Town of North Topsail Beach
Board of Aldermen RECESSED Regular Meeting

Wednesday, May 13, 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 - Laura Olszewski
Alderman - Mark Barefoot
Town Manager - Larry Faison
Mayor Pro Tem - Connie Pletl
Alderman – Kip Malcolm
Town Clerk – Alexis Stanfield

~~**I. CALL TO ORDER (Mayor Grant)**~~

~~**II. INVOCATION (Alderman Malcolm)**~~

~~**III. PLEDGE OF ALLEGIANCE (Alderman Barefoot)**~~

~~**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. Proclamation 2026-01 Proclamation Honoring the Life and Leadership of Alderman Larry Strother (Clerk Stanfield)~~

~~B. Coastal Engineer Monthly Report (Engineer Fran Way)~~

~~C. Beach Project Update (Chris Gibson)~~

~~D. PUBLIC HEARING: Adoption of Digital Zoning Map (Planning Director Hill)~~

~~***Specific Action Requested: Mayor may request a motion to adopt the Digital Zoning Map with a paper copy on file with the Town Clerk.***~~

~~E. Review of NCGS § 160A-63. Vacancies and North Topsail Beach Code § 2-16 Vacancies~~

Specific Action Requested: Staff request the Board provide the Public with an update regarding the Board's intent to fill the vacant Alderman seat, any methods of applying for the seat, and all other relevant information.

VIII. CONSENT AGENDA

A. Approval of Minutes

April 1, 2026, Board of Aldermen Regular Meeting Minutes

April 8, 2026, Budget Work Session Minutes

B. Department Head Reports

1. Finance Department
2. Fire Department
3. Inspections Department
4. Planning Department
5. Police Department
6. Public Works

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. Budget Amendment 2026-26.50 Fund 50 Fire Station #2 WB Brawley CO12 and CO13

E. NCTVS Motor Vehicle Refunds

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

IX. CONTINUING BUSINESS

A. Off Duty Officer Security Services Agreement (Chief Page)

Specific Action Requested: Mayor may request a motion to approve the Security Services Agreement with Topsail Dunes Homeowners Association, Inc.

B. NCEM-DRM: NTB Flood Improvements Project - Contract (Manager Faison)

Specific Action Requested: Mayor may request a motion to approve BA 2026-26.51 and 2026-26.52 as presented.

Specific Action Requested: Mayor may request a motion to approve CA 2026-26.53 awarded to Atlantic On-Site Development, LLC and authorize the Interim Town Manager to finalize and execute all necessary documents needed to proceed with this project, conditioned upon the satisfactory review and approval of contract documents by the Town Attorney.

X. NEW BUSINESS

A. Amendment to the 2026 Board of Aldermen Regular Meeting Schedule (Clerk Stanfield)

Specific Action Requested: Mayor may request a motion to amend the Board of Aldermen Regular Meeting Schedule for CY 2026.

B. Appointment of Check Signatory (Clerk Stanfield)

Specific Action Requested: Mayor may request a nomination for the third check signatory.

C. Application for Reappointment to the Planning Board (Clerk Stanfield)

Specific Action Requested: Mayor may request a motion to reappoint Teri Ward to the Planning Board as a regular member for a three-year term.

D. Approval to Dispose of Fixed Asset (Public Works Director Huckaby)

Specific Action Requested: Mayor may request a motion to declare the Z920M John Deere Mower as surplus property and authorize staff to proceed with disposal.

E. Approval of Change Order #1 for MRM Construction Contract Amendment 2026-23.49 (Public Works Director Huckaby)

Specific Action Requested: Mayor may request a motion to approve Change Order #1 for MRM Construction.

F. Deck Restoration and Erosion (Public Works Director Huckaby)

G. Approval to purchase from Quality Equipment under State Contract 2210B (Public Works Director Huckaby)

Specific Action Requested: Mayor may request a motion to approve to purchase from Quality Equipment under State Contract 2210B for the Public Works Department and authorize the Town Manager to execute all necessary agreements to proceed.

H. NTBFD Fire Truck (Chief Soward)

I. Beach Safety (Mayor Grant, Manager Faison, Fire Chief Soward)

J. Legislative Update (Mayor Grant and Mayor Pro Tem Pletl)

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 Aldermen has control.

XII. ATTORNEY'S REPORT

XIII. ALDERMAN'S REPORT

XIV. MAYOR'S REPORT

XV. CLOSED SESSION

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

XVI. RECESS

The Board of Aldermen recessed their May 13, 2026, Regular Meeting until Tuesday, May 19, 2026, at 11:00A.M. at North Topsail Beach Town Hall located at 2008 Loggerhead Ct, North Topsail Beach, NC.

XVII. BUDGET WORK SESSION

A. Department Head Budget Overview (Manager Faison)

B. Beach and Capital Projects (Manager Faison / Finance Director Johannessen)

XVIII. ADJOURNMENT

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Lexi Stanfield
DEPARTMENT: Admin Department
SUBJECT: Proclamation 2026-01 Proclamation Honoring the Life and Leadership of Alderman Larry

SUMMARY:

Alderman Larry Strother passed away on April 12, 2026. He was a friend, husband, and leader. The Clerk to the Board of Alderman presents to Lori Strother, wife of the Alderman Strother, a proclamation from the Board of Aldermen honoring Larry's life and leadership.

SPECIFIC ACTION REQUESTED:

gerhead Court
sail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Larry Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

PROCLAMATION 2026-01

PROCLAMATION HONORING THE LIFE AND LEADERSHIP OF ALDERMAN LARRY STROTHER

WHEREAS, Larry Wayne Strother was born on December 8th, 1946, and hailed from Fayetteville, North Carolina. Larry was a loving husband to his wife, Lori Strother, of eight years and an adoring dog owner to his doodle, Dixie Rae. Larry was a devoted Christian and an active member of Sneads Ferry Presbyterian Church; and

WHEREAS, Alderman Larry Strother attended East Carolina University and Methodist College, but gallantly withdrew from furthering his education to serve his county in the Vietnam War as a Marine. As a Sergeant, he was honorably discharged in 1970 adorned with medals, including the Navy Commendation Medal with Combat "V" for Meritorious Service performed under combat conditions; and

WHEREAS, Alderman Larry Strother built a distinguished career as a hardworking business owner, leading his own real estate company, LWS Homes, Inc., with dedication and vision. He was President of Strother Holdings and of the Home Builders Association of Fayetteville, and was awarded the Pillar of the Industry Award; and

WHEREAS, Alderman Larry was also an unyielding advocate for the preservation and renourishment of Topsail Island beaches. Larry was an original member of the Beach, Inlet, and Sound Advisory Committee and served as the Chairman from 2023 until his passing. While on the Board, he was influential in establishing the 5-Year Action Plan and 30-Year Maintenance Plan; and

WHEREAS, beginning in 2023, Larry was appointed to the Topsail Island Shoreline Protection Committee and was Vice Chairman from 2025 to 2026. Larry sought to further serve his community through his work on the North Topsail Beach Board of Aldermen after being elected in November 2025. While on the Board, Larry remained focused on the conservation of North Topsail Beach beaches and sound leadership for the Town; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of North Topsail Beach does hereby honor and celebrate the life of Alderman Larry Wayne Strother, whose legacy of kindness and coastal advocacy will continue to live on through the community he so cherished.

Adopted this thirteenth day of May two thousand twenty-six.

_____
Richard Grant, Mayor
Town of North Topsail Beach

_____
Alexis Stanfield, Clerk, NCCCC
Clerk to the Board of Aldermen

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Fran Way
DEPARTMENT: Admin Department
SUBJECT: Coastal Engineer Monthly Presentation

SUMMARY:

Fran Way, Coastal Engineer, will provide the Board and Public with his monthly update regarding beach projects.

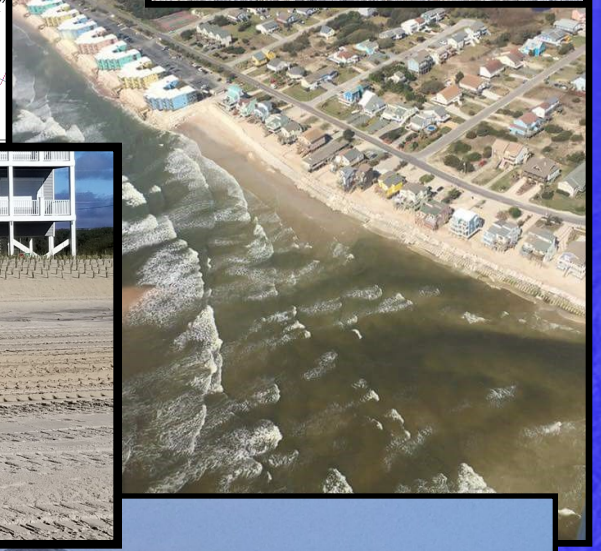
SPECIFIC ACTION REQUESTED:

None.

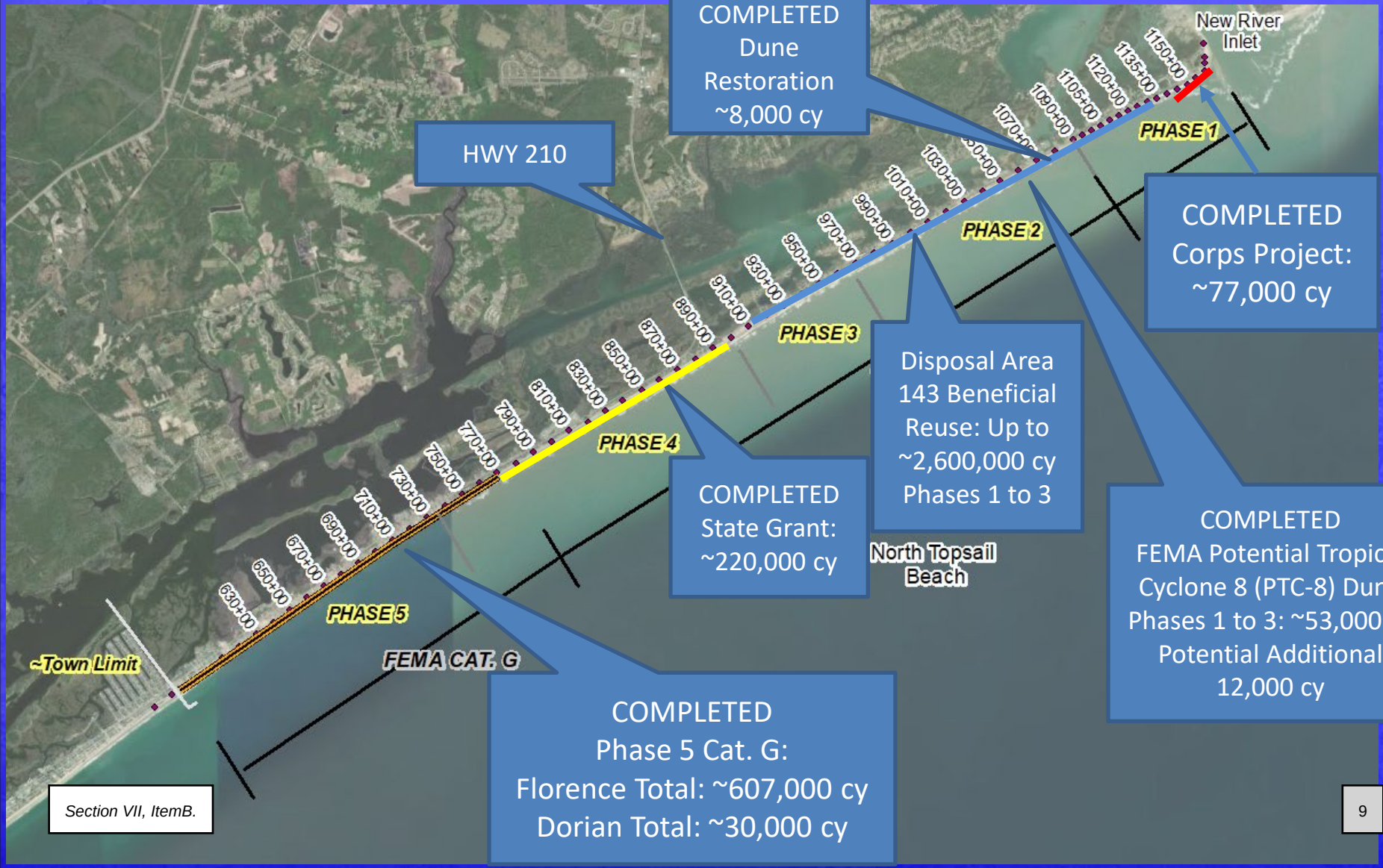
gerhead Court
sail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

North Topsail Beach Coastal Update
May 2026



Recent and Upcoming Projects Overview
State Grant, Beneficial Reuse, FEMA, Corps Projects



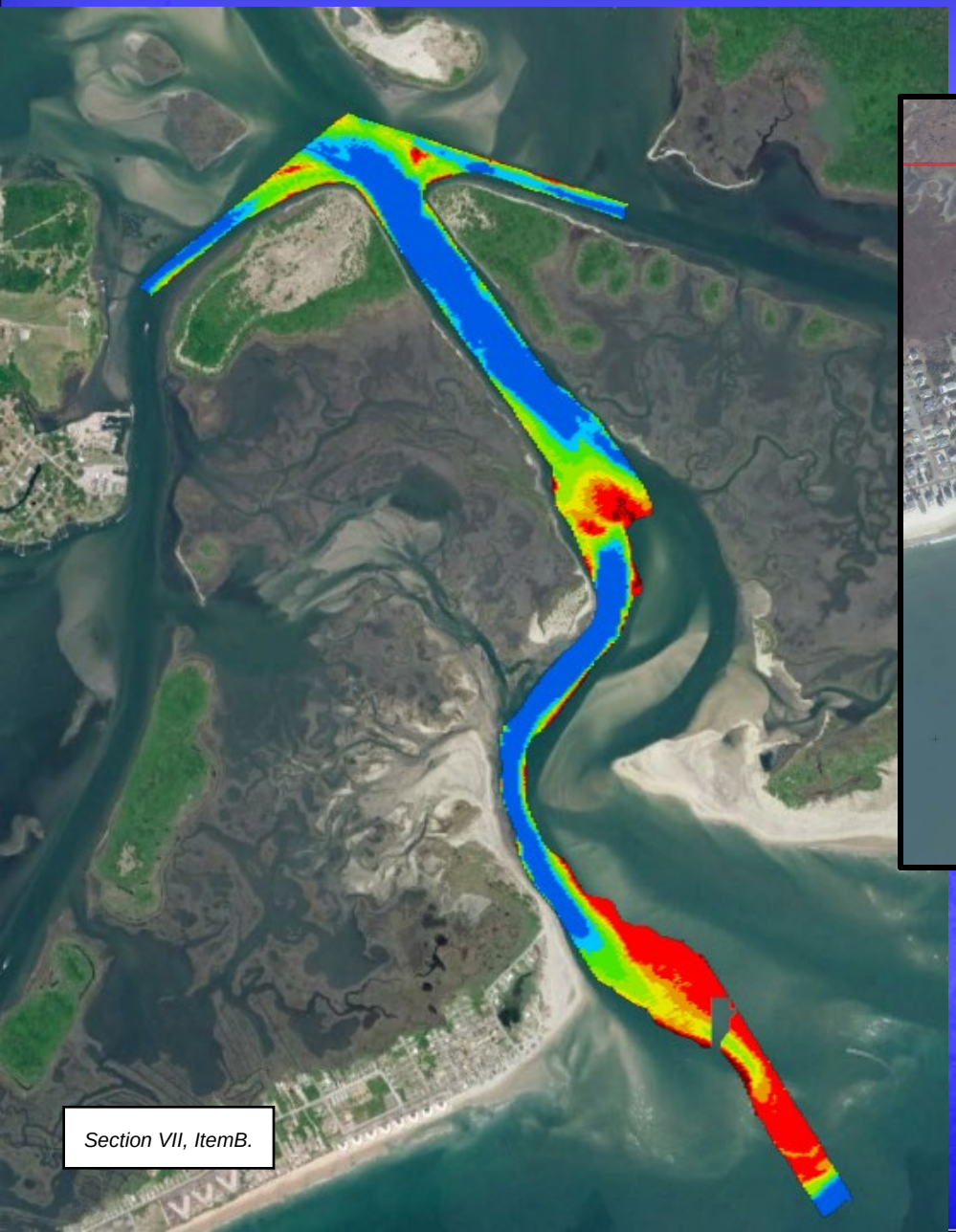
USACE Navigation Dredging and Placement
Phase 1 Corps Beneficial Reuse Project

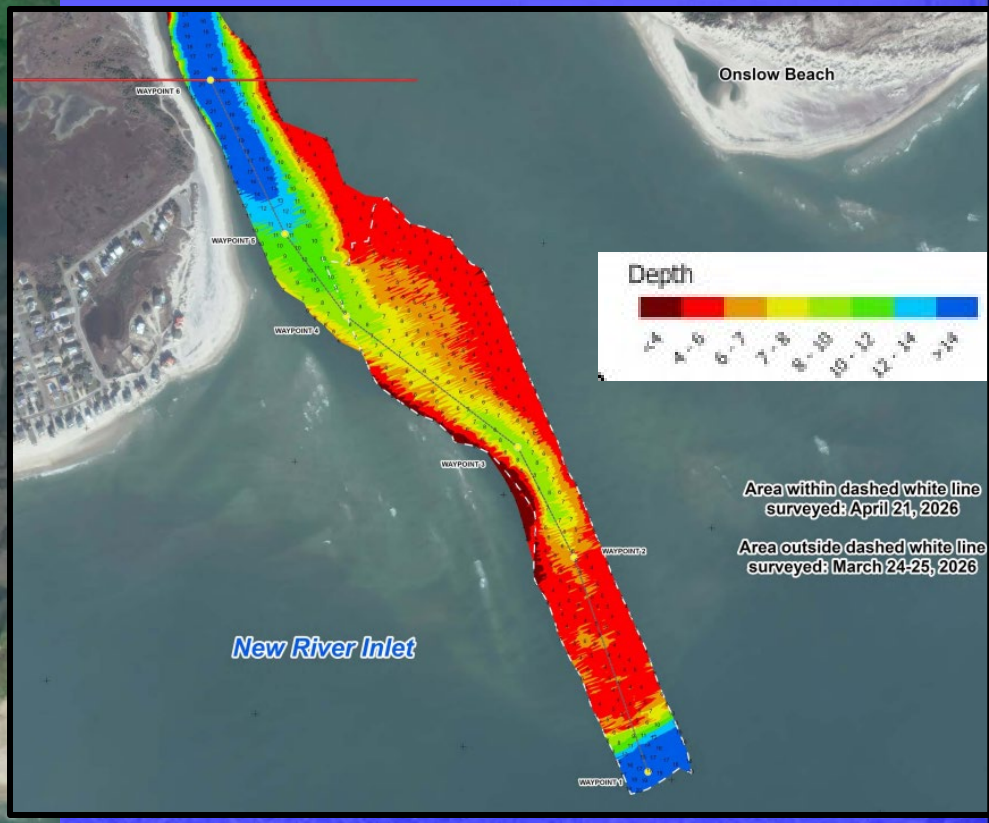
Typically Occurs Every 2 years

2025: 77,000 cy
2023: 163,000 cy
2021: 101,000 cy

USACE plans for next winter will be announced this spring/summer

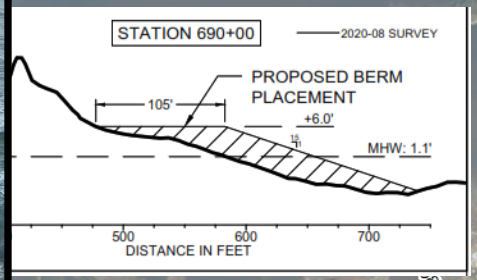
New River Inlet & AIWW Conditions





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

780+00
770+00
760+00
750+00
740+00
730+00
720+00
710+00
700+00
690+00
680+00
670+00
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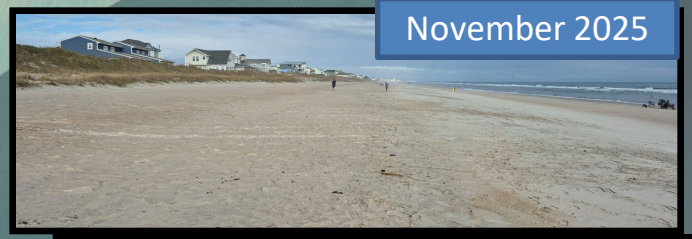
620+00
610+00



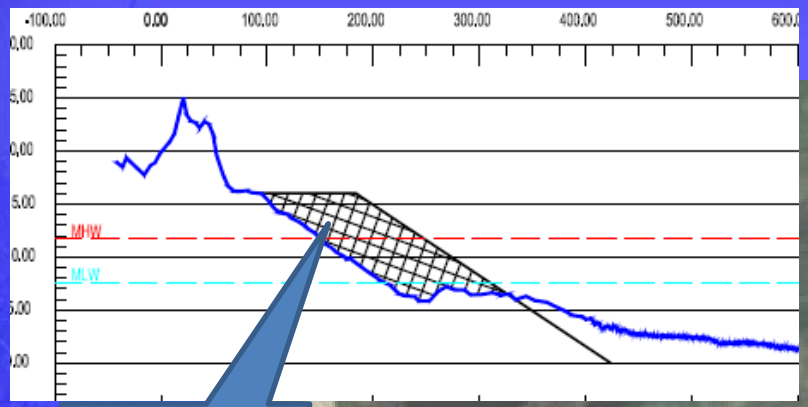
November 2025

PHASE 5

November 2025

Town

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

730+00
750+00
770+00
790+00
810+00
830+00
850+00
870+00
890+00
910+00
930+00
950+00

Primary Truck Access at Existing Opening at Beach Access 33

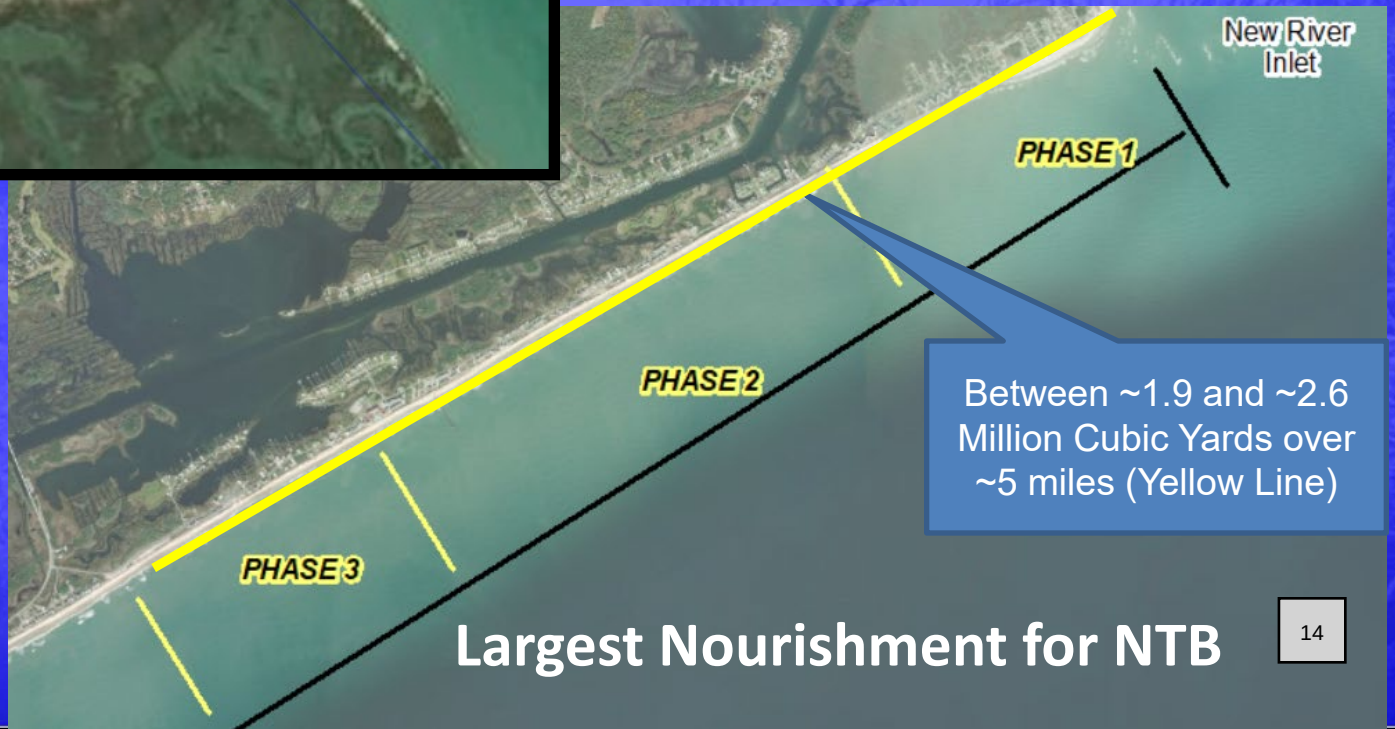
~220,000 cy over ~2.5 miles

State Grant Project (Yellow Line)

Secondary Truck Access at Existing Opening at 2nd Avenue

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.



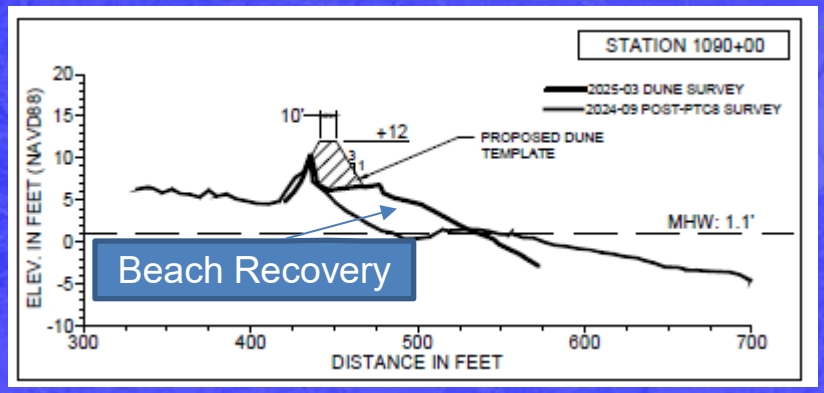
Largest Nourishment for NTB

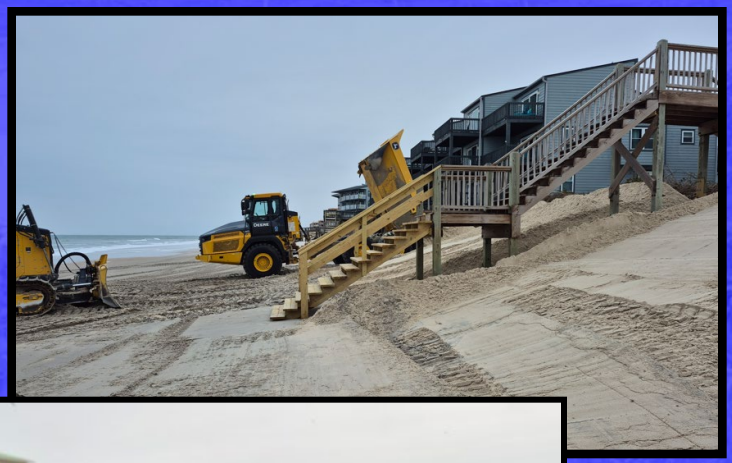
FEMA PTC-8 Mitigation Includes:

1. Critical Dune Restoration: ~8,000 cy in April/May 2025
2. Phase 1, 2, and 3 Dune Restoration: ~53,000 cy January/February 2026
3. An additional ~12,000 cy that has officially been obligated by FEMA in March

Dune Plant Sprigging Planned for this May/June

ST Wooten – Contractor



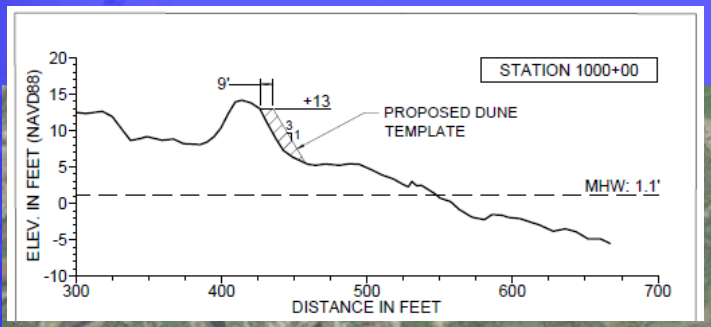


Northern Shoreline Dune Restoration (Phases 1 to 3 for 53,000 cy)

An Additional ~12,000 cy is Potentially Available

Work Completed February 18

FEMA PTC-8 Mitigation



~4.1 Miles of Dune Restoration (yellow)

CAMA Permit Restrictions Include Not Placing Sand On Mature, Healthy Vegetation On The Dune Face

~Jenkins Way Access

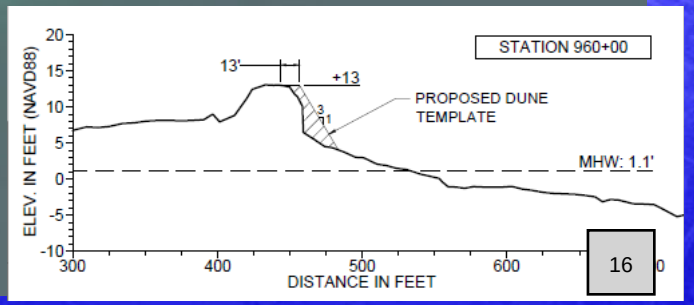
Jeffries Access

Pier

PHASE 1

PHASE 2

PHASE 3



INLET HAZARD AREA (IHA)

- First Adopted in 1970s
- CAMA/DCM has tried to update ~10 and ~20 years ago
- CRC April 15 Mtg – Update IHAs
  - More Stringent Beachfront Permitting
  - Additional Homes/Parcels Affected (Grandfathering is unchanged). Focused on new construction and rebuilds.

Inlet Hazard Area

Defined in 15A NCAC 07H .0304(2), this AEC includes areas vulnerable to erosion and other impacts caused by proximity to inlets. The boundary extends landward from the mean low water line and encompasses statistically determined inlet migration zones.

