



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

Wednesday, March 04, 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 – Mark Barefoot
Alderman – Larry Strother
Town Clerk – Alexis Stanfield*

- I. CALL TO ORDER (Mayor Grant)**
- II. INVOCATION (Alderman Olszewski)**
- 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

- A. Coastal Engineer Monthly Report (Engineer Way)**

VIII. CONSENT AGENDA

- A. Approval of Minutes**

February 11, 2026, Board of Aldermen Regular Meeting Minutes

February 11, 2026, Board of Aldermen Special Meeting Minutes

February 17, 2026, Board of Aldermen Special 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. NCTVS Motor Vehicle Refunds

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

IX. CONTINUING BUSINESS

- A. Electronic Bikes Beach Ordinance (Alderman Olszewski)

B. Proposed Rules of Procedure (Attorney Payson)

Specific Action Requested: Mayor may request a motion to adopt the proposed Rules of Procedure.

C. Review of Southeastern North Carolina Regional Hazard Mitigation Plan and Approval of Resolution 2026-01 (Planning Director Hill)

Specific Action Requested: Mayor may request a motion to Approve Resolution 2026-01 Adopting the Southeastern North Carolina Regional Hazard Mitigation Plan.

- D. Strategic Plan Update (Mayor Pro Tem Pletl)

X. NEW BUSINESS

- A. Appointments to the Board of Adjustment (Clerk Stanfield)

Stephen Newbern

Kim Browning

Specific Action Requested: Mayor may request a motion to appoint the two applicants presented to the Board of Adjustment.

B. Registration and Sponsorship for N.C. Beach, Inlet and Waterway Association (NCBIWA) 2026 Local Governments Meeting April 23 and 24, 2026 in Emerald Isle, N.C. at the Islander Hotel (Manager Derian)

Specific Action Requested: Mayor may request a motion to approve the Silver Level sponsorship in the amount of \$1,200 and attendance at the 2026 NCBIWA conference.

- C. Topsail Island Shoreline Protection Committee Request for Delegates (Manager Derian)

- D. Discussion regarding participation in a Washington DC trip, scheduled April 20-23, 2026, and assigning two (2) delegates representing the Town of North Topsail Beach
- E. Discussion regarding participation in a Raleigh trip tentatively scheduled for May 12th, and assigning (2 possibly 3) delegates representing the Town of North Topsail Beach

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

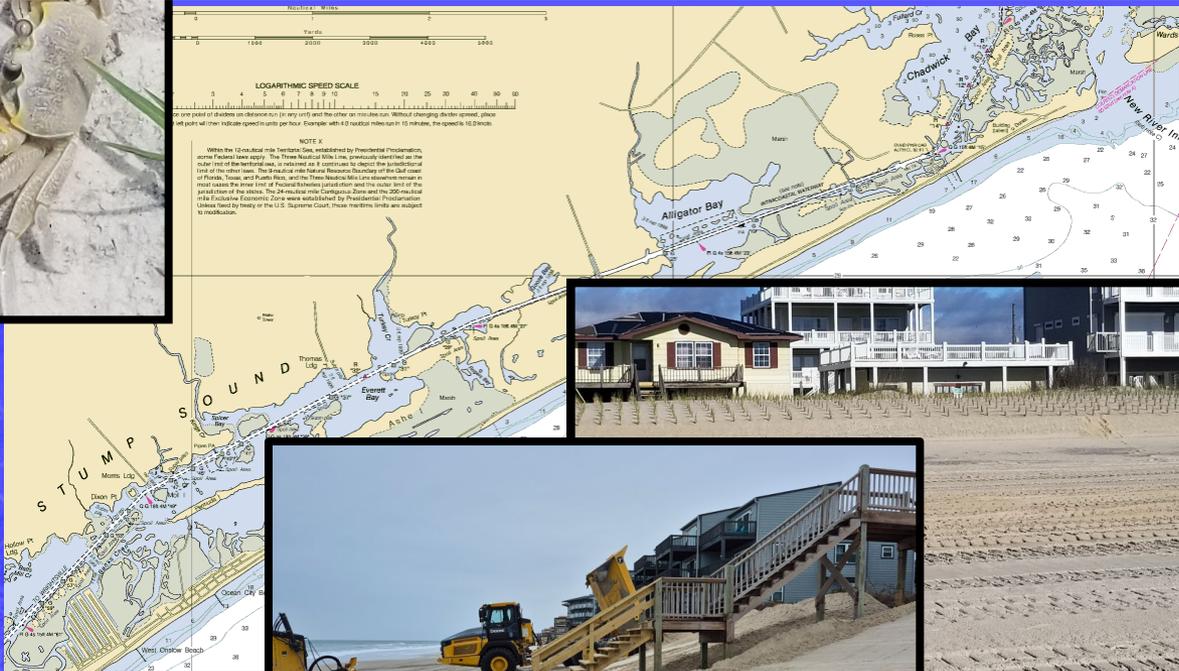
XIII. ALDERMAN'S REPORT

XIV. MAYOR'S REPORT

XV. CLOSED SESSION

XVI. ADJOURNMENT

North Topsail Beach Coastal Update March 2026



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 2025. Long pumping distance presents a challenge for dredgers.

Dredging

Fill Placement

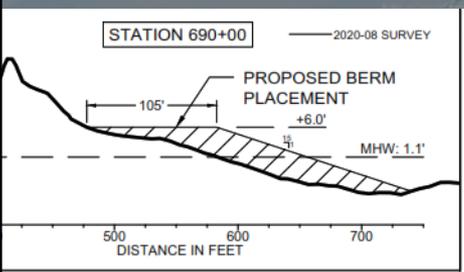


77,000 cy
Placement North of Topsail
Reef Condos



No *Section VII, Item A.* Coastal Waterway dredging planned for this winter (2026)
USACE plans for next winter will be announced this spring

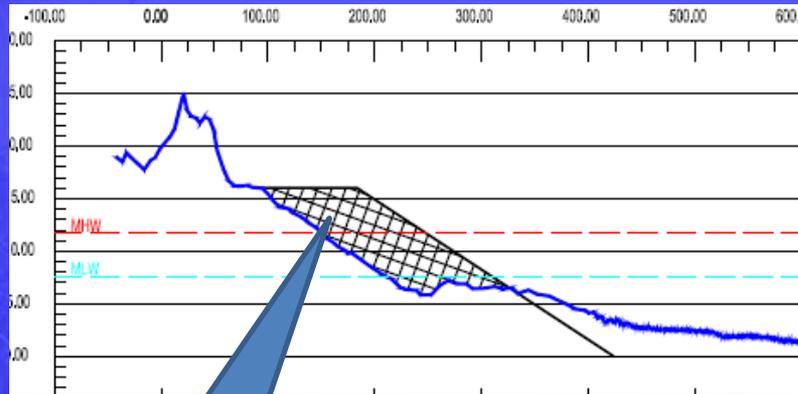
Completed FEMA Mitigation Nourishment in Phase 5 (and some Phase 4) Beach (not Dune) Nourishment. ~3.5 Miles of Restored Beach. Held up well to PTC-8 and other recent storms (including Hurricane Erin and recent wave/surge events).



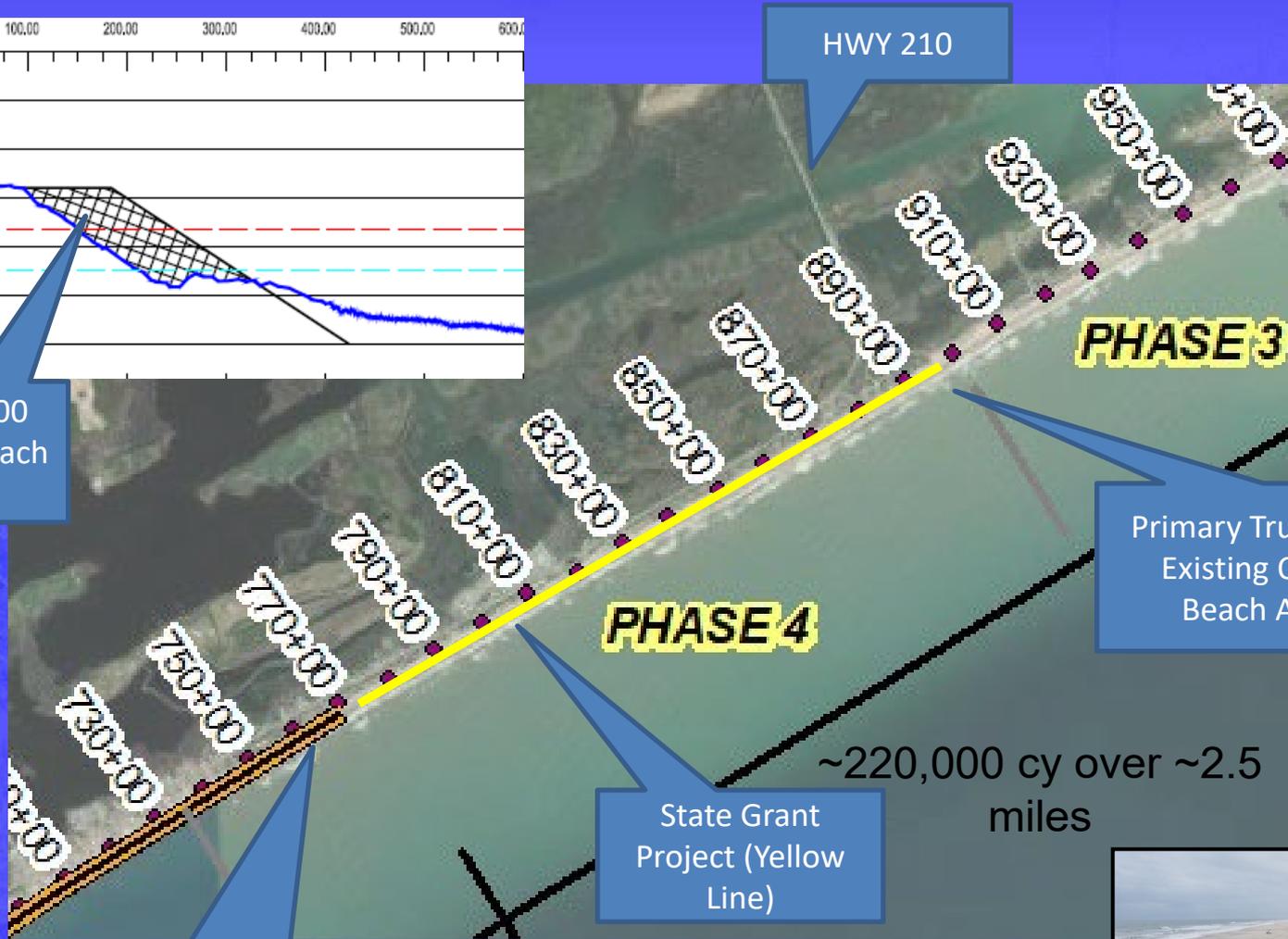
Restored ~3.5 Miles



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



HWY 210

PHASE 3

PHASE 4

Primary Truck Access at Existing Opening at Beach Access 33

State Grant Project (Yellow Line)

~220,000 cy over ~2.5 miles

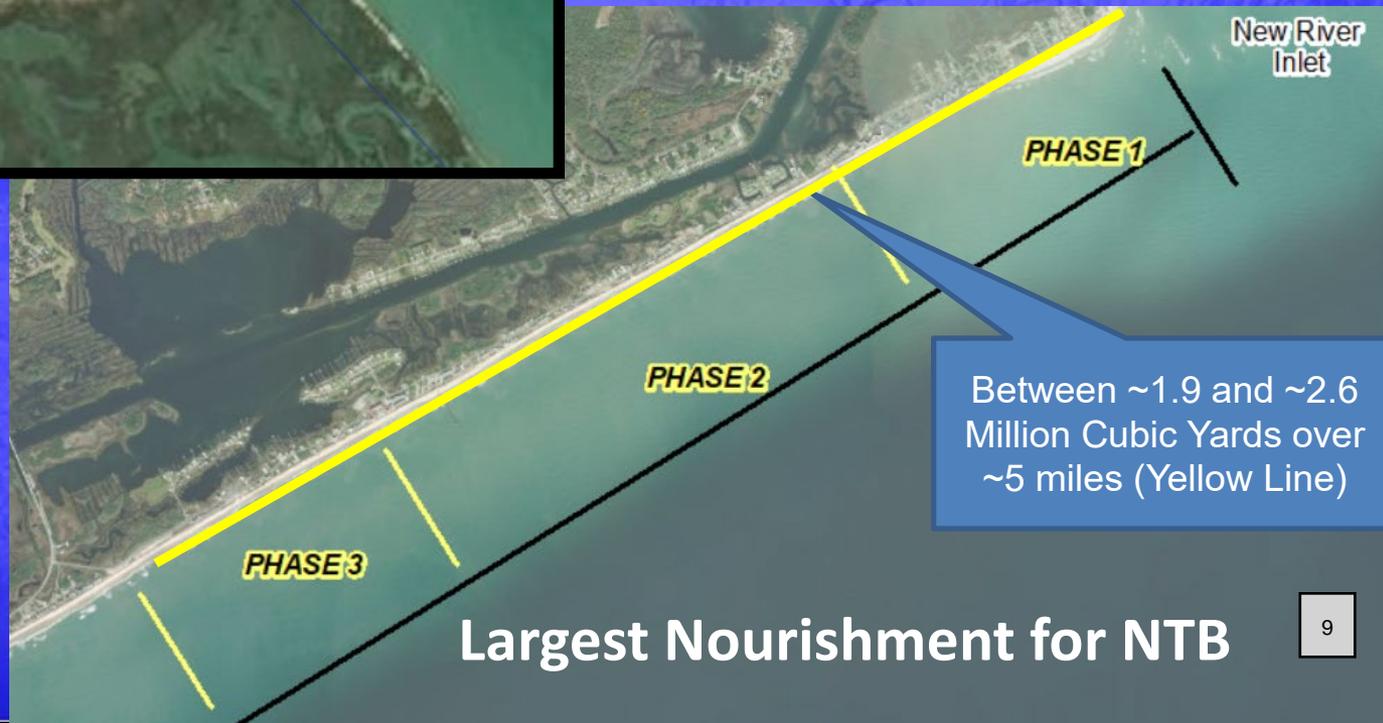
Secondary Truck Access at Existing Opening at 2nd Avenue

Section VII, Item A.



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.



Section VII, Item A.

Largest Nourishment for NTB

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

44 CFR

2 CFR

PA Program & Policy Guide (PAPPG)

Law

Program Regulations

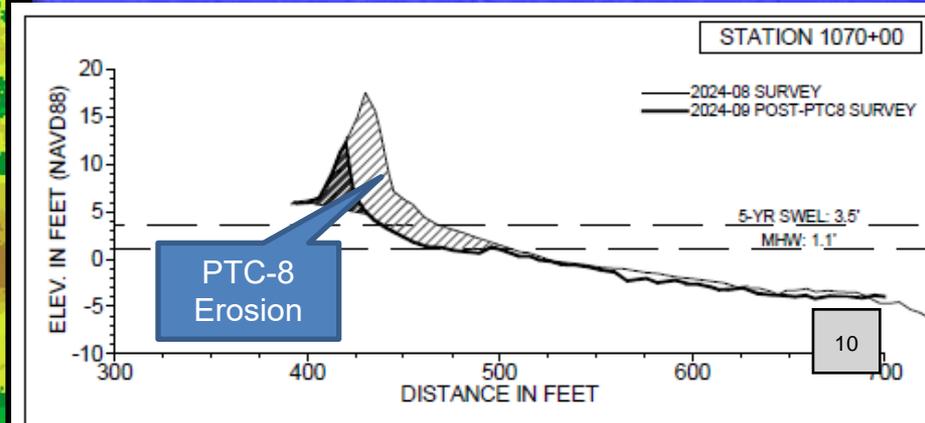
Procurement Requirements

Policy

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



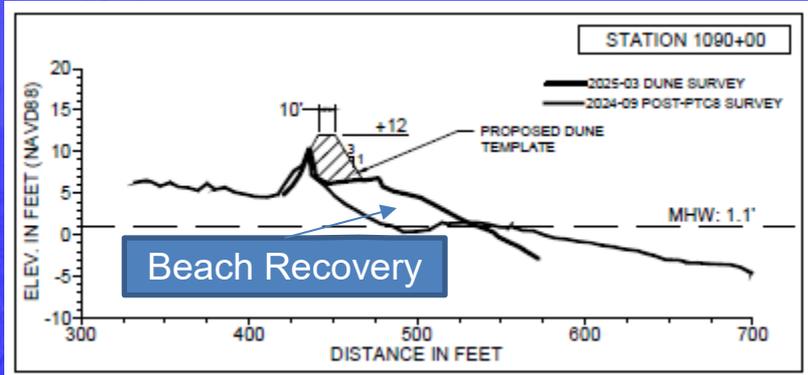
Rainfall (Sept. 16, 2024)



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

FEMA PTC-8 Mitigation

ST Wooten – Contractor

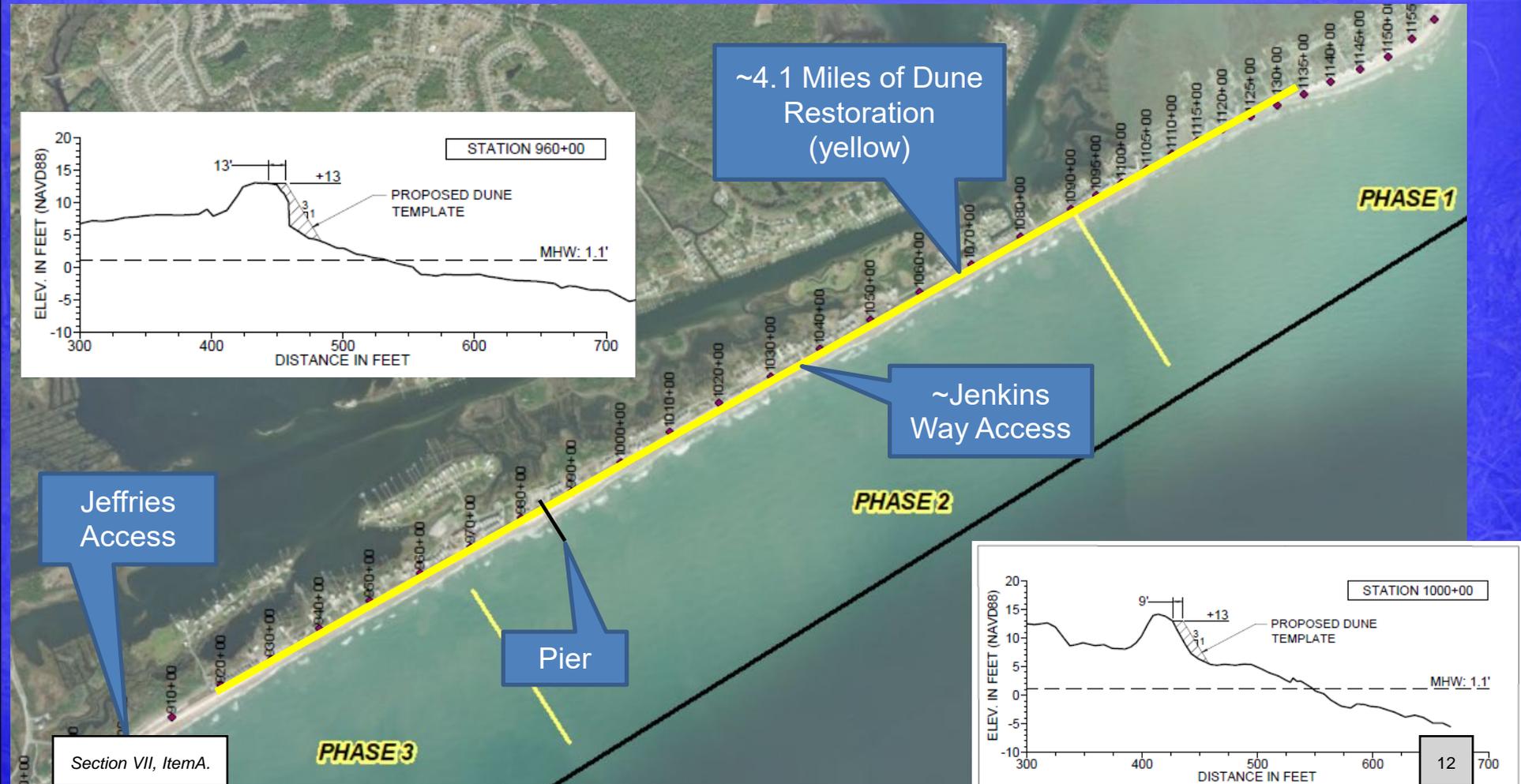


Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy)

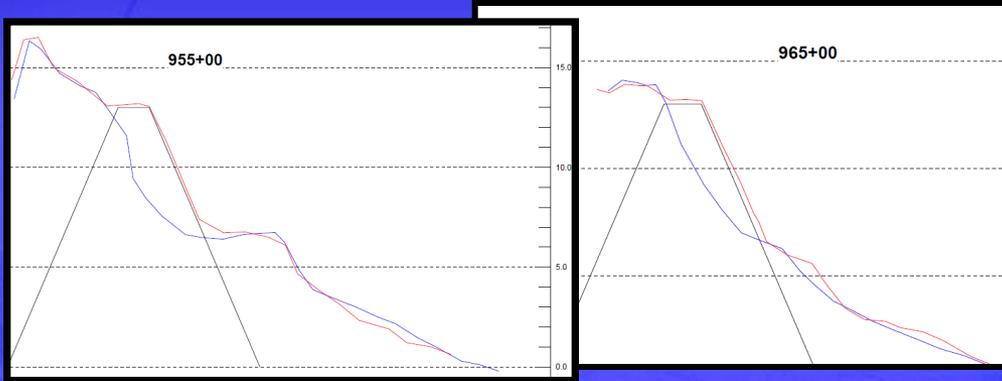
An Additional ~12,000 cy is Potentially Available

Work Completed February 18

FEMA PTC-8 Mitigation



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



Section VII, Item A.

Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy) February 2026 Photos



Section VII, Item A.

Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Draft EIS under several levels of USACE review. Higher level review ongoing. Shutdowns have 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 COMPLETED. Another ~12,000 cy potentially available.
- Disposal Area 143 (DA 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)





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

I. CALL TO ORDER (Mayor Grant)

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

II. INVOCATION (Alderman Barefoot)

Alderman Barefoot gave the invocation.

III. PLEDGE OF ALLEGIANCE (Alderman Strother)

Alderman Strother led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Attorney Trey Ferguson requested the Board of Aldermen add a road closure petition to the agenda under New Business.

Alderman Malcolm requested clerical changes to the January 7, 2026, Board of Aldermen Meeting Minutes and the addition of the Fire Grant to the Consent Agenda.

Alderman Strother requested the Board add CBRA update to the agenda under continuing business.

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

V. MANAGER'S REPORT

Staffing Updates:

Manager Derian reported the accountant 1 position had been filled with a scheduled start date of March 2nd. She reported that the Town would continue its agreement with Roth Staffing, which will move the staffing level to three in the Finance Department, effective March 2nd with designated areas of responsibility.

Manager Derian reported a follow-up call with MGT regarding the Police Chief vacancy. MGT reviewed the board meeting and have relayed they will provide a written list of recommended advertising and outreach sources for review and approval by the Town Manager, which will include NC Association of Chiefs of Police and NC Police Executives Association, along with any other relevant state, regional, and national outlets. The Board of Aldermen approved a contract authorization of up to \$26,000 as the flat fee for services and a caveat for expenses. MGT has forwarded a final statement of work/contract that includes the \$26,000 flat fee for services and expenses to be capped at \$3,500. Manager Derian provided this to the attorneys and made the Board aware.

Potential Tropical Cyclone #8:

PTC#8 work paused operations during the winter storm and resumed on February 5th. The project is expected to be completed at the end of this month. Manager Derian met with Engineer Fran Way last week while here for a site visit. There was no concern of further erosion following the winter storm. Manager Derian received inquiries regarding sand covered crossovers resulting from the contractor's work. This was reviewed during the site visit, and Fran Way reported that the dune placement builds onto the existing dune and needs to be adjacent to it. Permit conditions also require the dune sand to be as landward as possible. The contractor has been reportedly doing a good job of carefully placing the new dune material around the walkways while also keeping the dune as continuous as possible. Porpoise Place was noted as usable with several visible sets of footprints indicating use. Dune overwalk stairs are designed to accommodate varying levels of sand as the beach accretes and erodes over time. Individual homeowners can shovel/move level sand at their walkways for easier access. This leveling effect should also occur naturally over the next month. Removing all the sand at stairways is not recommended as this will create uneven holes that would make beach access more difficult.

The workplan continues to be the same. The contractor is accessing the beach through Jenkins Way Access (41). Their work plan has been based on tides and accessibility.

Phase 4 Grant Closeout:

Manager Derian reported at the December meeting that the Town had submitted a letter to NC Dept of Environmental Quality indicating that work was complete with an accounting of the interest earned and unspent funds, which totaled \$2.8M at the time. They have responded with the determination that those funds will need to be returned. The Town has asked if any expenses related to GWI can be counted towards Town Administration. ATM engineers also had December 2025 expenses related to this grant in reporting on the sand and project. Once they respond, the Town will determine the final amount and wire the funds to the state.

Shallow Draft Navigation Channel Dredging Application:

Engineer Chris Gibson with TI Coastal submitted a Resolution template and a completed application for review last Thursday, which was provided to Mayor Grant, Town attorneys, Carters and the Town Finance Officer. The Town had a call on Friday to discuss the contents of the application. Manager Derian provided a review with edits to include the Financial Resources section. Doug Carter will be reviewing this further, specifically the budget worksheet for the application, before it can be presented to the Board for consideration. Manager Derian reported she had reached out to the state to confirm that the application process is rolling. There is no specific deadline, and Manager Derian's communications are on-going currently. She reported that there were some concerns regarding eligibility as proposed and had asked if there would be any modifications to the project from what was originally discussed with Chris Gibson. Chris has been

asked to respond. Should these matters be resolved and an application with a resolution is ready to be presented to the Board before the March meeting, a special meeting will be requested.

Winter Storm Response:

Manager Derian thanked staff, specifically the Fire Department, Police Department, and Public Works who worked during the winter storm. Manager Derian reported they did an excellent job of clearing critical facilities and town roads.

Announcements:

The vegetative debris pick up for residents is scheduled to start next week. Residents who wish to participate will need to place vegetation near the roadside on the right-of-way on or by February 16th. For more details, please visit the Town website.

Public Works continues to assess beach access signage. They anticipate completing next week and facilitating replacements.

VI. OPEN FORUM

Sam Ferreri, 148 Sea Gull Lane, thanked Interim Chief of Police Andrew Page for following up with him and addressing speeding issues.

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
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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

I. Fire Grant

Motion— Alderman Malcolm made a motion to approve the consent agenda. Alderman Barefoot seconded the motion. The motion carried unanimously.

IX. CONTINUING BUSINESS

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

Chris Huckaby, Public Works Supervisor, presented the item. Huckaby reported the estimate had changed since the item was first presented to the Board in 2025. The new estimate does not include the demolition anymore as that has already been completed. The Board asked questions regarding loose screws, aesthetics, etc. The cost includes a 5% caveat for expenses.

Motion – Alderman Olszewski made a motion to approve the contract to Maven Roofing. Alderman Strother seconded the motion. The motion carried unanimously.

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

Chris Huckaby, Public Works Supervisor, presented the item, reporting the old 40 beach crossover was encroaching on private property. Huckaby requested the Board approve a contract with MRM Construction. Huckaby reported that ADA compliance is not suitable for this location. Huckaby answered questions from the Board.

Motion – Alderman Malcolm made a motion to approve the contract to MRM Construction. Alderman Olszewski seconded the motion. The motion carried unanimously.

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)

Marc Horstman, Ardurra Engineer, provided the Board and public with background information going back three years. Horstman explained that there were ten (10) “hot spots” identified for severe flooding. Grant funding is reimbursable. He reported that flood water could be used in an infiltration system. Horstman reported that the final design stage is complete and the project is out to bid. There will be a pre-bid meeting on February 26, 2026, at 10:00AM, and bid day will be on March 10, 2026, at 10:00AM. After the Bid Opening / Contract Selection Phase, Ardurra’s contract is completed.

Motion – Alderman Strother made a motion to approve contract amendment 2026-26.40 and budget amendment 2026-26.38. MPT Pletl seconded the motion. The motion carried unanimously.

X. NEW BUSINESS

A. Hazard Mitigation Plan (Planning Director Hill)

Deb Hill, Planning Director, presented the item to the Board. Hill reported the Town is obligated to adopt a Hazard Mitigation Plan. The Planning Board approved the draft strategies presented and passed a motion to present it to the Board of Aldermen for approval. The

Planning Board will review the changes and present a resolution to formally adopt the plan at a later meeting. This plan will be a living document.

Motion – MPT Pletl made a motion to adopt the North Topsail Beach Mitigation Action Plans. Alderman Malcolm seconded the motion. The motion carried unanimously.

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

Stephen Newbern

The Board did not take action on this item.

C. Applications for the Planning Board (Clerk Stanfield)

The Board of Aldermen wrote down their choice of applicant and submitted it to the Clerk. Sam Ferreri was appointed to the Planning Board as a full member after receiving four of five votes.

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

Rebecca Lindsey

Kim Browning

Stephen Newbern

The Board of Aldermen wrote down their choice of applicant and submitted it to the Clerk. Stephen Newbern was appointed to the BISAC after receiving three out of five votes.

E. Police Department Vehicle Purchase (Interim Chief Page)

Andrew Page, Interim Chief of Police, presented the item. Page reported to the Board that a delay in purchasing this vehicle could disrupt the vehicle replacement plan the Police Department has put in place. The cost of the vehicle is \$15,000.00 less than budgeted.

Motion – MPT Pletl made a motion to approve the purchase of a 2025 Dodge Durango Pursuit. Alderman Olszewski seconded the motion. The motion carried unanimously.

F. Approval of GWI Contract and Contract Authorization Ordinance 2026-26.43 (Mayor Grant)

Mayor Grant presented the item. He advocated for a set contract amount with GWI. \$30,000.00 will be allotted to GWI to finalize FEMA funds and \$5,000.00 to assist the Finance Department with any needs. The contract would be a six-month contract. Finance Director Wayne Johannessen spoke on behalf of his department, advocating support for the contract. Alderman Olszewski confirmed the Finance Department has all budget templates created by GWI from the previous contract.

Motion – Alderman Malcolm made a motion to approve the contract to GWI Tax and Accounting as presented. Alderman Strother seconded the motion. The motion carried unanimously.

G. Petition of Road Closure

Corrie Lee, Equitas Law Firm, presented the item to the Board. An applicant is requesting the Town close a road that runs between two of his properties. The closure of the road would be for the purpose of creating one flowing property. The Board discussed amongst themselves and came to the consensus of having the Planning Board hear the petition and give the Board of Aldermen a recommendation.

Motion – Alderman Olszewski made a motion to have the Planning Board hear the petition and give the Board of Aldermen a recommendation. MPT Pletl seconded the motion. The motion carried unanimously.

H. CBRA Update

Mayor Grant and Alderman Strother presented the item. Alderman Strother reported that the US Fish and Wildlife offered a counter proposal with the Town’s proposed legislation, changing it so that legislation only applies to “developed land” in North Topsail Beach. Developed land will be removed from CBRA, while undeveloped land will stay in CBRA as it has been historically.

Motion – Alderman Olszewski made a motion to support the language of the legislation and will work with Town lobbyists on the appropriate course of action to get this change of language. Alderman Strother seconded the motion. The motion carried unanimously.

XI. OPEN FORUM

Terry Ward, 154 Oceanview Lane, requested clarification on CBRA language.

XII. ATTORNEY’S REPORT

There was no attorney’s report given.

XIII. ALDERMAN’S REPORT

Alderman Barefoot thanked the public for attending, congratulated Samuel Ferreri for joining the Planning Board, and thanked staff and citizens for their aid during the winter storm. He announced he would be attending the JUMPO meeting with Alderman Malcolm, the Planning Board meeting would be held on Thursday, and the 250th Anniversary of the U.S so the summer will be busy. Alderman Malcolm announced he attended the Carolina Marine Air Ground Taskforce New Years Reception with Alderman Olszewski. He urged citizens to check their outdoor plumbing and announced February events. Lastly, he spoke about Black History Month and Ocean City. Alderman Strother thanked citizens for attending the meeting and wished everyone a happy Valentine’s Day.

Alderman Olszewski spoke about the strategic planning workshop the Board will be attending February 17th and 18th in New Bern, NC.

Mayor Pro Tem Pletl spoke about the strategic planning workshop and the steps moving forward. She thanked Manager Derian and staff for working on the winter storm.

XIV. MAYOR’S REPORT

Mayor Grant thanked staff who worked during the storm. He spoke about the beach projects.

XV. CLOSED SESSION

Motion— Alderman Olszewski made a motion to 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

Alderman Strother seconded the motion. The motion carried unanimously.

Motion – Alderman Olszewski made a motion to return from closed session. Alderman Malcolm seconded the motion. The motion carried unanimously.

XVI.ADJOURNMENT

Motion – Alderman Olszewski made a motion to adjourn. Alderman Malcolm seconded the motion. The motion carried unanimously.

DRAFT



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Town Manager - Alice Derian*

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I. CALL TO ORDER (Mayor Grant)

Mayor Grant called the meeting to order at 2:00PM.

II. STRATEGIC PLANNING WORKSHOP DISCUSSION

MPT Pletl offered insight into what the meeting was being held for and what the training workshop the Board would be attending next week would entail. She reviewed the vision and mission statement previously adopted by the 2016 Board of Aldermen.

The Board discussed the possibilities of different recreational uses of Town property such as pickleball courts, mini golf, dog parks, and frisbee golf. MPT Pletl informed the public that a bike path has already been discussed and in-motion for the north end of the island. Manager Derian informed the public and Board of the status of this bike path, which will be further discussed at budget workshops later in the year.

The Board discussed different areas of focus mentioned by residents of the Town. They encouraged residents to utilize all surveys and other measures to obtain information by the Town for the strategic plan. Alderman Olszewski urged citizens to recognize salaries for staff need to be competitive and fair, so not to be surprised if higher salaries are reviewed.

III. GOALS

Goal areas identified include growth and natural resources, infrastructure, organizational excellence, safe, vibrant and healthy community, cultural resources and recreation. When discussing focus areas, Mayor Grant vocalized that there are two important questions to ask: what is important to the Town and what is the Town able to afford? Doug Carter and Associates will assist the Town in answering the two questions asked.

IV. PUBLIC INPUT

Deb Hill, Planning Director for North Topsail Beach, urged the Board to remember Jones-Onslow, ONWASA, and other agencies when thinking about infrastructure needs and maintenance. She added onto the other goals listed and how they interact with each other.

Fred Fontana, 1866 NRIR, stressed that protecting the dunes was the Town's priority but enhancing recreational opportunities was important such as the continual push for bikeways. He felt that artificial intelligence and cyber security were areas the Town needed to focus on as well.

Floyd Wright, 1409 and 1411 NRIR, asked about an update from the previous meeting at 11:00AM. He also advocated for "no passing" lines to be painted on the area of road by the old 40 beach crossover access and for other speed correcting measures could be taken.

Liz Beckingham, Kim Harold, and Joanne Bedell (residents of Shipwatch Villas) requested the ordinances regarding Fire and Inspections be reviewed.

Sam Ferreri, 148 Sea Gull Lane, advocated for the Board to explore a bike-path or multi-use path when reviewing "Safe, Vibrant, and Healthy Community" as a goal, citing the north end of North Topsail Beach lacks access to sidewalks. Ferreri urged the Board to meet with ONWASA, Jones-Onslow, and the County planning personnel once they have finalized their plans to find a way of implementation.

Anders Curtis, 136 Sea Gull Lane, asked the Board to focus on defining and maintaining Town-owned roads and providing beach access and parking on the north end of the island.

An unnamed citizen advocated support for the Fire and Police Departments, and appreciation for services provided by these departments.

V. ADJOURNMENT

Motion – Alderman Malcolm made a motion to adjourn the meeting. Alderman Strother seconded the motion. The motion carried unanimously.



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

The Board discussed goals and priorities for the Town’s strategic plan at the North Carolina League of Municipalities Strategic Planning Workshop in New Bern, NC. There was no official action taken. The meeting was recessed at 3:31PM until February 18, 2026, at 9:32AM.

Motion – Alderman Malcolm made a motion to recess the meeting until February 18, 2026, at 9:30AM. Alderman Strother seconded the motion. The motion carried unanimously.

Motion – MPT Pletl made a motion to resume the meeting. Alderman Malcolm seconded the motion. The motion carried unanimously.

The Board continued to discuss the Town’s strategic plan and the goals and priorities of the Town. Alderman Olszewski left the meeting without a motion to excuse. The meeting adjourned at 3:00PM on February 18, 2026.

**BOARD OF ALDERMEN
MEMORANDUM**

TO: MAYOR GRANT AND ALDERMEN

FROM: Wayne Johannessen, Finance Officer

SUBJECT: Finance Monthly Financial Report

DATE: March 04, 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 \$4,310,903.30 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 February interest will not be available until March 1st. Interest earned through December of \$484,448.35 is 80% of budget (7month = 58% 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 \$1,159,716.02 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 \$1,908,881.27 through February 23rd 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 February interest will not be available until March 1st. Interest earned through January of \$144,812.76 116% of budget (7 months = 58% of year).

- iii. **Ad Valorem Tax** – most of these taxes are received between October and January. Currently \$1,656,229.28 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. \$207,092.60 received through December 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 \$1,096,566.60. NCDEQ Balance of NCCMT is \$2,822,198.41 (\$1,725,631.81 Grant and \$1,096,566.60) 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		65,041.22	JUL - JAN
		1,368,952.89	
** Auditor Adj Notes related to debt issuance			
NCDEQ INTEREST		1,096,566.60	AS OF 01/31/26

System transaction pending

- iii. **FEMA Reimbursement**
 - Florence PW 1583 CAT B – Closed 11/18/25 – Town received payment on 02/27/26 \$2,087,615.10
 - Dorian PW 424 – CAT B – Closed 11/28/25 – Final Payment in FEMA Processing \$345,623.56
 - Dorian PW 508 – CAT Z – Closed 12/03/25 – Town received payment on 02/13/26 \$4,060.82
 - iv. **FEMA** – Florence Cat G is in status - Close Out Initiated. 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. Total balance owed to the Town \$11,484,423.86.
 - v.
- 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. for Project 805109. Current FEMA step – Pending Large Project Review. Once the Town gets a Funding Agreement, 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 \$53,823 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) \$217,316.58 and Accounts Payable Checks \$246,743.46 = \$464,060.04.

