 PTC - 8 ATM TI Coastal and CA 2026-26.29 for ATM Coastal Engineering and CA 2026-26.30 TI Coastal Contract

Manager Derian presented the item. She explained this budget amendment and contract authorizations were to continue the work TI Coastal and Dial Cordy were performing for the Town beaches.

Motion – Alderman Olszewski made a motion to approve budget amendment 2026-26.28 as presented. Alderman Malcolm seconded the motion. The motion carried unanimously.

Motion – Alderman Strother made a motion to approve contract authorization 2026-26.29 as presented. Alderman Malcolm seconded the motion. The motion carried unanimously.

Motion – Alderman Malcolm made a motion to approve contract authorization 2026-26.30 as presented. MPT Pletl seconded the motion. The motion carried unanimously.

X. NEW BUSINESS

~~A. Discussion of Electric Bikes on the Beach (Alderman Olszewski)~~

This item was moved to the March meeting.

B. MGT Impact Solutions, LLC Master Service Agreement and Budget Amendment 2025-25.18 - Staffing Consulting Solutions (Manager Derian)

Manager Derian presented the Board with a master service agreement with MGT Impact Solutions, LLC and an accompanying budget amendment for the search for a new police chief. Mayor Grant reported he would like internal talent to be considered for the position. Manager Derian reported that all internal staff who want to apply are encouraged, MGT would simply be expanding the search. Alderman Malcolm informed the Board and manager that he was concerned with the morale of staff should the Board move forward with the MGT contract and questioned the lack of ties to North Carolina. Alderman Olszewski asked if there would be an overseeing committee. Alderman Strother stated the money spent with MGT to hire a police chief would be inconsequential compared to the role needing to be filled. Alderman Barefoot stated he would prefer to look local prior to moving forward with MGT. The Board continued to discuss among themselves the decision to move forward with MGT.

Motion – MPT Pletl made a motion to approve the Master Service Agreement with MGT and its accompanying budget amendment. This motion was withdrawn.

Motion – MPT Pletl made a motion to approve budget amendment 2026-26.34 and contract award ordinance 2026-26.35 with the additional stipulation that MGT will reach out to the North Carolina Association of Police Chiefs and engage any help NCAPC can offer in assisting North Topsail Beach in hiring a Police Chief, including allowing NTB to advertise the position on their website. Alderman Olszewski seconded the motion. The motion passed with Alderman Barefoot voting nay.

C. Financial Expert Retention (Mayor Grant)

A. Five Year Strategic Plan

B. Accounting and Financial Services Budget

Mayor Grant advocated the implementation of a five-year strategic plan. He spoke of consequences he believes the Town is and will face by not having one. He reviewed items he believed should be considered if a five-year strategic plan was established for North Topsail. He reviewed the definition of a five-year strategic plan, and advocated the North Carolina League of Municipalities have a five-year strategic plan retreat with the Town, something the league offers and has been s

Motion – Alderman Olszewski made a motion to authorize Manager Derian to spend up to \$10,000 to bring in the NCLM for a two-day workshop for the Town of North Topsail Beach. Alderman Barefoot seconded the motion. The motion carried unanimously.

D. Punch List (Mayor Grant)

A. Speed Limit Warning Signs

B. Pickleball / Tennis Courts

C. Villa Capriani Artist Event

E. Planning Retreat (Mayor Grant)

F. Assignments - Combining (Mayor Grant)

G. Shallow Draft Plan (Mayor Grant and Chris Gibson)

Mayor Grant and Chris Gibson, TI Engineer, reported they were looking at three avenues to obtain funding. It would require a 3-1 match. Gibson reported the Army Corp of Engineers is out of capacity, and that this project could solve the City of Jacksonville issues into the next

century. The Army Corp of Engineers has the right of easement on the land. Alderman Strother informed Gibson that he approved of Gibson being more aggressive.

H. Sound Side Considerations by the Planning Board (Mayor Grant)

I. Financial Advisory Agreement to DEC and Associates Inc (Doug Carter and Manager Derian)

Manager Derian and Doug Carter presented the item. Carter provided the Board background information on the relationship between DEC and Associates Inc. and the Town of North Topsail Beach since 2012. Carters explained to the Board that his firm was here to help identify how the capital budget and other funds can impact the strategic plan and influence the town.

Motion – Alderman Malcolm made a motion to approve BA 2026-26.31 and CA 2026-26.32 with DEC and Associates Inc. Alderman Strother seconded the motion. The motion carried unanimously.

XI. OPEN FORUM

There were no sign-ups for open forum.

XII. ATTORNEY'S REPORT

There was no attorney's report.

XIII. ALDERMAN'S REPORT

Alderman Barefoot wished everyone a happy new year.

Alderman Malcolm spoke about the Shrimp Dip success and wished everyone a happy new year.

Alderman Strother informed the public he would be working hard on CBRA for the Town.

Alderman Olszewski reminded everyone of flu season, spoke about the Dolphin Dip, a Camp Lejune event.

Mayor Pro Tem Pletl wished everyone a happy new year and reminded the public that the next meeting will be on February 11th.

XIV.MAYOR'S REPORT

Mayor Grant spoke about sidewalks, funding, and wished everyone a happy new year.

XV. CLOSED SESSION

Motion – Mayor Pro Tem Pletl made a motion to go into closed session under NCGS § 143- 318.11. (6) Personnel. Alderman Malcolm seconded the motion. The motion carried unanimously.

Motion – Alderman Olszewski made a motion to return to open session. Alderman Barefoot seconded the motion. The motion carried unanimously.

XVI.ADJOURNMENT

Motion – Alderman Strother made a motion to adjourn the meeting. Alderman Malcolm seconded the motion. The meeting adjourned at 3:09PM.



BOARD OF ALDERMEN MEMORANDUM

TO: MAYOR GRANT AND ALDERMEN

FROM: Wayne Johannessen, Finance Officer

SUBJECT: Finance Monthly Financial Report

DATE: February 11, 2026

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** – most taxes are received between October and January. Currently \$4,199,721.41 of property taxes have been collected.
- ii. **Interest Earnings** – most of the interest is earned on deposits held in the NCCMT and posts on the 1st day of the following month; therefore, NCCMT January interest will not be available until February 1st. Interest earned through December of \$484,326.87 is 80% of budget (6month = 50% of year).
- 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. Currently \$148,630.81 of Utility Franchise taxes have been collected.
- iv. **Sales Tax** – this tax is received in arrears. September Sales were received in December, \$857,547.23 is 29% budget (months = 25%). The remaining schedule has the final month of June 2026 will be received in September 2026. This tax is susceptible to economic conditions.

2) Capital Improvement Fund (Fund 12) Page 10

- i. Ad Valorem Tax – most of these taxes are received between October and January. Currently \$1,129,798.28 in property taxes have been collected.
- ii. Onslow County Fire Tax – County paid \$501,869.10 or \$15,843.10 more than budget.

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

- i. **Accommodation Tax** – received \$1,818,583.64 through January 27th and is line with the revenue received for the same period in FY25. This tax is susceptible to economic and weather conditions.
- ii. **Interest Earnings** – most of the interest is earned on deposits held in the NCCMT and posts on the first day of the following month; therefore, NCCMT January interest will not be available until February 1st. Interest earned through December of \$144,812.76 116% of budget (6 months = 50% of year).

- iii. **Ad Valorem Tax** – most of these taxes are received between October and January. Currently \$1,613,502.77 of property taxes have been collected.
 - iv. **Sales Tax** – this tax is received in arrears. September Sales were received in December \$293,522.88 is 26% budget (3 months = 25%). The remaining schedule has the final month of June 2026 will be received in September 2026. This tax is susceptible to economic conditions.
 - v. **Paid Parking Revenue** – this revenue is received in arrears. \$178,598.34 through December received is in line with the revenue received for the same period in FY25. This revenue is susceptible to weather conditions.
- 4) **Capital Project Beach Maintenance (Fund 31) pages 13-15.**
- 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. **All Revenues and Expenditures are Project to Date.**
 - ii. **Investment Income** – Total Balance \$1,360,428.82 and is over budget \$1,088,042.53. NCDEQ Balance of NCCMT is \$2,813,674.34 (\$1,725,631.81 Grant and \$1,088,042.53) Interest.

		Interest Earned	
Fund 31			
FY 2023		91,646.76	GASB 100
Auditor Adj FY 23	**	2,714.00	
FY 2024		527,493.79	GASB 100
Auditor Adj FY 24	**	269,672.29	
FY 2025		412,384.83	
Total Prior Years Interest		1,303,911.67	
FY 2026		56,517.15	JUL - DEC
		1,360,428.82	
** Auditor Adj Notes related to debt issuance			
NCDEQ INTEREST		1,088,042.53	AS OF 12/31/25

- iii. **FEMA Reimbursement** – Received notification from FEMA that two payments will be issued to the Town for Dorian PW 423 (CAT G) in the amount of \$147,335.04 and \$645,946.20 = \$793,281.24. Both of those payments were posted as an Accounts Receivable, and this reduced the amount of FEMA reimbursements compared to the budget – reflects \$5,687,563.18 not paid out as of December 19th.
 - iv. **FEMA** – Dorian Cat G is closed. FEMA finalized the Final Inspection Report (FIR) showing Florence overspent by \$8,060,251.06. This FIR is in final finance review prior to disbursement of payments to the Town.
- 5) **Grant Project FEMA – 4837 PTC8 (Fund 32) page 16-17**
- i. NOTE: Multi-year Fund. Category G: Dune Crossover at Marina Way and Category G: Emergency Berm (Beach Project)
 - ii. Town approved the Scope and Cost \$4,330,561 for Project 805109. Next step is the funding award and then the Town can request reimbursement for the costs incurred to date.
 - 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 18.**
- i. NOTE: **Multi-year Fund.**
 - ii. Contingency balance in this project is \$54,969 to cover any unforeseen costs.

7) **Grant Project Stormwater NCEM DRMG2304 (Fund 60) page 19**

- 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) \$300,277.97 and Accounts Payable Checks \$835,331.58 = \$1,135,609.55.

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 January 27th. The Total \$5,057,650.43 is \$2,813,674.34 unspent NCDEQ grant and interest; and the balance of \$29,451,565.47 is attributable to the unspent transferred in funds.

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

Respectfully submitted,



Finance Officer

Attachments:

Budget vs Actual All Funds as of 01/27/2026 – 19 Pages

Check Listing 12/20/2025 – 01/27/2026 – 4 Pages.

Cash Disbursements 12/20/2025 – 01/27/2026 – 2 Pages.

Cash Balance All Funds as of 01/27/2026 – 2 Pages.

Budget vs Actual

Page 1 of 19

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Page 1 Of 9

Period Ending 6/30/2026

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	0.00	0.00	4,199,721.41	(97,527.59)	98%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	0.00	39,069.55	(5,930.45)	87%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	0.00	53,965.96	(26,034.04)	67%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	0.00	7,653.65	4,653.65	255%	
10-329-00 INTEREST	602,000	0.00	0.00	0.00	484,326.87	(117,673.13)	80%	
10-335-00 MISCELLANEOUS	2,000	0.00	0.00	0.00	3,411.54	1,411.54	171%	
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	0.00	0.00	4,824.01	(2,175.99)	69%	
10-337-00 UTILITIES FRANCHISE TAX	530,612	0.00	0.00	0.00	148,630.81	(381,981.19)	28%	
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	41,338.49	(1,661.51)	96%	
10-345-00 LOCAL OPTION SALES TAX	2,962,767	0.00	0.00	0.00	857,547.23	(2,105,219.77)	29%	
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	0.00	349.58	349.58		
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	214.80	(535.20)	29%	
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	0.00	1,750.00	(250.00)	88%	
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	0.00	59,532.50	(52,592.50)	53%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	0.00	0.00	2,509.35	(1,490.65)	63%	
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	0.00	0.00	40,456.21	(24,543.79)	62%	
10-355-01 MECHANICAL PERMITS	8,000	0.00	0.00	0.00	3,150.00	(4,850.00)	39%	
10-355-02 ELECTRICAL PERMITS	12,000	0.00	0.00	0.00	9,980.00	(2,020.00)	83%	
10-355-03 PLUMBING PERMITS	1,200	0.00	0.00	0.00	9,450.00	8,250.00	788%	
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	210.00	(290.00)	42%	
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	0.00	340.00	40.00	113%	
10-355-06 TECHNOLOGY FEE	5,000	0.00	0.00	0.00	3,465.90	(1,534.10)	69%	
10-355-07 REINSPECTION FEE/FINES	13,000	0.00	0.00	0.00	7,145.00	(5,855.00)	55%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-355-09 CCR FEES	2,000	0.00	0.00	0.00	400.00	(1,600.00)	20%	
10-357-08 PLANNING & ZONING FEES	28,000	0.00	0.00	0.00	12,905.00	(15,095.00)	46%	
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	0.00	0.00	244,663.56	(330,754.44)	43%	
10-359-52 ADD'L CART RECYCLING	0	0.00	0.00	0.00	240.00	240.00		
10-368-01 NCDOT GRASS MOWING REIMB	7,776	0.00	0.00	0.00	7,776.48	0.48	100%	
10-368-10 NCOSMB GRANT #12791	34,000	0.00	0.00	0.00	34,000.00	0.00	100%	
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	0.00	0.00	(10,000.00)		
Revenues Totals:	9,460,597	0.00	0.00	0.00	6,279,027.90	(3,181,569.10)	66%	
Expenses								
10-410-01 BOARD STIPEND (WAS 10-410-95)	3,600	0.00	0.00	0.00	900.00	2,700.00	25%	
10-410-03 PART-TIME SALARIES	36,000	0.00	0.00	0.00	20,500.00	15,500.00	57%	
10-410-05 FICA (7.65%)	3,030	0.00	0.00	0.00	1,637.13	1,392.87	54%	
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	13.75	1,486.25	1%	
10-410-43 AUDITOR FEES	26,750	0.00	0.00	0.00	0.00	26,750.00		
10-410-45 TAX COLLECTION FEES	76,000	0.00	0.00	0.00	37,381.98	38,618.02	49%	
10-410-47 PROFESSIONAL SERVICES	244,500	89,645.72	0.00	0.00	54,854.28	100,000.00	59%	
10-410-50 DONATIONS OTHER AGENCIES	13,500	0.00	0.00	0.00	1,500.00	12,000.00	11%	
10-410-53 DUES & SUBSCRIPTIONS	2,200	0.00	0.00	0.00	26,925.00	(24,725.00)	1224%	
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	524.64	475.36	52%	
GOVERNING BODY Totals:	410,580	89,645.72	0.00	0.00	144,236.78	176,697.50	57%	
10-420-02 SALARIES	608,372	0.00	0.00	0.00	254,700.18	353,671.82	42%	
10-420-03 PART-TIME SALARIES	22,200	0.00	0.00	0.00	0.00	22,200.00		
10-420-04 OVERTIME	3,000	0.00	0.00	0.00	0.00	3,000.00		
10-420-05 FICA (7.65%)	49,273	0.00	0.00	0.00	17,802.96	31,470.04	36%	
10-420-06 GROUP INSURANCE	55,734	0.00	0.00	0.00	18,356.76	37,377.24	33%	
10-420-07 ORBIT RETIREMENT (12.23%)	88,743	0.00	0.00	0.00	36,880.63	51,862.37	42%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-420-08 401K (3%)	18,388	0.00	0.00	0.00	7,496.09	10,891.91	41%	
10-420-10 EMPLOYEE TRAINING	10,000	1,788.00	0.00	0.00	0.00	8,212.00	18%	
10-420-11 POSTAGE	2,500	0.00	0.00	0.00	139.72	2,360.28	6%	
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	1,785.40	214.60	89%	
10-420-17 M & R VEHICLE	2,000	0.00	0.00	0.00	165.54	1,834.46	8%	
10-420-18 CONSUMABLES	5,000	0.00	0.00	0.00	69.17	4,930.83	1%	
10-420-26 ADVERTISING	2,500	0.00	0.00	0.00	40.00	2,460.00	2%	
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	0.00	896.61	1,303.39	41%	
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	0.00	1,453.70	4,546.30	24%	
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	0.00	0.00	0.00	521.52	10,478.48	5%	
10-420-45 CONTRACTED SERVICES	437,386	162,394.54	0.00	0.00	247,766.46	27,225.00	94%	
10-420-53 DUES & SUBSCRIPTIONS	2,440	1,171.00	0.00	0.00	619.00	650.00	73%	
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	909.00	7,091.00	11%	
ADMINISTRATION Totals:	1,343,236	165,353.54	0.00	0.00	589,602.74	588,279.72	56%	
10-430-57 ELECTION EXPENSES	5,000	0.00	0.00	0.00	3,938.45	1,061.55	79%	
ELECTIONS Totals:	5,000	0.00	0.00	0.00	3,938.45	1,061.55	79%	
10-480-02 SALARIES	95,170	0.00	0.00	0.00	48,978.12	46,191.88	51%	
10-480-05 FICA (7.65%)	7,281	0.00	0.00	0.00	3,733.05	3,547.95	51%	
10-480-06 GROUP INSURANCE	8,859	0.00	0.00	0.00	4,930.02	3,928.98	56%	
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	0.00	0.00	7,092.06	6,687.94	51%	
10-480-08 401K (3%)	2,855	0.00	0.00	0.00	1,461.88	1,393.12	51%	
10-480-10 EMPLOYEE TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00		
10-480-11 PHONES	34,980	3,104.87	0.00	0.00	19,369.25	12,505.88	64%	
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	5,064.37	935.63	84%	
10-480-33 DEPARTMENT SUPPLIES	2,800	0.00	0.00	0.00	102.90	2,697.10	4%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Page 4 Of 9

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-480-46 BUILDING SECURITY	33,500	0.00	0.00	0.00	0.00	33,500.00		
10-480-53 DUES & SUBSCRIPTIONS	119,594	4,210.34	0.00	0.00	80,205.78	35,177.88	71%	
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	1,125.00	375.00	75%	
10-480-74 CAPITAL OUTLAY	11,372	2,504.36	0.00	0.00	2,909.80	5,957.84	48%	
10-480-76 EQUIP LEASE PAYMENTS (COMPUTERS COPIERS)	12,000	4,304.45	0.00	0.00	3,685.77	4,009.78	67%	
IT DEPARTMENT Totals:	351,691	14,124.02	0.00	0.00	178,658.00	158,908.98	55%	
10-490-02 SALARIES	189,205	0.00	0.00	0.00	80,901.28	108,303.72	43%	
10-490-05 FICA (7.65%)	14,947	0.00	0.00	0.00	6,187.95	8,759.05	41%	
10-490-06 GROUP INSURANCE	17,718	0.00	0.00	0.00	3,849.83	13,868.17	22%	
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	0.00	0.00	11,714.52	16,575.48	41%	
10-490-08 401K (3%)	5,862	0.00	0.00	0.00	2,309.11	3,552.89	39%	
10-490-10 EMPLOYEE TRAINING	8,500	1,000.00	0.00	0.00	1,536.73	5,963.27	30%	
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	0.00	0.00	118.07	2,081.93	5%	
10-490-53 DUES & SUBSCRIPTIONS	1,650	0.00	0.00	0.00	333.39	1,316.61	20%	
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	199.00	1,201.00	14%	
PLANNING/ZONING/CAMA Totals:	271,522	1,000.00	0.00	0.00	107,149.88	163,372.12	40%	
10-491-02 SALARIES	167,258	0.00	0.00	0.00	35,898.81	131,359.19	21%	
10-491-05 FICA (7.65%)	12,795	0.00	0.00	0.00	2,713.37	10,081.63	21%	
10-491-06 GROUP INSURANCE	17,718	0.00	0.00	0.00	3,470.29	14,247.71	20%	
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	0.00	0.00	5,198.14	19,020.86	21%	
10-491-08 401K (3%)	5,018	0.00	0.00	0.00	1,072.50	3,945.50	21%	
10-491-10 EMPLOYEE TRAINING	5,504	1,004.00	0.00	0.00	0.00	4,500.00	18%	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	0.00	1,200.00		
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	0.00	352.59	2,947.41	11%	

Budget vs Actual

Page 5 of 19

NORTH TOPSAIL BEACH

1/27/2026 7:59:49 AM

Page 5 Of 9

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	52.98	(52.98)		
10-491-45 CONTRACTED SERVICES	51,450	31,483.00	0.00	0.00	13,542.00	6,425.00	88%	
10-491-53 DUES & SUBSCRIPTIONS	335	0.00	0.00	0.00	187.77	147.23	56%	
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	0.00	0.00	11,400.00	0.00	100%	
INSPECTIONS Totals:	330,697	32,487.00	0.00	0.00	73,888.45	224,321.55	32%	
10-500-11 PHONES	0	0.00	0.00	0.00	88.80	(88.80)		
10-500-13 UTILITIES	55,000	0.00	0.00	0.00	26,425.50	28,574.50	48%	
10-500-15 M & R BUILDINGS/GROUNDS	156,384	13,895.27	0.00	0.00	8,591.66	133,897.07	14%	
10-500-17 LANDSCAPING EXPENSE	38,527	14,763.12	0.00	0.00	14,763.12	9,000.76	77%	
10-500-33 BUILDING SUPPLIES	6,500	998.00	0.00	0.00	1,636.31	3,865.69	41%	
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00		
10-500-43 CLEANING SERVICES	15,000	6,000.00	0.00	0.00	7,500.00	1,500.00	90%	
10-500-45 PEST CONTROL	2,566	280.00	0.00	0.00	80.00	2,206.00	14%	
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	170,000	10,753.00	0.00	0.00	0.00	159,247.00	6%	
10-500-76 LEASE PAYMENTS	42,312	0.00	0.00	0.00	27,412.00	14,900.00	65%	
PUBLIC BLDGS Totals:	503,789	46,689.39	0.00	0.00	86,497.39	370,602.22	26%	
10-501-09 WORKER'S COMPENSATION	66,702	0.00	0.00	0.00	39,835.55	26,866.45	60%	
10-501-10 TOWN HRA INSURANCE	58,500	0.00	0.00	0.00	41,087.61	17,412.39	70%	
10-501-13 PROPERTY LIABILITY & BONDS	156,444	0.00	0.00	0.00	127,759.00	28,685.00	82%	
10-501-17 VFIS INSURANCE	26,281	0.00	0.00	0.00	21,752.00	4,529.00	83%	
10-501-53 CYBER INSURANCE	17,325	0.00	0.00	0.00	10,814.31	6,510.69	62%	
10-501-54 FLOOD INSURANCE	51,975	0.00	0.00	0.00	38,177.00	13,798.00	73%	
INSURANCE Totals:	377,227	0.00	0.00	0.00	279,425.47	97,801.53	74%	
10-509-02 PSA SALARY	16,540	0.00	0.00	0.00	7,804.81	8,735.19	47%	
10-509-05 FICA (7.65%)	1,265	0.00	0.00	0.00	606.44	658.56	48%	
PSA - RETIRED POLICE Totals:	17,805	0.00	0.00	0.00	8,411.25	9,393.75	47%	

Budget vs Actual

Page 6 of 19

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Page 6 Of 9

Period Ending 6/30/2026

OFFICERS

10-510-02 SALARIES	891,863	0.00	0.00	0.00	460,514.82	431,348.18	52%
10-510-03 PART-TIME SALARIES	25,695	0.00	0.00	0.00	8,464.45	17,230.55	33%
10-510-04 OVERTIME	39,606	0.00	0.00	0.00	16,294.82	23,311.18	41%
10-510-05 FICA (7.65%)	73,006	0.00	0.00	0.00	37,001.69	36,004.31	51%
10-510-06 GROUP INSURANCE	124,026	0.00	0.00	0.00	50,606.26	73,419.74	41%
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	0.00	0.00	76,025.14	72,849.86	51%
10-510-08 401K (5%)	45,660	0.00	0.00	0.00	22,868.34	22,791.66	50%
10-510-09 BEACH PATROL EXPENSE	12,189	0.00	0.00	0.00	3,364.00	8,825.00	28%
10-510-10 EMPLOYEE TRAINING	10,100	0.00	0.00	0.00	7,962.77	2,137.23	79%
10-510-16 M & R EQUIPMENT	6,900	0.00	0.00	0.00	898.00	6,002.00	13%
10-510-17 M & R VEHICLES	10,000	0.00	0.00	0.00	3,514.13	6,485.87	35%
10-510-31 GAS,OIL & TIRES	64,000	0.00	0.00	0.00	28,119.76	35,880.24	44%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	772.52	227.48	77%
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	0.00	1,863.49	3,186.51	37%
10-510-36 UNIFORMS	11,000	6,340.00	0.00	0.00	1,822.86	2,837.14	74%
10-510-37 BALLISTIC VEST GRANT EXPENSE	10,400	3,552.24	0.00	0.00	0.00	6,847.76	34%
10-510-47 PROFESSIONAL SERVICES	30,160	0.00	0.00	0.00	53.00	30,107.00	0%
10-510-53 DUES & SUBSCRIPTIONS	23,580	152.81	0.00	0.00	23,749.34	(322.15)	101%
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	503.30	2,496.70	17%
10-510-60 LESO PROGRAM	7,500	0.00	0.00	0.00	3,165.39	4,334.61	42%
10-510-73 NON-CAPITAL OUTLAY	16,720	93.13	0.00	0.00	6,894.27	9,732.60	42%
10-510-74 CAPITAL OUTLAY	145,405	474.58	0.00	0.00	60,196.71	84,733.71	42%
10-510-76 TAXES & TITLES	8,700	0.00	0.00	0.00	1,533.92	7,166.08	18%
POLICE Totals:	1,714,435	10,612.76	0.00	0.00	816,188.98	887,633.26	48%
10-545-02 SALARIES	197,795	0.00	0.00	0.00	92,718.22	105,076.78	47%
10-545-04 OVERTIME	9,720	0.00	0.00	0.00	2,551.34	7,168.66	26%
10-545-05 FICA (7.65%)	15,821	0.00	0.00	0.00	7,259.02	8,561.98	46%
10-545-06 GROUP INSURANCE	35,436	0.00	0.00	0.00	10,518.01	24,917.99	30%
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	0.00	0.00	13,794.98	16,148.02	46%

Budget vs Actual

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-545-08 401K (3%)	6,205	0.00	0.00	0.00	2,631.97	3,573.03	42%	
10-545-14 EMPLOYEE TRAINING	7,500	0.00	0.00	0.00	0.00	7,500.00		
10-545-16 M & R EQUIPMENT	37,000	5,559.35	0.00	0.00	13,894.60	17,546.05	53%	
10-545-17 M & R VEHICLES	35,000	5,234.87	0.00	0.00	5,474.92	24,290.21	31%	
10-545-31 GAS, OIL & TIRES	22,000	930.64	0.00	0.00	6,179.00	14,890.36	32%	
10-545-32 OFFICE SUPPLIES	300	0.00	0.00	0.00	28.50	271.50	10%	
10-545-33 DEPARTMENTAL SUPPLIES & EQUIP	7,000	780.82	0.00	0.00	2,144.63	4,074.55	42%	
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	2,228.15	271.85	89%	
10-545-37 RENTAL EQUIPMENT	6,000	981.00	0.00	0.00	1,979.51	3,039.49	49%	
10-545-45 CONTRACTED SERVICES	2,092	2,091.90	0.00	0.00	0.00	0.10	100%	
10-545-53 DUES & SUBSCRIPTIONS	3,000	0.00	0.00	0.00	0.00	3,000.00		
10-545-74 CAPITAL OUTLAY	167,595	0.00	0.00	0.00	136,724.06	30,870.94	82%	
PUBLIC WORKS Totals:	586,907	15,578.58	0.00	0.00	298,126.91	273,201.51	53%	
10-560-13 STREET LIGHT EXPENSE	32,000	0.00	0.00	0.00	14,494.20	17,505.80	45%	
10-560-15 M & R PUBLIC PARKING	25,000	7,147.60	0.00	0.00	0.00	17,852.40	29%	
10-560-16 M & R EQUIPMENT	6,000	0.00	0.00	0.00	1,942.13	4,057.87	32%	
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	0.00	0.00	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	43.88	0.00	0.00	833.24	51,122.88	2%	
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00		
STREETS Totals:	530,500	7,191.48	0.00	0.00	18,759.57	504,548.95	5%	
10-580-45 SANITATION CONTRACTS	551,822	0.00	0.00	0.00	259,155.55	292,666.45	47%	
10-580-46 TIPPING FEES	10,000	200.00	0.00	0.00	1,800.00	8,000.00	20%	

Budget vs Actual

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Period Ending 6/30/2026

SANITATION Totals:	561,822	200.00	0.00	0.00	260,955.55	300,666.45	46%
10-620-12 SNOWFLAKES	19,470	12,439.00	0.00	0.00	4,791.99	2,239.01	89%
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	2,245.50	0.00	0.00	718.68	40,035.82	7%
10-620-17 PARK LANDSCAPING	15,000	1,500.00	0.00	0.00	450.16	13,049.84	13%
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	66,712.35	0.00	0.00	208.86	133,078.79	33%
10-620-27 SPECIAL EVENTS	6,500	981.00	0.00	0.00	1,506.05	4,012.95	38%
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	0.00	2,679.74	4,520.26	37%
RECREATION Totals:	294,170	83,877.85	0.00	0.00	10,355.48	199,936.67	32%
10-690-02 SALARIES	973,250	0.00	0.00	0.00	532,122.35	441,127.65	55%
10-690-03 PART-TIME SALARIES	81,113	0.00	0.00	0.00	8,780.00	72,333.00	11%
10-690-04 OVERTIME	41,199	0.00	0.00	0.00	12,338.56	28,860.44	30%
10-690-05 FICA (7.65%)	83,810	0.00	0.00	0.00	40,894.59	42,915.41	49%
10-690-06 GROUP INSURANCE	150,603	0.00	0.00	0.00	76,529.27	74,073.73	51%
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	0.00	0.00	78,838.17	68,870.83	53%
10-690-08 401K (3%)	30,617	0.00	0.00	0.00	15,038.71	15,578.29	49%
10-690-10 EMPLOYEE TRAINING	7,000	0.00	0.00	0.00	1,820.66	5,179.34	26%
10-690-16 M & R EQUIPMENT	35,000	5,498.73	0.00	0.00	15,201.23	14,300.04	59%
10-690-17 M & R VEHICLES	32,000	1,409.00	0.00	0.00	1,800.72	28,790.28	10%
10-690-31 GAS, OIL & TIRES	38,500	1,010.88	0.00	0.00	16,125.66	21,363.46	45%
10-690-32 OFFICE SUPPLIES	2,500	504.90	0.00	0.00	432.07	1,563.03	37%
10-690-33 DEPARTMENTAL SUPPLIES	53,995	17,630.77	0.00	0.00	14,749.19	21,615.04	60%
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	0.01	0.00	0.00	15,865.48	9,634.51	62%
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	6,942.31	12,557.69	36%
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	56.69	293.31	16%
10-690-73 COMUNICATIONS EQUIP	9,200	0.00	0.00	0.00	4,285.03	4,914.97	47%
10-690-74 CAPITAL OUTLAY	22,000	776.59	0.00	0.00	21,122.41	101.00	100%
FIRE DEPARTMENT Totals:	1,763,846	26,830.88	0.00	0.00	862,943.10	874,072.02	50%

Budget vs Actual

Page 9 of 19

NORTH TOPSAIL BEACH
1/27/2026 7:59:49 AM

Page 9 Of 9

Period Ending 6/30/2026

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	314,175	0.00	0.00	0.00	0.00	314,175.00		
10-999-02 RESERVED	81,195	0.00	0.00	0.00	0.00	81,195.00		
CONTINGENCY Totals:	395,370	0.00	0.00	0.00	0.00	395,370.00		
Expenses Totals:	9,460,597	493,591.22	0.00	0.00	3,739,138.00	5,227,867.78	45%	
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	0.00	2,539,889.90			

Budget vs Actual

Page 10 of 19

NORTH TOPSAIL BEACH
1/27/2026 8:41:10 AM

Page 1 Of 1

Period Ending 6/30/2026

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	0.00	0.00	1,129,798.28	(27,317.72)	98%	
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	0.00	0.00	0.00	501,869.10	15,843.10	103%	
Revenues Totals:	1,643,142	0.00	0.00	0.00	1,631,667.38	(11,474.62)	99%	
Expenses								
12-440-01 FIRE STATION #2 PRINCIPAL (DEBT)	373,334	0.00	0.00	0.00	373,333.40	0.60	100%	
12-440-02 FIRE STATION #2 INTEREST (DEBT)	198,091	0.00	0.00	0.00	198,090.67	0.33	100%	
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	715,239	0.00	0.00	0.00	0.00	715,239.00		
12-750-45 TAX COLLECTION FEES	17,116	0.00	0.00	0.00	10,591.48	6,524.52	62%	
12-998-02 T/O TO CAP PROJ FIRE STA 2	201,862	0.00	0.00	0.00	201,862.00	0.00	100%	
Totals:	1,643,142	0.00	0.00	0.00	783,877.55	859,264.45	48%	
Expenses Totals:	1,643,142	0.00	0.00	0.00	783,877.55	859,264.45	48%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	0.00	847,789.83			

Budget vs Actual

NORTH TOPSAIL BEACH
1/30/2026 1:54:29 PM

Period Ending 1/27/2026

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	53,702.13	53,702.13	1,818,583.64	(181,416.36)	91%	
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	410,074.98	410,074.98	1,613,502.77	(39,722.23)	98%	
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	144,812.76	19,812.76	116%	
30-345-00 LOCAL OPTION SALES TAX	1,108,888	0.00	0.00	0.00	293,522.88	(815,365.12)	26%	
30-350-01 PAID PARKING REVENUE	336,375	0.00	7,631.20	7,631.20	178,598.34	(157,776.66)	53%	
30-399-00 APPROP. FUND BALANCE	40,000	0.00	0.00	0.00	0.00	(40,000.00)		
Revenues Totals:	5,413,488	0.00	471,408.31	471,408.31	4,049,020.39	(1,364,467.61)	75%	
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	30,362.48	5,813.94	5,813.94	30,969.65	(32.13)	100%	
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	14,819.79	1,607.00	1,607.00	11,429.59	111,850.62	19%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	1,411.92	0.00	0.00	4,442.23	14,145.85	29%	
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	305,070	278,186.80	2,000.00	2,000.00	14,883.20	12,000.00	96%	
30-710-59 SEA OATS PROGRAM	37,000	27,280.00	0.00	0.00	0.00	9,720.00	74%	
SHORELINE PROTECTION Totals:	738,370	352,060.99	9,420.94	9,420.94	61,724.67	324,584.34	56%	
30-711-45 TAX COLLECTION FEES	24,454	0.00	9,819.65	9,819.65	14,329.73	10,124.27	59%	
Totals:	24,454	0.00	9,819.65	9,819.65	14,329.73	10,124.27	59%	
30-720-07 NEW RIVER EIS PROJECT	185,926	185,926.00	0.00	0.00	0.00	0.00	100%	
30-720-08 CONTRACTS, PLANS, SPECS	20,000	48,300.00	0.00	0.00	48,256.20	(76,556.20)	483%	
30-720-10 VITEX	285,200	0.00	0.00	0.00	151.39	285,048.61	0%	
30-720-15 Bank Charges	0	0.00	0.00	0.00	360.00	(360.00)		
30-720-45 CONTRACTED SERVICES	40,000	40,000.00	0.00	0.00	0.00	0.00	100%	
30-720-50 2022B SOB PAYMENT	1,884,803	0.00	0.00	0.00	1,860,522.17	24,280.83	99%	
30-720-57 2022C FEMA SOB FEES	1,721,043	0.00	0.00	0.00	1,721,042.63	0.37	100%	
30-720-60 30 YEAR BEACH PLAN	275,000	0.00	0.00	0.00	0.00	275,000.00		

Budget vs Actual

NORTH TOPSAIL BEACH
1/30/2026 1:54:29 PM

Period Ending 1/27/2026

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
30-720-64 Sandbag Repair Project	188,392	0.00	0.00	0.00	0.00	188,392.00		
BEACH REN. / DUNE STAB. Totals:	4,600,364	274,226.00	0.00	0.00	3,630,332.39	695,805.61	85%	
30-999-01 FUTURE PROJECTS FUND	50,300	0.00	0.00	0.00	0.00	50,300.00		
CONTINGENCY Totals:	50,300	0.00	0.00	0.00	0.00	50,300.00		
Expenses Totals:	5,413,488	626,286.99	19,240.59	19,240.59	3,706,386.79	1,080,814.22	80%	
30 SHORELINE PROTECTION Revenues Over/(Under) Expenses:			452,167.72	452,167.72	342,633.60			