Structures Inside Inlet Hazard Areas (Current vs. Updated)

Location	Current IHAs	Updated IHAs	Difference
New River Inlet – North Topsail Beach	84	125	41

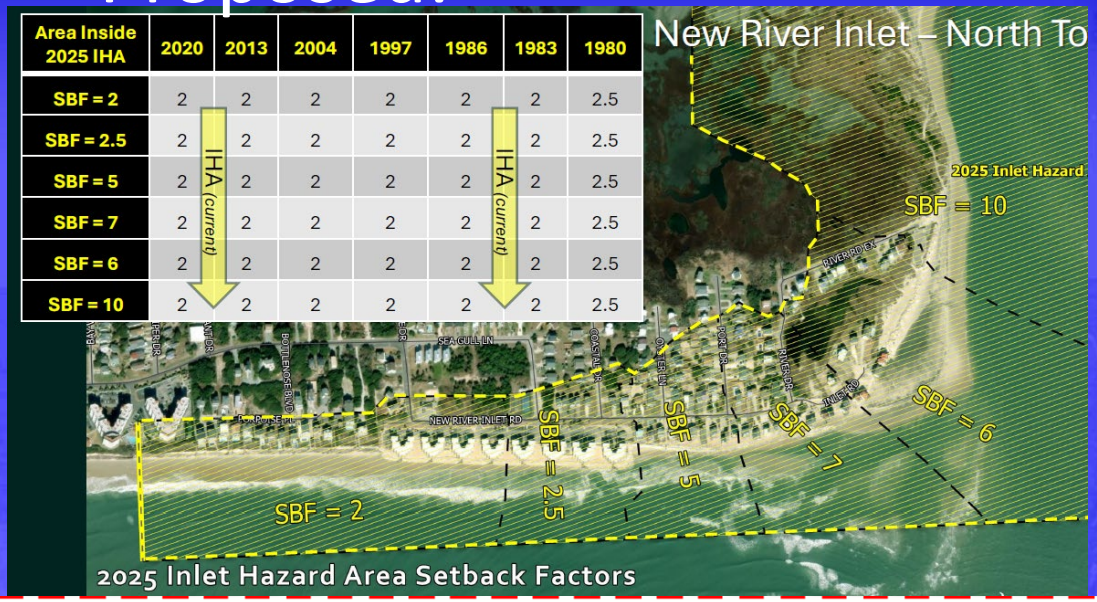
Existing:

Proposed:

Area Inside 2025 IHA	2020	2013	2004	1997	1986	1983	1980
SBF = 2	2	2	2	2	2	2	2.5
SBF = 2.5	2	2	2	2	2	2	2.5
SBF = 5	2	2	2	2	2	2	2.5
SBF = 7	2	2	2	2	2	2	2.5
SBF = 6	2	2	2	2	2	2	2.5
SBF = 10	2	2	2	2	2	2	2.5

IHA (current)

IHA (current)



15A NCAC 07H .0310 USE STANDARDS FOR INLET HAZARD AREAS

(a) Inlet Hazard Areas of Environmental Concern ~~as~~ are defined by Rule ~~.0304~~ 15A NCAC 07H .0304 (2). ~~of this Section are subject to inlet migration, rapid and severe changes in watercourses, flooding and strong tides.~~ Due to the extremely hazardous nature of the Inlet Hazard Areas, all development within these areas shall be permitted in accordance with 15A NCAC 07H .0306 and the following standards:

(1) ~~All development in the inlet hazard area shall be set back from the vegetation line a distance equal to the setback required in the adjacent ocean hazard area;~~The Inlet Hazard Area setback for development shall be determined by the long-term erosion rate as defined in Rule 15A NCAC 07H .0304(2) and measured in a landward direction from the vegetation line as defined in 15A NCAC 07H .0305(5), the pre-project vegetation line as defined in 15A NCAC 07H .0305(6), or the measurement line as defined in 15A NCAC 07H .0305(9), whichever is applicable;

(2) Permanent structures shall be permitted at a density of no more than one ~~commercial or residential~~ unit per 15,000 square feet of land area on lots subdivided or created after July 23, 1981;

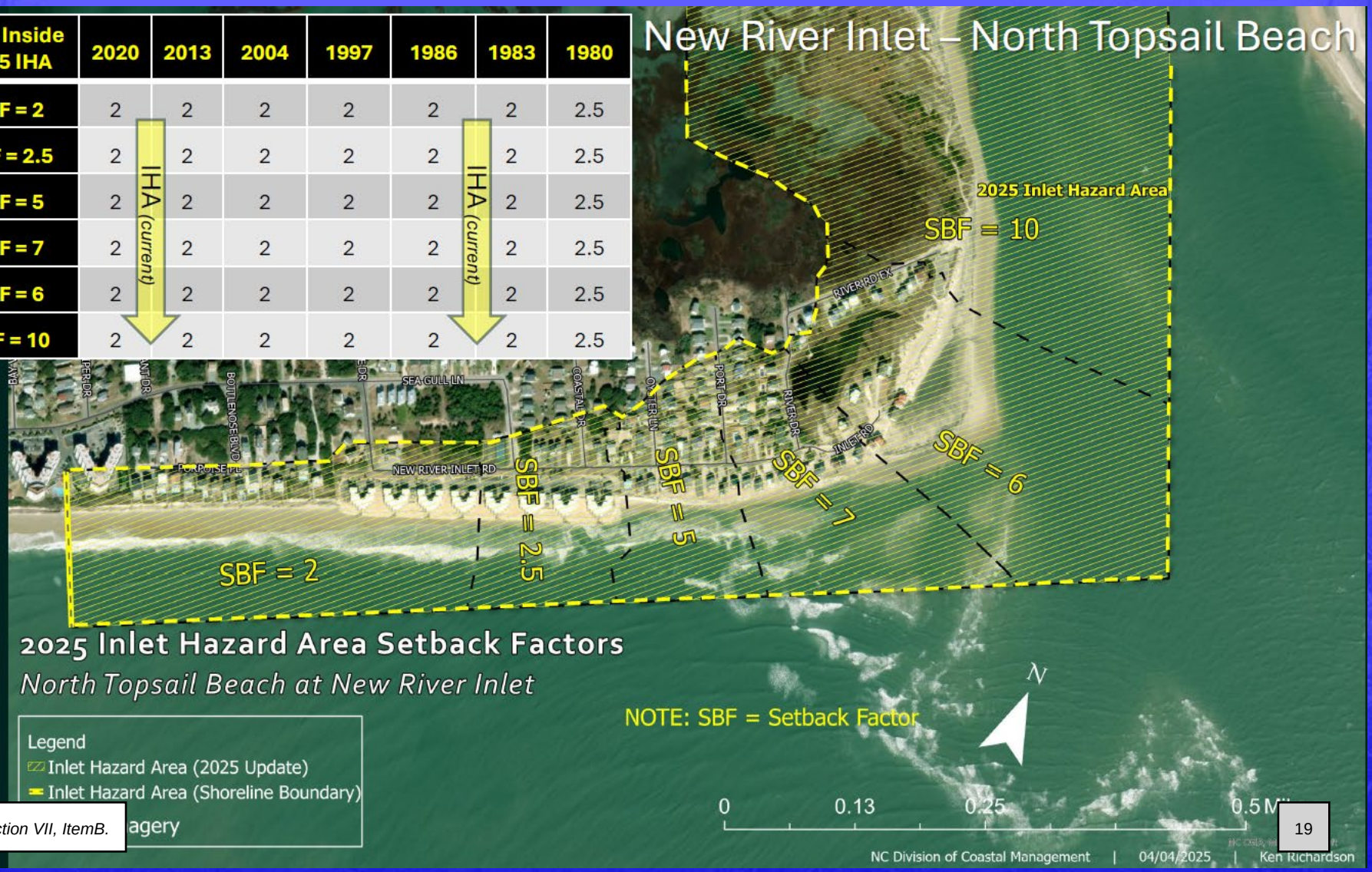
(3) Only ~~residential structures of four units or less or non-residential~~ structures of less than 5,000 square feet total floor area as defined in Rule 15A NCAC 07H .0306(a)(2) shall be allowed within the ~~inlet hazard area~~ Inlet Hazard Area, except that access roads to those areas and maintenance and replacement of existing bridges shall be allowed;

PROPOSED INLET HAZARD AREA (IHA)

Area Inside 2025 IHA	2020	2013	2004	1997	1986	1983	1980
SBF = 2	2	2	2	2	2	2	2.5
SBF = 2.5	2	2	2	2	2	2	2.5
SBF = 5	2	2	2	2	2	2	2.5
SBF = 7	2	2	2	2	2	2	2.5
SBF = 6	2	2	2	2	2	2	2.5
SBF = 10	2	2	2	2	2	2	2.5

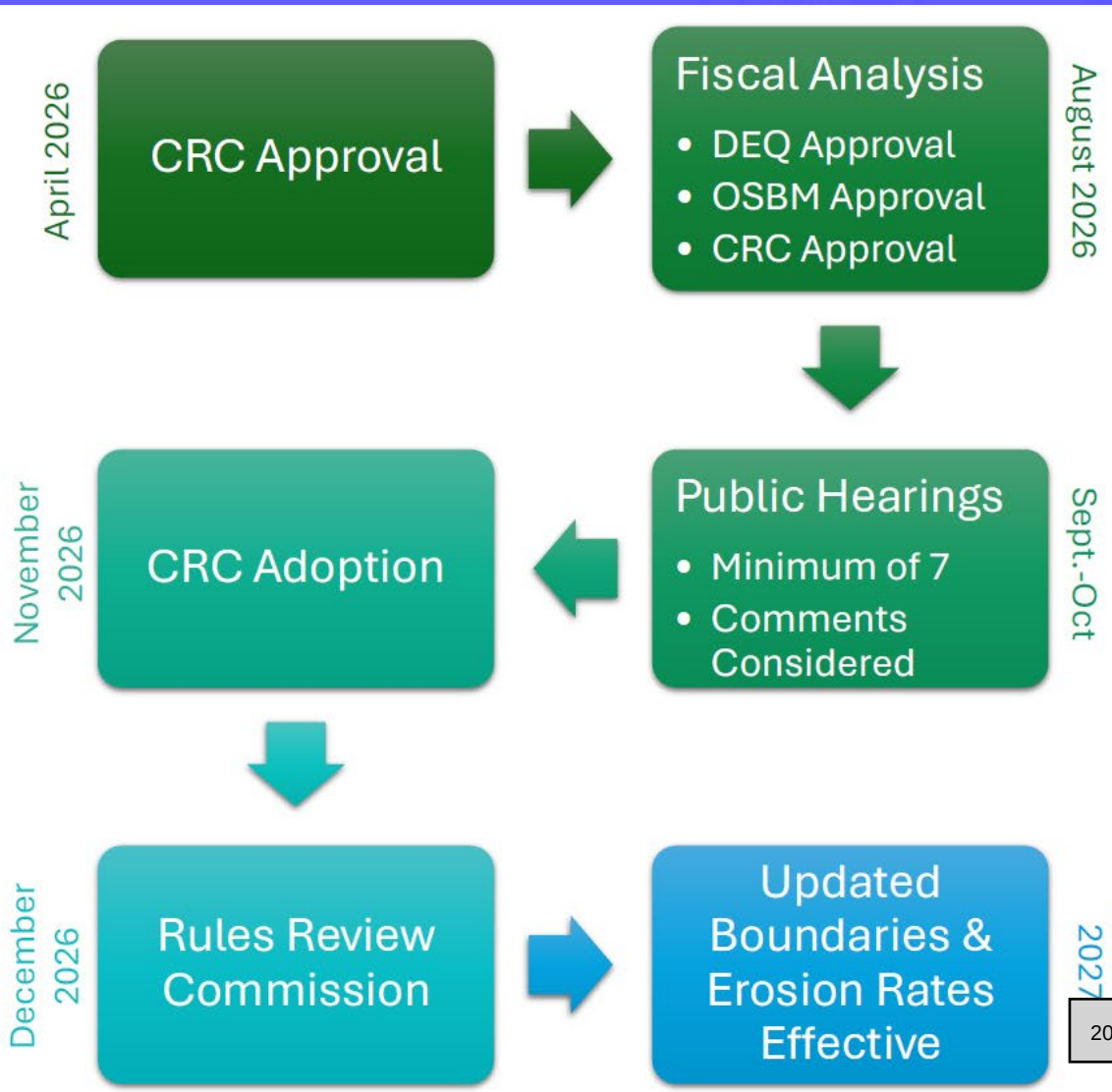
IHA (current)

IHA (current)



IHA PROCESS

Rule-Making Process



Town Beach Projects Updates

- New River Inlet Management Master Plan EIS: Meeting held in April with Dial Cordy and USACE.
- 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 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.
- 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 reimburseme for FEMA funded projects
- IHA comment letter from the Town?
- Permitting Coordination (all projects)

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Lexi Stanfield
DEPARTMENT: Admin Department
SUBJECT: Beach Project Update

SUMMARY:

Chris Gibson will provide the Board and public with an update regarding Beach Project DA_0143.

SPECIFIC ACTION REQUESTED:

None.

gerhead Court
sail Beach, NC, 28460

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www.northtopsailbeachnc.gov

Richard Grant, Mayor
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Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

E. L. Faison, ICMA-CM
InterimTown Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Deborah J. Hill MPA AICP CFM
DEPARTMENT: Planning Department
SUBJECT: PUBLIC HEARING: Unified Development Ordinance § 3.03 OFFICIAL ZONING MAP.

SUMMARY: The Board is requested to conduct a public hearing on the proposed Zoning Map and take action.

On December 2, 2010, the Board of Aldermen adopted the reprint of the Official Zoning Map. Staff has completed a review of the approved map amendments and Onslow County GIS zoning layer for North Topsail Beach.

Map control procedures are established to ensure the integrity of the Official Zoning Map and to prevent any unauthorized zoning changes. Onslow County GIS will accept amendments to the North Topsail Beach Zoning Map only when submitted by the Town through duly adopted ordinances that are signed by the Mayor and certified by the Town Clerk.
Onslow County GIS will not accept zoning map change requests directly from applicants or any third parties. No unauthorized individual is permitted to alter, amend, or otherwise modify the Official Zoning Map.

On Thursday, March 12, 2026, Planning Director Hill presented the Zoning Map and staff report to the Planning Board. Attorney Payson stated that the Town can adopt the Digital Zoning Map but also have a secondary map in the Clerk's vault, as backup. **Mr. Ferreri made a motion that the Planning Board recommend adopting the digital Zoning Map while keeping a backup paper copy in the Clerk's vault. Mr. Walker seconded the motion. The motion passed unanimously, 7-0.**

ATTACHMENT
1. Legal Ad 4/25/26 and 5/2/2026
2. Unofficial Zoning Map by Onslow County (electronic .pdf format)
3. Official Zoning Map (paper medium to be presented at Board meeting)
4. Unofficial Zoning Map by Onslow County GIS (paper medium to be presented at Board meeting)

SPECIFIC ACTION REQUESTED:

After conducting a public hearing, the Planning Board unanimously recommends that the Board of Aldermen adopt the digital Zoning Map while keeping a backup paper copy in the Clerk's vault.

gerhead Court
sail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

NOTICE OF PUBLIC HEARING TOWN OF NORTH TOPSAIL BEACH BOARD OF ALDERMEN May 13, 2026 – 11:00 A.M.

Pursuant to NCGS 160D-601, notice is hereby given that the North Topsail Beach Board of Aldermen will hold a regular meeting on Wednesday, May 13, 2026, at 11:00 a.m. in the first-floor conference room at Town Hall, 2008 Loggerhead Court, North Topsail Beach, North Carolina. A public hearing will be conducted to receive public comment on the following proposed amendments to the North Topsail Beach Unified Development Ordinance:

1. UDO Section 3.03 – Official Zoning Map: Adoption of a computerized zoning format transferring the authoritative zoning map from the existing hand-drafted version to an electronic zoning geodatabase maintained by Onslow County GIS; and

2. UDO Section 3.03.03 – District Boundaries. All information related to these proposed amendments may be examined at Town Hall, Monday through Friday, between 8:00 a.m. and 5:00 p.m. All interested citizens and property owners are invited to attend and will be given the opportunity to be heard. As a result of the public hearing, the final version of the amendments may differ from the proposal due to comments, objections, or discussion at the meeting.

For additional information, contact:
Planning Director
Deborah J. Hill, MPA
AICP CFM
Phone: (910)328-1349
Email: dhill@northtop
sailbeachnc.gov
Website: www.northtopsail
meetings

This is to certify that this is the Official Zoning Map for the Town of North Topsail Beach in Onslow County, North Carolina and adopted by the North Topsail Beach Board of Alderman.

Mayor ______________________

Clerk ______________________

Date ______________________

SEAL

Section VII, ItemD.

Official Zoning Map of North Topsail Beach

4/24/2026

0 0.13 0.25 0.5 Miles

1 inch equals 425 feet

K:\Customers\NTBZoning\NTBZoning.aprx

Zoning information provided by municipality. Onslow County GIS takes no responsibility for accuracy of zoning information.

Produced by Onslow County GIS. This map is intended for reference only. All dimensions are approximate. As per NCGS 132-10, this map is not to be resold or otherwise used for commercial purpose

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Alexis Stanfield
DEPARTMENT: Admin Department
SUBJECT: Review of NCGS § 160A-63. Vacancies and North Topsail Beach Code § 2-16 Vacancies

SUMMARY:

The Board of Aldermen will review with the Town Manager, Attorney, and Clerk *NCGS § 160A-63. Vacancies and North Topsail Beach Code § 2-16 Vacancies* with the public to outline the statutory requirements set forth by the state to fill the vacant seat on the Board and discuss any next steps.

Historical Background:
Historically, the Board of Aldermen requested qualified residents apply to serve on the Board through the online application on the Town website used for all board and committee appointments. Once a ballot was established, the Board voted and appointed the applicant(s) with the highest votes at a later meeting. 2022 was the last appointment to the Board of Aldermen. The Board of Aldermen announced at the September 7, 2022 Regular Meeting that the Board was accepting applications and at the October 5, 2022, Regular Meeting they voted and appointed a new Alderman.

Should the Board of Aldermen choose to continue utilizing the ballot method, the Clerk has attached a proposed appointment schedule for the Board to consider. This schedule would be published on the Town's socials, website, and community board for the public's inspection. The Interim Town Manager recommends a two person committee, consisting of the Mayor and Mayor Pro Tem, shall initially review applications conduct interviews at their discretion, and offer the Board two candidates for their consideration. The Board will determine a candidate to appoint, with an effective date of office no earlier than July 1, 2026. The appointed citizen shall serve until the next general election.

SPECIFIC ACTION REQUESTED:

Staff request the Board provide the Public with an update regarding the Board's intent to fill the vacant Alderman seat, any methods of applying for the seat, and all other relevant information.

gerhead Court
sail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

§ 160A-63. Vacancies.

A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council. If the term of the office expires immediately following the next regular city election, or if the next regular city election will be held within 90 days after the vacancy occurs, the person appointed to fill the vacancy shall serve the remainder of the unexpired term. Otherwise, a successor shall be elected at the next regularly scheduled city election that is held more than 90 days after the vacancy occurs, and the person appointed to fill the vacancy shall serve only until the elected successor takes office. The elected successor shall then serve the remainder of the unexpired term. If the number of vacancies on the council is such that a quorum of the council cannot be obtained, the mayor shall appoint enough members to make up a quorum, and the council shall then proceed to fill the remaining vacancies. If the number of vacancies on the council is such that a quorum of the council cannot be obtained and the office of mayor is vacant, the Governor may fill the vacancies upon the request of any remaining member of the council, or upon the petition of any five registered voters of the city. Vacancies in appointive offices shall be filled by the same authority that makes the initial appointment. This section shall not apply to vacancies in cities that have not held a city election, levied any taxes, or engaged in any municipal functions for a period of five years or more.

In cities whose elections are conducted on a partisan basis, a person appointed to fill a vacancy in an elective office shall be a member of the same political party as the person whom he replaces if that person was elected as the nominee of a political party. (R.C., c. 111, ss. 9, 10; Code, ss. 3793, 3794; Rev., ss. 2921, 2931; C.S., ss. 2629, 2631; 1971, c. 698, s. 1; 1973, c. 426, s. 11; c. 827, s. 1; 1983, c. 827, s. 1.)

§ 2-16 VACANCIES.

Vacancies in the Board of Aldermen shall be filled by appointment of the Board as provided in G.S. § 160A-63.

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of North Topsail Beach
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

E.L. Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

ALDERMAN APPOINTMENT SCHEDULE

Wednesday, May 13, 2026 - Board of Aldermen Regular Meeting (11:00AM):
Board of Aldermen announce applications for the vacant Alderman seat are being accepted on the Town website.

Sunday, June 21, 2026 - Application Deadline (11:59PM)
The Town will stop accepting applications for the vacant Alderman position at 11:59PM.

Wednesday, June 24, 2026 – Board of Alderman Regular Meeting (9:00AM):
Mayor will announce the names on the ballot.

Wednesday, August 5, 2026 – Board of Aldermen Regular Meeting (11:00AM):
Board of Aldermen will vote via signed ballot and appoint a new Alderman.

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

gerhead Court
sail Beach, NC, 28460
1349

(910) 328-
www.northtopsailbeachnc.gov

Town of North Topsail Beach
Board of Aldermen Regular Meeting

Wednesday, April 01, 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 - Larry Strother
Alderman - Mark Barefoot
Town Manager - Alice Derian

Mayor Pro Tem - Connie Pletl
Alderman – Kip Malcolm
Alderman – Laura Olszewski
Town Clerk – Alexis Stanfield

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I. CALL TO ORDER (Mayor Grant)

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

II. INVOCATION (Mayor Pro Tem Pletl)

MPT Pletl gave the invocation.

III. PLEDGE OF ALLEGIANCE (Alderman Olszewski)

Alderman Olszewski led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Motion— Alderman Olszewski made a motion to approve the agenda with the addition of item B, Contract Authorization 2026-26.48, under Continuing Business. Alderman Malcolm seconded the motion. The motion carried unanimously.

IV. MANAGER'S REPORT

PTC 8:

Manager Derian reported at the March Board of Aldermen meeting that PTC#B sand work has been completed and wrapped up on February 18th. In total, 61,000 Cubic Yards of sand have been placed as part of this emergency berm project. The next phase of this project will be dune plantings and is expected to take place this Spring. The proposal submitted by the Town Engineer for the Board's consideration includes planting of 182,250 sea oat plants at a total cost of $353,565.00 and is included with Contract Award Ordinance 2026-26.48

I also reported in March that FEMA has approved the project and obligated funds with the Town's total eligible amount of $4,330,561. Engineer Way discussed the opportunity for the board to consider a small future project in the next environmental window. Manager Derian reported the Town would be

submitting an extension request to December 31, 2026 to FEMA that will allow the Board to consider a small 13,376 CY project. This will be submitted by end of the week.

Beach Vitex:

The Town is anticipating the contractor treating beach vitex to begin treatments again at the end of April. The exact date will depend on the weather and the leaf of the plants. The Town will post an announcement next week. The Town has a list of locations to review to confirm easements.

FY 2026-2027 Budget Calendar:

The next scheduled budget meetings are for April 8th and April 9th from 9:00Am to 4:30PM or otherwise concluded. Doug Carter from DEC Associates Inc. is scheduled to be in attendance at these meetings.

Vegetative Debris Pick Up:

April 20th is the next scheduled day for vegetation debris pick up. Residents were instructed to place vegetative debris near the roadside on the Right-of-Way on or by April 20th. Manager Derian reported the Town website had additional details.

Memorial Service for Jean Beasley:

Manager Derian there would be a memorial service for Jean Beasley on Saturday, April 11, 2026, at 10:00AM on the lawn at the Karen Beasley Sea Turtle Rescue and Rehabilitation Center with an open house and reception to follow until 1:00PM. Board members were asked by the Manager to RSVP should they wish to attend.

VI. OPEN FORUM

There were no signups for open forum.

VII. PUBLIC PRESENTATIONS AND HEARINGS

A. Coastal Engineer Monthly Report (Engineer Way)

Fran Way, Coastal Engineer, announced to the Board that he would be present at the May 13, 2026, Board of Aldermen meeting. Way provided the Board and public with a review of shoreline projects. Way announced that all areas of the shoreline are actively being worked on, however, some areas of the beach are experiencing higher rates of erosion. The USACE does not have a winter 2026 Dredging Schedule but does plan to announce the winter 2027 schedule this spring. Phase 1 of Beach Renourishment is completed and phases 4 and 5 are holding up well again past tropical storms. Way reported the DA_0143 phases 1-3 easement coordination is on-going. The next step will be the permitting application submittal. Way reported for PTC 8 a dune restoration to withstand a 5-year storm. FEMA officially obligated additional cubic yards for the project at the end of February. FEMA is currently working with fewer employees so the process of receiving this has slowed. Way announced that sand could not be placed in phases 1-3 of the Shoreline Dune Restoration if there was live vegetation inhabiting the dunes per regulatory guidelines. Way stated the areas around St. Regis and Northshore will have a harder time with beach renourishment since that area of the beach is narrower.

VIII. CONSENT AGENDA

A. Approval of Minutes

March 4, 2026, Board of Aldermen Regular Meeting Minutes

March 13, 2026, Special Meeting Minutes

March 17, 2026, 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. Budget Amendment 2026-26.46 for the Hiring of the Interim Town Manager

Motion— Alderman Strother made a motion to approve the consent agenda. MPT Pletl seconded the motion. The Mayor and Board members engaged in discussion regarding restricted funds in the monthly finance report and sale of the firetruck engine. The motion carried unanimously.

IX. CONTINUING BUSINESS

A. Approval of Interim Town Manager Contract and Contract Authorization 2026-26.47 (Mayor Grant)

Motion— MPT Pletl made a motion to approve the Interim Town Manager Contract and Contract Authorization 2026-26.47 as presented. Alderman Barefoot seconded the motion. There was no discussion. The motion carried unanimously.

B. Approval of CA 2026-26.48 with TI Coastal, PLLC.

Motion— Alderman Olszewski made a motion to approve Contract Authorization 2026-26.48 with TI Coastal, PLLC. as presented. Alderman Strother seconded the motion. There was no discussion. The motion carried unanimously.

X. NEW BUSINESS

A. FEMA Update (GWI Consultant Debra Mack)

Debra Mack, GWI Consultant, presented to the Board a PowerPoint regarding the status of FEMA reimbursements. Mack announced that of the twenty-three (23) open recovery projects, only five (5) remain open. $21.76 million was awarded to the Town from Hurricane Florence efforts. All Hurricane Dorian projects were reported to be closed. Mack reported that the PTC 8: Category G Dune Recovery was completed, and the Category B Berm was awarded $4.33 million. Mack reported the Town had requested to extend the Dune Plantings and Additional Sand Placement to December 31, 2026. Debra Mack specified for the Board and public that a project being closed

means it has been submitted for reimbursement. Debra Mack stated her position was the Town would recover all eligible funds. No action was taken by the Board.

C. Beach Project Update (TI Coastal Engineer Chris Gibson)

Chris Gibson, TI Coastal Engineer, presented a beach project update to the Board. Gibson reported that North Carolina Wildlife Resources has concerns with the Towns usage of an easement for DA_0143. He reported his meeting with the USACE last month went well and conversations regarding funding are ongoing. Gibson reported he was in the process of conversing with the State over the requirements to allow Towns to dredge and dispose. Regarding the Sea Oats that were approved earlier in the meeting, Gibson stated there is a one-year eighty percent (80%) survival rate guaranteed for the plantings. No action was taken by the Board.

D. Discussion regarding the establishment of an auxiliary police force pursuant to North Carolina General Statute §160A-282 (Alderman Malcolm)

Alderman Malcolm presented the item to the Board. He provided the public and the Board with a PowerPoint showcasing the baseline population of the Town, highlighting the influx of visitors during the summer months, areas he identified as critically needing more officers, and a shared goal for the Town. Alderman Malcolm presented the North Carolina General Statutes allowing Towns to establish forces and the possible operational benefits. Alderman Malcolm highlighted that the proposed auxiliary force would be on a volunteer basis without pay unlike the Reserve Force North Topsail Beach currently has established. The Auxiliary Force would not replace the Reserve Force, but rather along side it. Therefore, Alderman Malcolm vocalized, the implementation and continuation of an auxiliary force would not be negatively financially impactful to the town. Alderman Malcolm finished his presentation with his proposed next steps. Town Attorney Chip Payson recommended Alderman Malcolm recuse himself from voting on the matter since he is a reserve officer with the Town and has a vested interest. He continued, stating the ordinance could not be passed after being heard by the Board once. Attorney Payson recommended the Board take a vote to decide if they would like to hear the item again at a future meeting. Clerk Stanfield informed the Board that a public hearing and notice of the hearing would first have to be issued and had before the adoption or amendment of an ordinance. Alderman Olszewski vocalized her support for waiting to hear the item until a permanent manager and permanent Police Chief could be hired. Alderman Malcolm requested Attorney Payson explain the requirements for recusal to vote. Attorney Payson and Alderman Malcolm agreed to look further into the statutes outside the meeting.

Motion— Alderman Olszewski made a motion to not hear item at a future meeting until a permanent Town Manager and permanent Police Chief. Alderman Strother seconded the motion later in the discussion after calling the item to question. Clerk Stanfield and Attorney Payson confirmed everyone who wished to speak on the item had and that discussion would cease. **The motion carried unanimously.** Alderman Malcolm was recused from voting.

E. Discussion on Outside Agency Performing a Compensation Study (Mayor Grant)

Mayor Grant requested staff bring the Board estimations for the cost of a Compensation Study. Alderman Olszewski vocalized that she did not believe a compensation study would solve all staffing issues. The Board provided Manager Derian and Interim Manager Faison with a consensus to report back estimated costs.

XI. OPEN FORUM

Jeff Myer, 2224 NRIR, requested clarification on the Board's decision not to hear the Auxiliary Force item at a future meeting.

XII. ATTORNEY'S REPORT

The attorney had nothing to report.

XIII. ALDERMAN'S REPORT

Alderman Strother announced that CBRA was stationary at the moment, but he would be having a meeting with the Department of Wildlife and Rep. Carson Smith. He reported there would be a Shellfish Aquaculture event at Surf City's Town Hall on April 14th from 1PM-3:30PM.

Alderman Olszewski invited the public to attend the *Saved the South End* Celebration on April 15th.

Alderman Malcolm responded to Jeff Myer's public comment. He reviewed the different meetings and events he attended on behalf of the Town. He reminded the public that sea turtle patrol begins on May 1st, and thanked staff for their hard work. He announced upcoming holidays and events going on the Island.

MPT Pletl welcomed Interim Manager Larry Faison and thanked staff for their hard work. She reminded the public of the upcoming budget meeting on April 8th and possibly 9th at Town Hall. She recognized that Onslow County property values have increased this year.

XIV. MAYOR'S REPORT

Mayor Grant thanked the public for attending and spoke about the recent property revaluations and tax base increase. He responded to Alderman Malcolm's response regarding the auxiliary force and reminded the Board that it is inappropriate for individual members to speak on behalf of the Board.

XV. CLOSED SESSION

The Board of Aldermen did not enter closed session.

XVI. ADJOURNMENT

Motion— Alderman Olszewski made a motion to adjourn the meeting. Alderman Strother seconded the motion. The motion carried unanimously. The meeting adjourned at 12:37PM.

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Town of North Topsail Beach
Board of Aldermen Budget Workshop

Wednesday, April 08, 2026, at 9:00 AM
Town Hall - 2008 Loggerhead Court, North Topsail Beach, NC 28460

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

Mayor - Richard Grant
Alderman - Kip Malcolm
Alderman - Larry Strother
Town Manager – E.L. Faison

Mayor Pro Tem - Connie Pletl
Alderman - Mark Barefoot
Alderman - Laura Olszewski
Town Clerk – Alexis Stanfield

I. Call to Order

Mayor Grant called the meeting to order at 9:00AM.

II. Overview of Principles and Assumptions

Manager Faison reviewed the agenda for the Board and confirmed that Doug Carters of DEC Associates would be attending the meeting at 11:00AM. Wayne Johannessen, Finance Director, review the different tax rates the budget options presented were formulated with. One of the presented budget options included was a revenue neutral tax rate. Manager Faison reviewed the sales tax revenue projection and the ad valorem tax projection. He vocalized to the Board that ad valorem revenue is better for the Town. Furthermore, he stated that private tax rates would have marginal impacts on sale tax receipts. Onslow County and the City of Jacksonville's rates will have the largest impact.

III. Department Budgets

Governing Body

The Board of Aldermen 2026-2027 budget was reviewed first. The budget saw a decrease in the Professional Services line and a small increase in the training, travel, and supply line. The Board gave a consensus of approval.

Administration Department

The Administration Budget saw a $400,000.00 reduction under the Contracted Services line. The Accounts Payable Administrator position that is currently being contracted out was added as a permanent position. Alderman Olszewski recommended making the receptionist position permanent as well. MPT Pletl reminded Board members that the hiring and fire of positions, including creating positions from temporary roles, is under the purview of the manager. The Board gave a consensus of approval.

IT Department

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Ricky Schwisow, IT Director, presented his budget. Alderman Olszewski asked questions regarding website contracts and updates associated with the website. Schwisow addressed the Alderman's question, stating the website is updated every five years including this year. The IT budget saw a significant increase in the Phone and Internet budget line. Schwisow explained that the Town simplified the budget by routing all Phone and Internet funds through the IT budget rather than having a Phone and Internet line in each department budget. The Board gave a consensus of approval.

Planning Department

Deb Hill, Planning Director, presented the Planning Department budget. Hill reported the only change in her budget was a $11,000.00 increase to the salary line for future staff reclassification. The Board gave a consensus of approval.

Permitting Department

Deb Hill, Planning Director, presented the Permitting Department budget in lieu of the Building Administrator position being vacant. Hill reported that the Permitting Department budget saw a small increase under the Training, Salary, and Dues and Subscriptions budget lines. The Board gave a consensus of approval.

Building and Grounds

Chris Huckaby, Public Works Director, reported that $50,000.00 had been added to the budget to repair the Town Hall deck. The Board, manager, and Huckaby engaged in conversations regarding which fiscal year the deck work was supposed to have begun.

Insurance

Wayne Johannessen, Finance Director, reported the insurance budget was increased by ten percent (10%) to account for any increases. Insurance costs have not been released to the Town at this time.

Police

Andrew Page, Interim Chief of Police, presented the Police Department Budget. Page reported there was a $13,600 increase to the employee training line and a $52,000.00 increase to the salary line in the budget. Page explained the increases are an effort to make officers' salaries more competitive and encourage them to continue their education.

Public Works

Chris Huckaby, Public Works Director, reported the salary line in the budget increased by $12,851.00. He requested the Board include in his budget an additional $8,000.00 for gas, $3,000.00 for departmental supplies, and an additional $1,000.00 for tires. Huckaby also recommended the Public Works Department budget for the purchase of two vehicles.

DEC ASSOCIATES

Doug Carter and Dilan Gangopadhyay of DEC Associates spoke to the Board about the Fund Balance and beach projects. Carter reported that seventy-three percent (73%) of the General Fund costs are from the beaches. Carter explained that the cost of the current proposed projects would be more than the General Fund has. Carter reported that without significant third-party help, the Town would not be able to afford the projects. The best way for the Town to move forward on beach renourishment project at this time would be to have on-going projects paid over years through

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installments. The Board discussed the option of the Town proceeding with smaller projects that were more affordable for the Town but would have the same result as one large project.

PUBLIC WORKS

Chris Huckaby, Public Works Director, answered questions regarding the Public Works budget from the Board. Mayor Grant questioned funds that were added via budget amendment. Huckaby reported that funds were added for the streetlights, parking lot striping, and five crosswalks. Alderman Barefoot vocalized that he felt the price of the crosswalks was high and requested more background information regarding those quotes. The Board recommended reaching out to the County to see if they could provide some funding for crosswalks in County-owned beach access areas and to have staff apply for grants. Huckaby reviewed the Capital Outlay budget line for the Board.

SANITATION

Staff reported the main adjustment to the Sanitation budget was to accommodate the base request for carts.

PARKS AND RECREATION

Chris Huckaby, Public Works Director, reported the budget included $30,000.00 for park maintenance and $55,000.00 for the dock and boardwalks.

FIRE

Jarrett Harley, Fire Captain, presented the Fire budget to the Board. Harley reported on the full time and part time salary line item, which increased by $58,600.00 and $4,800.00 respectively. The Capital Outlay line increased from $22,000.00 to $1 million. This amount includes a rescue boat ($400,000.00) and ladder truck ($600,000.00). The Board vocalized that they would not approve a $1 million Capital Outlay budget line. Staff reported that the funds would not be spent but put in a reserve for a different fiscal year when they can pay the full amount. The Board requested the $1 million budget line be removed.

FUND 10

It was agreed that Fund 10 would be redone after the meeting to accommodate the revenue and rate changes. The rates presented to the board were $.43, $.40, and $.36. These rates included the revenue neutral rate. Alderman Olszewski requested staff review alternative measures to generate revenue outside of property taxes. MPT Pletl vocalized she would not approve a budget with a rate over $.30.

IV. Budget Calendar

The Board of Aldermen discussed the addition of budget meetings before adopting next fiscal year's budget. The Board agreed to hold a budget work session at the end of the regular meeting on May 13, 2026, and a final meeting on June 24, 2026, at 9:00AM to adopt the budget. This will be presented as a change in the regular schedule on the May 13th regular meeting agenda.

V. Adjournment

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Town of
NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

BOARD OF ALDERMEN
MEMORANDUM

TO: MAYOR GRANT AND ALDERMEN

FROM: Wayne Johannessen, Finance Officer

SUBJECT: Finance Monthly Financial Report

DATE: May 13, 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** – Currently $4,453,919.15 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 April interest will not be available until May 1st. Interest earned through March of $704,255.98 is 117% of budget.
   iii. **Utility Franchise Tax** – the tax is received quarterly in arrears. The first distribution for the Months July – September is received in December; October – December in March; January – March in June and April – June in September. This tax is susceptible to extreme weather. Currently $255,767.65 of Utility Franchise taxes have been collected.
   iv. **Sales Tax** – this tax is received in arrears. January Sales were received in April, $1,966,593.07 is 66% budget. 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 $1,198,219.37 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 $2,165,661.73 through April 24th. 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 April interest will not be available until May 1st. Interest earned through March of $211,534.44 169% of budget.
   iii. **Ad Valorem Tax** – most of these taxes are received between October and January. Currently $1,711,217.18 of property taxes have been collected.

iv. **Sales Tax** – – this tax is received in arrears. January Sales were received in April $673,129.17 is 61% budget. 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. $269,026.35 received through February. 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 $1,385,329.62 and is over budget $1,112,944. NCDEQ Balance of NCCMT is $2,842,976.04 ($1,730,032.71 Grant and $1,112,943.33) 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		81,417.95	JUL - FEB
		1,385,329.62	
** Auditor Adj Notes related to debt issuance			
NCDEQ INTEREST		1,112,943.33	AS OF 03/30/2026

iii. **FEMA Reimbursement**

- Dorian PW 424 – CAT B – Closed 11/28/25 – Final Payment in FEMA Processing $345,623.56

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 19-20

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) $206,112.52 and Accounts Payable Checks $1,989,285.26 = $2,195,397.78.

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 $5,082,551.23 is $2,842,976.04 unspent NCDEQ grant and interest; and the balance of $31,333,943.73 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 04/24/2026 – 20 Pages
Cash Disbursements 03/18/2026 – 04/24/2026 – 4 Pages.
Check Listing 03/18/2026 – 04/24/2026 – 3 Pages. Cash
Balance All Funds as of 04/24/2026 – 2 Pages.