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 – 20 Pages
- Cash Disbursements 12/20/2025 – 01/27/2026 – 3 Pages.
- Check Listing 12/20/2025 – 01/27/2026 – 2 Pages.
- Cash Balance All Funds as of 01/27/2026 – 2 Pages.

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

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	4,310,903.30	13,654.30	100%	
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	0.00	41,235.44	(3,764.56)	92%	
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	0.00	61,324.84	(18,675.16)	77%	
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	0.00	12,419.65	9,419.65	414%	
10-329-00 INTEREST	602,000	0.00	0.00	0.00	484,448.35	(117,551.65)	80%	
10-335-00 MISCELLANEOUS	2,000	0.00	0.00	0.00	3,436.54	1,436.54	172%	
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	0.00	0.00	4,865.38	(2,134.62)	70%	
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	352.87	352.87		
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	69,030.58	(43,094.42)	62%	
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	0.00	0.00	2,549.35	(1,450.65)	64%	
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	41,826.21	(23,173.79)	64%	
10-355-01 MECHANICAL PERMITS	8,000	0.00	0.00	0.00	3,680.50	(4,319.50)	46%	
10-355-02 ELECTRICAL PERMITS	12,000	0.00	0.00	0.00	11,170.00	(830.00)	93%	
10-355-03 PLUMBING PERMITS	1,200	0.00	0.00	0.00	9,940.00	8,740.00	828%	
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	98.00	(202.00)	33%	
10-355-06 TECHNOLOGY FEE	5,000	0.00	0.00	0.00	3,705.90	(1,294.10)	74%	
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
2/23/2026 11:20:51 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	425.00	(1,575.00)	21%		
10-357-08 PLANNING & ZONING FEES	28,000	0.00	0.00	0.00	14,955.00	(13,045.00)	53%		
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	0.00	0.00	274,806.79	(300,611.21)	48%		
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%		
10-370-01 LAST CALL FOUNDATION (LCF) FIRE	6,063	0.00	0.00	0.00	0.00	(6,063.05)			
10-383-00 SALE OF FIXED ASSETS	10,000	0.00	0.00	0.00	0.00	(10,000.00)			
Revenues Totals:	9,466,660	0.00	0.00	0.00	6,450,026.51	(3,016,633.54)	68%		
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	23,000.00	13,000.00	64%		
10-410-05 FICA (7.65%)	3,030	0.00	0.00	0.00	1,828.38	1,201.62	60%		
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	809.73	690.27	54%		
10-410-43 AUDITOR FEES	26,750	0.00	0.00	0.00	26,750.00	0.00	100%		
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	79,025.40	0.00	0.00	65,337.05	100,137.55	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	175.00	2,025.00	8%		
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	79,025.40	0.00	0.00	158,206.78	173,347.82	58%		
10-420-02 SALARIES	608,372	0.00	0.00	0.00	287,843.35	320,528.65	47%		
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	20,150.89	29,122.11	41%		

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
10-420-06 GROUP INSURANCE	55,734	0.00	0.00	0.00	20,036.25	35,697.75	36%		
10-420-07 ORBIT RETIREMENT (12.23%)	88,743	0.00	0.00	0.00	41,679.76	47,063.24	47%		
10-420-08 401K (3%)	18,388	0.00	0.00	0.00	8,490.39	9,897.61	46%		
10-420-10 EMPLOYEE TRAINING	10,000	0.00	0.00	0.00	1,788.00	8,212.00	18%		
10-420-11 POSTAGE	2,500	0.00	0.00	0.00	663.80	1,836.20	27%		
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	2,008.96	(8.96)	100%		
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	1,123.10	3,876.90	22%		
10-420-26 ADVERTISING	2,500	0.00	0.00	0.00	1,040.00	1,460.00	42%		
10-420-31 GAS, OIL & TIRES	2,200	0.00	0.00	0.00	952.70	1,247.30	43%		
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	0.00	2,386.72	3,613.28	40%		
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	0.00	0.00	0.00	1,736.52	9,263.48	16%		
10-420-45 CONTRACTED SERVICES	437,386	64,981.63	0.00	0.00	262,549.37	109,855.00	75%		
10-420-53 DUES & SUBSCRIPTIONS	2,440	0.00	0.00	0.00	2,150.00	290.00	88%		
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	2,102.82	5,897.18	26%		
ADMINISTRATION Totals:	1,343,236	64,981.63	0.00	0.00	656,868.17	621,386.20	54%		
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	55,939.28	39,230.72	59%		
10-480-05 FICA (7.65%)	7,281	0.00	0.00	0.00	4,263.61	3,017.39	59%		
10-480-06 GROUP INSURANCE	8,859	0.00	0.00	0.00	5,765.18	3,093.82	65%		
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	0.00	0.00	8,100.04	5,679.96	59%		
10-480-08 401K (3%)	2,855	0.00	0.00	0.00	1,670.72	1,184.28	59%		
10-480-10 EMPLOYEE TRAINING	1,500	0.00	0.00	0.00	0.00	1,500.00			
10-480-11 PHONES	34,980	2,626.87	0.00	0.00	20,749.76	11,603.37	67%		

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
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	1,110.07	1,689.93	40%		
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	3,094.26	0.00	0.00	85,979.96	30,519.78	74%		
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	0.00	0.00	0.00	2,909.80	8,462.20	26%		
10-480-76 EQUIP LEASE PAYMENTS (COMPUTERS COPIERS)	12,000	3,767.85	0.00	0.00	4,222.37	4,009.78	67%		
IT DEPARTMENT Totals:	351,691	9,488.98	0.00	0.00	196,900.16	145,301.86	59%		
10-490-02 SALARIES	189,205	0.00	0.00	0.00	94,733.02	94,471.98	50%		
10-490-05 FICA (7.65%)	14,947	0.00	0.00	0.00	7,245.57	7,701.43	48%		
10-490-06 GROUP INSURANCE	17,718	0.00	0.00	0.00	4,946.93	12,771.07	28%		
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	0.00	0.00	13,717.36	14,572.64	48%		
10-490-08 401K (3%)	5,862	0.00	0.00	0.00	2,724.07	3,137.93	46%		
10-490-10 EMPLOYEE TRAINING	8,500	0.00	0.00	0.00	2,010.23	6,489.77	24%		
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	863.39	786.61	52%		
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	0.00	0.00	0.00	126,557.64	144,964.36	47%		
10-491-02 SALARIES	167,258	0.00	0.00	0.00	40,361.21	126,896.79	24%		
10-491-05 FICA (7.65%)	12,795	0.00	0.00	0.00	3,053.53	9,741.47	24%		
10-491-06 GROUP INSURANCE	17,718	0.00	0.00	0.00	4,302.83	13,415.17	24%		
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	0.00	0.00	5,844.30	18,374.70	24%		
10-491-08 401K (3%)	5,018	0.00	0.00	0.00	1,206.38	3,811.62	24%		
10-491-10 EMPLOYEE TRAINING	5,504	0.00	0.00	0.00	0.00	5,504.00			

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
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	391.32	2,908.68	12%	
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	52.98	(52.98)		
10-491-45 CONTRACTED SERVICES	51,450	30,096.00	0.00	0.00	14,929.00	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	30,096.00	0.00	0.00	81,729.32	218,871.68	34%	
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	32,816.80	22,183.20	60%	
10-500-15 M & R BUILDINGS/GROUNDS	156,384	12,537.77	0.00	0.00	9,950.41	133,895.82	14%	
10-500-17 LANDSCAPING EXPENSE	38,527	12,302.60	0.00	0.00	17,223.64	9,000.76	77%	
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	0.00	2,554.47	3,945.53	39%	
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00		
10-500-43 CLEANING SERVICES	15,000	5,250.00	0.00	0.00	8,250.00	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	0.00	0.00	0.00	10,753.00	159,247.00	6%	
10-500-76 LEASE PAYMENTS	42,312	0.00	0.00	0.00	33,412.00	8,900.00	79%	
PUBLIC BLDGS Totals:	503,789	30,370.37	0.00	0.00	115,129.12	358,289.51	29%	
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	44,662.15	13,837.85	76%	
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	283,000.01	94,226.99	75%	
10-509-02 PSA SALARY	16,540	0.00	0.00	0.00	9,028.15	7,511.85	55%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-509-05 FICA (7.65%)	1,265	0.00	0.00	0.00	700.02	564.98	55%	
PSA - RETIRED POLICE OFFICERS Totals:	17,805	0.00	0.00	0.00	9,728.17	8,076.83	55%	
10-510-02 SALARIES	891,863	0.00	0.00	0.00	516,395.22	375,467.78	58%	
10-510-03 PART-TIME SALARIES	25,695	0.00	0.00	0.00	9,272.95	16,422.05	36%	
10-510-04 OVERTIME	39,606	0.00	0.00	0.00	18,349.39	21,256.61	46%	
10-510-05 FICA (7.65%)	73,006	0.00	0.00	0.00	41,418.68	31,587.32	57%	
10-510-06 GROUP INSURANCE	124,026	0.00	0.00	0.00	59,227.82	64,798.18	48%	
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	0.00	0.00	85,283.37	63,591.63	57%	
10-510-08 401K (5%)	45,660	0.00	0.00	0.00	25,361.83	20,298.17	56%	
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	10,379.23	(279.23)	103%	
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	3,536.84	6,463.16	35%	
10-510-31 GAS,OIL & TIRES	64,000	0.00	0.00	0.00	32,156.18	31,843.82	50%	
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	775.96	224.04	78%	
10-510-33 DEPARTMENTAL SUPPLIES	5,050	0.00	0.00	0.00	4,593.56	456.44	91%	
10-510-36 UNIFORMS	11,000	4,300.00	0.00	0.00	5,522.56	1,177.44	89%	
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	0.00	0.00	0.00	19,536.34	4,043.66	83%	
10-510-57 K-9 EXPENSES	3,000	0.00	0.00	0.00	631.68	2,368.32	21%	
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	0.00	0.00	0.00	6,894.27	9,825.73	41%	
10-510-74 CAPITAL OUTLAY	145,405	58,765.10	0.00	0.00	60,196.71	26,443.19	82%	
10-510-76 TAXES & TITLES	8,700	1,600.00	0.00	0.00	1,533.92	5,566.08	36%	
POLICE Totals:	1,714,435	68,217.34	0.00	0.00	908,546.90	737,670.76	57%	
10-545-02 SALARIES	197,795	0.00	0.00	0.00	107,868.26	89,926.74	55%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
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	8,411.40	7,409.60	53%		
10-545-06 GROUP INSURANCE	35,436	0.00	0.00	0.00	13,106.01	22,329.99	37%		
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	0.00	0.00	15,988.70	13,954.30	53%		
10-545-08 401K (3%)	6,205	0.00	0.00	0.00	3,086.47	3,118.53	50%		
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	4,999.00	0.00	0.00	13,894.60	18,106.40	51%		
10-545-17 M & R VEHICLES	35,000	5,107.26	0.00	0.00	7,382.88	22,509.86	36%		
10-545-31 GAS, OIL & TIRES	22,000	1,500.00	0.00	0.00	9,060.54	11,439.46	48%		
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	0.00	0.00	0.00	2,890.85	4,109.15	41%		
10-545-34 MOSQUITO CONTROL EXPENSE	2,000	0.00	0.00	0.00	119.00	1,881.00	6%		
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	14,679.16	0.00	0.00	325,320.27	246,907.57	58%		
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	0.00	0.00	0.00	6,680.00	18,320.00	27%		
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	0.00	0.00	0.00	833.24	51,166.76	2%		

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00		
STREETS Totals:	530,500	0.00	0.00	0.00	25,439.57	505,060.43	5%	
10-580-45 SANITATION CONTRACTS	551,822	0.00	0.00	0.00	339,249.47	212,572.53	61%	
10-580-46 TIPPING FEES	10,000	0.00	0.00	0.00	1,800.00	8,200.00	18%	
SANITATION Totals:	561,822	0.00	0.00	0.00	341,049.47	220,772.53	61%	
10-620-12 SNOWFLAKES	19,470	0.00	0.00	0.00	17,230.99	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	0.00	0.00	0.00	5,127.04	37,872.96	12%	
10-620-17 PARK LANDSCAPING	15,000	0.00	0.00	0.00	1,744.91	13,255.09	12%	
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	0.00	0.00	0.00	2,550.66	3,949.34	39%	
10-620-33 PARK SUPPLIES	7,200	0.00	0.00	0.00	2,679.74	4,520.26	37%	
RECREATION Totals:	294,170	66,712.35	0.00	0.00	29,542.20	197,915.45	33%	
10-690-02 SALARIES	973,250	0.00	0.00	0.00	604,790.32	368,459.68	62%	
10-690-03 PART-TIME SALARIES	81,113	0.00	0.00	0.00	10,025.00	71,088.00	12%	
10-690-04 OVERTIME	41,199	0.00	0.00	0.00	15,378.84	25,820.16	37%	
10-690-05 FICA (7.65%)	83,810	0.00	0.00	0.00	46,577.97	37,232.03	56%	
10-690-06 GROUP INSURANCE	150,603	0.00	0.00	0.00	89,843.29	60,759.71	60%	
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	0.00	0.00	89,800.76	57,908.24	61%	
10-690-08 401K (3%)	30,617	0.00	0.00	0.00	17,011.34	13,605.66	56%	
10-690-10 EMPLOYEE TRAINING	7,000	0.00	0.00	0.00	2,285.82	4,714.18	33%	
10-690-16 M & R EQUIPMENT	35,000	0.00	0.00	0.00	15,201.23	19,798.77	43%	
10-690-17 M & R VEHICLES	32,000	13,334.74	0.00	0.00	7,274.98	11,390.28	64%	
10-690-31 GAS, OIL & TIRES	38,500	0.00	0.00	0.00	17,603.73	20,896.27	46%	
10-690-32 OFFICE SUPPLIES	2,500	0.00	0.00	0.00	1,501.29	998.71	60%	
10-690-33 DEPARTMENTAL SUPPLIES	60,058	11,520.00	0.00	0.00	8,686.14	39,851.91	34%	
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	0.00	6,000.00		
10-690-36 UNIFORMS	25,500	0.00	0.00	0.00	16,071.13	9,428.87	63%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
10-690-47 PROFESSIONAL SERVICES	4,000	0.00	0.00	0.00	2,000.00	2,000.00	50%		
10-690-53 DUES & SUBSCRIPTIONS	19,500	0.00	0.00	0.00	7,724.40	11,775.60	40%		
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	56.69	293.31	16%		
10-690-73 COMUNICATIONS EQUIP	9,200	1,258.44	0.00	0.00	4,285.03	3,656.53	60%		
10-690-74 CAPITAL OUTLAY	22,000	0.00	0.00	0.00	21,122.41	877.59	96%		
FIRE DEPARTMENT Totals:	1,769,909	26,113.18	0.00	0.00	977,240.37	766,555.50	57%		
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			
COMMITTES 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:	9,466,660	389,684.41	0.00	0.00	4,239,196.60	4,837,779.04	49%		
10 GENERAL FUND	Revenues Over/(Under) Expenses:		0.00	0.00	2,210,829.91				

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

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	1,159,716.02	2,600.02	100%	
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	1,661,585.12	18,443.12	101%	
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	517,665	0.00	0.00	0.00	0.00	517,665.00		
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:	1,445,568	0.00	0.00	0.00	783,877.55	661,690.45	54%	
Expenses Totals:	1,445,568	0.00	0.00	0.00	783,877.55	661,690.45	54%	
12 CAPITAL IMPROVEMENT FUND	Revenues Over/(Under) Expenses:		0.00	0.00	877,707.57			

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

30 SHORELINE PROTECTION								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	0.00	0.00	1,908,881.27	(91,118.73)	95%	
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	0.00	0.00	1,656,229.28	3,004.28	100%	
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%	
30-335-16 NC HURRICANE FLORENCE RECOVERY	0	0.00	0.00	0.00	2,087,615.10	2,087,615.10		
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	0.00	0.00	207,092.60	(129,282.40)	62%	
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	0.00	0.00	6,298,153.89	884,665.89	116%	
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	25,412.48	0.00	0.00	35,919.65	(32.13)	100%	
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	8,972.99	0.00	0.00	15,743.69	113,383.32	18%	
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	4,442.23	15,557.77	22%	
30-710-15 M & R DUNE/CROSSWALK	140,000	60,000.00	0.00	0.00	0.00	80,000.00	43%	
30-710-45 CONTRACTED SERVICES	305,070	278,186.80	0.00	0.00	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	399,852.27	0.00	0.00	70,988.77	267,528.96	64%	
30-711-45 TAX COLLECTION FEES	24,454	0.00	0.00	0.00	14,329.73	10,124.27	59%	
Totals:	24,454	0.00	0.00	0.00	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%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:20:51 AM

Period Ending 6/30/2026

30 SHORELINE PROTECTION									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
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			
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	674,078.27	0.00	0.00	3,715,650.89	1,023,758.84	81%		
30 SHORELINE PROTECTION	Revenues Over/(Under) Expenses:		0.00	0.00	2,582,503.00				

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:27:16 AM

Period Ending 6/30/2026

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	11,915,683.64	(5,683,500.36)	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	46,492,402.12	(4,595,457.88)	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

NORTH TOPSAIL BEACH
2/23/2026 11:27:16 AM

Period Ending 6/30/2026

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	0.00	0.00	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	0.00	0.00	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	0.00	0.00	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		

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:27:16 AM

Period Ending 6/30/2026

PHASE 4 NCDEQ GRANT	Totals:	16,500,000	128,260.00	0.00	0.00	9,256,058.19	7,115,681.81	57%	
	Expenses	Totals:	51,087,860	128,260.00	0.00	0.00	40,495,461.46	10,464,138.54	80%
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:			0.00	0.00	5,996,940.66			

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:24:56 AM

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	0.00	0.00	0.00	23,084.58	1,616.42	93%	
32-470-30 805109 PW17 LOSS DETERMIN & COST ANALYSIS RPT	59,810	0.00	0.00	0.00	80,475.75	(20,665.75)	135%	
32-470-31 805109 PW17 UPLAND BORROW SITE INVEST & ANALYSIS	3,000	0.00	0.00	0.00	3,000.00	0.00	100%	
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	6,059.25	940.75	95%	
32-470-34 805109 PW17 FINAL PROJECT DESIGN	15,000	0.00	0.00	0.00	11,832.50	3,167.50	79%	
32-470-35 805109 PW17 PROJECT PLANS & SPEC, BIDDING	15,900	0.00	0.00	0.00	16,312.90	(412.90)	103%	
32-470-36 805109 PW17 PRE-CONSTRUCTION MONITORING	24,500	0.00	0.00	0.00	19,224.25	5,275.75	78%	
32-470-37 805109 PW17 EQUIP MOBILIZATION/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	0.00	33,000.00	87%	

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:24:56 AM

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	0.00	13,000.00	82%		
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	2,857,433.80	0.00	0.00	544,406.46	2,548,043.74	57%		
Expenses Totals:	5,949,884	2,857,433.80	0.00	0.00	544,406.46	2,548,043.74	57%		
32 GRANT PRJ FEMA-4837 PTC8	Revenues Over/(Under) Expenses:		0.00	0.00	2,430,535.54				