Budget vs Actual

NORTH TOPSAIL BEACH

2/2/2026 10:51:39 AM

Page 1 Of 3

Period Ending 1/27/2026

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	11,911,620.82	(5,687,563.18)	68%	
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	1,360,428.82	1,088,042.82	499%	
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	46,488,339.30	(4,599,520.70)	91%	
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	776,538.91	(28,816.91)	104%	

Budget vs Actual

Page 14 of 19

NORTH TOPSAIL BEACH

2/2/2026 10:51:39 AM

Page 2 Of 3

Period Ending 1/27/2026

31 CAPITAL PRJ BEACH MAINTENANCE							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
ENGINEERING							
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	1,720,665	0.00	0.00	0.00	595.00	1,720,070.00	0%
31-450-79 PHASE 5 - TRANCHE 2 CMM SAND SETTLEMENT	1,200,000	0.00	0.00	0.00	1,200,000.00	0.00	100%
31-450-80 CAT Z - ADMIN FLORENCE DR4393	0	0.00	190.00	190.00	9,355.25	(9,355.25)	
31-450-81 CAT Z - ADMIN DORIAN DR4465	0	0.00	0.00	0.00	760.00	(760.00)	
Totals:	34,587,860	0.00	190.00	190.00	31,239,403.27	3,348,456.73	90%
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	4,400.90	4,400.90	37,602.19	22,397.81	63%
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	0.00	0.00	0.00	31,000.00	31,000.00	50%
31-460-07 PHASE 4 - REACH HAUL & PLACEMNT BEACH FILL (STW)	7,600,000	0.00	0.00	0.00	7,600,000.00	0.00	100%
31-460-08 PHASE 4 - PAYMENT AND PERFORMANCE BONDS REACH	50,656	0.00	0.00	0.00	50,656.00	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	0.00	0.00	0.00	757,150.00	2,850.00	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	

NORTH TOPSAIL BEACH
2/2/2026 10:51:39 AM

Period Ending 1/27/2026									
PHASE 4 NCDEQ GRANT	Totals:	16,500,000	128,260.00	4,400.90	4,400.90	9,256,058.19	7,115,681.81	57%	
Expenses	Totals:	51,087,860	128,260.00	4,590.90	4,590.90	40,495,461.46	10,464,138.54	80%	
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:			(4,590.90)	(4,590.90)	5,992,877.84			

Budget vs Actual

Page 16 of 19

NORTH TOPSAIL BEACH

1/27/2026 10:41:58 AM

Page 1 Of 2

Period Ending 12/31/2027

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 85096-PW16 PUBLIC CROSSOVER DAMAGE	24,701	1,615.92	0.00	0.00	23,084.58	0.50	100%	
32-470-30 805109 PW17 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	0.00	0.00	53,780.75	6,029.25	90%	
32-470-31 805109 PW17 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	0.00	3,000.00		
32-470-32 805109 PW17 PRE-CONSTRUCTION MEETING/COORD	4,800	4,500.00	0.00	0.00	184.03	115.97	98%	
32-470-33 805109 PW17 PROJECT PERMITTING	19,500	12,500.00	0.00	0.00	19,217.00	(12,217.00)	163%	
32-470-34 805109 PW17 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	0.00	15,000.00		
32-470-35 805109 PW17 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	0.00	1,582.90	14,317.10	10%	
32-470-36 805109 PW17 PRE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	10,125.00	14,375.00	41%	
32-470-37 805109 PW17 EQUIP MOBINIZATION/DEMOBILIZATION	100,000	26,250.00	0.00	0.00	23,750.00	50,000.00	50%	
32-470-38 805109 PW17 BEACH FILL PLACEMENT	3,288,634	2,525,516.80	0.00	0.00	341,483.20	421,634.00	87%	
32-470-39 805109 PW17 PERFORMANCE & PAYMENT BONDS	20,000	1,000.00	0.00	0.00	19,000.00	0.00	100%	
32-470-40 805109 PW17 CONSTRUCTION ADMINISTRATION	255,667	222,667.00	0.00	0.00	32,408.25	591.75	100%	

Budget vs Actual

Page 17 of 19

NORTH TOPSAIL BEACH

1/27/2026 10:41:58 AM

Page 2 Of 2

Period Ending 12/31/2027

32 GRANT PRJ FEMA-4837 PTC8								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
32-470-41 805109 PW17 POST CONST MONITORING	19,500	7,500.00	0.00	0.00	0.00	12,000.00	38%	
32-470-42 805109 PW17 STATE & FEDERAL REG COORD & CLOSEOUT	70,500	57,500.00	0.00	0.00	19,790.75	(6,790.75)	110%	
32-470-43 805109 PW17 DUNE PLANTINGS	433,750	0.00	0.00	0.00	0.00	433,750.00		
32-470-99 CONTINGENCY	1,594,622	0.00	0.00	0.00	0.00	1,594,622.00		
FEMA-4837 PTC8 Totals:	5,949,884	2,859,049.72	0.00	0.00	544,406.46	2,546,427.82	57%	
Expenses Totals:	5,949,884	2,859,049.72	0.00	0.00	544,406.46	2,546,427.82	57%	
32 GRANT PRJ FEMA-4837 PTC8	Revenues Over/(Under) Expenses:		0.00	0.00	2,430,535.54			

Budget vs Actual

Page 18 of 19

NORTH TOPSAIL BEACH
1/27/2026 10:40:51 AM

Page 1 Of 1

Period Ending 6/30/2040

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	1,201,862	0.00	0.00	0.00	1,201,862.71	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:	7,033,862	0.00	0.00	0.00	7,033,862.71	0.71	100%	
Expenses								
50-450-02 CONSTRUCTION COSTS	6,257,557	0.00	0.00	0.00	3,737,597.25	2,519,959.75	60%	
50-450-05 ENVIRONMENTAL TESTING (ECS)	66,823	0.00	0.00	0.00	61,504.76	5,318.24	92%	
50-450-07 CONSTRUCTION ADMINISTRATION (BM)	420,463	0.00	0.00	0.00	381,231.95	39,231.05	91%	
50-450-11 CONTINGENCY	54,969	0.00	0.00	0.00	0.00	54,969.00		
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:	7,033,862	0.00	0.00	0.00	4,182,383.22	2,851,478.78	59%	
Expenses Totals:	7,033,862	0.00	0.00	0.00	4,182,383.22	2,851,478.78	59%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	0.00	2,851,479.49			

Budget vs Actual

Page 19 of 19

NORTH TOPSAIL BEACH
1/27/2026 7:42:36 AM

Page 1 Of 1

Period Ending 12/31/2026

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	94,251.97	(1,167,355.03)	7%	
Revenues Totals:	1,261,607	0.00	0.00	0.00	94,251.97	(1,167,355.03)	7%	
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	3,066.00	0.00	0.00	10,499.00	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	23,849.00	0.00	0.00	65,801.00	0.00	100%	
60-610-06 PERMITS	45,600	10,185.00	0.00	0.00	35,415.00	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	65,201.53	0.00	0.00	137,798.47	1,058,607.00	16%	
Expenses Totals:	1,261,607	65,201.53	0.00	0.00	137,798.47	1,058,607.00	16%	
60 GRANT PRJ STORMWATER NCEM DRMG2304 Revenues Over/(Under) Expenses:			0.00	0.00	(43,546.50)			

GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

01/30/2026 04:52 PM

Page: 1 of 2

Date	GL Account		Debit	Credit
12/22/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,524.64
12/23/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$5,224.35
12/29/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,378.70
12/31/2025	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$41,152.01
01/02/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$79,232.32
01/05/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$33,636.38
01/08/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$60.00	\$4,336.42
01/12/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$293.37
01/14/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$13,347.75
01/15/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$26,976.36
01/16/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$699.22
01/21/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$788.85
01/23/2026	10-105-00	STATE SALES TAX REC 4.75%	\$4,134.82	\$59,233.46
01/23/2026	10-105-01	CO. SALES TAX REC 2%	\$0.00	\$6,699.85
01/23/2026	10-105-02	CO. SALES TAX REC 2.25%	\$0.00	\$24,852.76
01/23/2026	10-105-03	CO. SALES TAX REC 2.5%	\$0.00	\$57.92
01/23/2026	10-105-05	FOOD TAX 2%	\$0.00	\$781.69
01/23/2026	10-105-06	TRANSIT TAX 0.50%	\$0.00	\$0.96
01/24/2026	10-105-06	TRANSIT TAX 0.50%	\$0.96	\$0.00
12/31/2025	10-221-00	FICA PAYABLE	\$19,137.14	\$0.00
01/15/2026	10-221-00	FICA PAYABLE	\$18,374.84	\$0.00
12/31/2025	10-222-00	FEDERAL W/H PAYABLE	\$9,514.53	\$0.00
01/15/2026	10-222-00	FEDERAL W/H PAYABLE	\$8,275.12	\$0.00
12/31/2025	10-223-00	STATE W/H PAYABLE	\$3,994.00	\$0.00
01/14/2026	10-223-00	STATE W/H PAYABLE	\$3,725.00	\$0.00
01/02/2026	10-224-00	RETIREMENT W/H PAYABLE	\$78,533.10	\$0.00
01/05/2026	10-225-00	DEPENDENT HEALTH/DENTAL INSURANCE	\$5,489.02	\$0.00
12/31/2025	10-227-00	401(K) CONTRIBUTIONS	\$6,576.03	\$0.00
01/14/2026	10-227-00	401(K) CONTRIBUTIONS	\$6,262.69	\$0.00
12/31/2025	10-227-01	401(k) LOAN REPAYMENT	\$349.51	\$0.00
01/14/2026	10-227-01	401(k) LOAN REPAYMENT	\$349.51	\$0.00
01/14/2026	10-228-01	COLONIAL LIFE INSURANCES	\$1,875.90	\$0.00
12/22/2025	10-229-03	Child Support withheld	\$699.22	\$0.00
01/02/2026	10-229-03	Child Support withheld	\$699.22	\$0.00
01/16/2026	10-229-03	Child Support withheld	\$699.22	\$0.00
12/31/2025	10-229-04	OTHER PAY DEDUCTION	\$442.44	\$0.00
12/31/2025	10-229-09	ROTH 401K	\$1,138.36	\$0.00
01/14/2026	10-229-09	ROTH 401K	\$1,134.65	\$0.00
01/23/2026	10-293-06	FB GASB100 - PRIOR YEARS SALES TAX REFUNDS	\$87,491.82	\$0.00
01/24/2026	10-293-06	FB GASB100 - PRIOR YEARS SALES TAX REFUNDS	\$0.00	\$0.00

GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

01/30/2026 04:52 PM

Page: 2 of 2

Date	GL Account		Debit	Credit
01/05/2026	10-420-06	GROUP INSURANCE	\$3,551.00	\$0.00
01/08/2026	10-420-15	BANK CHARGES	\$166.39	\$0.00
12/23/2025	10-420-31	GAS, OIL & TIRES	\$98.54	\$0.00
01/08/2026	10-420-45	CONTRACTED SERVICES	\$60.00	\$60.00
01/05/2026	10-480-06	GROUP INSURANCE	\$710.20	\$0.00
01/05/2026	10-490-06	GROUP INSURANCE	\$710.20	\$0.00
12/23/2025	10-490-31	GAS, OIL, & TIRES	\$32.70	\$0.00
01/05/2026	10-491-06	GROUP INSURANCE	\$710.20	\$0.00
12/23/2025	10-491-31	GAS, OIL & TIRES	\$46.67	\$0.00
01/08/2026	10-500-13	UTILITIES	\$4,110.03	\$0.00
12/22/2025	10-501-10	TOWN HRA INSURANCE	\$825.42	\$0.00
12/29/2025	10-501-10	TOWN HRA INSURANCE	\$1,378.70	\$0.00
01/05/2026	10-501-10	TOWN HRA INSURANCE	\$1,869.96	\$0.00
01/12/2026	10-501-10	TOWN HRA INSURANCE	\$293.37	\$0.00
01/15/2026	10-501-10	TOWN HRA INSURANCE	\$326.40	\$0.00
01/21/2026	10-501-10	TOWN HRA INSURANCE	\$788.85	\$0.00
01/05/2026	10-510-06	GROUP INSURANCE	\$7,102.00	\$0.00
12/23/2025	10-510-31	GAS,OIL & TIRES	\$3,378.85	\$0.00
01/05/2026	10-545-06	GROUP INSURANCE	\$2,130.60	\$0.00
12/23/2025	10-545-31	GAS, OIL & TIRES	\$388.14	\$0.00
01/05/2026	10-690-06	GROUP INSURANCE	\$11,363.20	\$0.00
12/23/2025	10-690-31	GAS, OIL & TIRES	\$1,279.45	\$0.00
Totals:			\$300,277.97	\$300,277.97

Report Parameters

Date Range - 12/20/2025 To 1/27/2026

SourceCode - CD, GJ

Check Listing

Date From: 12/20/2025 Date To: 1/27/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
01/30/2026 04:56 PM

Page: 1 of 3

Check Number	Bank	Vendor	Date	Amount
49058	2	ALINE ACCOUNTING PARTNERS	01/06/2026	<u>\$11,785.00</u>
49059	2	BFPE INTERNATIONAL	01/06/2026	<u>\$500.00</u>
49060	2	CHASE	01/06/2026	<u>\$472,378.73</u>
49061	2	COLE GARRETT WHITE	01/06/2026	<u>\$55.11</u>
49062	2	COUNTY OF ONSLOW	01/06/2026	<u>\$1,125.00</u>
49063	2	DAVID WILLIAM TRESCHUK	01/06/2026	<u>\$292.75</u>
49064	2	DEBBIE J OWENS	01/06/2026	<u>\$1,416.07</u>
49065	2	JODY L THOMPSON	01/06/2026	<u>\$1,623.80</u>
49066	2	LYNDSEY C ZILMER	01/06/2026	<u>\$125.56</u>
49067	2	MICHAEL SCOTT NYSCHOT	01/06/2026	<u>\$51.22</u>
49068	2	NOOKS & CRANNIES CLEANING, LLC	01/06/2026	<u>\$500.00</u>
49069	2	O'REILLY AUTOMOTIVE STORES, INC	01/06/2026	<u>\$1,109.68</u>
49070	2	ONSLow COUNTY FINANCE OFFICE	01/06/2026	<u>\$3,938.45</u>
49071	2	ONSLow WATER & SEWER AUTHORITY	01/06/2026	<u>\$509.89</u>
49072	2	S. PRESTON DOUGLAS & ASSOC, LLP	01/06/2026	<u>\$26,750.00</u>
49073	2	SHERRILL A STRICKLAND JR.	01/06/2026	<u>\$969.00</u>
49074	2	SUMRELL SUGG, P.A.	01/06/2026	<u>\$9,468.39</u>
49075	2	TI COASTAL SERVICES, INC.	01/06/2026	<u>\$2,000.00</u>
49076	2	TOWN OF SURF CITY	01/06/2026	<u>\$1,333.33</u>
49077	2	VALERIA W EDWARDS	01/06/2026	<u>\$3,100.00</u>
49078	2	ALINE ACCOUNTING PARTNERS	01/16/2026	<u>\$26,935.00</u>
49079	2	BECKER MORGAN GROUP INC	01/16/2026	<u>\$11,070.00</u>
49080	2	BLOSSMAN GAS OF NORTH CAROLINA, INC	01/16/2026	<u>\$628.31</u>
49081	2	BRIGHTSPEED	01/16/2026	<u>\$155.99</u>
49082	2	DEBBIE J OWENS	01/16/2026	<u>\$1,370.48</u>
49083	2	DODSON BROTHERS EXTERMINATING CO INC	01/16/2026	<u>\$80.00</u>
49084	2	JONATHAN SEBBY	01/16/2026	<u>\$506.66</u>
49085	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	01/16/2026	<u>\$5,827.18</u>
49086	2	KELLY OFFICE MACHINES, INC	01/16/2026	<u>\$755.92</u>

Check Listing

Date From: 12/20/2025 Date To: 1/27/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
01/30/2026 04:56 PM

Page: 2 of 3

Check Number	Bank	Vendor	Date	Amount
49087	2	MOTOROLA SOLUTIONS, INC.	01/16/2026	<u>\$321.51</u>
49088	2	N.C. DEPARTMENT OF LABOR	01/16/2026	<u>\$200.00</u>
49089	2	NC STATE BUREAU	01/16/2026	<u>\$864.00</u>
49090	2	NOOKS & CRANNIES CLEANING, LLC	01/16/2026	<u>\$500.00</u>
49091	2	ONslow COUNTY FINANCE OFFICE	01/16/2026	<u>\$25,895.40</u>
49092	2	OTIS ELEVATOR COMPANY	01/16/2026	<u>\$3,212.44</u>
49093	2	SHERRILL A STRICKLAND JR.	01/16/2026	<u>\$456.00</u>
49094	2	SIMPLE COMMUNICATION	01/16/2026	<u>\$480.58</u>
49095	2	SOUTHERN SOFTWARE INC.	01/16/2026	<u>\$4,640.04</u>
49096	2	TOWN OF SURF CITY	01/16/2026	<u>\$4,480.61</u>
49097	2	WK DICKSON & CO., LLC	01/16/2026	<u>\$14,320.00</u>
49098	2	BLOSSMAN GAS OF NORTH CAROLINA, INC	01/22/2026	<u>\$365.35</u>
49099	2	DEBBIE J OWENS	01/22/2026	<u>\$869.08</u>
49100	2	ESO SOLUTIONS INC	01/22/2026	<u>\$6,608.80</u>
49101	2	GEOSYNTEC CONSULTANS, INC.	01/22/2026	<u>\$8,630.90</u>
49102	2	GREGORY POOLE EQUIPMENT COMPANY	01/22/2026	<u>\$1,164.40</u>
49103	2	KELLY OFFICE MACHINES, INC	01/22/2026	<u>\$543.17</u>
49104	2	NOOKS & CRANNIES CLEANING, LLC	01/22/2026	<u>\$250.00</u>
49105	2	ONslow COUNTY FINANCE OFFICE	01/22/2026	<u>\$16,798.74</u>
49106	2	ONslow WATER & SEWER AUTHORITY	01/22/2026	<u>\$470.54</u>
49107	2	SUNBELT RENTALS INC	01/22/2026	<u>\$944.99</u>
49108	2	TI COASTAL SERVICES, INC.	01/22/2026	<u>\$7,500.00</u>
49109	2	WB BRAWLEY COMPANY	01/22/2026	<u>\$149,149.51</u>
49110	2	SHERRILL A STRICKLAND JR.	01/22/2026	<u>\$304.00</u>
53	Checks Totaling -			\$835,331.58

Totals By Fund

	Checks	Voids	Total
10	\$154,440.45		\$154,440.45
12	\$479,636.72		\$479,636.72
30	\$19,240.59		\$19,240.59
	\$4,590.90		\$4,590.90
	\$11,540.00		\$11,540.00

Check Listing

Date From: 12/20/2025 Date To: 1/27/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
01/30/2026 04:56 PM

Check Number	Bank	Vendor		Date	Amount
			Checks		Total
50			\$151,562.92		\$151,562.92
60			\$14,320.00		\$14,320.00
Totals:			\$835,331.58		\$835,331.58

Cash Balance Report

Period Ending 1/27/2026

NORTH TOPSAIL BEACH

1/30/2026 4:47 PM

Page 1/2

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	\$1,020,180.26
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$58,532.97
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$832,938.54
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$946,500.91
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$6,593.54
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$323,593.38
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$43,546.50
	Bank 2	Total: \$2,497,606.34
Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	
	Account	Balance
	10-101-04 NC CASH MGMT TRUST	\$15,311,487.37
	12-101-04 NC CASH MGMT TRUST	\$4,187,485.70
	15-101-04 NC CASH MGMT TRUST	\$0.00
	30-101-04 NC CASH MGMT TRUST	\$4,353,577.53
	31-101-04 NC CASH MGMT TRUST	\$5,057,650.43
	32-101-04 NC CASH MGMT TRUST	\$2,423,942.00
	50-101-04 NC CASH MGMT TRUST	\$3,175,072.87
	Bank 3	Total: \$34,509,215.90
Bank 4	BB&T SAVINGS ACCOUNT Acct#-	
	Account	Balance
	10-101-06 BB & T SAVINGS ACCT	\$0.00

Cash Balance Report

Period Ending 1/27/2026

NORTH TOPSAIL BEACH

1/30/2026 4:47 PM

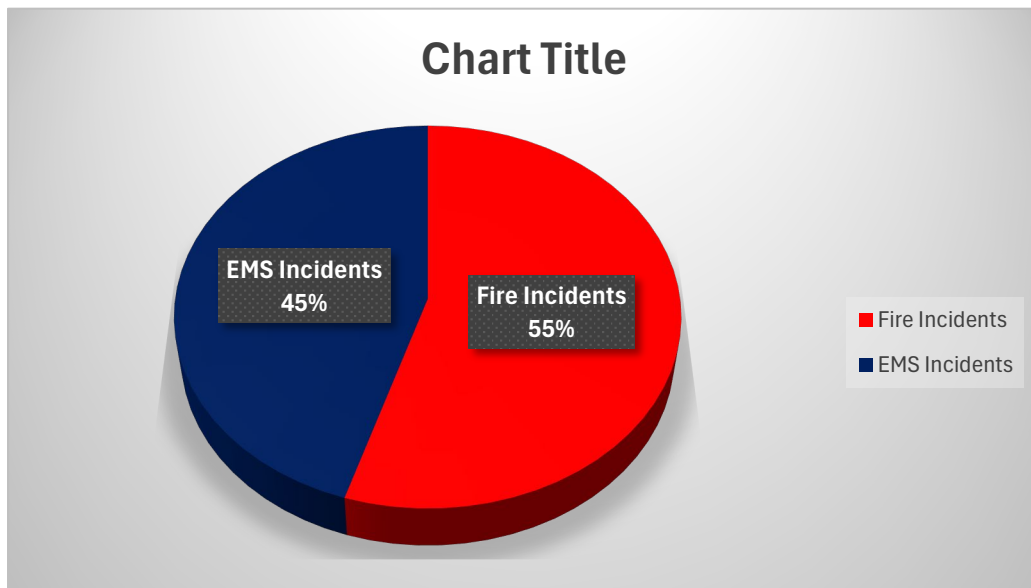
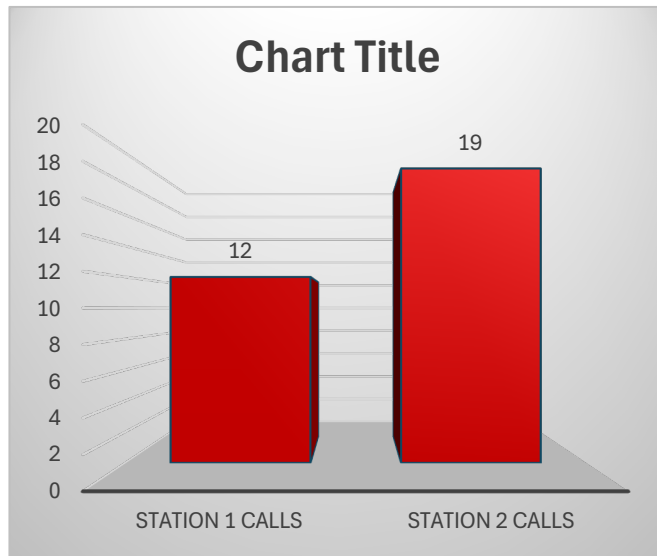
Page 2/2

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:	\$37,008,416.99
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North Topsial Beach Fire Department Incident Report

Day Range	12/18/2025 - 01/22/2026
Fire Incidents	17
EMS Incidents	14
Total Incidents	31
Station 1 Calls	12
Station 2 Calls	19



Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

INSPECTIONS REPORT 12/24/2025 - 01/22/2026

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Beach Access Permit	Beach Access	BAA25-000029	3862 ISLAND DR	01/16/2026	\$ 200.00
Beach Access Permit	Beach Access	BAA25-000034	1040 NRIR	01/07/2026	\$ 200.00
Beach Access Permit	Beach Access	BAA25-000035	212 TOPSAIL RD	01/21/2026	\$ 200.00
Beach Access Permit	Beach Access	BAA26-000001	1750 NRIR	01/16/2026	\$ 200.00
Beach Access Permit Total	Beach Access Total			4	\$ 800.00
Dock/Bulkhead/Retaining Wall	Bulkhead	DBR25-000013	23 SAILVIEW DR	01/20/2026	\$ 200.00
Dock/Bulkhead/Retaining Wall	Bulkhead Total			1	\$ 200.00
Electrical Permit	Commercial	E25-000210	160 TOPSAIL RD	01/05/2026	\$ 75.00
Electrical Permit Total	Commercial Total			1	\$ 75.00
Electrical Permit	Residential	E25-000152	1439 NRIR	01/07/2026	\$ -
Electrical Permit	Residential	E25-000213	148 SEA GULL LN	01/21/2026	\$ -
Electrical Permit	Residential	E25-000208	411 NRIR	01/05/2026	\$ -
Electrical Permit	Residential	E26-000008	202 SEA DUNES CT	01/20/2026	\$ 75.00
Electrical Permit	Residential	E26-000003	100 SEA OAKS CT	01/05/2026	\$ 75.00
Electrical Permit	Residential	E26-000004	102 SEA OAKS CT	01/08/2026	\$ 75.00
Electrical Permit	Residential	E26-000005	108 SEA OAKS CT	01/08/2026	\$ 75.00
Electrical Permit	Residential	E26-000006	3960 ISLAND DR	01/09/2026	\$ 75.00
Electrical Permit	Residential	E26-000001	862 VILLAS DR	01/06/2026	\$ 75.00
Electrical Permit	Residential	E26-000002	110 SEA OAKS CT	01/05/2026	\$ 75.00
Electrical Permit	Residential	E25-000215	3022 ISLAND DR	12/29/2025	\$ 75.00
Electrical Permit	Residential	E25-000216	2299 NRIR	12/29/2025	\$ 75.00
Electrical Permit	Residential	E25-000217	886 NRIR #48	12/29/2025	\$ 75.00
Electrical Permit Total	Residential Total			13	\$ 750.00
Electrical Permit Total				14	\$ 825.00
Fuel Gas Permit	Residential	FG25-000028	1439 NRIR	01/08/2026	\$ 75.00
Fuel Gas Permit	Residential	FG26-000001	748 NRIR	01/21/2026	\$ 75.00
Fuel Gas Permit	Residential	FG25-000031	411 NRIR	01/05/2026	\$ -
Fuel Gas Permit Total	Residential Total			3	\$ 150.00
Insulation Permit	Residential	I25-000033	411 NRIR	01/05/2026	\$ -
Insulation Permit Total	Residential Total			1	\$ -
Mechanical Permit	Residential	M25-000150	411 NRIR	01/05/2026	\$ -
Mechanical Permit	Residential	M25-000151	3022 ISLAND DR	12/29/2025	\$ 75.00

Mechanical Permit	Residential	M26-000001	1851 NRIR	01/16/2026	\$ 75.00
Mechanical Permit	Residential	M26-000003	237 SEA SHORE DR	01/20/2026	\$ 75.00
Mechanical Permit Total	Residential Total			4	\$ 225.00
New Construction Permit	Single Family	C25-000025	411 NRIR	01/05/2026	\$ 2,432.64
New Construction Permit Total	Single Family Total			1	\$ 2,432.64
Plumbing Permit	Commercial	P25-000120	790 NRIR # 205B	01/02/2026	\$ 75.00
Plumbing Permit	Commercial	P25-000125	790 NRIR #210B	01/02/2026	\$ 75.00
Plumbing Permit	Commercial	P25-000126	790 NRIR #211B	01/02/2026	\$ 75.00

Plumbing Permit Total	Commercial Total			3	\$ 225.00
Plumbing Permit	Residential	P25-000159	411 NRIR	01/05/2026	\$ -
Plumbing Permit	Residential	P26-000001	790 NRIR #308A	01/21/2026	\$ 75.00
Plumbing Permit	Residential	P25-000163	158 OCEANVIEW LN	01/21/2026	\$ 75.00
Plumbing Permit Total	Residential Total			3	\$ 150.00
Plumbing Permit Total				6	\$ 375.00
Renovation Permit	Single Family	B25-000024	892 NRIR 5	01/06/2026	\$ 150.00
Renovation Permit	Single Family	B25-000019	113 S PERMUDA WYND	01/14/2026	\$ 500.00
Renovation Permit	Single Family	B25-000023	790 NRIR #105A	01/06/2026	\$ 150.00
Renovation Permit Total	Single Family Total			3	\$ 800.00
Simple Build Permit	Multi-Unit	SB25-000115	3990 ISLAND DR	01/07/2026	\$ 200.00
Simple Build Permit	Multi-Unit	SB25-000118	318 SEA SHORE DR	01/15/2026	\$ 200.00
Simple Build Permit Total	Multi-Unit Total			2	\$ 400.00
Simple Build Permit	Single Family	SB25-000116	115 S PERMUDA WYND	01/06/2026	\$ 200.00
Simple Build Permit	Single Family	SB25-000111	2633 ISLAND DR	01/06/2026	\$ 200.00
Simple Build Permit	Single Family	SB25-000112	160 TOPSAIL RD	12/29/2025	\$ 200.00
Simple Build Permit	Single Family	SB25-000068	1439 NRIR	01/07/2026	\$ 285.00
Simple Build Permit	Single Family	SB25-000096	223 OYSTER LN	01/02/2026	\$ 200.00
Simple Build Permit	Single Family	SB25-000119	148 SEA GULL LN	01/21/2026	\$ 275.00
Simple Build Permit	Single Family	SB25-000121	854 VILLAS DR	01/14/2026	\$ 75.00
Simple Build Permit	Single Family	SB25-000123	1208 NRIR	01/06/2026	\$ 75.00
Simple Build Permit	Single Family	SB26-000001	154 TOPSAIL RD	01/16/2026	\$ 200.00
Simple Build Permit Total	Single Family Total			9	\$ 1,710.00
Simple Build Permit Total				11	\$ 2,110.00
All Permits Total				49	\$ 7,917.64

*****NRIR is the abbreviation for New River Inlet Road*****

Permits with a “dash” in the Permit Fee Column indicates that the fee has been consolidated with another permit issued at the same time in order to eliminate the need for multiple payments that each include a credit card surcharge fee.

P+Z Permits Issued List

From: 12/22/2025
To: 01/22/2026



Board of Aldermen Meeting February 11, 2026 Consent Agenda Planning Department Report

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP24-000167	12/22/2025	260 SEA SHORE DR	803-59.1	L2 SANDY CO LD DIV	SHORE IS SOMETHING LLC	Steel Anchor Construction LLC - Kevin E Woods			125.00		83300.00	0.00	0.00
ZFP25-000147	12/23/2025	1180 NEW RIVER INLET RD	774G-26	L24 S1 OCEAN WYNDS	EARNEST BETTY C	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			125.00		750000.00	0.00	0.00
ZFP25-000165	12/23/2025	638 NEW RIVER INLET RD	775B-7	L7 SEA DUNES VILLAGE	SEA AND SOUND INVESTMENTS LLC	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			125.00		650000.00	0.00	0.00
ZFP25-000166	12/29/2025	160 TOPSAIL RD	809-8	L2 S1 B5 OLD SETTLERS BEACH	KILCUP DANIEL W & SUSAN TRUSTEES	John Morrow - John Morrow			0.00		19200.00	0.00	0.00
ZFP25-000145	01/02/2026	223 OYSTER LN	778C-111.1	L14B S3 BF NORTH TOPSAIL SHORES	HENDERSON PETER N & MARICELA	none -			125.00		2700.00	0.00	0.00
ZFP25-000167	01/05/2026	411 NEW RIVER INLET RD	775B-39	L5 S1 CRYSTAL SHORES	LOWTHER INVESTMENTS LLC	BALLAST POINT BUILDING COMPANY, INC. - Lynwood L Thornton			125.00		650000.00	0.00	0.00
ZFP25-000164	01/06/2026	115 S PERMUDA WYND DR	806-48	L16 S1 VILLAGE OF STUMP SOUND	PELICANS REACH LLC	High Tides Construction & Design Services, Inc. - Elizabeth Keith Hamme			0.00		165000.00	0.00	0.00
ZFP25-000159	01/06/2026	2633 ISLAND DR	806-25	L7 B21 OCEAN CITY	ALLEN BERNARD & VIVIAN S &	CRT Contracting - Mike Lodato			125.00		12000.00	0.00	0.00
ZFP25-000170	01/07/2026	3990 ISLAND DR	769A-11	L11 HUNTER HEATH TRUST	HAMPSCH ROBERT J & MARY L TRUSTEES	- David W. Batts			0.00		75000.00	0.00	0.00
ZFP25-000161	01/07/2026	1439 NEW RIVER INLET RD	779A-44	L4 LA COSTA BAY	AUTRY LARRY R & KELLY A	East Coast Consolidated - Eric Corbett			125.00		22000.00	0.00	0.00
ZFP25-000151	01/14/2026	113 S PERMUDA WYND DR	806-49	L17 S1 VILLAGE OF STUMP SOUND	BALASUBRAMANIAN DEEPA & TODD W TUCKER				125.00		0.00	0.00	0.00
ZFP26-000004	01/15/2026	318 SEA SHORE DR	805-9	LA & LD S7 6A WINTER HAVEN	BAREFOOT HOBERT GLENN & WANDA WOOD	- Hobert Glenn Barefoot			125.00		5000.00	0.00	0.00
ZFP26-000001	01/16/2026	154 TOPSAIL RD	809-9	L1 S1 B5 OLD SETTLERS BEACH	MARLYN PROPERTIES LLC	Michaelangelo Professional Painting Contractor, Inc. - mark salch			125.00		14000.00	0.00	0.00
ZFP25-000169	01/20/2026	23 SAILVIEW DR	775C-12	L23 S1 CAPE ISLAND	RHODES CHRISTOPHER G & HOLLY COBLE	PFL Construction LLC - Joshua Barber			125.00		25000.00	0.00	0.00

Town of North Topsail Beach

Service



Integrity

Police Department Interim Chief Andrew Page

Department Report for December 1, 2025 – December 31, 2025

Arrests	
DUI	1
Felony Possession Meth	1
Narcotics	1
Resist, Delay, Obstruct	1
Traffic	3

Citations	
Warning Citations	84
State Citations	34

Summary	
Total Calls for Service	148
Total Citations Issued	118
Total Reports	317
Total Security Checks	2485

Calls For Service	
Accident	1
Alarm Calls	4
Animal	1
B&E	3
Cit / Mot / Ped Assists	26
Disturbances	7
Domestic Disturbances	3
Larceny	1
Misc. Calls	23
Open Door	4
Property Damage	1
Suspicious Activity	21
Trespassing	7
Welfare Check	1

Assist Other Agencies	
E.M.S.	1
H.R.P.D.	5
N.T.B. F.D.	9
O.C.S.	22
S.C.P.D.	1

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Planning Board Committee Report

January 7, 2026

Planning Board

PRESENT: Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Charles "Rusty" Walker – Alternate, Keith Wilkerson – Alternate, Jan Bellamy-Genee

ABSENT: None.

Staff: Deborah J. Hill MPA AICP CFM – Planning Director, Brady Goldman CFM CZO – Planner, Donna Sayre CZO, Clerk to the Planning Board

Attorney : Chip Payson | Sumrell Sugg, PA

The Planning Board held their regular meeting on Thursday, December 11, 2025, at 6:00 p.m. Planning Director Hill introduced new staff, Planner Brady Goldman and Permit Specialist/Clerk to the Planning Board and Zoning Board of Adjustment Donna Sayre, in her absence.

OLD BUSINESS

North Topsail Beach Mitigation Action Plans (2026)

Planning Director Hill explained the Town's Hazard Mitigation Plan history and that in 2021, the Town joined Onslow County and its other municipalities with New Hanover, Brunswick, Pender County to develop the Southeast North Carolina Regional Hazard Mitigation Plan. The benefit to FEMA is fewer plans to review and the benefit to the Town is to gain access to technical support and funding opportunities that would be harder to secure alone.

Planning Director Hill explained that FEMA has six categories and CRS has six categories, which have been consolidated to form the basis for the Town's Mitigation Action Plans (2026), to ensure scoring for both FEMA's Hazard Mitigation Plan requirements, as well as NFIP's Community Rating System (CRS) recertification. Planning Director Hill thanked IT Director Schwisow for his work in organizing the Town's website and keeping it updated, which facilitated the inclusion of the Town's projects into the Town's Mitigation Action Plans (2026).

Planning Director Hill stated that with the anticipated higher tax values and increased cost of insurance premiums, our job as planners is to be able to recognize this challenge and to say what we can do to mitigate increased costs for property owners. Currently, the Town has a CRS ISO 5 rating. Some property owners may not be aware that they receive a 25% discount on their flood insurance premiums. As we prepare our (CRS) reports, we want to make sure that we are starting early enough and that we are going section by section.