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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	27,685.27	4,453,919.15	156,670.15	104%
10-301-01 AD VALOREM TAX - Prior Years	45,000	0.00	0.00	855.00	52,904.86	7,904.86	118%
10-301-02 AD VALOREM TAX - MOTV	80,000	0.00	0.00	8,508.05	79,772.62	(227.38)	100%
10-317-00 AD VALOREM TAX Penalties	3,000	0.00	0.00	1,886.69	21,817.03	18,817.03	727%
10-329-00 INTEREST	602,000	0.00	0.00	76,283.74	704,255.98	102,255.98	117%
10-335-00 MISCELLANEOUS	2,000	0.00	0.00	42.00	3,643.54	1,643.54	182%
10-336-07 SALE OF TOWN MERCHANDISE	7,000	0.00	0.00	595.35	5,862.05	(1,137.95)	84%
10-337-00 UTILTIES FRANCHISE TAX	530,612	0.00	0.00	107,136.84	255,767.65	(274,844.35)	48%
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	238,252.84	1,966,593.07	(996,173.93)	66%
10-345-01 SALES & USE TAX RETURN	0	0.00	0.00	46.34	435.33	435.33	
10-347-02 SOLID WASTE DISP TAX	750	0.00	0.00	0.00	444.94	(305.06)	59%
10-350-00 RECREATION -RENTAL FEES	2,000	0.00	0.00	100.00	2,000.00	0.00	100%
10-350-01 PAID PARKING REVENUE	112,125	0.00	0.00	17,057.02	89,675.17	(22,449.83)	80%
10-351-01 OFFICER CITATIONS, COURT & FINGERPRINTS	4,000	0.00	0.00	248.50	2,987.35	(1,012.65)	75%
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	1,220.00	55,512.11	(9,487.89)	85%
10-355-01 MECHANICAL PERMITS	8,000	0.00	0.00	420.00	4,870.50	(3,129.50)	61%
10-355-02 ELECTRICAL PERMITS	12,000	0.00	0.00	1,260.00	15,650.00	3,650.00	130%
10-355-03 PLUMBING PERMITS	1,200	0.00	0.00	70.00	11,270.00	10,070.00	939%
10-355-04 INSULATION PERMITS	500	0.00	0.00	0.00	490.00	(10.00)	98%
10-355-05 HOMEOWNERS RECOVERY FEE	300	0.00	0.00	0.00	158.00	(142.00)	53%
10-355-06 TECHNOLOGY FEE	5,000	0.00	0.00	200.00	4,840.99	(159.01)	97%
10-355-07 REINSPECTION FEE/FINES	13,000	0.00	0.00	225.00	7,545.00	(5,455.00)	58%

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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	25.00	500.00	(1,500.00)	25%
10-357-08 PLANNING & ZONING FEES	28,000	0.00	0.00	2,400.00	20,530.00	(7,470.00)	73%
10-359-00 REFUSE COLLECTION FEES	575,418	0.00	0.00	51,771.74	356,161.98	(219,256.02)	62%
10-359-52 ADD'L CART RECYCLING	0	0.00	0.00	0.00	240.00	240.00	
10-367-01 SALES TAX REFUNDS	0	0.00	0.00	60,451.80	60,451.80	60,451.80	
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	10,000.00	11,850.00	1,850.00	119%
Revenues Totals:	9,466,660	0.00	0.00	606,741.18	8,273,264.09	(1,193,395.96)	87%
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	3,500.00	30,000.00	6,000.00	83%
10-410-05 FICA (7.65%)	3,030	0.00	0.00	267.75	2,363.88	666.12	78%
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	1,028.12	471.88	69%
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	9,745.15	52,323.96	23,676.04	69%
10-410-47 PROFESSIONAL SERVICES	244,500	58,645.67	0.00	10,297.50	85,716.78	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	2,017.00	2,192.00	8.00	100%
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	645.19	354.81	65%
GOVERNING BODY Totals:	410,580	58,645.67	0.00	25,827.40	203,419.93	148,514.40	64%
10-420-02 SALARIES	608,372	0.00	0.00	49,665.88	387,208.05	221,163.95	64%
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	

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Period Ending 6/30/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-05 FICA (7.65%)	49,273	0.00	0.00	3,732.42	27,464.93	21,808.07	56%
10-420-06 GROUP INSURANCE	55,734	0.00	0.00	3,968.12	32,662.96	23,071.04	59%
10-420-07 ORBIT RETIREMENT (12.23%)	88,743	0.00	0.00	5,106.50	53,982.65	34,760.35	61%
10-420-08 401K (3%)	18,388	0.00	0.00	1,057.98	11,039.34	7,348.66	60%
10-420-10 EMPLOYEE TRAINING	10,000	0.00	0.00	0.00	2,055.62	7,944.38	21%
10-420-11 POSTAGE	2,500	0.00	0.00	0.00	680.00	1,820.00	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	
10-420-14 TRAVEL & TRAINING	3,805	0.00	0.00	237.80	237.80	3,567.20	6%
10-420-15 BANK CHARGES	2,000	0.00	0.00	0.00	404.33	1,595.67	20%
10-420-17 M & R VECHICLE	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	1,019.54	1,180.46	46%
10-420-32 OFFICE SUPPLIES	6,000	0.00	0.00	0.00	2,734.01	3,265.99	46%
10-420-34 TOWN APPAREL & MERCH EXPENSE	11,000	4,988.98	0.00	0.00	1,825.52	4,185.50	62%
10-420-45 CONTRACTED SERVICES	437,386	32,872.53	0.00	28,713.29	339,120.13	65,393.34	85%
10-420-53 DUES & SUBSCRIPTIONS	2,440	0.00	0.00	434.00	2,224.00	216.00	91%
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:	1,347,041	37,861.51	0.00	92,915.99	867,090.34	442,089.15	67%
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	6,961.16	73,342.18	21,827.82	77%
10-480-05 FICA (7.65%)	7,281	0.00	0.00	530.56	5,590.01	1,690.99	77%
10-480-06 GROUP INSURANCE	8,859	0.00	0.00	772.68	7,310.53	1,548.47	83%
10-480-07 ORBIT RETIREMENT (12.96%)	13,780	0.00	0.00	1,007.98	10,619.99	3,160.01	77%
10-480-08 401K (3%)	2,855	0.00	0.00	208.84	2,192.82	662.18	77%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-480-10 EMPLOYEE TRAINING	1,500	544.95	0.00	0.00	0.00	955.05	36%
10-480-11 PHONES	34,980	1,670.87	0.00	1,262.98	23,813.34	9,495.79	73%
10-480-16 M & R EQUIPMENT	6,000	0.00	0.00	3,395.00	4,230.32	1,769.68	71%
10-480-33 DEPARTMENT SUPPLIES	2,800	1,500.00	0.00	0.00	1,110.07	189.93	93%
10-480-46 BUILDING SECURITY	33,500	23,661.45	0.00	0.00	0.00	9,838.55	71%
10-480-53 DUES & SUBSCRIPTIONS	119,594	11,422.26	0.00	815.00	87,303.96	20,867.78	83%
10-480-57 MISCELLANEOUS	500	0.00	0.00	92.54	92.54	407.46	19%
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	2,680.91	0.00	516.39	5,309.31	4,009.78	67%
IT DEPARTMENT Totals:	351,691	41,480.44	0.00	15,563.13	224,949.87	85,260.69	76%
10-490-02 SALARIES	189,205	0.00	0.00	13,831.74	129,312.37	59,892.63	68%
10-490-05 FICA (7.65%)	14,947	0.00	0.00	1,057.62	9,889.62	5,057.38	66%
10-490-06 GROUP INSURANCE	17,718	0.00	0.00	840.23	6,564.52	11,153.48	37%
10-490-07 ORBIT RETIREMENT (12.23%)	28,290	0.00	0.00	2,002.84	18,724.46	9,565.54	66%
10-490-08 401K (3%)	5,862	0.00	0.00	414.96	3,761.47	2,100.53	64%
10-490-10 EMPLOYEE TRAINING	8,500	0.00	0.00	0.00	2,270.23	6,229.77	27%
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	163.68	2,036.32	7%
10-490-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	17.08	(17.08)	
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	18,147.39	171,765.82	99,756.18	63%
10-491-02 SALARIES	167,258	0.00	0.00	4,462.40	51,517.21	115,740.79	31%
10-491-05 FICA (7.65%)	12,795	0.00	0.00	340.16	3,903.93	8,891.07	31%
10-491-06 GROUP INSURANCE	17,718	0.00	0.00	754.24	5,828.44	11,889.56	33%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-491-07 ORBIT RETIREMENT (12.23%)	24,219	0.00	0.00	646.16	7,459.70	16,759.30	31%
10-491-08 401K (3%)	5,018	0.00	0.00	133.88	1,541.08	3,476.92	31%
10-491-10 EMPLOYEE TRAINING	5,504	0.00	0.00	0.00	0.00	5,504.00	
10-491-17 M & R VEHICLES	1,200	0.00	0.00	0.00	28.00	1,172.00	2%
10-491-31 GAS, OIL & TIRES	3,300	0.00	0.00	0.00	430.33	2,869.67	13%
10-491-33 DEPARTMENTAL SUPPLIES	0	0.00	0.00	0.00	52.98	(52.98)	
10-491-45 CONTRACTED SERVICES	51,450	25,650.00	0.00	2,128.00	19,375.00	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	25,650.00	0.00	8,464.84	101,724.44	203,322.56	39%
10-500-13 UTILITIES	55,000	0.00	0.00	4,009.75	43,419.28	11,580.72	79%
10-500-15 M & R BUILDINGS/GROUNDS	156,384	27,873.72	0.00	6,365.00	20,469.18	108,041.10	31%
10-500-17 LANDSCAPING EXPENSE	38,527	7,381.56	0.00	0.00	22,144.68	9,000.76	77%
10-500-33 BUILDING SUPPLIES	6,500	0.00	0.00	389.60	2,944.07	3,555.93	45%
10-500-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00	
10-500-43 CLEANING SERVICES	15,000	3,500.00	0.00	750.00	10,000.00	1,500.00	90%
10-500-45 PEST CONTROL	2,566	250.00	0.00	30.00	110.00	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	100,000.00	0.00	0.00	0.00	70,000.00	59%
10-500-76 LEASE PAYMENTS	42,312	0.00	0.00	3,000.00	39,412.00	2,900.00	93%
PUBLIC BLDGS Totals:	503,789	139,005.28	0.00	14,544.35	138,499.21	226,284.51	55%
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	1,795.56	51,754.59	6,745.41	88%
10-501-13 PROPERTY LIABILITY & BONDS	156,444	0.00	0.00	730.00	128,489.00	27,955.00	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%

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INSURANCE Totals:	377,227	0.00	0.00	2,525.56	290,822.45	86,404.55	77%
10-509-02 PSA SALARY	16,540	0.00	0.00	1,223.34	12,086.50	4,453.50	73%
10-509-05 FICA (7.65%)	1,265	0.00	0.00	93.58	933.97	331.03	74%
PSA - RETIRED POLICE OFFICERS Totals:	17,805	0.00	0.00	1,316.92	13,020.47	4,784.53	73%
10-510-02 SALARIES	891,863	0.00	0.00	56,549.41	651,533.62	240,329.38	73%
10-510-03 PART-TIME SALARIES	25,695	0.00	0.00	1,144.50	12,427.45	13,267.55	48%
10-510-04 OVERTIME	39,606	0.00	0.00	2,709.96	25,520.41	14,085.59	64%
10-510-05 FICA (7.65%)	73,006	0.00	0.00	4,535.45	52,337.29	20,668.71	72%
10-510-06 GROUP INSURANCE	124,026	0.00	0.00	7,781.41	74,640.25	49,385.75	60%
10-510-07 ORBIT RETIREMENT (13.04%)	148,875	0.00	0.00	9,468.29	108,016.65	40,858.35	73%
10-510-08 401K (5%)	45,660	0.00	0.00	2,831.44	32,233.92	13,426.08	71%
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	1,700.00	0.00	0.00	3,696.90	4,603.10	54%
10-510-31 GAS,OIL & TIRES	64,000	3,648.11	0.00	0.00	46,887.31	13,464.58	79%
10-510-32 OFFICE SUPPLIES	1,000	0.00	0.00	0.00	990.95	9.05	99%
10-510-33 DEPARTMENTAL SUPPLIES	8,550	0.00	0.00	0.00	5,438.75	3,111.25	64%
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	0.00	0.00	0.00	3,552.24	6,847.76	34%
10-510-45 CONTRACTED SERVICES	26,000	26,000.00	0.00	0.00	0.00	0.00	100%
10-510-47 PROFESSIONAL SERVICES	660	0.00	0.00	0.00	626.48	33.52	95%
10-510-53 DUES & SUBSCRIPTIONS	23,580	0.00	0.00	13.60	19,549.94	4,030.06	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	15,578.01	1,141.99	93%
10-510-74 CAPITAL OUTLAY	145,405	3,003.61	0.00	0.00	121,041.34	21,360.05	85%
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	40,251.72	0.00	85,034.06	1,199,566.29	474,616.99	72%

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-545-02 SALARIES	197,795	0.00	0.00	15,300.44	145,893.76	51,901.24	74%
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	1,163.88	11,303.85	4,517.15	71%
10-545-06 GROUP INSURANCE	35,436	0.00	0.00	2,356.76	17,819.53	17,616.47	50%
10-545-07 ORBIT RETIREMENT (12.23%)	29,943	0.00	0.00	2,215.48	21,494.76	8,448.24	72%
10-545-08 401K (3%)	6,205	0.00	0.00	459.02	4,227.24	1,977.76	68%
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	2,518.94	0.00	0.00	16,374.66	18,106.40	51%
10-545-17 M & R VEHICLES	35,000	1,227.52	0.00	2,914.49	14,218.62	19,553.86	44%
10-545-31 GAS, OIL & TIRES	22,000	1,722.22	0.00	2,015.09	14,152.99	6,124.79	72%
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	5,661.53	1,338.47	81%
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	8,541.58	0.00	26,425.16	394,777.50	183,587.92	69%
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	2,383.13	3,616.87	40%
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	1,750.00	0.00	750.00	750.00	2,500.00	50%
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	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-560-73 STREET PAVING & REPAIR	52,000	20,000.00	0.00	0.00	833.24	31,166.76	40%
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00	
STREETS Totals:	530,500	21,750.00	0.00	750.00	26,630.57	482,119.43	9%
10-580-45 SANITATION CONTRACTS	551,822	0.00	0.00	47,494.64	440,197.63	111,624.37	80%
10-580-46 TIPPING FEES	10,000	600.00	0.00	0.00	5,050.00	4,350.00	57%
SANITATION Totals:	561,822	600.00	0.00	47,494.64	445,247.63	115,974.37	79%
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	1,700.00	0.00	0.00	5,127.04	36,172.96	16%
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	870.82	3,550.56	3,649.44	49%
RECREATION Totals:	294,170	68,412.35	0.00	870.82	30,413.02	195,344.63	34%
10-690-02 SALARIES	973,250	0.00	0.00	70,684.30	775,981.15	197,268.85	80%
10-690-03 PART-TIME SALARIES	81,113	0.00	0.00	2,210.00	16,805.00	64,308.00	21%
10-690-04 OVERTIME	41,199	0.00	0.00	5,483.48	25,785.50	15,413.50	63%
10-690-05 FICA (7.65%)	83,810	0.00	0.00	5,800.04	60,495.38	23,314.62	72%
10-690-06 GROUP INSURANCE	150,603	0.00	0.00	11,520.18	113,702.10	36,900.90	75%
10-690-07 ORBIT RETIREMENT (12.23%)	147,709	0.00	0.00	11,029.11	116,096.13	31,612.87	79%
10-690-08 401K (3%)	30,617	0.00	0.00	1,883.17	21,527.19	9,089.81	70%
10-690-10 EMPLOYEE TRAINING	7,000	0.00	0.00	0.00	2,452.32	4,547.68	35%
10-690-16 M & R EQUIPMENT	35,000	671.88	0.00	0.00	19,912.22	14,415.90	59%
10-690-17 M & R VEHICLES	32,000	18,953.53	0.00	2,580.70	11,264.68	1,781.79	94%
10-690-31 GAS, OIL & TIRES	38,500	0.00	0.00	0.00	20,078.78	18,421.22	52%
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	15,420.00	0.00	0.00	15,741.53	28,896.52	52%
10-690-34 FIRE FIGHTER PHYSICALS	6,000	0.00	0.00	0.00	0.00	6,000.00	

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-690-36 UNIFORMS	25,500	775.90	0.00	0.00	16,270.15	8,453.95	67%
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	6,608.80	0.00	13.60	7,738.00	5,153.20	74%
10-690-57 MISCELLANEOUS	350	0.00	0.00	0.00	56.69	293.31	16%
10-690-73 COMUNICATIONS EQUIP	9,200	2,178.64	0.00	685.00	4,970.03	2,051.33	78%
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	44,608.75	0.00	111,889.58	1,253,500.55	471,799.75	73%
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	310,370	0.00	0.00	0.00	0.00	310,370.00	
10-999-02 RESERVED	81,195	0.00	0.00	0.00	0.00	81,195.00	
CONTINGENCY Totals:	391,565	0.00	0.00	0.00	0.00	391,565.00	
Expenses Totals:	9,466,660	486,807.30	0.00	451,769.84	5,365,366.54	3,614,486.21	62%
10 GENERAL FUND Revenues Over/(Under) Expenses:			0.00	154,971.34	2,907,897.55		

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12 CAPITAL IMPROVEMENT FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
12-301-00 AD VALOREM TAX (.07)	1,157,116	0.00	0.00	7,453.55	1,198,219.37	41,103.37	104%
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	7,453.55	1,700,088.47	56,946.47	103%
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	5,833.33	5,833.33	11,666.67	33%
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	2,761.10	14,825.00	2,291.00	87%
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	8,594.43	793,944.40	651,623.60	55%
Expenses Totals:	1,445,568	0.00	0.00	8,594.43	793,944.40	651,623.60	55%
12 CAPITAL IMPROVEMENT FUND Revenues Over/(Under) Expenses:			0.00	(1,140.88)	906,144.07		

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30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-301-00 ACCOMMODATION TAX	2,000,000	0.00	0.00	133,481.20	2,165,661.73	165,661.73	108%
30-301-05 AD VALOREM TAX - Beach	1,653,225	0.00	0.00	10,644.66	1,711,217.18	57,992.18	104%
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	23,166.57	211,534.44	86,534.44	169%
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	81,549.63	673,129.17	(435,758.83)	61%
30-350-01 PAID PARKING REVENUE	336,375	0.00	0.00	51,171.04	269,026.35	(67,348.65)	80%
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	300,013.10	7,118,183.97	1,704,695.97	131%
Expenses							
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	36,900.00	0.00	100%
30-710-10 BEACH LOBBYIST CONTRACT	61,300	14,467.82	0.00	4,950.00	46,864.31	(32.13)	100%
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	4,803.66	0.00	2,048.05	19,913.02	113,383.32	18%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	5,642.23	14,357.77	28%
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	6,000.00	20,883.20	6,000.00	98%
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	384,738.28	0.00	12,998.05	130,202.76	223,428.96	70%
30-711-45 TAX COLLECTION FEES	24,454	0.00	0.00	3,735.63	20,057.48	4,396.52	82%
Totals:	24,454	0.00	0.00	3,735.63	20,057.48	4,396.52	82%
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	18,057.84	267,142.16	6%
30-720-15 Bank Charges	0	0.00	0.00	0.00	360.00	(360.00)	
30-720-45 CONTRACTED SERVICES	40,000	22,500.00	0.00	17,500.00	17,500.00	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%

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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	256,726.00	0.00	17,500.00	3,665,738.84	677,899.16	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	641,464.28	0.00	34,233.68	3,815,999.08	956,024.64	82%
30 SHORELINE PROTECTION Revenues Over/(Under) Expenses:			0.00	265,779.42	3,302,184.89		

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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	8,645.85	1,385,329.62	1,112,943.62	509%
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	8,645.85	46,517,302.92	(4,570,557.08)	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%

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31 CAPITAL PRJ BEACH MAINTENANCE

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
ENGINEERING							
31-450-11 PHASE 5 - TRANCHE 2 CONTINGENCY	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	10,650.50	(10,650.50)	
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	31,240,698.52	3,347,161.48	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	

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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	40,496,756.71	10,462,843.29	80%
31 CAPITAL PRJ BEACH MAINTENANCE	Revenues Over/(Under) Expenses:			0.00	8,645.85	6,020,546.21		

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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	11.25	0.00	0.00	4,672.78	115.97	98%
32-470-33 805109 PW17 PROJECT PERMITTING	19,500	2,887.25	0.00	0.00	15,672.00	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 MOBINIZATION/DEMOBILIZATION	100,000	0.00	0.00	0.00	50,000.00	50,000.00	50%
32-470-38 805109 PW17 BEACH FILL PLACEMENT	3,288,634	26,038.00	0.00	0.00	2,840,962.00	421,634.00	87%
32-470-39 805109 PW17 PERFORMANCE & PAYMENT BONDS	20,000	0.00	0.00	0.00	20,000.00	0.00	100%
32-470-40 805109 PW17 CONSTRUCTION ADMINISTRATION	255,667	100,612.50	0.00	0.00	122,054.50	33,000.00	87%

NORTH TOPSAIL BEACH
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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	12,555.00	0.00	0.00	44,945.00	13,000.00	82%
32-470-43 805109 PW17 DUNE PLANTINGS	433,750	353,565.00	0.00	0.00	0.00	80,185.00	82%
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	503,169.00	0.00	0.00	3,252,236.26	2,194,478.74	63%
Expenses Totals:	5,949,884	503,169.00	0.00	0.00	3,252,236.26	2,194,478.74	63%
32 GRANT PRJ FEMA-4837 PTC8 Revenues Over/(Under) Expenses:			0.00	0.00	(277,294.26)		

NORTH TOPSAIL BEACH
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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	4,920,916.54	1,337,786.46	79%
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	403,399.45	17,063.55	96%
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	211,126.43	0.00	0.00	0.00	20,873.57	91%
Totals:	7,033,862	211,126.43	0.00	0.00	5,387,870.01	1,434,865.56	80%
Expenses Totals:	7,033,862	211,126.43	0.00	0.00	5,387,870.01	1,434,865.56	80%
50 CAPITAL PRJ FIRE STATION 2 Revenues Over/(Under) Expenses:			0.00	0.00	1,645,992.70		

NORTH TOPSAIL BEACH
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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	123,478.47	(1,138,128.53)	10%
Revenues Totals:	1,459,181	0.00	0.00	0.00	123,478.47	(1,335,702.53)	8%
Expenses							
60-610-01 ISLAND DR (HW 210) AT SOUTH FIRE STATION	704,211	0.00	0.00	0.00	0.00	704,211.00	
60-610-02 NEW RIVER INLET RD (SR 1568) RPTP	354,396	0.00	0.00	0.00	0.00	354,396.00	
60-610-03 PROJECT MANAGEMENT	13,565	0.00	0.00	0.00	13,565.00	0.00	100%
60-610-04 FIELD SURVEY	26,490	0.00	0.00	0.00	26,490.00	0.00	100%
60-610-05 CONSTRUCTION PLANS	89,650	0.00	0.00	0.00	89,650.00	0.00	100%
60-610-06 PERMITS	45,600	0.00	0.00	0.00	45,600.00	0.00	100%
60-610-07 PROJECT MEETINGS	11,265	0.00	0.00	0.00	11,265.00	0.00	100%
60-610-08 BID PHASE SERVICES	14,850	0.00	0.00	0.00	14,850.00	0.00	100%
60-610-09 REIMBURSABLES	1,580	0.00	0.00	0.00	1,580.00	0.00	100%
60-610-10 CONSTRUCTION CONTRACT PREPARATION	1,260	1,260.00	0.00	0.00	0.00	0.00	100%
60-610-11 PRE-CONSTRUCTION MEETING	5,439	5,439.00	0.00	0.00	0.00	0.00	100%
60-610-12 CONSTRUCTION STATUS UPDATE MEETINGS	15,650	15,650.00	0.00	0.00	0.00	0.00	100%
60-610-13 SHOP DRAWING REVIEW	14,895	14,895.00	0.00	0.00	0.00	0.00	100%
60-610-14 BULLETIN DRAWINGS/REQUEST FOR INFORMATION (RFI)	7,210	7,210.00	0.00	0.00	0.00	0.00	100%
60-610-15 NEGOTIATE, REVIEW AND PREPARE CHANGE ORDERS	5,558	5,558.00	0.00	0.00	0.00	0.00	100%
60-610-16 CONTRACTOR PAY APPLICATION REVIEW AND APPROVAL	4,152	4,152.00	0.00	0.00	0.00	0.00	100%
60-610-17 FINAL SITE VISIT/PROJECT CLOSE-OUT	6,760	6,760.00	0.00	0.00	0.00	0.00	100%

NORTH TOPSAIL BEACH
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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	9,554.00	0.00	0.00	0.00	0.00	100%
60-610-19 ONE YEAR WARRANTY INSP/ISSUE WARRANTY LIST	6,356	6,356.00	0.00	0.00	0.00	0.00	100%
60-610-20 CONSTRUCTION OVERSITE VISITS	14,460	14,460.00	0.00	0.00	0.00	0.00	100%
60-610-22 PARTIAL CONSTRUCTION OBSERVATION (24 HRS WKLY)	85,680	85,680.00	0.00	0.00	0.00	0.00	100%
60-610-23 REIMBURSABLES (CA/CO PHASE)	20,600	20,600.00	0.00	0.00	0.00	0.00	100%
STORMWATER PRJ NCEM DRMG2304 Totals:	1,459,181	197,574.00	0.00	0.00	203,000.00	1,058,607.00	27%
Expenses Totals:	1,459,181	197,574.00	0.00	0.00	203,000.00	1,058,607.00	27%
60 GRANT PRJ STORMWATER NCEM DRMG2304 Revenues Over/(Under) Expenses:			0.00	0.00	(79,521.53)		

GL Transaction Summary

NORTH TOPSAIL BEACH

Date	GL Account	Batch/Module/Src		Description:	Debit	Credit
03/18/2026	10-101-01	33108	GL CD	COLONIAL LIFE BATCH 3.18.26	$0.00	$1,188.58
03/19/2026	10-101-01	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$0.00	$3,387.87
03/24/2026	10-101-01	33138	GL CD	FLORES COBRA MAR 2026 3.24.26	$0.00	$60.00
03/24/2026	10-101-01	33139	GL CD	AMERIFLEX HRA PAID CLAIMS 3.24.26	$0.00	$2,045.25
03/25/2026	10-101-01	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$0.00	$4,343.42
03/25/2026	10-101-01	33128	GL CD	CHILD SUPPORT HARLEY 032526	$0.00	$300.00
03/25/2026	10-101-01	33125	GL CD	STATE WITHHOLDINGS	$0.00	$2,960.00
03/25/2026	10-101-01	33127	GL CD	Child Support Pmt	$0.00	$299.07
03/25/2026	10-101-01	33124	GL CD	BI-WEEKLY 941 PAYMENT	$0.00	$22,417.62
03/25/2026	10-101-01	33126	GL CD	401K Reporting	$0.00	$7,475.98
03/31/2026	10-101-01	33198	GL CD	AMERIFLEX PERIOD 3.31.26	$0.00	$353.57
04/01/2026	10-101-01	33164	GL CD	ORBIT MARCH 2026	$0.00	$40,119.61
04/02/2026	10-101-01	33200	GL CD	AETNA INSURANCE 4.2.26	$0.00	$31,270.84
04/07/2026	10-101-01	33181	GL CD	Child Support Pmt	$0.00	$300.00
04/07/2026	10-101-01	33212	GL CD	AMERIFLEX HRA 4.7.26	$0.00	$389.05
04/08/2026	10-101-01	33177	GL CD	BI-WEEKLY 941 PAYMENT	$0.00	$26,506.87
04/08/2026	10-101-01	33179	GL CD	401K Reporting	$0.00	$7,623.31
04/08/2026	10-101-01	33178	GL CD	STATE WITHHOLDINGS	$0.00	$3,524.00
04/08/2026	10-101-01	33180	GL CD	Child Support Pmt	$0.00	$299.07
04/14/2026	10-101-01	33243	GL CD	FLORES COBRA ADMIN FEES 4.14.26	$0.00	$60.00
04/14/2026	10-101-01	33244	GL CD	AMERIFLEX HRA 4.14.26	$0.00	$948.40
04/15/2026	10-101-01	33248	GL CD	COLONIAL INS 4.15.26	$0.00	$1,129.62
04/16/2026	10-101-01	33255	GL CD	AMERIFLEX MONTHLY ADMIN FEES 4.16.26	$0.00	$316.80
04/20/2026	10-101-01	33271	GL CD	AMERILEX HRA PAID CLAIMS 4.20.26	$0.00	$141.31
04/21/2026	10-101-01	33272	GL CD	BI-WEEKLY 941 PAYMENT	$0.00	$26,566.29
04/21/2026	10-101-01	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$0.00	$3,335.09
04/22/2026	10-101-01	33276	GL CD	Child Support Pmt	$0.00	$201.69
04/22/2026	10-101-01	33277	GL CD	CHILD SUPPORT TEXAS	$0.00	$300.00
04/22/2026	10-101-01	33274	GL CD	401K Reporting	$0.00	$7,555.49
04/22/2026	10-101-01	33273	GL CD	STATE WITHHOLDINGS	$0.00	$3,414.00
04/22/2026	10-101-01	33275	GL CD	Child Support Pmt	$0.00	$299.07
				Account Transaction Totals:	$0.00	$199,131.87
03/25/2026	10-221-00	33124	GL CD	BI-WEEKLY 941 PAYMENT	$15,541.56	$0.00
04/08/2026	10-221-00	33177	GL CD	BI-WEEKLY 941 PAYMENT	$17,690.94	$0.00
04/21/2026	10-221-00	33272	GL CD	BI-WEEKLY 941 PAYMENT	$17,351.98	$0.00
				Account Transaction Totals:	$50,584.48	$0.00
03/25/2026	10-222-00	33124	GL CD	BI-WEEKLY 941 PAYMENT	$6,876.06	$0.00
04/08/2026	10-222-00	33177	GL CD	BI-WEEKLY 941 PAYMENT	$8,815.93	$0.00
04/21/2026	10-222-00	33272	GL CD	BI-WEEKLY 941 PAYMENT	$9,214.31	$0.00
				Account Transaction Totals:	$24,906.30	$0.00

Date	GL Account	Batch/Module/Src	Description:	Debit	Credit
03/25/2026	10-223-00	33125 GL CD	STATE WITHHOLDINGS	$2,960.00	$0.00
04/08/2026	10-223-00	33178 GL CD	STATE WITHHOLDINGS	$3,524.00	$0.00
04/22/2026	10-223-00	33273 GL CD	STATE WITHHOLDINGS	$3,414.00	$0.00
			Account Transaction Totals:	$9,898.00	$0.00
04/01/2026	10-224-00	33164 GL CD	ORBIT MARCH 2026	$40,119.61	$0.00
			Account Transaction Totals:	$40,119.61	$0.00
04/02/2026	10-225-00	33200 GL CD	AETNA INSURANCE 4.2.26	$5,489.02	$0.00
			Account Transaction Totals:	$5,489.02	$0.00
03/19/2026	10-226-00	33122 GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$1,323.93	$0.00
04/21/2026	10-226-00	33281 GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$1,232.47	$109.18
			Account Transaction Totals:	$2,556.40	$109.18
03/25/2026	10-227-00	33126 GL CD	401K Reporting	$5,741.58	$0.00
04/08/2026	10-227-00	33179 GL CD	401K Reporting	$5,879.76	$0.00
04/22/2026	10-227-00	33274 GL CD	401K Reporting	$5,804.59	$0.00
			Account Transaction Totals:	$17,425.93	$0.00
03/25/2026	10-227-01	33126 GL CD	401K Reporting	$264.06	$0.00
04/08/2026	10-227-01	33179 GL CD	401K Reporting	$264.06	$0.00
04/22/2026	10-227-01	33274 GL CD	401K Reporting	$264.06	$0.00
			Account Transaction Totals:	$792.18	$0.00
03/18/2026	10-228-01	33108 GL CD	COLONIAL LIFE BATCH 3.18.26	$1,188.58	$0.00
04/15/2026	10-228-01	33248 GL CD	COLONIAL INS 4.15.26	$1,129.62	$0.00
			Account Transaction Totals:	$2,318.20	$0.00
03/25/2026	10-229-03	33127 GL CD	Child Support Pmt	$299.07	$0.00
03/25/2026	10-229-03	33128 GL CD	CHILD SUPPORT HARLEY 032526	$300.00	$0.00
04/07/2026	10-229-03	33181 GL CD	Child Support Pmt	$300.00	$0.00
04/08/2026	10-229-03	33180 GL CD	Child Support Pmt	$299.07	$0.00
04/22/2026	10-229-03	33275 GL CD	Child Support Pmt	$299.07	$0.00
04/22/2026	10-229-03	33277 GL CD	CHILD SUPPORT TEXAS	$300.00	$0.00
04/22/2026	10-229-03	33276 GL CD	Child Support Pmt	$201.69	$0.00
			Account Transaction Totals:	$1,998.90	$0.00
03/25/2026	10-229-09	33126 GL CD	401K Reporting	$1,470.34	$0.00
04/08/2026	10-229-09	33179 GL CD	401K Reporting	$1,479.49	$0.00
04/22/2026	10-229-09	33274 GL CD	401K Reporting	$1,486.84	$0.00
			Account Transaction Totals:	$4,436.67	$0.00
03/19/2026	10-420-06	33122 GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$202.53	$0.00
04/02/2026	10-420-06	33200 GL CD	AETNA INSURANCE 4.2.26	$4,475.82	$710.20
04/21/2026	10-420-06	33281 GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$202.50	$0.00
			Account Transaction Totals:	$4,880.85	$71

Date	GL Account	Batch/Module/Src		Description:	Debit	Credit
03/25/2026	10-420-31	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$18.05	$0.00
				Account Transaction Totals:	$18.05	$0.00
04/14/2026	10-420-45	33243	GL CD	FLORES COBRA ADMIN FEES 4.14.26	$60.00	$0.00
				Account Transaction Totals:	$60.00	$0.00
03/19/2026	10-480-06	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$62.47	$0.00
04/02/2026	10-480-06	33200	GL CD	AETNA INSURANCE 4.2.26	$710.20	$0.00
04/21/2026	10-480-06	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$62.48	$0.00
				Account Transaction Totals:	$835.15	$0.00
03/19/2026	10-490-06	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$130.58	$63.42
04/02/2026	10-490-06	33200	GL CD	AETNA INSURANCE 4.2.26	$710.20	$0.00
04/21/2026	10-490-06	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$130.03	$0.00
				Account Transaction Totals:	$970.81	$63.42
03/25/2026	10-490-31	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$9.52	$0.00
				Account Transaction Totals:	$9.52	$0.00
03/19/2026	10-491-06	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$61.17	$0.00
04/02/2026	10-491-06	33200	GL CD	AETNA INSURANCE 4.2.26	$710.20	$0.00
04/21/2026	10-491-06	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$44.04	$0.00
				Account Transaction Totals:	$815.41	$0.00
03/25/2026	10-491-31	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$39.01	$0.00
				Account Transaction Totals:	$39.01	$0.00
03/24/2026	10-501-10	33139	GL CD	AMERIFLEX HRA PAID CLAIMS 3.24.26	$2,045.25	$0.00
03/31/2026	10-501-10	33198	GL CD	AMERIFLEX PERIOD 3.31.26	$353.57	$0.00
04/07/2026	10-501-10	33212	GL CD	AMERIFLEX HRA 4.7.26	$389.05	$0.00
04/14/2026	10-501-10	33244	GL CD	AMERIFLEX HRA 4.14.26	$948.40	$0.00
04/16/2026	10-501-10	33255	GL CD	AMERIFLEX MONTHLY ADMIN FEES 4.16.26	$316.80	$0.00
04/20/2026	10-501-10	33271	GL CD	AMERILEX HRA PAID CLAIMS 4.20.26	$141.31	$0.00
				Account Transaction Totals:	$4,194.38	$0.00
03/19/2026	10-510-06	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$679.42	$210.40
03/24/2026	10-510-06	33138	GL CD	FLORES COBRA MAR 2026 3.24.26	$60.00	$0.00
04/02/2026	10-510-06	33200	GL CD	AETNA INSURANCE 4.2.26	$7,102.00	$0.00
04/21/2026	10-510-06	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26	$679.41	$0.00