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:26:32 AM

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	6,258,703	0.00	0.00	0.00	3,794,494.48	2,464,208.52	61%	
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	388,591.95	31,871.05	92%	
50-450-11 CONTINGENCY	53,823	0.00	0.00	0.00	0.00	53,823.00		
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	4,246,640.45	2,787,221.55	60%	
Expenses Totals:	7,033,862	0.00	0.00	0.00	4,246,640.45	2,787,221.55	60%	
50 CAPITAL PRJ FIRE STATION 2	Revenues Over/(Under) Expenses:		0.00	0.00	2,787,222.26			

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:26:03 AM

Period Ending 12/31/2026

60 GRANT PRJ STORMWATER NCEM DRMG2304								
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues								
60-339-01 T/I FROM CIF 12	197,574	0.00	0.00	0.00	0.00	(197,574.00)		
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:	1,459,181	0.00	0.00	0.00	94,251.97	(1,364,929.03)	6%	
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) RTP	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%	
60-610-10 CONSTRUCTION CONTRACT PREPARATION	1,260	0.00	0.00	0.00	0.00	1,260.00		
60-610-11 PRE-CONSTRUCTION MEETING	5,439	0.00	0.00	0.00	0.00	5,439.00		
60-610-12 CONSTRUCTION STATUS UPDATE MEETINGS	15,650	0.00	0.00	0.00	0.00	15,650.00		
60-610-13 SHOP DRAWING REVIEW	14,895	0.00	0.00	0.00	0.00	14,895.00		
60-610-14 BULLETIN DRAWINGS/REQUEST FOR INFORMATION (RFI)	7,210	0.00	0.00	0.00	0.00	7,210.00		
60-610-15 NEGOTIATE, REVIEW AND PREPARE CHANGE ORDERS	5,558	0.00	0.00	0.00	0.00	5,558.00		
60-610-16 CONTRACTOR PAY APPLICATION REVIEW AND APPROVAL	4,152	0.00	0.00	0.00	0.00	4,152.00		
60-610-17 FINAL SITE VISIT/PROJECT CLOSE-OUT	6,760	0.00	0.00	0.00	0.00	6,760.00		

Budget vs Actual

NORTH TOPSAIL BEACH
2/23/2026 11:26:03 AM

Period Ending 12/31/2026

60 GRANT PRJ STORMWATER NCEM DRMG2304									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
60-610-18 RECORD DRAWINGS	9,554	0.00	0.00	0.00	0.00	9,554.00			
60-610-19 ONE YEAR WARRANTY INSP/ISSUE WARRANTY LIST	6,356	0.00	0.00	0.00	0.00	6,356.00			
60-610-20 CONSTRUCTION OVERSITE VISITS	14,460	0.00	0.00	0.00	0.00	14,460.00			
60-610-22 PARTIAL CONSTRUCTION OBSERVATION (24 HRS WKLY)	85,680	0.00	0.00	0.00	0.00	85,680.00			
60-610-23 REIMBURSABLES (CA/CO PHASE)	20,600	0.00	0.00	0.00	0.00	20,600.00			
STORMWATER PRJ NCEM DRMG2304 Totals:	1,459,181	65,201.53	0.00	0.00	137,798.47	1,256,181.00	14%		
Expenses Totals:	1,459,181	65,201.53	0.00	0.00	137,798.47	1,256,181.00	14%		
60 GRANT PRJ STORMWATER NCEM DRMG2304	Revenues Over/(Under) Expenses:		0.00	0.00	(43,546.50)				

GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

02/23/2026 11:37 AM

Page: 1 of 3

Date	GL Account		Debit	Credit
01/28/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$35,814.35
01/29/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$8,029.97
01/30/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$25,899.11
02/02/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$445.89
02/03/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$29,635.82
02/04/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$125.00
02/06/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$60,556.40
02/09/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$1,089.19
02/11/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$30,751.24
02/12/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$2,103.82
02/13/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$60.00
02/17/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$312.00
02/18/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$102.83
02/20/2026	10-101-01	MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00	\$165.66
01/30/2026	10-105-00	STATE SALES TAX REC 4.75%	\$609.98	\$0.00
02/06/2026	10-105-00	STATE SALES TAX REC 4.75%	\$177.64	\$0.00
01/30/2026	10-105-02	CO. SALES TAX REC 2.25%	\$288.07	\$0.00
02/06/2026	10-105-02	CO. SALES TAX REC 2.25%	\$97.22	\$0.00
02/12/2026	10-201-99	AP - REFUND TO GRANTOR	\$12,126.10	\$6,063.05
01/28/2026	10-221-00	FICA PAYABLE	\$16,725.48	\$0.00
01/29/2026	10-221-00	FICA PAYABLE	\$186.34	\$0.00
02/11/2026	10-221-00	FICA PAYABLE	\$14,792.38	\$0.00
02/12/2026	10-221-00	FICA PAYABLE	\$153.00	\$0.00
01/28/2026	10-222-00	FEDERAL W/H PAYABLE	\$7,232.57	\$0.00
01/29/2026	10-222-00	FEDERAL W/H PAYABLE	\$26.60	\$0.00
02/11/2026	10-222-00	FEDERAL W/H PAYABLE	\$6,146.76	\$0.00
02/12/2026	10-222-00	FEDERAL W/H PAYABLE	\$1.00	\$0.00
01/28/2026	10-223-00	STATE W/H PAYABLE	\$3,235.00	\$0.00
01/29/2026	10-223-00	STATE W/H PAYABLE	\$22.00	\$0.00
02/11/2026	10-223-00	STATE W/H PAYABLE	\$2,839.00	\$0.00
02/06/2026	10-224-00	RETIREMENT W/H PAYABLE	\$48,190.53	\$0.00
02/03/2026	10-225-00	DEPENDENT HEALTH/DENTAL INSURANCE	\$5,489.02	\$0.00
01/29/2026	10-226-00	VOL. EMPLOYEE LIFE & ACCIDENTAL	\$2,805.64	\$0.00
01/28/2026	10-227-00	401(K) CONTRIBUTIONS	\$5,557.20	\$0.00
01/29/2026	10-227-00	401(K) CONTRIBUTIONS	\$128.32	\$0.00
02/11/2026	10-227-00	401(K) CONTRIBUTIONS	\$5,154.37	\$0.00
02/20/2026	10-227-00	401(K) CONTRIBUTIONS	\$165.66	\$0.00
01/28/2026	10-227-01	401(k) LOAN REPAYMENT	\$349.51	\$0.00
02/11/2026	10-227-01	401(k) LOAN REPAYMENT	\$349.51	\$0.00
02/11/2026	10-228-01	COLONIAL LIFE INSURANCES	\$1,250.60	\$0.00

Section VIII, ItemB.

GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

02/23/2026 11:37 AM

Page: 2 of 3

Date	GL Account		Debit	Credit
01/28/2026	10-229-03	Child Support withheld	\$699.22	\$0.00
02/12/2026	10-229-03	Child Support withheld	\$699.22	\$0.00
01/28/2026	10-229-04	OTHER PAY DEDUCTION	\$442.44	\$0.00
01/28/2026	10-229-09	ROTH 401K	\$1,572.93	\$0.00
01/29/2026	10-229-09	ROTH 401K	\$100.00	\$0.00
02/11/2026	10-229-09	ROTH 401K	\$1,469.22	\$0.00
01/30/2026	10-410-33	DEPARTMENTAL SUPPLIES	\$839.64	\$43.66
01/29/2026	10-420-06	GROUP INSURANCE	\$446.91	\$187.82
02/03/2026	10-420-06	GROUP INSURANCE	\$2,840.80	\$1,420.40
01/30/2026	10-420-10	EMPLOYEE TRAINING	\$1,788.00	\$0.00
01/30/2026	10-420-11	POSTAGE	\$240.68	\$0.00
02/06/2026	10-420-11	POSTAGE	\$283.40	\$0.00
01/30/2026	10-420-15	BANK CHARGES	\$29.00	\$0.00
02/06/2026	10-420-15	BANK CHARGES	\$194.56	\$0.00
01/30/2026	10-420-18	CONSUMABLES	\$1,053.93	\$0.00
01/30/2026	10-420-26	ADVERTISING	\$125.00	\$0.00
02/06/2026	10-420-26	ADVERTISING	\$875.00	\$0.00
01/30/2026	10-420-32	OFFICE SUPPLIES	\$334.88	\$0.00
02/06/2026	10-420-32	OFFICE SUPPLIES	\$598.14	\$0.00
01/30/2026	10-420-34	TOWN APPAREL & MERCH EXPENSE	\$1,126.00	\$0.00
02/06/2026	10-420-34	TOWN APPAREL & MERCH EXPENSE	\$89.00	\$0.00
02/06/2026	10-420-45	CONTRACTED SERVICES	\$30.00	\$0.00
01/30/2026	10-420-53	DUES & SUBSCRIPTIONS	\$1,171.00	\$0.00
02/06/2026	10-420-53	DUES & SUBSCRIPTIONS	\$360.00	\$0.00
01/30/2026	10-420-58	EMPLOYEE ENGAGEMENT	\$1,193.82	\$0.00
01/29/2026	10-480-06	GROUP INSURANCE	\$124.96	\$0.00
02/03/2026	10-480-06	GROUP INSURANCE	\$710.20	\$0.00
01/30/2026	10-480-11	PHONES	\$273.52	\$0.00
02/06/2026	10-480-33	DEPARTMENT SUPPLIES	\$1,007.17	\$0.00
01/29/2026	10-490-06	GROUP INSURANCE	\$386.90	\$0.00
02/03/2026	10-490-06	GROUP INSURANCE	\$710.20	\$0.00
01/30/2026	10-490-10	EMPLOYEE TRAINING	\$299.00	\$0.00
02/06/2026	10-490-10	EMPLOYEE TRAINING	\$174.50	\$0.00
01/30/2026	10-490-53	DUES & SUBSCRIPTIONS	\$530.00	\$0.00
01/29/2026	10-491-06	GROUP INSURANCE	\$122.34	\$0.00
02/03/2026	10-491-06	GROUP INSURANCE	\$710.20	\$0.00
01/30/2026	10-500-13	UTILITIES	\$3,864.20	\$0.00
02/04/2026	10-500-13	UTILITIES	\$125.00	\$0.00
02/06/2026	10-500-13	UTILITIES	\$1,932.10	\$0.00
01/30/2026	10-500-33	BUILDING SUPPLIES	\$918.16	\$0.00
02/02/2026	10-501-10	TOWN HRA INSURANCE	\$445.89	\$0.00
02/09/2026	10-501-10	TOWN HRA INSURANCE	\$1,089.19	\$0.00
02/17/2026	10-501-10	TOWN HRA INSURANCE	\$312.00	\$0.00
02/18/2026	10-501-10	TOWN HRA INSURANCE	\$102.83	\$0.00
01/29/2026	10-510-06	GROUP INSURANCE	\$1,459.56	\$0.00
02/03/2026	10-510-06	GROUP INSURANCE	\$7,102.00	\$0.00
02/13/2026	10-510-06	GROUP INSURANCE	\$60.00	\$0.00
01/30/2026	10-510-10	EMPLOYEE TRAINING	\$591.47	\$0.00
02/06/2026	10-510-10	EMPLOYEE TRAINING	\$1,579.88	\$0.00
01/30/2026	10-510-17	M & R VEHICLES	\$9.11	\$0.00
01/30/2026	10-510-33	DEPARTMENTAL SUPPLIES	\$3,089.06	\$0.00
02/06/2026	10-510-33	DEPARTMENTAL SUPPLIES	\$597.79	\$0.00
	10-510-36	UNIFORMS	\$632.11	\$0.00

GL Transaction Condensed Summary

NORTH TOPSAIL BEACH

02/23/2026 11:37 AM

Page: 3 of 3

Date	GL Account		Debit	Credit
02/06/2026	10-510-36	UNIFORMS	\$2,484.30	\$0.00
01/30/2026	10-510-53	DUES & SUBSCRIPTIONS	\$100.00	\$0.00
01/29/2026	10-545-06	GROUP INSURANCE	\$457.40	\$0.00
02/03/2026	10-545-06	GROUP INSURANCE	\$2,130.60	\$0.00
02/06/2026	10-545-16	M & R EQUIPMENT	\$92.27	\$92.27
02/06/2026	10-545-33	DEPARTMENTAL SUPPLIES & EQUIP	\$746.22	\$0.00
01/30/2026	10-620-15	PARK MAINTENANCE	\$4,408.36	\$0.00
01/30/2026	10-620-27	SPECIAL EVENTS	\$1,044.61	\$0.00
01/29/2026	10-690-06	GROUP INSURANCE	\$1,950.82	\$0.00
02/03/2026	10-690-06	GROUP INSURANCE	\$11,363.20	\$0.00
01/30/2026	10-690-10	EMPLOYEE TRAINING	\$465.16	\$0.00
01/30/2026	10-690-32	OFFICE SUPPLIES	\$564.27	\$0.00
02/06/2026	10-690-32	OFFICE SUPPLIES	\$504.95	\$0.00
02/12/2026	10-690-33	DEPARTMENTAL SUPPLIES	\$6,063.05	\$12,126.10
01/30/2026	10-690-36	UNIFORMS	\$205.65	\$0.00
01/30/2026	10-690-53	DUES & SUBSCRIPTIONS	\$148.09	\$0.00
02/06/2026	10-690-53	DUES & SUBSCRIPTIONS	\$634.00	\$0.00
02/12/2026	50-450-02	CONSTRUCTION COSTS	\$1,146.00	\$1,146.00
02/12/2026	50-450-11	CONTINGENCY	\$1,146.00	\$1,146.00
Totals:			\$217,316.58	\$217,316.58

Report Parameters

Date Range - 1/28/2026 To 6/30/2026

SourceCode - CD, GJ

Check Listing

Date From: 1/28/2026 Date To: 6/30/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
02/23/2026 11:30 AM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
49111	2	BLOSSMAN GAS OF NORTH CAROLINA, INC	01/29/2026	<u>\$163.32</u>
49112	2	DEBBIE J OWENS	01/29/2026	<u>\$583.44</u>
49113	2	NOOKS & CRANNIES CLEANING, LLC	01/29/2026	<u>\$250.00</u>
49114	2	O'REILLY AUTOMOTIVE STORES, INC	01/29/2026	<u>\$818.09</u>
49115	2	SANDERSON LAWN MANAGEMENT LLC	01/29/2026	<u>\$2,460.52</u>
49116	2	SHERRILL A STRICKLAND JR.	01/29/2026	<u>\$304.00</u>
49117	2	SUMRELL SUGG, P.A.	01/29/2026	<u>\$10,482.77</u>
49118	2	VALERIA W EDWARDS	01/29/2026	<u>\$3,000.00</u>
49119	2	WRANGLER HOLDCO CORP.	01/29/2026	<u>\$41,307.98</u>
49120	2	BLOSSMAN GAS OF NORTH CAROLINA, INC	02/05/2026	<u>\$371.51</u>
49121	2	DEBBIE J OWENS	02/05/2026	<u>\$996.32</u>
49122	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	02/05/2026	<u>\$2,470.40</u>
49123	2	KELLY OFFICE MACHINES, INC	02/05/2026	<u>\$574.16</u>
49124	2	O'REILLY AUTOMOTIVE STORES, INC	02/05/2026	<u>\$222.36</u>
49125	2	PHILLIP'S TOWING SERVICE INC.	02/05/2026	<u>\$2,000.00</u>
49126	2	SHERRILL A STRICKLAND JR.	02/05/2026	<u>\$456.00</u>
49127	2	THE VIKING LOCKSMITH	02/05/2026	<u>\$829.25</u>
49128	2	ATLANTIC MULCH AND STONE INC	02/12/2026	<u>\$7,147.60</u>
49129	2	BECKER MORGAN GROUP INC	02/12/2026	<u>\$7,360.00</u>
49130	2	BFPE INTERNATIONAL	02/12/2026	<u>\$144.45</u>
49131	2	BLACKS TIRE SERVICE INC	02/12/2026	<u>\$1,014.39</u>
49132	2	BLOSSMAN GAS OF NORTH CAROLINA, INC	02/12/2026	<u>\$406.13</u>
49133	2	BRIGHTSPEED	02/12/2026	<u>\$155.99</u>
49134	2	CHRISTMAS DESIGNERS.COM LLC	02/12/2026	<u>\$13,309.73</u>
49135	2	DEBBIE J OWENS	02/12/2026	<u>\$591.13</u>
49136	2	DODSON BROTHERS EXTERMINATING CO INC	02/12/2026	<u>\$80.00</u>
49137	2	FIRST DUE EMERGENCY VEHICLE SERVICE LLC	02/12/2026	<u>\$265.17</u>
49138	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	02/12/2026	<u>\$1,871.28</u>
49139	2	MHC KENWORTH	02/12/2026	<u>\$4,628.67</u>

Check Listing

Date From: 1/28/2026 Date To: 6/30/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

NORTH TOPSAIL BEACH
02/23/2026 11:30 AM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
49140	2	NC DEPARTMENT OF ENVIRONMANTAL QUALITY	02/12/2026	<u>\$119.00</u>
49141	2	NC LICENSING BOARD - GEN. CONTR	02/12/2026	<u>\$252.00</u>
49142	2	PETROLEUM MARKETING GROUP, INC	02/12/2026	<u>\$648.05</u>
49143	2	SHEPARDS WRECKER & GARAGE, INC	02/12/2026	<u>\$130.44</u>
49144	2	SHERRILL A STRICKLAND JR.	02/12/2026	<u>\$323.00</u>
49145	2	SIMPLE COMMUNICATION	02/12/2026	<u>\$480.58</u>
49146	2	SYNCHRONY BANK	02/12/2026	<u>\$3,723.25</u>
49147	2	TOWN OF SURF CITY	02/12/2026	<u>\$3,616.67</u>
49148	2	WRANGLER HOLDCO CORP.	02/12/2026	<u>\$38,785.94</u>
49149	2	CDW GOVERNMENT	02/19/2026	<u>\$1,461.18</u>
49150	2	CHRISTOPHER LEE PRINCE	02/19/2026	<u>\$963.00</u>
49151	2	DEBBIE J OWENS	02/19/2026	<u>\$899.47</u>
49152	2	ENTERPRISE UAS LLC	02/19/2026	<u>\$10,753.00</u>
49153	2	FINNERTY ENTERPRISES INC	02/19/2026	<u>\$3.68</u>
49154	2	JODY L THOMPSON	02/19/2026	<u>\$3,247.80</u>
49155	2	KELLY OFFICE MACHINES, INC	02/19/2026	<u>\$543.17</u>
49156	2	NOOKS & CRANNIES CLEANING, LLC	02/19/2026	<u>\$500.00</u>
49157	2	ONslow WATER & SEWER AUTHORITY	02/19/2026	<u>\$515.23</u>
49158	2	ROTH STAFFING COMPANIES, LP	02/19/2026	<u>\$11,682.55</u>
49159	2	SHERRILL A STRICKLAND JR.	02/19/2026	<u>\$304.00</u>
49160	2	TOWN OF SURF CITY	02/19/2026	<u>\$1,333.33</u>
49161	2	VALERIA W EDWARDS	02/19/2026	<u>\$3,000.00</u>
49162	2	WB BRAWLEY COMPANY	02/19/2026	<u>\$59,193.46</u>
52	Checks Totaling -			\$246,743.46

Totals By Fund

	Checks	Voids	Total
10	\$173,222.13		\$173,222.13
30	\$9,264.10		\$9,264.10
50	\$64,257.23		\$64,257.23
Totals:	\$246,743.46		\$246,743.46

Cash Balance Report

Period Ending 2/23/2026

NORTH TOPSAIL BEACH

2/23/2026 11:28 AM

Page 1/2

Bank 1	CHECKING FCB Acct#- 0852	Balance
Account		
	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	Balance
Account		
	10-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$673,978.99
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$88,450.71
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$3,072,807.94
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	\$950,563.73
	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	-\$387,850.61
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-\$14,320.00
Bank 2	Total:	\$4,390,224.30

Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	Balance
Account		
	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#-	Balance
Account		
	10-101-06 BB & T SAVINGS ACCT	\$0.00

Cash Balance Report

Period Ending 2/23/2026

NORTH TOPSAIL BEACH

2/23/2026 11:28 AM

Page 2/2

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

Total Cash Balance:	\$38,901,034.95
---------------------	-----------------

Filter statement

Filters **Incident Onset Dates** 1/7/26 to 2/19/26 | **Incident status** Locked

Fire Station Report

Summarizes activity and incident data by fire station.