Vice Chair Fontana asked the resiliency grants would help improve our rating. Planning Director Hill responded that it is all cumulative. When you add up all the things that you do and you report them and you have the documentation for all these activities. If you can increase your points, then yes, and that is the only way to improve your ISO rating. But there are also conditions and prerequisites that must be met. But it is anticipated that the two stormwater projects would certainly alleviate the flooding by the new fire station and at Richard Peters Town Park.

Mrs. Ward asked if our ISO rating of 5 is comparable with other towns of this size or is there a ranking. Planning Director Hill responded that there are 3 or 4 other local governments that also have a 5, but there is only one other that is better.

Mr. Walker asked for examples of some of the projects that we would need to look at to improve that rating. Planning Director Hill referred to the Mitigation Action Plans (2026), projects in wetlands, living shorelines. She explained that these activities may also be included in the Town's CRS Program for Public Information.

Mr. Walker asked are these just checking boxes or actual projects. Planning Director Hill stated that the checking of boxes is providing the documentation for what is done routinely, which is a large percentage of the scoring. But there is also encouragement for storm water projects, living shoreline projects, beach nourishment,

Vice Chair Fontana asked if the material presented is our portion of this regional plan. Planning Director Hill explained that each county and municipality has their section. Hopefully those mitigation action items, the strategies are a reflection of what the town's policy is and what the Board of Aldermen's policy is. And when you look at what the projects are, they are all projects that the Board has approved, the two stormwater projects, the beach nourishment projects, the living shoreline projects, the higher standards that the town has adopted. Those were adopted and approved by the Board of Alderman. Hopefully there will be some continuity in those policies and in that program so that we can maximize the credit that we receive.

Vice Chair Fontana stated by recommending to the Board of Alderman that we that they approve this mitigation plan does not obligate them to do anything that that in addition to what they're already doing. Planning Director Hill responded that all the categories are covered sufficiently and it is consistent with the projects that the Board has already approved and that are ongoing and the policies that they have approved and are current. Onslow County Emergency Services has reviewed the Town's Mitigation Action Plans (2026).

Ms. Brown asked with reference to the items indicated as complete, does that that imply that we don't continue? Planning Director Hill responded that we can take credit for the actions that are completed, but we may also have separate action items that the town will continue to pursue.

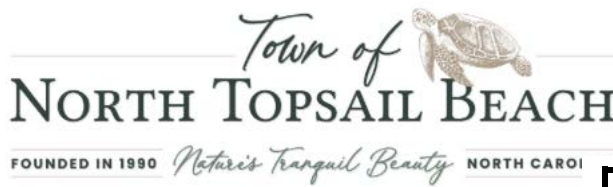
Mrs. Ward made a motion to recommend adoption of the Mitigation Action Plans (2026). Mr. Walker seconded the motion. The motion passed unanimously, 6-0.

ADJOURNMENT

The Planning Board Meeting adjourned at 7:42 p.m.

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Board of Aldermen

Agenda Item:	Consent Agenda
Date:	02/11/2026

Issue:	Committee Reports: Planning Board Fred Fontana, Chair
Presentation:	No

Present: Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Charles "Rusty" Walker – Alternate, Keith Wilkerson – Alternate, Jan Bellamy-Genee

Absent: None.

The Planning Board regular meeting on Thursday, December 11, 2025, and discussed the following:

The Planning Board held their regular meeting on Thursday, December 11, 2025, and discussed the following:

I. CALL TO ORDER

Vice Chair Fontana called the meeting to order at 6:01 p.m.

II. ADOPTION OF AGENDA

Ms. Brown made a motion to adopt the agenda. Mr. Walker seconded the motion. The motion passed unanimously, 5-0.

III. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the regular minutes from the August 14 meeting. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0.

IV. PUBLIC COMMENT

None.

V. OLD BUSINESS

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Planning Director Hill explained the Town's Hazard Mitigation Plan history and that in 2021, the Town joined Onslow County and its other municipalities with New Hanover, Brunswick, Pender County to develop the Southeast North Carolina Regional Hazard Mitigation Plan. The benefit to FEMA is fewer plans to review and the benefit to the Town is to gain access to technical support and funding opportunities that would be harder to secure alone.

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Mrs. Ward made a motion to recommend adoption of the Mitigation Action Plans (2026). Mr. Walker seconded the motion. The motion passed unanimously, 6-0.

VI. DISCUSSION

Planning Director Hill announced the Pet Photos with Santa Photo Gallery on December 18th from 1 pm to 4 pm.

VII. ADJOURNMENT

Mrs. Ward made a motion to adjourn. Ms. Brown seconded the motion. The motion passed unanimously, 5-0. The Planning Board Meeting adjourned at 7:42 p.m.

The Planning Board regular meeting on Thursday, January 8, 2026, was canceled.

The next Planning Board regular meeting is scheduled on February 12, 2026, at 6:00 p.m.

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Board of Aldermen

Agenda Item:	Consent Agenda
Date:	02/11/2026

Issue: Committee Reports: Zoning Board of Adjustment

Presentation: No

Members: Lisa Lee Kozlowski, Jason Stahr - Alternate, Grey Chapman - Alternate

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

The Zoning Board of Adjustment (ZBA) regular meeting scheduled for Tuesday, January 20, 2026, was cancelled, as there were no variance applications nor appeals. The next regular meeting is scheduled for Tuesday, February 17, 2026.

To: NTB Board of Aldermen

Subject: BISAC Monthly Meeting Report

From: Larry Strother, Chair

Date: Monday December 15, 2025.

DISCUSSION: Committee Makeup

Chairman Strother advised that he has stepped down from his position as the Phase 5 representative and will now serve as an Alderman Representative and will continue as Chairman. Manager Derian has placed an advertisement for a Phase 5 or an At-Large member. All Committee members are current until 2027 or longer. Election for Chairman will take place at the February Meeting.

Manager's Update. Manager Derian advised the Shoreline Protection projects are still paused for turtle season and will resume the first week in January. The project is expected to be completed within three months. Derian reported that Jenkins Beach Access is set to receive beach matting but is in the permitting stage. The repairs at Beach Access 43 at Marina Way have been completed. Access 46 across from Oyster Lane has repairs underway. Derian reported that the Town is continuing to work with TI Coastal for Phases 1 through 3 for the Beach Renourishment project This project is in the permitting stage.

COASTAL ENGINEER REPORT

Chris Gibson, TI Coastal Engineering, provided a map of the project plan for DA 143. He reviewed for the committee and the public the proposed plan for the site. He reviewed the different opportunities the Town has to receive partial funding for the project. Gibson stressed that dune planting cannot be done without the beach, so Renourishment of both the beach and dunes are vital. He discussed the project magnitude, reviewed project costs, and updated the Committee and public on the current stage of the project. He reported that the design phase is at 90%, 100% for the construction and is currently waiting for permitting. He reviewed the next steps, grant applications, permitting applications, etc. We are continuing to negotiate with Wild Life Department in regards to DA 143 and hope to have a meeting soon. Total Cost projected \$44-47 Million, with Cost share through Shallow Draft Inlet Fund of \$33-35 Million. Towns projected cost \$11-12 Million.

Next Tentative Meeting Scheduled February 17, 2026, 10:30 A



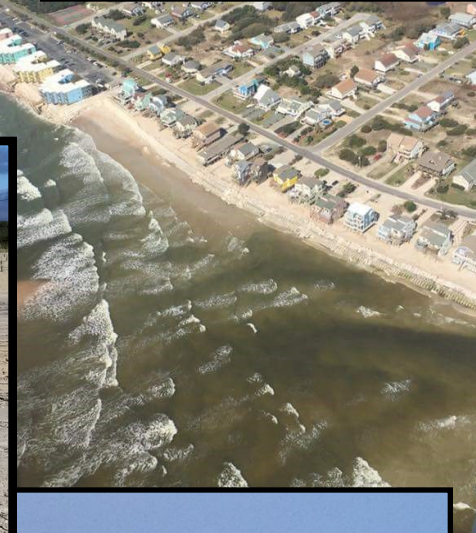
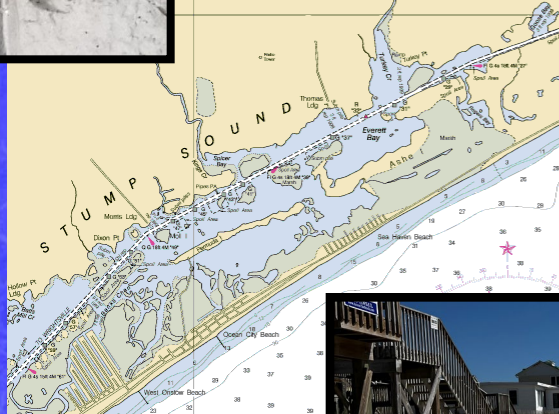
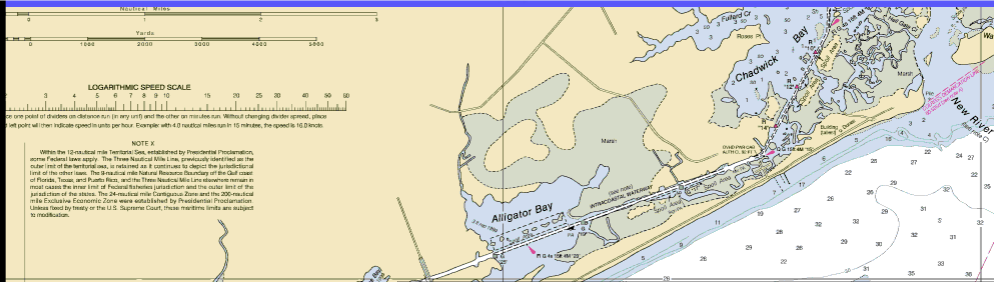
Town of North Topsail Beach
Beach, Inlet, and Sound Advisory Committee



Town of North Topsail Beach
Beach, Inlet, and Sound Advisory Committee

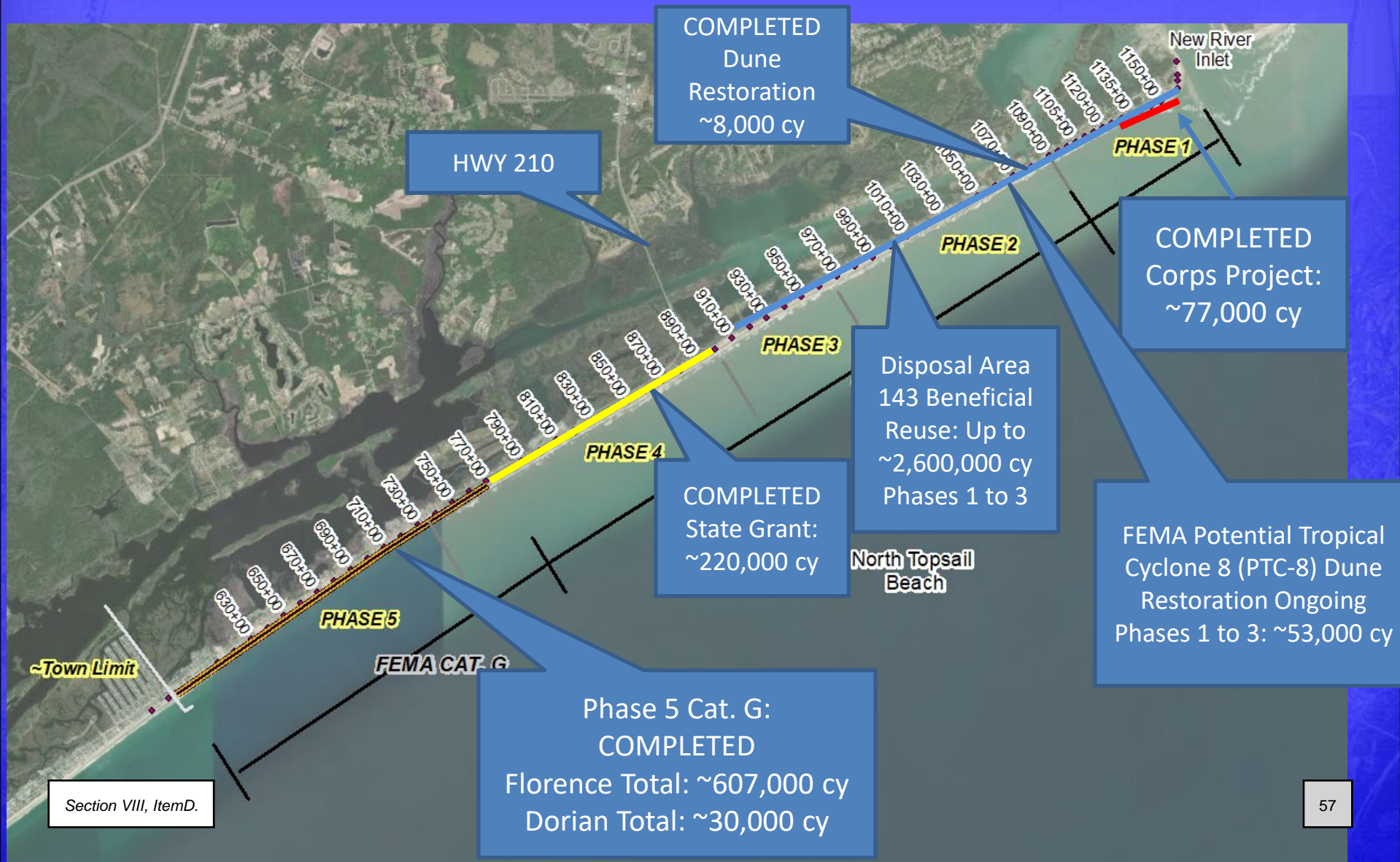


Town of North Topsail Beach
Beach, Inlet, and Sound Advisory Committee



Recent and Upcoming Projects Overview

State Grant, Beneficial Reuse, FEMA, Corps Projects



USACE Navigation Dredging and Placement Phase 1 Corps Beneficial Reuse Project



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

Dredging

Fill Placement

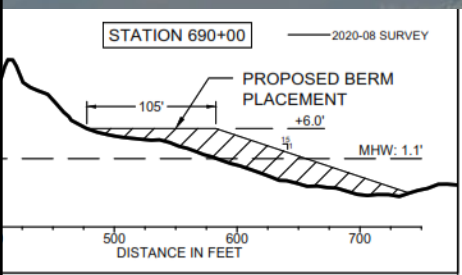


**77,000 cy
Placement North of Topsail
Reef Condos**

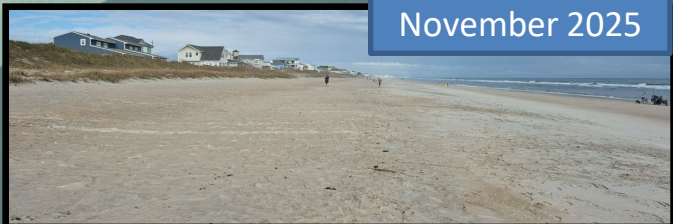
No Section VIII, Item D. Coastal Waterway dredging planned for this winter
USACE plans for next winter will be announced this spring



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 (including Hurricane Erin and recent wave/surge events).



Restored ~3.5 Miles



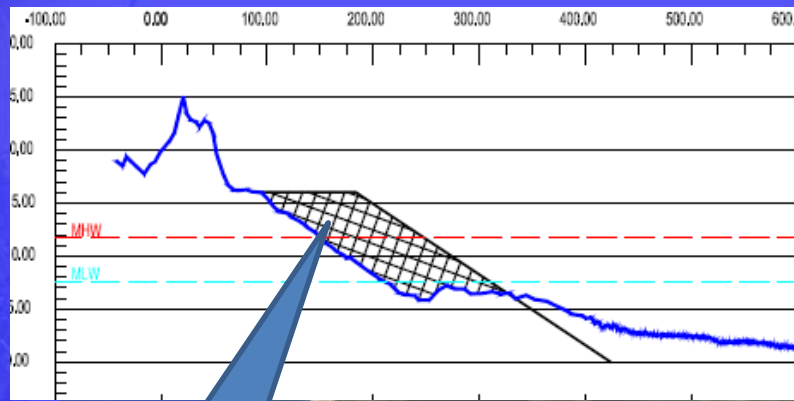
November 2025



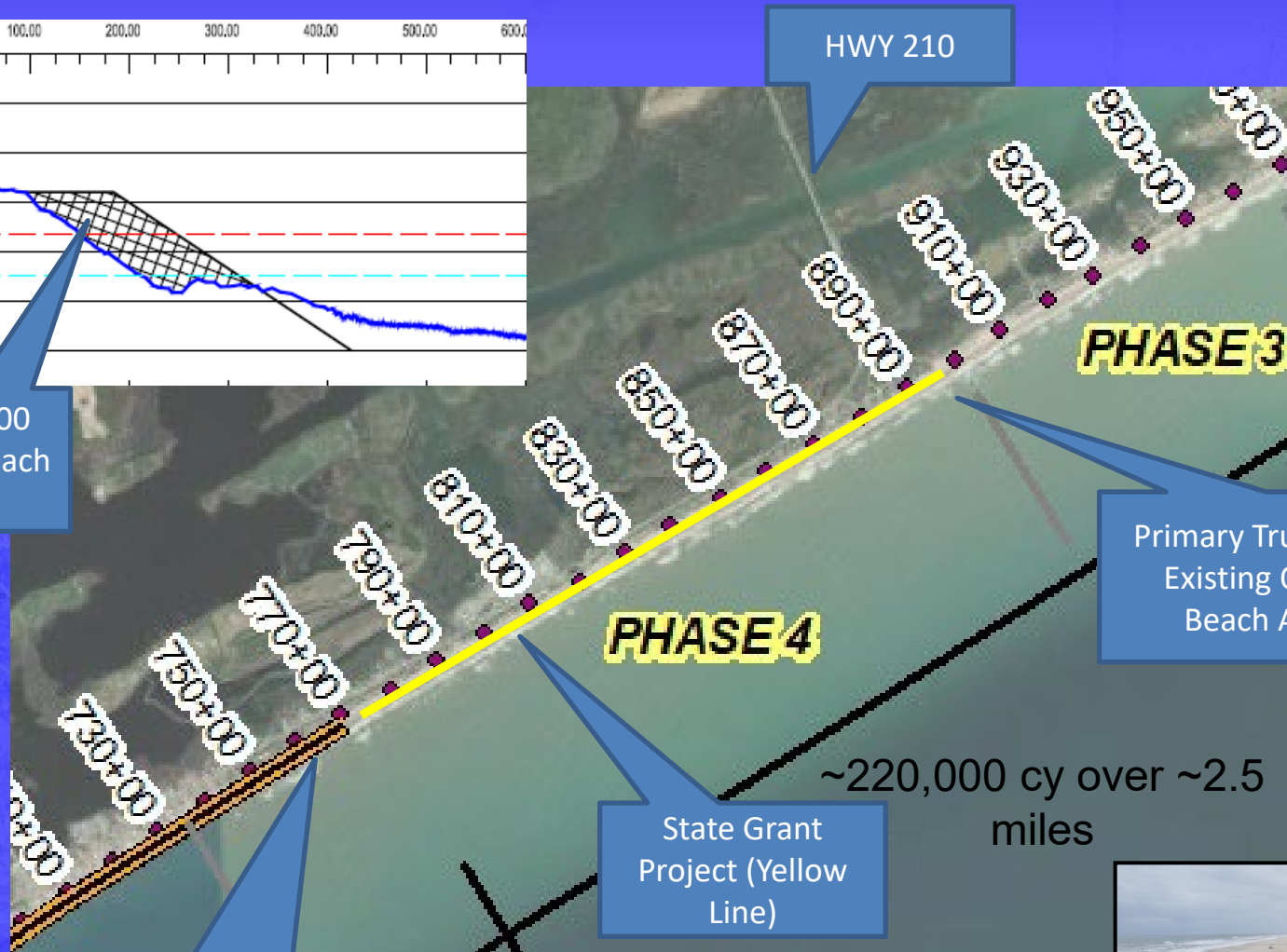
November 2025



Completed State Grant Phase 4 Beach Nourishment – Held up well to Hurricane Erin and recent wave/surge events.



~80 to 100
Feet of Beach
Width



PHASE 4

PHASE 3

HWY 210

Primary Truck Access at
Existing Opening at
Beach Access 33

~220,000 cy over ~2.5
miles

State Grant
Project (Yellow
Line)

Secondary Truck Access
at Existing Opening at 2nd
Avenue

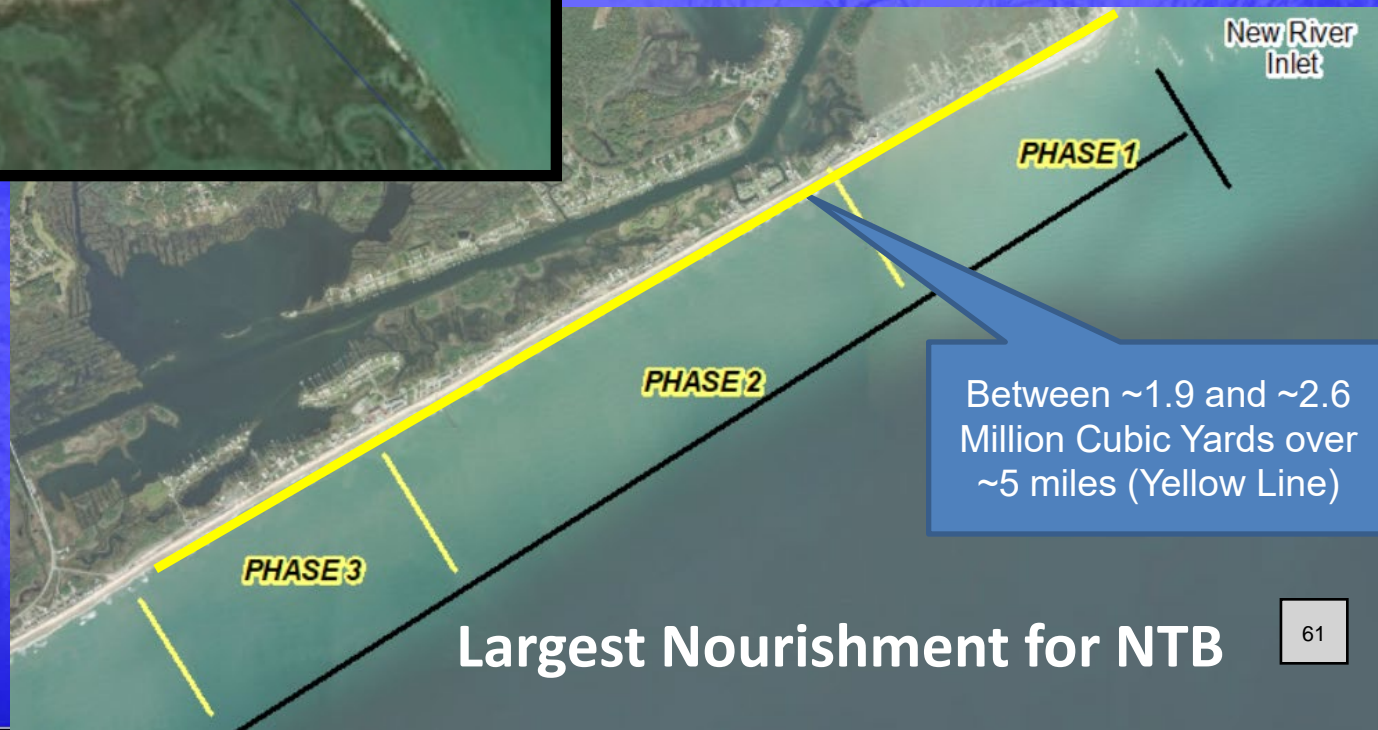
Section VIII, ItemD.



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



- Based on Agency Feedback, ~1.9 to 2.6 Million CY at DA 143
- Easement coordination continues with state agencies
- Permit Application Submission Follows Easement.
- Funding Research and Coordination Ongoing.



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
- FEMA Project Processing Continues
- No Additional FEMA Information Requests (three total)

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

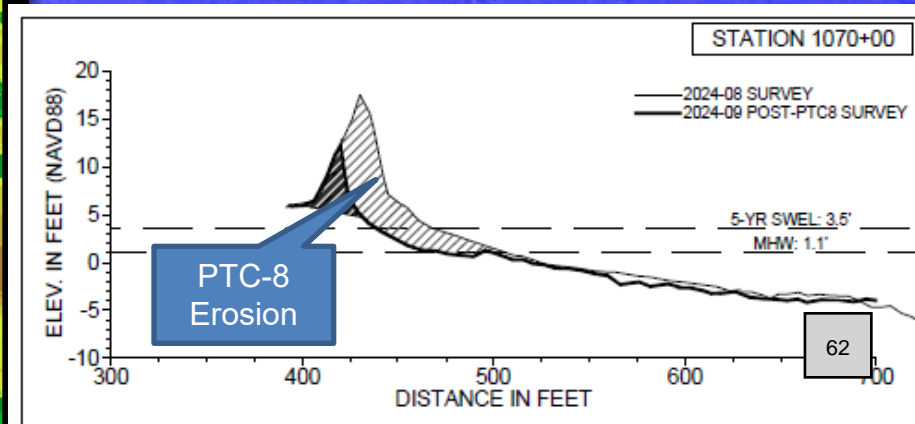
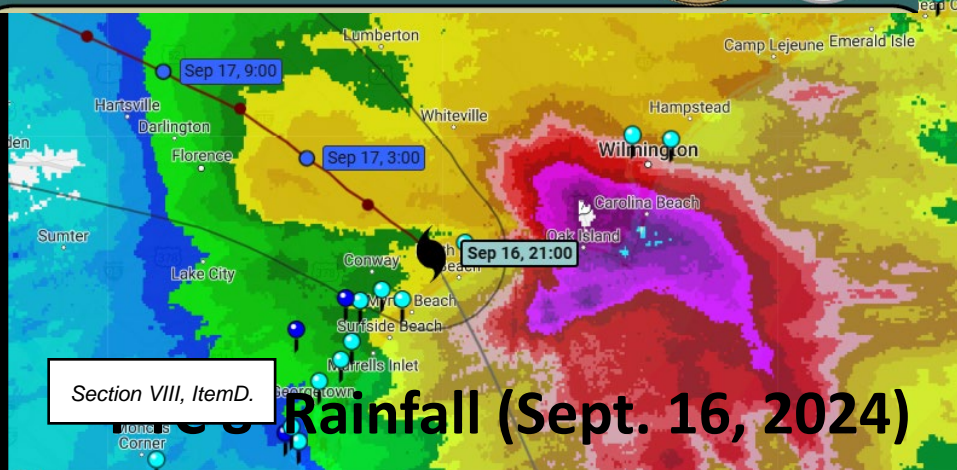
2 CFR

Procurement Requirements

PA Program & Policy Guide (PAPPG)

Policy

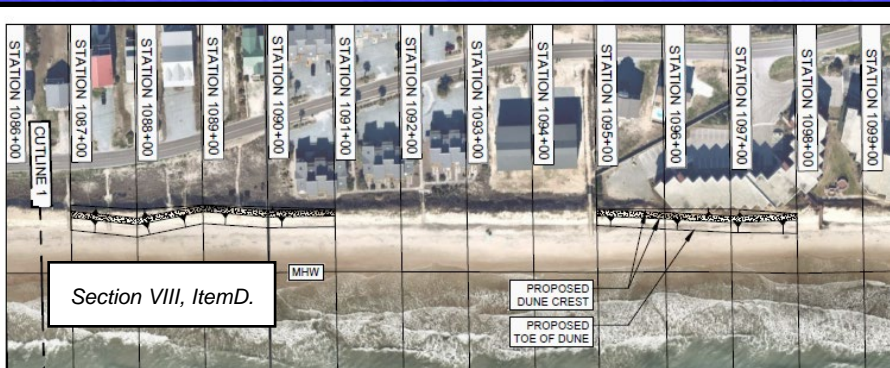
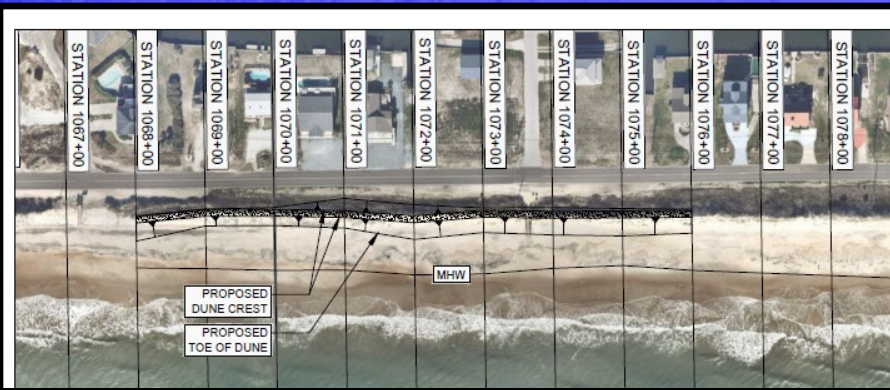
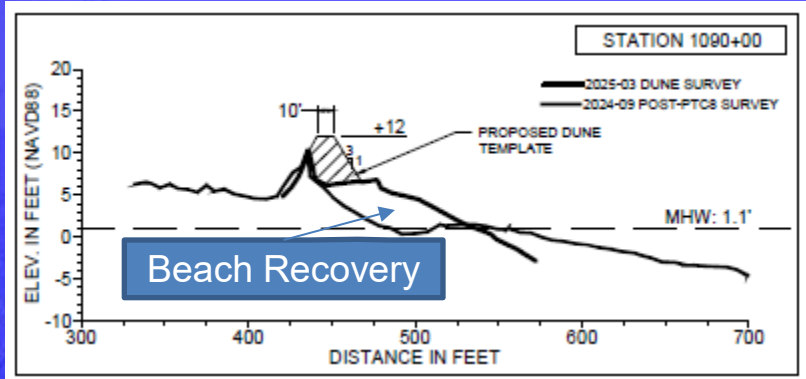
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) GREENSHEET FOR DR-4837-NC



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

FEMA PTC-8 Mitigation

ST Wooten – Contractor

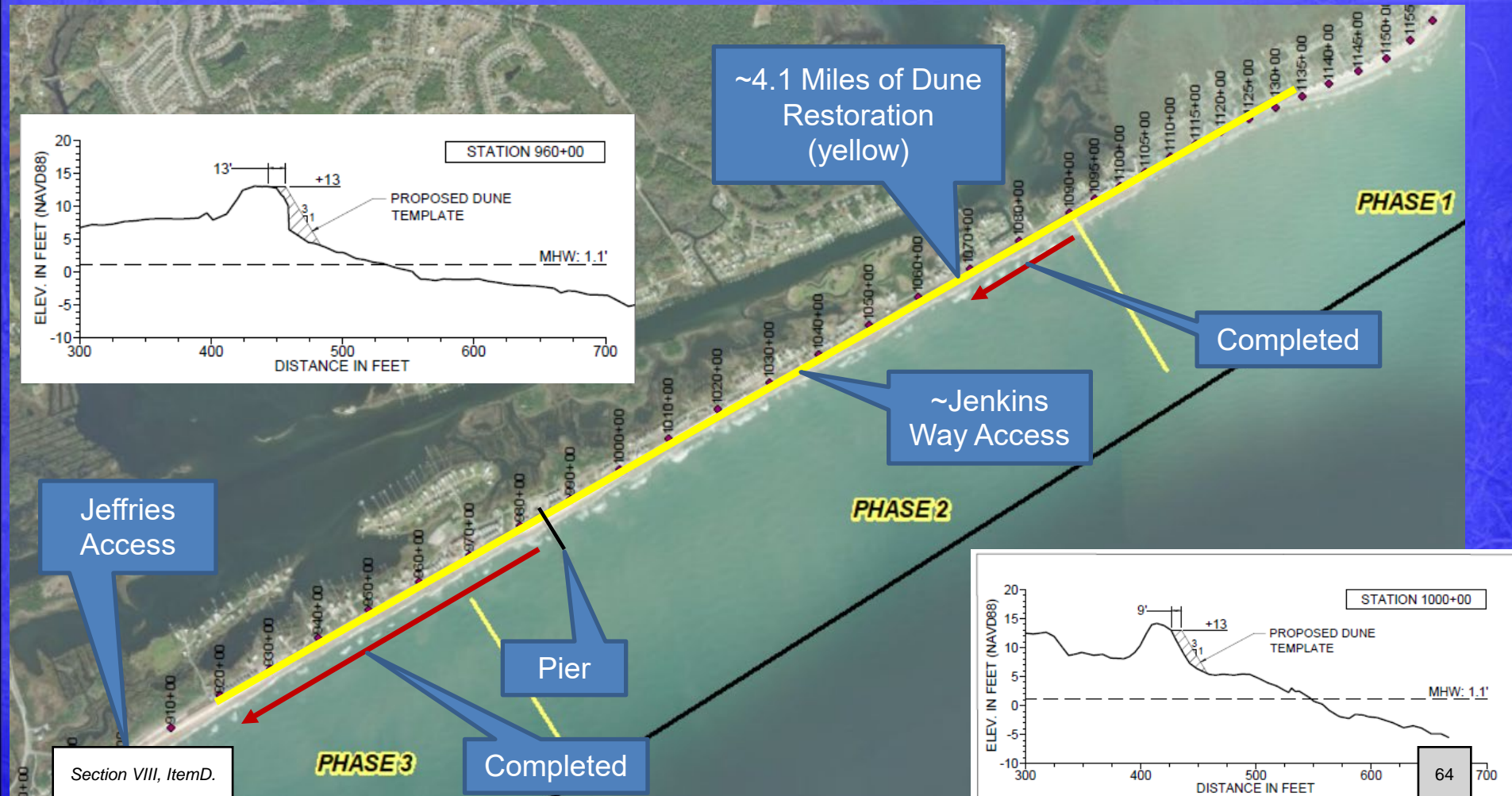


Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy)

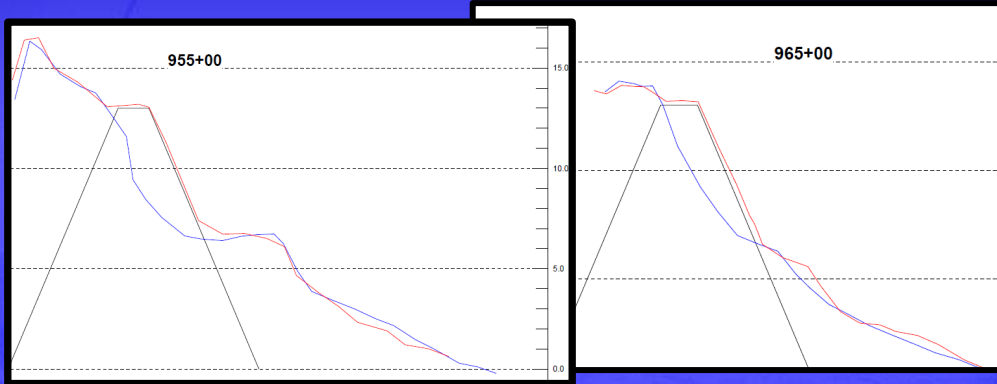
ST Wooten – Contractor – Approximately 3 Month Timeline

Work Started Monday, January 5

FEMA PTC-8 Mitigation



Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy)



Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Draft EIS under several levels of USACE review. Higher level review ongoing. Shutdown has slowed this. Biological Assessment (BA) and Essential Fish Habitat (EFH) in progress.
- Post Tropical Cyclone 8 FEMA/NCEM- 53,000 cy dune restoration (in addition to 8,000 cy last April) in Phases 1, 2 and 3 ongoing.
- Disposal Area 143 Beneficial Reuse for Nourishment of Phases 1,2,3 of between ~1.9 and ~2.6 million cubic yards. Easement coordination on DA143 use ongoing with state agencies. Then final permit application submittal.
- DA 143 Grant Research and Funding Options Ongoing.
- 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 Staff regarding funding, accounting and reimbursement for FEMA funded projects
- Permitting Coordination (all projects)





BOARD OF ALDERMEN
AGENDA ITEM
02/11/2026

ISSUE: Budget Amendment BA2026-26.41 Last Call
Foundation Grant Contract

PRESENTED BY: Wayne Johannessen, Finance Officer

DEPARTMENT(S): Fire Department - Fund 10

Background: The Fire Department applied for a grant with the Last Call Foundation for the purchase of (2) Supervac 18" Positive Pressure Ventilators. One unit is to be funded by the grant, and the second unit is to be funded by the NTB Fire Department. Upon receiving the notice of the award, the Last Call Foundation sent a check for \$6,063.05 for the purchase of one unit. This Budget amendment appropriates the Last Call Foundation Grant Award of \$6,063.05. The grant requires the purchase of (2) Supervac 18" Positive Pressure Ventilator. The Fire department had (1) Ventilator in the FY 26 budget, and this amendment will allow the purchase of the second Ventilator.