Date	GL Account	Batch/Module/Src		Description:	Debit	Credit
				Dental/Vision/Lif		
				Account Transaction Totals:	$8,520.83	$210.40
03/25/2026	10-510-31	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$2,749.16	$0.00
				Account Transaction Totals:	$2,749.16	$0.00
03/19/2026	10-545-06	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$226.16	$0.00
04/02/2026	10-545-06	33200	GL CD	AETNA INSURANCE 4.2.26	$2,130.60	$0.00
04/21/2026	10-545-06	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$226.16	$0.00
				Account Transaction Totals:	$2,582.92	$0.00
03/25/2026	10-545-31	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$482.48	$0.00
				Account Transaction Totals:	$482.48	$0.00
03/19/2026	10-690-06	33122	GL CD	MUTUAL OF OMAHA MAR 2026 3.19.26	$975.43	$0.00
04/02/2026	10-690-06	33200	GL CD	AETNA INSURANCE 4.2.26	$10,653.00	$0.00
04/21/2026	10-690-06	33281	GL CD	(UNITED) MUTUAL OF OMAHA 4.21.26 Dental/Vision/Lif	$921.30	$54.12
				Account Transaction Totals:	$12,549.73	$54.12
03/25/2026	10-690-31	33140	GL CD	WEX FUEL FEB 2026 3.24.26	$1,045.20	$0.00
				Account Transaction Totals:	$1,045.20	$0.00
04/02/2026	12-101-01	33199	GL CD	JOEMC FIRE TRUCK LOAN PAYMENT	$0.00	$5,833.33
				Account Transaction Totals:	$0.00	$5,833.33
04/02/2026	12-440-03	33199	GL CD	JOEMC FIRE TRUCK LOAN PAYMENT	$5,833.33	$0.00
				Account Transaction Totals:	$5,833.33	$0.00
				Totals:	$206,112.52	$206,112.52

Report Parameters

Date Range - 3/18/2026 To 4/24/2026
SourceCode - CD

Check Listing

Date From: 3/18/2026 Date To: 4/24/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

Check Number	Bank	Vendor	Date	Amount
49222	2	ALL PRO FIRE & SAFETY, LLC	03/19/2026	**$668.75**
49223	2	BFPE INTERNATIONAL	03/19/2026	**$605.00**
49224	2	BLACKS TIRE SERVICE INC	03/19/2026	**$8,925.45**
49225	2	DEBBIE J OWENS	03/19/2026	**$388.96**
49226	2	JODY L THOMPSON	03/19/2026	**$1,623.80**
49227	2	KELLY OFFICE MACHINES, INC	03/19/2026	**$543.17**
49228	2	ONSLOW WATER & SEWER AUTHORITY	03/19/2026	**$743.79**
49229	2	ROTH STAFFING COMPANIES, LP	03/19/2026	**$2,016.00**
49230	2	S.T. WOOTEN CORPORATION	03/19/2026	**$1,075,157.30**
49231	2	SEA LEVEL CONSTRUCTION, LLC	03/19/2026	**$1,200.00**
49232	2	SHERRILL A STRICKLAND JR.	03/19/2026	**$494.00**
49233	2	VALERIA W EDWARDS	03/19/2026	**$3,000.00**
49234	2	Wilmington Compost Company LLC	03/19/2026	**$2,900.00**
49235	2	WK DICKSON & CO., LLC	03/19/2026	**$20,334.34**
49236	2	ALL PRO FIRE & SAFETY, LLC	03/26/2026	**$3,103.93**
49237	2	CENTRAL LAKE ARMOR EXPRESS INC	03/26/2026	**$3,800.88**
49238	2	ENDURANT SPORTS LLC	03/26/2026	**$7,013.85**
49239	2	NC BEACH INLET & WATERWAY ASSOC INC	03/26/2026	**$1,200.00**
49240	2	NOOKS & CRANNIES CLEANING, LLC	03/26/2026	**$250.00**
49241	2	ROTH STAFFING COMPANIES, LP	03/26/2026	**$2,016.00**
49242	2	SANDERSON LAWN MANAGEMENT LLC	03/26/2026	**$2,460.52**
49243	2	SHERRILL A STRICKLAND JR.	03/26/2026	**$304.00**
49244	2	ALINE ACCOUNTING PARTNERS	04/02/2026	**$17,500.00**
49245	2	DEBBIE J OWENS	04/02/2026	**$1,695.63**
49246	2	EWECO, INC	04/02/2026	**$695.50**
49247	2	GEOSYNTEC CONSULTANS, INC.	04/02/2026	**$32,496.00**
49248	2	KELLY OFFICE MACHINES, INC	04/02/2026	**$552.54**
49249	2	NOOKS & CRANNIES CLEANING, LLC	04/02/2026	**$250.00**
49250	2	NORTH CAROLINA LEAGUE OF MUNICIPALITIES	04/02/2026	**$2,017.00**

Check Listing

Date From: 3/18/2026 Date To: 4/24/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

Check Number	Bank	Vendor	Date	Amount
49251	2	O'REILLY AUTOMOTIVE STORES, INC	04/02/2026	**$2,068.24**
49252	2	ROTH STAFFING COMPANIES, LP	04/02/2026	**$2,016.00**
49253	2	SHEPARDS WRECKER & GARAGE, INC	04/02/2026	**$13.60**
49254	2	SHERRILL A STRICKLAND JR.	04/02/2026	**$1,064.00**
49255	2	SIGN WORKS	04/02/2026	**$802.50**
49256	2	SUMRELL SUGG, P.A.	04/02/2026	**$10,297.50**
49257	2	SYNCHRONY BANK	04/02/2026	**$868.21**
49258	2	AMERICAN INDUSTRIES, INC.	04/09/2026	**$931.77**
49259	2	BECKER MORGAN GROUP INC	04/09/2026	**$7,420.00**
49260	2	BRIGHTSPEED	04/09/2026	**$311.98**
49261	2	COUNTY OF ONSLOW	04/09/2026	**$11,580.12**
49262	2	DEBBIE J OWENS	04/09/2026	**$771.84**
49263	2	DEC ASSOCIATES, INC.	04/09/2026	**$17,500.00**
49264	2	DODSON BROTHERS EXTERMINATING CO INC	04/09/2026	**$110.00**
49265	2	JONES ONSLOW ELECTRIC MEMBERSHIP CORP	04/09/2026	**$3,782.30**
49266	2	ROTH STAFFING COMPANIES, LP	04/09/2026	**$2,016.00**
49267	2	SHEPARDS WRECKER & GARAGE, INC	04/09/2026	**$2,691.08**
49268	2	SIMPLE COMMUNICATION	04/09/2026	**$480.58**
49269	2	TI COASTAL SERVICES, INC.	04/09/2026	**$84,400.00**
49270	2	WK DICKSON & CO., LLC	04/09/2026	**$1,900.00**
49271	2	WRANGLER HOLDCO CORP.	04/09/2026	**$47,494.64**
49272	2	LANDMARK CREATIVE SYSTEMS, LLC	04/10/2026	**$3,632.65**
49273	2	AIR DUCT CLEANING WILMINGTON	04/16/2026	**$3,735.00**
49274	2	AMERICAN LEGAL PUBLISHING CORPORATION	04/16/2026	**$650.00**
49275	2	BLOSSMAN GAS OF NORTH CAROLINA, INC	04/16/2026	**$124.29**
49276	2	DEBBIE J OWENS	04/16/2026	**$644.22**
49277	2	HAROLD W WELLS & SON, INC	04/16/2026	**$730.00**
49278	2	JODY L THOMPSON	04/16/2026	**$1,623.80**
49279	2	NEUSE RIVER COUNCIL OF GOVERNMENTS	04/16/2026	**$434.00**

Check Listing

Date From: 3/18/2026 Date To: 4/24/2026
Vendor Range: 1247 PROPERTIES LLC - ZACHARY REILLY

Check Number	Bank	Vendor	Date	Amount
49280	2	NINJAONE LLC	04/16/2026	**$165.00**
49281	2	NOOKS & CRANNIES CLEANING, LLC	04/16/2026	**$500.00**
49282	2	ONSLOW WATER & SEWER AUTHORITY	04/16/2026	**$474.89**
49283	2	QUALITY EQUIPMENT LLC	04/16/2026	**$1,533.06**
49284	2	ROTH STAFFING COMPANIES, LP	04/16/2026	**$1,612.80**
49285	2	SHERRILL A STRICKLAND JR.	04/16/2026	**$304.00**
49286	2	SYNCHRONY BANK	04/16/2026	**$98.79**
49287	2	TOWN OF SURF CITY	04/16/2026	**$4,950.00**
49288	2	VALERIA W EDWARDS	04/16/2026	**$3,000.00**
49289	2	WK DICKSON & CO., LLC	04/16/2026	**$21,018.19**
49290	2	DEBBIE J OWENS	04/23/2026	**$784.00**
49291	2	EDWARD LAWERNCE FASION	04/23/2026	**$237.80**
49292	2	KELLY OFFICE MACHINES, INC	04/23/2026	**$542.89**
49293	2	MOBILE COMMUNICATIONS AMERICA, iNC	04/23/2026	**$732.95**
49294	2	O'REILLY AUTOMOTIVE STORES, INC	04/23/2026	**$1,525.65**
49295	2	ONSLOW COUNTY FINANCE OFFICE	04/23/2026	**$4,661.76**
49296	2	ROTH STAFFING COMPANIES, LP	04/23/2026	**$1,612.80**
49297	2	SHERRILL A STRICKLAND JR.	04/23/2026	**$760.00**
49298	2	WB BRAWLEY COMPANY	04/23/2026	**$540,719.95**
77		Checks Totaling -		**$1,989,285.26**

Totals By Fund

	Checks	Voids	Total
10	$174,503.13		$174,503.13
12	$2,761.10		$2,761.10
30	$37,040.68		$37,040.68
32	$1,186,053.30		$1,186,053.30
50	$547,574.52		$547,574.52
60	$41,352.53		$41,352.53
Totals:	$1,989,285.26		$1,989,285.26

Cash Balance Report

Period Ending 4/24/2026

NORTH TOPSAIL BEACH

Bank 1	CHECKING FCB Acct#- 0852	
	Account	Balance
	10-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	$0.00
	12-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	$0.00
	15-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	$0.00
	30-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	$0.00
	31-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	$0.00
	50-101-02 CHECKING - FCB - BANK CODE 1 - ACCT #0852	$0.00
	Bank 1 Total:	$0.00

Bank 2	MONEY MARKET FCB Acct#- 004571310860	
	Account	Balance
	10-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-$45,616.14
	12-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	$116,887.21
	15-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	$0.00
	30-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	$3,346,161.86
	31-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	$949,268.48
	32-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-$2,701,236.26
	50-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-$1,529,080.17
	60-101-01 MONEY MARKET - FCB- BANK CODE 2 - ACCT #0860	-$79,521.53
	Bank 2 Total:	$56,863.45

Bank 3	NC CAPITAL MANAGEMENT TRUST Acct#-	
	Account	Balance
	10-101-04 NC CASH MGMT TRUST	$16,747,537.66
	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	$4,799,905.50
	31-101-04 NC CASH MGMT TRUST	$5,082,551.23
	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:	$36,416,494.96

Bank 4	BB&T SAVINGS ACCOUNT Acct#-	
	Account	Balance
	10-101-06 BB & T SAVINGS ACCT	$0.00

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

Total Cash Balance:	$36,474,953.16

Filter statement

Filters **Incident Onset Dates** 3/5/26 to 4/24/26 | **Incident status** Locked

Fire Station Report

Summarizes activity and incident data by fire station.

Total Count of Incidents

Count of Incidents
75

Fire Calls

Percent of Fire Calls
5.3%

Count of Fire Calls	**4**

Medical Calls

Percent of Medical Calls
32.0%

Count of Medical Calls	**24**

Other Calls

Percent of Other Calls
62.7%

Count of Other Calls	**47**

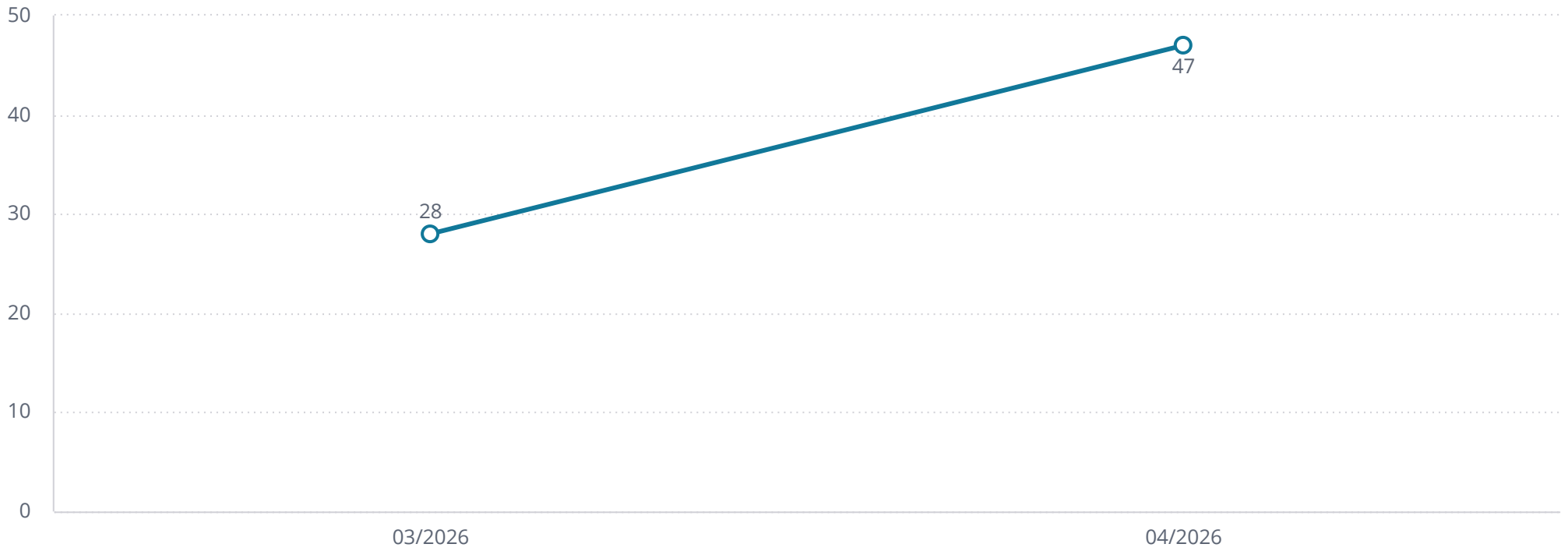
Fire Station Report (NERIS)

Apr 24, 2026 8:40:36 AM Fire Incidents (NERIS)

Filter statement

Filters **Incident Onset Dates** 3/5/26 to 4/24/26 | **Incident status** Locked

Count of Incidents by Month



Fire Station Report (NERIS)

Apr 24, 2026 8:40:36 AM Fire Incidents (NERIS)

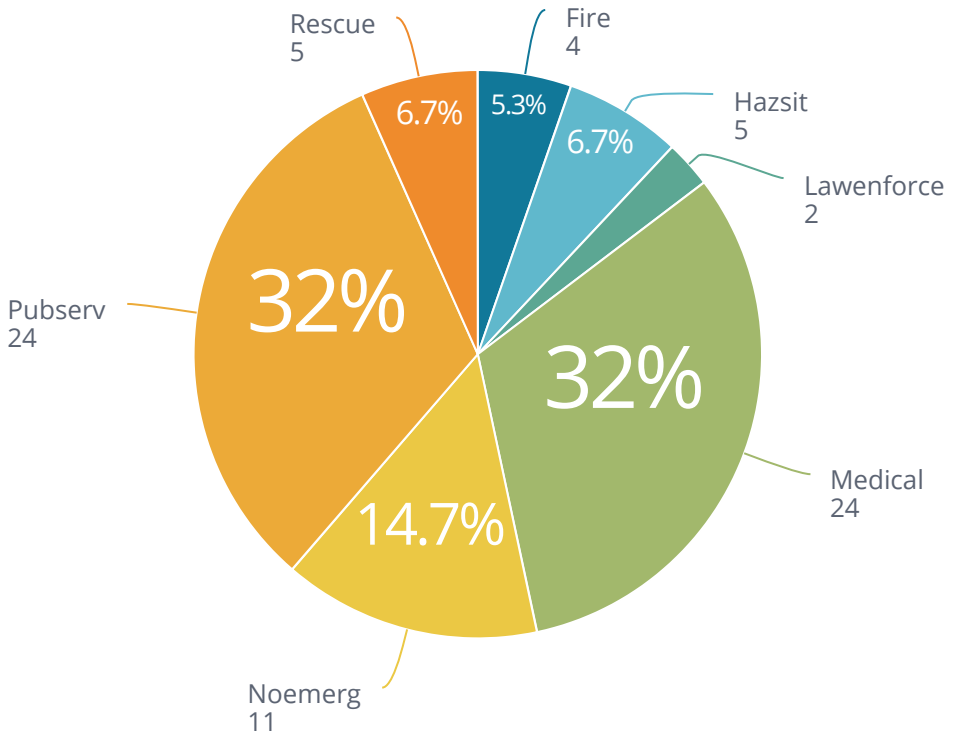
Filter statement

Filters **Incident Onset Dates** 3/5/26 to 4/24/26 | **Incident status** Locked

Station Report Details

Station	Count of Incidents		
	Mar 2026	Apr 2026	Grand Total
North End Station 1	11	26	37
South End Station 2	17	21	38
Grand Total	28	47	75

Percentage of Incident Type Categories



Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of North Topsail Beach
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

INSPECTIONS REPORT 03/16/2026- 04/24/2026

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Addition Permit	Single Family	AP26-000002	483 TOPSAIL RD	04/08/2026	$ 275.00
Beach Access Permit	Beach Access	BAA26-000005	1517 NRIR	03/16/2026	$ 200.00
Beach Access Permit	Beach Access	BAA25-000019	212 TOPSAIL RD	04/14/2026	$ 200.00
Boat Lift Permit	Residential	BTL26-000001	1753 NRIR	04/21/2026	$ 200.00
Dock/Bulkhead/Retaining Wall	Dock	DBR26-000004	2049 NRIR	04/08/2026	$ 200.00
Dock/Bulkhead/Retaining Wall	Dock	DBR26-000002	1753 NRIR	04/21/2026	$ 200.00
Dock/Bulkhead/Retaining Wall	Retaining Wall	DBR23-000015	701 NRIR	03/30/2026	$ 200.00
Electrical Permit	Commercial	E26-000070	303 MARINA WAY	04/09/2026	$ 75.00
Electrical Permit	Commercial	E26-000058	790 NRIR	03/18/2026	$ 75.00
Electrical Permit	Commercial	E26-000048	1822 NRIR	03/19/2026	$ 75.00
Electrical Permit	Commercial	E26-000049	1840 NRIR 2313B	03/19/2026	$ 75.00
Electrical Permit	Commercial	E26-000050	1866 NRIR 3100C	03/19/2026	$ 75.00
Electrical Permit	Residential	E26-000081	112 SEA OAKS CT	04/16/2026	$ -
Electrical Permit	Residential	E26-000084	100 SCOTCH BONNET DR	04/17/2026	$ 75.00
Electrical Permit	Residential	E26-000087	3838 ISLAND DR	04/23/2026	$ 75.00
Electrical Permit	Residential	E26-000089	3060 ISLAND DR	04/24/2026	$ 75.00
Electrical Permit	Residential	E26-000067	1172 NRIR	04/02/2026	$ 75.00
Electrical Permit	Residential	E26-000069	509 OCEAN DR	04/07/2026	$ 75.00
Electrical Permit	Residential	E26-000073	115 N PERMUDA WYND DR	04/07/2026	$ 75.00
Electrical Permit	Residential	E26-000076	1840 NRIR 2105B	04/08/2026	$ 75.00
Electrical Permit	Residential	E26-000077	1866 NRIR 3414C	04/08/2026	$ 75.00
Electrical Permit	Residential	E26-000065	3699 ISLAND DR	03/27/2026	$ 75.00
Electrical Permit	Residential	E26-000066	1916 NRIR	03/27/2026	$ 75.00
Electrical Permit	Residential	E26-000061	3536 ISLAND DR	03/24/2026	$ 75.00
Electrical Permit	Residential	E26-000062	3538 ISLAND DR	03/24/2026	$ 75.00
Electrical Permit	Residential	E26-000063	194 TOPSAIL RD	03/25/2026	$ 75.00
Electrical Permit	Residential	E26-000078	388 NRIR	04/09/2026	$ 75.00
Electrical Permit	Residential	E26-000079	111 SANDLIN LN	04/09/2026	$ 75.00
Electrical Permit	Residential	E26-000080	3984 ISLAND DR	04/14/2026	$ 75.00
Electrical Permit	Residential	E26-000082	3986 ISLAND DR	04/14/2026	$ 75.00
Electrical Permit	Residential	E26-000047	436 NRIR	03/16/2026	$ -
Electrical Permit	Residential	E26-000043	1517 NRIR	03/16/2026	$ -

ggerhead Court
psail Beach, NC 28460
(910) 328-1349
www.northtopsailbeachnc.gov

NTB is an equal opportunity provider and employer.

Electrical Permit	Residential	E26-000044	1517 NRIR	03/16/2026	$ -
Electrical Permit	Residential	E26-000045	702 TRADE WINDS DR S	03/27/2026	$ -
Electrical Permit	Residential	E26-000060	116 SEASIDE LN	03/20/2026	$ 75.00
Electrical Permit	Residential	E26-000059	1753 NRIR	04/21/2026	$ 75.00
Electrical Permit	Residential	E26-000054	1280 NRIR	03/16/2026	$ 75.00
Electrical Permit	Residential	E26-000055	124 SEA OAKS CT	03/16/2026	$ 75.00
Electrical Permit	Residential	E26-000056	2318 NRIR 1	03/17/2026	$ 75.00
Electrical Permit	Residential	E26-000053	40 SAILVIEW DR	04/16/2026	$ 140.00
Electrical Permit	Residential	E26-000057	2310 NRIR 1	03/20/2026	$ 75.00
Electrical Permit	Residential	E26-000018	738 NRIR	03/27/2026	$ -
Electrical Permit	Residential	E26-000019	3072 ISLAND DR	03/26/2026	$ -
Electrical Permit	Residential	E25-000199	630 NRIR	03/25/2026	$ -
Electrical Permit	Residential	E26-000026	610 NRIR	03/16/2026	$ 75.00
Electrical Permit	Residential	E26-000041	23 OSPREY DR	04/09/2026	$ -
Electrical Permit	Residential	E26-000042	126 N PERMUDA WYND DR	03/18/2026	$ -
Electrical Permit	Residential	E26-000027	1271 NRIR	04/22/2026	$ -
Electrical Permit	Residential	E26-000034	121 OCEANVIEW LN	04/15/2026	$ -
Electrical Permit	Residential	E26-000037	1597 NRIR	03/17/2026	$ -
Elevator Permit	Residential	EL26-000003	8511 4TH AVE	04/10/2026	$ 305.00
Fuel Gas Permit	Residential	FG25-000029	630 NRIR	03/25/2026	$ -
Fuel Gas Permit	Residential	FG26-000005	610 NRIR	03/16/2026	$ -
Fuel Gas Permit	Residential	FG26-000007	3072 ISLAND DR	03/27/2026	$ 75.00
Insulation Permit	Residential	I26-000003	1517 NRIR	03/16/2026	$ -
Insulation Permit	Residential	I25-000030	630 NRIR	03/25/2026	$ -
Mechanical Permit	Residential	M26-000024	26 PORPOISE PL	04/13/2026	$ 75.00
Mechanical Permit	Residential	M26-000025	100 BAY CT	04/13/2026	$ 75.00
Mechanical Permit	Residential	M26-000019	106 SEA OAKS CT	03/30/2026	$ 75.00
Mechanical Permit	Residential	M26-000022	1430 NRIR	04/08/2026	$ 75.00
Mechanical Permit	Residential	M26-000023	644 HAMPTON COLONY CIR	04/13/2026	$ 75.00
Mechanical Permit	Residential	M26-000026	4348 ISLAND DR	04/15/2026	$ 75.00
Mechanical Permit	Residential	M25-000145	630 NRIR	03/25/2026	$ -
Mechanical Permit	Residential	M26-000014	1517 NRIR	03/16/2026	$ -
Mechanical Permit	Residential	M26-000018	856 VILLAS DR	03/17/2026	$ 75.00
Mobile Food Truck/Pushcart	Push Cart	MFV26-000003	2008 LOGGERHEAD CT	04/07/2026	$ 75.00
Mobile Food Truck/Pushcart	Push Cart	MFV26-000004	484 NRIR	04/08/2026	$ 75.00
Mobile Food Truck/Pushcart	Push Cart	MFV26-000001	484 NRIR	04/07/2026	$ 75.00
New Construction Permit	Single Family	C25-000022	630 NRIR	03/25/2026	$ 2,858.89
New Construction Permit	Single Family	C26-000004	1517 NRIR	03/16/2026	$ 3,565.14
Plumbing Permit	Residential	P26-000018	303 MARINA WAY	03/26/2026	$ 75.00
Plumbing Permit	Residential	P26-000015	1822 NRIR 1114A	03/26/2026	$ 75.00
Plumbing Permit	Residential	P26-000016	116 SEASIDE LN	03/25/2026	$ 75.00
Plumbing Permit	Residential	P26-000017	436 NRIR	03/25/2026	$ 75.00

Plumbing Permit	Residential	P26-000020	3938 RIVER RD	04/08/2026	$ 75.00
Plumbing Permit	Residential	P25-000099	630 NRIR	03/25/2026	$ -
Plumbing Permit	Residential	P26-000013	51 SAILVIEW DR	03/23/2026	$ -
Plumbing Permit	Residential	P26-000012	1517 NRIR	03/16/2026	$ -
Renovation Permit	Multi-Unit	B26-000013	790 NRIR 102A	03/27/2026	$ 75.00
Renovation Permit	Multi-Unit	B26-000014	790 NRIR 203A	03/27/2026	$ 75.00
Renovation Permit	Single Family	B26-000015	1190 NRIR	04/21/2026	$ 75.00
Renovation Permit	Single Family	B26-000011	1148 NRIR 3A	03/25/2026	$ 75.00
Renovation Permit	Single Family	B26-000009	1156 NRIR 2B	03/25/2026	$ 75.00
Renovation Permit	Single Family	B26-000010	1160 NRIR 1A	03/25/2026	$ 75.00
Simple Build Permit	Multi-Unit	SB26-000028	27 BERMUDA LANDING PL	04/14/2026	$ 200.00
Simple Build Permit	Multi-Unit	SB26-000016	856 VILLAS DR	04/07/2026	$ 75.00
Simple Build Permit	Single Family	SB26-000031	112 SEA OAKS CT	04/16/2026	$ 275.00
Simple Build Permit	Single Family	SB26-000017	2299 NRIR	04/08/2026	$ 200.00
Simple Build Permit	Single Family	SB25-000101	1915 NRIR	03/27/2026	$ 200.00
Simple Build Permit	Single Family	SB25-000114	1597 NRIR	03/17/2026	$ 275.00
Simple Build Permit	Single Family	SB26-000021	436 NRIR	03/16/2026	$ 275.00
Swimming Pool Permit	Residential	SP26-000011	702 TRADE WINDS DR S	03/27/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000010	1517 NRIR	03/16/2026	$ 380.00
Swimming Pool Permit	Residential	SP26-000012	40 SAILVIEW DR	04/16/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000004	610 NRIR	03/16/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000002	738 NRIR	03/27/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000003	3072 ISLAND DR	03/26/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000005	1271 NRIR	04/22/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000006	121 OCEANVIEW LN	04/15/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000008	23 OSPREY DR	04/09/2026	$ 305.00
Swimming Pool Permit	Residential	SP26-000009	126 N PERMUDA WYND DR	03/18/2026	$ 305.00
All Permits Total				**103**	**$ 17,119.03**

*****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.

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Mark Barefoot
Kip Malcolm
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

E. L. Faison, ICMA-CM
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Board of Aldermen

Agenda Item	Consent Agenda
Date:	05 13 2026

Issue:	Department Reports: Planning & Inspections
Reporting Period:	March 13 – April 24, 2026
Presentation:	No

Report Overview

This report provides a summary of Planning & Inspections activity for the reporting period, including development permits, trade permits, and associated fee activity within the Town of North Topsail Beach.

During this period, the departments continued to support residential and commercial development activity while ensuring compliance with applicable state and local codes, floodplain regulations, and town ordinances.

Key Activity Highlights

- Total Permits Issued: 126
- Total Estimated Construction Value: $5,250,711.10
- Total Permit Fees Collected: $20,054.03
- NC Homeowners Recovery Fund (NCRF): 20 permits assessed
- Technology Fees Collected: $803.53 (101 applicable permits)

Purpose of Report

The enclosed report is provided for informational review by the Board of Aldermen, to promote transparency regarding development activity and fee revenue, and to support ongoing monitoring of growth and regulatory compliance within the Town.

Planning & Inspections staff remain available to respond to questions or provide additional detail at the Board's request.