Total Count of Incidents

Count of Incidents
46

Fire Calls

Percent of Fire Calls
10.9%
Count of Fire Calls **5**

Medical Calls

Percent of Medical Calls
19.6%
Count of Medical Calls **9**

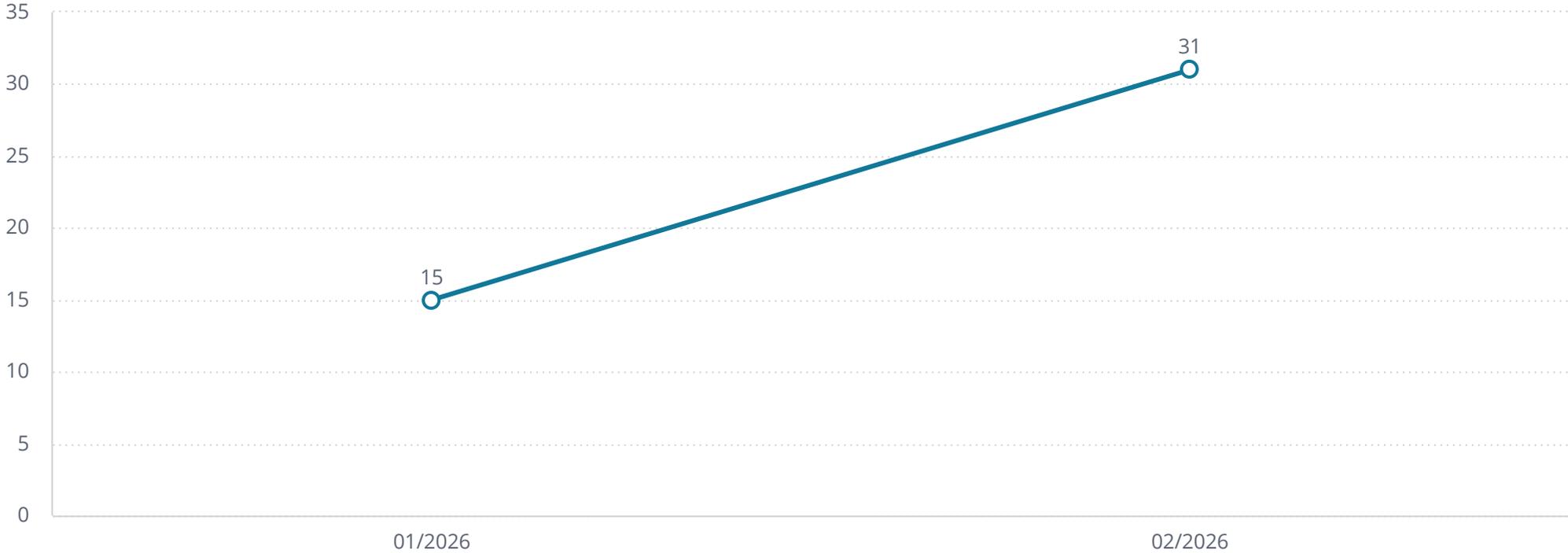
Other Calls

Percent of Other Calls
69.6%
Count of Other Calls **32**

Filter statement

Filters **Incident Onset Dates** 1/7/26 to 2/19/26 | **Incident status** Locked

Count of Incidents by Month



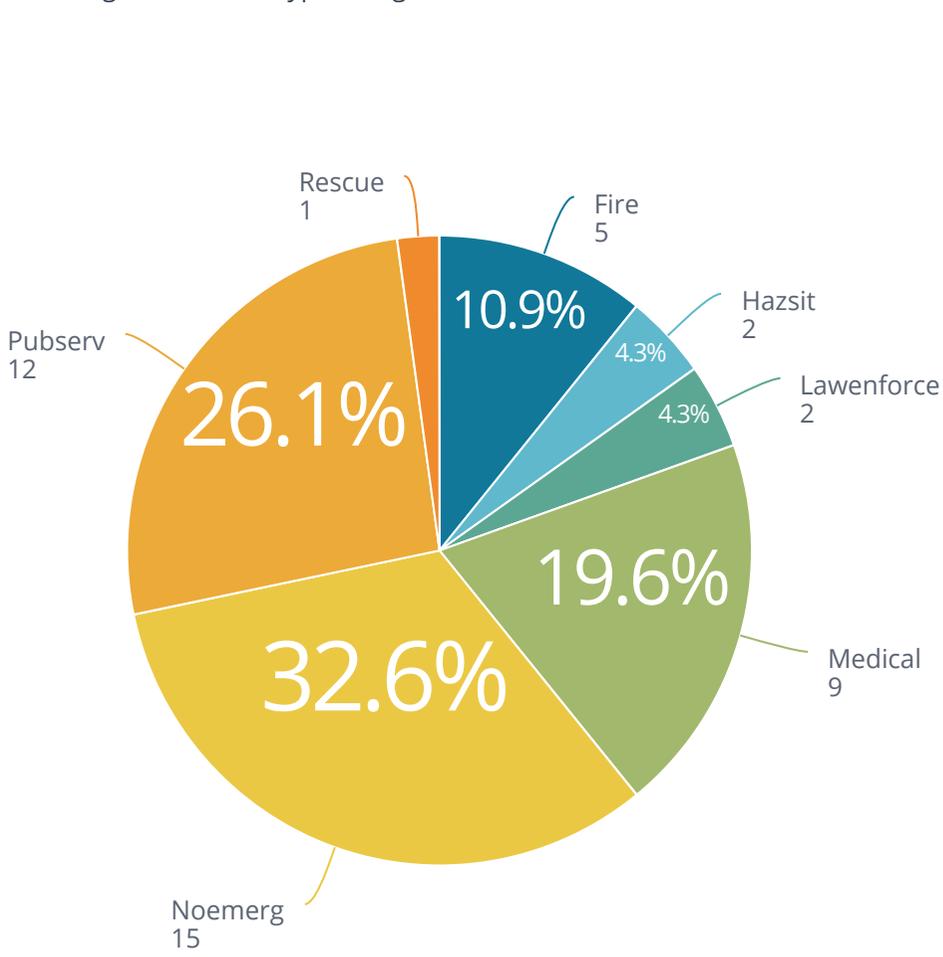
Filter statement

Filters **Incident Onset Dates** 1/7/26 to 2/19/26 | **Incident status** Locked

Station Report Details

Station	Count of Incidents		
	Jan 2026	Feb 2026	Grand Total
North End Station 1	2	21	23
South End Station 2	13	10	23
Grand Total	15	31	46

Percentage of Incident Type Categories



Filter statement

Filters **Incident Onset Dates** 1/7/26 to 2/19/26 | **Incident status** Locked

Incident Details

Incident Number	Incident Onset Date/Time	Primary Incident Type	Station	Unit Name	Unit Dispatched Date/Time	Unit Turnout Time
20261008	02/17/2026 08:43:51	Smoke investigation	South End Station 2	F2403	02/17/2026 08:44:58	00h:02m:19s
20260936	02/13/2026 12:18:19	Fire / smoke alarm	North End Station 1	F2400	02/13/2026 12:19:52	00h:04m:59s
				F2403	02/13/2026 12:19:52	00h:01m:59s
				F2416	02/13/2026 12:19:52	00h:01m:39s
20260929	02/12/2026 19:12:58	Fire / smoke alarm	North End Station 1	F2405	02/12/2026 19:15:07	00h:01m:21s
				F2416	02/12/2026 19:15:07	00h:00m:43s
20260837	02/08/2026 17:18:59	Malfunctioning alarm	North End Station 1	F2403	02/08/2026 17:20:21	00h:01m:32s
				F2416	02/08/2026 17:20:21	00h:01m:17s
20260836	02/08/2026 16:43:59	Malfunctioning alarm	North End Station 1	F2405	02/08/2026 16:45:05	00h:02m:51s
				F2416	02/08/2026 16:45:05	00h:01m:09s
20260834	02/08/2026 15:24:02	Citizen assist / service call	North End Station 1	F2416	02/08/2026 15:24:32	00h:01m:11s
20260828	02/08/2026 13:02:03	Malfunctioning alarm	North End Station 1	F2405	02/08/2026 13:03:24	00h:00m:57s
				F2416	02/08/2026 13:03:24	00h:00m:38s
20260824	02/08/2026 11:41:00	Vegetation / grass fire	South End Station 2	F2405	02/08/2026 11:44:43	00h:00m:00s
20260821	02/08/2026 10:22:12	Fire / smoke alarm	South End Station 2	F2405	02/08/2026 10:23:28	00h:02m:00s
				F2416	02/08/2026 10:23:28	00h:01m:30s
					02/08/2026 10:24:58	00h:00m:00s
20260819	02/08/2026 09:01:11	Law enforcement support	North End Station 1	F2405	02/08/2026 09:01:15	00h:03m:09s

Town of North Topsail Beach

Service



Integrity

Police Department

Interim Chief Andrew Page

Department Report for January 1, 2026 – January 31, 2026

Arrests	
Narcotics	4
Traffic	1
Warrant	2

Citations	
Warning Citations	59
State Citations	30

Summary	
Total Calls for Service	139
Total Citations Issued	89
Total Reports	257
Total Security Checks	2887

Calls For Service	
Alarm Calls	6
Animal	1
B&E	1
Cit / Mot / Ped Assists	33
Communicating Threats	1
Disturbances	4
Domestic Disturbances	3
Hit & Run	1
Larceny	1
Misc. Calls	21
Missing Person	1
Open Door	9
Suspicious Activity	15
Trespassing	4
Welfare Check	3

Assist Other Agencies	
H.R.P.D.	3
N.T.B. F.D.	5
O.C.S.	20

Richard Grant, Mayor
 Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
 Town Manager

 Alexis Stanfield, NCCCC
 Town Clerk

Aldermen:
 Kip Malcolm
 Mark Barefoot
 Laura Olszewski
 Larry Strother

INSPECTIONS REPORT 01/23/2026- 02/20/2026

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Beach Access Permit	Beach Access Permit	BAA25-000033	36 PORPOISE PL	02/11/2026	\$ 200.00
Beach Access Permit Total	Beach Access Permit			1	\$ 200.00
Electrical Permit	Residential	E26-000022	2086 NRIR	02/16/2026	\$ -
Electrical Permit	Residential	E26-000023	1841 NRIR	02/16/2026	\$ 75.00
Electrical Permit	Residential	E26-000024	1843 NRIR	02/16/2026	\$ 75.00
Electrical Permit	Residential	E26-000029	8000 6TH AVE	02/17/2026	\$ 75.00
Electrical Permit	Residential	E25-000173	1553 NRIR	01/30/2026	\$ -
Electrical Permit	Residential	E24-000175	4532 24TH AVE	02/18/2026	\$ -
Electrical Permit	Residential	E26-000011	3916 ISLAND DR	01/23/2026	\$ 75.00
Electrical Permit	Residential	E26-000012	1840 NRIR 2313B	01/27/2026	\$ 75.00
Electrical Permit	Residential	E26-000013	3631 ISLAND DR	02/05/2026	\$ 75.00
Electrical Permit	Residential	E26-000014	284 SEA SHORE DR	01/27/2026	\$ 75.00
Electrical Permit	Residential	E26-000015	260 SEA SHORE DR	02/04/2026	\$ 75.00
Electrical Permit	Residential	E26-000016	448 NRIR	02/04/2026	\$ 75.00
Electrical Permit	Residential	E26-000017	1881 NRIR	02/10/2026	\$ -
Electrical Permit	Residential	E26-000020	293 SEA SHORE DR	02/16/2026	\$ -
Electrical Permit	Residential	E26-000021	1840 NRIR 2201B	02/06/2026	\$ 75.00
Electrical Permit Total	Residential Total			15	\$ 750.00
Insulation Permit	Residential	I24-000037	4532 24TH AVE	02/18/2026	\$ -
Insulation Permit Total	Residential Total			1	\$ -
Mechanical Permit	Residential	M26-000012	3601 ISLAND DR	02/20/2026	\$ 75.00
Mechanical Permit	Residential	M26-000008	118 SEASIDE LN	02/09/2026	\$ 75.00
Mechanical Permit	Residential	M26-000009	137 SEA GULL LN	02/16/2026	\$ 75.00
Mechanical Permit	Residential	M26-000002	790 NRIR 205B	01/27/2026	\$ 75.00
Mechanical Permit	Residential	M24-000124	4532 24TH AVE	02/18/2026	\$ -
Mechanical Permit	Residential	M26-000007	4013 ISLAND DR	02/05/2026	\$ 75.00
Mechanical Permit	Residential	M26-000006	1902 BIRD LN	01/29/2026	\$ 75.00
Mechanical Permit	Residential	M26-000005	4248 ISLAND DR	01/29/2026	\$ 75.00
Mechanical Permit	Residential	M26-000004	8202 5TH AVE	01/29/2026	\$ 75.00
Mechanical Permit Total	Residential Total			9	\$ 600.00

New Construction Permit	Single Family	C24-000033	4532 24TH AVE	02/18/2026	\$ 2,010.84
New Construction Permit	Single Family Total			1	\$ 2,010.84
Plumbing Permit	Residential	P26-000002	293 SEA SHORE DR	02/16/2026	\$ -
Plumbing Permit	Residential	P26-000006	4517 24TH AVE	02/16/2026	\$ 75.00
Plumbing Permit	Residential	P24-000048	4532 24TH AVE	02/18/2026	\$ -
Plumbing Permit	Residential	P26-000003	1866 NRIR 3414C	02/05/2026	\$ 75.00
Plumbing Permit	Residential	P26-000004	1843 NRIR	02/09/2026	\$ 75.00
Plumbing Permit	Residential	P26-000005	1841 NRIR	02/09/2026	\$ 75.00
Plumbing Permit Total	Residential Total			6	\$ 300.00
Renovation Permit	Multi-Unit	B26-000003	790 NRIR 117A	02/06/2026	\$ 75.00
Renovation Permit	Multi-Unit	B26-000002	1840 NRIR 2205B	02/09/2026	\$ 200.00
Renovation Permit Total	Multi-Unit Total			2	\$ 275.00
Renovation Permit	Single Family	B26-000006	4364 ISLAND DR	02/20/2026	\$ 225.00
Renovation Permit	Single Family	B26-000004	293 SEA SHORE DR	02/16/2026	\$ 225.00
Renovation Permit Total	Single Family Total			2	\$ 450.00
Simple Build Permit	Multi-Unit	SB25-000124	860 VILLAS DR	02/10/2026	\$ 75.00
Simple Build Permit	Multi-Unit	SB26-000008	1881 NRIR	02/10/2026	\$ 275.00
Simple Build Permit Total	Multi-Unit Total			2	\$ 350.00
Simple Build Permit	Single Family	SB26-000009	2086 NRIR	02/16/2026	\$ 275.00
Simple Build Permit	Single Family	SB26-000002	3825 ISLAND DR	01/29/2026	\$ 200.00
Simple Build Permit	Single Family	SB26-000003	108 S PERMUDA WYND	02/19/2026	\$ 200.00
Simple Build Permit	Single Family	SB26-000006	2368 NRIR	02/06/2026	\$ 200.00
Simple Build Permit	Single Family	SB26-000007	3606 ISLAND DR	02/06/2026	\$ 200.00
Simple Build Permit	Single Family	SB25-000120	1505 WAHOO ST	02/02/2026	\$ 200.00
Simple Build Permit	Single Family	SB26-000011	3782 ISLAND DR	02/16/2026	\$ 200.00
Simple Build Permit Total	Single Family Total			7	\$ 1,475.00
Simple Build Permit Total				9	\$ 1,825.00
Swimming Pool Permit	Residential	SP25-000018	1553 NRIR	01/30/2026	\$ 305.00
Swimming Pool Permit Total	Residential Total			1	\$ 305.00
Swimming Pool Permit Total				1	\$ 305.00
All Permits Total				47	\$ 6,715.84

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



Board of Aldermen Meeting
 March 4, 2026
 Consent Agenda
 Planning Department Report

From: 01/23/2026
 To: 02/20/2026

Permit#	Issue Date	Address	Property#	Legal Description	Property Owner	Contractor	Building Final	CO Issued	Cost	Receipt#	Estimated Value	Recovery Fund	Technology Fee
ZFP25-000139	01/30/2026	1553 NEW RIVER INLET RD	779B-85	L7 SEA DRAGONS	STRLUX LLC	Coastal Poolscares LLC - Jonathan W Henry			125.00		150000.00	0.00	0.00
ZFP25-000171	02/02/2026	1505 WAHOO ST	804C-11	L12 SOUNDSIDE PARK AT NORTH TOPSAIL BEACH	CIMAROLLI DONALD R & DEBRA J & DEVIN DON	n/a -			125.00		2000.00	0.00	0.00
ZFP26-000013	02/06/2026	2368 NEW RIVER INLET RD	778D-57	L7B S1 NEW RIVER BEACH CLUB	CM WIFORD ENTERPRISES LLC	MRM Construction, L.L.C. - Malcolm R Macleod c/o Rick Cobb			125.00		85000.00	0.00	0.00
ZFP26-000014	02/06/2026	3606 ISLAND DR	814-12.5	L4 M F BOSTIC	OWENS ISLAND LLC	High Tides Construction & Design Services, Inc. - Elizabeth Keith Hamme			125.00		165000.00	0.00	0.00
ZFP26-000021	02/09/2026	1840 NEW RIVER INLET RD 2205B	779-2205.B	U2205B P2 TOPSAIL DUNES	DEMPSEY WILLIAM L & TERRI L	United Restoration Services - Anthony DeAnda			125.00		35488.86	0.00	0.00
ZFP26-000008	02/10/2026	1881 NEW RIVER INLET RD	779D-10	L10A B3 BAYVIEW	PUZIO DESIREE	Coastal Boat Lift - Doug Banks			125.00		18007.00	0.00	0.00
ZFP26-000012	02/16/2026	2086 NEW RIVER INLET RD	778C-42	L2 S3 BB NORTH TOPSAIL SHORES	SHEPARD PHILLIP & JUDY	Coastal Boat Lift - Doug Banks			125.00		33178.00	0.00	0.00
ZFP26-000023	02/16/2026	3782 ISLAND DR	813-17	L4 JOE VALENTE RECOMB	SUTTON LINDSAY MICHELLE TRUSTEE	Kennedy Construction Company Inc. - Steve Kennedy			125.00		8500.00	0.00	0.00
ZFP24-000105	02/18/2026	4532 24TH AVE	809-44	L12 S1 B15 OLD SETTLERS BEACH	EAGLE POINT PROPERTIES LLC	Live Oak Enterprises, Inc., T/A AKA: Future Homes Live Oak Enter - Kevin Sh			125.00		699965.00	0.00	0.00
ZFP26-000018	02/19/2026	108 S PERMUDA WYND DR	806-88	L53 S1 VILLAGE OF STUMP SOUND	BOLLINGER MICHAEL & TAMMY	Michaelangelo Professional Painting Contractor, Inc. - mark salch			0.00		36000.00	0.00	0.00
DVW24-000035	02/18/2026	4532 24TH AVE	809-44	L12 S1 B15 OLD SETTLERS BEACH	EAGLE POINT PROPERTIES LLC	Live Oak Enterprises, Inc., T/A AKA: Future Homes Live Oak Enter - Kevin Sh			50.00		2500.00	0.00	0.00

Section VIII, Item B.