Attachments: Budget Amendment BA2026-26.41
Department Summary
Updated Award Cover Letter allowing NTB Fire Department to proceed with the grant.
Last Call Foundation Grant Award

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to
approve the Budget Amendment 2026-26.41 as presented."

Funds: 10

Follow Up: Wayne Johannessen

ORDINANCE NO. 2026-26.41
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 General Fund (10)

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. General 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			
TAXES - AD VALOREM	4,425,249	-	4,425,249
LOCAL SALES TAX	2,962,767	-	2,962,767
INTERGOVERNMENTAL REVENUES	619,538	6,063 (1)	625,601
CHARGES FOR CURRENT SERVICES	830,043	-	830,043
INTEREST	602,000	-	602,000
OTHER REVENUES	21,000	-	21,000
Total Revenues	9,460,597	6,063	9,466,660
APPROPRIATIONS			
GOVERNING BODY	410,580	-	410,580
ADMINISTRATION	1,343,236	-	1,343,236
ELECTIONS	5,000	-	5,000
IT	351,691	-	351,691
NON-DEPARTMENTAL	395,370	-	395,370
POLICE SEPARATION ALLOWANCE	17,805	-	17,805
POLICE DEPARTMENT	1,714,435	-	1,714,435
FIRE DEPARTMENT	1,763,846	6,063 (1)	1,769,909
PLANNING & ZONING	271,522	-	271,522
BUILDING INSPECTIONS	330,697	-	330,697
RECREATION	294,170	-	294,170
COMMITTEES	2,000	-	2,000
PUBLIC BUILDINGS & GROUNDS	503,789	-	503,789
INSURANCE	377,227	-	377,227
PUBLIC WORKS	586,907	-	586,907
PUBLIC STREETS	530,500	-	530,500
SANITATION COLLECTIONS	561,822	-	561,822
Total Appropriations	9,460,597	6,063	9,466,660

- (1) Appropriating the Last Call Foundation Grant Award of \$6,063.05. The grant requires the purchase of (2) Supervac 18" Positive Pressure Ventilator. The Fire department had (1) Ventilator in the FY 26 budget and this amendment will allow the purchase of the 2nd Ventilator.

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 11h Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Board of Alderman 02/11/2026

Issue: Budget Amendment BA2026-26.41 Last Call Foundation Grant Contract

Department: Fire Department

Prepared by: Chad Soward, Fire Chief

Agenda Item Summary

Item: Last Call Foundation Grant Contract
Department: Fire Department
Presenter: CJarrett Harley, Deputy Fire Chief

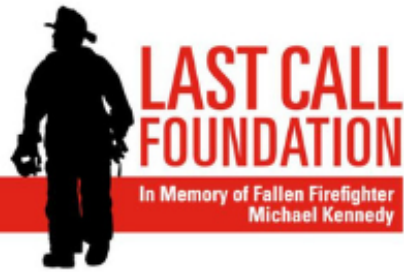
Summary: Staff requests Board approval to accept the Last Call Foundation Grant Contract.

The Fire Department submitted to the Last Call Foundation seeking funding for two Super Vac 18" Positive Pressure Ventilators (PPVs) that will significantly enhance our firefighting capabilities and improve safety for our firefighters and the community we serve. These ventilators will allow us to quickly clear smoke and heat from structures, improving visibility and reducing risks during search and rescue operations.

Adding two Super Vac 18" Positive Pressure Ventilators (PPVs) will significantly enhance our firefighting operations. These ventilators will improve firefighter safety by quickly clearing smoke and heat from structures, reducing risks of disorientation and exposure to toxic smoke. They will expedite search and rescue operations by improving visibility, potentially saving lives. The PPVs will also enhance fire suppression efforts by expelling hot gases and smoke, improving airflow, and helping to control fire intensity.

We anticipate using these units approximately weekly for structure fires, mutual aid, smoke removal, and other ventilation needs. By equipping our first-out engine and ladder truck with these ventilators, we aim to optimize our response operations and improve the safety of our personnel and the community we serve.

The grant for \$7600 will cover the cost of one unit and the Fire Department will cover the cost of the second unit. The Finance Officer has determined sufficient funds are available In Fund 10-690-16 to cover the cost of the unit purchased by the Fire Department.



November 13, 2025

Jarrett Harley, Deputy Fire Chief
North Topsail Beach Fire Department
2049 New River Inlet Rd.
North Topsail Beach, NC 28460

Re: Approved financing for additional tax and installation charges

To Jarrett Harley, Deputy Fire Chief, jharley@northtopsailbeachnc.gov,

On behalf of The Last Call Foundation, this letter serves as formal confirmation that we authorize the North Topsail Fire Department to allocate the remaining grant balance- approximately \$300- toward any applicable taxes, installation expenses, or other necessary charges directly associated with the approved grant.

It is our intention that the department be able to fully utilize the awarded funds to complete the installation and ensure successful implementation. We appreciate your partnership and your continued service to the community.

If you require any addition documentation, please feel free to reach out.

Sincerely,

Jason Burns
Executive Director



LAST CALL FOUNDATION

In Memory of Fallen Firefighter
Michael Kennedy

June 6, 2025

Jarrett Harley, Deputy Fire Chief
North Topsail Beach Fire Department
2049 New River Inlet Rd.
North Topsail Beach, NC 28460

RE: Approved Last Call Foundation Grant Contract Terms and Conditions

To: Jarrett Harley, Deputy Fire Chief, jharley@northtopsailbeachnc.gov

The Last Call Foundation, a 501(c)(3) dedicated to the fire service, has approved and agreed to fund the grant proposal from the North Topsail Beach Fire Department, submitted February 7, 2025, as follows:

The LCF grant in the amount of \$7,600.00 is to be used exclusively toward the purchase of two Super Vac 18" Positive Pressure Ventilators with associated equipment (total cost \$15,200.00), effective upon execution of this agreement as specified in the proposal. The proposed grant application is attached hereto and incorporated herein to become part of this contract which spells out the use of the LCF grant by the North Topsail Beach Fire Department.

The Last Call Foundation grant is subject to your agreement to:

1. Use the grant funds only as specified in the approved grant proposal, as submitted to LCF.
2. Maintain your records to show and account for the uses of grant funds. (Quarterly report to LCF)
3. Provide detailed invoicing and access to records to verify grant expenditures and activities, directed to: billpay@lastcallfoundation.org
4. Provide written acknowledgment of receipt of payments of grant funds.
5. Repay any portion of the funds not used for the specified purposes in the grant proposal within 90 days of the date of this grant award approval letter, unless Last Call Foundation extends the time limit in writing.
6. Refrain from use of the funds for any other purpose, or any purpose prohibited by law.
7. Cooperate with any and all Last Call Foundation efforts to publicize the grant award.
8. Provide written response to reasonable written requests within 10 business days regarding information pertaining to the funded grant.
9. Wherever feasible, note the grant award from Last Call Foundation and having received LCF approval, use the LCF logo as lead sponsor.

Jason Burns, Executive Director
138 Oak Street
Braintree, Massachusetts 02184
774-319-9570

lastcallfoundation.org

The signing of this letter creates a contract and confirms agreement that violation of any of the above terms or conditions will result in the recall and immediate repayment, upon demand by Last Call Foundation, of all Last Call Foundation grant funds, with no recourse at law or in equity.

Last Call Foundation does not under any circumstances provide funding to any institution to be used for administrative expenses. Last Call Foundation funds must be used only for expenses in the approved grant proposal as presented.

If your organization agrees to and accepts all conditions and terms as stated herein, please have an authorized representative sign and return one copy of this contract.

We appreciate being able to assist you with your efforts to support the safety, health and wellness of our fire service.

All communications regarding this grant should be sent by email to billpay@lastcallfoundation.org and copied to kathycrosby@comcast.net and bookkeeper@lastcallfoundation.org.

Sincerely,



Jason Burns
Executive Director

I certify that the organization named above accepts the terms outlined in this letter. I further certify that the person entering into this contract is authorized to do so by the North Topsail Beach Fire Department.

By Winston C. Soward

Title Fire Chief

Date 8 July 2025

Upon receipt of this executed agreement, a representative of Last Call Foundation will contact you to refine and outline all details and receive directions regarding methods of payments. Please provide the name and contact information of the person(s) in your organization responsible for this overview of grant funding, spending validations and correspondence with Last Call Foundation.

Name Winston C. Soward

Title Fire Chief

Email csoward@northtopsailbeachnc.gov

Phone 910 - 328 - 2200

Mailing Address

2008 Loggerhead Ct, North Topsail Beach NC. 28460

To the extent allowed by law, Grantee hereby indemnifies and holds Grantor, its employees and agents harmless from any and all liability of every nature and description arising out of this Grant including, but not limited to, all third-party claims, liabilities, judgments, costs, damages, damage to property or personal injuries including death, and expenses, (collectively referred to as the "Losses"). Grantee will be financially and legally responsible for all such Losses except to the extent where the Losses are the direct result of Grantor, its employees' or agents' negligent acts.

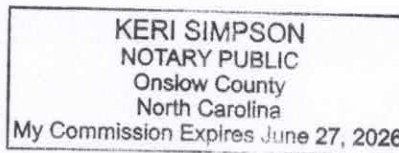
North Topsail Beach Fire Department grant request and proposal incorporated herein and made part of this contractual agreement as presented and approved.

Date 7/8/2025

Initial here KS

NOTARY [Signature]

My commission expires June 27, 2026



The Mission of the Last Call Foundation is to provide funding, education and research to advance the safety needs of the firefighting community.

Appendix A

Funds disbursement

Funds for the cost toward the purchase of two Super Vac 18" Positive Pressure Ventilators with associated equipment, in the amount of \$7,600.00, to be disbursed upon submission of invoices for proof of purchase. Once vendor is paid, grantee agrees to furnish final receipt to LCF.

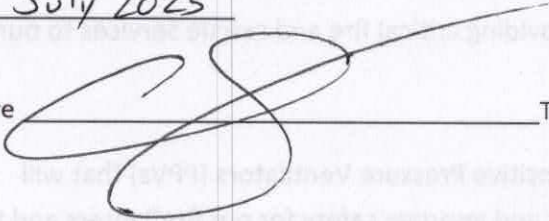
KERI SIMPSON
NOTARY PUBLIC
Orange County
North Carolina
My Commission Expires June 27, 2028

Appendix B

North Topsail Beach Fire Department proposal incorporated herein and made part of this contractual agreement as presented and approved.

Date 8 July 2025

Sign here



Title

Fire Chief.

From: Jarrett Harley <jharley@NORTHTOPSAILBEACHNC.GOV>
Date: Friday, February 7, 2025 at 8:39 AM
To: info@lastcallfoundation.org <info@lastcallfoundation.org>
Subject: Grant Application - North Topsail Beach Fire Department

Dear Last Call Foundation,

I hope this email finds you well. On behalf of the North Topsail Beach Fire Department, I am pleased to submit our grant application for your consideration. Our department serves the town of North Topsail Beach, North Carolina, providing critical fire and rescue services to our community.

We are seeking funding for two Super Vac 18" Positive Pressure Ventilators (PPVs) that will significantly enhance our firefighting capabilities and improve safety for our firefighters and the community we serve. These ventilators will allow us to quickly clear smoke and heat from structures, improving visibility and reducing risks during search and rescue operations.

Our application details how this equipment will impact our operations, including a recent incident highlighting the critical need for these ventilators. We believe this project aligns perfectly with the Last Call Foundation's mission to advance the safety needs of the firefighting community.

We are grateful for your consideration and look forward to the possibility of partnering with the Last Call Foundation to enhance our firefighting capabilities and safety measures.

Thank you for your time and dedication to supporting fire departments nationwide,

Jarrett Harley

Deputy Fire Chief
**North Topsail Beach Fire
Department**

2049 New River Inlet Rd.
North Topsail Beach, NC 28460
910.328.2200
Cell: 910.515.9427





North Topsail Beach Fire Department
2008 Loggerhead Court
North Topsail Beach, NC 28460

To: Members of the Board of Aldermen
From: Chad Soward, Fire Chief
Date: 26 January, 2026
Subject: Request for Approval to Sell Surplus Fire Apparatus

The purpose of this memorandum is to request approval to sell one surplus fire apparatus that has reached the end of its useful service life and has already been replaced by a new unit currently in operation. The vehicle in question has accumulated significant mechanical and maintenance issues that make continued retention impractical and cost-inefficient.

Over the past several years, this apparatus has required increasingly frequent repairs related to its engine, electrical systems. These issues have resulted in rising maintenance costs, reduced reliability, and extended periods out of service. Given the critical nature of fire response equipment, maintaining dependable apparatus is essential for public safety. With the delivery and commissioning of its replacement, this older unit no longer plays a role in front-line or reserve operations.

Continuing to store and maintain this vehicle would impose unnecessary financial and logistical burdens on the department without providing operational benefit. Selling the apparatus will allow the Town to recover residual value, reduce maintenance and storage costs, and responsibly dispose of an asset that no longer meets operational standards.

I respectfully request the Board's approval to declare this apparatus as surplus and authorize its sale in accordance with applicable municipal policies and procedures. This action aligns with sound fiscal management and supports the continued reliability and readiness of the Fire Department's fleet.

Thank you for your consideration.

Respectfully submitted,

Winston C Soward
Fire Chief
North Topsail Beach Fire
Department
2049 New River Inlet Rd.
North Topsail Beach, NC
28460
910.328.2200

Fixed Asset Disposal

Item Description: Sutphen Fire Engine

Date: 22 January 2026

Acquisition cost: \$ 380000

Book Value: \$ unkown

Date purchased: April 2007

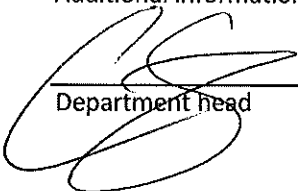
Department: Fire

Real property name and parcel #: 2405

Vehicle tag and VIN: 1S9A1BLD871003087

Reason for disposal: Replaced with new Engine

Additional information: _____

 Department head

Date

23 Jan 2026

Town manager

Date

Governing body approval

Date

Disposal method (circle one): ☒ Sale ☐ Trade ☐ Scrap ☐ Transfer

Gain/loss on disposal: \$ _____

Sale amount: \$ _____

Scrap value: \$ _____

Buyer name and address: _____

Services received: _____

Fair market value: \$ _____

Trader name and address: _____

Department transferred to: _____

Finance officer

Date

(rev. October 2023)

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Agenda Item Summary

Item: Disposal of Surplus TEREX 200 Loader

Department: Public Works Department

Presenter: Christopher D. Huckaby, Director of Public Works

Background:

Staff requests Board approval to declare a TEREX 200 Loader (Serial No. 30003) and associated attachments surplus and authorize its disposal in accordance with the Town's Surplus Property Disposal Policy.

The equipment was purchased in 2005 and is currently non-operational and immobile. The fixed asset disposal form was initiated prior to current staff's arrival; however, the asset has since been reviewed and determined to be degraded beyond economical repair and no longer necessary for public operations.

A salvage offer of \$1,850 has been received and reflects the equipment's age and condition. Board approval will allow staff to proceed with disposal and recover limited salvage value.

Recommended Action:

Approve declaration of the TEREX 200 Loader and associated attachments as surplus and authorize the Town Manager to proceed with disposal in accordance with Town policy.

Reference Documents:

- Email correspondence with Damageequipment.com providing offer for salvage
- Photographs of equipment

RE: New Damaged Equipment Lead: 2005 TEREX 200

From Andy Hundley (Damage Equipment) <andy@damageequipment.com>

Date Wed 12/10/2025 9:42 AM

To Christopher Huckaby <chuckaby@northtopsailbeachnc.gov>

Warning: Unusual sender <andy@damageequipment.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Thanks for your inquiry to [damageequipment.com](mailto:andy@damageequipment.com). With the information provided, our offer would be \$1850 for loader and all attachments. If this offer is acceptable, let me know and we will begin the purchase process

Year

2005

Make

TEREX

Model

200

Damage Description

LOADER AND ATTACHMENTS ARE BEYOND REPAIR. LOOKING AT OFFERS FOR THEM.

SERIAL#30003





Desired Selling Price

1234.56

Equipment Location

3315 Gray St
North Topsail Beach, NC
28460
US

Attachments

 [IMG_0583.jpeg](#)
 [IMG_0586.jpeg](#)
 [IMG_0585.jpeg](#)
 [IMG_0584.jpeg](#)

Page URL

https://damageequipment.com/sell-used-and-salvage-industrial-heavy-equipment-get-a-quote-in-24-hours/?gad_source=1&gad_campaignid=22469087025

Page title

Sell Used and Salvage Industrial Heavy Equipment – Get a Quote in 24 Hours!

Utm campaign

DAM_Search_General_Equipment

Utm medium

cpc

Utm source

google

Utm term

heavyequipmentjunkyard

Utm content

intent

Name

Chris Huckaby

Email

chuckaby@northtopsailbeachnc.gov

Phone Number

9106500863

Additional Comments

SEEKING AN APPRIASAL OR ESTIMATE FOR WHAT WE CAN GET FOR IT. THIS WOULD REQUIRE A WRITTEN ESTIMATE I CAN TAKE TO THE TOWNS BOARD FOR APPROVAL PRIOR TO AN AGREEMENT.

Sent from [Damaged Equipment](#)

**Andy Hundley**

Senior Purchaser | [Damaged Equipment](#)

Call : +1 336 399 2231

Email : andy@damagedequipment.com

7920 NW 154th St. Suite 401

Miami Lakes FL, 33016.

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Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother



Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Proclamation 2026-01 Centennial Proclamation: Commemorating the 100th Anniversary of the American Shore & Beach Preservation Association

Whereas, 2026 marks the 100th Anniversary of the American Shore & Beach Preservation Association (ASBPA), which has advanced coastal restoration and protection for a century, fostering collaboration among scientists, policymakers, and communities; and

Whereas, the preservation of shores and beaches remains vital for community safety, economic strength, ecological health, and recreation, as it was at ASBPA's founding; and

Whereas, we have benefited from ASBPA's leadership in translating science into policy and advocating for resilient coasts; and

Whereas, the Town of North Topsail Beach seeks to continue working with ASBPA to address future coastal challenges;

Now, Therefore, Be It Resolved, the Town of North Topsail Beach, commends ASBPA for a century of leadership and reaffirms its founding purpose: to promote the well-being of the nation through careful stewardship of coasts and shores. We celebrate ASBPA's Centennial and renew our commitment to collaborative coastal preservation for current and future generations.

Dated this 11 day of February 2026.

Richard Grant, Mayor

ATTEST: Lexi Stanfield, Clerk



BOARD OF ALDERMEN
AGENDA ITEM
02/11/2026

ISSUE: Budget Amendment 2026-26.37
PRESENTED BY: Wayne Johannessen, Finance Officer
DEPARTMENT(S): Fire Station #2 Fund - 50

Background: Fire Station #2 Fund 50 WB Brawley Change Order #11: is \$1,145.92 for Kitchen Soffit. This is funded from Contingency. 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 Change Order #11.

Attachments: Budget Amendment 2026-26.37 Fund 50, and WB Brawley Change Order #11

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendment 2026-26.37 as presented; to include the Change Order #11 for WB Brawley."

Funds: 50

Follow Up: Finance Officer

ORDINANCE NO. 2026 -26.37
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	1,201,862	-	1,201,862
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	7,033,862	-	7,033,862
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,257,557	1,146 (1)	6,258,703
50-450-05 Environmental Testing (ECS)	66,823	-	66,823
50-450-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	54,969	(1,146) (1)	53,823
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	7,033,862	-	7,033,862

- (1) WB Brawley CO#11 is \$1,145.92 for Kitchen Soffit and is funded from Contingency. 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 Change Order #11.

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 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
North Topsail Beach Fire Station #2
3304 Gray Street
North Topsail Beach, North Carolina
28460

CONTRACT INFORMATION:
Contract For: General Construction
Date: Marc 5, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 11
Date: January 12, 2026

OWNER: *(Name and address)*
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina
28460

ARCHITECT: *(Name and address)*
Becker Morgan Group, Inc
3333 Jaeckle Drive, Suite 120
Wilmington, North Carolina 28403

CONTRACTOR: *(Name and address)*
WB Brawley Company
3314 Jaeckle Drive, Suite 120
Wilmington, North Carolina 28403

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 29: Kitchen Soffit

The original Contract Sum was	\$ 6,102,689.00
The net change by previously authorized Change Orders	\$ 154,867.90
The Contract Sum prior to this Change Order was	\$ 6,257,556.90
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,145.92
The new Contract Sum including this Change Order will be	\$ 6,258,702.82

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be April 12, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Becker Morgan Group, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Ernest W. Olds, AIA/Vice President

PRINTED NAME AND TITLE

January 26, 2026

DATE

WB Brawley Company

CONTRACTOR *(Firm name)*

SIGNATURE

Matthew WH Ribakow

Brawley Project Manager

PRINTED NAME AND TITLE

01/26/2026

DATE

Town of North Topsail Beach

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

This Instrument has been preaudited in accordance with the North Carolina Local Government Budget and Fiscal Control Act 50-450-02 \$1,145.92

Wayne Johannessen
Finance Officer



ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

615 SOUTH COLLEGE STREET, SUITE 9-112
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

January 27, 2026

Alice Derian, Town Manager
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 11
NORTH TOPSAIL BEACH FIRE STATION NO. 2
North Topsail Beach, North Carolina
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 29 (Kitchen Soffit), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... \$1,145.92
Time Extension..... none

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Caitlyn R Fitzsimmons, Assoc. AIA, RID-NC, NCIDQ
Project Manager

Enc.: PCO No. 29 (Kitchen Soffit)

cc: Chief Chad Soward, w/enclosure
Debra Mack, w/enclosure
Wayne Johannessen, w/ enclosure

202102502_Derian_PCO29

BRAWLEY

■ ICT SERVICES

■ CONSTRUCTION

■ INTERIOR DESIGN

To:	Town of North Topsail Beach - Alice Derian	Date:	12/10/2025
Project:	NTB Fire Station #2	PCO #:	29
Project #:	2023342	Client Project #	A/E 2021025.02
Contractor:	WB Brawley Company	Contractor #:	2023342

Description of change:


Labor and material cost to provide soffit in kitchen above west wall counter to allow routing of plumbing vent pipe and decon exhaust fan duct line through kitchen and up to kitchen ceiling to avoid running instead through mezzanine at mezzanine stair case. The original path would create a potential clash with mezzanine stairs and stair path, and also increase the amount of exposed piping along the mezzanine wall. The additional coring through the CMU wall was done at no cost. This change was tentatively agreed to by BMG to allow rough in work to continue.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)				SUBTOTALS	
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)		\$0.00		
2	Sales Tax (NC, New Hanover) 7.00%		\$0.00		
3	Shipping, Transportation, Fees		\$0.00		
4	Total for Materials & Shipping		\$0.00		
5	Overhead and Profit on Item 4 15%		\$0.00		
					\$0.00
GC Labor:					
6	Total Hours: Project Management 2 MH/	\$65.00 /HR	\$130.00		
7	Total Hours: Estimator + Admin 2 MH/	\$85.00 /HR	\$170.00		
8	Total Hours:		\$0.00		
9	Total Manhours: Labor		\$0.00		
10	Payroll Taxes & Insurance 45.0%		\$135.00		
11	Total Labor + Burden		\$435.00		
12	Overhead and Profit on Item 11 15.0%		\$65.25		
					\$500.25
Equipment Rental: (Attach quotes)					
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)		\$0.00		
14	Waste/Dump Fees		\$0.00		
15	Total for Equipment Rental		\$0.00		
16	Overhead and Profit 15.0%		\$0.00		
					\$0.00
Subcontractors: (Attach quotes with material and labor backup)					
17	D		\$ 540.00		
18	sub2		\$ -		
19	sub3		\$ -		
20	sub4		\$ -		
21	sub5		\$ -		
22	Profit and Overhead 15.0%		\$ 81.00		
23	Total			\$	621.00
Subtotal Before Bonds and Insurance				\$	1,121.25
GC Bonds and Insurance:					
24	Insurance	1.10%	\$12.33		
25	Bonds	1.10%	\$12.33		
Total:				\$	1,145.92

Time Extension Request of: 0 day(s) is being requested for this change in scope of work.

Notice to Proceed Date:	3/5/2024
Original Contract Days to Complete:	365
Original Substantial Completion Date:	3/5/2025
Approved Additional Contract Days to Complete:	38
Approved Revised Total Contract Days to Complete:	403
Approved Revised Substantial Completion Date:	4/12/2025
Proposed Additional Contract Days to Complete:	0
Proposed Adjusted Substantial Completion Date:	4/12/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature: 	Date: 12/10/2025
Client Representative Approval: _____	Date: _____

RE: NTBFS2- Proposing Added Framing/Drywall at

From cpalmer div9inc.com <cpalmer@div9inc.com>
 Date Wed 9/24/2025 2:45 PM
 To Matt Ribakow <mribakow@brawley.net>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

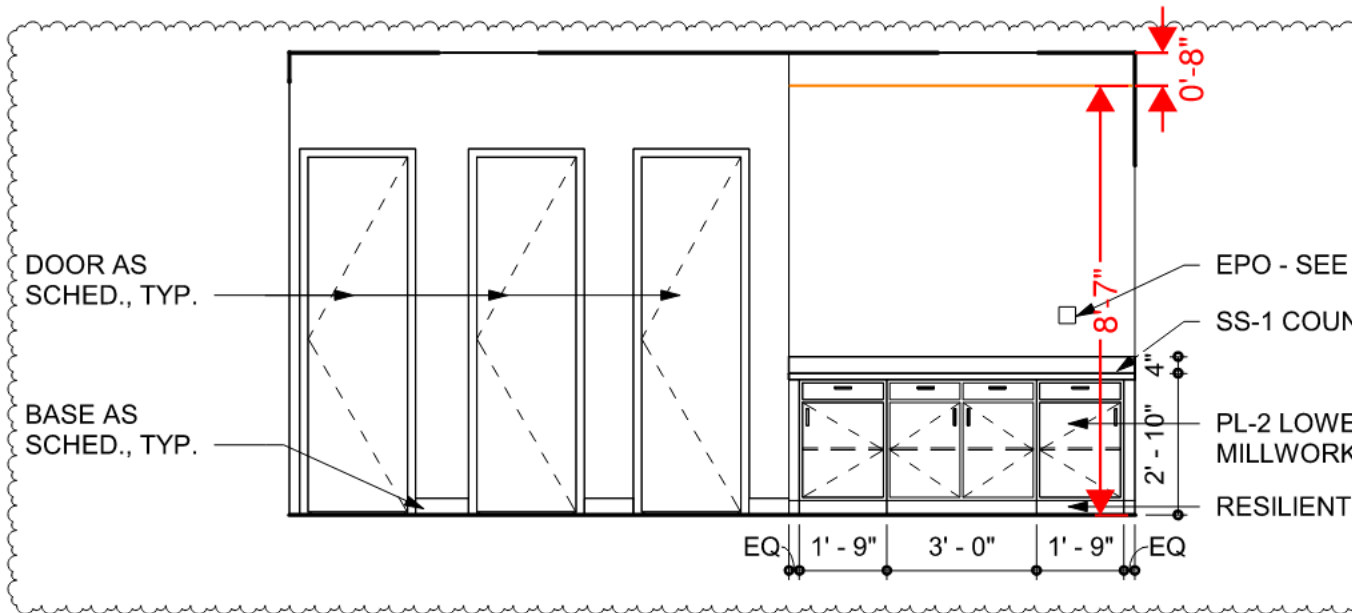
\$540.00 ADD

Curtis E. Palmer
 Division 9 of the Carolina's Inc.
 6336 Oleander Dr. Ste. 2
 Wilmington, N.C. 28403
 910-392-0882 Office
 910-392-0896 Fax
 910-367-8679 Mobile

From: Matt Ribakow <mribakow@brawley.net>
Sent: Wednesday, September 24, 2025 10:06 AM
To: cpalmer div9inc.com <cpalmer@div9inc.com>; Kenny Runyon <runch4466@gmail.com>
Cc: Hayden Ligon <hligon@brawley.net>
Subject: NTBFS2- Proposing Added Framing/Drywall at

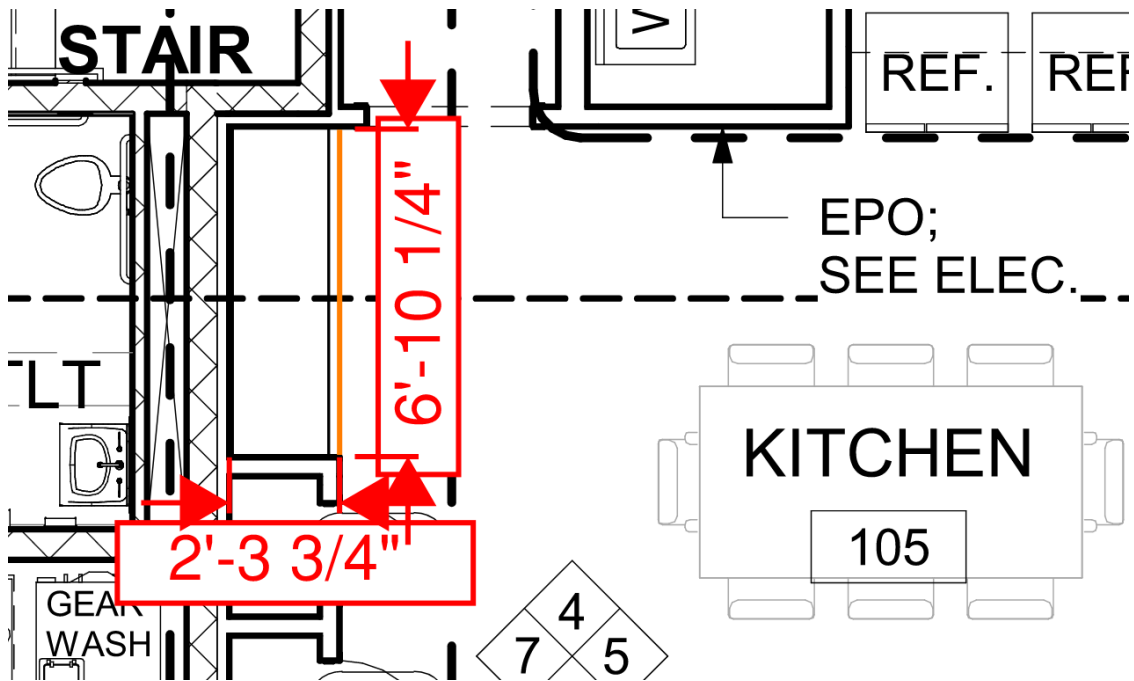
Curtis-

We have a location where we think the architect/owner will prefer to have us add a soffit through the first floor to reroute two pipes - Can you please provide a quote for framing that and the changed drywall corners?



7 KITCHEN 105 - WEST

SCALE: 1/4" = 1'-0"



Thanks,
Matt

Matt Ribakow

Project Manager

Cell: 910-530-4657

BRAWLEY.NET

3314 Jaeckle Dr. Unit 120

Wilmington, NC 28403

BRAWLEY

ICT SERVICES CONSTRUCTION INTERIOR DESIGN

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Agenda Item Summary

Item: Old NTB40 Beach Access Relocation (Adjacent to 1388 New River Inlet Road)

Department: Public Works Department

Presenter: Christopher D. Huckaby, Director of Public Works

Summary:

Staff requests Board approval to proceed with the relocation of the Old NTB40 Beach Access, located adjacent to 1388 New River Inlet Road, due to the existing access encroaching onto a private lot. Crossover was installed in 2017/18 and was not properly placed within dedicated public easement. A new crossover will be required to be installed in the proper easement location with a new survey to confirm its location.

Funding for the project is proposed from the following source:

Shoreline Protection – M&R Dune/Crosswalk (30-710-15): \$140,000.00

Multiple qualified vendors were contacted to provide pricing for demolition of the existing access and construction of a new access within the designated public easement. Several vendors declined to bid or did not respond.

Based on the responses received, staff recommend proceeding with MRM Construction. Installation of a new crossover will cost ~\$51,167.26 including taxes. Demolition of the existing crossover is not required as the General Contractor building on the adjacent property already began removing it. This proposal provided the most complete and itemized scope of work and reflects a realistic assessment of labor and construction requirements for this type of project.

MRM Construction has previously completed similar projects for the Town with satisfactory results, and staff are confident in their ability to complete the work in compliance with applicable regulatory requirements.

Recommended Action:

Approve the relocation of the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road and authorize award of the project to MRM Construction in the amount of \$51,167.26, with funding from the identified account.

Reference Documents:

- **GIS screen-capture of lot**
- **Planning and Zoning historical documents/images**
- **MRM Constructions bid for demolition and reconstruction**
- **MRM Construction detailed design drawings of new crossover**

Search Results Layers

Results List

Details

3 Features Found (Showing 1 of 3)

Prev Next

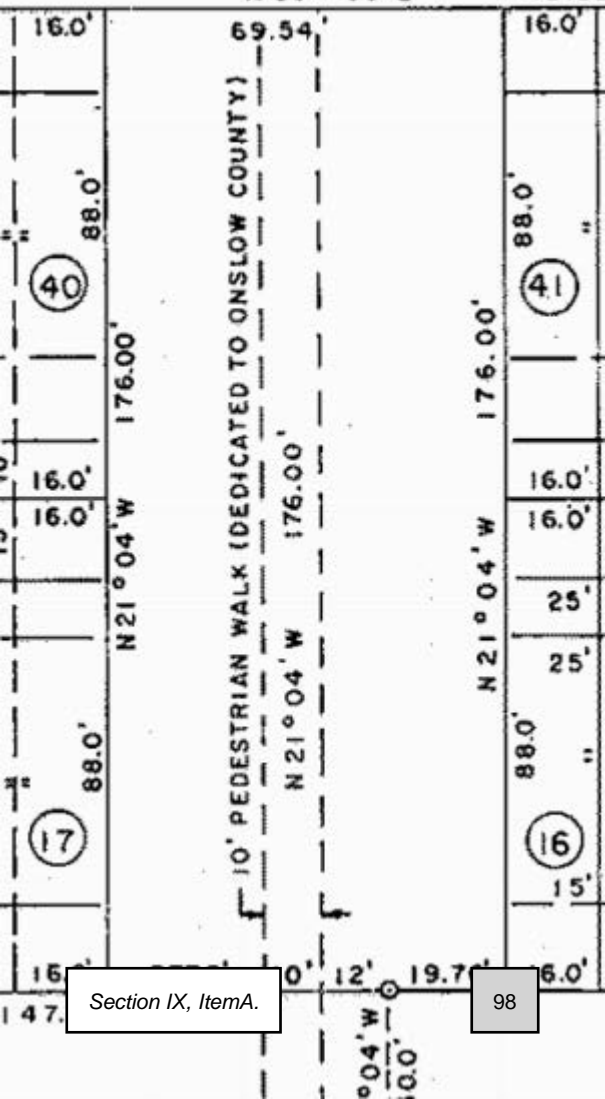
- Parcels
- Property Record Card
 - Permits
 - Google Maps

PARID Number:	040165
PIN	428820815187
Alternate ID	779-1.4
Owner Information:	OCEAN BAY VILLAGE TOWNHOME OWNERS ASSOCI STE 200 NORTH SHORE VILLAGE PLAZA SNEADS FERRY, NC 28460
Physical Address:	NEW RIVER INLET RD
Legal Description:	SR 1568
Deed Card:	View GISDeedcard
Book/Page:	864/495
Sale Date:	29-JAN-88
Sale Price:	\$0
Sale Code:	25-Unqualified
Plat Book/Page	00NO-SUBDIV
Subdivision:	NO SUBDIVISION RECORDED
Land Value:	\$0
Building Value:	\$0
Other Value:	
Market Value:	\$0
Total Taxable Value:	\$0
Neigh	Section IX, ItemA.
Property type:	
Year Built:	



N 68 ° 56 'E

749.82



Section IX, Item A.

98

WITHIN 515' OF THE
ER LINE CONTIGUOUS WITH
CLASSIFIED BY THE STATE
RESOURCE WATERS (DRW)

WITHIN
TRACK

NOW OR FORMERLY
OCEANBAY VILLAGE
TOWNHOME OWNERS
ASSOCIATION, INC.
D.B. 854, P. 495

PRE-PROJECT
N: 281,125.86'
E: 2,488,819.81'
PRE-PROJECT
VEGETATION LINE

PRE-PROJECT 50' SMALL
STRUCTURE SETBACK

50' SMALL
STRUCTURE SETBACK
FROM 1/30/25

SEWER PAVEMENT
WARNING

FLSHV
REGS. 1/30/25

N21°04'00"W 176.08'

EXISTING WOOD WALK
(TO BE REMOVED)

6' ADA
COMPLIANT RAMP

Section IX, Item A.