Respectfully submitted,
Deborah J. Hill MPA AICP CFM
Planning Director & Zoning Administrator

Permit#	Complete Application Received	Reviews Completed/ Approval	Permit Issued	Address	Property Owner	Contractor	Cost	Receipt#	Estimated Value	Recovery Fund	Tech Fee
ZFP23-000199	10/04/2023	03/30/2026	03/30/2026	701 NEW RIVER INLET RD	SHOALS BUILDING LLC	Shoals Building, LLC - Micha	125		29000	0	0
DBR23-000015	10/06/2023	03/17/2026	03/30/2026	701 NEW RIVER INLET RD	SHOALS BUILDING LLC	Shoals Building, LLC - Micha	200	158	0	0	5
FG25-000006	01/16/2025	03/20/2026	03/20/2026	3304 GRAY ST	TOWN OF NORTH TOPSAIL BEACH	Tidal Wave Plumbing & Mec	75		5000	0	5
E25-000045	03/20/2025	05/06/2025	04/24/2026	1041 NEW RIVER INLET RD	SUSAN L GRAY	Tri-County Electrical Inc. - M	75		20000	0	5
BAA25-000019	07/18/2025	08/21/2025	04/14/2026	212 TOPSAIL RD	EASTMAN TIMOTHY & KIMBERLY	Moose Construction, LLC - C	200	392	18000	0	5
SB25-000101	10/28/2025	03/27/2026	03/27/2026	1915 NEW RIVER INLET RD	RANEY CLARENCE H JR & JEANNE T	The Remodeling Company -	200	157	20249.04	0	5
ZFP25-000160	11/18/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	BALLAST POINT BUILDING C	0		650000	0	0
C25-000022	11/22/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	BALLAST POINT BUILDING C	2433.89	140	733000	10	106.14
P25-000099	11/22/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	CBH Plumbing - Ronald Troy	75		23500	0	5
FG25-000029	11/22/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	Blossman Gas of North Caro	75		5500	0	5
M25-000145	11/22/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	Stephenson Heating and Air	75		28000	0	5
I25-000030	11/22/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	Stephens Building Products	75		15000	0	5
E25-000199	11/22/2025	12/22/2025	03/25/2026	630 NEW RIVER INLET RD	SEA AND SOUND INVESTMENTS LLC	Win-lief Electric LLC - David	75		15000	0	5
SB25-000114	12/01/2025	03/12/2026	03/17/2026	1597 NEW RIVER INLET RD	STOKES RICHARD F & SALLY S	Affordable Elevator - Dan Ca	75	128	19517	0	5
ZFP26-000003	01/05/2026	04/20/2026	04/20/2026	2181 NEW RIVER INLET RD	CARRIGAN FAMILY FOUNDATION LT	n/a -	0		500	0	0
ZFP26-000011	01/22/2026	04/08/2026	04/08/2026	483 TOPSAIL RD	KUBICHAN JEFFREY S & KATHRYN E	Shannon Duane Harmon II A	125		56000	0	0
ZFP26-000016	01/28/2026	03/27/2026	03/27/2026	738 NEW RIVER INLET RD	PORT CITY CAPITAL LLC	Neway Pools of North Carol	125		84060	0	0
E26-000018	01/28/2026	03/27/2026	03/27/2026	738 NEW RIVER INLET RD	PORT CITY CAPITAL LLC	Sasser Electrical Services, In	75		1000	0	5
E26-000019	01/28/2026	03/26/2026	03/26/2026	3072 ISLAND DR	AG TOPSAIL LLC	Sasser Electrical Services, In	75		1000	0	5
SP26-000002	01/29/2026	03/26/2026	03/27/2026	738 NEW RIVER INLET RD	PORT CITY CAPITAL LLC	Neway Pools of North Carol	305	151	0	0	10
ZFP26-000017	01/29/2026	03/26/2026	03/26/2026	3072 ISLAND DR	AG TOPSAIL LLC	Neway Pools of North Carol	125		83310	0	0
SP26-000003	01/29/2026	03/25/2026	03/26/2026	3072 ISLAND DR	AG TOPSAIL LLC	Neway Pools of North Carol	305	147	0	0	10
ZFP26-000020	02/04/2026		04/22/2026	1271 NEW RIVER INLET RD	TS ISLAND LLC	Even Flow Pools & Hardscap	125		93000	0	0
E26-000026	02/13/2026	02/13/2026	03/16/2026	610 NEW RIVER INLET RD	MERRILL SCOTT & DEBORAH ICE	Sutton's Electrical Services I	75	72	2500	0	5
FG26-000005	02/13/2026	03/13/2026	03/16/2026	610 NEW RIVER INLET RD	MERRILL SCOTT & DEBORAH ICE	Blossman Gas of North Caro	75		2000	0	5
ZFP26-000025	02/13/2026	03/13/2026	03/16/2026	610 NEW RIVER INLET RD	MERRILL SCOTT & DEBORAH ICE	Sun City Pools, Inc. - Sam T.	0		114617	0	0
SP26-000004	02/13/2026	03/13/2026	03/16/2026	610 NEW RIVER INLET RD	MERRILL SCOTT & DEBORAH ICE	Sun City Pools, Inc. - Sam T.	305	123	0	0	10
E26-000027	02/13/2026		04/22/2026	1271 NEW RIVER INLET RD	TS ISLAND LLC	Ebb Tide Electric LLC - Robe	75		93000	0	5
SP26-000005	02/17/2026	04/16/2026	04/22/2026	1271 NEW RIVER INLET RD	TS ISLAND LLC	Even Flow Pools & Hardscap	305	202	0	0	10
AP26-000002	02/23/2026	04/07/2026	04/08/2026	483 TOPSAIL RD	KUBICHAN JEFFREY S & KATHRYN E	Shannon Duane Harmon II A	275	167	0	0	10
SB26-000016	02/24/2026	04/02/2026	04/07/2026	856 VILLAS DR	DOLAN JAMES P & WILLIAM T	Coastal Property Repair - To	75	161	2000	0	5
SB26-000017	02/24/2026	04/08/2026	04/08/2026	2299 NEW RIVER INLET RD	BISHOP JEFFERY & ANGELA	BISHOP JEFFERY & ANGELA	200	173	10000	0	5
E26-000034	02/24/2026	04/15/2026	04/15/2026	121 OCEANVIEW LN	WINTERS JAMES P & LAUREN M	Get Lit Electric, LLC - Donnie	75		77832.11	0	5
ZFP26-000033	02/24/2026	04/15/2026	04/15/2026	121 OCEANVIEW LN	WINTERS JAMES P & LAUREN M	Pools, Patios and Spas, LLC -	125		77832.11	0	0
SP26-000006	02/26/2026	04/15/2026	04/15/2026	121 OCEANVIEW LN	WINTERS JAMES P & LAUREN M	Pools, Patios and Spas, LLC -	305	189	0	0	10
ZFP26-000034	02/26/2026	03/17/2026	03/17/2026	1597 NEW RIVER INLET RD	STOKES RICHARD F & SALLY S	Affordable Elevator - Dan Ca	125		19516.8	0	0
E26-000037	02/26/2026	03/17/2026	03/17/2026	1597 NEW RIVER INLET RD	STOKES RICHARD F & SALLY S	Harris Handyman Services -	75		100	0	5
ZFP26-000035	02/26/2026	04/16/2026	04/16/2026	40 SAILVIEW DR	FINGER ROBERT G	REDROCK RESTORATION & (	125		3000	0	0
ZFP26-000036	02/27/2026	04/09/2026	04/09/2026	4023 ISLAND DR	ROGERS BAY CAMPGROUND CO OW	PFL Construction LLC - Joshu	125		12000	0	0
DBR26-000001	02/27/2026	03/13/2026	04/09/2026	4023 ISLAND DR	ROGERS BAY CAMPGROUND CO OW	PFL Construction LLC - Joshu	200	177	0	0	5
ZFP26-000037	02/28/2026	03/27/2026	03/27/2026	702 TRADE WINDS DR S	WEAVER RENEE E & DWIGHT DOUG	WEAVER RENEE E & DWIGH	125		30000	0	0
B26-000009	03/02/2026	03/24/2026	03/25/2026	1156 NEW RIVER INLET RD 2B	FIORDELISE WILLIAM P & MARY BET		75	143	0	0	5
B26-000010	03/02/2026	03/24/2026	03/25/2026	1160 NEW RIVER INLET RD 1A	CALLOWAY HELEN M		75	142	0	0	5
E26-000041	03/03/2026	04/09/2026	04/09/2026	23 OSPREY DR	SETTLEMEYER TIMOTHY R & ASHLEY	IDEA ELECTRIC - Andy Scott	75		5000	0	5
ZFP26-000038	03/03/2026	04/09/2026	04/09/2026	23 OSPREY DR	SETTLEMEYER TIMOTHY R & ASHLEY	AKA: Shelby Contracting, In	125		95000	0	0
SP26-000008	03/03/2026	04/08/2026	04/09/2026	23 OSPREY DR	SETTLEMEYER TIMOTHY R & ASHLEY	AKA: Shelby Contracting, In	305	175	95000	0	10
ZFP26-000040	03/04/2026	03/18/2026	03/18/2026	126 N PERMUDA WYND DR	CANADA MATHEW R	AKA: Shelby Contracting, In	125		125000	0	0
E26-000042	03/04/2026	03/18/2026	03/18/2026	126 N PERMUDA WYND DR	CANADA MATHEW R	Andy's Services LLC - Andrev	75		125000	0	5
SP26-000009	03/04/2026	03/17/2026	03/18/2026	126 N PERMUDA WYND DR	CANADA MATHEW R	AKA: Shelby Contracting, In	305	129	0	0	10
BAA26-000005	03/04/2026	03/12/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	200	119	27000	0	5
ZFP26-000042	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	125		850000	0	0
C26-000004	03/04/2026	03/12/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	3215.14	120	935000	10	137.39
E26-000043	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	75		20000	0	5
M26-000014	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Kennedys Heating & Air Cor	75		30000	0	5
P26-000012	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Donahoe Plumbing Services	75		20000	0	5
I26-000003	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Cape Fear Foam LLC - Steve	75		15000	0	5
B26-000011	03/04/2026	03/24/2026	03/25/2026	1148 NEW RIVER INLET RD 3A	MELCHERS MICHAEL & JILL		75	141	0	0	5
ZFP26-000043	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	125		70000	0	0
E26-000044	03/04/2026	03/16/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	75		2000	0	5
SP26-000010	03/04/2026	03/12/2026	03/16/2026	1517 NEW RIVER INLET RD	PRESTIGE BUILDING GROUP LLC	Prestige Building Group LLC	305	121	0	0	10
E26-000045	03/05/2026	03/27/2026	03/27/2026	702 TRADE WINDS DR S	WEAVER RENEE E & DWIGHT DOUG	County Line Service Co. - Da	75		7500	0	5
SP26-000011	03/05/2026	03/26/2026	03/27/2026	702 TRADE WINDS DR S	WEAVER RENEE E & DWIGHT DOUG	- Renee Weaver	305	150	0	0	10
EL26-000003	03/06/2026	04/08/2026	04/10/2026	8511 4TH AVE	BLIZZARD DAVID & SHELLY	Home Elevators & Lift Produ	305	180	0	0	10
SB26-000021	03/06/2026	03/12/2026	03/16/2026	436 NEW RIVER INLET RD	DAVID ALLEN LONG TRUSTEE	Cape Fear Solar Systems LL	200	122	23097	0	5
E26-000047	03/06/2026	03/16/2026	03/16/2026	436 NEW RIVER INLET RD	DAVID ALLEN LONG TRUSTEE	Cape Fear Solar Systems LL	75		0	0	5
ZFP26-000045	03/06/2026	03/16/2026	03/16/2026	436 NEW RIVER INLET RD	DAVID ALLEN LONG TRUSTEE	Cape Fear Solar Systems LL	125		0	0	0
ZFP26-000046	03/06/2026	03/20/2026	03/23/2026	51 SAILVIEW DR	TOPSAIL BEACH LEGACY LLC	Sanderson Lawn Manageme	125	137	10000	0	0
P26-000013	03/06/2026	03/23/2026	03/23/2026	51 SAILVIEW DR	TOPSAIL BEACH LEGACY LLC	Sanderson Lawn Manageme	75		4000	0	5
E26-000048	03/07/2026	03/09/2026	03/19/2026	1822 NEW RIVER INLET RD	TOPSAIL DUNES HOMEOWNERS AS	Precision Electrical Services	75	131	500	0	5
E26-000049	03/07/2026	03/09/2026	03/19/2026	1840 NEW RIVER INLET RD 2313B	MANN BOB D JR & ROBYN	Precision Electrical Services	75	132	500	0	5
E26-000050	03/07/2026	03/09/2026	03/19/2026	1866 NEW RIVER INLET RD 3100C	BRISKI FRED M & KATHERINE E	Precision Electrical Services	75	133	500	0	5
ZFP26-000048	03/10/2026	04/16/2026	04/16/2026	112 SEA OAKS CT	PROFITA TIMOTHY J & KAREN J	LIFT IT USA - Jim Craig	125		9250	0	0
E26-000053	03/10/2026	04/16/2026	04/16/2026	40 SAILVIEW DR	FINGER ROBERT G	Royal Electrical Contractors	75		8000	0	5
SP26-000012	03/12/2026	04/15/2026	04/16/2026	40 SAILVIEW DR	FINGER ROBERT G	REDROCK RESTORATION & (	305	192	0	0	10
E26-000054	03/14/2026	03/16/2026	03/16/2026	1280 NEW RIVER INLET RD	BRADLEY JAMES EDWARD JR	Easton Electric LLC - Blake S	75	125	1300	0	5
E26-000055	03/16/2026	03/16/2026	03/16/2026	124 SEA OAKS CT	KRAMER RICHARD D & BARBARA A	Coastal Electric Service Inc.	75	124	1800	0	5

E26-000056	03/16/2026	03/16/2026	03/17/2026	2318 NEW RIVER INLET RD 1	COOK BRADLEY C & SHELLEY	Cape Fear Solar Systems LL	75	127	1400	0	5
M26-000018	03/16/2026	03/16/2026	03/17/2026	856 VILLAS DR	DOLAN JAMES P & WILLIAM T	Humphrey Heating & Air Co	75	126	7976	0	5
E26-000057	03/17/2026	03/18/2026	03/20/2026	2310 NEW RIVER INLET RD 1	ANGLIN MICHAEL & INGRID DUNCO	MOF LLC DBA: Michael & Sc	75	135	1200	0	5
E26-000058	03/17/2026	03/18/2026	03/18/2026	790 NEW RIVER INLET RD	VILLA CAPRIANI UNIT OWNERS	Hampstead Electrical Contra	75	130	400	0	5
ZFP26-000051	03/18/2026	04/20/2026	04/21/2026	1753 NEW RIVER INLET RD	SPEIRAN ADAM & JENNIFER T	Coastal Dock Builders, LLC -	125	198	89000	0	0
DBR26-000002	03/18/2026	04/20/2026	04/21/2026	1753 NEW RIVER INLET RD	SPEIRAN ADAM & JENNIFER T	Coastal Dock Builders, LLC -	200	199	0	0	5
E26-000059	03/18/2026	04/20/2026	04/21/2026	1753 NEW RIVER INLET RD	SPEIRAN ADAM & JENNIFER T	Andy's Services LLC - Andrev	75	201	89000	0	5
BTL26-000001	03/18/2026	04/20/2026	04/21/2026	1753 NEW RIVER INLET RD	SPEIRAN ADAM & JENNIFER T	Coastal Dock Builders, LLC -	200	200	0	0	10
B26-000013	03/18/2026	03/27/2026	03/27/2026	790 NEW RIVER INLET RD 102A	TOMIELLO RONALD J & CHANTAL L		75	153	0	0	5
B26-000014	03/18/2026	03/27/2026	03/27/2026	790 NEW RIVER INLET RD 203A	VILLA CAPRIANI 203A CU REALTY LL		75	154	0	0	5
E26-000060	03/20/2026	03/20/2026	03/20/2026	116 SEASIDE LN	BATCHELOR ROGER KEITH II & JESSI	Reeves Electric Inc - David R	75	136	4000	0	5
FG26-000007	03/20/2026	03/27/2026	03/27/2026	3072 ISLAND DR	AG TOPSAIL LLC	Suburban Propane, LP - Cha	75	155	1275	0	5
ZFP26-000054	03/20/2026	04/08/2026	04/08/2026	2049 NEW RIVER INLET RD	TOWN OF NORTH TOPSAIL BEACH	Richard Penny Construction	125		25500	0	0
E26-000061	03/23/2026	03/23/2026	03/24/2026	3536 ISLAND DR	GERKEN SHANE & LOPUSHANSKA M	Coastal Electric Service Inc.	75	139	600	0	5
E26-000062	03/23/2026	03/23/2026	03/24/2026	3538 ISLAND DR	LENTZ RICHARD R & BARBARA J	Coastal Electric Service Inc.	75	138	600	0	5
ZFP26-000055	03/23/2026	03/27/2026	03/27/2026	1915 NEW RIVER INLET RD	RANEY CLARENCE H JR & JEANNE T	The Remodeling Company -	125		20249.04	0	0
E26-000063	03/24/2026	03/24/2026	03/25/2026	194 TOPSAIL RD	BABATUNDE HANNAH B & DURAN B	Worrell's Electric Co, LLC - K	75	144	2500	0	5
P26-000015	03/24/2026	03/26/2026	03/26/2026	1822 NEW RIVER INLET RD 1114A	MINSHAWI MOHAMED M & FATMA	chris woolley plumbing inc -	75	149	7000	0	5
P26-000016	03/24/2026	03/25/2026	03/25/2026	116 SEASIDE LN	BATCHELOR ROGER KEITH II & JESSI	Dependable Plumbing Servi	75	146	1000	0	5
P26-000017	03/25/2026	03/25/2026	03/25/2026	436 NEW RIVER INLET RD	DAVID ALLEN LONG TRUSTEE	Milam Plumbing, Inc. - John	75	145	655	0	5
DBR26-000004	03/25/2026	04/07/2026	04/08/2026	2049 NEW RIVER INLET RD	TOWN OF NORTH TOPSAIL BEACH	Richard Penny Construction	200	171	0	0	5
E26-000065	03/25/2026	03/26/2026	03/27/2026	3699 ISLAND DR	BOREK GEORGE & KIMBERLY BAILEY	T.A. Ottaway Electrical Serv	75	152	1500	0	5
P26-000018	03/26/2026	03/26/2026	03/26/2026	303 MARINA WAY	HELTON BRIAN	Bay Plumbing Solutions, LLC	75	148	1200	0	5
E26-000066	03/26/2026	03/27/2026	03/27/2026	1916 NEW RIVER INLET RD	SELIGMAN RICHARD J	Andy's Services LLC - Andrev	75	156	1100	0	5
M26-000019	03/27/2026	03/30/2026	03/30/2026	106 SEA OAKS CT	EDWARDS SMITH SABRINA ELIZABE	Jackson and Sons - Monica S	75	159	10515	0	5
E26-000067	03/30/2026	03/31/2026	04/02/2026	1172 NEW RIVER INLET RD	VIVARA LLC	Andy's Services LLC - Andrev	75	160	2900	0	5
ZFP26-000059	03/31/2026	04/08/2026	04/08/2026	2299 NEW RIVER INLET RD	BISHOP JEFFERY & ANGELA	BISHOP JEFFERY & ANGELA	125		23000	0	0
E26-000069	04/01/2026	04/07/2026	04/07/2026	509 OCEAN DR	GOODMAN ELMER RANDY & SUSAN	Coastal Electric Service Inc.	75	164	2200	0	5
E26-000070	04/02/2026	04/08/2026	04/09/2026	303 MARINA WAY	HELTON BRIAN	Coastline Controls & Electri	75	176	1200	0	5
SB26-000028	04/02/2026	04/14/2026	04/14/2026	27 BERMUDA LANDING PL	SCARBORO PHILLIP & PATRICIA	AKA: Shelby Contracting, In	200	186	4400	0	5
ZFP26-000060	04/02/2026	04/14/2026	04/14/2026	27 BERMUDA LANDING PL	SCARBORO PHILLIP & PATRICIA	AKA: Shelby Contracting, In	125		4400	0	0
P26-000020	04/03/2026	04/07/2026	04/08/2026	3938 RIVER RD	WYVRATT JANET M	Carolina Coast Services, LLC	75	169	6000	0	5
E26-000073	04/06/2026	04/07/2026	04/07/2026	115 N PERMUDA WYND DR	PATIENCE THOMAS M & LISA JAYNE	Coastal Electric Service Inc.	75	165	1750	0	5
E26-000076	04/07/2026	04/08/2026	04/08/2026	1840 NEW RIVER INLET RD 2105B	VROMAN CRYSTAL	Nexphase Electric , LLC - Mi	75	174	3700	0	5
E26-000077	04/07/2026	04/08/2026	04/08/2026	1866 NEW RIVER INLET RD 3414C	BAHRAMI FARAHNAZ	Nexphase Electric , LLC - Mi	75	168	900	0	5
M26-000022	04/08/2026	04/08/2026	04/08/2026	1430 NEW RIVER INLET RD	COFFEY PAULA M	Gideon Heating and Air Con	75	172	11500	0	5
E26-000078	04/08/2026	04/08/2026	04/09/2026	388 NEW RIVER INLET RD	VRR VENTURES LLC	Carolina Coast Services, LLC	75	178	1475	0	5
E26-000079	04/08/2026	04/09/2026	04/09/2026	111 SANDLIN LN	BELL JOHN RICHARD III &	Coastal Electric Service Inc.	75	179	1800	0	5
E26-000080	04/09/2026	04/10/2026	04/14/2026	3984 ISLAND DR	GRAHOVAC ROBERT G & MARIVIC B	Nash Electric LLC - Reginald	75	185	1750	0	5
SB26-000031	04/09/2026	04/15/2026	04/16/2026	112 SEA OAKS CT	PROFITA TIMOTHY J & KAREN J	LIFT IT USA - Jim Craig	200	193	18500	0	5
E26-000081	04/09/2026	04/16/2026	04/16/2026	112 SEA OAKS CT	PROFITA TIMOTHY J & KAREN J	Stancil Moss Electrical Servi	75		850	0	5
M26-000023	04/10/2026	04/10/2026	04/13/2026	644 HAMPTON COLONY CIR	Z BLINGS LLC	Humphrey Heating & Air Co	75	184	21552	0	5
E26-000082	04/13/2026	04/13/2026	04/14/2026	3986 ISLAND DR	CHRISLEY PATRICIA H & RANDOLPH	Nash Electric LLC - Reginald	75	187	2250	0	5
M26-000024	04/13/2026	04/13/2026	04/13/2026	26 PORPOISE PL	WILKERSON ROBERT DAVID & CRYS	Humphrey Heating & Air Co	75	183	15246	0	5
M26-000025	04/13/2026	04/13/2026	04/13/2026	100 BAY CT	HUDSON LISA HAMILTON & SCOTT I	HVAC Starplus LLC - Keith D	75	182	9687	0	5
B26-000015	04/14/2026	04/20/2026	04/21/2026	1190 NEW RIVER INLET RD	CARETTA DEVELOPMENT GROUP LL		75	197	0	0	5
M26-000026	04/15/2026	04/15/2026	04/15/2026	4348 ISLAND DR	DJ TOPSUL LLC	NuBlue - NuBlue NuBlue	75	190	18500	0	5
E26-000084	04/17/2026	04/17/2026	04/17/2026	100 SCOTCH BONNET DR	EDHV LLC	Ted's Electric - Theodore D	75	195	2000	0	5
E26-000087	04/22/2026	04/23/2026	04/23/2026	3838 ISLAND DR	STUBBS & BUDD HOLDINGS LLC	Carolina Coast Services, LLC	75	204	1700	0	5
E26-000089	04/24/2026	04/24/2026	04/24/2026	3060 ISLAND DR	BEAUCHEMIN NANCY N	Milam Plumbing, Inc. - John	75	205	1300	0	5
			126	# of Permits Issued:							
			5250711.1	Total Estimated Value:							
			20054.03	Total Cost of Permits:							
			20	NC Homeowners Recovery Fund:							
			803.53	Tech Fees Total:							

Police Department

Interim Chief Andrew Page

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

Arrests	
Carry Concealed Weapon	1
Felony Poss of Meth	1
Misdemeanor Domestic Violence	1
Narcotics	4
Poss Open Container	1
Simple Assault	1
Warrant	1

Citations	
Warning Citations	56
State Citations	44
Town Citations	3

Summary	
Total Calls for Service	168
Total Citations Issued	103
Total Reports	352
Total Security Checks	2400

Calls For Service	
Accidents	3
Alarm Calls	2
Animal	10
Assaults	1
B&E	1
Cit / Mot / Ped Assists	44
Disturbances	16
Domestic Disturbances	6
Indecent Exposure	1
Larceny	1
Misc. Calls	28
Open Door	5
Suspicious Activity	28
Trespassing	3
Welfare Check	1

Assist Other Agencies	
E.M.S.	3
H.R.P.D.	6
N.T.B. F.D.	6
O.C.S.	25
S.H.P.	1

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Public Works Superintendent
DEPARTMENT: Public Works Department
SUBJECT: Department Head Report - April 2026

SUMMARY:

Summary of Public Works operations for April 2026, highlighting maintenance activity, project coordination, cost tracking, and departmental readiness as the Town enters peak service season.

SPECIFIC ACTION REQUESTED:

No action requested; this report is provided for the Board's information and situational awareness.

erhead Court
ail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Richard Grant, Mayor
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Town of North Topsail Beach
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Larry Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Department Report

Reporting Period: April 1, 2026 – April 23, 2026

During the April reporting period, Public Works maintained a high operational tempo while balancing daily service delivery, capital project coordination, and significant administrative requirements tied to budget development and Board agenda preparation. Department leadership worked closely with the Interim Town Manager to align priorities, develop multiple agenda items, and support the Town's budget workshops through reconciliation of budget versus actuals and forecasting of operational and capital needs.

Operationally, the department continued to deliver core services including routine morning rounds, street sweeping, facility maintenance, and response to dead animal and debris incidents. A major focus during this period was execution of the Town's scheduled spring vegetative debris pickup, which required coordinated, town-wide collection and staging of yard waste at the Jeffries Lot for removal. This effort represented a significant allocation of staff time and equipment usage and is reflected in increased Debris Management activity within IWorQ.

From a workload and performance perspective, IWorQ data shows continued growth across all service categories, with Facilities–Grounds and Beach Access maintenance (particularly signage) remaining the highest-volume areas. Solid waste coordination—including weekly reconciliation with GFL and ONWASA and response to resident inquiries—continues to be a major driver of administrative workload. The Citizen Request portal remains a key tool in identifying service needs, with resident-submitted requests directly generating work orders, improving response times, and increasing transparency.

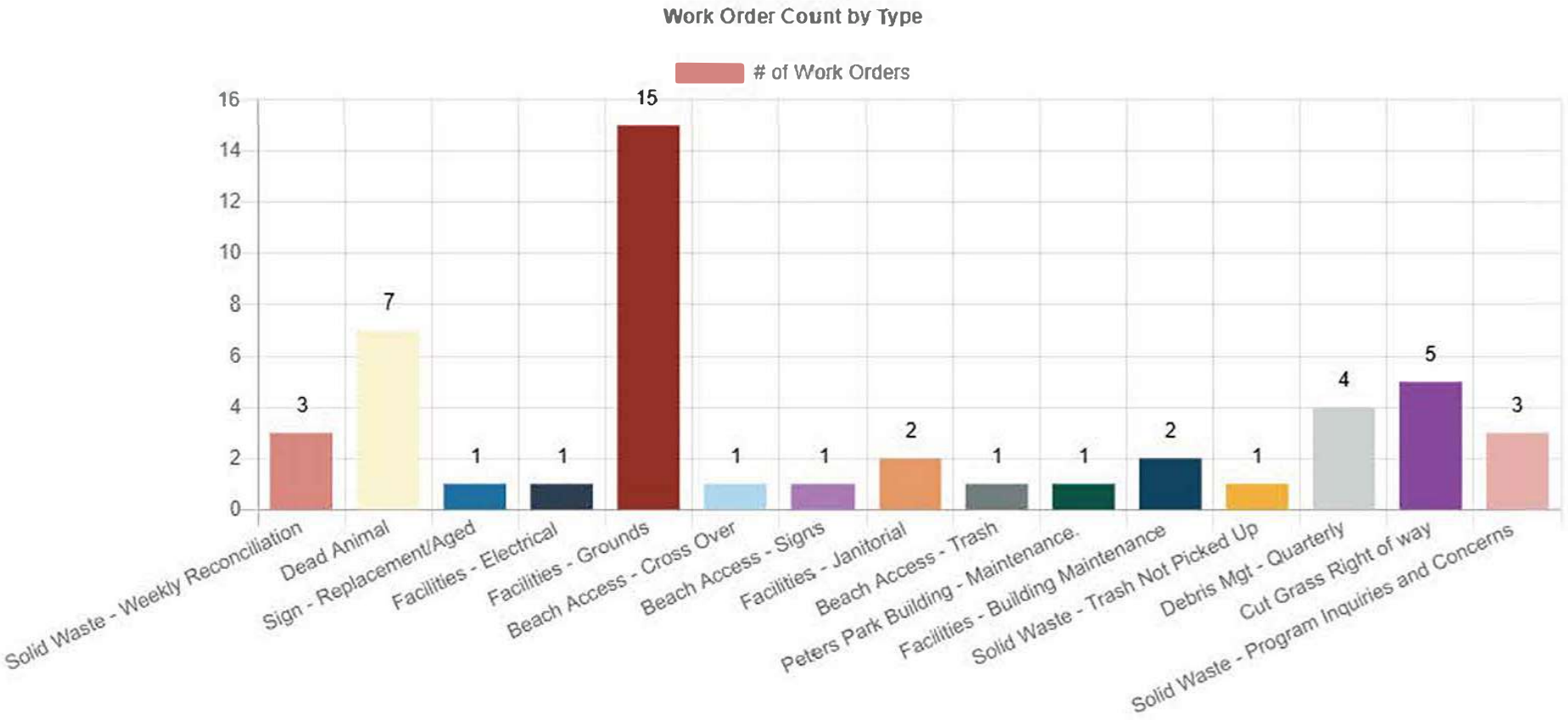
Cost tracking and financial oversight also remained a priority throughout the month. Public Works continued to scrub and manage purchase orders, process invoices for Accounts Payable, and track labor, materials, and equipment usage through IWorQ, including fleet maintenance costs tied to specific vehicles and equipment. These efforts are improving visibility into true operational costs and supporting more informed budget planning and resource allocation.

Project coordination progressed across several areas, including continued development of the crosswalk project scope with engineering support, procurement of materials such as sand fencing, and ongoing work associated with beach access improvements and facility maintenance. The Public Works facility roof replacement remained underway during this period, with a minor contractor safety incident occurring on-site that was addressed immediately with emergency services response and no transport required.

Notably, all operations, project coordination, and administrative functions outlined above are being executed by a team of four personnel. Despite this limited staffing level, the department continues to meet increasing service demands, expand operational responsibilities, and improve tracking and accountability systems.

Overall, Public Works continues to demonstrate strong operational performance and readiness as the Town transitions into the peak service season, supported by improved data tracking, proactive planning, and efficient use of limited personnel resources.

2026

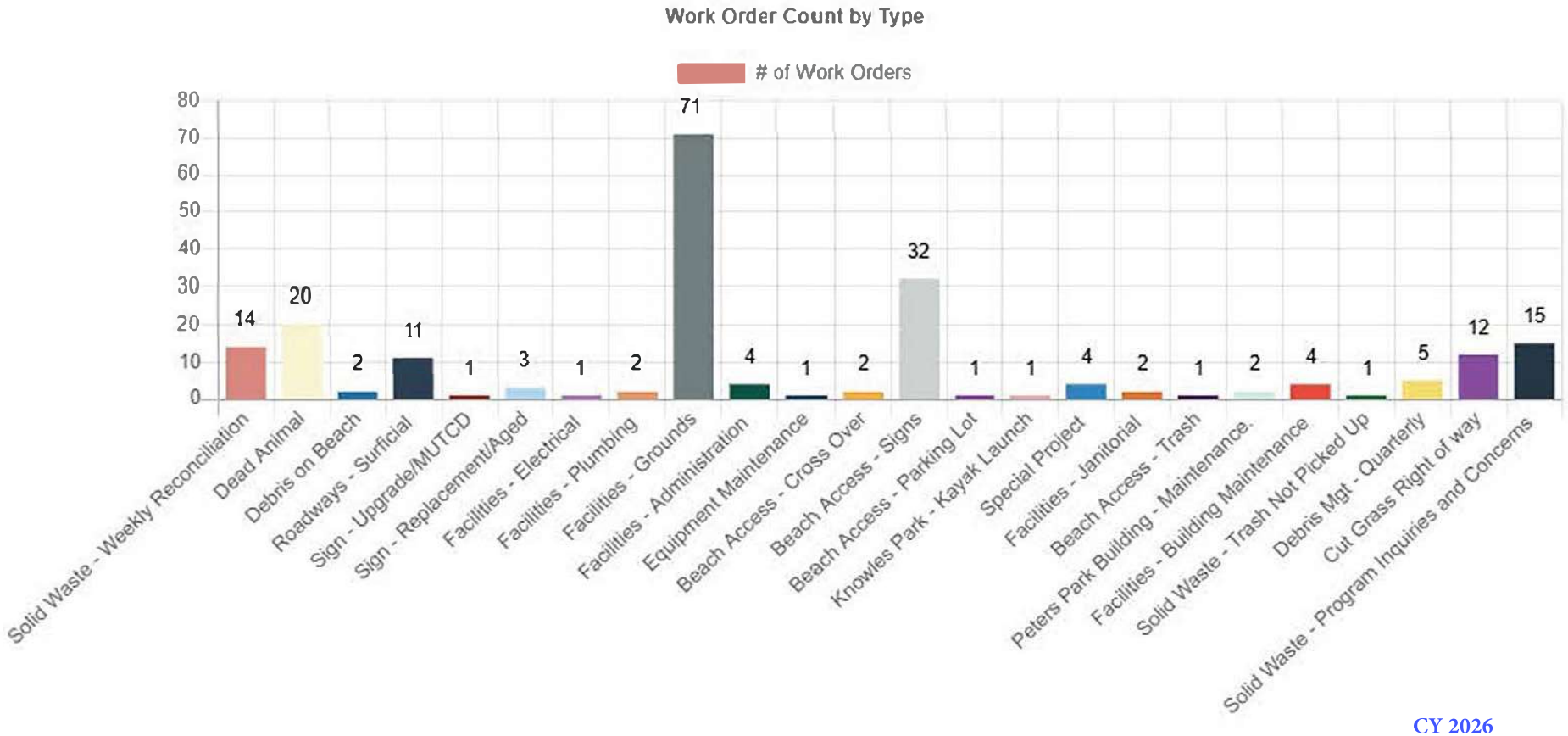


April 2026

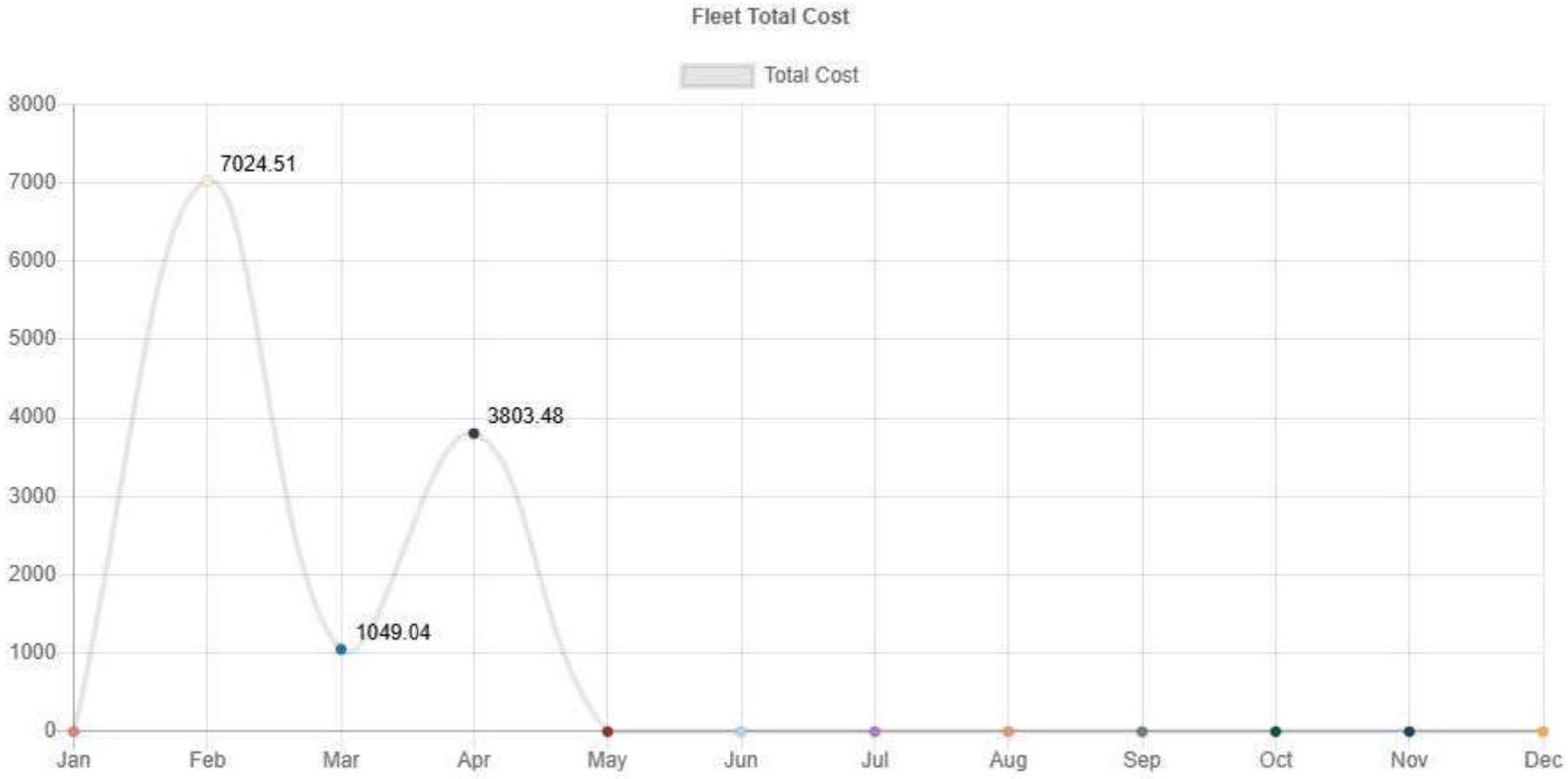
Work Date	Work Order	Work Type	Location of	Work Descr	Employee Cost	Employee H	Equipment Cost
4/23/2026	1420	Debris Mgt	TOWN WID	SPRING VE(	$518.56	24	$908.81
4/23/2026	1419	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/22/2026	1418	Facilities - I	TOWN HALI	SECURING	$164.58	6	$-
4/22/2026	1417	Debris Mgt	TOWN WID	SPRING VE(	$518.56	24	$908.81
4/22/2026	1416	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/21/2026	1415	Facilities - J	TOWN HALI	REQUESTEI	$18.03	0.5	$-
4/21/2026	1414	Debris Mgt	TOWN WID	SPRING VE(	$518.56	24	$908.81
4/21/2026	1413	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/20/2026	1412	Debris Mgt	TOWN WID	SPRING VE(	$518.56	24	$908.81
4/20/2026	1411	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
########	1410	Solid Waste	MULTIPLE L	WEEKLY PH	$288.40	8	$-
########	1409	Solid Waste	MULTIPLE L	WEEKLY RE	$288.40	8	$-
4/17/2026	1408	Dead Anim	BRIDGE	POSSUM	$39.64	2	$-
4/17/2026	1407	Dead Anim	NRIR NORT	POSSUM	$39.64	2	$-
4/17/2026	1406	Facilities - I	2008 Logge	Can we get	$-	0	$-
4/17/2026	1405	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/17/2026	1404	Peters Park	North Tops	Net on the \	$-	0	$-
4/16/2026	1403	Beach Acce	ST REGIS	INSTALLINC	$77.62	4	$-
4/16/2026	1402	Dead Anim	ISLAND DR	POSSUM	$39.64	2	$-
4/16/2026	1401	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/15/2026	1400	Dead Anim	BRIDGE	RACOON	$145.77	5	$-
4/15/2026	1399	Cut Grass F	RIGHT OF V	CUT ROW	$199.46	10	$72.36
4/15/2026	1398	Facilities - (	TOWN WID	MORNING I	$115.89	6	$-
4/14/2026	1397	Facilities - J	BA#3 4X4 A	NUMEROUS	$79.28	4	$-
4/14/2026	1396	Beach Acce	BA#3 4X4 A	LITTER PICI	$60.00	3	$-
4/14/2026	1395	Cut Grass F	RIGHT OF V	CUT ROW	$159.46	8	$66.37
4/14/2026	1394	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/13/2026	1393	Facilities - I	FIRE DEPAI	INSTALLATI	$451.44	24	$-
4/13/2026	1392	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/13/2026	1391	Solid Waste	MULTIPLE L	WEEKLY PH	$288.40	8	$-
4/13/2026	1390	Solid Waste	MULTIPLE L	WEEKLY RE	$288.40	8	$-
4/9/2026	1389	Cut Grass F	SCOTCH B(	CUT ROW	$172.86	9	$61.41
4/10/2026	1388	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/9/2026	1387	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/8/2026	1386	Solid Waste	TOWN WID	LARGE ITEI	$99.10	5	$-
4/8/2026	1385	Cut Grass F	KNOWLES I	CUT ROW	$100.00	5	$61.41
4/8/2026	1384	Beach Acce	BA 22	SOMEONE	$56.43	3	$-
4/8/2026	1383	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/8/2026	1382	Dead Anim	ISLAND DR	POSSUM	$37.62	2	$-
4/7/2026	1381	Dead Anim	BEACH AC(	STINGRAY	$37.62	2	$-
4/7/2026	1380	Facilities - (	TOWN WID	MORNING I	$175.89	9	$-
4/7/2026	1379	Solid Waste	MULTIPLE L	WEEKLY PH	$288.40	8	$-
4/7/2026	1378	Solid Waste	MULTIPLE L	WEEKLY RE	$288.40	8	$-