FNC26-000003	01/27/2026	126 SEA GULL LN	778C-169.48	L2A WELLMANS CONSTRUCTION INC	UMBARGER PHYLLIS J	self -			50.00	47	6000.00	0.00	0.00
FNC26-000004	02/10/2026	148 SEA GULL LN	778C-169.55	L7B WILLIAM & KATIE SMITH	FERRERI SAMUEL J & DONNA M	Andy's Fence Company, LLC - Jason L Treece			50.00	68	3673.00	0.00	0.00
FNC26-000005	02/11/2026	151 TOPSAIL RD	809-87	L4 S1 B11 OLD SETTLERS BEACH	HAUSMAN WILLIAM F III & LISA D	Hampstead Fence - Jesse & Tom Kuperus			50.00	70	6600.00	0.00	0.00

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:	03/04/2026

Issue: Committee Reports: Zoning Board of Adjustment

Presentation: No

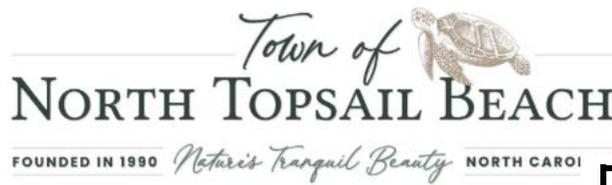
Members: Lisa Lee Kozlowski, Jason Stahr - Alternate, Grey Chapman - Alternate

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

The Zoning Board of Adjustment (ZBA) regular meeting scheduled for Tuesday, February 17, 2026, was cancelled. The next regular meeting is scheduled for Tuesday, March 17, 2026.

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:	03/04/2026

Issue: Committee Reports: Planning Board
Fred Fontana, Chair

Presentation: No

Present: Fred Fontana - Vice Chair, Lisa Brown, Teri Ward, Keith Wilkerson

Absent: Alternate, Jan Bellamy-Genee, Charles "Rusty" Walker – Alternate

The Planning Board regular meeting on Thursday, February 12, 2026, and discussed the following:

I. CALL TO ORDER

Chair Fontana called the meeting to order at 6:05 p.m.

II. ADOPTION OF AGENDA

Staff requested that the agenda be amended to include the oath of office for Mr. Sam Ferreri and New Business: A Petition to Close a Portion of Ocean Drive. **Ms. Brown made a motion to adopt the agenda. Mrs. Ward seconded the motion. The motion passed unanimously, 4-0.**

III. OATH OF OFFICE

Clerk Donna Sayre administered the Oath of Office to Mr. Sam Ferreri.

IV. APPROVAL OF MINUTES

Ms. Ward made a motion to approve the minutes for December 11, 2025, regular meeting. Ms. Brown seconded the motion. The motion passed unanimously, 5-0.

V. PUBLIC COMMENT

None.

VI. OLD BUSINESS

A. REVIEW OF SOUTHEASTERN NORTH CAROLINA REGIONAL HAZARD MITIGATION PLAN AND PROPOSED ADOPTION RESOLUTION

Planning Director Hill stated that on December 11, 2025, the Planning Board reviewed a draft of the North Topsail Beach Mitigation Action Plans. The Planning Board's recommendation and the Mitigation Action Strategies were presented to and adopted by the Board of Aldermen on February 11, 2026. These strategies will replace those in the Southeastern North Carolina Regional Hazard Mitigation Plan.

Mrs. Ward made a motion that the Planning Board recommends that the Board of Aldermen adopt by resolution the Southeastern North Carolina Regional Hazard Mitigation Plan, as attached.

Mrs. Ward seconded the motion. The motion passed unanimously, 5-0.

VII. NEW BUSINESS

A. PETITION TO CLOSE A PORTION OF OCEAN DRIVE

At their regular meeting on February 25, 2026, the Board of Aldermen remanded to the Planning Board the petition by John Welsh, owner of 2870 Island Drive and Parcel ID #032133 to close a portion of Ocean Drive beginning at the western property line of 2870 Island Drive and ending at the eastern property line of 2874 Island Drive. Mr. Welsh first made an inquiry on or about June 14, 2016, in which I had informed him to send a request to the Board of Aldermen in care of the Town Clerk. The Town may wish to initiate the procedures; however, since the 2016 initial request until present, the Board has not initiated the abandonment.

Ocean Drive right of way was platted, recorded as MB 8 P 48, dedicated as public and is included on the Powel Bill. Both owners access their property off Island Drive and have pedestrian access through the right of way to the nearest public beach access.

Upon the closing of a street in accordance with NCGS § 160A-299, subject to certain provisions, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in the owners of adjacent parcels. In this case, all the abandoned portion between Mr. Walsh's two lots, would belong to Mr. Walsh and Dead President Properties And Investments LLC. The abandonment serves no benefit to the Town, nor the public, but solely Mr. Walsh.

Staff's recommendation is that the planning board recommends to the board of alderman that the petition be denied as the closure represents no benefit to the town nor to the public. Included as attachment one is the letter of petition to close a portion of Ocean Drive submitted by attorney Coral Lee Faith with the GIS screenshot as an attachment.

Mrs. Ward questioned that they first made an acquire back in 2016, but haven't done anything about that between then and now? Planning Director Hill responded that they made a request, but the Board took no action on their request. Mrs. Ward asked if they came back after that. Planning Director Hill responded that they are returning now. Their attorney has filed the petition with the Board of Alderman to abandon that portion of the right-of-way which was presented to the Board of Alderman yesterday. The action taken by the Board of Aldermen was to remand it to the planning board as they respect your opinion and your input. The Planning Board members continued their discussion of the petition.

Ms. Brown made a motion that the Planning Board recommend to the Board of Aldermen that the petition be denied. Mrs. Ward seconded the motion. Planning Director Hill asked if she could recommend or request that Ms. Brown provide a justification for her motion. Ms. Brown responded that she would amend her

motion. **Ms. Brown made a motion that the Planning Board recommend to the Board of Aldermen that the petition be denied as the closure represents no benefit to the town nor the public. Mrs. Ward seconded the motion. The motion passed unanimously, 5-0.**

VIII. PUBLIC COMMENT

None.

VI. DISCUSSION

Planning Director Hill stated that she was glad to be flanked by two new staff members that are doing stellar, Donna St as our permit specialist and clerk to the Planning Board and Board of Adjustment; and Planner Brady Golden.

VII. ADJOURNMENT

Mrs. Ward made a motion to adjourn. Mr. Wilkerson seconded the motion. The motion passed unanimously, 5-0. The Planning Board Meeting adjourned at 6:35 p.m.

Board of Aldermen
Consent Agenda Item

Issue: NCVTS Tax Refund
Department: Finance
Presented by: Wayne Johannessen, Finance Officer
Date: February 23, 2026

Background: Onslow County Tax Office submitted NCVTS (Motor Vehicle) Refund Report for the December 2025 refunds approved by the Onslow County Board of Commissioners on February 16, 2026. Three refunds totaling \$120.55 the Board of Aldermen need to approve.

Attachment(s): Onslow County NCTVS Detail Tax Report

Recommendation: Approve refund as recommended

Action Needed: Yes

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

Funds: 10

Follow Up: Finance Officer

DECEMBER 2025 NCVTS - TAG SURRENDER BOCC APPROVED 021626

primary_owner	Address_1	Refund_Type	Refund_Description	Refund_Reason	Create_Date	Refund Authorization Date	Tax_District	Levy_Type	Net Change	Net Change Interest	Refund Total
HARDY, TERESA DIANE	111 OLD VILLAGE LN	Proration	Refund Generated due to proration on Bill #0081318690-2024-2024-0000-00	Tag Surrender	12/8/2025	1/2/2026	T26	TAX	(\$14.91)	\$0.00	(\$14.91)
RICHMAN, KEITH ELLIOT	3730 ISLAND DR	Adjustment < \$100	Refund Generated due to adjustment on Bill #0063812811-2025-2025-0000-00	Over Assessment	12/22/2025	1/2/2026	T26	TAX	(\$21.72)	\$0.00	(\$21.72)
ZUBA, JOSEPH RAYMOND	3102 GREEN ST	Proration	Refund Generated due to proration on Bill #0082741764-2024-2024-0000-00	Tag Surrender	12/23/2025	1/2/2026	T26	TAX	(\$83.92)	\$0.00	(\$83.92)
									(\$120.55)	\$0.00	(\$120.55)

February 23, 2026

To: The Mayor of North Topsail Beach and
The North Topsail Beach Board of Alderman

Subject: Proposed Rules of Procedure

Mr. Mayor and Members of the Board,

On December 6, 2021, the Board of Alderman approved and adopted “Suggested Rules of Procedure for North Topsail Beach Board of Alderman.” On January 7, 2026, the Board was presented with updated proposed rules of procedure. These updated rules incorporate procedural changes as well as statutory ones.

During the January 7 meeting, the Board requested a redlined version of the 2021 rules with the changes proposed by the updated rules of procedure. Attached please find a copy of the same. Also attached is a clean copy of the updated proposed rules.

As you will see, the redlined version is rather convoluted and difficult to follow. Naturally, and unfortunately, that is unavoidable. In order to provide some clarity, however, below please find some highlights of the changes contained in the updated proposed rules as compared to the 2021 Rules.

1. Regular meetings

- a. 2021 Rules: The council shall hold a regular meeting on the first Thursday of each month... The meeting shall be held at the Town Hall Meeting Room and begin at 6:30 PM.
- b. Updated Rules: Regular meetings of the Board shall be held at Town Hall, located at 2008 Loggerhead Court, North Topsail Beach, North Carolina, and shall begin at 11:00 a.m. on the first Wednesday of the month.

2. Emergency meetings

- a. 2021 Rules: The mayor, mayor pro tempore, or any two (2) members may at any time call an emergency meeting of the Board.
- b. Updated Rules: The mayor, or three (3) members may at any time call an emergency meeting of the Board.

3. Cancellation of meetings

- a. 2021 Rules: Not addressed.
- b. Updated Rules: Meetings of the Board shall be considered cancelled upon a declaration of a state of emergency by the Mayor of the Town of North Topsail Beach pursuant to Article VI of Chapter 2 of the Town Ordinances.

4. Agenda preparation

- a. 2021 Rules: A request for an item of business to be placed on the draft agenda must be received by the town clerk at least two (2) working days before the date of the meeting; the agenda and the agenda package shall be furnished to each member at least twenty-four (24) hours before the meeting.
- b. Updated Rules: A request to have an item of business placed on the draft agenda must be received by the Town Clerk at least seven (7) working days before the date of the meeting; each Board member shall receive a copy of the proposed agenda and agenda package no later than three (3) days prior to each regular meeting.

5. Presiding officer

- a. 2021 Rules: The Mayor shall preside at meetings of the Board.
- b. Updated Rules: The Mayor shall preside at Board meetings if he is present, unless he becomes actively engaged in debate on a particular matter.

6. Appeals of procedural rules

- a. 2021 Rules: A member may appeal certain decisions made or answers given by the Mayor in accordance with Rule 31, Motion 1.
- b. Updated Rules: A decision by the presiding officer under any of the first three powers listed may be appealed to the Board upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

7. Roll call votes

- a. 2021 Rules: Not addressed.

- b. Updated Rules: A roll call vote shall be required for the following actions 1) Adoption of an ordinance; 2) Adoption of a written resolution; and 3) Upon the request of the Mayor, or at least three (3) other members of the Board.

8. Motions

- a. Motion to go into closed session citation

- i. 2021 Rules: Not addressed.
- ii. Updated Rules: The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. § 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. § 143-318.11(a)(3) shall identify the parties in each existing lawsuit about which the Board expects to receive advice during the closed session, if in fact such advice is to be received.

- b. Motion to suspend the rules

- i. 2021 Rules: The motion must receive votes equal to two-thirds of the Board's actual membership.
- ii. Updated Rules: The motion must receive votes equal to a majority of the Board's entire membership.

9. Duty to vote

- a. 2021 Rules: A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the city attorney.

- i. G.S. §§ 160A-381 and 160A-388 have been repealed.

- b. Updated Rules: A member may be excused from voting on a matter involving the member's own financial interest or official conduct. A member may also be excused from voting when prohibited from voting under G.S. § 14-234 (contract providing direct benefit to member or immediate family member), or G.S. §

160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member).

10. Conflicts of interest

- a. 2021 Rules: Not addressed.
- b. Updated Rules: Comprehensive section on conflicts of interest (Rule 20).

The Board is, obviously, free to amend the updated rules as it sees fit. Please let us know if you have any questions or concerns. Thank you.

Rules of Procedure

for North Topsail Beach Board of Aldermen

I. Applicability

These rules apply to all meetings of the Board of Alderman of North Topsail Beach at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law. Note: Words importing one gender include the other.

II. Regular, Special and Emergency Meetings

Rule 1. Regular Meetings

The Board shall adopt a schedule of its regular monthly meetings prior to the commencement of each calendar year. Regular meetings of the Board shall be held at Town Hall, located at 2008 Loggerhead Court, North Topsail Beach, North Carolina, and shall begin at 11:00 a.m. on the first Wednesday of the month. A current copy of the Board's regular meeting schedule shall be filed with the Town Clerk, and available on the Town's official website. The Board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule in its sole discretion. The amended schedule shall be filed with the Town Clerk and posted on the Town's website at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule.

Rule 2. Special, Emergency, Recessed, and Electronic Meetings.

(a) Special Meetings. The mayor, or three (3) members of the Board may at any time call a special meeting of the Board. At least forty-eight (48) hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subject(s) to be considered shall be (1) given to each Board member; (2) posted on the Board's principal bulletin board or, if none, at the door of the Board's usual meeting room; and (3) mailed, emailed, or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. The notice shall also be posted on the Town's website prior to the start time of the special meeting, preferably forty-eight (48) hours in advance.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight (48) hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the Board's principal bulletin board or, if none, at the door of the Board's usual meeting room and (2) mailed, emailed, or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. The notice shall also be posted on the Town's website prior to the start time of the special meeting, preferably forty-eight (48) hours in advance. Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present; and (2) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) Emergency Meetings. The mayor, or three (3) members of the Board may at any time call an emergency meeting of the Board by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. Notice of the meeting shall be given either by email or telephone to each Board member

and to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request with the Town Clerk, and whose request includes the newspaper's, wire service's, or station's telephone number. Notice to the news media shall be given at the expense of the party notified and shall be given immediately after the Board members are notified.

Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting.

(c) Recessed Meetings. A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting, except that notice of the recessed meeting must be posted on the Town's website prior to the start time of the recessed meeting, preferably forty-eight (48) hours in advance.

(d) Electronic Meetings. When a state of emergency has been declared in accordance with G.S. § 166A-19.20 (state of emergency declared by the Governor or General Assembly) that is applicable within the Town limits, the Board, and any Town board, committee, or commission may hold a regular, special or emergency meeting as a remote, electronic meeting using a virtual or teleconferencing platform. Any electronic meeting held under this rule must comply with the requirements of G.S. § 166A-19.24. Under such circumstances, an electronic meeting shall be treated as though it were a meeting at which all of the Board members who are simultaneously communicating are physically present.

The Town Clerk shall act as the electronic host of the meeting and shall be responsible for monitoring which members are connected (present) during the meeting. A member of the public body participating by simultaneous communication under this section shall be counted as present for quorum purposes only during the period while simultaneous communication is maintained for that member. Votes of each member made during a remote meeting under this section shall be counted as if the member were "physically present" only during the period while simultaneous communication is maintained for that member. Any member participating remotely may make a motion to adjourn the electronic meeting if one or more members become unintentionally disconnected from the electronic meeting and reconnection cannot be re-established within a reasonable time.

When stating a motion or second, a Board member shall identify themselves for the record before stating such motion or second. Vote shall be by roll-call vote.

In addition to complying with the normal meeting notice requirements of the North Carolina open meeting law, the Town shall give as much advanced notice to the Board members, the media, and the public of the fact that a regular, special, or emergency meeting will be an electronic meeting as is reasonable under the circumstances. Any electronic meeting must allow the ability to listen to the meeting's live audio, and video, if any, by all members of the Board, the media, and the public, subject to reasonable limitations in the technology used to hold the electronic meeting as to the number of people that can listen to the electronic meeting. The notice stating the electronic aspect of a meeting shall include the means by which the public can access the electronic meeting and shall state a location, if any, for the public to view or hear the meeting.

All references above to "board" shall be deemed to refer to Town boards, committees, or commissions and their members, and references to the "Town Clerk" shall be deemed to refer to the Town officer or

employee designated by the board, committee, or commission for purposes of establishing rules to govern their electronic meetings in a declared state of emergency.

(e) Cancellations. Any previously scheduled regular, special, or recessed meeting of the Board shall be considered cancelled upon a declaration of a state of emergency by the Mayor of the Town of North Topsail Beach pursuant to Article VI of Chapter 2 of the Town Ordinances, as a quorum of the Board will not be present at such meeting. In the event of such a cancellation, the Town shall notify the local media of the cancellation, and to the extent possible, cause a notice of the cancellation to be posted at the door of the Board's usual meeting room.

1.

III. Organization of the Board

Rule 3. Organizational Meeting

The Board shall hold an organizational meeting at its regular meeting place on the date and at the time of the first regular meeting of the Board in December following a regular municipal election. Initially, the previous Board shall convene, at which time it shall approve any prior minutes and may consider any unfinished business it desires to complete. It shall then adjourn sine die. Immediately following, the newly elected Board shall convene and take and subscribe the oath of office as the first order of business. As the second order of business, the Board shall elect a mayor pro tem pursuant to G.S. § 160A-70. The mayor pro tem shall act as mayor whenever the mayor shall be absent from the Town or be prevented by sickness or other cause from attending to the duties of his office, and he shall possess all the rights and powers of the mayor during the continuance of such vacancy, absence, or disability. As the third order of business, the Board shall discuss the appointment of the Board liaisons for all boards, committees, and commissions that require a Board of Alderman member(s). The mayor shall preside at meetings of the Board and shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him by the general laws of North Carolina, by the Town Charter, and by the Town Ordinances. The mayor shall have the right to vote on any question before the Board only as authorized by the general laws of North Carolina, by the Town Charter, and the Town Ordinances.