99

NOW OR FORMERLY
BURNHAM
D.B. 758, P. 394
LOT 15, SECTION I
OCEANBAY VILLAGE

LINE SETBACK

AT SETBACK



North Topsail Beach > 1388 NRI Crossover

December 12, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 08, 2025
1388 NRI Crossover

C00|Materials:

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Materials to build new crossover as per the design submitted with treated lumber, galvanized through bolts, and stainless steel screws	\$14,639.87	0	\$0.00	\$14,639.87
				\$14,639.87	0	\$0.00	\$14,639.87

*C00|Materials Sub-Total is: \$14,639.87***C01|Labor:**

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Labor to build new crossover as per the design submitted	\$0.00	291.67	\$33,180.00	\$33,180.00
				\$0.00	291.67	\$33,180.00	\$33,180.00

C01|Labor Sub-Total is: \$33,180.00

				\$14,639.87	291.67	\$33,180.00	\$47,819.87
--	--	--	--	--------------------	---------------	--------------------	--------------------

*Total Project Base Bid is \$47,819.87**Sales Tax \$ 3,347.39**Total Bid is \$51,167.26***Optional Add-on:**

- Use stainless steel through bolts for extended longevity. Substitution adds \$5,116.59 to project base bid and \$358.16 in sales tax

Project Duration:

- Work will commence on permitting and CAMA approvals immediately upon receipt of approved purchase order. We estimate two weeks for permitting and approvals
- Construction will be completed within 3 – 4 weeks of permitting and approvals as long as there are no delays due to weather and materials availability



North Topsail Beach > Demolition and Removal of Current Crossover at 1388 NRI RD

December 12, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 11, 2025
Demolition and Removal of Current Crossover at 1388 NRI RD

General Project Contents

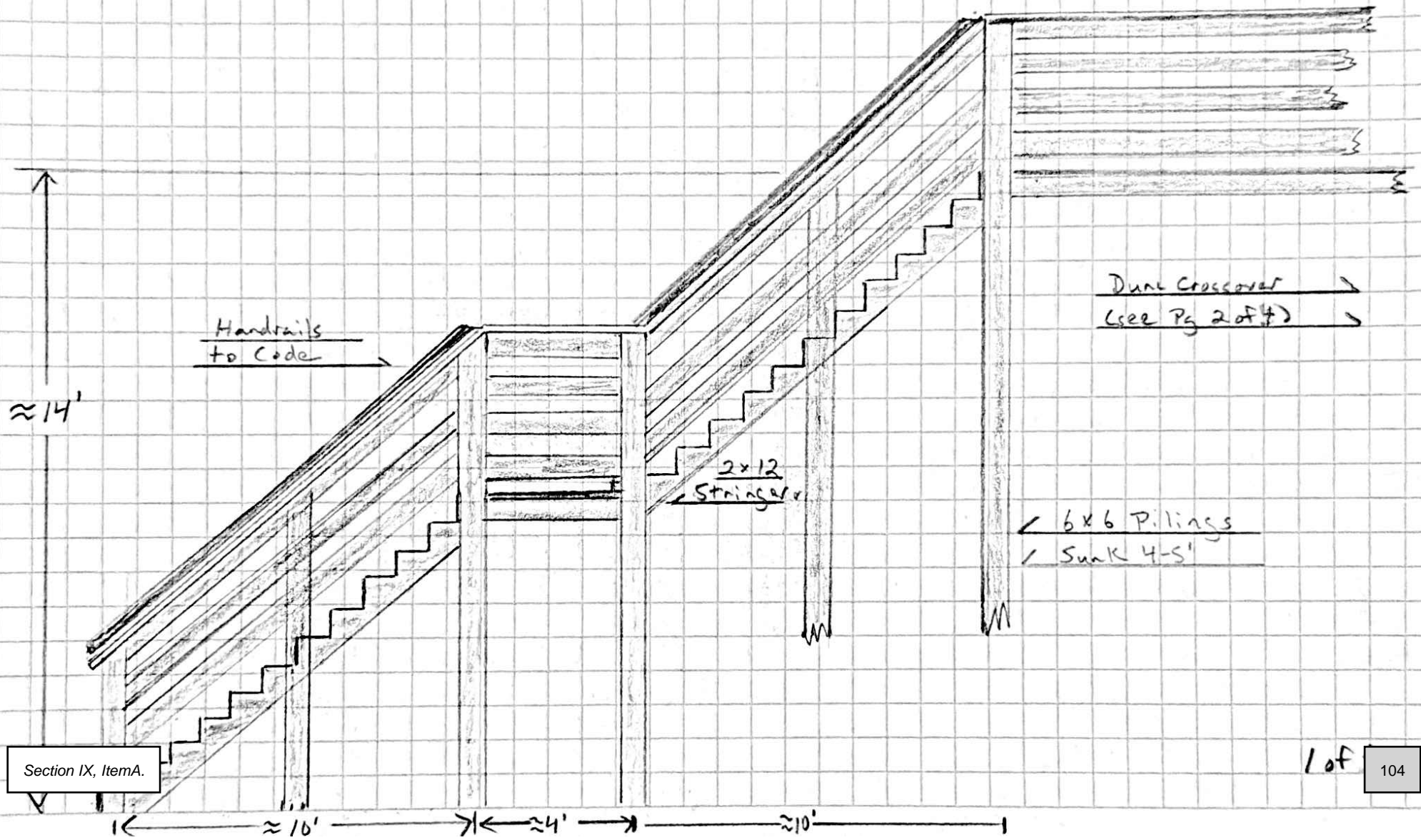
Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
4 GENERAL DEMOLITION	1	Pieces	Demolish crossover that's roughly 70'L x 5'W including four sets of stairs and three landings over existing dune. Remove and dispose of all debris.	\$0.00	63.33	\$7,204.80	\$7,204.80
				\$0.00	63.33	\$7,204.80	\$7,204.80
				Sub-Total is: \$7,204.80			
				\$0.00	63.33	\$7,204.80	\$7,204.80
				Total Project Base Bid is \$7,204.80			
				Sales Tax \$ 504.34			
				Total Bid is \$7,709.14			

- Project Duration:
- 3-4 work days
 - Work can commence within three weeks of receipt of approved purchase order

1388 NRI Crossover
Street Side Elevation

Section 1
Street Side Stairs

Section 2
Dune Crossover



1388 NRI Crossover

Dune Elevation

Section 1

Street Side

Section 2

Dune Crossover

Section 3

Beach Side

2x8 Railing Top

2x6
Infill Railing

2x10 Girder
2x8 Joists

✓

✓

✓

✓

✓

✓

✓

≈ 7'

≈ 7'

≈ 7'

≈ 7'

≈ 28'

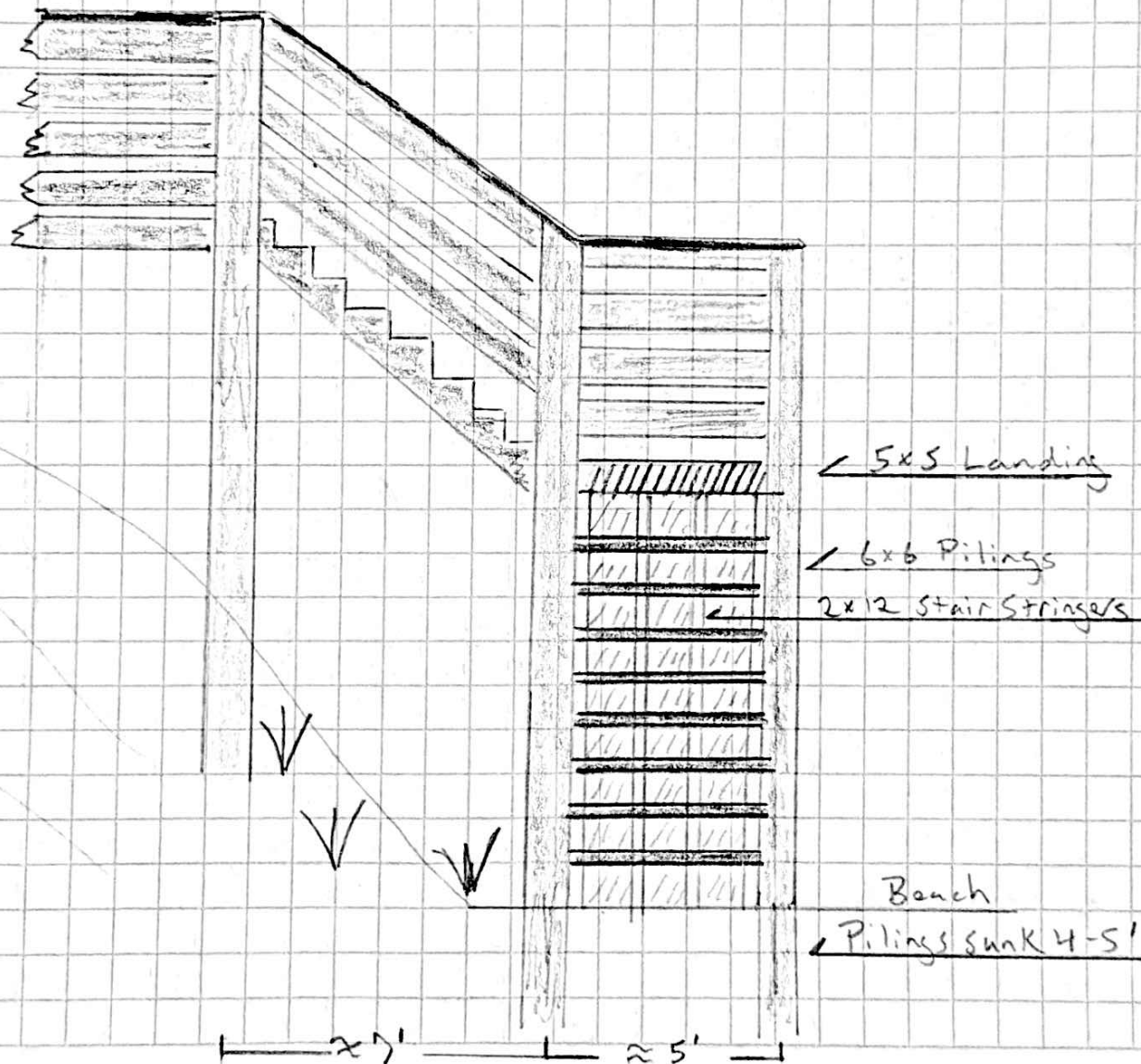
1388 NRI Crossover Beach Side Elevation

Section 2

Dune Cross

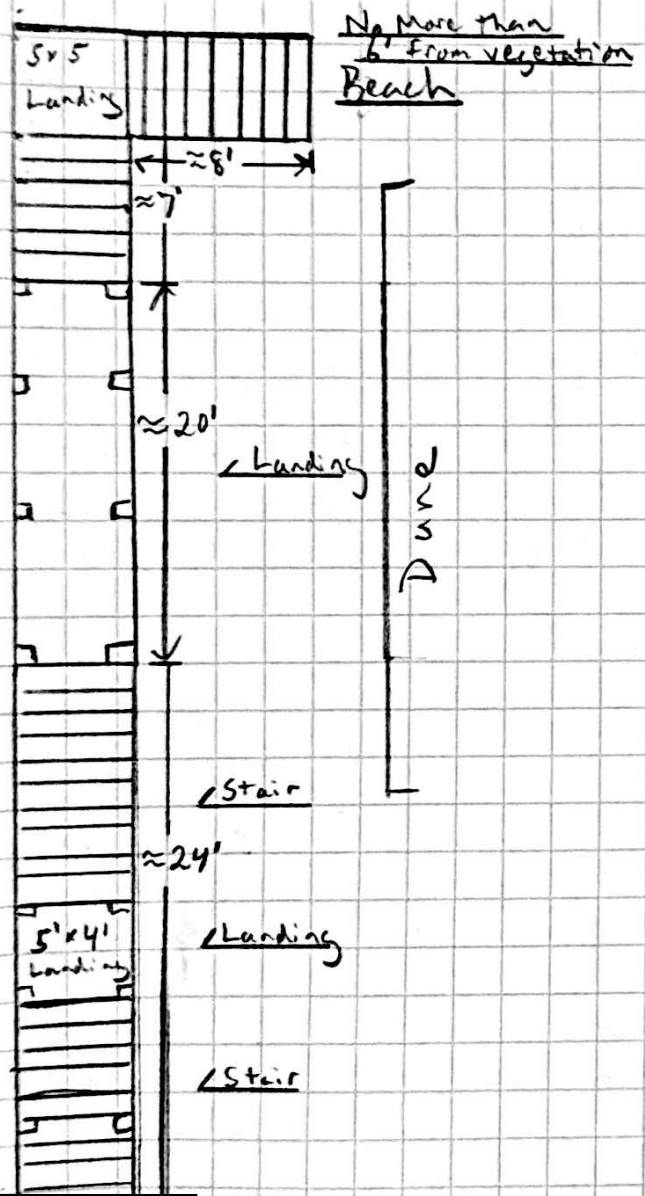
Section 3

Stairs To Beach



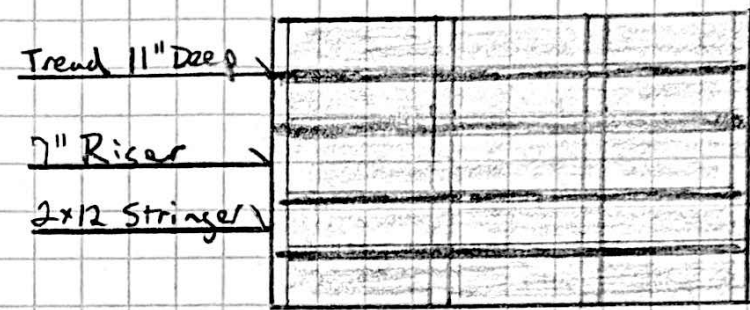
1388 NRI Crossover Overhead View and Build Details

Overhead View

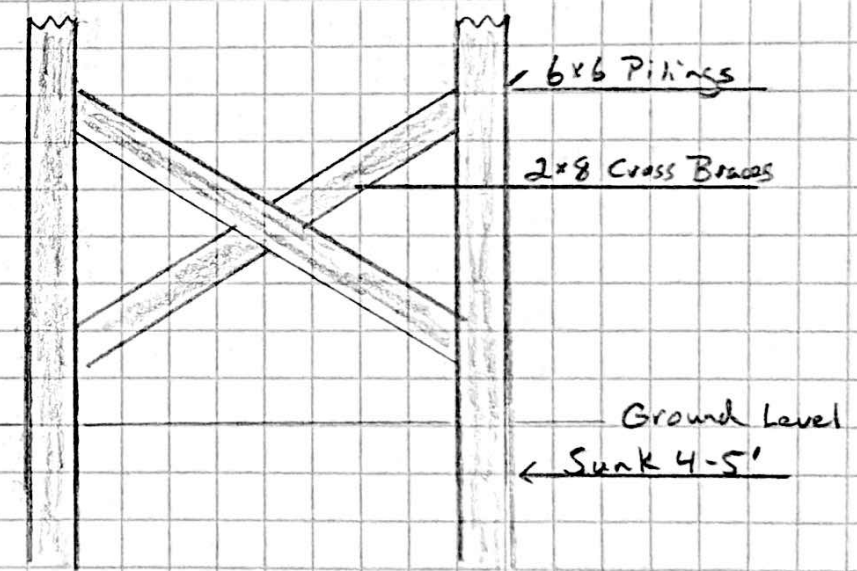


Section IX, Item A.

Front View - Stair



Cross Section



4 of 4

**ORDINANCE NO. CA 2026-26.36
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Replacement of the Roof at the Public Works Facility is hereby awarded to Maven Roofing.

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 Public Works Roof Replacement Contract to Maven Roofing is for \$91,965.40 which includes sales tax of \$6,016.43. Total maximum not to exceed budget for the roof replacement is \$100,000.

Section III The Finance Officer has determined sufficient funds are available in account 10-500-74 to cover the cost of this contract.

Section IV: The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to Maven Roofing up to \$100,000, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT , **MAYOR**

WAYNE JOHANNESSEN, **FINANCE OFFICER**

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Board of Alderman February 11, 2026

ISSUE: Contract Authorization Ordinance 2026-26.36

PRESENTED BY: Public Works, 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 Contract Authorization Ordinance requests for the Board to authorize the Town Manager to approve payments to Maven Roofing up to the amount of \$91,965.40 for the Public Works Department roof replacement project for the Public Works Building. Final Contract with signatures will be attached after approval of the contact award.

Recommendation: Attachments: Contract Authorization Ordinance 2026-26.36.
Approve the Purchase Authorization Ordinance as recommended.

Action Needed: Yes

Suggested Motion: "I, -----, make a motion to approve the Contract Authorization Ordinance 2026-26.36 as presented."

Funds: 10

Follow Up: Town Manager

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Board of Alderman February 11, 2026

Issue: Contract Award Ordinance CA2026-26.36 Maven Roofing Publics Works Roof

Department: Public Works

Prepared by: Chris Huckaby

Agenda Item Summary

Item: Public Works Department Roof Replacement
Department: Public Works Department
Presenter: Christopher D. Huckaby, Director of Public Works

Summary:

Staff requests Board approval for the replacement of the roof at the Public Works Department building.

When current staff arrived, the roof was already in a damaged condition and experiencing active leaks. Despite ongoing efforts by Public Works staff to mitigate water intrusion and address related issues, the problems have persisted and continue to impact the facility.

This project was previously recommended by the Public Works Department; however, the Board requested confirmation from a structural engineer prior to proceeding. A structural inspection conducted by Larion PLLC on December 1, 2025 confirmed that the building's foundation and structural supports are sound and suitable for renovation (report attached).

Funding for the project is proposed from the following sources:

Public Buildings Capital Outlay (10-500-74) current available funds \$159,247.00.

An updated quote was received from MRM Construction for a standing seam aluminum roof totaling \$118,825.00. Staff's recommendation is to award the project to Maven Roofing, whose bid totaled \$91,965.40, as the lowest responsive and responsible proposal (proposal attached).

Recommended Action:

Approve the Public Works Department roof replacement project and authorize award of the contract to Maven Roofing in the amount of \$91,965.40, with funding from the identified accounts.

Reference Documents:

- Larion PLLC Report
- Maven Roofing Estimate of work
- MRM Construction
- Hunt Riggs Roofing
- Mid-Atlantic Roofing

1 December 2025

Town of North Topsail Beach
3315 Gray Street
North Topsail Beach, NC 28460

Attn: Christopher Huckaby

Subj: 3315 Gray Street, North Topsail Beach NC-Structural Evaluation Public Works Building

Dear Mr. Huckaby,

Bobby Canady, PE, visited the North Topsail Beach, Public Works building at the above referenced address on November 26, 2025. The evaluation was requested to review the structural integrity of the building. The original three garage bay building was constructed in 1995 and the one garage bay addition was constructed in 2005 according to Onslow County GIS property records.

Findings:

- The building is a pre-engineered metal frames building with corrugated metal roof and siding.
- The building is a concrete slab on grade floor and footing.
- The building is used for vehicle/equipment repairs, material storage, equipment storage and a small administrative/bathroom area.
- There are no interior finishes in the bay areas of the building.
- The original three-bay building is a 40' wide x 60' long structure and the one-bay addition is 40' wide x 30' long.
- The original three-bay building is approximately 12' to the eaves of the building and the one-bay addition is approximately 16' to the eaves of the building.

Conclusion:

- The original structural steel columns, roof beams, wall girders and roof purlins have no structural concerns.
- There is evidence of deterioration to the fasteners securing the metal roof and wall panels.
- There are two locations along the back wall (window air conditioning unit and wall louver) where there is evidence of moisture intrusion and possible minor damage to the wall girder/s. These areas should be sealed, made watertight and the wall girders sanded/repainted/painted.

- There is evidence of moisture in the bathroom floor areas that appears to possibly be a plumbing leak and may be associated with a water heater that is not accessible.

Note:

- Pictures are attached for reference.

Please let me know if I can assist you further.

Thank you,

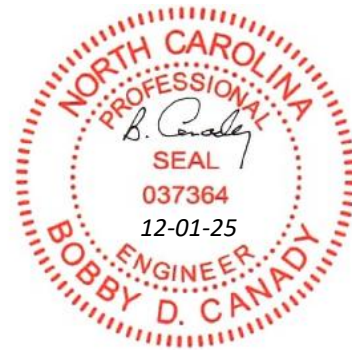
Bobby Canady

Bobby Canady, PE

252-229-2364

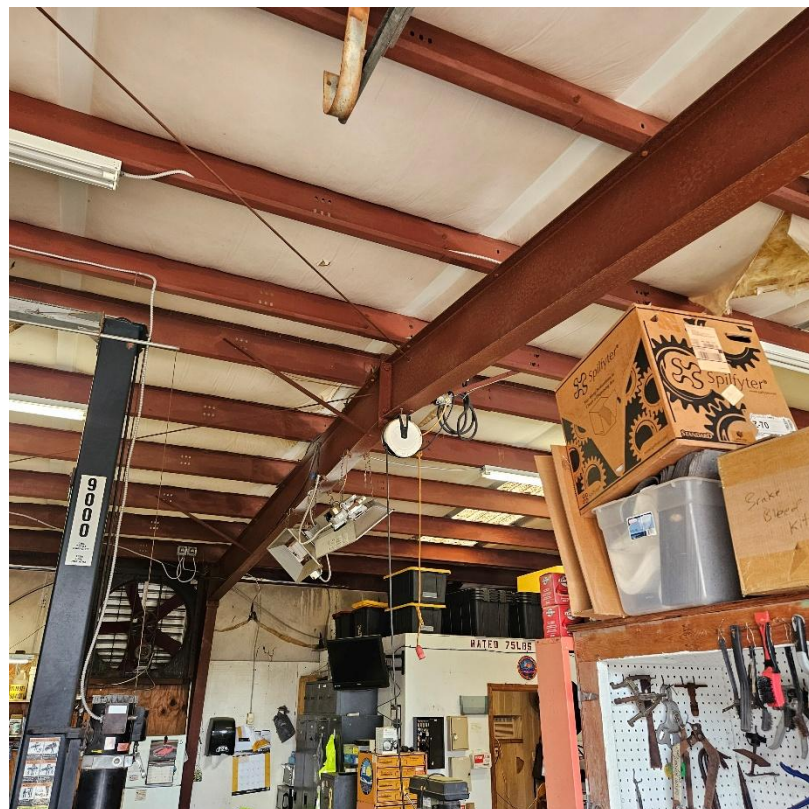
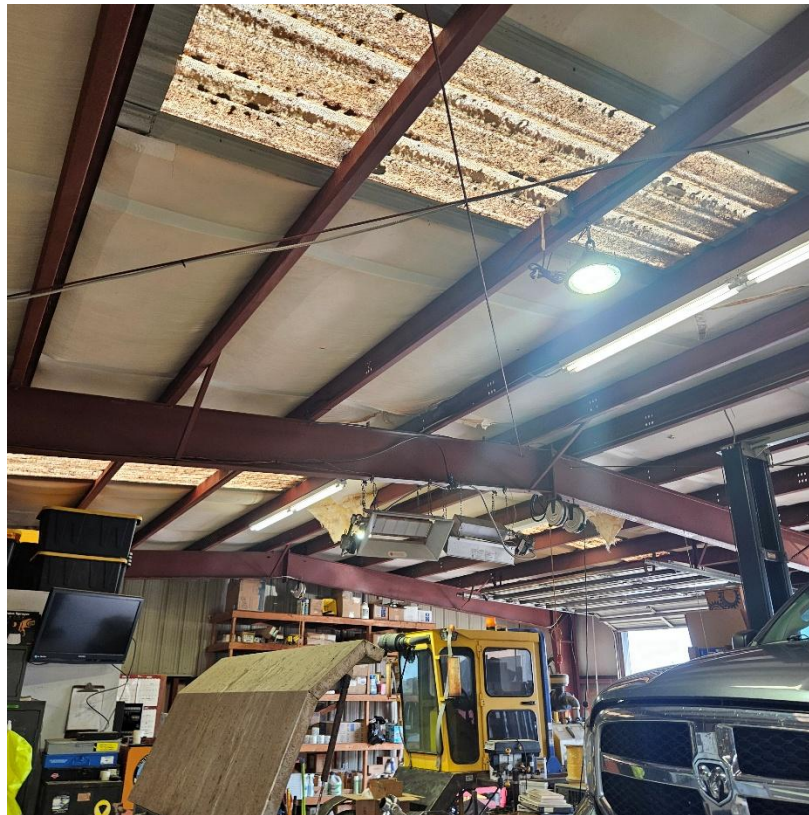
bcanady@larion.net

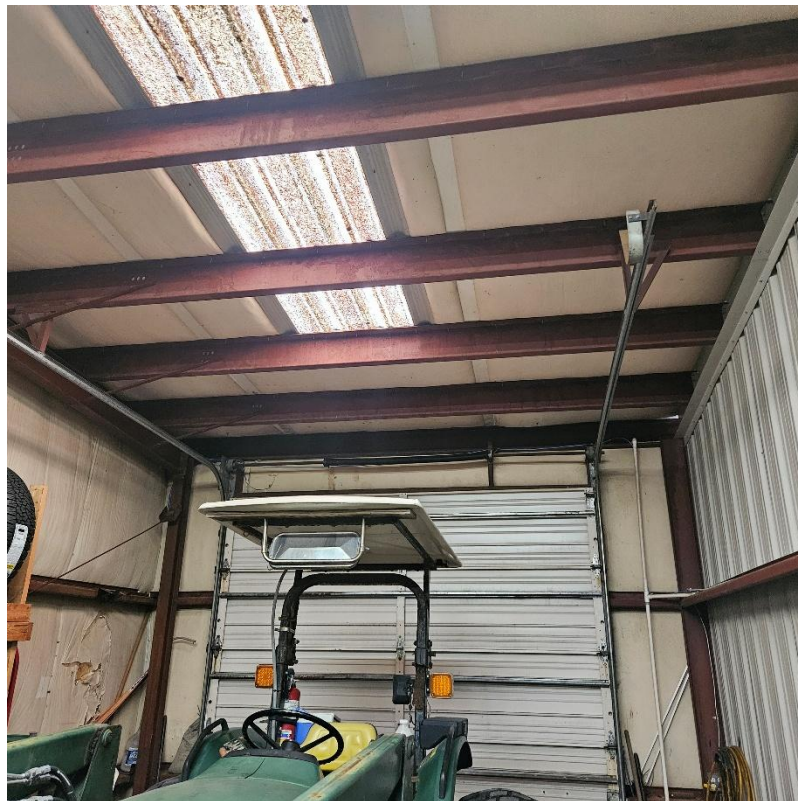
Larion PLLC – License P-1146

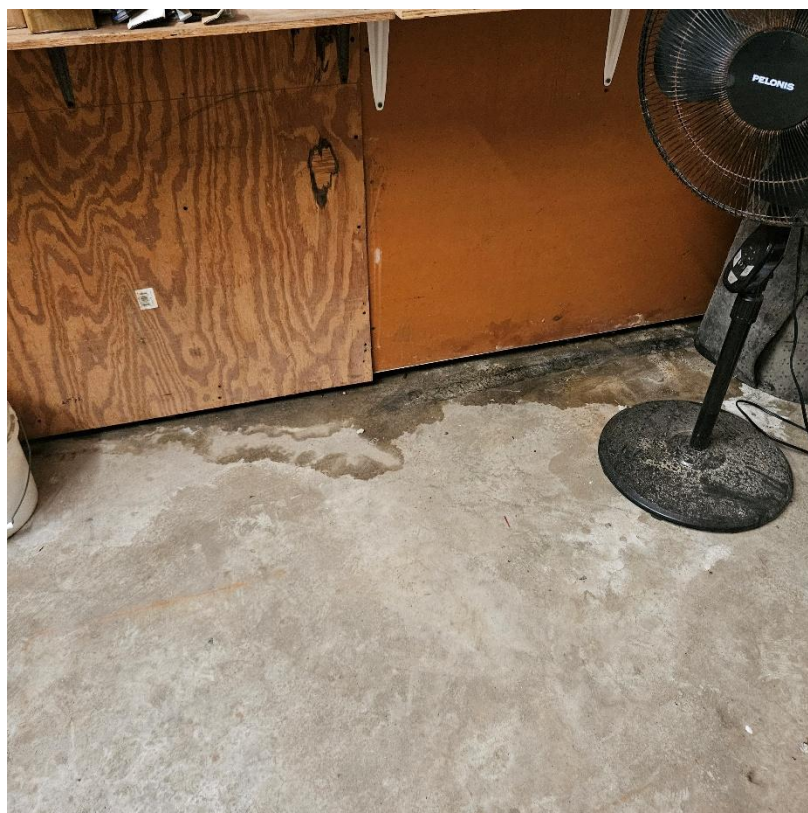
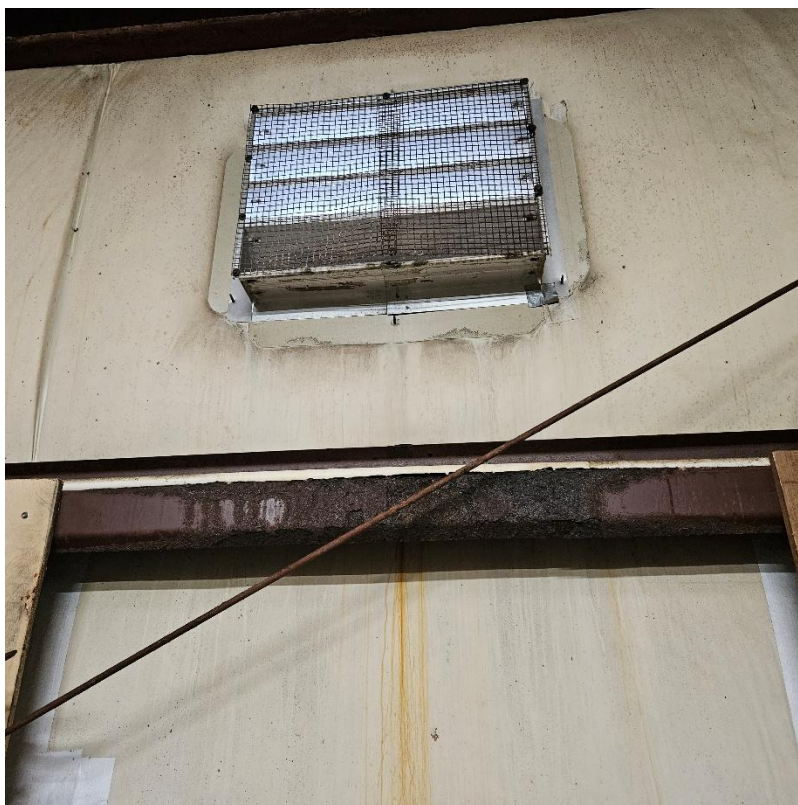


Photos











MULTI-CRITERIA BENCHMARKING								
PROCESS NAME:		PUBLIC WORKS ROOF		DATE UPDATED:		21-Oct-25		
RANK		8	6	6	7	9	0	
UNIQUE ID	FEATURE	MRM CONSTRUCTION	HUNT RIGGS ROOFING	MID-ATLANTIC ROOFING & SHEET	HOUCK	MAVIN ROOF	COMPANY NAME	NOTES
NTB25001	REMOVAL OF SKYLIGHTS	✓	✓	✓	✓	✓		bids for Mid-Atlantic and Hunt Riggs Roofing did not include itemized breakdowns or sales tax information
	REMOVAL OF FLASHING	✓	✓	✓	✓	✓		
	REMOVAL OF METAL ROOF	✓	✓	✓	✓	✓		
	REMOVAL OF GUTTERS	✗	✗	✗	✗	✗		
	REMOVAL OF FASCIA	✗	✗	✗	✗	✗		
	HAUL AWAY OF MATERIAL	✓	✓	✓	✓	✓		
	INSTALL METAL ROOF	✓	✓	✓	✓	✓		
	INSTALL FLASHING	✓	✓	✓	✓	✓		
	INSTALL SKYLIGHTS	✗	✗	✗	✗	✗		
	INSTALL GUTTERS	✗	✗	✗	✗	✗		
	INSTALL FASCIA	✗	✗	✗	✗	✗		
	INSTALL GUTTER STRAPS	✓	✗	✗	✗	✓		
	PATCH OR INSTALL NEW INSULATION	✓	✗	✗	✓	✗		
	10-year leak-free guarantee	✗	✗	✗	✗	✓		
	ALUMINUM STANDING SEAM	✗	✗	✗	✗	✓		

*HOUCK has closed for business. Reaching out to Maven for additional estimate.

BID DOCUMENT(S)		*closed for business						
TOTAL PROJECT BASE BID	\$111,060.80					\$85,948.97		
SALES TAX	\$7,774.20					\$6016.43		
TOTAL BID, INCLUDING SALES TAX	\$118,825.00	\$38,717.42	\$14,335.00	\$0.00		\$91,965.40	\$0.00	



Contract for Chris Huckaby
3315 Gray Street





ROOFING MADE EASY

SO YOU CAN FOCUS ON OTHER PRIORITIES

Hear It From Our Customers

Sarah Y.



My insurance company was giving me a hard time and were requiring certain repairs be made or they would drop my policy. I called Maven and they were super helpful, explaining things my insurance company didn't even explain. Fast forward to appointment day, they were very informative and showed me everything that was happening. They made the necessary repairs and even sprayed a wasp nest they found so that my kids would be safe! While I hope to never need a roofer again, when I do, I will be calling Maven!

Roxie G.



Everything was delivered on time and the crew finished the job as promised. Megan was back again today to check up on the project. She even hauled away a pallet the crew didn't take and moved our extra shingles! Wow. Every phone call was answered or returned and all our questions (even the dumb ones) were answered. We had one small area I wanted looked at on the finished job, but by the time I met her outside, she had already found it and photographed it. I have no doubt if there is an adjustment needed, it will be done. Oh, and the roof is beautiful!

Steven B.



The roof looks amazing, the work was clean and fast, and the attention to detail was outstanding. I would recommend Maven time and time again to anyone who is looking to have work done on their roof. Thank you, Maven, for taking away the stress that literally hung over our heads. We now have one less thing to worry about this hurricane season, and to know that you back up your work in the event of hurricane damage makes it that much better.

MAVEN HAS COMMITTED TO DONATING 1% OF THE REVENUE FROM EVERY JOB TO [ONETRIBEONEMISSION.ORG](https://onetribeonemission.org)

5+

YEARS IN BUSINESS

400+

5-STARs & COUNTING

5K+

HAPPY CUSTOMERS

We only install what we'd be proud to have on our own homes



F-WAVE[™]
REVIA[™] Synthetic Roofing Shingles



GOOGLE GUARANTEED

Peace of Mind with **MAVEN**

www.mavenroofing.com

SUBTOTAL \$85,948.97
+SALES TAX
State Tax (4.75%): \$4082.58
County Tax (2.25%): \$1933.85
Total Tax: \$6016.43
Total Cost: \$91965.40

Clips 032 STD PrestigeLok+

\$85,948.97

Introducing the Clips 032 STD PrestigeLok+, a top-tier aluminum standing seam roofing solution designed for coastal and corrosive environments. This high-performance system boasts a sleek PrestigeLok+ clip-fastened style, ensuring thermal movement and long-lasting durability. Crafted from 0.032 aluminum with a high-performance synthetic underlayment, it offers advanced protection against high-velocity winds and harsh weather conditions. Ideal for coastal homeowners seeking corrosion resistance and low-maintenance performance, the Clips 032 STD PrestigeLok+ combines premium aluminum trim and a standard paint finish for a stylish, reliable roof investment.