4/2/2026	1377	Cut Grass F	RIGHT OF W	CUT ROW	$271.67	14		$274.28
4/2/2026	1376	Facilities - (	TOWN WID	MORNING F	$116.43	6	$-	
4/2/2026	1375	Dead Anim	ROGERS BA	POSSUM	$37.62	2	$-	
4/1/2026	1374	Sign - Repla	ST REGIS	INSTALLINC	$116.43	6	$-	
4/1/2026	1373	Facilities - (	TOWN WID	MORNING F	$116.43	6	$-	
	48				$8,667.98	388.5		$4,171.07

2026

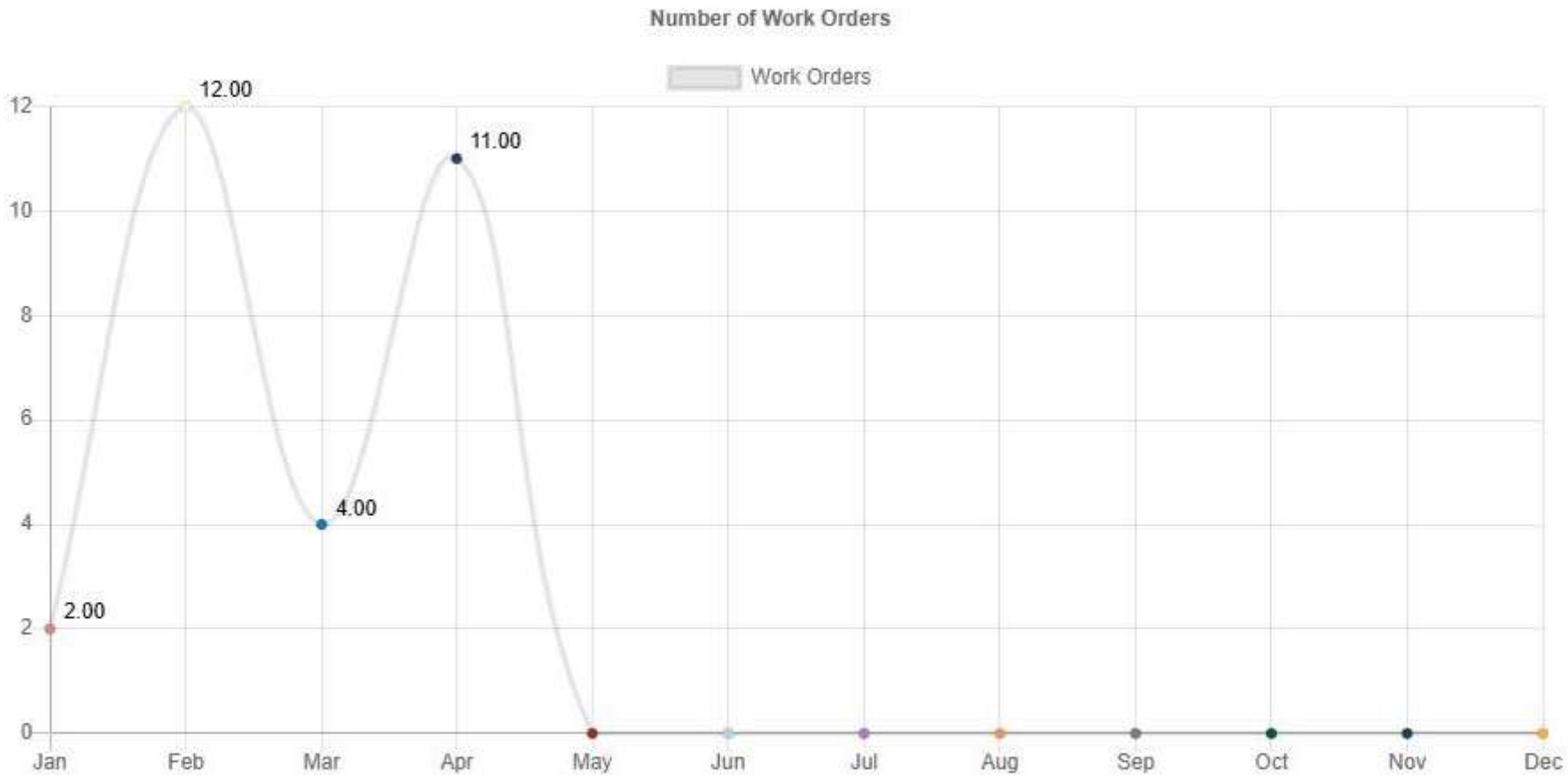

Work Order Count by Type
# of Work Orders
80
70
60
50
40
30
20
10
0
14
20
2
11
1
3
1
2
71
4
1
2
32
1
1
4
2
1
2
4
1
5
12
15
Solid Waste - Weekly Reconciliation
Dead Animal
Debris on Beach
Roadways - Surficial
Sign - Upgrade/MUTCD
Sign - Replacement/Aged
Facilities - Electrical
Facilities - Plumbing
Facilities - Grounds
Facilities - Administration
Equipment Maintenance
Beach Access - Cross Over
Beach Access - Signs
Beach Access - Parking Lot
Knowles Park - Kayak Launch
Special Project
Facilities - Janitorial
Beach Access - Trash
Peters Park Building - Maintenance.
Facilities - Building Maintenance
Solid Waste - Trash Not Picked Up
Debris Mgt - Quarterly
Cut Grass Right of way
Solid Waste - Program Inquiries and Concerns

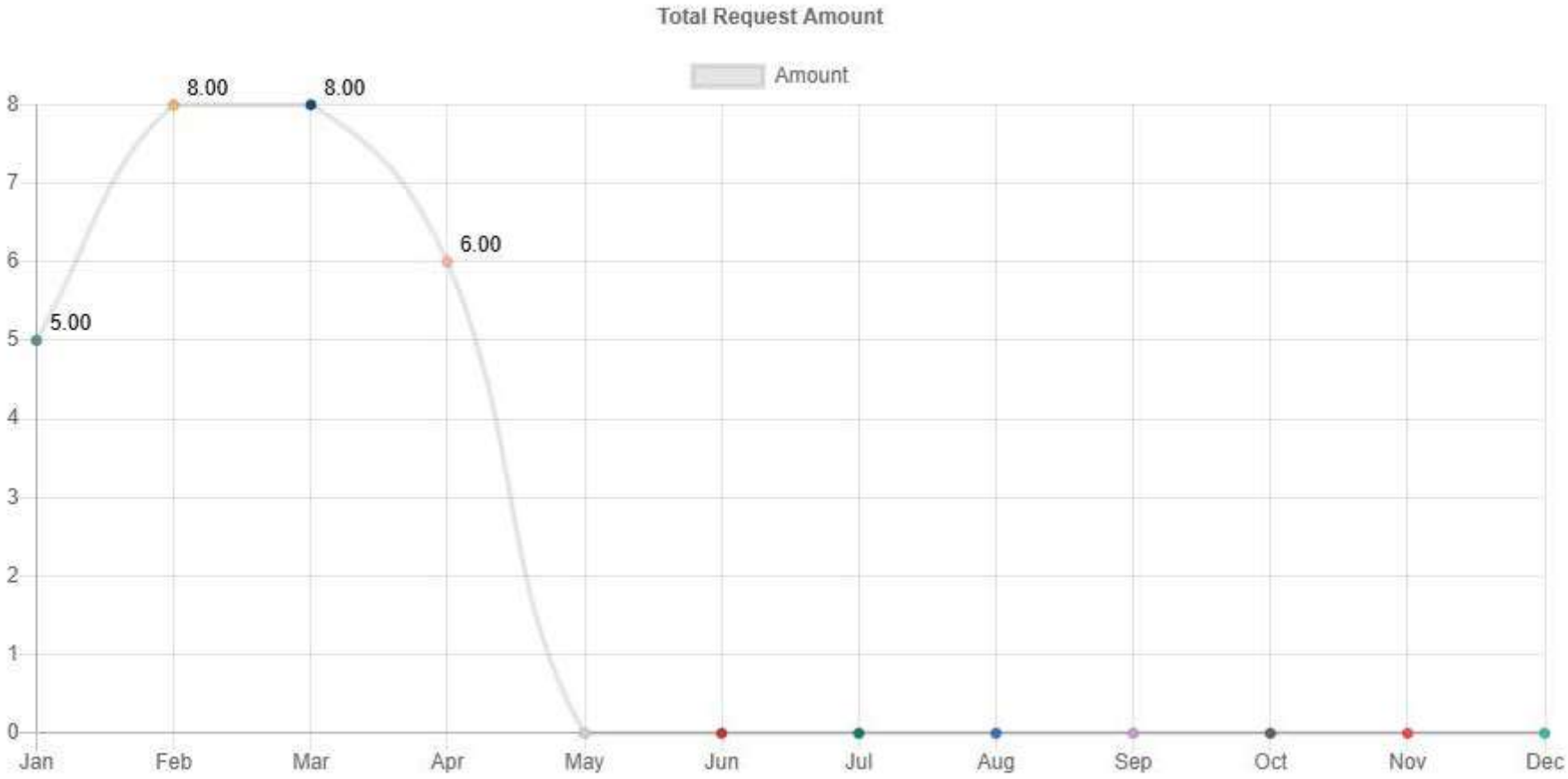
CY 2026



FLEET MAINTENANCE COSTS 2026

Fleet ID	Name	WO #	Description	Part Cost	PO Cost	Total Cost	Labor Hours	Labor Cost	Completed Da	Mileage
60	PHIL	98	REPLACE P	$389.97	$-	$429.79	2	$39.82	4/22/2026	111167
21	K-9 Spare	97	REPLACE A	$396.18	$-	$475.82	4	$79.64	4/22/2026	111839
15	A. THOMPS	96	REPLACE A	$143.40	$-	$183.22	2	$39.82	4/22/2026	75516
16	GREEN	95	REPLACE F	$621.36	$-	$701.00	4	$79.64	4/22/2026	163776
18	E. THOMPS	94	REPAIR/REI	$913.42	$-	$953.24	2	$39.82	4/22/2026	150899
1	FAISON	93	COMPLETE	$73.93	$-	$93.75	1	$19.82	4/15/2026	28500
63	Huckaby	92	SCHEDULE	$199.37	$-	$239.37	2	$40.00	4/9/2026	93372
60	PHIL	91	REAR BRAK	$-	$285.00	$345.00	3	$60.00	4/9/2026	110977
60	PHIL	91	SCHEDULE	$124.41	$-	$144.41	1	$20.00	4/8/2026	110977
62	Simpson	90	SCHEDULE	$177.88	$-	$197.88	1	$20.00	4/8/2026	73954
27	LESO	89	REPLACE P	$-	$-	$40.00	2	$40.00	4/1/2026	90725
		11		$3,039.92	$285.00	$3,803.48	24	$478.56		


Number of Work Orders
Work Orders
12.00
11.00
4.00
2.00
12
10
8
6
4
2
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec



CITIZEN REQUESTS 2026

Request Summary Report

	Current Month April 2026	Month Last Year April 2025	Current Yr-To-Date 1/1/2026 - 4/30/2026	Last Yr-To-Date 1/1/2025 - 4/30/2025
Beach Accesses				
Count	0	0	4	3
Beach Crossovers				
Count	1	0	2	0
Beach Safety/Hazard				
Count	0	0	0	2
Crosswalks				
Count	0	0	1	0
Dead Animal				
Count	0	0	0	2
Litter				
Count	0	0	0	2
Other				
Count	1	0	10	6
Parks				
Count	3	0	3	1
Pathways				
Count	0	0	0	0
Port-a-John / Restrooms				
Count	0	0	0	0
Public Access Trash				
Count	0	0	0	0
Right of Way Mowing				
Count	0	0	0	1
Roadways				
Count	0	0	6	2
Signs				
Count	1	0	1	0
Vegetation Pickup - FEB/APR/OCT				
Count	0	0	0	0
Total Count	6	0	27	19

Richard Grant, Mayor

Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

E. L. Faison, ICMA-CM
interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Board of Aldermen

Agenda Item	Consent Agenda
Date:	05 13 2026

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

***Members**: Fred Fontana - Chair, Lisa Brown, Teri Ward, Keith Wilkerson, Sam Ferreri, Jan Bellamy-Genee - Alternate, Charles "Rusty" Walker – Alternate.*

The Planning Board meeting scheduled for April 9, 2026, was cancelled.

The next regular meeting is scheduled for May 14, 2026.

Court
ach, NC 28460
(910) 328-1349
NTB is an equal opportunity provider and employer.

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Faison
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: *May 13, 2026*

TO: Board of Aldermen
FROM: E.L. Faison, Interim Town Manag
DEPARTMENT: Administration
SUBJECT: Budget Amendment 2026-26.50 Fund 50 Fire Station #2 WB Brawley CO12 & CO13

SUMMARY:

The Board of Aldermen are requested to amend the capital project budget for the Fire Station #2 project, by approving Change orders #12: $3,117.77 and Change Order #13: 13,073.49, these amounts are being transferred from Contingency and do not increase the Project Budget.

Both change orders (CO) were submitted by WB Brawley, CO#12 is for changes to the stormwater system routing from the Apparatus Bay and Bunk Roofs downspout outlets. CO#13 is for a Refrigerator Credit, ASI 1 Wood Blocking, and epoxy flooring changes in ASI 9.

The change orders have been reviewed by the Architect, Becker Morgan, and recommended for approval on March 17th. The change orders were preaudited by the Towns Finance Director on April 29th.

SPECIFIC ACTION REQUESTED:

Suggested Motion: "I,_____, make a motion to,

1. Approve Ordinance 2026 -26.37, amending the Fire Station #2 Capital Project (Fund 50).
2. Approve Change Order #12 in the amount of $3,117.77 and Change Order #13, in the amount of $13,073.49, as presented;
3. Authorize the Interim Town Manager to finalize and execute all necessary documents needed to proceed with this project.

ORDINANCE NO. 2026 -26.37
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

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

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

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

	Project Budget	Increase (Decrease)		Amended Project
ESTIMATED REVENUES				
50-330-00 Loan Proceeds	5,600,000	-		5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,201,862	-		1,201,862
50-399-02 T/I Fund 10 General Fund	232,000	-		232,000
Total Revenues	7,033,862	-		7,033,862
APPROPRIATIONS				
Capital Improvements				
50-450-02 Construction Costs	6,258,703	16,191	(1)	6,274,894
50-450-05 Environmental Testing (ECS)	66,823	-		66,823
50-450-07 Construction Administration (BM)	420,463	-		420,463
50-450-11 Contingency	53,823	(16,191)	(1)	37,632
50-450-13 Utilities	2,050	-		2,050
50-450-74 Capital Outlay	232,000	-		232,000
Total Appropriations	7,033,862	(0)		7,033,862

(1) WB Brawley CO#12 is $3,117.77 for Changes to stormwater system routing from Apparatus Bay and Bunk Roofs downspout outlets is funded from Contingency. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #12.

(1) WB Brawley CO#13 is $13,073.49 for Refrigerator Credit, ASI 1 Wood Blocking, and epoxy flooring changes in ASI 9 is funded from Contingency. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #13.

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

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

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

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

Adopted this 13th Day of May 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

AIA® Document G701® – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 12
Date: March 17, 2026

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO 32R1: Stormwater Changes

The original Contract Sum was	$	6,102,689.00
The net change by previously authorized Change Orders	$	156,013.90
The Contract Sum prior to this Change Order was	$	6,258,702.90
The Contract Sum will be increased by this Change Order in the amount of	$	3,117.77
The new Contract Sum including this Change Order will be	$	6,261,820.67

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be April 12, 2025

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

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

Becker Morgan Group, Inc.	WB Brawley Company	Town of North Topsail Beach
ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Ernest W. Olds, AIA/Vice President	Matthew WH Ribakow Brawley Project Manager	
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
March 17, 2026	03/17/2026	
DATE	**DATE**	**DATE**

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

Wayne Johannessen
Digitally signed by Wayne Johannessen
Date: 2026.04.29 15:02:31 -04'00'

(Signature of finance officer).

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(3B9ADA41)

BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

PLANNING OUR CLIENTS' SUCCESS

March 17, 2026

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

Re: Proposed Change Order No. 12
NORTH TOPSAIL BEACH FIRE STATION NO. 2
North Topsail Beach, North Carolina
2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 32R1 (Stormwater Changes), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... $3,117.77
Time Extension..... none

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

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

Enc.: PCO No. 32R1 (Stormwater Changes)

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

202102502_Derian_PCO32R1

BECKER MORGAN GROUP, INC.
3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

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

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

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

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

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

BRAWLEY

ICT SERVICES CONSTRUCTION INTERIOR DESIGN

To:	**Town of North Topsail Beach - Alice Derian**	**Date:**	3/17/2026
Project:	NTB Fire Station #2	**PCO #:**	32r1
Project #:	2023342	**Client Project #**	A/E 2021025.02
Contractor:	WB Brawley Company	**Contractor #:**	2023342

Description of change:
Changes to stormwater system routing from Apparatus Bay and Bunk Roofs downspout outlets to Grey Street shown on RFI 148C. Costs include all added material, as well as credits for materials removed from original design. There are no changes to labor and equipment costs for the work.

Please note: This cost change needs to be approved prior to the work being performed at the beginning of April to avoid adding $5,750.00 costs for additional mobilization of our civil subcontractor, as well as additional coordination and mobilizations for other subcontractors. These necessary design changes were requested via RFI #127 on August 21, 2025. The final design was provided via email on February 17, 2026.

							SUBTOTALS
GC Materials	(Attach list with Qty, Item, Unit $, Unit mh, total mh, OT mh, Total $)						
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)					$0.00	
2	Sales Tax (NC, New Hanover)	7.00%				$0.00	
3	Shipping, Transportation, Fees					$0.00	
4	Total for Materials & Shipping					$0.00	
5	Overhead and Profit on Item 4	15%				$0.00	
							$0.00
GC Labor:							
6	Total Hours: Project Management	0	MH/	$65.00	/HR	$0.00	
7	Total Hours: Estimator + Admin	2	MH/	$85.00	/HR	$170.00	
8	Total Hours:		MH/		/HR	$0.00	
9	Total Manhours: Labor		MH/		/HR	$0.00	
10	Payroll Taxes & Insurance	45.0%				$76.50	
11	Total Labor + Burden					$246.50	
12	Overhead and Profit on Item 11	15.0%				$36.98	
							$283.48
Equipment Rental:	(Attach quotes)						
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)						
14	Waste/Dump Fees					$0.00	
15	Total for Equipment Rental					$0.00	
16	Overhead and Profit	15.0%				$0.00	
							$0.00
Subcontractors:	(Attach quotes with material and labor backup)						
17	CM Mitchell					$ 2,406.24	
18	sub2					$ -	
19	sub3					$ -	
20	sub4					$ -	
21	sub5					$ -	
22	Profit and Overhead	15.0%				$ 360.94	
23	Total						$ 2,767.18
	Subtotal Before Bonds and Insurance						***$ 3,050.65***
GC Bonds and Insurance:							
24	Insurance					1.10%	$33.56
25	Bonds					1.10%	$33.56
						Total:	***$ 3,117.77***

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

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

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

Contractor's Signature: _____ Matthew WB Bilodeau, Brawley Project Manager **Date:** 03/17/2026

Client Representative Approval: _____ **Date:** _____

C. M. MITCHELL CONSTRUCTION, INC.
SNEADS FERRY, N.C.

PCCO #003

C. M. Mitchell Construction Company, Inc.
PO Box 409
Sneads Ferry, North Carolina 28460
Phone: (910) 327-2907

Project: 00725 - 00725-NTB Fire Station
3304 Gray St.
North Topsail Beach, North Carolina 28460

DRAFT

Prime Contract Change Order #003: NEW STORM DRAIN

TO:	**WB Brawley Company** 3314 Jaeckle Drive Unit 120 Wilmington, North Carolina 28403	**FROM:**	**C. M. Mitchell Construction Company, Inc.** P.O. Box 409 Sneads Ferry, North Carolina 28460
DATE CREATED:	3/10/2026	**CREATED BY:**	Randy Miller **(C. M. Mitchell Construction Company, I)**
CONTRACT STATUS:	Draft	**REVISION:**	0
REQUEST RECEIVED FROM:		**LOCATION:**	
DESIGNATED REVIEWER:		**REVIEWED BY:**	
DUE DATE:		**REVIEW DATE:**	
INVOICED DATE:		**PAID DATE:**	
REFERENCE:		**CHANGE REASON:**	Design Development
PAID IN FULL:	No	**EXECUTED:**	No
ACCOUNTING METHOD:	Unit/Quantity Based	**SCHEDULE IMPACT:**	
SIGNED CHANGE ORDER RECEIVED DATE:		**REVISED SUBSTANTIAL COMPLETION DATE:**	
FIELD CHANGE:	No	**CONTRACT FOR:**	1:NTB Fire Station
		TOTAL AMOUNT:	$2,406.24

DESCRIPTION:
CE #010 - NEW STORM DRAIN

ATTACHMENTS:
22242.PE C-3.0 GRADING-DRN-EC PLAN 02-17-2026 with Original C3.0.pdf

CHANGE ORDER LINE ITEMS:

#	Budget Code	Description	Qty	Units	Unit Cost	Subtotal
1	02-400-L&E.O Labor & Equipment.Other	OLD PLAN	1.0	LS	$(9,928.81)	$(9,928.81)
2	02-400-L&E.O Labor & Equipment.Other	NEW PLAN	1.0	LS	$12,335.05	$12,335.05
					Grand Total:	**$2,406.24**

The original (Contract Sum)	$255,330.00
Net change by previously authorized Change Orders	$3,700.00
The contract sum prior to this Change Order was	$259,030.00
The contract sum would be changed by this Change Order in the amount of	$2,406.24
The new contract sum including this Change Order will be	$261,436.24

The contract time will not be changed by this Change Order.

C. M. MITCHELL CONSTRUCTION, INC.
SNEADS FERRY, N.C.

PCCO #002

C. M. Mitchell Construction Company, Inc.
PO Box 409
Sneads Ferry, North Carolina 28460
Phone: (910) 327-2907

Project: 00725 - 00725-NTB Fire Station
3304 Gray St.
North Topsail Beach, North Carolina 28460

Prime Contract Change Order #002: CE #008 -NTFD ROOF DRAINS

TO:	**WB Brawley Company** 3314 Jaeckle Drive Unit 120 Wilmington, North Carolina 28403	**FROM:**	**C. M. Mitchell Construction Company, Inc.** P.O. Box 409 Sneads Ferry, North Carolina 28460
DATE CREATED:	2/04/2026	**CREATED BY:**	Michele Neffendorf **(C. M. Mitchell Construction Company, I)**
CONTRACT STATUS:	Pending - In Review	**REVISION:**	0
REQUEST RECEIVED FROM:		**LOCATION:**	
DESIGNATED REVIEWER:		**REVIEWED BY:**	
DUE DATE:		**REVIEW DATE:**	
INVOICED DATE:		**PAID DATE:**	
REFERENCE:		**CHANGE REASON:**	Client Request
PAID IN FULL:	No	**EXECUTED:**	No
ACCOUNTING METHOD:	Unit/Quantity Based	**SCHEDULE IMPACT:**	
SIGNED CHANGE ORDER RECEIVED DATE:		**REVISED SUBSTANTIAL COMPLETION DATE:**	
FIELD CHANGE:	No	**CONTRACT FOR:**	2 - INTERNAL:NTB Fire Station
		TOTAL AMOUNT:	$11,701.25

DESCRIPTION:
CE #008 - ROOF DRAINS
This Change Order covers all changes in RFI 148C, request for change in material including riprap & fabric for tying in Roof Drains.

ATTACHMENTS:
NTFD C-3 RFI 148-C.pdf

CHANGE ORDER LINE ITEMS:

#	Budget Code	Description	Qty	Units	Unit Cost	Subtotal
1	01-800.O Mobilization.Other	Mobilization	1.0	LS	$5,750.00	$5,750.00
2	02-300-L&E.O Labor & Equipment.Other	Changes in material	1.0	LS	$5,951.25	$5,951.25
					Grand Total:	**$11,701.25**

The original (Contract Sum)	$255,330.00
Net change by previously authorized Change Orders	$3,700.00
The contract sum prior to this Change Order was	$259,030.00
The contract sum would be changed by this Change Order in the amount of	$11,701.25
The new contract sum including this Change Order will be	$270,731.25

The contract time will not be changed by this Change Order.

AIA® Document G701® – 2017

Change Order

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

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

CHANGE ORDER INFORMATION:
Change Order Number: 13
Date: April 29, 2026

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

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

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

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
PCO 34: Refrigerator Credit
PCO 35: ASI 1 Wood Blocking
PCO 36R1: ASI 9

The original Contract Sum was	$	6,102,689.00
The net change by previously authorized Change Orders	$	156,013.82
The Contract Sum prior to this Change Order was	$	6,258,702.82
The Contract Sum will be increased by this Change Order in the amount of	$	13,073.49
The new Contract Sum including this Change Order will be	$	6,271,776.31

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be April 12, 2025

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

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

ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
Becker Morgan Group, Inc.	WB Brawley Company	Town of North Topsail Beach
SIGNATURE	SIGNATURE	SIGNATURE
Ernest W. Olds, AIA/Vice President	Matthew WH Ribakow Brawley Project Manager	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
April 29, 2026	04/29/2026	
DATE	DATE	DATE

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BECKER MORGAN GROUP

ARCHITECTURE ENGINEERING

PLANNING OUR CLIENTS' SUCCESS

April 29, 2026

Larry Faison, Interim Town Manager
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 13
NORTH TOPSAIL BEACH FIRE STATION NO. 2
North Topsail Beach, North Carolina
2021025.02

Dear Larry:

Becker Morgan Group, Inc. has reviewed the following Proposed Change Orders (PCOs):

- No. 34 (Refrigerator Credit)
- No. 35 (ASI 1 Wood Blocking)
- No. 36R1 (ASI 9)

To the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

Total Cost..... $13,073.49
Time Extension..... none

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Caitlyn Rose Fitzsimmons

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

Enc.: PCO No. 34 (Refrigerator Credit)
PCO No. 35 (ASI 1 Wood Blocking)
PCO No. 36R1 (ASI 9)

cc: Chief Chad Soward, w/enclosure
Wayne Johannessen, w/ enclosure
Ernest W. Olds, w/ enclosure
Kelly Kane, w/ enclosure

202102502_Faison_PCO34, 35, 36R1

BECKER MORGAN GROUP, INC.
3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

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

314 EAST MAIN STREET
CLAYTON, NORTH CAROLINA 27520
919.243.1332

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

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

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

BRAWLEY

ICT SERVICES | CONSTRUCTION | INTERIOR DESIGN

To:	**Town of North Topsail Beach - Alice Derian**	**Date:**	3/23/2026
Project:	NTB Fire Station #2	**PCO #:**	34
Project #:	2023342	**Client Project #**	A/E 2021025.02
Contractor:	WB Brawley Company	**Contractor #:**	2023342

Description of change:
Credit for contractor furnished refrigerators. This provides a better value for the town by changing the refrigerators to owner-furnished rather than the 15% markup for Brawley to provide better refrigerators than the basis of design that are small and do not offer ice and water dispensers as options.

						SUBTOTALS
GC Materials	(Attach list with Qty, Item, Unit $, Unit mh, total mh, OT mh, Total $)					
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)				($2,810.82)	
2	Sales Tax (NC, New Hanover)	7.00%			$0.00	
3	Shipping, Transportation, Fees				$0.00	
4	Total for Materials & Shipping				($2,810.82)	
5	Overhead and Profit on Item 4	15%			$0.00	
						($2,810.82)
GC Labor:						
6	Total Hours: Project Management	0 MH/	$65.00	/HR	$0.00	
7	Total Hours: Estimator + Admin	0 MH/	$85.00	/HR	$0.00	
8	Total Hours:	MH/		/HR	$0.00	
9	Total Manhours: Labor	MH/		/HR	$0.00	
10	Payroll Taxes & Insurance	45.0%			$0.00	
11	Total Labor + Burden				$0.00	
12	Overhead and Profit on Item 11	15.0%			$0.00	
						$0.00
Equipment Rental:	(Attach quotes)					
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)					
14	Waste/Dump Fees				$0.00	
15	Total for Equipment Rental				$0.00	
16	Overhead and Profit	15.0%			$0.00	
						$0.00
Subcontractors:	(Attach quotes with material and labor backup)					
17	sub1					
18	sub2				$ -	
19	sub3				$ -	
20	sub4				$ -	
21	sub5				$ -	
22	Profit and Overhead	15.0%			$ -	
23	Total					$ -
	Subtotal Before Bonds and Insurance					***$ (2,810.82)***
GC Bonds and Insurance:						
24	Insurance				1.10%	$0.00
25	Bonds				1.10%	$0.00
					Total:	***$ (2,810.82)***

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

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

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

Contractor's Signature: Matthew WH Ribakow, Brawley Project Manager **Date:** 03/23/2026

Client Representative Approval: _____ **Date:** _____

LOWE'S University Centre Lo... 10 PM 28460

Cart (9)

Email Cart | Empty Cart

Appliance Delivery (6)

Details

Save For Later

Whirlpool - 20.5-cu ft Standard-Depth 33-in Wide Top-Freezer...

Item #623784
Model #WRT311FZDW

− 3 +

$686.00/ea

Pickup

Ready by Tue, Mar 31
At University Centre Lowe's

Delivery to 28460

Get it **Tomorrow**
Order within **4h 32m**

Now **$2,058.00**
~~$3,297.00~~
You Save $1,239.00

Add Services and Protection

☐ Haul Away $50.00 — How it Works

☑ 5-Year $389.91 — Terms & Coverage

Pickup at University Centre Lowe's (3)

Details

Save For Later

Whirlpool 5.07-lb Ice Per day Built-In Cubed Ice Maker (White)

Item #6288301
Model #W11729596

− 3 +

$104.97/ea

Pickup

Ready **Today**
At University Centre Lowe's

Delivery to 28460

Get it Today (Order by 2 p.m.)
Check out for more options & scheduling.

$314.91

Order Summary

Item Subtotal (9)	$2,762.82
Special Fees	$9.00
Delivery	$39.00
Estimated Tax	Calculated in Checkout
Promo Code	
Savings	−$1,239.00
Estimated Total	**$2,810.82**

Hurry! Save $1239.00 by checking out.
Your items are selling fast.

Start Secure Checkout

Or

Checkout with Apple Pay

PayPal Checkout

BRAWLEY

ICT SERVICES CONSTRUCTION INTERIOR DESIGN

To:	**Town of North Topsail Beach - Alice Derian**	**Date:**	3/25/2026
Project:	NTB Fire Station #2	**PCO #:**	35
Project #:	2023342	**Client Project #**	A/E 2021025.02
Contractor:	WB Brawley Company	**Contractor #:**	2023342

Description of change:
Costs for wood blocking required around doors and windows not shown in original drawings. Direction provided via ASI 1.

GC Materials	(Attach list with Qty, Item, Unit $, Unit mh, total mh, OT mh, Total $)							**SUBTOTALS**
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)						**$0.00**	
2	Sales Tax (NC, New Hanover)	7.00%					**$0.00**	
3	Shipping, Transportation, Fees						**$0.00**	
4	Total for Materials & Shipping						**$0.00**	
5	Overhead and Profit on Item 4	15%					**$0.00**	
								$0.00
GC Labor:								
6	Total Hours: Project Management	**2**	MH/	**$65.00**	/HR		**$130.00**	
7	Total Hours: Estimator + Admin		MH/	**$85.00**	/HR		**$0.00**	
8	Total Hours:		MH/		/HR		**$0.00**	
9	Total Manhours: Labor		MH/		/HR		**$0.00**	
10	Payroll Taxes & Insurance	45.0%					**$58.50**	
11	Total Labor + Burden						**$188.50**	
12	Overhead and Profit on Item 11	15.0%					**$28.28**	
								$216.78
Equipment Rental:	(Attach quotes)							
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)							
14	Waste/Dump Fees						**$0.00**	
15	Total for Equipment Rental						**$0.00**	
16	Overhead and Profit	15.0%					**$0.00**	
								$0.00
Subcontractors:	(Attach quotes with material and labor backup)							
17	Division 9						**$ 7,649.61**	
18	sub2						**$ -**	
19	sub3						**$ -**	
20	sub4						**$ -**	
21	sub5						**$ -**	
22	Profit and Overhead	15.0%					$ 1,147.44	
23	Total							**$ 8,797.05**
	Subtotal Before Bonds and Insurance							***$ 9,013.83***
GC Bonds and Insurance:								
24	Insurance						**1.10%**	**$99.15**
25	Bonds						**1.10%**	**$99.15**
								Total: $ 9,212.13

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

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

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

Contractor's Signature: Matthew WH Ribokow, Brawley Project Manager **Date:** 03/25/2026

Client Representative Approval: _____ **Date:** _____

CHANGE PROPOSAL FORM

Project: NTBFS
Contract:
Contractor: Brawley

Proposal #:
Project #: 0
Contractor #: Bid Package No.