IV. Agenda

Rule 4. Agenda

(a) Agenda. The Town Clerk shall cause to be prepared an agenda and agenda package for each meeting. A request to have an item of business placed on the agenda may be raised by any Board member as ‘new business’ on the agenda, and upon receiving a majority vote, shall be placed on a future agenda as directed. For a regular meeting, a request to have an item of business placed on the draft agenda must

be received by the Town Clerk at least seven (7) working days before the date of the meeting. The town clerk must place an item on the draft agenda in response to a board member's timely request. An agenda package shall include, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce, and shall contain a copy of all proposed resolutions and ordinances as may appear on the agenda. Each Board member shall receive a copy of the proposed agenda and agenda package no later than three (3) days prior to each regular meeting in either digital or hard copy form, as requested by each Board member. The proposed agenda and agenda package shall also be available for public inspection and appear on the Town's official website no later than three (3) days prior to each regular meeting, or as soon as possible if three (3) days prior to each regular meeting is not practical. Nothing in this section shall preclude the Town Clerk from modifying the proposed agenda and agenda package at any time prior to a Board meeting as the Town's business dictates.

(b) Consent Agenda. The Board may designate a part of the agenda as the 'consent agenda.' Approval of minutes and other items that are judged to be non-controversial and routine shall be placed on the consent agenda by those preparing the proposed agenda. The Town Manager shall have the authority to place any item on the consent agenda as part of the proposed agenda. Any member may remove an item from the consent agenda and place it on the regular agenda while the agenda is being discussed and revised prior to its adoption at the beginning of the meeting. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

(c) Adoption of the Agenda. As its first order of business at each meeting, the Board shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Board may by majority vote to add items to or subtract items from the proposed agenda, except that the Board may not add items to the agenda of a special meeting unless (a) all members are present and (b) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board members.

The Board may designate certain agenda items 'for discussion and possible action.'

Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(d) Open Meetings Requirements. The Board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Board to understand what is being deliberated, voted, or acted on. However, the Board may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda-sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on are available for public inspection at the meeting.

Rule 5. Petition of Citizens

The Board shall provide at least one period for public comment per month at its first regular monthly meeting of the Board. In compliance with G.S. § 160A-81.1, the Board establishes the following policy for monthly public comments at the first regular meeting of the Board each month. The Town Clerk shall provide sign-up forms at the entry to the Town Hall meeting room prior to each meeting for persons who desire to address the Board. Forms shall be available until the commencement of the Board meeting. The purpose of the time for informal public comments is to allow for public input to the Board on issues germane to the Town. It is not intended to compel Board members or staff to answer questions in an impromptu manner, and Board members or staff shall not be required to provide such answers. Each speaker will speak from the podium, and begin their remarks by giving their name, providing their address as proof of residency in the Town, and stating the topic about which they intend to speak. Comments will be directed to the full Board, not to an individual Board member, staff member, or the audience. Speaker comments are limited to a maximum of three (3) minutes during the public comment period. At the conclusion of three (3) minutes, each speaker shall leave the podium. Speakers may not yield any of their time to another speaker.

Speakers must be courteous in their language and presentation. Personal attacks will not be tolerated. The Mayor shall maintain decorum at all times.

Speakers may leave written comments and/or supporting documents, if any, with the

clerk to the Board.

If at the beginning of the public comment period, the Mayor determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of Town business or cause undue inconvenience to citizens in attendance for other items on the agenda, the Mayor may require the designation of a spokesman, or the selection of delegates, for groups of persons supporting or opposing the same positions, whose time shall be limited to a maximum of three (3) minutes. The Mayor may also move the period for public comment to sometime later in the meeting.

Notwithstanding the Mayor's prerogatives under this Rule 5, any decision of the Mayor may be appealed and overruled by a majority of the Board.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Manager's Report
6. Open Forum
7. Public Presentations and Hearings
8. Consent Agenda
9. Continuing Business
10. New Business
11. Open Forum
12. Attorney's Report
13. Mayor's Report
14. Alderman's Report
15. Closed Session
16. Adjournment

By general consent of the Board, items may be considered out of order.

V. Conduct of Debate

Rule 7. Presiding Officer

The Mayor shall preside at Board meetings if he is present, unless he becomes actively engaged in debate on a particular matter. In order to address the Board, a member must be recognized by the Mayor.

If the Mayor is absent, the mayor pro tem shall preside. If both the Mayor and mayor pro tem are absent, another member designated by majority vote of the Board shall preside. The mayor pro tem, or another member who is temporarily presiding retains all of his rights as a member, including the right to make motions and the right to vote.

If the presiding officer becomes actively involved in debate on a particular matter, he may designate another Board member to preside over the debate. The presiding officer shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

- To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time; and
- To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appealed to the Board upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Rule 8. Action by the Board.

The Board shall proceed by motion, except as otherwise provided for in Rules 3, 4, and 25. Any member, including the Mayor, may make a motion.

Rule 9. Second Required.

A motion requires a second before the Board may proceed with discussion or action on the motion.

Rule 10. One Motion at a Time.

A member may make only one motion at a time.

Rule 11. Substantive Motions.

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote.

(a) A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

(b) A roll call vote shall be required for the following actions:

1. Adoption of an ordinance;
2. Adoption of a written resolution; and
3. Upon the request of the Mayor, or at least three (3) other members of the Board.

Rule 13. Voting by Written Ballot.

The Board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 14. Debate.

The Mayor shall state the motion and then open the floor to debate. The Mayor shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken; and

3. To the extent possible, and at the discretion of the Mayor, the debate shall alternate between proponents and opponents of the measure.

Rule 15. Ratification of Actions.

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 16. Procedural Motions.

(a) **Certain Motions Allowed.** In addition to substantive motions, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.

A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn.

This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of such matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess.

This motion allows the Board to pause briefly in its proceedings rather than to recess to a time and place certain.

Motion 4. Call to Follow the Agenda.

This motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules.

The Board may not suspend provisions of the rules that state requirements imposed by law on the Board. For adoption, the motion requires an affirmative vote equal to a majority of the entire membership of the Board rather than of a quorum present.

Motion 6. To Go into Closed Session.

The Board may go into closed session only for one or more of the permissible purposes listed in G.S. § 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes;
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award;
- (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. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative

procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded;

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session;

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract;

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting;

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct;

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school

safety components of school improvement plans by a local board of education or a school improvement team;

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity; or

(10) To view a recording released pursuant to G.S. § 132-1.4A.

The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. § 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. § 143-318(a)(3) shall identify the parties in each existing lawsuit about which the Board expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

This motion is made to return from a closed session to an open meeting.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph.

This motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration (also, To Table).

The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires one hundred (100) days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 16(b), Motion 14], or else move to suspend the rules [Rule 16(b), Motion

5].

Motion 10. Motion for the Previous Question.

This motion is not in order until there have been at least twenty (20) minutes of debate and/or every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day.

If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules [Rule 16(b), Motion 5].

Motion 12. To Refer a Motion to a Committee.

The Board may vote to refer a substantive motion to a committee for its study and recommendations. Sixty (60) days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Board, whether or not the committee has reported the matter to the Board.

Motion 13. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance or resolution shall be reduced to writing before the vote on the amendment.

(d) The Board may amend the agenda at the meeting by majority vote. Should the Board be without a majority vote, a Board member who wishes to amend the agenda may either add the item to a future meeting agenda or move to suspend the rules requiring a majority vote.

Motion 14. To Revive Consideration.

The Board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). This motion is in order at any time within one hundred (100) days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider.

The Board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “no’s” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal.

The Board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months.

This motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to a majority of the entire membership of the Board, rather than of a quorum. If

adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Board, whichever occurs first.

Rule 17. Renewal of Motion.

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

Rule 18. Withdrawal of Motion.

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

Rule 19. Duty to Vote.

(a) Every member must vote unless excused from voting, as provided by this rule.

(b) A member may be excused from voting on a matter involving the member's own financial interest or official conduct. A member may also be excused from voting when prohibited from voting under G.S. § 14-234 (contract providing direct benefit to member or immediate family member), or G.S. § 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member).

(c) A member who wishes to be excused from voting based on grounds set forth in subsection (b) shall so inform the presiding officer, who shall take a vote of the remaining members. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.

(d) Even when a member has not asked to be excused from voting on a matter, a majority of the remaining members present may by motion and vote excuse the member from voting if grounds for doing so exist under subsection (b).

(e) A failure to vote by a member who is physically present in the Board chamber, or who has withdrawn from the chamber without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote. A

member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the members unexcused failure to vote shall be recorded as an abstention.

Rule 20. Conflicts of Interest.

(a) Implicit in the operations and conduct of Town government is the constant expectation that the Board recognize that in all their transactions and at all times they are subject to the duty of undivided loyalty to the Town. The nature of their obligations are such that it demands positive action on their part to affirmatively protect and promote the interest of the Town committed to their care, and at all times to avoid situations where their self-interests, actual or apparent, may be of such nature or extent as to conflict with performance of that primary responsibility.

(b) The scope of human activity is so broad that it is unadvisable to attempt to enumerate here all possible areas in which a conflict of interest might arise. Consequently, the following is an illustrative list only, and is not intended to proscribe all aspects of the conduct of the Board in their capacity as Town elected officials:

1. No member of the Board should use their positions or the knowledge gained therein in such manner that a conflict between the Town's interests and their personal interests arise. Both the fact and the appearance of the conflicting interests are to be avoided.
2. Members of the Board should refrain from transmitting any knowledge of Town considerations or decisions or any other information which might be prejudicial to the interest of the Town to any person other than in connection with the discharge of their responsibility.
3. If any applicable statutes or laws exist, strict compliance with the provisions of such statutes or laws is expected, whether local, state, or federal.
4. Whenever a Board member has a personal interest, whether individually

or through another party that has or may have business dealings with the Town, he shall disclose that interest to the Town Manager for proper consideration and action.

5. Whenever a Board member has an opportunity to engage in a transaction in which the Town would otherwise wish to engage in, he shall disclose that interest to the Town Manager for proper consideration and action.
6. If a Board member is in a position where access to the Town's confidential information may materially influence his decisions in another party engaged in business with the Town, he shall decline that information.
7. If a Board member is in a position where access to the Town's confidential information may materially influence his personal financial or investment decisions, he shall decline that information.
8. Board members shall at all times fully comply with the Board's code of ethics.

(c) Members of the Board shall comply with all laws and requirements governing conflicts of interest, self-benefiting, gifts and favors, and misuse of confidential information, as required by G.S. §§ 14-234, 14-234.1, and 133-32.

(d) If at any time an elected official finds that they are in doubt as to the proper application of the Town's policy on conflicts of interest with respect to any particular situation, or they find that they might have a financial interest or outside relationship which might involve a conflict of interest, they should immediately make all the facts known to the Town Manager for proper consideration and action.

Rule 21. Closed Sessions.

The Board may hold closed sessions as provided by law. The Board shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. The motion to go into closed session must be approved by the vote of a

majority of those present and voting. The Board shall terminate the closed session by a majority vote, using Motion 7 of Rule 16(b).

Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

Rule 22. Quorum.

A majority of the actual membership of the Board, excluding vacant seats shall constitute a quorum. A majority is more than half. The Mayor shall be considered a member of the Board in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 23. Public Hearings.

Public hearings required by law or deemed advisable by the Board shall be organized by the general laws of North Carolina, by the Town Charter, and the Town Ordinances. All notice and other requirements of the open meetings law applicable to Board meetings shall also apply to public hearings at which a majority of the Board is present; such a hearing is considered to be part of a regular or special meeting of the Board. These requirements also apply to hearings conducted by appointed or elected committees of Board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the Board, or of a Board committee, as applicable, is present.

At the time appointed for the hearing, the presiding officer or his designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall entertain a motion to end the hearing.

Rule 24. Minutes.

Full and accurate minutes of the Board proceedings, including closed sessions, shall be kept. The Board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Board, the entire Board shall be polled by name on any vote.

Members' and other persons' comments may be included in the minutes if the Board approves.

General accounts of closed sessions are sealed upon approval by the Board. Such sealed general accounts shall be withheld from public inspection until the Town attorney makes a determination that public inspection of such general accounts would frustrate the purpose of the closed session, at which point they shall be unsealed by the Town Clerk.

Rule 25. Appointments.

(a) The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session. Appointments will be made according to the North Carolina General Statutes, when applicable.

(b) The Board shall at all times comply with the North Carolina Constitutional and statutory prohibitions on dual office holding.

(c) If an appointee has unexcused absences which constitute more than twenty-five percent (25%) of the Board meetings in any calendar year which he is required to attend pursuant to his appointment, he may be asked to resign by majority vote of the Board, commission, or committee. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign when asked he may be dismissed by action of the Board subject to state or local law. A calendar year is to be defined as a twelve (12) month period beginning on the date of appointment.

(d) Appointees must uphold Town policies pertaining to the board, commission, or committee on which he serves.

(e) The Town shall cause the following appointment information to be published on the Town's official website for each board, commission, or committee where the Town has an official appointment:

1. The name.
2. A brief summary of its function.
3. The total number of members and alternates.
4. The current members, including names, positions, and date of end of term.
5. The regular meeting day, time, and location, if available.

(f) The Board shall use the following procedure to make appointments to various other boards, commissions, and committees:

1. Notification of available appointments. A list of available positions stating terms of office, requirement for office, and duties of positions shall be available for public inspection in the office of the Town Clerk, and published on the Town's official website at the beginning of each calendar year.
2. Selection Process.
 - (i) Individuals interested in applying for appointment shall submit a written application on a form provided by the Town to the Town Clerk and available on the Town's official website.
 - (ii) The Town Clerk shall provide the Board with written notification that vacancies exist on the various boards, commissions, and committees appointed by the Board or its members. This notification along with applications of interested citizens shall be provided to the Board at a regular meeting.
 - (iii) Nominations for vacancies may be made at the same meeting at

which the vacancy is considered; provided, however, that upon a motion and second, nominations may be delayed until a subsequent meeting upon a simple majority vote. Once the floor is opened for nominations, the member or members shall put forth nominations with no second required and debate such nominations where necessary. When the debate has ended, and if only one nomination is made, the appointment shall be approved by a voice vote of a majority of the Board. If more than one nomination is made, the Town Clerk shall call the roll of the members and each member shall cast a vote. The nominee who receives the highest votes shall be the nominee appointed.

3. Applications. All applications for appointments shall remain active and on file with the Town Clerk for a period of one (1) year.

Rule 26. Committees and Boards.

(a) Establishment and Appointment. The Board may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry on the Board's work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, committees, or other bodies of a local governmental unit that are composed of two (2) or more members and that exercise or are authorized to exercise legislative, policymaking, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the Town's professional staff.

Rule 27. Amendment of the Rules.

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the Board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

Rule 28. Reference to Robert's Rules of Order.

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised* to answer procedural questions not resolved in these rules so long as *Robert's Rules* does not conflict with North Carolina law or with the spirit of these rules.

**Board of Aldermen
Town of North Topsail Beach
Rules of Procedure**

I. Applicability

These rules apply to all meetings of the Board of Alderman of North Topsail Beach (the “Board”) at which the Board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law. Note: Words importing one gender include the other.

II. Regular, Special and Emergency Meetings

Rule 1. Regular Meetings.

The Board shall adopt a schedule of its regular monthly meetings prior to the commencement of each calendar year. Regular meetings of the Board shall be held at Town Hall, located at 2008 Loggerhead Court, North Topsail Beach, North Carolina, and shall begin at 11:00 a.m. on the first Wednesday of the month. A current copy of the Board’s regular meeting schedule shall be filed with the Town Clerk, and available on the Town’s official website. The Board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule in its sole discretion. The amended schedule shall be filed with the Town Clerk and posted on the Town’s website at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule.

Rule 2. Special, Emergency, Recessed, and Electronic Meetings.

(a) Special Meetings. The mayor, or three (3) members of the Board may at any time call a special meeting of the Board. At least forty-eight (48) hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subject(s) to be considered shall be (1) given to each Board member; (2) posted on the Board’s principal bulletin board or, if none, at the door of the Board’s usual meeting room; and (3) mailed, emailed, or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. The notice shall also be posted on the Town’s website prior to the start time of the special meeting, preferably forty-eight (48) hours in advance.

A special meeting may also be called or scheduled by vote of the Board in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight (48) hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the Board’s principal bulletin board or, if none, at the door of the Board’s usual meeting room and (2) mailed, emailed, or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. The notice shall also be posted on the Town’s website prior to the start time of the special meeting, preferably forty-eight (48) hours in advance. Only those items of business specified in the notice

may be discussed or transacted at a special meeting, unless (1) all members are present; and (2) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) **Emergency Meetings.** The mayor, or three (3) members of the Board may at any time call an emergency meeting of the Board by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. Notice of the meeting shall be given either by email or telephone to each Board member and to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request with the Town Clerk, and whose request includes the newspaper's, wire service's, or station's telephone number. Notice to the news media shall be given at the expense of the party notified and shall be given immediately after the Board members are notified.

Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting.

(c) **Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting, except that notice of the recessed meeting must be posted on the Town's website prior to the start time of the recessed meeting, preferably forty-eight (48) hours in advance.

(d) **Electronic Meetings.** When a state of emergency has been declared in accordance with G.S. § 166A-19.20 (state of emergency declared by the Governor or General Assembly) that is applicable within the Town limits, the Board, and any Town board, committee, or commission may hold a regular, special or emergency meeting as a remote, electronic meeting using a virtual or teleconferencing platform. Any electronic meeting held under this rule must comply with the requirements of G.S. § 166A-19.24. Under such circumstances, an electronic meeting shall be treated as though it were a meeting at which all of the Board members who are simultaneously communicating are physically present.

The Town Clerk shall act as the electronic host of the meeting and shall be responsible for monitoring which members are connected (present) during the meeting. A member of the public body participating by simultaneous communication under this section shall be counted as present for quorum purposes only during the period while simultaneous communication is maintained for that member. Votes of each member made during a remote meeting under this section shall be counted as if the member were "physically present" only during the period while simultaneous communication is maintained for that member. Any member participating remotely may make a motion to adjourn the electronic meeting if one or more members become unintentionally disconnected from the electronic meeting and reconnection cannot be re-established within a reasonable time.

When stating a motion or second, a Board member shall identify themselves for the record before stating such motion or second. Vote shall be by roll-call vote.

In addition to complying with the normal meeting notice requirements of the North Carolina open meeting law, the Town shall give as much advanced notice to the Board members, the media, and the public of the fact that a regular, special, or emergency meeting will be an electronic meeting as is reasonable under the circumstances. Any electronic meeting must allow the ability to listen to the meeting's live audio, and video, if any, by all members of the Board, the media, and the public, subject to reasonable limitations in the technology used to hold the electronic meeting as to the number of people that can listen to the electronic meeting. The notice stating the electronic aspect of a meeting shall include the means by which the public can access the electronic meeting and shall state a location, if any, for the public to view or hear the meeting.

All references above to "board" shall be deemed to refer to Town boards, committees, or commissions and their members, and references to the "Town Clerk" shall be deemed to refer to the Town officer or employee designated by the board, committee, or commission for purposes of establishing rules to govern their electronic meetings in a declared state of emergency.