What is included?	Quantity	Total
Roofing Foundations		
Maven - Clips - 032 - STDPrestigeLok+ - Panel - SQ	43.55	\$36,364.69
Maven - Clip - 032 - STD PrestigeLok+ - Ridge - LF	92.21	\$1,987.13
Maven - Clips - 032 - STD PrestigeLok+ - Eaves	184.52	\$1,227.06
Maven - Clips - 032 - STD PrestigeLok+ - Rakes	138.64	\$1,527.81
Maven - Clips - 032 - STD PrestigeLok+ - Services - SQ	39.54	\$30,619.38
Flashings		
Maven - Clips - 032 - STD PrestigeLok+ - Endwall - LF	45.96	\$323.56
Fasteners		
Maven - Clips - 032 - STD PrestigeLok+ - Fasteners - SQ	43.55	\$1,912.72
Maven - Clips - 032 - STD PrestigeLok+ - Tapes - SQ	43.55	\$634.96
Maven - Clips - 032 - STD PrestigeLok+ - Sealants - SQ	43.55	\$317.04
Accessories		
Additional		
Maven - Pipe Boot - Repair - Dektite Round Black - 1/4"-5" - EA	1	\$107.69
Decking - 3/4" Plywood	135	\$6,381.45
Decking Labor	1	\$4,545.46
Maven understands and agreed to be paid upon completion of the project.	1	\$0.01
Upon acceptance of proposal, project will begin within 3-4 weeks, and will take ~1 week to complete.	1	\$0.01

Terms & Conditions

EXPLANATION OF TERMS & DEFINITIONS. The work to be performed pursuant to this Agreement shall be collectively called the "work" Any insurance estimates Maven prepares in connection with the Work shall be collectively called the "Estimates." Customer's property where the Work shall be performed shall be called the "Property." Insurance proceeds & the Agreement Price for this project shall be defined as the full price for repairs allowed by Customer's insurance carrier, including all supplements, & before any deductions for deductibles or depreciation. All excess materials shall remain Maven's Property. Additional charges for use of credit cards will be charged at prevailing rate. Customer authorizes insurance proceed checks to be jointly in the name of Maven & Customer.

CHANGES TO THE WORK (CHANGE ORDERS). This Agreement constitutes the entire agreement between the parties. It may be changed only by written instrument signed by both parties. Any representation, statements, or other communications, not contained in this Agreement are agreed to be immaterial, not relied upon by either party, & shall not survive the execution of this Agreement.

PRE-LIEN NOTICE TO OWNER. General contractor PreLien notice to owner (A) any person or company supplying labor or materials for the improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (b) Under law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for improvements & who gave you timely notice.

LEGAL NOTICES. Customer acknowledges reviewing incorporated legal notices: (if applicable) CUSTOMER'S THREE DAY RIGHT TO TERMINATE. CUSTOMER IS ADVISED THAT FEDERAL AND STATE LAW ALLOWS CUSTOMER TO TERMINATE THIS AGREEMENT FOR ANY REASON WITHIN THREE (3) DAYS AFTER SIGNING IT. CUSTOMER ACKNOWLEDGES THAT THEY HAVE RECEIVED SUCH NOTICE PURSUANT TO THIS SECTION AND PURSUANT TO THE RIGHT OF RECESSION ATTACHED HERETO.

WARRANTIES. Maven will provide the customer with a (2) year limited warranty covering material defects in workmanship. Any manufacturers warranties shall provide exclusive coverage for product defects, and Maven shall not be responsible for any product defects. This Agreement and Maven's warranty may not be assigned or transferable. If the Work includes roofing and sheet metal, it is understood and agreed that only Maven's standard roof warranty shall apply and that all terms and provisions therein shall prevail, unless otherwise specifically agreed to in writing prior to the commencement of the work All warranties are null & void if Maven is not paid in full in accordance with this Agreement. Maven specifically disclaims any and all warranties other than those in writing, including but not limited to expressed or implied warranties, and is not responsible for manufactures' warranties.

CONCEALED CONDITIONS. This agreement and the Price are based solely on the observations of Contractor at the time of entering into this Agreement. If additional concealed conditions are discovered once the Work has commenced, which condition is not Visible at the time of entering into this Agreement, Contractor will identify the unforeseen conditions, and the Customer and Contractor will execute a Change Order for any additional work (which must be approved by the insurance company). Customer agrees that if the insurance company does not agree to pay for unexpected or unanticipated extra costs, then Contractor may terminate this Agreement and Contractor shall be entitled to payment for all Work completed through the date of termination. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time fore completion of Contractors Work under this Agreement. If replacement of roof decking is required but not covered by Customer's Insurance policy or the Agreement Price it shall be replaced and Customer agrees to pay Maven above and beyond the Agreement Price at \$2.5 per square

foot repaired for decking and \$6.50 per linear foot repaired for plank decking.

NOTIFICATIONS. Maven will not be responsible for damage below the roof due to workmanship leaks if notification is not made in writing within 24hrs of first occurrence Maven will not pay for any repairs or remediation performed by the customer or any contractor not approved in advance

SUBCONTRACTORS. Maven reserves the right to use other contractors or subcontractors to perform the work Customer agrees not to directly hire any of Contractors Subcontractors.

GENERAL HOLD HARMLESS. Customer agrees that for itself and on behalf of its agents, representatives and assigns, to hold harmless, release and discharge Maven, its owners, agents, employees, officers, directors, representatives, assigns, members, affiliated organizations, insurers and others acting on its behalf, of and from all claims, demands, causes of action and legal liability, whether the same be known or unknown, anticipated or unanticipated, due to Maven's active or passive negligence. Customer further agrees that, except in the event of Maven's gross negligence and willful and wanton misconduct, Customer shall not bring any claims, demands, legal actions and causes of action, against Maven for any economic and noneconomic losses due to damage to Customer's property or for consequential damages. In any event, Customer agrees that its maximum recourse shall be, and Maven's maximum liability shall be limited to, the amount Maven billed to Customer. Maven shall not be responsible for latent defects in materials and accessories supplied. Maven shall not be responsible for rework required as a result of the acts or errors of others. Customer further expressly agrees that this Agreement, including, in particular, the foregoing release and waiver of liability, is intended to be as broad and inclusive as permitted by the laws of the state where Customer's Property is located, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. The scope of all disclaimers or exculpatory language in this Agreement is limited to negligent acts, and does not purport to release Maven from damages, if any, caused by its intentional, willful or wanton acts.

CONSTRUCTION. Customer understands that the installation of the offered products requires hammering on the property and as such, Maven is not responsible for movement of interior Sheetrock or Sheetrock nails, plaster, or any other inside material. Customer also agrees to remove/move items that might fall from the interior walls or be damaged. Maven will be held harmless for alleged or actual damages & claims as a result of mold, algae, fungus, driveway cracks, sidewalk cracks and interior drywall cracks or nail pops. Care will be taken in the movement of satellite dish, data dish, cable TV or telephone wiring, but Maven, does not guarantee proper alignment or operation after movement. Any damage to electrical wiring is also excluded. Maven shall not be liable for any loss of profits, business, goodwill, data interruption of business, nor for incidental or consequential merchantability or fitness of purpose. Maven will not be responsible for damage below the roof due to workmanship leaks if notification is not made in writing within 24hrs of first occurrence Maven will not pay for any repairs or remediation performed by you or any contractor not approved in advance by the president of Maven. Maven may order excess materials to complete the job & may not be charged above the Agreement Price.

LIQUIDATION DAMAGES. Contractor shall incur substantial time and resources toward the completion of the work authorized herein, which may or may not involve physical work at Customer's property. If Customer does not allow Maven to perform the Work or has a person or entity other than Maven perform the Work, Maven shall be entitled to liquidated damages equal to 20% of the total amount of the most recent Estimate, including all supplements, plus costs incurred by Maven in preparation of the Estimate, any supplements, and the Work. These liquidated damages are not a penalty, but are instead agreed to be payment to Maven for its time and efforts in preparing Estimates and meeting with Customer's insurance company and/or insurance adjuster(s). If materials must be reordered or restocked because of Customer's breach of this Agreement, in addition to any and all other damages to which Maven is entitled, Customer shall be liable for restocking fees equal to fifteen percent (15%) of the price of the applicable & be liable for & agrees to pay Maven for the entire cost of any materials that cannot be returned or restocked.

PAYMENT UPON COMPLETION AND RETAINAGE RIGHTS. Customer shall pay any outstanding amounts withheld from the Price in accordance with the Contract upon notice by Contractor that the work is complete. Should the Customer believe that the Work is not complete, Customer shall communicate and document Via email or text within 24hrs of receiving notice from Contractor that the work is complete. Customer shall retain no more than 5% of the Price & must provide Contractor with availability for inspection & walk-through within (3) days of notice of noncompliance.

PUNCH LIST ITEMS. Contractor shall communicate to Customer if Work is complete but for certain minor items that Contractor is addressing with the due diligence ("Punch List Items"). Contractor shall provide a list and expected completion date for any punch list items if such work shall require more than (7) days to complete. Upon contractors communication to Customer that work is complete except for identified punch list items, Customer shall pay Contractor all but 5% of the Price from Contractor Pending the completion of the identified punch list items. Remaining 5% owed shall be paid within 24hrs of notice that punch list items are complete.

REMEDIES. In the event the Customer defaults under this Agreement, any unpaid amounts outstanding for fifteen (15) days or more shall be subject to a late charge equal to the greater of fifteen dollars (\$15.00) or fifteen percent (15%) per month, or the maximum rate allowed under North Carolina law, whichever is higher. This late charge shall apply to all past-due balances, including any agreed-upon damages referenced herein. In the event that Contractor incurs costs or attorneys' fees to enforce this Agreements terms, such amounts will be in addition to any amounts owed by Customer to Contractor. Customer specifically agrees to pay for all collection costs, including employee time and expenses and all attorneys' fees and costs Maven incurs in with a collection of and/or protection of its interests in Customer's past-due account or performance of this Agreement.

MISCELLANEOUS. The signer of this contract certifies that they are the authorized legal signatory and personally guarantees to pay this contract and hereby agrees to pay any and all costs, including but not limited to attorneys fees and court costs and any fees associated with collection efforts related to amounts due under this agreement and to pay the maximum interest allowed by law on outstanding amounts 15 days past due. If any provision of this agreement should be held invalid or unenforceable, the validity and enforceability of remaining provisions of this agreement shall not be affected hereby. Customer agrees to allow Maven to post advertisement on the property from contract date to (15) days beyond project completion date. Maven retains the right to cancel this Agreement & return money to customer before commencing work. Payments due to Maven shall not be contingent upon city inspections and/or repair or punch list issues. Customer agrees to allow Maven to execute unencumbered marketing efforts and will agree not to defame Maven in any such manner.

INSURANCE CONTRACT ADDITIONAL TERMS AND CONDITIONS

DEDUCTIBLE LAWS DISCLOSURE

CUSTOMER IS ADVISED THAT FEDERAL AND STATE LAW ALLOWS CUSTOMER TO TERMINATE THIS AGREEMENT FOR ANY REASON WITHIN THREE (3) DAYS AFTER SIGNING IT. CUSTOMER ACKNOWLEDGES THAT THEY HAVE RECEIVED SUCH NOTICE PURSUANT TO THIS SECTION AND PURSUANT TO THE RIGHT OF RESCISSION ATTACHED HERETO.

State law requires a person insured under a property insurance policy to pay any deductible applicable to a claim made under the policy. It is a violation of state law for a seller of goods or services who reasonably expects to be paid wholly or partly from the proceeds of a property insurance claim to knowingly allow the insured person to fail to pay, or assist the insured person's failure to pay, the applicable insurance deductible.

Contractor & the Customer may both be in violation of State law if the Customer submits Contractor quotes to Insurance Carrier seeking full payment of a quoted amount, knowing that the actual cost to the Customer will be less than the Contractor's quotes. Pursuant to law, a person commits insurance fraud by filing (or aiding in the filing of) false or fraudulent statement or representation of any material fact or thing in the filing of a claim.

Contractor may not pay the insured any form of compensation (directly or indirectly) or give any allowance or discount against fees to be charged in an insurance claim. Contractor may offer discounts via upgrades to services ONLY.

INSURANCE PAYMENT SCHEDULE	
First Payment (Due Upon Adjuster Approval)	Deductible
Second Payment (Due Before Work Commences)	ACV-Less deductible
Third Payment (Due within 14 Days of Completion)	Depreciation
Fourth Payment (Due within 14 Days of Completion)	All Change Orders
Fifth Payment (Due within 14 Days of Completion)	All Unpaid Balances
Removed Discounts Payment, if Late (Due Immediately)	Discount Amount

Expiration Date

2025

License No.

84412

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Maven Advantage, Inc.

Hampstead, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Building

until

December 31, 2025

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/14/2025

This certificate may not be altered.



E. Paul
Chairman

John P. Ledy
Secretary-Treasurer



STATE OF TENNESSEE
 DEPARTMENT OF
 COMMERCE AND INSURANCE



MAVEN ADVANTAGE INC

404430

ID NUMBER: 79581
 LIC STATUS: ACTIVE
 EXPIRATION DATE: August 31, 2025

BOARD FOR LICENSING CONTRACTORS
 CONTRACTOR

THIS IS TO CERTIFY THAT ALL REQUIREMENTS
 OF THE STATE OF TENNESSEE HAVE BEEN MET

MAVEN ADVANTAGE INC
 618 S Main St
 SPRINGFIELD, TN 37172





MAVEROO-01

DGAINES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Harold W. Wells & Son, Inc. 1 N 3rd Street Wilmington, NC 28401	CONTACT NAME:		
	PHONE (A/C, No, Ext): (910) 762-8551	FAX (A/C, No): (910) 254-9404	
	E-MAIL ADDRESS: insurance@wellsins.com		
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A : Builders Mutual Insurance Company	10844	
INSURED Maven Advantage Inc dba Maven Roofing Maven Designs, Inc. 25488 UW Hwy 17 Hampstead, NC 28443	INSURER B : Builders Premier Insurance Company	13036	
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP0102984 02	9/28/2025	9/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED NONOWNED \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAP 0042166 02	9/28/2025	9/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PUB 000018102	9/28/2025	9/28/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WCP1093579 02	9/28/2025	9/28/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of North Topsail Beach
2008 Loggerhead Ct
N Topsail Beach, NC 28460

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wells Insurance

Section IX, Item A.

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129

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WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ANY PERSON OR ORGANIZATION THAT IS REQUIRED BY WRITTEN CONTRACT

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 09/28/2025

Policy No. WCP 1093579

Endorsement No. 000

Insured MAVEN ADVANTAGE INC

Premium \$ 51,432.00

Insurance Company BUILDERS MUTUAL INSURANCE CO

Countersigned by _____

WC 00 03 13

Section IX, Item A.

Copyright 1983 National Council on Compensation Insurance.

130



North Topsail Beach > Public Works Bldg--New Standing Seam Metal Roof (3,867 sf)

December 17, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 16, 2025
Public Works Bldg--New Standing Seam Metal Roof (3,867 sf)

General Project Contents

Category	Qty	Type	Description
1 PROJECT PREPARATION	1	Pieces	Building permit fee, project \$60,000 - \$70,000
4 GENERAL DEMOLITION	1	Pieces	Tear off skylights, old flashing where taller wall meets shorter wall, and metal roof. Gutters and Fascia Trim are not included.
4 GENERAL DEMOLITION	1	Pieces	Haul off all debris
12 ROOFING AND GUTTERS	1	Pieces	Provide and install standing seam 24 gauge metal roofing and re-flash where tall wall meets short wall going to second roof. Includes all materials and labor to complete the job.
20 EXTERIOR TRIM	1	Pieces	Replace all gutter straps on roof and replace rusted screws in gutters. Screws in the bottom side of fascia are not included.
27 INSULATION	1	Pieces	Patch insulation where skylights are removed

Sub-Total is: \$111,060.80

Total Project Base Bid is \$111,060.80
Sales Tax \$ 7,774.20
Total Bid is \$118,825.00



FW: Estimate #W195 from Mid-Atlantic Roofing & Sheet Metal LLC.

From Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Date Tue 7/15/2025 12:00 PM

To Christopher Huckaby <chuckaby@NORTHTOPSAILBEACHNC.GOV>

From: Mid-Atlantic Roofing & Sheet Metal LLC. <mailer@waveapps.com>

Sent: Thursday, March 20, 2025 9:50 AM

To: Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Subject: Estimate #W195 from Mid-Atlantic Roofing & Sheet Metal LLC.

Warning: Unusual sender <mailer@waveapps.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.



Estimate #W195

for 3315 Gray St.

issued on Mar 20, 2025

from **Mid-Atlantic Roofing & Sheet Metal LLC.**

Hi 3315 Gray St.,

Here's Estimate #W195 for the amount
of \$14,335.00.

If you have any questions, feel free to
reach out.

Section IX, ItemA.

133

Thank you,

Mid-Atlantic Roofing & Sheet Metal LLC.

Grand Total: **\$14,335.00 USD**

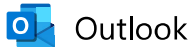
Valid until: **Apr 19, 2025**

[View estimate](#)

Thanks for your business. If this estimate was sent in error,
please contact marooftingoffice@gmail.com

Powered by  wave

Pursuant to North Carolina General Statutes, Chapter 132, email correspondence to and from this address may be considered public record under the North Carolina Public Records Law and may possibly be disclosed to third parties.



FW: Estimate 1372 from Hunt Riggs Roofing

From Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Date Tue 7/15/2025 12:00 PM

To Christopher Huckaby <chuckaby@NORTHTOPSAILBEACHNC.GOV>

From: Hunt Riggs Roofing Co. <no_reply@intuit.com>

Sent: Monday, March 3, 2025 9:13 PM

To: Wendy Conant <wconant@NORTHTOPSAILBEACHNC.GOV>

Subject: Estimate 1372 from Hunt Riggs Roofing

External sender <no_reply@intuit.com>

Make sure you trust this sender before taking any actions.



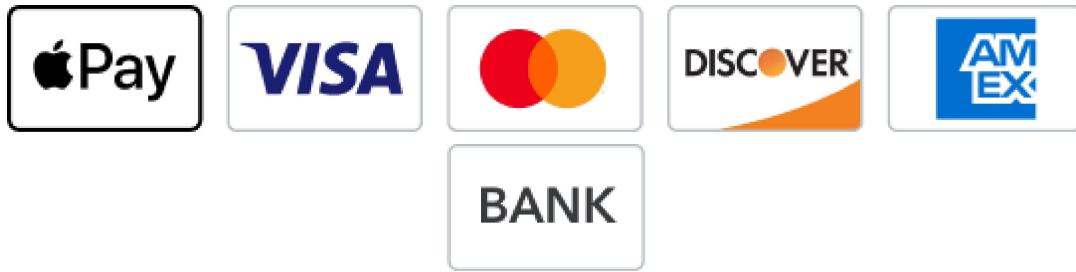
Your estimate is ready!

Total Estimate

\$38,717.42

or starting at /month with financing (36 mo)*

[Review and accept](#)



Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and Hunt Riggs Roofing Co. will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

Estimate #7194

Hunt Riggs Roofing Co.

• STANDING SEAM METAL ROOF	\$36,184.50
42 X \$850.00	

Total \$38,717.42

or starting at /month with financing (36 mo)*

Hunt Riggs Roofing Co.

Admin@huntriggsroofing.com

* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or

penalty for repaying a loan early. *Approval not guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

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Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

Agenda Item Summary

Item: Old NTB40 Beach Access Relocation (Adjacent to 1388 New River Inlet Road)

Department: Public Works Department

Presenter: Christopher D. Huckaby, Director of Public Works

Summary:

Staff requests Board approval to proceed with the relocation of the Old NTB40 Beach Access, located adjacent to 1388 New River Inlet Road, due to the existing access encroaching onto a private lot. Crossover was installed in 2017/18 and was not properly placed within dedicated public easement. A new crossover will be required to be installed in the proper easement location with a new survey to confirm its location.

Funding for the project is proposed from the following source:

Shoreline Protection – M&R Dune/Crosswalk (30-710-15): \$140,000.00

Multiple qualified vendors were contacted to provide pricing for demolition of the existing access and construction of a new access within the designated public easement. Several vendors declined to bid or did not respond.

Based on the responses received, staff recommend proceeding with MRM Construction. Installation of a new crossover will cost ~\$51,167.26 including taxes. Demolition of the existing crossover is not required as the General Contractor building on the adjacent property already began removing it. This proposal provided the most complete and itemized scope of work and reflects a realistic assessment of labor and construction requirements for this type of project.

MRM Construction has previously completed similar projects for the Town with satisfactory results, and staff are confident in their ability to complete the work in compliance with applicable regulatory requirements.

Recommended Action:

Approve the relocation of the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road and authorize award of the project to MRM Construction in the amount of \$51,167.26, with funding from the identified account.

Reference Documents:

- **GIS screen-capture of lot**
- **Planning and Zoning historical documents/images**
- **MRM Constructions bid for demolition and reconstruction**
- **MRM Construction detailed design drawings of new crossover**

Search Results Layers

Results List

Details

3 Features Found (Showing 1 of 3)

Prev Next

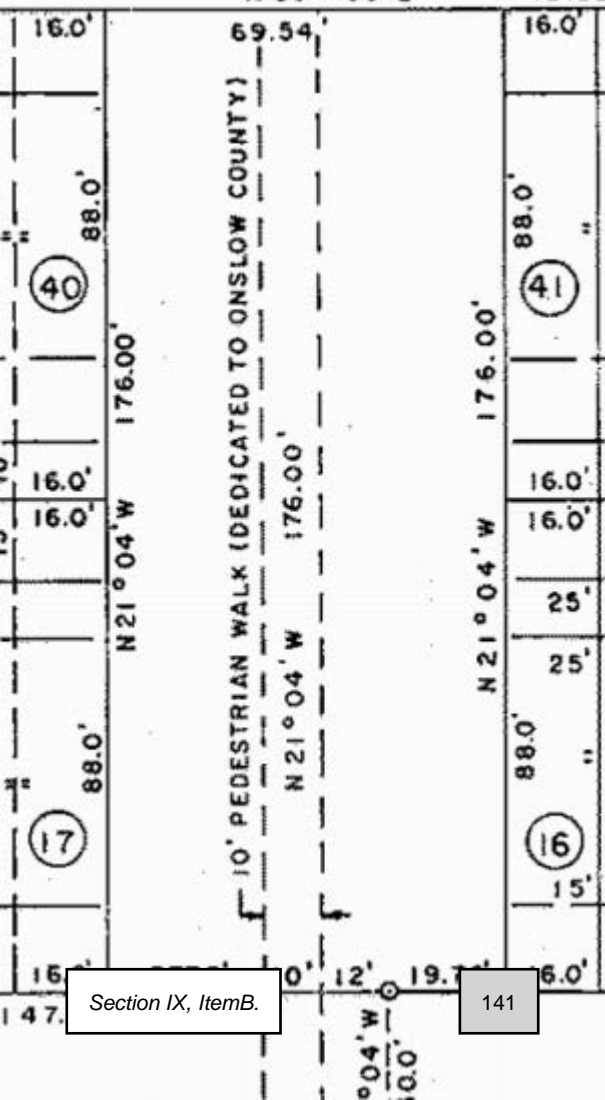
- Parcels
- Property Record Card
 - Permits
 - Google Maps

PARID Number:	040165
PIN	428820815187
Alternate ID	779-1.4
Owner Information:	OCEAN BAY VILLAGE TOWNHOME OWNERS ASSOCI STE 200 NORTH SHORE VILLAGE PLAZA SNEADS FERRY, NC 28460
Physical Address:	NEW RIVER INLET RD
Legal Description:	SR 1568
Deed Card:	View GISDeedcard
Book/Page:	864/495
Sale Date:	29-JAN-88
Sale Price:	\$0
Sale Code:	25-Unqualified
Plat Book/Page	00NO-SUBDIV
Subdivision:	NO SUBDIVISION RECORDED
Land Value:	\$0
Building Value:	\$0
Other Value:	
Market Value:	\$0
Total Taxable Value:	\$0
Neigh	Section IX, ItemB.
Property type:	
Year Built:	



N 68 ° 56 'E

749.82



Section IX, Item B.

141

WITHIN 515' OF THE
ER LINE CONTIGUOUS WITH
CLASSIFIED BY THE STATE
RESOURCE WATERS (DRW)

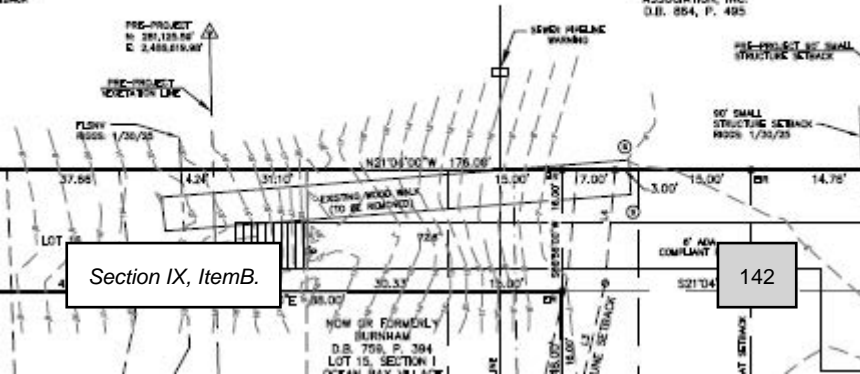
WITHIN
TRACK

NOW OR FORMERLY
OCEANBAY VILLAGE
TOWNHOME OWNERS
ASSOCIATION, INC.
D.B. 854, P. 495

PRE-PROJECT
N: 281,125.86'
E: 2,488,819.81'
PRE-PROJECT
VEGETATION LINE

PRE-PROJECT 80' SMALL
STRUCTURE SETBACK

80' SMALL
STRUCTURE SETBACK
FROM 1/30/25





North Topsail Beach > 1388 NRI Crossover

December 12, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 08, 2025
1388 NRI Crossover

C00|Materials:

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Materials to build new crossover as per the design submitted with treated lumber, galvanized through bolts, and stainless steel screws	\$14,639.87	0	\$0.00	\$14,639.87
				\$14,639.87	0	\$0.00	\$14,639.87

*C00|Materials Sub-Total is: \$14,639.87***C01|Labor:**

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Labor to build new crossover as per the design submitted	\$0.00	291.67	\$33,180.00	\$33,180.00
				\$0.00	291.67	\$33,180.00	\$33,180.00

C01|Labor Sub-Total is: \$33,180.00

				\$14,639.87	291.67	\$33,180.00	\$47,819.87
--	--	--	--	--------------------	---------------	--------------------	--------------------

*Total Project Base Bid is \$47,819.87**Sales Tax \$ 3,347.39**Total Bid is \$51,167.26***Optional Add-on:**

- Use stainless steel through bolts for extended longevity. Substitution adds \$5,116.59 to project base bid and \$358.16 in sales tax

Project Duration:

- Work will commence on permitting and CAMA approvals immediately upon receipt of approved purchase order. We estimate two weeks for permitting and approvals
- Construction will be completed within 3 – 4 weeks of permitting and approvals as long as there are no delays due to weather and materials availability



North Topsail Beach > Demolition and Removal of Current Crossover at 1388 NRI RD

December 12, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 11, 2025
Demolition and Removal of Current Crossover at 1388 NRI RD

General Project Contents

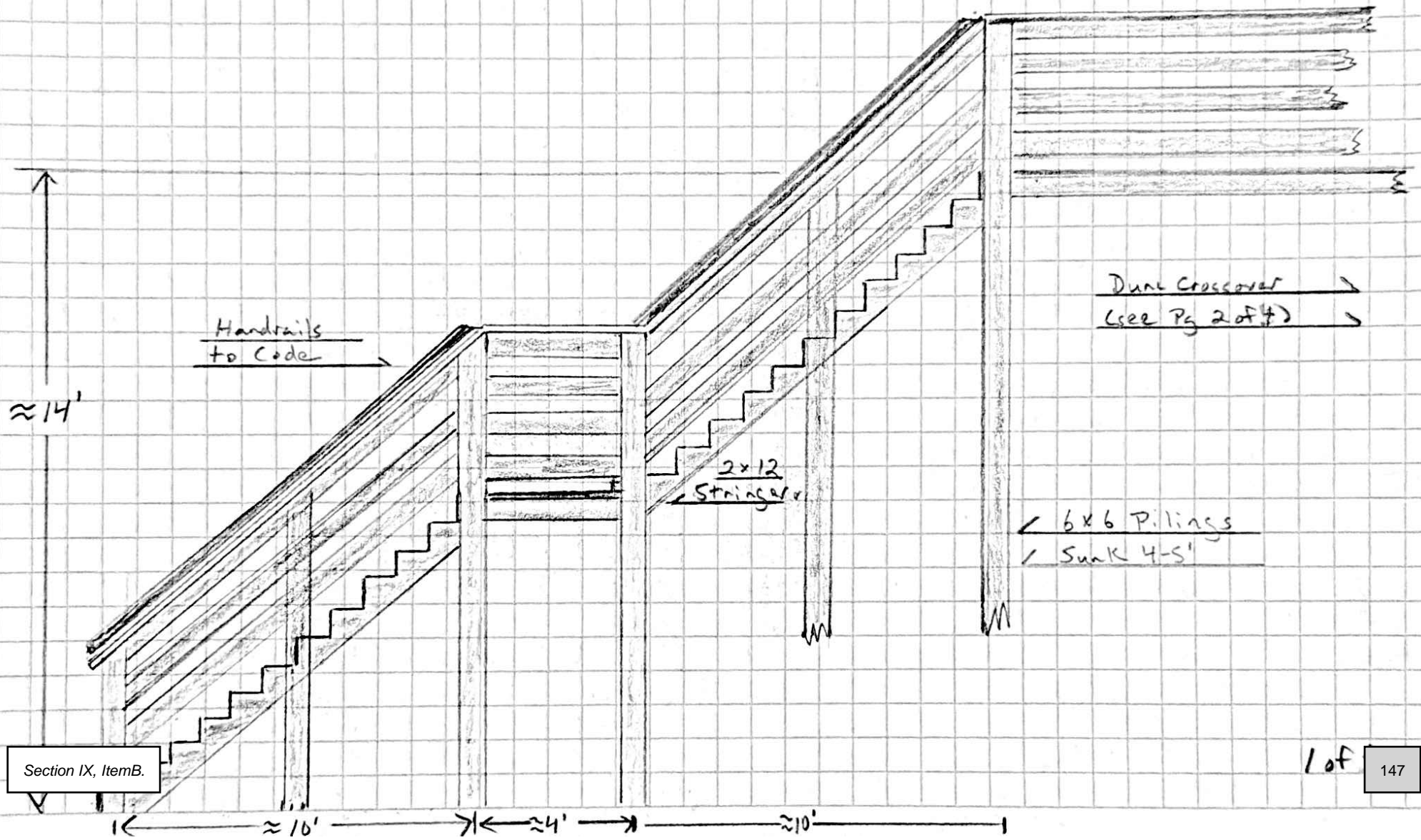
Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
4 GENERAL DEMOLITION	1	Pieces	Demolish crossover that's roughly 70'L x 5'W including four sets of stairs and three landings over existing dune. Remove and dispose of all debris.	\$0.00	63.33	\$7,204.80	\$7,204.80
				\$0.00	63.33	\$7,204.80	\$7,204.80
				Sub-Total is: \$7,204.80			
				\$0.00	63.33	\$7,204.80	\$7,204.80
				Total Project Base Bid is \$7,204.80			
				Sales Tax \$ 504.34			
				Total Bid is \$7,709.14			

- Project Duration:
- 3-4 work days
 - Work can commence within three weeks of receipt of approved purchase order

1388 NRI Crossover
Street Side Elevation

Section 1
Street Side Stairs

Section 2
Dune Crossover



1388 NRI Crossover

Dune Elevation

Section 1

Street Side

Section 2

Dune Crossover

Section 3

Beach Side

2x8 Railing Top

2x6
Infill Railing

2x10 Girder
2x8 Joists

✓

✓

✓

✓

✓

✓

✓

≈ 7'

≈ 7'

≈ 7'

≈ 7'

≈ 28'

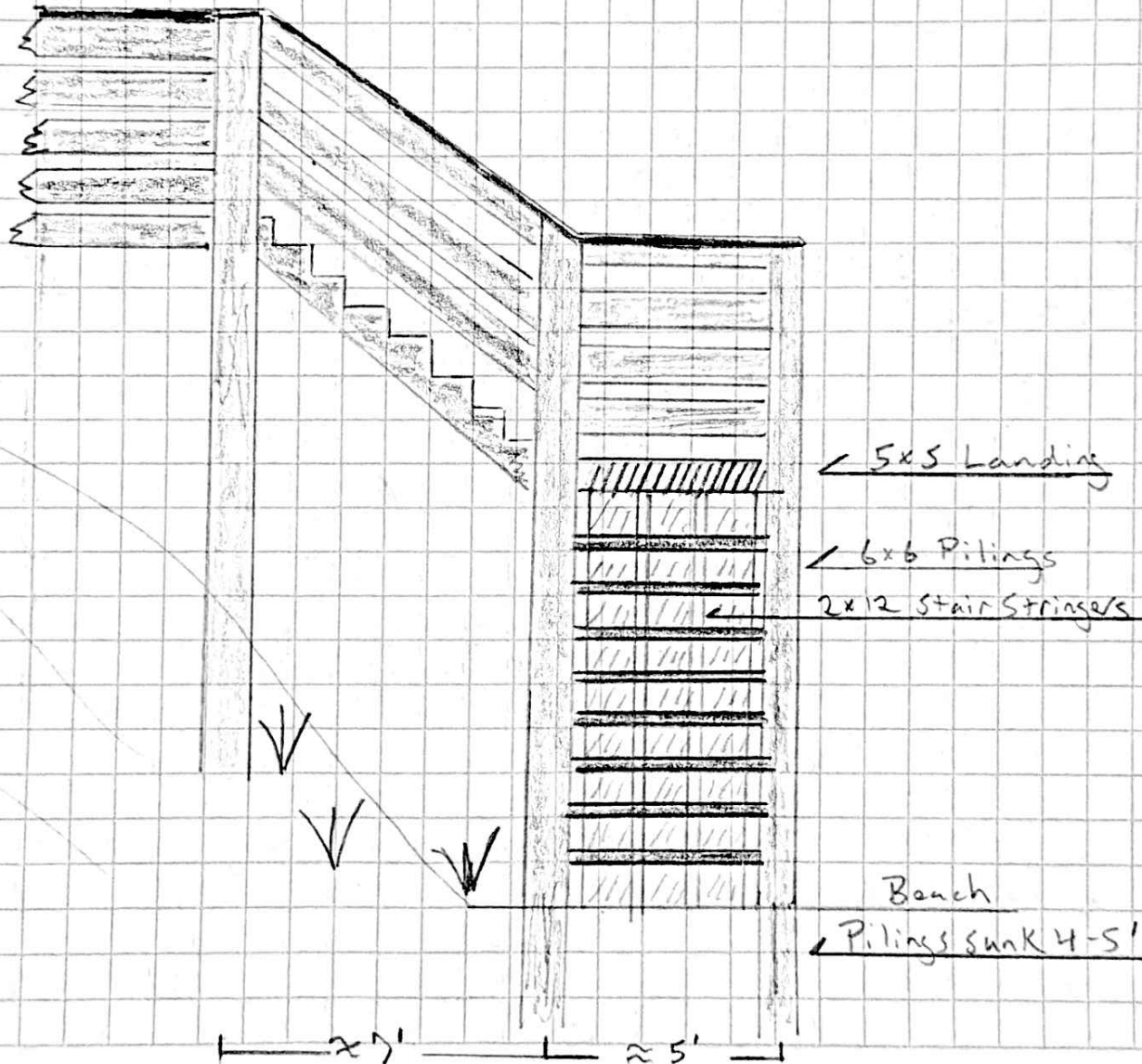
1388 NRI Crossover
Beach Side Elevation

Section 2

Dune Cross

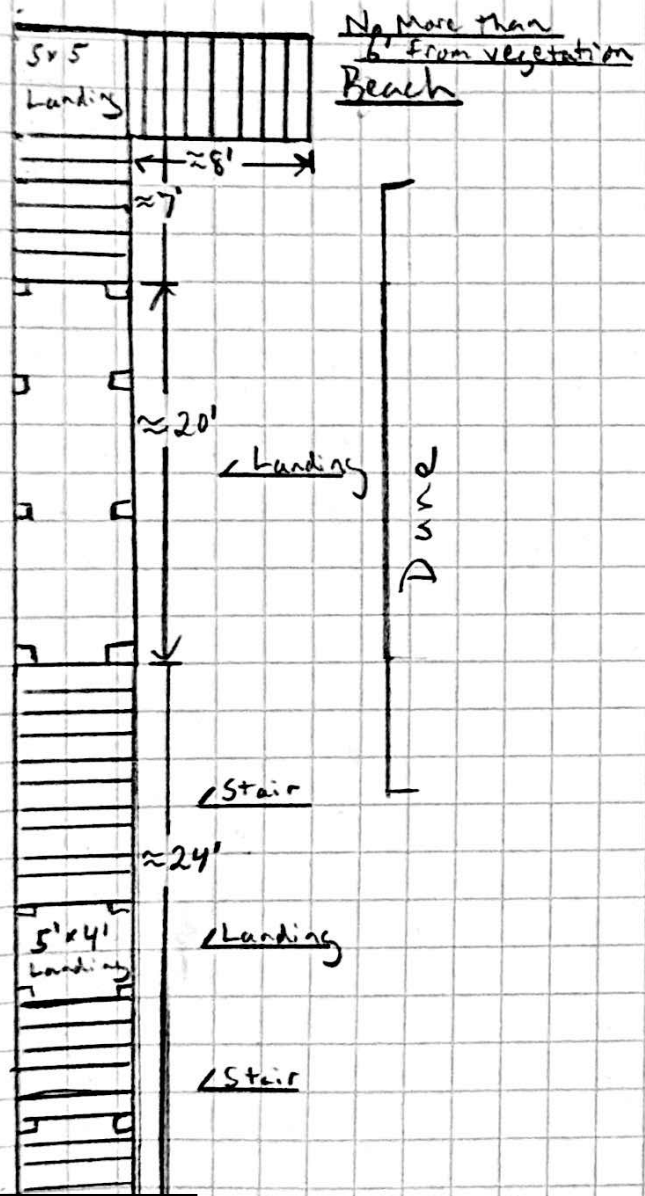
Section 3

Stairs To Beach



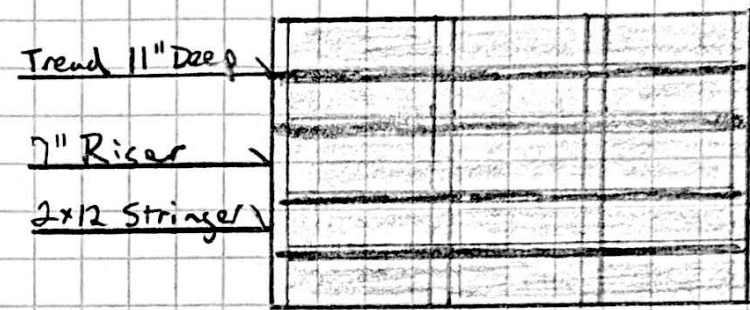
1388 NRI Crossover Overhead View and Build Details

Overhead View

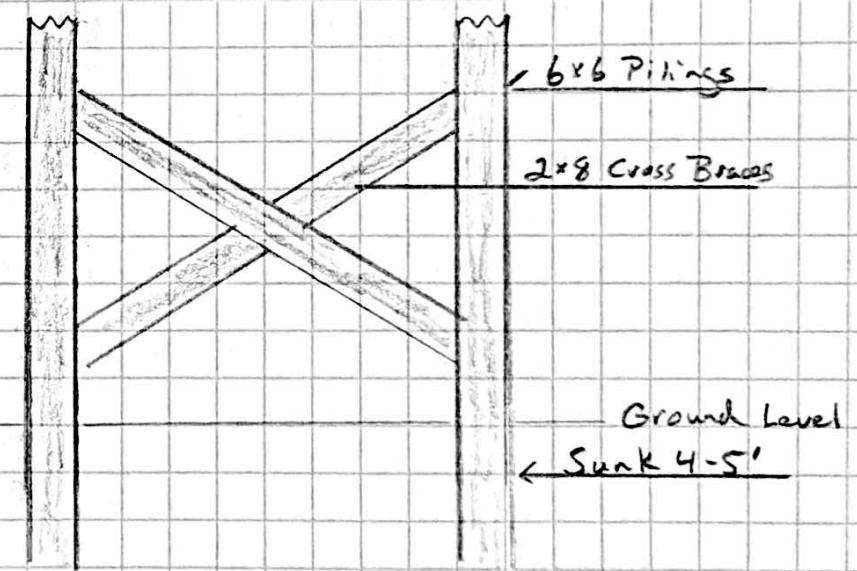


Section IX, Item B.