Description of change:
Blocking @ exterior openings.

					SUBTOTALS
Materials	(Attach list with Qty, Item, Unit $, Unit mh, Total mh, OT mh, Total $)				
	1 Total Direct Cost of Materials			$1,833.00	
	2 Overhead & Profit on Item 1. (15% maximum, includes small tools & consumables)			$183.30	
	3 Sales Tax			$128.31	
	4 Shipping & Transportation			$0.00	$2,144.61
Labor					
	5 Total Manhours:	100 MH @	$25.00 /hr.	$2,500.00	
	6 Overhead & Profit on Item 5. (15% maximum on straight labor cost, not premium portion) (O & P includes supervisor's time)			$250.00	
	7 Payroll Taxes & Insurance	36.0%		$900.00	$3,650.00
Equipment	(Include quotes)				
	8 Equipment			$1,750.00	
	9 Overhead & Profit on Item 8. (6% maximum)			$105.00	$1,855.00
Subcontractors	(Include quotes with material & equipment backup)				
	10 Subcontractors			$0.00	
	11 Overhead & Profit on Item 10. (6% maximum)			$0.00	$0.00
				Subtotal of Proposal	$7,649.61
	12 Bonds (% of subtotal of proposal)	0.0%			$0.00
				TOTAL OF CHANGE PROPOSAL	$7,649.61

Time Extension Requests: ____ day(s) Schedule Activity # Affected: _____

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

Contractor's Signature: _____ **Date:** _____

Approval Recommended by Design Consultant: _____ **Date:** _____

Owner's Representative Approval: _____ **Date:** _____

Appendix B-2

BRAWLEY

ICT SERVICES CONSTRUCTION INTERIOR DESIGN

To:	**Town of North Topsail Beach - Alice Derian**	**Date:**	4/28/2026
Project:	NTB Fire Station #2	**PCO #:**	36r1
Project #:	2023342	**Client Project #**	A/E 2021025.02
Contractor:	WB Brawley Company	**Contractor #:**	2023342

Description of change:
Costs for epoxy flooring changes in ASI 9. Includes additional caution striping for apparatus bay floor. Does not include additional rubbe base colors for cabinetry.

GC Materials	(Attach list with Qty, Item, Unit $, Unit mh, total mh, OT mh, Total $)						**SUBTOTALS**
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)					**$0.00**	
2	Sales Tax (NC, New Hanover)	7.00%				**$0.00**	
3	Shipping, Transportation, Fees					**$0.00**	
4	Total for Materials & Shipping					**$0.00**	
5	Overhead and Profit on Item 4	15%				**$0.00**	
							$0.00
GC Labor:							
6	Total Hours: Project Management		MH/	**$65.00**	/HR	**$0.00**	
7	Total Hours: Estimator + Admin	**4**	MH/	**$85.00**	/HR	**$340.00**	
8	Total Hours:		MH/		/HR	**$0.00**	
9	Total Manhours: Labor		MH/		/HR	**$0.00**	
10	Payroll Taxes & Insurance	45.0%				**$153.00**	
11	Total Labor + Burden					**$493.00**	
12	Overhead and Profit on Item 11	15.0%				**$73.95**	
							$566.95
Equipment Rental:	(Attach quotes)						
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)						
14	Waste/Dump Fees					**$0.00**	
15	Total for Equipment Rental					**$0.00**	
16	Overhead and Profit	15.0%				**$0.00**	
							$0.00
Subcontractors:	(Attach quotes with material and labor backup)						
17	Stonhard					**$ 5,184.00**	
18	AB Denning						
19	sub3					**$ -**	
20	sub4					**$ -**	
21	sub5					**$ -**	
22	Profit and Overhead	15.0%				$ 777.60	
23	Total						**$ 5,961.60**
	Subtotal Before Bonds and Insurance						***$ 6,528.55***
GC Bonds and Insurance:							
24	Insurance					**1.10%**	**$71.81**
25	Bonds					**1.10%**	**$71.81**
						Total:	***$ 6,672.18***

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

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

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

Contractor's Signature: Matthew WH Ribokow, Brawley Project Manager _____ **Date:** 04/28/2026

Client Representative Approval: _____ **Date:** _____

Outlook

Topsail Beach FS#2 Update

From Garrett Anderson <garrett.anderson@stonhard.com>
Date Tue 2/10/2026 2:00 PM
To Matt Ribakow <mribakow@brawley.net>

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

Hey Matt,
Sorry for the delay, Stonhard has been working through an operating system update that has had some hiccups.

So adding the yellow for the crosslines does come with some complications. Originally the installation plan involved the pigmented topcoat one day which cures overnight then the following day taping and installing the separating lanes in the lighter color in a polyaspartic urethane coating to shorten the cure time and then finishing with the clear urethane coating in the full area later that day/evening. This is required due to the re-coat window of the original dark gray topcoat. To add an additional color we will need to increase the manpower on that last day and then the additional material for the yellow.

This recoat window will also limit us to being forced to keep a gap in between the light gray and the yellow (this will only be the width of the roll of tape so it should not be a huge deal.)

In total the addition of the yellow will be $5,184.

I did get an update on the sample and it is out for delivery today. If it does show up I can drop if by the office tomorrow.

Please give me a call with any questions or we can talk through this if you are around tomorrow.

Thanks,
Garrett

STONHARD EST. 1922
Garrett Anderson
TERRITORY MANAGER
910-622-9116
garrett.anderson@stonhard.com
www.stonhard.com

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Wayne Johannessen
DEPARTMENT: Admin Department
SUBJECT: NCTVS Motor Vehicle Refunds

SUMMARY:

Attached to this summary sheet are the NCTVS Motor Vehicle Refunds since the last Board meeting on 4/1/2026.

SPECIFIC ACTION REQUESTED:

Staff formally request the Board to approve the consent agenda.

erhead Court
ail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Town of
NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Board of Aldermen
Consent Agenda Item

Issue:	NCVTS Tax Refund
Department:	Finance
Presented by:	Wayne Johannessen, Finance Officer
Date:	May 13, 2026

Background:	Onslow County Tax Office submitted NCVTS (Motor Vehicle) Refund Report for the February 2026 refunds approved by the Onslow County Board of Commissioners. Three refunds totaling $15.27 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

February 2026 NCVTS Pending Refund Report Sorted - BOCC 04062026

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
DEGRAND, THOMAS	7 HUNTER HEATH DR	Adjustment < $100	Refund Generated due to adjustment on Bill #0077069571-2025-2025-0000-00	Over Assessment	2/10/2026	3/2/2026	T26	TAX	($15.27)	$0.00	($15.27)

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Interim Chief Page
DEPARTMENT: Police Department
SUBJECT: Off Duty Employment/Private Security Contract

SUMMARY:

Shortly before the last election, the previously seated Board of Aldermen considered the continuation of providing Police Officers for off duty security as a service to businesses and HOA's throughout the Town. The Board voted to suspend those services until such time as a formal, revised contract could be adopted.

I have attached a proposed contract for review by the Board and Town Attorney. This contract is modeled after the similar policy of a sister agency and, I believe, encompasses the concerns and needs of the Town. As always, I'm happy to discuss and answer any questions you may have. Thank you for your consideration.

The proposed contract is a model agreement, any reference to a particular entity is simply for example purposes; if approved as to form, the intent is to use this contract form for all requests for off duty-security.

SPECIFIC ACTION REQUESTED:

I respectfully request that the Board revisit that discussion and determine a path forward so that we may continue to meet the community's needs throughout the summer season.

gerhead Court
psail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Town of North Topsail Beach

Service Integrity

Police Department

Interim Chief Andrew Page

April 20, 2026

To: The Honorable Mayor and Board of Aldermen

From: Interim Chief Andrew Page

Subj: Off Duty Employment Policy

Mayor and Board of Aldermen,

Shortly before the last election, the previously seated Board of Aldermen considered the continuation of providing Police Officers for off duty security as a service to businesses and HOA's throughout the Town. The Board voted to suspend those services until such time as a formal, revised contract could be adopted.

The summer is quickly approaching, and I have been contacted regarding those services on four occasions. I respectfully request that the Board revisit that discussion and determine a path forward so that we may continue to meet the community's needs throughout the summer season.

I have attached a proposed contract for review by the Board and Town Attorney. This contract is modeled after the similar policy of a sister agency and, I believe, encompasses the concerns and needs of the Town. As always, I'm happy to discuss and answer any questions you may have. Thank you for your consideration.

Andrew Page

Interim Police Chief

(910) 328-0042 2008 Loggerhead Court, North Topsail Beach, NC 28460 www.ntbpd.org

Security Services Agreement
Between
The Town of North Topsail Beach and
Topsail Dunes Homeowners Association, Inc.

This Security Services Agreement (hereinafter the "Agreement") is made and entered into as of _____, 2026 (hereinafter the "Effective Date"), by and between the Town of North Topsail Beach, a North Carolina municipal corporation (hereinafter the "Town"), and **Topsail Dunes Homeowners Association, Inc**., a North Carolina nonprofit corporation and private homeowners association (hereinafter the "Association"). The Town and the Association are sometimes individually referred to herein as a "Party" and collectively as the "Parties."

Article 1. Term, Renewal.

A. **Term Of Agreement.** This Agreement shall commence on the Effective Date and, unless earlier terminated in accordance with this Agreement, shall continue in effect through _____ (hereinafter the "Term").

B. **Renewal.** The Parties may renew this Agreement for an additional term(s) upon mutual written agreement executed by authorized representatives of both Parties at least thirty (30) calendar days prior to the end of the then-current Term.

Article 2. Scope, Modification of Services.

A. **General Description Of Services.** The Town shall provide security services within and around the Community to include, without limitation, vehicular or foot patrols; visibility patrols; observation, reporting, and documentation of suspicious activities, apparent violations of law, and conditions affecting public safety; and coordination with other Town departments or public agencies as reasonably necessary to address recurring safety issues, nuisance conditions, or crime trends within the Community (hereinafter the "Services").

B. **Modification Of Services.** If at any time the Association desires to modify the nature, frequency, or scope of the Services, the Association shall submit a written request to the Town describing the proposed changes in reasonable detail. The Town shall, within a reasonable time, evaluate the feasibility, legal permissibility, staffing implications, and cost impact of the requested changes, and may accept, reject, or propose modifications to the request.

Article 3. Town Personnel.

All Town Personnel performing the Services shall be off-duty, sworn police officers, employed by the Town. The Town shall have the exclusive right to select, assign, schedule, supervise, and, as needed, reassign or remove Town Personnel performing the Services.

Article 4. Compensation, Billing, Payment.

A. **Compensation.** In consideration of the Town's agreement to provide the Services, the Association shall pay the Town fees calculated as follows:

1. A base fee of $46.00 per hour with a four (4) hour minimum.

2. A rate of $25.00 per vehicle, per hour if the police cruiser is parked and used.
3. A rate of $35.00 per vehicle per hour, plus mileage at the IRS rate, if the police cruiser is used in support of for mobile activities.

3. A police cruiser cannot be requested without an officer.

B. **Billing And Invoices.** The Town shall submit invoices to the Association on a monthly basis in arrears, stating in reasonable detail the Services performed, the time or units billed, and the total fees due for the relevant billing period.

C. **Payment Terms.** The Association shall pay all undisputed amounts due under each invoice within thirty (30 calendar days after the Association's receipt of such invoice.

Article 4. Insurance.

A. **Association Insurance.** At all times during the Term of this Agreement, the Association shall maintain, at its own cost and expense, commercial general liability insurance with limits of not less than $_____ per occurrence and $_____ aggregate, or such other limits as the Parties may agree in writing, covering liability arising out of the Association's acts or omissions in connection with this Agreement.

The policy shall be issued by an insurer licensed to do business in North Carolina and shall name the Town as an additional insured on a primary and non-contributory basis with respect to claims arising out of the Association's operations, to the extent permitted by the insurer.

Upon execution of this Agreement and upon each renewal of coverage, the Association shall furnish to the Town a certificate of insurance evidencing the required coverage and endorsements. The Association shall provide the Town with at least fourteen (14) calendar days prior written notice of any cancellation, non-renewal, or material reduction in coverage.

Article 5. Indemnification, Liability.

To the fullest extent permitted by law, the Association shall indemnify, defend, and hold harmless the Town and its elected officials, officers, employees, agents, and representatives from and against any and all claims, demands, actions, suits, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees and court costs) arising out of or relating to the Association's breach of this Agreement; and the

negligence or willful misconduct of the Association or its directors, officers, employees, contractors, or agents.

The Association shall assume liability for any and all claims, including workers compensation, incurred during the course and scope of the performance of the Services.

Article 6. Limitations of Liability.

To the fullest extent permitted by law, neither Party shall be liable to the other for any incidental, consequential, special, exemplary, or punitive damages (including lost profits, loss of use, or loss of goodwill) arising out of or relating to this Agreement, whether in contract, tort, or otherwise, even if advised of the possibility of such damages.

Article 7. Reservation of Municipal Immunity.

Nothing in this Agreement shall be construed to waive, limit, or otherwise affect any governmental or sovereign immunity, governmental function status, public officer immunity, or any other defense available to the Town or its officers, employees, or agents under North Carolina law, and the Town expressly preserves the same for any and all applicable claims.

Article 8. Termination.

Either Party may terminate this Agreement for convenience, without cause, upon not less than thirty (30) calendar days prior written notice to the other Party. Upon termination for convenience by either Party, the Association shall pay the Town for all Services performed and expenses incurred through the effective date of termination, including any non-cancellable commitments made by the Town at the Association's request.

Article 9. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws principles.

Article 10. Venue.

Any legal action or proceeding arising out of or relating to this Agreement shall be instituted exclusively in the state courts located in Onslow County, North Carolina, or, if jurisdiction is appropriate, in the United States District Court for the Eastern District of North Carolina, and each Party hereby submits to the personal jurisdiction of such courts.

Article 11. Notices.

All notices, consents, approvals, and other communications required or permitted under this Agreement shall be in writing and shall be deemed given when sent:

A. If to the Town:

Town of North Topsail Beach

Attn: Town Manager and Chief of Police

2008 Loggerhead Court

North Topsail Beach, NC 28460

Email: lfaison@northtopsailbeachnc.gov; [INCLUDE CHIEF'S EMAIL]

B. If to the Association:

Topsail Dunes Homeowners Association, Inc.

Attn: _____

[Street Address]

North Topsail Beach, NC 28460

Email: _____

Article 12. Entire Agreement.

This Agreement, together with all exhibits and schedules attached hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, representations, and understandings, whether oral or written, relating to such subject matter.

Article 13. Amendment.

This Agreement may be amended, modified, or supplemented only by a written instrument executed by duly authorized representatives of both Parties.

Article 14. Severability.

If any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such provision shall be enforced to the maximum extent permitted by law, and the remaining provisions shall remain in full force and effect.

Article 15. Assignment.

The Association and the Town may not assign or transfer this Agreement, in whole or in part, or any of its rights or obligations hereunder.

Article 16. Counterparts, Electronic Signatures.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures delivered by facsimile or electronic means (including PDF or other electronic image) shall be deemed to be original signatures for all purposes.

In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Town of North Topsail Beach

By: _____

Name: _____

Title: _____

Date: _____

Topsail Dunes Homeowners Association, Inc.

By: _____

Name: _____

Title: _____

Date: _____

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: *May 13, 2026*

TO: Board of Aldermen
FROM: E.L. Faison, Interim Town Manag
DEPARTMENT: Administration
SUBJECT: NCEM-DRM: NTB Flood Improvements Project - Contract (Atlantic)

SUMMARY:

The Board of Aldermen are requested to amend the project budget for the Flood Improvement Project by approximately $64,200, and award the bid and contract to Atlantic On-Site Development, LLC. A sample of the actual contract is included, however at the time of this Reports preparation the contract form was being finalized, thus I recommend that the final form be approved by the Town Attorney.

Ardurra (*aka WK Dickson)* has prepared a bid tab and recommendation, which are attached. There were (5) contractors that bid on this project, the bid opening was March 10th, and bids ranged approximately from $1,122,000 to $1,842,000.

Town staff explored several options before recommending an increase to the project budget by transferring funds from Fund 12 Capital Improvements to Fund 60. The staff explored reducing the scope of work and requesting the grant agency (NCDPS) to increase the grant award. Neither of these alternatives were feasible, I have attached documents that further detail those options (e.g. *correspondence: Michael Horstman Memo-Project Summary 4/27/26; and email between NCDPS-Alice Derian, Town Manager).*

SPECIFIC ACTION REQUESTED:

Suggested Motion: "I,_____, make a motion to,

1. Approve two budget amendments, 2026-26.51 and 2026-26.52 as presented;

2. Award the Contract Amendment CA 2026-26.53 for Atlantic On-Site Development, LLC., for the Stormwater Construction Project," conditioned upon the satisfactory review and approval of contract documents by the Town Attorney;

3. Authorize the Interim Town Manager to finalize and execute all necessary documents needed to proceed with this project, conditioned upon the satisfactory review and approval of contract documents by the Town Attorney.

Background.

The town was awarded an Emergency Management Disaster Relief & Mitigation Grant from NC Department of Public Safety in the amount of $1,261,607, the period of performance is July 1, 2024 to June 30, 2027. Funding for this grant is on a reimbursement basis.

In 2022, the town of North Topsail Beach (NTB) partnered with Surf City and Topsail Beach to complete a study, "Topsail Island Resilient Coastal Communities" as Phase 1, which involved a risk and vulnerability assessment that identified critical areas in each town. In 2023 the towns retained the firm WK Dickson *(now known as Ardurra)* to perform a high-level analysis, 10 sites were in NTB. The results determined the areas were afflicted with lack of topographic relief, stormwater structures and soil permeability to high seasonal high water and ground water (*extracted from WK Dickson report*). Two critical areas were chosen for immediate improvement:

- Island Drive, at the south Fire Station *(aka FS #2)*
- New River Inlet Road at Richard Peters Town Park

In phase 3, WK Dickson performed preliminary planning design for each of the critical areas, which generally included:

Island Dr at the south Fire Station - $704,211.06 *(preliminary engineer estimate)*

- (4) stormwater -inlet structures
- 984 linear ft of pipe
- 6,701 sqft underground storage
- (1) pump station

New River Inlet Rd at Richard Peters Town Park $354,396 *(preliminary engineer estimate)*

- permeable pavers - 1,717 sqyds
- reconfigure swales along road shoulder
- 343 linear ft of pipe
- 386 cyds earthwork for swales
- (1) stormwater inlet structure

Pre construction costs: $203,000, which included: surveying, permitting, wetland delineation, contract & specifications, Bid process, project management.

Attachments:

1. Bid Tab (Ardurra)
2. Engineer recommendation (Ardurra)
3. Memo-Project Summary, dated 4/27/26
4. Budget Ordinances (2): Fund 12 Capital Improvement & Fund 60
5. Contract: Atlantic On – Site Development (*sample contract)*

From: Alice Derian <aderian@northtopsailbeachnc.gov>
Sent: Thursday, April 9, 2026 8:27 AM
To: Michael Tassitino <mtassitino@ardurra.com>
Cc: Debra Mack <debramack@gwitax.com>; Marc Horstman <mhorstman@ardurra.com>; ysanchez@ardurra.com <ysanchez@ardurra.com>; Larry Faison <lfaison@NORTHTOPSAILBEACHNC.GOV>
Subject: FW: NTB Flooding Improvements Project - WK Dickson March 2026 Invoice and Progress Report

Hi Michael,

Good morning. I had a conversation with Jeffrey Welker as I said that I would about the bids and to determine if there would be an opportunity to ***request additional funds*** through this grant. ***There would not be an opportunity for additional funding*** for the next "couple of years". Having said that, the Board will either need to consider funding the additional amount out of contingency or we will need to amend the scope of the project. Do you have any further thoughts on that potential scope amendment? The contract award will need to be on the Board of Alderman's May agenda. I would suggest that you be present for that meeting (May 13th at 11:00am).

We also need to amend this quarterly progress report to reflect the bid results and that we are in the process of determining to amend the scope or approve additional funding.

Thank you,

Alice Derian, ICMA-CM
Town Manager
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460
910.328.1349

Memo

To: Larry Faison

From: Marc Horstman, PE

cc: Michael Tassitino, PE

Date: 4/24/26

Re: NTB – Flooding Improvements Project Summary

As part of the Phase 1 and 2 North Carolina Resilient Coastal Communities Project (NCRCCP), 10 flooding hotspots in North Topsail Beach were identified, and potential solutions were provided. Two of these specific flooding hotspot locations, including the intersection of Gray Street and NC-210, and the North Topsail Beach Town Park, were identified by the North Carolina Department of Public Safety (NCPDS), Emergency Management Division (NCEM), as ideal locations to resolve flooding on NC-210. The NCEM awarded the Town of North Topsail Beach a non-match required grant of $1,261,607.00 to implement the proposed flooding solutions at these locations. The period of performance for this grant was established between 7/1/2024 to 6/30/2027, where it is expected that all final payments associated with this grant be completed before 6/30/2027.

At the Gray Street/NC-210 intersection location, an infiltration system is proposed at the northern end of Gray Street, which will absorb floodwaters from NC-210. The proposed system includes approximately 614 linear feet of 15" RCP (Reinforced Concrete Pipe), approximately 40 linear feet of 4" PVC force main, three (3) standard NCDOT traffic bearing drop inlets, a sand separator and pump station, electrical controls & panel, and minor utility relocations.

At the North Topsail Beach Town Park location, a proposed level spreader, with a vegetated filter strip, permeable pavers located within the parking areas in the park and improved roadside ditch grading will reduce the severity and frequency of flooding along New River Inlet Road. The proposed system includes approximately 235 linear feet of 12" RCP (Reinforced Concrete Pipe), one (1) standard NCDOT traffic bearing drop inlet, one (1) standard NCDOT type D drop inlet, approximately 375 linear feet of shallow swale, 1750 square yards of permeable pavers, and minor utility relocations.

Currently, all the design, permitting, and public bidding efforts have been completed for this project. As part of the public bidding process, five successful bids were received and the lowest responsive bidder was Atlantic On-Site Development, LLC (Atlantic On-Site) with a bid amount

of $1,122,730.01. It is noted that this contractor has completed two similar projects for an adjacent neighboring community (Town of Surf City), and they have worked successfully on projects of equal size and complexity in the North Carolina coastal region. Ardurra Group North Carolina (Ardurra) provided a recommendation to the Town of North Topsail Beach to award the bid to Atlantic On-Site Development LLC in the amount of $1,122,730.01 on March 18, 2026.

It was also noted that when all of the current anticipated project costs, including design, permitting, construction administration, and construction costs, were compared to the NCEM grant, there is an anticipated $64,000 overage. Ardurra contacted Atlantic On-Site to see if there were any components that could be removed to help reduce the overall construction costs. Unfortunately, any items that could be removed that would substantially reduce the construction costs would also impact the specified scope of work identified in the NCEM grant. If scope items are removed from this project, that could potentially reduce the corresponding amount dedicated by the grant or potentially put the grant funding at risk. It is recommended that the Town evaluate budgeting funds for this anticipated $64,000 overage and proceed forward with the project as is so as not to jeopardize the $1,261,607.00 NCEM grant.

720 Corporate Center Drive | Raleigh, NC 27607 | 919.782.0495 | **www.ardurra.com**

ORDINANCE NO. 2026-26.51
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

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

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

	2025-26 Amended Budget	Increase (Decrease)		2025-26 Amended Budget
ESTIMATED REVENUES				
12-301-00 PROPERTY TAX (.07)	1,157,116	-		1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-		486,026
Total Revenues	1,643,142	-		1,643,142
APPROPRIATIONS				
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-		373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-		198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500			17,500
12-750-03 BIKE PATH PROJECT	100,000	-		100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-		20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	517,665	(64,124)	(1)	453,541
12-750-45 TAX COLLECTION FEES	17,116	-		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	202,563	-		202,563
12-998-03 TRANSFER OUT TO FUND 60 DRMG2304	197,574	64,124	(1)	261,698
Total Appropriations	1,643,843	-		1,643,843

(1) Transfer $64,124 to DRMG2304 Stormwater Fund 60 for Construction Contract Award to Atlantic On-Site Development

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

Adopted this 13th Day of May 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

ORDINANCE NO. 2026 - 26.52
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending DRMG GRANT - DRMG2304 Grant Project Ordinance (Fund 60)

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

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

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

	Project Budget	Increase (Decrease)		Amended Project
ESTIMATED REVENUES				
60-368-01 NCEM DRMG2304	1,261,607	-		1,261,607
60-339-01 T/I FROM CIF (12)	197,574	64,124	(1)	261,698
Total Revenues	1,459,181	64,124		1,523,305
APPROPRIATIONS				
Capital Improvements				
60-610-01 Island Dr (HWY 210) at South Fire Station	704,211	(704,211)	(2)	-
60-610-02 New River Inlet Rd (SR 1568) at Richard Peters Town Park	354,396	(354,396)	(2)	-
60-610-03 Project Management	13,565	-		13,565
60-610-04 Field Survey	26,490	-		26,490
60-610-05 Construction Plans	89,650	-		89,650
60-610-06 Permits	45,600	-		45,600
60-610-07 Project Meetings	11,265	-		11,265
60-610-08 Bid Phase Services	14,850	-		14,850
60-610-09 Reimbursables	1,580	-		1,580
60-610-10 Construction Contract Preparation	1,260	-		1,260
60-610-11 Pre-Construction Meeting	5,439	-		5,439
60-610-12 Construction Status Update Meetings	15,650	-		15,650
60-610-13 Shop Drawing Review	14,895	-		14,895
60-610-14 Bulletin Drawings/Request for Information(RFI)	7,210	-		7,210
60-610-15 Negotiate, Review and Prepare Change Orders	5,558	-		5,558
60-610-16 Contractor Pay Aplication Review and Approval	4,152	-		4,152
60-610-17 Final Site Visit/Project Close-out	6,760	-		6,760
60-610-18 Record Drawings	9,554	-		9,554
60-610-19 One Year Warranty Insp/Issue Warranty List	6,356	-		6,356
60-610-20 Construction Oversite Visits	14,460	-		14,460
60-610-22 Partial Construction Observation (24 hrs wkly)	85,680	-		85,680
60-610-23 Reimbursables (CA/CO Phase)	20,600	-		20,600
60-610-81 Stormwater Construction		1,122,731	(1) (2)	1,122,731
Total Appropriations	1,459,181	64,124		1,523,305

(1) Transfer $64,124 from Capital Improvement Fund 12 to DRMG2304 Stormwater Fund 60 for Contract Award to Atlantic On-Site Development.

(2) Combine the (2) separate Stormwater Projects into one Construction Project. NCDPS/NCEM approved the projects to be combined to match the contract award.

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

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

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

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

Adopted this 13th Day of May 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

ORDINANCE NO. CA 2026-26.53
TOWN OF NORTH TOPSAIL BEACH, NC

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the Construction Contract for the Stormwater Improvements for the DRMG2304 Stormwater Grant is hereby awarded to Atlantic On-Site Development.

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

Section II: The Construction Contract for the Stormwater Improvements for the Stormwater Grant Project to Atlantic On-Site Development is $1,122,730.01.

Section III The Finance Officer has determined sufficient funds are available In Fund 60 after adoption of Budget Ordinance Amendment 2026-26.52 to cover the cost of this contract.

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

Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Interim Town Manager to approve payments to Atlantic On-Site Development up to $1,122,730.01, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 13th Day of May 2026.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

ARDURRA

March 18, 2026

Ms. Alice Derian
Town of North Topsail Beach
2008 Loggerhead Ct.
North Topsail Beach, NC 28460

RE: Town of North Topsail Beach, North Carolina
NTB Flooding Improvements Project
ARD Project Number 20240793.00.WK
Bid Tabulation and Recommendation

Dear Ms. Derian:

Formal bids for the referenced project were opened on March 10th, 2026 at 10:00 AM EDT. Five bids were received, with the three lowest bidders listed in ascending order: Atlantic On-Site Development, LLC, East Coast Contracting, Inc., and Jenns, LLC. All three bids contained the required 5% bid bond, acknowledged receipt of all addenda, identified their North Carolina General Contractors License number, and enclosed the properly executed bid forms, and supplemental forms. The Certified Bid Tabulation and Bid Opening Meeting Minutes are attached to this Recommendation Letter.

During our review of the submitted bid, we did not find any math errors in the bid forms.

Based on our bid analysis and background check of the apparent low bidder, Atlantic On-Site Development, LLC is the responsive lowest bidder with a corrected Total Bid of $1,122,730.01.

Atlantic On-Site Development, LLC has recently completed two similar projects for the Town of Surf City, which included permeable paver installation and an infiltration system. They have also installed multiple sanitary sewer lift stations in North Topsail Beach and Surf City. Additionally, they have worked successfully on projects of equal size and complexity in the North Carolina coastal region.

We recommend the Town of North Topsail Beach award the Bid to **Atlantic On-Site Development, LLC in the amount of $1,122,730.01.**

As always, we appreciate the opportunity to provide you with our services and look forward to assisting you with the construction of this project.

Sincerely,
Ardurra Group North Carolina

Michael Tassitino, PE, PH

Attachment
-Bid Opening Meeting Minutes
-Certified Bid Tabulation

CERTIFIED BID TABULATION

BID TABULATION SHEET

OWNER: Town of North Topsail Beach

PROJECT: NTB Flooding Improvements

LOCATION: 2008 Loggerhead Ct, North Topsail Beach, nC 28460

DATE: March 10, 2026 at 10:00 am

I Certify that this is a true and corrected record of bids received.

Michael A Tassitino

W.K. Dickson & Co., LLC d/b/a Ardurra Group North Carolina
Raleigh, N.C.
NC License No F-0374

NORTH CAROLINA PROFESSIONAL SEAL 046320 ENGINEER MICHAEL A. TASSITINO, JR.
03/18/2026

Firm: / Address: / License Number/Bid Bond					ATLANTIC ON SITE DEVELOPMENT LLC 408 N Green Street Holly Ridge, NC 28445 License# 79283		EAST COAST CONTRACTING 3224-C N. College Road - #209 Wilmington, NC 28405 License# 69805		JENNS,LLC 1809 Colwell Avenue Wilmington, NC 28403 License# 74149		SUNLAND BUILDERS, INC. 4846A Hwy 24E Newport, NC 28570 License# 24941		FAULCONER CONSTRUCTION CO., INC 2496 Old Ivy Rd Charlottesville, VA 22903 License# 40648	
ITEM NO.	PAYMENT SPECIFICATION REFERENCE	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	017113	Mobilization (5% of total cost)	1	LS	$ 52,220.00	$ 52,220.00	$ 60,669.10	$ 60,669.10	$ 64,000.00	$ 64,000.00	$ 60,000.00	$ 60,000.00	$ 92,000.00	$ 92,000.00
2	008000	Traffic Control (2.5% of total cost)	1	LS	$ 26,110.00	$ 26,110.00	$ 25,760.25	$ 25,760.25	$ 10,745.00	$ 10,745.00	$ 25,000.00	$ 25,000.00	$ 46,000.00	$ 46,000.00
3	014000	Allowance (Independent Firm, Geotechnical Engineer to perform Testing and Inspection Services)	1	LS	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
4	311000	Clearing and Grubbing (including shrub removal)	1	LS	$ 2,500.00	$ 2,500.00	$ 17,670.00	$ 17,670.00	$ 6,943.00	$ 6,943.00	$ 11,500.00	$ 11,500.00	$ 20,000.00	$ 20,000.00
5	321413.2	Remove Asphalt Pavement and Replace with Permeable Paver (Includes removal and proper disposal of asphalt pavement, pavers, stone, geotextile fabric, PVC liner, observation wells, coordination testing, sundrain pipes, etc.)	1750	SY	$ 232.00	$ 406,000.00	$ 205.79	$ 360,132.50	$ 174.00	$ 304,500.00	$ 218.00	$ 381,500.00	$ 270.00	$ 472,500.00
6	24119	Remove Asphalt Pavement	534	SY	$ 40.25	$ 21,493.50	$ 41.33	$ 22,070.22	$ 8.00	$ 4,272.00	$ 18.00	$ 9,612.00	$ 29.50	$ 15,753.00
7	321123	Remove & Replace Gravel Driveway	42	SY	$ 70.00	$ 2,940.00	$ 50.75	$ 2,131.50	$ 58.00	$ 2,436.00	$ 50.00	$ 2,100.00	$ 156.00	$ 6,552.00
8	321313	Remove and Replace Concrete Driveway	14	SY	$ 195.00	$ 2,730.00	$ 310.68	$ 4,349.52	$ 183.00	$ 2,562.00	$ 300.00	$ 4,200.00	$ 530.00	$ 7,420.00
9	321216	ABC Stone	189	TON	$ 52.50	$ 9,922.50	$ 73.56	$ 13,902.84	$ 64.00	$ 12,096.00	$ 60.00	$ 11,340.00	$ 141.00	$ 26,649.00
10	321216	Asphalt Intermediate Base Course, Type I19.0C	101	TON	$ 415.31	$ 41,946.31	$ 137.39	$ 13,876.39	$ 213.00	$ 21,513.00	$ 385.00	$ 38,885.00	$ 430.00	$ 43,430.00
11	321216	Asphalt Base Course, Type B25.0C	40	TON	$ 623.28	$ 24,931.20	$ 400.72	$ 16,028.80	$ 213.00	$ 8,520.00	$ 480.00	$ 19,200.00	$ 510.00	$ 20,400.00
12	321216	Asphalt Surface Course, Type S-9.5C	69	TON	$ 345.00	$ 23,805.00	$ 595.35	$ 41,079.15	$ 307.00	$ 21,183.00	$ 260.00	$ 17,940.00	$ 219.00	$ 15,111.00
13	SP-1	Furnish and Install Stormwater Management Underground Infiltration System (Storage Units, Stone, Geotextiles, Grading, Testing, Soil Removal, Inflow Manifold and Discharge Piping, Viewports and Concrete Collar, etc.)	2112	SF	$ 25.00	$ 52,800.00	$ 40.14	$ 84,775.68	$ 57.00	$ 120,384.00	$ 67.00	$ 141,504.00	$ 55.00	$ 116,160.00
14	334100	15" RCP Class III Storm Drain Pipe	564	LF	$ 157.00	$ 88,548.00	$ 102.68	$ 57,911.52	$ 221.00	$ 124,644.00	$ 200.00	$ 112,800.00	$ 273.00	$ 153,972.00
15	334100	12" RCP IV Storm Drain Pipe	235	LF	$ 157.00	$ 36,895.00	$ 109.59	$ 25,753.65	$ 277.00	$ 65,095.00	$ 168.00	$ 39,480.00	$ 293.00	$ 68,855.00
16	334100	14: RCP Class V Storm Drain Pipe	50	LF	$ 157.00	$ 7,850.00	$ 200.57	$ 10,028.50	$ 868.00	$ 43,400.00	$ 275.00	$ 13,750.00	$ 400.00	$ 20,000.00
17	SP-5	Furnish and Install Level Spreader (Concrete Level Spreader, Blind Swale, Vegetated Filter Strip, Transition RipRap Class B, Geotextiles, Grading, Testing, Soil Removal, etc.)	1	LS	$ 15,300.00	$ 15,300.00	$ 17,981.75	$ 17,981.75	$ 10,068.00	$ 10,068.00	$ 15,000.00	$ 15,000.00	$ 13,000.00	$ 13,000.00
18	334100	4" RJ PVC Force Main	40	LF	$ 45.00	$ 1,800.00	$ 89.01	$ 3,560.40	$ 60.00	$ 2,400.00	$ 125.00	$ 5,000.00	$ 141.00	$ 5,640.00
19	334234	Traffic Bearing Grated Drop Inlet (Per NCDOT 840.35)	4	EA	$ 5,400.00	$ 21,600.00	$ 5,038.71	$ 20,154.84	$ 4,191.00	$ 16,764.00	$ 5,700.00	$ 22,800.00	$ 9,000.00	$ 36,000.00
20	334234	Concrete Grated Drop Inlet Type D (Per NCDOT 840.19)	1	EA	$ 7,780.00	$ 7,780.00	$ 9,892.19	$ 9,892.19	$ 3,546.00	$ 3,546.00	$ 9,460.00	$ 9,460.00	$ 10,000.00	$ 10,000.00
21	333213/electric specs	Pre-cast Sand Separator and Stormwater Pump Station, Concrete Fill, Electric Equipment, Ground Rod, Light Fixture, Pumps, Check Valve, Platforms, Grounding Wires, Testing, etc.)	1	LS	$ 225,503.00	$ 225,503.00	$ 312,733.40	$ 312,733.40	$ 373,633.00	$ 373,633.00	$ 291,800.00	$ 291,800.00	$ 371,000.00	$ 371,000.00
22	312513	Permanent Storm Drain Inlet Filter Protection	4	EA	$ 450.00	$ 1,800.00	$ 348.74	$ 1,394.96	$ 1,327.00	$ 5,308.00	$ 1,080.00	$ 4,320.00	$ 1,220.00	$ 4,880.00
23	312200	Grading	1	LS	$ 9,500.00	$ 9,500.00	$ 64,011.22	$ 64,011.22	$ 27,975.00	$ 27,975.00	$ 182,212.00	$ 182,212.00	$ 173,000.00	$ 173,000.00
24	221113	Water Service Lines Replacement	265	LF	$ 20.00	$ 5,300.00	$ 62.33	$ 16,517.45	$ 37.00	$ 9,805.00	$ 95.00	$ 25,175.00	$ 60.00	$ 15,900.00
25	312513	Silt Fence	1,887	LF	$ 4.50	$ 8,491.50	$ 3.58	$ 6,755.46	$ 3.00	$ 5,661.00	$ 9.00	$ 16,983.00	$ 4.00	$ 7,548.00
26	312513	Standard Tree Protection Fence	300	LF	$ 4.00	$ 1,200.00	$ 4.25	$ 1,275.00	$ 4.00	$ 1,200.00	$ 5.00	$ 1,500.00	$ 4.65	$ 1,395.00
27	312513	Site Stabilization (Temporary)	2	EA	$ 3,500.00	$ 7,000.00	$ 2,155.95	$ 4,311.90	$ 1,830.00	$ 3,660.00	$ 1,500.00	$ 3,000.00	$ 11,000.00	$ 22,000.00
28	329219	Permanent Seeding	1,488	SY	$ 3.00	$ 4,464.00	$ 8.28	$ 12,320.64	$ 2.00	$ 2,976.00	$ 3.00	$ 4,464.00	$ 1.25	$ 1,860.00
29	312513	Temporary Inlet Protection	4	EA	$ 350.00	$ 1,400.00	$ 585.21	$ 2,340.84	$ 463.00	$ 1,852.00	$ 550.00	$ 2,200.00	$ 740.00	$ 2,960.00
30	SP-2	Concrete Washout	2	EA	$ 450.00	$ 900.00	$ 997.74	$ 1,995.48	$ 2,218.00	$ 4,436.00	$ 1,900.00	$ 3,800.00	$ 2,380.00	$ 4,760.00
31	SP-3	Utility Coordination	1	LS	$ 5,000.00	$ 5,000.00	$ 5,724.50	$ 5,724.50	$ 3,588.00	$ 3,588.00	$ 7,500.00	$ 7,500.00	$ 42,000.00	$ 42,000.00
TOTAL BID PRICE FOR SITE (total of all lump sum and unit price bids):					**$ 1,122,730.01**		**$ 1,242,109.65**		**$ 1,290,165.00**		**$ 1,489,025.00**		**$ 1,841,745.00**	

BID OPENING MEETING MINUTES

Bid Opening Meeting Minutes for the Town of North Topsail Beach
NTB Flooding Improvements Project

Date: Tuesday, March 10th, 2026

Time: 10:00 am

Place: Town of North Topsail Beach Town Hall,
2008 Loggerhead Ct, North Topsail Beach, NC 28460

Bid Opening Attendees:

Michael Tassitino - Ardurra

Alexis Stanfield – Town of North Topsail Beach

Courtney Stephenson – Atlantic On-Site Development, LLC

Billy Mayer – Jenns, LLC

Bernie Mowbry – East Coast Contracting, Inc.