(e) Cancellations. Any previously scheduled regular, special, or recessed meeting of the Board shall be considered cancelled upon a declaration of a state of emergency by the Mayor of the Town of North Topsail Beach pursuant to Article VI of Chapter 2 of the Town Ordinances, as a quorum of the Board will not be present at such meeting. In the event of such a cancellation, the Town shall notify the local media of the cancellation, and to the extent possible, cause a notice of the cancellation to be posted at the door of the Board's usual meeting room.

III. Organization of the Board

Rule 3. Organizational Meeting.

The Board shall hold an organizational meeting at its regular meeting place on the date and at the time of the first regular meeting of the Board in December following a regular municipal election. Initially, the previous Board shall convene, at which time it shall approve any prior minutes and may consider any unfinished business it desires to complete. It shall then adjourn sine die. Immediately following, the newly elected Board shall convene and take and subscribe the oath of office as the first order of business. As the second order of business, the Board shall elect a mayor pro tem pursuant to G.S. § 160A-70. The mayor pro tem shall act as mayor whenever the mayor shall be absent from the Town or be prevented by sickness or other cause from attending to the duties of his office, and he shall possess all the rights and powers of the mayor during the continuance of such vacancy, absence, or disability. As the third order of business, the Board shall discuss the appointment of the Board liaisons for all boards, committees, and commissions that require a Board of Alderman member(s). The mayor shall preside at meetings of the Board and shall exercise such other powers and perform such other duties as are or may be conferred and imposed upon him by the general laws of North Carolina, by the Town Charter, and by the Town Ordinances. The mayor shall have the right to vote on

any question before the Board only as authorized by the general laws of North Carolina, by the Town Charter, and the Town Ordinances.

IV. Agenda

Rule 4. Agenda.

(a) Agenda. The Town Clerk shall cause to be prepared an agenda and agenda package for each meeting. A request to have an item of business placed on the agenda may be raised by any Board member as 'new business' on the agenda, and upon receiving a majority vote, shall be placed on a future agenda as directed. For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the Town Clerk at least seven (7) working days before the date of the meeting. The town clerk must place an item on the draft agenda in response to a board member's timely request. An agenda package shall include, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce, and shall contain a copy of all proposed resolutions and ordinances as may appear on the agenda. Each Board member shall receive a copy of the proposed agenda and agenda package no later than three (3) days prior to each regular meeting in either digital or hard copy form, as requested by each Board member. The proposed agenda and agenda package shall also be available for public inspection and appear on the Town's official website no later than three (3) days prior to each regular meeting, or as soon as possible if three (3) days prior to each regular meeting is not practical. Nothing in this section shall preclude the Town Clerk from modifying the proposed agenda and agenda package at any time prior to a Board meeting as the Town's business dictates.

(b) Consent Agenda. The Board may designate a part of the agenda as the 'consent agenda.' Approval of minutes and other items that are judged to be non-controversial and routine shall be placed on the consent agenda by those preparing the proposed agenda. The Town Manager shall have the authority to place any item on the consent agenda as part of the proposed agenda. Any member may remove an item from the consent agenda and place it on the regular agenda while the agenda is being discussed and revised prior to its adoption at the beginning of the meeting. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

(c) Adoption of the Agenda. As its first order of business at each meeting, the Board shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Board may by majority vote to add items to or subtract items from the proposed agenda, except that the Board may not add items to the agenda of a special meeting unless (a) all members are present and (b) the Board determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Board members.

The Board may designate certain agenda items 'for discussion and possible action.' Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(d) Open Meetings Requirements. The Board shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Board to understand what is being deliberated, voted, or acted on. However, the Board may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda-sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on are available for public inspection at the meeting.

Rule 5. Petition of Citizens.

The Board shall provide at least one period for public comment per month at its first regular monthly meeting of the Board. In compliance with G.S. § 160A-81.1, the Board establishes the following policy for monthly public comments at the first regular meeting of the Board each month. The Town Clerk shall provide sign-up forms at the entry to the Town Hall meeting room prior to each meeting for persons who desire to address the Board. Forms shall be available until the commencement of the Board meeting. The purpose of the time for informal public comments is to allow for public input to the Board on issues germane to the Town. It is not intended to compel Board members or staff to answer questions in an impromptu manner, and Board members or staff shall not be required to provide such answers. Each speaker will speak from the podium, and begin their remarks by giving their name, providing their address as proof of residency in the Town, and stating the topic about which they intend to speak. Comments will be directed to the full Board, not to an individual Board member, staff member, or the audience. Speaker comments are limited to a maximum of three (3) minutes during the public comment period. At the conclusion of three (3) minutes, each speaker shall leave the podium. Speakers may not yield any of their time to another speaker.

Speakers must be courteous in their language and presentation. Personal attacks will not be tolerated. The Mayor shall maintain decorum at all times.

Speakers may leave written comments and/or supporting documents, if any, with the clerk to the Board.

If at the beginning of the public comment period, the Mayor determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of Town business or cause undue inconvenience to citizens in attendance for other items on the agenda, the Mayor may require the designation of a spokesman, or the selection of delegates, for groups of persons supporting or opposing the same positions, whose time shall be limited to a maximum of three (3) minutes. The Mayor may also move the period for public comment to sometime later in the meeting.

Notwithstanding the Mayor's prerogatives under this Rule 5, any decision of the Mayor may be appealed and overruled by a majority of the Board.

Rule 6. Order of Business.

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda
5. Manager's Report
6. Open Forum
7. Public Presentations and Hearings
8. Consent Agenda
9. Continuing Business
10. New Business
11. Open Forum
12. Attorney's Report
13. Mayor's Report
14. Alderman's Report
15. Closed Session
16. Adjournment

By general consent of the Board, items may be considered out of order.

V. Conduct of Debate

Rule 7. Presiding Officer.

The Mayor shall preside at Board meetings if he is present, unless he becomes actively engaged in debate on a particular matter. In order to address the Board, a member must be recognized by the Mayor.

If the Mayor is absent, the mayor pro tem shall preside. If both the Mayor and mayor pro tem are absent, another member designated by majority vote of the Board shall preside. The mayor pro tem, or another member who is temporarily presiding retains all of his rights as a member, including the right to make motions and the right to vote.

If the presiding officer becomes actively involved in debate on a particular matter, he may designate another Board member to preside over the debate. The presiding officer shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

- To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;

- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time; and
- To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed may be appealed to the Board upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Rule 8. Action by the Board.

The Board shall proceed by motion, except as otherwise provided for in Rules 3, 4, and 25. Any member, including the Mayor, may make a motion.

Rule 9. Second Required.

A motion requires a second before the Board may proceed with discussion or action on the motion.

Rule 10. One Motion at a Time.

A member may make only one motion at a time.

Rule 11. Substantive Motions.

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote.

(a) A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

(b) A roll call vote shall be required for the following actions:

1. Adoption of an ordinance;
2. Adoption of a written resolution; and
3. Upon the request of the Mayor, or at least three (3) other members of the Board.

Rule 13. Voting by Written Ballot.

The Board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Board shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 14. Debate.

The Mayor shall state the motion and then open the floor to debate. The Mayor shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken; and
3. To the extent possible, and at the discretion of the Mayor, the debate shall alternate between proponents and opponents of the measure.

Rule 15. Ratification of Actions.

To the extent permitted by law, the Board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 16. Procedural Motions.

(a) **Certain Motions Allowed.** In addition to substantive motions, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.

A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn.

This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of such matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess.

This motion allows the Board to pause briefly in its proceedings rather than to recess to a time and place certain.

Motion 4. Call to Follow the Agenda.

This motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules.

The Board may not suspend provisions of the rules that state requirements imposed by law on the Board. For adoption, the motion requires an affirmative vote equal to a majority of the entire membership of the Board rather than of a quorum present.

Motion 6. To Go into Closed Session.

The Board may go into closed session only for one or more of the permissible purposes listed in G.S. § 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes;
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award;
- (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. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded;

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session;

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract;

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting;

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct;

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team;

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity; or

(10) To view a recording released pursuant to G.S. § 132-1.4A.

The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. § 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. § 143-318.11(a)(3) shall identify the parties in each existing lawsuit about which the Board expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

This motion is made to return from a closed session to an open meeting.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph.

This motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration (also, To Table).

The Board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires one hundred (100) days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 16(b), Motion 14], or else move to suspend the rules [Rule 16(b), Motion 5].

Motion 10. Motion for the Previous Question.

This motion is not in order until there have been at least twenty (20) minutes of debate and/or every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day.

If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules [Rule 16(b), Motion 5].

Motion 12. To Refer a Motion to a Committee.

The Board may vote to refer a substantive motion to a committee for its study and recommendations. Sixty (60) days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Board, whether or not the committee has reported the matter to the Board.

Motion 13. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute

completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance or resolution shall be reduced to writing before the vote on the amendment.

(d) The Board may amend the agenda at the meeting by majority vote. Should the Board be without a majority vote, a Board member who wishes to amend the agenda may either add the item to a future meeting agenda or move to suspend the rules requiring a majority vote.

Motion 14. To Revive Consideration.

The Board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). This motion is in order at any time within one hundred (100) days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider.

The Board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “no’s” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal.

The Board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months.

This motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to a majority of the entire membership of the Board, rather than of a quorum. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Board, whichever occurs first.

Rule 17. Renewal of Motion.

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

Rule 18. Withdrawal of Motion.

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

Rule 19. Duty to Vote.

- (a) Every member must vote unless excused from voting, as provided by this rule.
- (b) A member may be excused from voting on a matter involving the member's own financial interest or official conduct. A member may also be excused from voting when prohibited from voting under G.S. § 14-234 (contract providing direct benefit to member or immediate family member), or G.S. § 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member).
- (c) A member who wishes to be excused from voting based on grounds set forth in subsection (b) shall so inform the presiding officer, who shall take a vote of the remaining members. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (d) Even when a member has not asked to be excused from voting on a matter, a majority of the remaining members present may by motion and vote excuse the member from voting if grounds for doing so exist under subsection (b).
- (e) A failure to vote by a member who is physically present in the Board chamber, or who has withdrawn from the chamber without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote. A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the members unexcused failure to vote shall be recorded as an abstention.

Rule 20. Conflicts of Interest.

- (a) Implicit in the operations and conduct of Town government is the constant expectation that the Board recognize that in all their transactions and at all times they are subject to the duty of undivided loyalty to the Town. The nature of their obligations are such that it demands positive action on their part to affirmatively protect and promote the interest of the Town committed to their care, and at all times to avoid situations where their self-interests, actual or apparent, may be of such nature or extent as to conflict with performance of that primary responsibility.

(b) The scope of human activity is so broad that it is unadvisable to attempt to enumerate here all possible areas in which a conflict of interest might arise. Consequently, the following is an illustrative list only, and is not intended to proscribe all aspects of the conduct of the Board in their capacity as Town elected officials:

1. No member of the Board should use their positions or the knowledge gained therein in such manner that a conflict between the Town's interests and their personal interests arise. Both the fact and the appearance of the conflicting interests are to be avoided.
2. Members of the Board should refrain from transmitting any knowledge of Town considerations or decisions or any other information which might be prejudicial to the interest of the Town to any person other than in connection with the discharge of their responsibility.
3. If any applicable statutes or laws exist, strict compliance with the provisions of such statutes or laws is expected, whether local, state, or federal.
4. Whenever a Board member has a personal interest, whether individually or through another party that has or may have business dealings with the Town, he shall disclose that interest to the Town Manager for proper consideration and action.
5. Whenever a Board member has an opportunity to engage in a transaction in which the Town would otherwise wish to engage in, he shall disclose that interest to the Town Manager for proper consideration and action.
6. If a Board member is in a position where access to the Town's confidential information may materially influence his decisions in another party engaged in business with the Town, he shall decline that information.
7. If a Board member is in a position where access to the Town's confidential information may materially influence his personal financial or investment decisions, he shall decline that information.
8. Board members shall at all times fully comply with the Board's code of ethics.

(c) Members of the Board shall comply with all laws and requirements governing conflicts of interest, self-benefiting, gifts and favors, and misuse of confidential information, as required by G.S. §§ 14-234, 14-234.1, and 133-32.

(d) If at any time an elected official finds that they are in doubt as to the proper application of the Town's policy on conflicts of interest with respect to any particular situation, or they find that they might have a financial interest or outside relationship which might involve a conflict of interest, they should immediately make all the facts known to the Town Manager for proper consideration and action.

Rule 21. Closed Sessions.

The Board may hold closed sessions as provided by law. The Board shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Board shall terminate the closed session by a majority vote, using Motion 7 of Rule 16(b).

Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

Rule 22. Quorum.

A majority of the actual membership of the Board, excluding vacant seats shall constitute a quorum. A majority is more than half. The Mayor shall be considered a member of the Board in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 23. Public Hearings.

Public hearings required by law or deemed advisable by the Board shall be organized by the general laws of North Carolina, by the Town Charter, and the Town Ordinances. All notice and other requirements of the open meetings law applicable to Board meetings shall also apply to public hearings at which a majority of the Board is present; such a hearing is considered to be part of a regular or special meeting of the Board. These requirements also apply to hearings conducted by appointed or elected committees of Board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the Board, or of a Board committee, as applicable, is present.

At the time appointed for the hearing, the presiding officer or his designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall entertain a motion to end the hearing.

Rule 24. Minutes.

Full and accurate minutes of the Board proceedings, including closed sessions, shall be kept. The Board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Board, the entire Board shall be polled by name on any vote.

Members' and other persons' comments may be included in the minutes if the Board approves.

General accounts of closed sessions are sealed upon approval by the Board. Such sealed general accounts shall be withheld from public inspection until the Town attorney makes a determination that public inspection of such general accounts would frustrate the purpose of the closed session, at which point they shall be unsealed by the Town Clerk.

Rule 25. Appointments.

(a) The Board may consider and make appointments to other bodies, including its own committees, if any, only in open session. The Board may not consider or fill a vacancy among its own membership except in open session. Appointments will be made according to the North Carolina General Statutes, when applicable.

(b) The Board shall at all times comply with the North Carolina Constitutional and statutory prohibitions on dual office holding.

(c) If an appointee has unexcused absences which constitute more than twenty-five percent (25%) of the Board meetings in any calendar year which he is required to attend pursuant to his appointment, he may be asked to resign by majority vote of the Board, commission, or committee. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign when asked he may be dismissed by action of the Board subject to state or local law. A calendar year is to be defined as a twelve (12) month period beginning on the date of appointment.

(d) Appointees must uphold Town policies pertaining to the board, commission, or committee on which he serves.

(e) The Town shall cause the following appointment information to be published on the Town's official website for each board, commission, or committee where the Town has an official appointment:

1. The name.
2. A brief summary of its function.
3. The total number of members and alternates.
4. The current members, including names, positions, and date of end of term.
5. The regular meeting day, time, and location, if available.

(f) The Board shall use the following procedure to make appointments to various other boards, commissions, and committees:

1. Notification of available appointments. A list of available positions stating terms of office, requirement for office, and duties of positions shall be available for public inspection in the office of the Town Clerk, and published on the Town's official website at the beginning of each calendar year.

2. Selection Process.

- (i) Individuals interested in applying for appointment shall submit a written application on a form provided by the Town to the Town Clerk and available on the Town's official website.
- (ii) The Town Clerk shall provide the Board with written notification that vacancies exist on the various boards, commissions, and committees appointed by the Board or its members. This notification along with applications of interested citizens shall be provided to the Board at a regular meeting.
- (iii) Nominations for vacancies may be made at the same meeting at which the vacancy is considered; provided, however, that upon a motion and second, nominations may be delayed until a subsequent meeting upon a simple majority vote. Once the floor is opened for nominations, the member or members shall put forth nominations with no second required and debate such nominations where necessary. When the debate has ended, and if only one nomination is made, the appointment shall be approved by a voice vote of a majority of the Board. If more than one nomination is made, the Town Clerk shall call the roll of the members and each member shall cast a vote. The nominee who receives the highest votes shall be the nominee appointed.

3. Applications. All applications for appointments shall remain active and on file with the Town Clerk for a period of one (1) year.

Rule 26. Committees and Boards.

(a) Establishment and Appointment. The Board may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry on the Board's work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, committees, or other bodies of a local governmental unit that are composed of two (2) or more members and that exercise or are authorized to exercise legislative, policymaking, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the Town's professional staff.

Rule 27. Amendment of the Rules.

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a

statute or a rule of the Board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

Rule 28. Reference to Robert's Rules of Order.

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised* to answer procedural questions not resolved in these rules so long as *Robert's Rules* does not conflict with North Carolina law or with the spirit of these rules.

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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

Agenda Item:	Continuing Business
Date:	03/04/2026

Issue: Review of Southeastern North Carolina Regional Hazard Mitigation Plan and Proposed Adoption Resolution

Department: Planning

Prepared by: Deborah J. Hill MPA AICP CFM

Presentation: Yes

BACKGROUND On February 11, 2026, the Board of Aldermen adopted the Mitigation Action Strategies, which were submitted to the consultant ESP Associates, Inc. to be included in the draft Southeastern North Carolina Regional Hazard Mitigation Plan.

On February 12, 2026, the Planning Board reviewed the Southeastern North Carolina Regional Hazard Mitigation Plan and the Resolution to adopt the SENC Regional Hazard Mitigation Plan.

BACKGROUND Mrs. Ward made a motion that the Planning Board recommends that the Board of Aldermen adopt by resolution the Southeastern North Carolina Regional Hazard Mitigation Plan, as attached. Mrs. Ward seconded the motion. The motion passed unanimously, 5-0.

ATTACHMENT

1. Resolution to Adopt the Southeastern North Carolina Regional Hazard Mitigation Plan.

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

RESOLUTION
ADOPTING THE SOUTHEASTERN NORTH CAROLINA REGIONAL
HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within the Town of North Topsail Beach are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the town are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

WHEREAS, the Town desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS the Town of North Topsail Beach Board of Aldermen has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the North Topsail Beach Board of Aldermen to fulfill this obligation in order that the Town will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the Town;

NOW, THEREFORE, be it resolved that the North Topsail Beach Board of Aldermen hereby:

1. Adopts the Southeastern North Carolina Regional Hazard Mitigation Plan.
2. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 4th day of MARCH 2026.

Richard Grant, Mayor

Attest:

Alexis "Lexi" Stanfield, NCCCC
Town Clerk

Certified by: _____ (SEAL)

Date: _____



February 25, 2026

Invoice

N. Topsail Beach

NCBIWA 2026 Spring Meeting Sponsorship \$1,200

NCBIWA Federal Tax ID Number 56-2110266

Please remit payment within 30 days payable to:

**NCBIWA
PO Box 440
Wrightsville Beach, NC 28480**

Thank you for your continuing support of our efforts. Your contribution makes it possible for NCBIWA to continue protecting our coast.

Thank You!

Kathleen Riely

**Kathleen Riely
Executive Director**

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- Bobby Outten, Chairman**
County Manager & Attorney, Dare County
- Justin Whiteside, Vice-Chairman**
Assistant Town Administrator, Ocean Isle Beach
- Ken Willson, Treasurer**
Client Program Manager, Coastal Protection Engineering
- Carin Faulkner, Secretary**
Public Information Officer, Bald Head Island

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Executive Director

**North Carolina Beach,
Inlet and Waterway Association**

Section X, Item B.