Front View - Stair



Cross Section



4 of 4



North Topsail Beach > 1388 NRI Crossover

December 12, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

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2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 08, 2025
1388 NRI Crossover

C00|Materials:

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
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				\$14,639.87	0	\$0.00	\$14,639.87

*C00|Materials Sub-Total is: \$14,639.87***C01|Labor:**

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Labor to build new crossover as per the design submitted	\$0.00	291.67	\$33,180.00	\$33,180.00
				\$0.00	291.67	\$33,180.00	\$33,180.00

C01|Labor Sub-Total is: \$33,180.00

				\$14,639.87	291.67	\$33,180.00	\$47,819.87
--	--	--	--	--------------------	---------------	--------------------	--------------------

*Total Project Base Bid is \$47,819.87**Sales Tax \$ 3,347.39**Total Bid is \$51,167.26***Optional Add-on:**

- Use stainless steel through bolts for extended longevity. Substitution adds \$5,116.59 to project base bid and \$358.16 in sales tax

Project Duration:

- Work will commence on permitting and CAMA approvals immediately upon receipt of approved purchase order. We estimate two weeks for permitting and approvals
- Construction will be completed within 3 – 4 weeks of permitting and approvals as long as there are no delays due to weather and materials availability

**ORDINANCE NO. CA 2026-26.42
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the project to relocate the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road contract is hereby awarded to MRM Construction.

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: Relocation of the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road and authorize award of the project to MRM Construction in the amount of \$51,167.26.

Section III: The Finance Officer has determined sufficient funds are available In Fund 30-710-15 has sufficient funds for this project. Current balance is \$140,000.

Section IV: The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to MRM Construction up to \$51,168, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

**RICHARD GRANT
MAYOR**

**WAYNE JOHANNESSEN
FINANCE OFFICER**



BOARD OF ALDERMEN
AGENDA ITEM
02/11/26

ISSUE: Budget Amendments 2026-26.38 and 2026-26.39
and Contract Amendment CA 2026-26.40

PRESENTED BY: Wayne Johannessen, Finance Officer

DEPARTMENT(S): DRMG-2304 Fund - 60
Capital Improvement Fund - 12

Background: DRMG-2304 Fund 60 Ardurra Contract Amendment for
the Construction Administration and Observation of the
Storm Water Projects.

Attachments: Budget Amendment 2026-26.38 Fund 12,
Budget Amendment 2026-26.39 Fund 60 and CA 2026-26.40
Ardurra Contract Amendment !.

Recommendation: Approve Amendments as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget
Amendments 2026-26.38 and 2026-26.39 as presented;
to include the Contract Amendment CA 2026-26.40 for
Ardurra for Construction Administration and Observation."*

Funds: 60 and 12

Follow Up: Finance Officer

ORDINANCE NO. 2026-26.38
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	715,239	(197,574) (1)	517,665
12-750-45 TAX COLLECTION FEES	17,116	-	17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	202,563	-	202,563
12-998-03 TRANSFER OUT TO FUND 60 DRMG2304	-	197,574 (1)	197,574
Total Appropriations	1,643,843	-	1,643,843

- (1) Transfer \$197,574 to DRMG2304 Stormwater Fund 60 for Construction Administration and Construction Observation services by Ardurra (WK Dickson).

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 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

ORDINANCE NO. 2026 - 26.39
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending DRMG GRANT - DRMG2304 Grant Project Ordinance (Fund 60)

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 grant project ordinance is hereby adopted:

Section I: This Ordinance is amend Grant Project DRMG (Fund 60).

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

	Project Budget	Increase (Decrease)		Amended Project
ESTIMATED REVENUES				
60-368-01 NCEM DRMG2304	1,261,607	-		1,261,607
60-339-01 T/I FROM CIF (12)	-	197,574	(1)	197,573
Total Revenues	<u>1,261,607</u>	<u>197,574</u>		<u>1,459,180</u>
APPROPRIATIONS				
Capital Improvements				
60-610-01 Island Dr (HWY 210) at South Fire Station	704,211	-		704,211
60-610-02 New River Inlet Rd (SR 1568) at Richard Peters Town Park	354,396	-		354,396
Engineering Costs: - Total of items below \$203,000				
60-610-03 Project Management	13,565	-		13,565
60-610-04 Field Survey	26,490	-		26,490
60-610-05 Construction Plans	89,650	-		89,650
60-610-06 Permits	45,600	-		45,600
60-610-07 Project Meetings	11,265	-		11,265
60-610-08 Bid Phase Services	14,850	-		14,850
60-610-09 Reimbursables	1,580	-		1,580
Construction Administration - \$76,834				
60-610-10 Construction Contract Preparation	-	1,260	(1)	1,259
60-610-11 Pre-Construction Meeting	-	5,439	(1)	5,438
60-610-12 Construction Status Update Meetings	-	15,650	(1)	15,649
60-610-13 Shop Drawing Review	-	14,895	(1)	14,894
60-610-14 Bulletin Drawings/Request for Information(RFI)	-	7,210	(1)	7,209
60-610-15 Negotiate, Review and Prepare Change Orders	-	5,558	(1)	5,557
60-610-16 Contractor Pay Application Review and Approval	-	4,152	(1)	4,151
60-610-17 Final Site Visit/Project Close-out	-	6,760	(1)	6,759
60-610-18 Record Drawings	-	9,554	(1)	9,553
60-610-19 One Year Warranty Insp/Issue Warranty List	-	6,356	(1)	6,355
Limited Construction Observation - \$117,150				
60-610-20 Construction Oversight Visits	-	14,460	(1)	14,459
60-610-22 Partial Construction Observation (24 hrs wkly)	-	85,680	(1)	85,679
60-610-23 Reimbursables (CA/CO Phase)	-	20,600	(1)	20,599
Total Appropriations	<u>1,261,607</u>	<u>197,574</u>		<u>1,459,168</u>

(1) Transfer \$197,574 from Capital Improvement Fund 12 to DRMG2304 Stormwater Fund 60 for Construction Administration and Construction Observation services by Ardurra (WK Dickson).

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 grant project ordinance expires when all grant funds have been obligated and expended by the Town or June 30, 2027 whichever comes first.

Adopted this 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

**ORDINANCE NO. CA 2026-26.40
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Construction Administration and Construction Observation for the DRMG2304 Stormwater Grant is hereby awarded to Ardurra (WK Dickson).

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 Construction Administration and Construction Observation Contract for the Stormwater Grant Project to Ardurra is fo \$197,574.

Section III The Finance Officer has determined sufficient funds are available In Fund 60 after adoption of Budget Ordinance Amendment 2026-26.39 to cover the cost of this contract.

Section IV: The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to Ardurra up to \$197,574, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

**RICHARD GRANT
MAYOR**

**WAYNE JOHANNESSEN
FINANCE OFFICER**



CONTRACT FOR SERVICES AMENDMENT NO. 1

ADDITIONAL SERVICES AUTHORIZATION

The following modifications to the contract ("Contract") for North Topsail Beach Flooding Improvements project Ardurra Project No. 20240793.00.WK dated December 13, 2025, between the Town of North Topsail Beach (OWNER) and Ardurra Group North Carolina (CONSULTANT) are authorized.

1. SCOPE OF SERVICES.

The CONSULTANT shall provide the following services:

8.0 Construction Administration

The CONSULTANT shall provide the following limited construction administration services:

1. Construction Contract Preparation: The CONSULTANT shall update the current Project Manual, current construction contract and agreement form to reflect the selected contractor's information and bid values. The CONSULTANT will prepare these updated documents so they are ready for both the OWNER's and contractors' signatures.
2. Pre-Construction Meetings: The CONSULTANT will conduct one (1) Pre-Construction Meeting. It is assumed that the CONSULTANT will prepare and submit the meeting agenda and the minutes. Also, it is assumed that this meeting will take place with the OWNER, CONTRACTOR, and any SUBCONSULTANTS in attendance.
3. Construction Status Update Meetings: The CONSULTANT will attend up to four (4) total Construction Status Update Meetings on-site. It is assumed that the Project Manager will attend each meeting, and each meeting shall last up to three (3) hours. It is assumed the CONSULTANT will prepare the agenda and minutes for this meeting. Additionally, the CONSULTANT will virtually attend a brief weekly progress update meeting using Microsoft Teams. It is assumed progress update meetings will continue for the duration of construction, up to twenty-six (26) weeks.
4. Shop Drawings: The CONSULTANT, and their SUBCONSULTANT (See Attachment A) shall promptly review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, product data, and samples for the purpose of: (1) compliance with applicable laws, statutes, ordinances, codes, orders, rules, and regulations; and (2) determining whether or not the work, when completed, will be in conformance with the design concept expressed in the Construction Contract Documents. The CONSULTANT's action shall be taken with such reasonable promptness as to cause no delay in the work or in the project schedule. The CONSULTANT's approval of a specific item shall not indicate approval of an assembly of which the item is a component. The CONSULTANT shall receive Contractor submittals for compliance with contract documents, review them, and properly distribute to Contractor and OWNER. It is assumed that there will be no more than twenty (20) Contractor submittals to evaluate.
5. Bulletin Drawings/Requests for Information (RFIs): The CONSULTANT shall, as needed, promptly create, and issue any Bulletin Construction Drawings with such reasonable promptness as to cause no delay in the work or in the Project schedule. Bulletin Construction Drawings will be issued to address any field

changes or design clarifications that might arise during construction. It is assumed that there will be no more than ten (10) RFIs to evaluate. It is also assumed that no more than two (2) Bulletin Construction Drawings will be issued. Bulletin Construction Drawings will be issued to address any field changes or design clarifications that might arise during construction.

6. Negotiate, Review and Prepare Change Orders: The CONSULTANT shall promptly review and respond to the Contractor's Requests for Change Orders with such reasonable promptness as to cause no delay in the work or in the Project schedule. The CONSULTANT will work with the Contractor and the OWNER to make sure each Change Order reflects the value of the additional work proposed and that the proposed quantities fall within conformance to the Construction Contract Documents. It is assumed that there will be no more than two (2) change orders that will be evaluated.
7. Contractor Pay Application Review and Approval: The CONSULTANT shall promptly review and approve or take other appropriate action upon the Contractor's submittals of their monthly payment application. During this review, the CONSULTANT shall verify that each requested payment item conforms with the design concept expressed in the Construction Contract Documents. The CONSULTANT's action shall be taken with such reasonable promptness as to cause no delay in the work or in the Project schedule. It is assumed that there will be no more than six (6) payment applications to evaluate.
8. Final Site Visit/Project Close-Out Documents: The CONSULTANT is responsible for scheduling and conducting a pre-final site visit to establish initial punch list items. The CONSULTANT and their SUBCONSULTANT (See Attachment A) shall conduct a final review of the project with the Owner's Project Manager and appropriate Project Stakeholders to check the work's conformity with the requirements of the Construction Contract Documents. The OWNER shall issue the formal letter of acceptance and set the date for the beginning of the warranty phase. The CONSULTANT shall support and coordinate with OWNER the close-out documentation. It is assumed this documentation includes Record Drawings, Test Reports, Monthly Observation Summary Reports, Approved Shop Drawings, Release of Liens, Consent of Surety, Final Change Order, Final Reimbursement Request, Certification of Completion, and the Engineer's Certification.
9. Record Drawings: The CONSULTANT shall comply with the requirements in the "Issuance of Record Drawings" promulgated by the North Carolina Board of Examiners for Engineers and Surveyors. These requirements specify how to produce, collect, and maintain records regarding infrastructure improvement designs and changes made to such designs during the construction process.

a. Completion of Construction

The CONSULTANT's Observer shall finalize the annotated final drawings by ensuring that annotations describing field changes have been added and that the additions are complete and clear. The annotations should include any sketches, narratives, dimensions or other information that may be helpful in describing the changes.

b. Compilation and Certification

The CONSULTANT will review the annotated plan set to the "designer of record" to determine if there were obvious errors or changes to the intent of the design and for the purposes of creating "Record Drawings" for the Project. The "designer of record" is the Engineer who sealed the final design drawings, approving them for construction. The CONSULTANT shall use the annotated plan set to develop a set of "Record Drawings," generally within four (4) calendar weeks. The drawings may be edited by hand instead of editing the AutoCAD file.

If the Engineer did not personally observe or verify the changes, the Engineer shall indicate the source of the information for the changes and provide language disclaiming any personal field verification.

The Engineer shall sign and seal the "Record Drawings" in accordance with NC Board of Examiners for Engineers and Surveyors rules to ensure that the information is ready for release and has been reviewed by a professional engineer. The Engineer submits the signed and sealed "Record Drawings" to the Town's Project Manager.

The CONSULTANT shall submit one (1) set of reproducible "Record Drawings" and the annotated drawings they are based upon to the Town's Project Manager for review.

10. One Year Warranty Inspection and Issue Warranty List: The CONSULTANT shall conduct with appropriate City officials and Contractors' representatives, one Warranty-phase inspections for the Project, at eleven (11) months after the beginning of the guarantee period.

9.0 Limited Construction Observation

1. Construction Oversight Visits: The CONSULTANT shall conduct part-time Construction Oversight Visits on an as-needed basis as requested by the OWNER to ensure the Contractor's work conforms to the Construction Contract Documents and will provide assistance in interpreting the plans and specifications. The CONSULTANT's representative's periodic oversight visits will be billed on an hourly basis throughout the construction period. Specialty site visits by the Project Manager will occur during the specialty item installations, specifically the permeable paver installation, infiltration system base layer, chamber installation, and sand separator & pump station installation. Up to five (5) visits by a Profession Engineer will occur outside of the regularly scheduled Construction Progress Meetings. Hourly rates will be billed per the attached standard hourly rates.
2. Partial Construction Observation (Resident Project Representative):
 - A. The CONSULTANT shall furnish a Resident Project Representative ("RPR") to assist CONSULTANT in observing progress and quality of the Work. The RPR may provide part time representation, up to 3 days (or 24 hours) each calendar week. RPR time includes travel. RPR is the Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
 - B. Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in Exhibit A, Paragraph A1.05, of this Agreement are applicable.
 - a. The duties and responsibilities of the RPR are as follows:
 1. *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge

and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.

2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
6. *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor. ,
7. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - b. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
8. *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
9. *Review of Work; Defective Work:*

- a. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
- b. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work. ; and
- c. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.

10. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
- e. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.

11. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, approved Shop Drawing and Sample submittals, and other Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Upon request from Owner to Engineer, photograph or video Work in progress or Site conditions.

- d. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- e. Maintain records for use in preparing Project documentation.
- f. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.

12. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
- d. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.

13. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

15. *Completion:*

- a. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b. Participate in Engineer's visit to the Site in the company of Owner and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- c. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit E).

C. Resident Project Representative shall not:

1. Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy the Project in whole or in part.

10.0 Reimbursables (CA/CO Phase)

The fee for reimbursables during the Construction Administration and Observation phase of work shown in the fee attachment is an estimate for use. Reimbursables shall include reproduction costs for plans and specifications, postage and courier fees, travel, meals and lodging, and other miscellaneous expenses.

2. TIME OF PERFORMANCE. CONSULTANT's time of performance for the above additional services shall be extended 180 calendar days.
3. COMPENSATION. The CONSULTANT shall provide the above Additional Scope of Work on an hourly plus expenses basis not-to-exceed \$197,574.00. The total Contract fee, including all SUBCONSULTANT fees, is increased from \$203,000.00 to \$400,574.00.

Phase & Task	Description	NTE Fee	
8.0	Construction Administration (Hourly)		
8.1	Construction Contract Preparation	\$1,260.00	60-610-10
8.2	Pre-Construction Meeting	\$5,439.00	60-610-11
8.3	Construction Status Update Meetings	\$15,650.00	60-610-12
8.4	Shop Drawing Review	\$14,895.00	60-610-13
8.5	Bulletin Drawings/Request for Information (RFI)	\$7,210.00	60-610-14
8.6	Negotiate, Review and Prepare Change Orders:	\$5,558.00	60-610-15
8.7	Contractor Pay Application Review and Approval	\$4,152.00	60-610-16
8.8	Final Site Visit/Project Close-out	\$6,760.00	60-610-17
8.9	Record Drawings	\$9,554.00	60-610-18
8.10	One Year Warranty Inspection and Issue Warranty List	\$6,356.00	60-610-19
9.0	Limited Construction Observation (Hourly)		
9.1	Construction Oversight Visits	\$14,460.00	60-610-20
9.2	Partial Construction Observation (24 hours weekly)	\$85,680.00	60-610-22
10.0	Reimbursables (CA/CO Phase)	\$20,600.00	60-610-23
	Total	\$ 197,574.00	

All other terms of the Contract remain unchanged.

OWNER:

Town of North Topsail Beach

By: _____

Name: _____

Title: _____

Date: _____

CONSULTANT:

Ardurra Group North Carolina

By:  _____

Name: Marc Horstman, PE, PH, BC.WRE

Title: Watershed Services Group Leader

Date: 1-28-26

This instrument has been preaudited in the manner required by the "Local Government Budget and Fiscal Control Act". Maximum not to exceed \$197,574. See breakdown for Purchase Order Above.

Date: _____

Finance Officer



ARDURRA 2026 RATE SCHEDULE

LABOR

2026

Principal	\$304.00 /hr.
Practice Director	\$304.00 /hr.
Senior Consultant	\$273.00 /hr.
Group Leader	\$278.00 /hr.
Senior Project Manager	\$268.00 /hr.
Senior Electrical Engineer	\$273.00 /hr.
Project Manager	\$241.00 /hr.
Engineering Manager	\$241.00 /hr.
Associate Project Manager	\$226.00 /hr.
Senior Project Engineer	\$241.00 /hr.
Project Engineer	\$194.00 /hr.
Electrical Engineer	\$210.00 /hr.
Engineering Associate II	\$152.00 /hr.
Engineering Associate I	\$136.00 /hr.
Senior Project Controller	\$173.00 /hr.
Project Controller	\$157.00 /hr.
Senior Scientist	\$178.00 /hr.
Scientist	\$157.00 /hr.
Senior Planner	\$220.00 /hr.
Planner	\$163.00 /hr.
Senior Engineering Designer	\$173.00 /hr.
Engineering Designer 2	\$157.00 /hr.
Engineering Designer 1	\$126.00 /hr.
Senior GIS Analyst	\$184.00 /hr.
GIS Analyst	\$157.00 /hr.
GIS Technician	\$136.00 /hr.
Senior Construction Observer	\$163.00 /hr.
Construction Observer	\$136.00 /hr.
Senior Funding Support Specialist	\$152.00 /hr.
Funding Support Specialist	\$142.00 /hr.
Senior Project Administrator	\$136.00 /hr.
Project Administrator	\$105.00 /hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%
Special Owner Requested Computer Software (1)	Cost + 10%

Note: The above rates are effective January 1, 2026. We reserve the right to revise to reflect inflationary increases.

ATTACHMENT A



Cheatham and Associates, P.A.
Consulting Engineers

December 18, 2025

Michael A Tassitino, PE, PH
Ardurra
1213 W. Morehead Street, Suite 300
Charlotte, NC 28208

RE: North Topsail Beach Stormwater Pump Station – Construction Phase Services
Electrical Engineering Fee Proposal

Dear Michael,

Thank you for the opportunity to continue working on this project. Our understanding of the construction phase tasks requested and proposed fee breakdown follows.

Tasks:

- Attend a pre-construction meeting, on site.
- Review electrical submittals / shop drawings.
- Make one site visit to review installed electrical work and for observation of start-up activities. Prepare an observation visit report

Proposed Fee Breakdown:

Preconstruction Meeting	\$ 990.00
Submittals Review	\$ 1,910.00
Construction Observation Visit	\$ 1,400.00

Additional services for a fee amendment to address design modifications, bid phase services, and construction phase services can be provided as requested.

Thank you for this opportunity. If you have any questions for us or require any discussion; contact me at your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Mark A. Ciarrocca".

Mark A. Ciarrocca, P.E.



Board of Aldermen

Agenda New Business
Item:

Date: 02/11/2026

Issue: Southeastern NC Regional Hazard Mitigation Plan Update:
North Topsail Beach Mitigation Action Plans - 2026

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM

Presentation: Yes

BACKGROUND The Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program provides federal aid when authorized under a presidential disaster declaration. The Disaster Mitigation Act of 2000 (DMA2K) requires that local governments must have a FEMA-approved hazard mitigation plan to be eligible for federal assistance for disaster recovery following presidentially declared disasters that occur after November 2004.

In February 2000, following the extensive damage caused by Hurricanes Bertha and Fran, the Board of Aldermen authorized the Town Manager to participate in an island-wide initiative to develop a regional hazard mitigation plan funded by FEMA and a North Carolina Department of Environment and Natural Resources CAMA grant. Working in partnership with Topsail Beach and Surf City, the Board of Aldermen adopted the Town's first hazard mitigation plan on July 5, 2001. An updated hazard mitigation plan was adopted by resolution on January 8, 2004, and has been updated every 5 years and included as an appendix to the Onslow County Multijurisdictional Hazard Mitigation Plan until 2020.

The 2021 regional plan update included partners from Onslow County, Brunswick County, New Hanover County and Pender County. On March 4, 2021, the Board of Aldermen approved by resolution the adoption of the Southeastern NC Regional Hazard Mitigation Plan. This plan is approved for a period of five (5) years effective April 19, 2021, to April 18, 2026.

The [Southeastern NC Regional Hazard Mitigation Plan Update](#) is the ongoing 5-year update (from the 2021 plan) for Brunswick, New Hanover, Onslow and Pender Counties. We began the process with the HMPC Stakeholder Kickoff Meeting on June 19, 2025. The engineering, surveying, and planning firm ESP facilitated a public virtual meeting on August 18, 2025, and a public Mitigation Strategy Meeting on Thursday, November 20, 2025 (**attachment 1**).



Hazard Mitigation Planning Process (FEMA, 2021)

At the Planning Board regular meeting, on December 11, 2025, Planning Director Hill discussed the importance of the Hazard Mitigation Plan, methodology for updating the mitigation action strategies and presented a draft of the North Topsail Beach Mitigation Action Plans for the Planning Board's review and recommendation for approval to the Board of Aldermen (**attachment 1**).

RECOMMENDATION At the Planning Board regular meeting held on December 11, 2025, **Mrs. Ward made a motion to recommend that the Board of Aldermen adopt the Mitigation Action Plans (2026). Mr. Walker seconded the motion. The motion passed unanimously, 6-0.**

Specific Action Requested: that the Board of Aldermen adopt the North Topsail Beach Mitigation Action Plans - 2026 (**attachment 1**).

ATTACHMENT

1. North Topsail Beach Mitigation Action Plans - 2026.

North Topsail Beach Mitigation Action Plans 2026

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PREVENTIVE MEASURES (E.G., CODES)/ LOCAL PLANS AND REGULATIONS							
Preventive activities keep flood problems from getting worse. The use and development of flood prone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.							
P1	FLOODPLAIN MAPPING AND DATA: complete a Community Self-Assessment to help evaluate your existing flood problems, identify potential future flood problems, and to identify appropriate measures to address them.	Flood	Medium	Planning Department	Local	2026	NEW ACTION in 2026. Use the results of the Community Self-Assessment to determine what additional data is needed of flood problem areas.
P2	OPEN SPACE PRESERVATION: regularly calculate and document the amount of flood-prone property preserved as open space.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026. Roughly 21% of the community is zoned Conservation or CON-D deeming this acreage unbuildable.
P3	FLOODPLAIN REGULATIONS: continue regulatory standards that exceed the minimum requirements of the National Flood Insurance Program (NFIP).	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. The community's floodplain management higher regulatory standards are sufficient for current and fully developed land use.
P4	EROSION SETBACKS: continue to partner with NC DCM by enforcement of established erosion rate setbacks during plan	Flood Sea Level Rise	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. On Jan 8, 2025, the Town adopted higher standards to the Town's ordinances that govern development within the CAMA setbacks to address environmental concerns, beach erosion and public health and safety.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	review, permitting and inspections.						
P5	PLANNING AND ZONING: establish a local transfer of development rights (TDR) program for risk in known hazard areas.	Multiple Hazards	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.
P6	STORMWATER MANAGEMENT: improve Stormwater Management Planning. Conduct a stormwater drainage study for known problem areas.	Flood	Medium	Planning Department	NCDCM	2021-2023	COMPLETED Phase 1: Community Engagement and Risk/Vulnerability Assessment; Phase 2: Planning, Project Identification, and Prioritization; Phase 3: Engineering and Design. On February 24, 2023, at the Topsail Island Shoreline Protection Commission meeting in Surf City, WK Dickson & Co., Inc presented the pre-final documents for the Roadside Stormwater Infiltration Project.
P7-1	DRAINAGE SYSTEM MAINTENANCE: improve Stormwater Drainage System Capacity	Flood	Medium	Town Manager	NCEM	2024 –2027	NEW ACTION in 2026. Phase 4 Project Implementation: Island Drive at Gray Street & Richard Peters Park infiltration projects.
P7-2	DRAINAGE SYSTEM MAINTENANCE: maintain the drainage system and carrying out related procedures and responsibilities (Activity 540)	Flood	Medium	Town Manager	NCEM	2026-2031	NEW ACTION in 2026. Phase 4 Project Implementation: Island Drive at Gray Street & Richard Peters Park infiltration projects. Advise users on the flood protection website of Maintaining the drainage system and carrying out related procedures and responsibilities.
P8	BUILDING CODES: adopt and enforce Building Codes and Development Standards; Implement the 2024 North Carolina State Building Code ("2024 Code")	Earthquake Flooding Severe Wind Severe Winter Weather Storm Surge Tsunami	Medium	Inspections Department	Local, NCDOI	2026-2031	NEW ACTION in 2026. The 2024 codes will not become effective until after April 1, 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PROPERTY PROTECTION (E.G., ELEVATION)/ STRUCTURE AND INFRASTRUCTURE PROJECTS							
Property protection activities are usually undertaken by property owners on a building-by-building or parcel basis.							
PP1	RELOCATION: reduce future disaster losses by moving people and property out of harm's way by applying for Hazard Mitigation Grant Program (HMGP) relocation funding, when available after a major disaster has been declared by the President.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.
PP2	ACQUISITION: reduce future disaster losses by applying for Hazard Mitigation Grant Program (HMGP) acquisition funding, when available after a major disaster has been declared by the President.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026. The Town will establish a land trust that will serve to secure undeveloped land through either acquisition or donation as open space easements in perpetuity. The Town will work with the Conservation Trust of North Carolina throughout this effort to ensure that all land secured is properly protected. (CAMA Land Use Plan I.17)
PP3	BUILDING ELEVATION: apply for Hazard Mitigation Grant Program (HMGP) elevation funding, when available after a major disaster has been declared by the President.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PP4	RETROFITTING: promote service and provide one-on-one advice about property protection (such as retrofitting techniques and drainage improvements).	Flood	Medium	Planning Department Inspections Department	Local	2026-2031	NEW ACTION in 2026. Property Protection Advice (PPA) service is promoted on the Town's website at https://www.northtopsailbeachnc.gov/planningzoning/page/property-protection-advise-meeting .
PP5	SEWER BACKUP PROTECTION: continue to promote and provide Property Protection Advice (PPA) service, one-on-one advice and/or assistance about property protection to all properties with known flooding, drainage, and sewer problems. Retrofitting techniques include elevation, dry and wet floodproofing, and protection from sewer backup.	Flood	Medium	Planning Department Inspections Department	Local	2026-2031	NEW ACTION in 2026. Property Protection Advice (PPA) service is promoted on the Town's website at https://www.northtopsailbeachnc.gov/planningzoning/page/property-protection-advise-meeting .
PP6-1	INSURANCE: 1. (FIA) Assess the community's current level of coverage and identify shortcomings. 2. (CP) Develop a Coverage improvement plan. 3. (CPI) Implement of age nent plan.	Flood	Medium	Planning Department Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PP6-2	INSURANCE: maintain digital copies of maps, help the community target its program to promote the purchase of flood insurance by its residents. Structures for which insurance is required can be identified and, if first-floor information is available, estimates of the cost of flood insurance can be developed for the owners. If repetitive loss areas are included, then they can be targeted by additional outreach or prioritized within the program.	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue Map Information Service.
NATURAL RESOURCE PROTECTION/NATURAL SYSTEMS PROTECTION							
Activities that preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.							
NR1	WETLANDS PROTECTION: protect the natural and beneficial functions of the floodplain, by considering higher standards for wetland protection.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2021-2025	COMPLETED. On October 4, 2023, the Town amended the UDO and adopted § 10.07.06 WETLAND PROTECTION

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
NR2	EROSION AND SEDIMENT CONTROL: implement Living Shoreline Project along a 195 ft. stretch of shoreline to protect from degradation and erosion and offer long-term resilience in the face of rising sea levels.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2021-2025	COMPLETED 2022 in partnership with the North Carolina Coastal Federation (NCCF) and the Sandbar Oyster Company.
NR3	EROSION AND SEDIMENT CONTROL: consider adoption of higher development standards	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2021-2025	COMPLETED 2025. Conducted a public hearing to consider types of development that should be permitted or prohibited seaward of the oceanfront setback requirements. adopted a resolution and proposed amendments to the Unified Development Ordinance and the Town's comprehensive plan (aka CAMA Land Use Plan)
NR5	NATURAL AREA PRESERVATION: review Comprehensive Plan and Unified Development Ordinance	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.
NR6	NATURAL AREA RESTORATION revitalize dunes and ecosystem by removing invasive Beach Vitex, restoring native plants, and enhancing habitats for wildlife	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	NCDEQ WRC	2024-2026	CARRIED FORWARD. 2024, NCDEQ WRC awarded \$690,060.50 grant to Topsail Beach, Surf City and North Topsail Beach. The first treatment season began in June of 2025. Treatments will follow monthly until December 2025. The second treatment season will follow the same schedule beginning in May of 2026 and ending in September 2026.
NR7	WATER QUALITY IMPROVEMENT: develop plans to improve drainage,	Erosion, Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	stormwater storage, or channel bank erosion.						
NR8-1	COASTAL BARRIER PROTECTION: develop and adopt a 30 Year Beach Plan to monitor and maintain engineered beach.	Erosion, Flood, Storm Surge, Rising Sea Level	High	Planning Department	Local, State	2026-2031	CARRIED FORWARD. NTB established Beach committee in 2022. Beach Plan development began 2024.
NR8-2	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Florence mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	Spring 2021	COMPLETED FEMA Truck Dune Haul - Florence Mitigation
NR8-3	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Florence mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	Winter 2021	COMPLETED FEMA Truck Dune Haul - Florence Mitigation
NR8-4	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Dorian mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	Spring 2022	COMPLETED FEMA Truck Engineered Beach Haul - Dorian Mitigation
NR8-5	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Florence mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	2022-2024	COMPLETED FEMA Truck Engineered Beach Haul - Florence Mitigation
NR8-6	COASTAL BARRIER PROTECTION: truck restoration	Erosion, Flood, Storm Surge,	High	Town Manager	100% State	2023-2025	COMPLETED.

Section X, ItemA.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
		Rising Sea Level					
NR9	ENVIRONMENTAL CORRIDORS: Identify and map the Town's natural resources and propose guidelines for development considered compatible with Environmental Corridors.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026.
NR10	NATURAL FUNCTIONS PROTECTION: apply for state funding to remove invasive Beach Vitex.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	NCDEQ WRC	2024-2026	CARRIED FORWARD. 2024, NCDEQ WRC awarded \$690,060.50 grant to Topsail Beach, Surf City and North Topsail Beach. The first treatment season began in June of 2025. Treatments will follow monthly until December 2025. The second treatment season will follow the same schedule beginning in May of 2026 and ending in September 2026.

EMERGENCY SERVICES

Measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.

ES1	HAZARD THREAT RECOGNITION: conduct testing and training on new flood threat recognition system (FTR) and emergency alert system, <i>ReGroup</i> .	All	High	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County for hazard threat recognition and early alert system.
ES2	HAZARD WARNING: review hazard or flood warning and response detailed in the Emergency Operations	All	Medium	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County in coordination with the state hazard warning and early alert system.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
ES3	HAZARD RESPONSE OPERATIONS: review hazard or flood response operations are detailed in the Emergency Operations Plan.	All	Medium	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County in coordination with the state in hazard response operations.
ES4	CRITICAL FACILITIES PROTECTION: review coordinating with critical facilities detailed in the Emergency Operations Plan.	All	Medium	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County for assessment coordinating with critical facilities.
ES5	HEALTH AND SAFETY MAINTENANCE: mitigation by completing proactive risk management; identifying hazards through regular inspections.	All	Medium	Fire Department	Local,	2026-2031	CARRIED FORWARD.
ES6-1	POST-DISASTER MITIGATION ACTIONS: apply for grants through programs like the Hazard Mitigation Grant Program (HMGP) to fund projects like property acquisition and infrastructure improvements.	All	Medium	Planning Department, Fire Department, Police Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. HMGP 4827 project scheduled for 2026-27.
ES6-2	POST-DISASTER MITIGATION ACTIONS: provide guidance on floodplain rules, permit requirements, and starting repairs.	Flood	Medium	Planning Department, Inspections Department, Disaster Assistance Response Teams (DARTs)	Local, FEMA's Public Assistance (PA) Program	2026-2031	CARRIED FORWARD.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
ES6-3	POST-DISASTER MITIGATION ACTIONS: identify structures needing upgrades to current flood-resistant codes when repairs or improvements cost 50% or more of the building's pre-damage market value.	Flood	Medium	Planning Department, Inspections Department, Disaster Assistance Response Teams (DARTs)	Local. FEMA's Public Assistance (PA) Program	2026-2031	CARRIED FORWARD.
STRUCTURAL FLOOD CONTROL PROJECTS/STRUCTURE AND INFRASTRUCTURE PROJECTS							
Structural projects keep flood waters away from an area with a levee, reservoir, or other flood control measures. They are usually designed by engineers and managed or maintained by public works staff.							
S1	DIVERSIONS: install ridges of compacted soil (berms/dikes) or excavated depressions (swales) used to divert upslope runoff.	Flood	Medium	Town Manager	NCEM	2026-2031	CARRIED FORWARD. Phase 4 Project Implementation: Island Drive at Gray Street & Richard Peters Park infiltration projects.
S2	CHANNEL MODIFICATIONS: U.S. Army Corps of Engineers Intracoastal Waterway/Channel Dredging and Placement along Phase 1.	Flood	Medium	USACE	USACE	2022-2023	COMPLETED. The New River Inlet channel is a designated federal navigational channel that is federally maintained via periodic dredging. In 2023, the inlet dredging project place approximately 160,000 cy of sand in Phase 1.
S3	STORM DRAIN IMPROVEMENTS: continue to pursue funding for upgrades to infrastructure to handle excess stormwater, prevent street flooding, reduce property	Flood	Medium	Town Manager	Local	2026-2031	CARRIED FORWARD.
and improve ability by							

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	managing runoff from paved areas.						
PUBLIC INFORMATION							
Activities that advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.							
PI1-1	MAP INFORMATION: maintain copies of the maps produced by the NFIP. Activity 320 (Map Information Service)	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide Map Information Service.
PI1-2	MAP INFORMATION: provide map information and Flood Insurance Rate Map data.	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide Map Information Service.
PI2-1	OUTREACH PROJECTS: review PPI and update outreach projects.	Flood	Medium	Planning Department, Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026.
PI2-2	OUTREACH PROJECTS: post or link real-time gage information so users can see current water levels and, where available, flood height predictions	Flood	Medium	Planning Department, Planning Board/PPI Committee/ IT Department	Local	2026-2031	NEW ACTION in 2026.
PI3	REAL ESTATE DISCLOSURE: assist local real estate agents with information handouts that will advise potential buyers to investigate the flood hazard for the property they are considering purchasing.	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to assist local real estate agents with information handouts that advise potential buyers to investigate the flood hazard for property they are considering purchasing.
PI4	LIBRARY: ensure nine Federal Emergency Management Agency is on flood topics are	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to maintain flood protection library and local pertinent documents at Sneads Ferry Library and on Town's website.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	maintained in the public library (LIB): In addition, ensure additional references on the community's flood problem or local or state floodplain management programs housed in the public library. (LPD)						https://www.norhtopsailbeachnc.gov/planningzoning/page/flood-protection-information
PI5-1	TECHNICAL ASSISTANCE: on Town's website advise users of providing technical assistance on property protection (Activity 360)	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide technical assistance on property protection.
PI5-2	TECHNICAL ASSISTANCE: on Town's website advise users of providing technical assistance on on flood insurance (Activity 370)	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide technical assistance on flood insurance.
PI6	ENVIRONMENTAL EDUCATION: develop an Environmental Education Plan	Flood	Medium	Planning Department, Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026. The EE Plan should have the following components: 1. Risk Assessment & Awareness: 2. Mitigation Strategies: 3. Integration & Collaboration: 4. Education Delivery Methods: 5. Resilience & Sustainability:

North Topsail Beach Mitigation Action Plans 2026

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Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PREVENTIVE MEASURES (E.G., CODES)/ LOCAL PLANS AND REGULATIONS							
Preventive activities keep flood problems from getting worse. The use and development of flood prone areas is limited through planning, land acquisition, or regulation. They are usually administered by building, zoning, planning, and/or code enforcement offices.							
P1	FLOODPLAIN MAPPING AND DATA: complete a Community Self-Assessment to help evaluate your existing flood problems, identify potential future flood problems, and to identify appropriate measures to address them.	Flood	Medium	Planning Department	Local	2026	NEW ACTION in 2026. Use the results of the Community Self-Assessment to determine what additional data is needed of flood problem areas.
P2	OPEN SPACE PRESERVATION: regularly calculate and document the amount of flood-prone property preserved as open space.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026. Roughly 21% of the community is zoned Conservation or CON-D deeming this acreage unbuildable.
P3	FLOODPLAIN REGULATIONS: continue regulatory standards that exceed the minimum requirements of the National Flood Insurance Program (NFIP).	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. The community's floodplain management higher regulatory standards are sufficient for current and fully developed land use.
P4	EROSION SETBACKS: continue to partner with NC DCM by enforcement of established erosion rate setbacks during plan	Flood Sea Level Rise	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. On Jan 8, 2025, the Town adopted higher standards to the Town's ordinances that govern development within the CAMA setbacks to address environmental concerns, beach erosion and public health and safety.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	review, permitting and inspections.						
P5	PLANNING AND ZONING: establish a local transfer of development rights (TDR) program for risk in known hazard areas.	Multiple Hazards	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.
P6	STORMWATER MANAGEMENT: improve Stormwater Management Planning. Conduct a stormwater drainage study for known problem areas.	Flood	Medium	Planning Department	NCDCM	2021-2023	COMPLETED Phase 1: Community Engagement and Risk/Vulnerability Assessment; Phase 2: Planning, Project Identification, and Prioritization; Phase 3: Engineering and Design. On February 24, 2023, at the Topsail Island Shoreline Protection Commission meeting in Surf City, WK Dickson & Co., Inc presented the pre-final documents for the Roadside Stormwater Infiltration Project.
P7-1	DRAINAGE SYSTEM MAINTENANCE: improve Stormwater Drainage System Capacity	Flood	Medium	Town Manager	NCEM	2024 –2027	NEW ACTION in 2026. Phase 4 Project Implementation: Island Drive at Gray Street & Richard Peters Park infiltration projects.
P7-2	DRAINAGE SYSTEM MAINTENANCE: maintain the drainage system and carrying out related procedures and responsibilities (Activity 540)	Flood	Medium	Town Manager	NCEM	2026-2031	NEW ACTION in 2026. Phase 4 Project Implementation: Island Drive at Gray Street & Richard Peters Park infiltration projects. Advise users on the flood protection website of Maintaining the drainage system and carrying out related procedures and responsibilities.
P8	BUILDING CODES: adopt and enforce Building Codes and Development Standards; Implement the 2024 North Carolina State Building Code ("2024 Code")	Earthquake Flooding Severe Wind Severe Winter Weather Storm Surge Tsunami	Medium	Inspections Department	Local, NCDOI	2026-2031	NEW ACTION in 2026. The 2024 codes will not become effective until after April 1, 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PROPERTY PROTECTION (E.G., ELEVATION)/ STRUCTURE AND INFRASTRUCTURE PROJECTS							
Property protection activities are usually undertaken by property owners on a building-by-building or parcel basis.							
PP1	RELOCATION: reduce future disaster losses by moving people and property out of harm's way by applying for Hazard Mitigation Grant Program (HMGP) relocation funding, when available after a major disaster has been declared by the President.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.
PP2	ACQUISITION: reduce future disaster losses by applying for Hazard Mitigation Grant Program (HMGP) acquisition funding, when available after a major disaster has been declared by the President.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026. The Town will establish a land trust that will serve to secure undeveloped land through either acquisition or donation as open space easements in perpetuity. The Town will work with the Conservation Trust of North Carolina throughout this effort to ensure that all land secured is properly protected. (CAMA Land Use Plan I.17)
PP3	BUILDING ELEVATION: apply for Hazard Mitigation Grant Program (HMGP) elevation funding, when available after a major disaster has been declared by the President.	Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PP4	RETROFITTING: promote service and provide one-on-one advice about property protection (such as retrofitting techniques and drainage improvements).	Flood	Medium	Planning Department Inspections Department	Local	2026-2031	NEW ACTION in 2026. Property Protection Advice (PPA) service is promoted on the Town's website at https://www.northtopsailbeachnc.gov/planningzoning/page/property-protection-advise-meeting .
PP5	SEWER BACKUP PROTECTION: continue to promote and provide Property Protection Advice (PPA) service, one-on-one advice and/or assistance about property protection to all properties with known flooding, drainage, and sewer problems. Retrofitting techniques include elevation, dry and wet floodproofing, and protection from sewer backup.	Flood	Medium	Planning Department Inspections Department	Local	2026-2031	NEW ACTION in 2026. Property Protection Advice (PPA) service is promoted on the Town's website at https://www.northtopsailbeachnc.gov/planningzoning/page/property-protection-advise-meeting .
PP6-1	INSURANCE: 1. (FIA) Assess the community's current level of coverage and identify shortcomings. 2. (CP) Develop a Coverage improvement plan. 3. (CPI) Implement of	Flood	Medium	Planning Department Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
PP6-2	INSURANCE: maintain digital copies of maps, help the community target its program to promote the purchase of flood insurance by its residents. Structures for which insurance is required can be identified and, if first-floor information is available, estimates of the cost of flood insurance can be developed for the owners. If repetitive loss areas are included, then they can be targeted by additional outreach or prioritized within the program.	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue Map Information Service.
NATURAL RESOURCE PROTECTION/NATURAL SYSTEMS PROTECTION							
Activities that preserve or restore natural areas or the natural functions of floodplain and watershed areas. They are implemented by a variety of agencies, primarily parks, recreation, or conservation agencies or organizations.							
NR1	WETLANDS PROTECTION: protect the natural and beneficial functions of the floodplain, by considering higher standards for wetland protection.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2021-2025	COMPLETED. On October 4, 2023, the Town amended the UDO and adopted § 10.07.06 WETLAND PROTECTION

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
NR2	EROSION AND SEDIMENT CONTROL: implement Living Shoreline Project along a 195 ft. stretch of shoreline to protect from degradation and erosion and offer long-term resilience in the face of rising sea levels.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2021-2025	COMPLETED 2022 in partnership with the North Carolina Coastal Federation (NCCF) and the Sandbar Oyster Company.
NR3	EROSION AND SEDIMENT CONTROL: consider adoption of higher development standards	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2021-2025	COMPLETED 2025. Conducted a public hearing to consider types of development that should be permitted or prohibited seaward of the oceanfront setback requirements. adopted a resolution and proposed amendments to the Unified Development Ordinance and the Town's comprehensive plan (aka CAMA Land Use Plan)
NR5	NATURAL AREA PRESERVATION: review Comprehensive Plan and Unified Development Ordinance	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.
NR6	NATURAL AREA RESTORATION revitalize dunes and ecosystem by removing invasive Beach Vitex, restoring native plants, and enhancing habitats for wildlife	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	NCDEQ WRC	2024-2026	CARRIED FORWARD. 2024, NCDEQ WRC awarded \$690,060.50 grant to Topsail Beach, Surf City and North Topsail Beach. The first treatment season began in June of 2025. Treatments will follow monthly until December 2025. The second treatment season will follow the same schedule beginning in May of 2026 and ending in September 2026.
NR7	WATER QUALITY IMPROVEMENT: develop plans to improve drainage,	Erosion, Flood	Medium	Planning Department	Local	2026-2031	NEW ACTION in 2026.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	stormwater storage, or channel bank erosion.						
NR8-1	COASTAL BARRIER PROTECTION: develop and adopt a 30 Year Beach Plan to monitor and maintain engineered beach.	Erosion, Flood, Storm Surge, Rising Sea Level	High	Planning Department	Local, State	2026-2031	CARRIED FORWARD. NTB established Beach committee in 2022. Beach Plan development began 2024.
NR8-2	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Florence mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	Spring 2021	COMPLETED FEMA Truck Dune Haul - Florence Mitigation
NR8-3	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Florence mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	Winter 2021	COMPLETED FEMA Truck Dune Haul - Florence Mitigation
NR8-4	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Dorian mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	Spring 2022	COMPLETED FEMA Truck Engineered Beach Haul - Dorian Mitigation
NR8-5	COASTAL BARRIER PROTECTION: dune restoration post-hurricane Florence mitigation	Erosion, Flood, Storm Surge, Rising Sea Level	High	Town Manager	75 % FEMA; 25% State	2022-2024	COMPLETED FEMA Truck Engineered Beach Haul - Florence Mitigation
NR8-6	COASTAL BARRIER PROTECTION: truck restoration	Erosion, Flood, Storm Surge,	High	Town Manager	100% State	2023-2025	COMPLETED.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
		Rising Sea Level					
NR9	ENVIRONMENTAL CORRIDORS: Identify and map the Town's natural resources and propose guidelines for development considered compatible with Environmental Corridors.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026.
NR10	NATURAL FUNCTIONS PROTECTION: apply for state funding to remove invasive Beach Vitex.	Erosion, Flood, Storm Surge, Rising Sea Level	Medium	Planning Department	NCDEQ WRC	2024-2026	CARRIED FORWARD. 2024, NCDEQ WRC awarded \$690,060.50 grant to Topsail Beach, Surf City and North Topsail Beach. The first treatment season began in June of 2025. Treatments will follow monthly until December 2025. The second treatment season will follow the same schedule beginning in May of 2026 and ending in September 2026.
EMERGENCY SERVICES							
Measures are taken during an emergency to minimize its impact. These measures are usually the responsibility of city or county emergency management staff and the owners or operators of major or critical facilities.							
ES1	HAZARD THREAT RECOGNITION: conduct testing and training on new flood threat recognition system (FTR) and emergency alert system, ReGroup.	All	High	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County for hazard threat recognition and early alert system.
ES2	HAZARD WARNING: review hazard or flood warning and response detailed in the Emergency Operations	All	Medium	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County in coordination with the state hazard warning and early alert system.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
ES3	HAZARD RESPONSE OPERATIONS: review hazard or flood response operations are detailed in the Emergency Operations Plan.	All	Medium	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County in coordination with the state in hazard response operations.
ES4	CRITICAL FACILITIES PROTECTION: review coordinating with critical facilities detailed in the Emergency Operations Plan.	All	Medium	NCEM, Onslow County Emergency Operations Center, Town Manager/ Emergency Manager, IT Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. North Topsail Beach partners with Onslow County for assessment coordinating with critical facilities.
ES5	HEALTH AND SAFETY MAINTENANCE: mitigation by completing proactive risk management; identifying hazards through regular inspections.	All	Medium	Fire Department	Local,	2026-2031	CARRIED FORWARD.
ES6-1	POST-DISASTER MITIGATION ACTIONS: apply for grants through programs like the Hazard Mitigation Grant Program (HMGP) to fund projects like property acquisition and infrastructure improvements.	All	Medium	Planning Department, Fire Department, Police Department	Local, FEMA Grant	2026-2031	CARRIED FORWARD. HMGP 4827 project scheduled for 2026-27.
ES6-2	POST-DISASTER MITIGATION ACTIONS: provide guidance on floodplain rules, permit requirements, and starting repairs.	Flood	Medium	Planning Department, Inspections Department, Disaster Assistance Response Teams (DARTs)	Local, FEMA's Public Assistance (PA) Program	2026-2031	CARRIED FORWARD.

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
ES6-3	POST-DISASTER MITIGATION ACTIONS: identify structures needing upgrades to current flood-resistant codes when repairs or improvements cost 50% or more of the building's pre-damage market value.	Flood	Medium	Planning Department, Inspections Department, Disaster Assistance Response Teams (DARTs)	Local. FEMA's Public Assistance (PA) Program	2026-2031	CARRIED FORWARD.
STRUCTURAL FLOOD CONTROL PROJECTS/STRUCTURE AND INFRASTRUCTURE PROJECTS							
Structural projects keep flood waters away from an area with a levee, reservoir, or other flood control measures. They are usually designed by engineers and managed or maintained by public works staff.							
S1	DIVERSIONS: install ridges of compacted soil (berms/dikes) or excavated depressions (swales) used to divert upslope runoff.	Flood	Medium	Town Manager	NCEM	2026-2031	CARRIED FORWARD. Phase 4 Project Implementation: Island Drive at Gray Street & Richard Peters Park infiltration projects.
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S3	STORM DRAIN IMPROVEMENTS: continue to pursue funding for upgrades to infrastructure to handle excess stormwater, prevent street flooding, reduce property and improve	Flood	Medium	Town Manager	Local	2026-2031	CARRIED FORWARD.
<div> <div>Section X, ItemA.</div> <div>12/11/2025</div> <div>Page 10 of 12</div> <div>191</div> </div>							

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	managing runoff from paved areas.						
Public Information/Education and awareness programs							
Activities that advise property owners, potential property owners, and visitors about the hazards, ways to protect people and property from the hazards, and the natural and beneficial functions of local floodplains. They are usually implemented by a public information office.							
PI1-1	MAP INFORMATION: maintain copies of the maps produced by the NFIP. Activity 320 (Map Information Service)	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide Map Information Service.
PI1-2	MAP INFORMATION: provide map information and Flood Insurance Rate Map data.	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide Map Information Service.
PI2-1	OUTREACH PROJECTS: review PPI and update outreach projects.	Flood	Medium	Planning Department, Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026.
PI2-2	OUTREACH PROJECTS: post or link real-time gage information so users can see current water levels and, where available, flood height predictions	Flood	Medium	Planning Department, Planning Board/PPI Committee/ IT Department	Local	2026-2031	NEW ACTION in 2026.
PI3	REAL ESTATE DISCLOSURE: assist local real estate agents with information handouts that will advise potential buyers to investigate the flood hazard for the property they are considering purchasing.	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to assist local real estate agents with information handouts that advise potential buyers to investigate the flood hazard for property they are considering purchasing.
PI4	LIBRARY: ensure nine Federal Emergency Management Agency is on flood topics are	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to maintain flood protection library and local pertinent documents at Sneads Ferry Library and on Town's website at

Action #	Description	Hazard(s) Addressed	Relative Priority	Lead Agency/Department	Potential Funding Sources	Implementation Schedule	Implementation Status (2026) <i>Completed, Deleted, Carried Forward</i>
	maintained in the public library (LIB): In addition, ensure additional references on the community's flood problem or local or state floodplain management programs housed in the public library. (LPD)						https://www.northtopsailbeachnc.gov/planningzoning/page/flood-protection-information
PI5-1	TECHNICAL ASSISTANCE: on Town's website advise users of providing technical assistance on property protection (Activity 360)	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide technical assistance on property protection.
PI5-2	TECHNICAL ASSISTANCE: on Town's website advise users of providing technical assistance on on flood insurance (Activity 370)	Flood	Medium	Planning Department	Local	2026-2031	CARRIED FORWARD. Continue to promote and provide technical assistance on flood insurance.
PI6	ENVIRONMENTAL EDUCATION: develop an Environmental Education Plan	Flood	Medium	Planning Department, Planning Board/PPI Committee	Local	2026-2031	NEW ACTION in 2026. The EE Plan should have the following components: 1. Risk Assessment & Awareness: 2. Mitigation Strategies: 3. Integration & Collaboration: 4. Education Delivery Methods: 5. Resilience & Sustainability:

Town of North Topsail Beach



Police Department

Interim Chief Andrew Page

January 23, 2026

To: The Honorable Mayor & Board of Alderman

From: Interim Chief Andrew Page

Subject: Vehicle Purchasing Approval

Mayor Grant and Members of the Board,

During the budget process for this fiscal year, the funds for two police vehicles were allotted in the department's capital outlay line-item but approval was only given to purchase one. As I have started working on next year's budget, I have identified a shortfall. We have five vehicles that have over 100,000 miles on the odometer. Three of these have near or over 150,000 miles. Part of this is due to a bottleneck caused by a larger than normal vehicle purchase made in 2019 and some are spare cars that have been retained out of convenience.

With these facts in mind, I am requesting approval to purchase a second truck in this budget year with the funds already allotted. The Police Department currently maintains 19 vehicles in its fleet and a short year would delay replacement of vehicles further into the future. I believe this will have a lasting impact on maintenance costs. I have attached our current vehicle list, with mileage, for your review. Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Andrew Page".

Andrew Page

Interim Police Chief

North Topsail Beach Police Department Vehicles							
Year	Car #	VIN	Model	Assigned Officer	Plate	Plate Expiration	Mileage 1/21
1	2017	1GNSKFEC0HR329529	Chevy Tahoe	K9 Spare	97945V	Perm	110,251
2	2011	2FABP7BV3BX183149	Ford Crown Vic Interceptor	Spare	61475W	Perm	150,099
3	2021	1C4RDJFG5MC792544	Dodge Durango	H. Reyes	JKF2875	3/15/2026	86,145
5	2024	1FTFW1P81RKF26715	Ford F150	Coast		Perm	6,474
6	2019	1C6RR7KTXXKS667847	Ram 1500	Schwab	31390W	Perm	102,538
7	2022	1C6RR7XT5NS237074	Ram 1500	Maiorano	70066W	Perm	43,881
8	2022	1C6RR7XT4NS236806	Ram 1500	McEntyre	53755W	Perm	60,879
9	2021	1C4RDJFG3MC792543	Dodge Durango	Chief	JKF2874	3/15/2026	89,162
10	2023	1C6RR7XT6PS596498	Ram 1500	Yopp	66593-W	Perm	60,819
11	2023	1FTFW1E5XPKF99698	Ford F150	Torres	LCP2179	8/15/2026	26,277
12	2023	2C3CDXAT1PH516168	Dodge Charger Police Pkg	A. Thompson	55728W	Perm	67,074
13	2017	2C3CDXAG4HH660236	Dodge Charger Police Pkg	Spare	PLL7889	3/15/2026	127,917
14	2023	2C3CDXAT3PH516169	Dodge Charger Police Pkg	J. Green	55729W	Perm	58,696
15	2023	1FTFW1P87PKE13459	Ford F150	Captain	KHB8398	7/15/2026	50,892
16	2019	2C3CDXAT5KH576138	Dodge Charger	Ludwig	HAH3606	5/15/2026	143,188
17	2019	1C6RR7KT1KS667848	Ram 1500	E. Thompson	31389W	Perm	144,486
18	2022	A5ZAAAAACNA009421	Mahindra Roxor	Beach Patrol	58585W	Perm	4,191
20	2002	1FTYR10D12PB39355	Ford Ranger	LESO	HLT1306	11/15/2026	89,567
		List Updated: 1/21/2026					



Deacon Jones
Chrysler of Clinton



Formerly:

PERFORMANCE
CDJR

2025 Dodge Durango Pursuit

North Carolina Statewide Term Contract STC 2510A

Trucks All Types & Configurations

Contract Term Dates: February 1, 2024 - January 31, 2029

North Topsail Beach

Drivetrain Configurations

5.7L Hemi V-8	<input checked="" type="checkbox"/>	WDEE75-22Z	2025 Dodge Durango Pursuit, 5.7L Hemi V-8 AWD	\$ 43,306.87
3.6L V-6	<input type="checkbox"/>	WDEE75-2BZ	2025 Dodge Durango Pursuit, 3.6L V-6 AWD	\$ 40,438.68

NC2510A Base Configuration

Base Powertrain Configuration

WDEE75	5.7L Hemi V-8 MDS VVT Engine, 8 Speed Automatic Transmission, 22Z	Base
WDEE75	3.6L V-6 24 Valve VVT Engine, 8 Speed Automatic Transmission, 2BZ	Base

Base Interior Configuration

Vinyl	Vinyl Floor Covering	Base
Front	Cloth Front Seat Covering	Base
C5/X9	Cloth Rear Seat Covering	Base

Base Package / Options

Black Steel Wheels w/ Chrome Center Caps	8.4" Touchscreen Radio Display
255/60R18 BSW On/Off Road Tires	Blind Spot & Cross Path Detection
Power Windows, Door Locks, Mirrors	Class IV 2" Receiver Hitch
Parksense Rear View Camera	7/4 Way Trailer Light Wiring Connectors
130 MPH Limited Top Speed	Power 8 Way Driver seat
Full Size Spare Tire & Steel Wheel	2 Row Seating - No 3rd Row Seating Option
4 Key Fobs Standard	Secure Park - Secures Transmission w/o FOB

Option Availability and Compatibility Vary

USE THIS FORM AS A GUIDE

Please Return to your Performance Representative For Confirmation

Seat/Trim Options			MSRP	6% Disc
<input type="checkbox"/>	C5/X9	HD Cloth Bucket Front Seat / Cloth Rear Seat	STD	STD
<input checked="" type="checkbox"/>	A7/X9	HD Cloth Bucket Front Seat / Vinyl Rear Seat	\$ 160	\$ 150.40
Functional Packages			MSRP	6% Disc
<input type="checkbox"/>	ADG	Technology Group	\$ 2,910	\$ 2,735.40
<input checked="" type="checkbox"/>	ADL	Skid Plate Group	\$ 370	\$ 347.80
Wheel Options			MSRP	6% Disc
<input checked="" type="checkbox"/>	CAPS	Black Steel Wheels with Chrome Center Caps	STD	STD
<input type="checkbox"/>	WP1	18"X8.0 Painted Aluminum Wheels	\$ 430	\$ 404.20

Interior Options		MSRP	6% Disc
<input type="checkbox"/>	CKD Carpet Floor Covering	\$ 160	\$ 150.40
<input type="checkbox"/>	CUF Full Length Floor Console	\$ 370	\$ 347.80
<input type="checkbox"/>	JRC Power Liftgate	\$ 480	\$ 451.20
<input type="checkbox"/>	UBN Uconnect 5 Navigation with 10.1" Display Screen	\$ 1,095	\$ 1,029.30
<input type="checkbox"/>	GXF Fleet Key Alike (Specify Frequency 1-4)	\$ 455	\$ 427.70
Spotlight Options		MSRP	6% Disc
<input type="checkbox"/>	LNF Black Driver Side LED Spotlight	\$ 750	\$ 705.00
<input type="checkbox"/>	LNA Matching Passenger Side LED Spotlight	\$ 750	\$ 705.00
Law Enforcement Options		MSRP	6% Disc
<input checked="" type="checkbox"/>	CUG Police Style Floor Console	\$ 1,195	\$ 1,123.30
<input checked="" type="checkbox"/>	CW7 Deactivate Rear Doors & Windows	\$ 145	\$ 136.30
<input type="checkbox"/>	LSA Security Alarm	\$ 190	\$ 178.60
<input type="checkbox"/>	MT8 Delete Rear Liftgate Badging	N/C	N/C
<input type="checkbox"/>	XDG Passenger Side Ballistic Door Panel	\$ 2,995	\$ 2,815.30
<input type="checkbox"/>	XDV Driver Side Ballistic Door Panel	\$ 2,995	\$ 2,815.30
<input type="checkbox"/>			\$ -
Additional Options			
<input type="checkbox"/>			\$ -
<input type="checkbox"/>			\$ -
<input checked="" type="checkbox"/>	Tier 1 Tier 1 Color Upcharge (\$370 Per Car)	\$ 395	\$ 370.00
<input type="checkbox"/>	Tier 2 Tier 2 Color Upcharge (\$564 Per Car)	\$ 600	\$ 564.00

Standard Colors:

Quantity

No Cost Colors		
<input type="checkbox"/>	PXJ DB Black Clear Coat	
<input type="checkbox"/>	PW7 Bright White Clear Coat	
<input type="checkbox"/>		
Tier 1 - Additional \$370 Per Car		
<input type="checkbox"/>	PRV Octane Red Pearl Coat	
<input type="checkbox"/>	PDN Destroyer Grey Clear Coat	
<input type="checkbox"/>	PSE Triple Nickel (Silver)	
<input type="checkbox"/>	PHC Red Oxide	
<input type="checkbox"/>	PCA Frostbite Pearl Coat	
<input type="checkbox"/>	PCQ Night Moves (Dark Blue)	
<input checked="" type="checkbox"/>	PAS Vapor Grey Metallic Clear Coat	1.00
Tier 2 - Additional \$564 Per Car		
<input type="checkbox"/>	PBU Blu By You Pearl Coat	
<input type="checkbox"/>	P79 Michigan State Police Blue	

Enter Quantity Here

Dealer Added Items

<input checked="" type="checkbox"/>	Stellantis Disc	Increased Government Concessions Discount	\$ (2,500.00)
<input checked="" type="checkbox"/>	UPFIT	Interior Soundoff Package; See Attached	\$ 7,156.96
<input type="checkbox"/>			

Option Availability and Compatibility Vary

USE THIS FORM AS A GUIDE

Please Return to your Performance Representative For Confirmation

Total Price Per Vehicle: \$ 50,091.63

Number Units This Spec: 1.00

Total this Order: \$ 50,091.63

Notes & Instructions:

Quoted 1-30-26 With Upfit

Agency Information:

Agency Name: *Andrew Page*
Contact: Captain/Interim Chief
Position: North Topsail Beach
Address 1: Police Department
Address 2: 2008 Loggerhead Ct
City, State, Zip: North Topsail Beach, NC 28460
Office Phone: 910-328-0042 / Fax 910-328-1943
Cell Phone:
Email: apage@northtopsailbeachnc.gov

Quoting Salesperson:

Name: Anthony Davis

Phone: 910-385-7772

Email: adavis@deaconfleet.com

PERFORMANCE
AUTOMOTIVE

CHRYSLER DODGE//Jeep RAM Ford



POLICE INTERCEPTOR

SETINA CORHINO
MANUFACTURING

CM
TRUCK BEDS



SHERP

605 Warsaw Road, Clinton North Carolina 28328

N. Topsail Beach

Durango Pursuit

Interior Package

VIN: SC560045

Stock: GS1142

Lightbars

		Description	Part Number	QTY	Location
Manu		Description	Part #	QTY	Location
Soundoff		Interior Front Bar B/W	ENFWB01FN1	1.00	Front
Sound Off		Interior Rear Bar B/A	ENFWB01EHL	1.00	Rear

Siren & Lighting Control



Soundoff	400 Series Controller	ETSA482RSP	1.00	Console
Soundoff	Speaker	ETSS100J	1.00	Grill

Additional Lighting

Soundoff	MPOWER 4" Stud Mt B/W	EMPS2STS4E	2.00	Grill, Cargo
Soundoff	MPOWER 4" Surface 3M B/A	EMPS2QMS5RBA	4.00	Surface Mount
Soundoff	MPOWER 4" Surface 3M B/W	EMPS2QMS4E	2.00	Surface Mount
Soundoff	Running Board Light B/W	ESLRL6115E	2.00	Running Board
Soundoff	Running Board Brackets	PSLVBK04	2.00	Running Board
Soundoff	Side Cargo\Deck Light Bracket	PMP2BKDGJAJ	2.00	Cargo
Soundoff	Rear Flasher Plug/Play	ETTFK02	1.00	Rear Lights

Miscellaneous

LABOR	Labor to Install abovementioned equipment		1.00	
Supplies	Install Kit and Shop Supplies		1.00	
Freight			1.00	

Total \$7,156.96

**ORDINANCE NO. CA 2026-26.43
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that specified professional outsourced accounting services contract is hereby awarded to GWI Tax and Accounting, A Member of Aline Accounting Partners.

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: Professional outsourced accounting services as outlined in attached service agreement in the amount of \$35,000.

Section III: The Finance Officer has determined sufficient funds are available In Fund 10-420-45 has sufficient funds for this project.

Section IV: The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to GWI Tax and Accounting, A Member of Aline Accounting Partners up to \$35,000, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 11th Day of February 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER



February 6, 2026

Town of North Topsail Beach, North Carolina
2008 Loggerhead Court
North Topsail Beach, NC 28460

Attention: Alice Derian, Town Manager

This letter is to confirm our understanding of the terms and objectives of this engagement and the nature and limitations of the services that will be provided by GWI Tax and Accounting, A Member of Aline Accounting Partners (the "Firm").

The purpose of our engagement is to provide professional outsourced accounting services to Town of North Topsail Beach, North Carolina ("**Town**") beginning February 16, 2025. The services we offer and the specific services we have initially identified to provide are outlined in the attached **Exhibit A**.

This engagement is not a preparation, compilation, review or audit engagement whereby any form of assurance will be provided on the Town's financial statements. It is our understanding that management has designated qualified individuals with the necessary expertise, preferably within senior management, to be responsible and accountable for overseeing our services, but not as to the accuracy or representation therein, as part of this engagement. By your signature below, you acknowledge that management agrees to evaluate the adequacy of and results of all the services performed as part of this agreement.

Our fee for this engagement is comprised of fees established for each component of the engagement as outlined below and on Exhibit A. This agreement assumes no travel for the Firm's staff.

FEMA – Existing Grants	\$ 30,000
Finance Department Support	5,000*

- Includes answering routing questions regarding work done over the course of this contract for up to 60 days after the termination of this contract.

We understand the maximum amount that may be billed under this contract is \$35,000 with a projected duration of 5 months; therefore, we will cease work on this contract on July 15, 2026. Additionally, we understand the quote above assumes all Town staff who affect the work done under this contract will be performing their duties/responsibilities which will eliminate the need for work to be done outside the scope of the work outlined in Exhibit A.

If work outside the scope of this contract arises, we agree to seek authorization from the Town Manager before proceeding.

We will provide the status of each component of the engagement (no more than five pages) to the Town Manager on a bi-weekly basis.

Payment for services is due as follows:

- One-half of the contracted amount (\$17,500) upon execution of the contract for mobilization, staffing, and contract fulfillment preparation,
- One quarter of the contracted amount (\$8,750) on May 15, 2026, and
- The balance of the contracted amount (\$8,750) within 30 days of the contract end date, July 15, 2026.

If payment is to be made by check, the check shall be mailed to GWI Tax and Accounting, 9650 Strickland Road, Suite 103-268, Raleigh, NC 27615. If payment is to be made by ACH, then payment shall be made to the bank account the Firm provides to you by a password protected PDF file which you should verbally confirm with the Firm before the initial payment is remitted. **Any correspondence changing the means of payment shall be verbally confirmed with the Firm by the Town before such change is made and payment remitted.**

In the event the Town hires a contractor/employee of the Firm, the Town agrees to pay the Firm a one-time fee of 25% of 6 months of compensation (comprised of the salary portion only and not the value of benefits the Town has offered to the contractor/employee. This fee will not be limited by the maximum billing threshold on the previous page.

In addition, in the event the Firm or any of its employees or agents is called as a witness or requested to provide any information (whether oral, written, or electronic) in any judicial, quasi-judicial, or administrative hearing or trial regarding information or communications that you have provided to the Firm, or any documents and work papers prepared by the Firm in accordance with the terms of this agreement, subject to the not to exceed limits in this agreement, you agree to pay any and all reasonable expenses, including fees and costs for our time, as well as any outside/third party legal or other fees that we incur as a result of such appearance or production of documents.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions, including password protecting confidential documents. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement.

Unless you indicate otherwise, the Firm may transmit confidential information that you provided us to third parties in order to facilitate delivering our services to you. We have secured confidentiality agreements with all our service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have the appropriate procedures in place to prevent the unauthorized release of confidential information to others. We will remain responsible for the work provided by any third-party service providers used under this agreement. By your signature below, you consent to having confidential information transmitted to entities outside the Firm. Please feel free to inquire if you would like additional information regarding the transmission of confidential information to entities outside the Firm. The Firm will provide a list and any dates of such third parties to the Town in a timely manner upon request.

It is our policy to keep records related to this engagement for five years. However, the Firm does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. Further, the Firm shall assist the Town as necessary in securing access to the applicable software programs and/or systems so the Town may utilize such information. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the five-year period, the Firm shall be free to destroy our records related to this engagement.

E-VERIFY CERTIFICATION. As a condition of payment under this agreement, Firm shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. Further, if Firm provides services to the Town utilizing a subcontractor, Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes to the extent legally applicable. The Firm shall verify, by affidavit, compliance with the terms of this section upon request by the Town.

IRAN DIVESTMENT. The Firm certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. § 147-86.60) It is the responsibility of each vendor or contractor to monitor compliance with this restriction.

ISRAEL BOYCOTT. Firm certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.81. It is the responsibility of Firm to monitor compliance with this restriction.

We appreciate the opportunity to be of service to you and believe this letter correctly expresses the significant terms of our engagement. If you have any questions please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Cordially,

GWI Tax and Accounting



Beth A Wood, CPA Partner

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of Town of North Topsail Beach, NCby:

Name: _____

Title: _____

Date: _____

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act, NCGS 159-28. A Purchase Order will be issued for this Agreement and will be amended prior to any additional expenses incurred over the original Purchase Order Amount.

Finance Officer

Date

EXHIBIT A

Tasks to Support Quote for Financial Services to be Provided

SERVICES SPECIFIC TO THIS CONTRACT

FEMA – Current Grants/Projects

Close Out FEMA Grants:

- **PTC-8 Fund 32**
- **DRMG2304 – Fund 60**
- **Florence – CAT G – Fund 31**
- **Florece – CAT Z – Fund 31**

Finance Department Support