Chris Lewis – Faulconer Construction Co., Inc.

Steven Byrum – Sunland Builders, Inc.

Bid Opening Results

- Michael Tassitino's cell phone was established as the official clock.
- Five bids were received prior to 10:00 am.
- At promptly 10:00 am, Michael Tassitino declared the bid closed. All Contractors indicated that they received all provided addenda and no objections were issued prior to the bid opening.
- Right after the bids were closed, the bid opening commenced.
- The following were the Bid Results for the five submitted bids:
    - Atlantic On-Site Development, LLC - $1,122,730.01
    - East Coast Contracting, Inc. - $1,242,109.65
    - Faulconer Construction Co., Inc. - $1,841,745.00
    - Jenns, LLC - $207,675.00 - $1,290,165.00
    - Sunland Builders, Inc. - $1,489,025.00
- After all bids were read, the bid opening was declared officially closed at 10:10 am.
- The Bid Opening Results indicate that Atlantic On-Site Development, LLC is the Apparent Low Bidder. However, the bid package will be reviewed for all submitted bids to determine the Responsive Lowest Bidder. Attached to these meeting minutes are the Certified Bid Tabulations.

ARDURRA

Bid Opening Attendance List

Project: NTB Flooding Improvements Project
Project No.: Ardurra Project No. – 20240793.00.RA
Meeting Date: Tuesday, March 10, 2026 @10:00 am
Location: 2008 Loggerhead Ct, North Topsail Beach, NC 28460

	Name	Company	Telephone #	E-mail Address
1	Michael Tassitino	Ardurra	704-227-3408	mtassitino@ardurra.com
2	Bernie Mowbray	ECC	910 409 1596	bmowbray@eccwilm.com
3	Chris Lewis	Faulconer	910-750-8418	clewis@faulconerconstruction.com
4	Billy Mayer	JENNS	336-455-1894	bmayer@jennsllc.com
5	Steven Byrum	Sunland	252 393 2504	sunland.estimating@gmail.com
6	Courtney Walger	Atlantic Onsite	919-612-3488	courtneyaoss@gmail.com
7				
8				
9				
10				
11				
12				

Town of North Topsail Beach
NTB Flooding Improvements
WKD No. 20240793.00.WK

BID TABULATION SUMMARY

OPENING DATE: 10-Mar-26 10:00 AM

BID OPENING LOCATION: 2008 Loggerhead Ct, North Topsail Beach, NC 28460

ARDURRA

CONTRACTOR	LICENSE # and CLASSIFICATION	ADDENDA 1 & 2	SIGNED BID FORM	BID BOND	TOTAL BID AMOUNT
Atlantic On-site Development LLC	79283	✓	✓	—	1,122,730.01
Faulconer Construction	40648	✓	✓	✓	1,841,745.00
Jenns Hardscape Construction	74149	✓	✓	✓	1,290,165.00
Sunland Builders Inc.	24941	✓	✓	✓	1,489,025.00
T.A. Loving Company					
East Coast Contracting	53756	✓	✓	✓	1,242,109.65

AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)

This Agreement is by and between **Town of North Topsail Beach** ("Owner") and **Atlantic On-Site Development, LLC** ("Contractor").

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

ARTICLE 1—WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Drainage improvements to New River Inlet Road & the North Topsail Beach Town Park utilizing a level spreader with vegetated filter strip, and permeable pavers, including but not limited to:

- Level spreader with vegetated filter strip installation
- 12" RCP pipe installation
- Stormwater traffic bearing drop inlet and type D drop inlet installation
- Shallow swale installation
- Permeable paver installation
- Traffic Control
- Erosion Control

Drainage improvements to Gray Street and Island Drive utilizing an infiltration chamber, including but not limited to:

- Erosion Control
- Stormwater Management Underground Infiltration System
- 15" RCP pipe installation
- 4" PVC Force main pipe installation
- Stormwater traffic bearing drop inlet and manhole installation
- Sand separator and pump station installation
- Traffic Control
- Erosion Control
- Electrical controls & panel

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ARTICLE 2—THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **NTB Flooding Improvements Project.**

ARTICLE 3—ENGINEER

3.01 The Owner has retained **W.K. Dickson & Co., LLC.** ("Engineer") to act as Owner's representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

3.02 The part of the Project that pertains to the Work has been designed by **"Engineer"**.

ARTICLE 4—CONTRACT TIMES

4.01 *Time is of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 Not used.

4.03 *Contract Times: Days*

A. The Work for the site will be substantially complete within 150 days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 180 days after the date when the Contract Times commence to run.

4.04 Not used.

4.05 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion:* Contractor shall pay Owner $500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.

2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner $500 for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.

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B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

ARTICLE 5—CONTRACT PRICE

5.01 Owner shall pay Contractor the Contract Price for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

A. For all Unit Price Work, an amount equal to the sum of the extended prices (Established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ITEM	SPEC	ITEM	SCHEDULED QUANTITY			UNIT	UNIT	TOTAL
NO.	NO.	DESCRIPTION	Gray Street	New River Inlet Rd	Total QTY		PRICE ($)	AMOUNT ($)
1	017113	Mobilization (5% of Total Cost)	-	-	1	LS	$52,220.00	$52,220.00
2	008000	Traffic Control (2.5% of Total Cost)	-	-	1	LS	$26,110.00	$26,110.00
3	014000	Allowance (Independent Firm, Geotechnical Engineer to perform Testing and Inspection Services)	-	-	1	LS	$5,000.00	$5,000.00
4	311000	Clearing and Grubbing (Including shrub removal)	-	-	1	LS	$2,500.00	$2,500.00
5	321413.2	Remove Asphalt Pavement and Replace with Permeable Pavers (Includes removal & proper disposal of asphalt pavement, pavers, stone, geotextile fabric, PVC Liner, observation wells, coordination, testing, subdrain pipes, etc.)	-	1750	1750	SY	$232.00	$406,000.00
6	24119	Remove Asphalt Pavement	324	210	534	SY	$40.25	$21,493.50
7	321123	Remove & Replace Gravel Driveway	42	-	42	SY	$70.00	$2,940.00
8	321313	Remove and Replace Concrete Driveway	14	-	14	SY	$195.00	$2,730.00
9	321216	ABC Stone	113	76	189	TON	$52.50	$9,922.50
10	321216	Asphalt Intermediate Base Course, Type I19.0C	101	-	101	TON	$415.31	$41,946.31
11	321216	Asphalt Base Course, Type B25.0C	-	40	40	TON	$623.28	$24,931.20
12	321216	Asphalt Surface Course, Type S-9.5C	39	30	69	TON	$345.00	$23,805.00

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13	SP-1	Furnish and Install Stormwater Management Underground Infiltration System (Storage Units, Stone, Geotextiles, Grading, Testing, soil removal, inflow manifold and discharge piping, viewports and concrete collar, etc.)	2112	-	2112	SF	$25.00	$52,800.00
14	334100	15" RCP Class III Storm Drain Pipe	564	-	564	LF	$157.00	$88,548.00
15	334100	12" RCP Class V Storm Drain Pipe	-	235	235	LF	$157.00	$36,895.00
16	334100	15" RCP Class V Storm Drain Pipe	50	-	50	LF	$157.00	$7,850.00
17	SP-5	Furnish and Install Level Spreader (Concrete Level spreader, Blind swale, Vegetated filter strip, Transition RipRap Class B, Geotextiles, Grading, Testing, soil removal, etc)	-	1	1	LS	$15,300.00	$15,300.00
18	334100	4" RJ PVC Force Main	40	-	40	LF	$45.00	$1,800.00
19	334234	Traffic Bearing Grated Drop Inlet (Per NCDOT 840.35)	3	1	4	EA	$5,400.00	$21,600.00
20	334234	Concrete grated Drop Inlet Type D (Per NCDOT 840.19)	-	1	1	EA	$7,780.00	$7,780.00
21	333213 / electric Specs	Pre-Cast sand separator and stormwater pump station, concrete fill, Electric Equipment, Ground Rod, Light Fixture, Pumps, Check Valve, platforms, grounding wires, Testing, etc.	1	-	1	LS	$225,503.00	$225,503.00
22	312513	Permanent Storm Drain Inlet Filter Protection	3	1	4	EA	$450.00	$1,800.00
23	312200	Grading	-	1	1	LS	$9,500.00	$9,500.00
24	221113	Water Service lines Replacement	200	65	265	LF	$20.00	$5,300.00
25	312513	Silt Fence	1110	777	1887	LF	$4.50	$8,491.50
26	312513	Standard Tree Protection Fence	-	300	300	LF	$4.00	$1,200.00
27	312513	Site Stabilization (Temporary)	1	1	2	EA	$3,500.00	$7,000.00
28	329219	Permanent Seeding	863	625	1488	SY	$3.00	$4,464.00
29	312513	Temporary Inlet Protection	3	1	4	EA	$350.00	$1,400.00
30	SP-2	Concrete Washout	1	1	2	EA	$450.00	$900.00
31	SP-3	Utility Coordination	-	-	1	LS	$5,000.00	$5,000.00
Total Bid Price for Site (Total of all Unit Price Bids)								**$1,122,730.01**

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ARTICLE 6—PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on the basis of Contractor's Applications for Payment as soon as is reasonably possible and according to the Owner's policies and procedures for the payment of invoices during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner, include a Certified Sales Tax Affidavit, and otherwise meet the requirements of the Contract. The aforementioned sentence and its associated requirements shall replace and/or supersede the requirements of Paragraph 15.01(D) of the General Conditions. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

a. 95 percent of the value of the Work completed and materials and equipment stored on site (with the balance being retainage).

1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage;

2) Except that the value of materials stored on site shall not exceed 20% of the Contractor's gross Project invoices for purposes of determining the 50% completion threshold; and

3) The Owner may reinstate retainage up to the amount of 5% on subsequent pay applications if either of the two following conditions exists:

a. Contractor's performance becomes unsatisfactory; or

b. It is necessary in order to hold 2.5% total retainage.

B. Within 60 days of submission of a pay application and one of the following events: i) issuance of a certificate of Substantial Completion , or (ii) beneficial use and occupancy by the Owner, Owner shall, with written consent of the Surety, release the retainage, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 250 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

C. *Early Finishing Trades.* Full payment, less authorized deductions, shall also be made for those trades that have reached one hundred percent (100%) completion of their contract by or before the Project is fifty percent (50%) complete if the Contractor has performed

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satisfactorily. However, payment to the earlyfinishin

g trades is contingent upon the Owner's receipt of an approval or certification from the architcreceipt of an approval or certification from the architect of record or applicable engineer that

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the work performed by the subcontractor is acceptable and in accordance with the Contract Documents. At that time, the Owner shall reduce the retainage for such trades to five-tenths percent (0.5%) of the Contract. Payments under this subsection shall be made no later than 60 days following receipt of the subcontractor's request or immediately upon receipt of the surety's consent, whichever occurs later. Early finishing trades under this subsection shall include structural steel, piling, caisson, and demolition.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

A. Owner will not make final payment or return or release retainage at any time, unless Contractor submits written consent of the Surety to such payment, return, or release.

6.05 *Interest*

A. All amounts not paid pursuant to Paragraph 6.02(A) above will bear interest at the rate of 1 percent per month.

ARTICLE 7—CONTRACT DOCUMENTS

7.01 *Contents*

A. The Contract Documents consist of all of the following:

1. This Agreement.
2. Bonds:
    a. Performance bond (together with power of attorney).
    b. Payment bond (together with power of attorney).
3. General Conditions.
4. Supplementary Conditions.
5. Specifications, Special Provisions, and Additional Documents as listed in the table of contents of the project manual (not attached but incorporated by reference)
6. Drawings (not attached but incorporated by reference) consisting of **30** sheets with each sheet bearing the following general title: **NTB Flooding Improvements Project.**
7. Addenda (numbers **1 to 2**, inclusive).
9. Exhibits to this Agreement (enumerated as follows):
    a. Bid Form
10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    a. Notice to Proceed.
    b. Work Change Directives.
    c. Change Orders.

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d. Field Orders.

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e. Warranty Bond.

B. There are no Contract Documents other than those listed above in this Article 7.

C. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:

1. Contractor has examined and carefully studied the Contract Documents, including Addenda.

2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.

4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.

5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.

6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.

7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

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9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and

4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

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

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

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

8.03 *Standard General Conditions*

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A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, in the Supplementary Conditions.

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IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on **[indicate date on which Contract becomes effective]** (which is the Effective Date of the Contract).

Owner: Town of North Topsail Beach	Contractor:
_____	_____
(typed or printed name of organization)	*(typed or printed name of organization)*
By: _____	By: _____
(individual's signature)	*(individual's signature)*
Date: _____	Date: _____
(date signed)	*(date signed)*
Name: _____	Name: _____
(typed or printed)	*(typed or printed)*
Title: _____	Title: _____
(typed or printed)	*(typed or printed)*
	*(If **[Type of Entity]** is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)*
Attest: _____	Attest: _____
(individual's signature)	*(individual's signature)*
Title: _____	Title: _____
(typed or printed)	*(typed or printed)*
Address for giving notices:	Address for giving notices:
2008 Loggerhead Ct	_____
North Topsail Beach, NC 28460	_____
_____	_____
Designated Representative:	Designated Representative:
Name: _____	Name: _____
(typed or printed)	*(typed or printed)*
Title: _____	Title: _____
(typed or printed)	*(typed or printed)*
Address:	Address:
_____	_____
_____	_____
_____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____
*(If **[Type of Entity]** is a corporation, attach evidence of authority to sign. If **[Type of Entity]** is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.)*	License No.: _____
	(where applicable)
	State: _____

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

By: _____ Date: _____

Finance Officer

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Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Lexi Stanfield
DEPARTMENT: Admin Department
SUBJECT: Amendment to the Board of Aldermen Regular Meeting Schedule 2026

SUMMARY:

The Board reached a consensus at the most recent Budget Workshop to hold an additional meeting in June for the purpose of adopting the budget. The Clerk to the Board of Aldermen is formally requesting the Board approve an amendment to the regular meeting schedule to include a meeting date of Wednesday, June 24, 2026, at 9:00AM located at North Topsail Beach Town Hall at 2008 Loggerhead Court. By amending the schedule rather than noticing a special meeting, the public will receive an earlier notice and staff are able to consistently advertise the meeting to encourage public engagement.

SPECIFIC ACTION REQUESTED:

The Clerk to the Board of Aldermen formally requests the Board make a motion to approve an amendment to the regular meeting schedule to include a meeting date of Wednesday, June 24, 2026, at 9:00AM located at North Topsail Beach Town Hall at 2008 Loggerhead Court.

ggerhead Court
psail Beach, NC, 28460
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(910) 328-1349
www.northtopsailbeachnc.gov

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Larry Strother
Mark Barefoot
Laura Olszewski
Kip Malcolm

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

2026 TOWN OF NORTH TOPSAIL BEACH
BOARD OF ALDERMEN REGULAR MEETING SCHEDULE

All meetings to be held in the meeting room at Town Hall located at 2008 Loggerhead Court in North Topsail Beach at 11:00 am or soon thereafter. Board of Aldermen meetings are on the first Wednesday of the month unless otherwise specified.

- January 7, 2026
- February 11, 2026
- March 4, 2026
- April 1, 2026
- May 13, 2026
- June 3, 2026
- June 24, 2026 (9:00AM)
- July 1, 2026
- August 5, 2026
- September 2, 2026
- October 7, 2026
- November 4, 2026
- December 2, 2026

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Alexis Stanfied
DEPARTMENT: Admin Department
SUBJECT: Appointment of Check Signatory

SUMMARY:

The Board of Aldermen previously appointed Alderman Larry Strother as the third check signatory for the Town. With Alderman Strother's unexpected passing, a vacancy has been left. Appointing three members as check signatories allows a more flexible schedule for check signing and ensures a board member is available to sign.

SPECIFIC ACTION REQUESTED:

Staff formally request the Board make an appointment of a third check signatory.

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Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Alexis Stanfield
DEPARTMENT: Admin Department
SUBJECT: Application for Reappointment to the Planning Board (Clerk Stanfield)

SUMMARY:

Teri Ward has applied for reappointment to the Planning Board. Ms. Ward has served diligently on the Planning Board for the last three years. She has shown an interest to continue serving on the Board for another term. Ms. Ward maintains excellent attendance for meetings and any trainings held. Her application is attached for the Board's review.

SPECIFIC ACTION REQUESTED:

Consideration to re-appoint Teri Ward to the Planning Board as a regular member for a three-year term beginning May 16, 2026 and expiring on May 15, 2029.

ggerhead Court
sail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Board or Committee Application for Teri Ward

Full Name: Teri Ward

Email: wardt5555@gmail.com

Phone: 5857324831

Address: 154 Oceanview Lane, NTB, NC 28460

Application Submitted on:5/1/2026 9:05:06 PM

Interested in serving on: ["Planning Board"]

Registered Onslow Co. Voter: Yes

Civic/Community Participation

Current Committees Planning Board and BIASAC Committee

Past Committees

Planning Board and BIASAC Committee

Conflict of interests anticipated? No

Education Background BS Degree in Social Work

Professional Background Spent 10 yrs working as a Medical Social worker in the hospitals. Then transitioned to Biotech/Pharmaceuticals. Ending my Career as a Regional Account Manager at a start up company.

Why they want to serve on this committee I currently serve on the planning board and would like to continue to do so. I am committed to helping ensure that our town remains healthy, vibrant, and sustainable—growing in ways that benefit all residents, protect our natural resources, and reflect the values of our community.

Experience and qualifications As a current member who has completed one term, I have gained valuable experience that would allow me to contribute more effectively in a second term. I work well as part of a team and communicate clearly, helping support and advance the planning board's goals.

Most Important issues NTB faces The two most important issues facing our town, in my view, are our planning policies and the CAMA Land Use Plan, and how both will shape the future of our community. Thoughtful, well-balanced planning is essential to preserving what makes our town special while guiding responsible growth.

BOA statement attest agreement checked I have read and attest to the above statement.

Emailed additional documents?

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
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Larry Faison
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Public Works Superintendent
DEPARTMENT: Public Works Department
SUBJECT: Fixed Asset Disposal - surplus Z920M John Deere Mower

SUMMARY:

Staff requests authorization to declare the existing **John Deere Z920M mower as surplus and proceed with disposal. The unit is non-operational, and repair estimates approach 95% of replacement value, making restoration economically impractical.

This request is independent of any replacement purchase consideration. The equipment no longer supports operational needs, occupies valuable storage space, and is recommended for removal from the Town's active asset inventory.

As this action pertains solely to the disposal of an existing surplus asset, no additional funding, budget amendment, or finance review is required. Approval will allow staff to list the item for sale through GovDeals and properly remove it from inventory records.

Recommendation:

Staff recommends declaring the mower as surplus property and proceeding with disposal in accordance with Town policy, allowing for removal of a non-serviceable asset and recovery of any potential residual value.

SPECIFIC ACTION REQUESTED:

That the Board of Aldermen declare the John Deere Z920M mower as surplus and authorize the Town Manager to proceed with disposal in accordance with applicable policies and procedures.

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North Topsail Beach, NC, 28460

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Fixed Asset Disposal

Item Description: Z920M 54" JOHN DEERE MOWER Date: 4/21/2026

Acquisition cost: $ 12,971.35 Book Value: $ UNKNOWN

Date purchased: UNKNOWN Department: PUBLIC WORKS DEPARTMENT

Real property name and parcel #: N/A

Vehicle tag and VIN: PIN# 1TC920MVTGT041761

Reason for disposal: catastrophic engine failure, no longer covered under warranty

Additional information: beyond economic repair, cost is greater than 95% of retail price

Christopher Huckaby Digitally signed by Christopher Huckaby Date: 2026.04.21 14:09:17 -04'00' 4/21/2026

Department head Date

Town manager Date

Governing body approval Date

Disposal method (circle one): ◯ Sale ◯ Trade ◉ Scrap ◯ Transfer

Gain/loss on disposal: $

Sale amount: $ Scrap value: $ estimated $500.00

Buyer name and address: Govdeals.org

Services received:

Fair market value: $ UNKNOWN

Trader name and address: pending GOVDEAL.org account submittal

Department transferred to:

Wayne Johannessen Digitally signed by Wayne Johannessen Date: 2026.04.21 15:37:45 -04'00' 4/21/2026

Finance officer Date

(rev. October 2023)

PO #:

Date: Dec 03 2025

Account #:

Dealer Information		Customer Information	
Name:	QUALITY EQUIPMENT, LLC	Name:	christopher huckaby
Address:	3231 NEW BERN HIGHWAY JACKSONVILLE, NC 28546 United States	Address:	
Phone:	9103474566	Phone:	
Fax:		Email:	
Contact:		Contact:	

Part No.	Description	PIN	Comment 1	Comment 2	Qty	Unit Price	Price
19M7867	Hexagonal Head Flanged Screw, M8 X 25		Turf And Utility	Z920M - ZTRAK	1	1.41	1.41
M110698	Round Hole Washer		Turf And Utility	Z920M - ZTRAK	2	1.43	2.86
UC28972	Bumper		Turf And Utility	Z920M - ZTRAK	1	52.58	52.58
19M7820	Hexagonal Head Flanged Screw, M12 X 100		Turf And Utility	Z920M - ZTRAK	1	7.89	7.89
03M7203	Carriage Bolt, M12 X 55		Turf And Utility	Z920M - ZTRAK	1	4.01	4.01
03M7226	Carriage Bolt, M12 X 70		Turf And Utility	Z920M - ZTRAK	1	4.78	4.78
TCU29527	Belt Guide		Turf And Utility	Z920M - ZTRAK	1	24.86	24.86
TCU31363	Debris Guard Guide		Turf And Utility	Z920M - ZTRAK	1	28.04	28.04
E63525	Hexagonal Lock Nut, M8		Turf And Utility	Z920M - ZTRAK	1	1.14	1.14

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H137329	Hexagonal Flange Lock Nut, M12		Turf And Utility	Z920M - ZTRAK	3	2.41	7.23
M133598	Idler Shield		Turf And Utility	Z920M - ZTRAK	2	15.12	30.24
AUC21138	Idler Sheave		Turf And Utility	Z920M - ZTRAK	2	54.59	109.18
TCA22763	Extension Spring		Turf And Utility	Z920M - ZTRAK	1	42.27	42.27
UC25154	Belt Guide		Turf And Utility	Z920M - ZTRAK	1	27.37	27.37
19M7817	Hexagonal Head Flanged Screw, M12 X 70		Turf And Utility	Z920M - ZTRAK	1	6.08	6.08
TCA20602	Mower Drive Idler Pulley		Turf And Utility	Z920M - ZTRAK	1	80.09	80.09
TCU27214	Washer		Turf And Utility	Z920M - ZTRAK	1	3.99	3.99
TCU31175	Idlers and Covers Guard Guide		Turf And Utility	Z920M - ZTRAK	1	30.56	30.56
19M7865	Hexagonal Head Flanged Screw, M8 X 16		Turf And Utility	Z920M - ZTRAK	12	1.30	15.60
TCU28215	Mower Deck Drive Sheave Assembly		Turf And Utility	Z920M - ZTRAK	3	86.57	259.71
TCU31132	Mower Deck Drive V-Belt		Turf And Utility	Z920M - ZTRAK	1	141.46	141.46
AUC10133	Mower Deck Drive Belt Tensioner		Turf And Utility	Z920M - ZTRAK	1	161.49	161.49
19M7489	Hexagonal Head Screw, M16 X 45		Turf And Utility	Z920M - ZTRAK	3	5.16	15.48

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M123520	Round Hole Washer		Turf And Utility	Z920M - ZTRAK	3	1.52	4.56
M123522	Washer		Turf And Utility	Z920M - ZTRAK	3	17.81	53.43
TCU30317	High Lift Mower Blade, 54 inch, Cut Length 110 mm (4.3 inch)		Turf And Utility	Z920M - ZTRAK	3	28.25	84.75
14M7396	Hexagonal Flange Lock Nut, M8		Turf And Utility	Z920M - ZTRAK	24	1.37	32.88
TCA24880	Spindle		Turf And Utility	Z920M - ZTRAK	3	191.04	573.12
AUC19956	Side Discharge Mower Deck, 54 inch		Turf And Utility	Z920M - ZTRAK	1	2127.11	2127.11
AUC15968	Traction Drive Pulley		Turf And Utility	Z920M - ZTRAK	1	65.06	65.06
TY22029	4-Cycle Engine Oil, Turf-Gard™, SAE 10W-30, API SN/GF6, 946 ml (32 Fluid Oz)		Turf And Utility	Z920M - ZTRAK	2	7.15	14.30
BTC10828	Wheel Assembly		Turf And Utility	Z920M - ZTRAK	2	905.88	1811.76
AUC24723	Tire And Wheel Assembly		Turf And Utility	Z920M - ZTRAK	2	230.86	461.72
TCU34299	Traction Drive V-Belt, Effective Length 1803.9 mm (71 inch)		Turf And Utility	Z920M - ZTRAK	1	38.10	38.10
AUC22197	Complete Engine Block, Gasoline				1	2481.27	2481.27

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Currency:		Subtotal:	8806.38
Labor Hours:	Labor Rate:	Labor:	
	Shipping Method:	Shipping:	150.00
		engine replacement :	715.00
		build mower deck:	700.00
		drive belt replacement :	310.00
		tire replace front and back ment:	200.00
		Tax:	1523.50
		Total:	**12404.88**

Dealer Message:

unable to get a a loaded complete deck, we can get the shell and piece the deck together

AGENDA ITEM FOR PURCHASE OF NEW MOWER SUBMITTED AS SUMMARY ITEM FOR MAY 2026 BOA.

THIS ITEM IS BOTH SUPRLUS AND OBSOLETE GIVEN THE BOARDS APPROVAL TO PURCHASE A REPLACEMENT. ITEM IS TO BE LISTED ON GOVDEALS.ORG FOR SALE OR SCRAP. NO MAJOR VALUE HAS BEEN OFFERED FROM VENDOR UNDER STATE CONTRACT FOR JOHN DEERE EQUIPMENT DUE TO COST OF REPAIRS EXCEEDING VALUE OF NEW MODELS. 4/21/2026 -CDH

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Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Public Works Superintendent
DEPARTMENT: Public Works Department
SUBJECT: Request for Change Order Approval – Contract Amendment 2026-26.49

SUMMARY:

The Board previously approved award of the project to MRM Construction for demolition of the existing crossover and construction of a new access after it was determined the existing structure had encroached onto a private lot. The original project estimate totaled $56,642.12 with a not-to-exceed authorization of $60,000.00. Following award, a legal review identified that the original easement documentation listed the property as dedicated to Onslow County rather than the Town of North Topsail Beach, resulting in a temporary hold on construction pending clarification.

This finding initiated additional coordination between Planning & Zoning and Permitting staff, resulting in a new permitting review and resubmittal requirement. The Permitting Department has since identified the following additional requirements:

-V-Zone Certificate
-Engineered building plans
-Updated property survey

These items were not included in the original scope or cost estimates, as they were not identified as requirements during initial project development. The need for these additional documents arose only after the legal review identified discrepancies in easement dedication.

To address the expanded scope associated with permitting compliance and ensure the project can proceed without further delay, staff is requesting an increase to the authorized contract amount, including:
-$10,000.00 for additional scope and permitting-related requirements, and
-A 10% contingency allowance to cover incidental costs or unforeseen conditions during construction

This adjustment increases the total authorized amount from $60,000.00 to $77,000.00.

SPECIFIC ACTION REQUESTED:

Approval of Change Order and Contract Amendment 2026-26.49

ggerhead Court
psail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Budget vs Actual

RTH TOPSAIL BEACH
2026 12:20:00 PM

Period Ending 6/30/2026

30 SHORELINE PROTECTION

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Expenses							
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	36,900.00	0.00	100%
30-710-10 BEACH LOBBYIST CONTRACT	61,300	19,417.82	0.00	0.00	41,914.31	(32.13)	100%
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	6,410.66	0.00	441.05	18,306.02	113,383.32	18%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	5,642.23	14,357.77	28%
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	391,295.28	0.00	441.05	117,645.76	229,428.96	69%

CURRENT ENCUMBRANCE OF $60,000 IS FOR PREVIOUSLY APPROVED PO5630.

THE ADDITIONAL REQUEST WITHIN THIS CHANGE ORDER TOTALS $17,000.

ONCE APPROVED, THE VARIANCE WILL BE $63,000.

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

Wayne Johannessen Digitally signed by Wayne Johannessen
Date: 2026.04.23 10:01:11 -04'00'

(Signature of finance officer).

Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460
(910) 328-1349

PURCHASE ORDER

PO Number: 5630 **Date:** 02/12/2026

Vendor #: MRM CONST

ISSUED TO: MRM CONSTRUCTION, LLC
688 SOUTH NC HWY 111
CHINQUAPIN NC 28521

SHIP TO: North Topsail Beach Town Hall
2008 Loggerhead Court
North Tospail Beach, NC 2846

ITEM	UNITS	DESCRIPTION	GL ACCT #	PRICE	AMOUNT
	1	OLD NTB40 BEACH ACCESS RELOCATION	30-710-15	$60,000.00	$60,000.00

ORIGINAL PO AWARD WAS $60,000
CHANGE ORDER DUE TO SCOPE INCREASE $10,000.00
+ ADDITIONAL 10% FOR UNFORECASTED INSCREASES OR INCIDENTALS.
NEW REQUESTED AMOUNT FOR AUTHORIED CA 2026-26.42 IS $77,000.00. -CDH

"THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT."

Total Purchase Order Amount: **$60,000.00**

Wayne Johannessen Digitally signed by Wayne Johannessen
Date: 2026.02.17 16:19:39 -05'00'

Date: 02/17/2026

1. Original Invoice must be sent to: Town of North Topsail Beach, 2008 Loggerhead Ct North Topsail Beach, N.C. 28460
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The Town is not exempt from Federal exicse tax, State, nor County taxes.

By acceptance of this purchase order, vendors, contractors, and/or subcontractors affirm they are not listed and will not utilize a subcontractor listed on the Final Divestments List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification.

FINANCE DEPT: (910) 328-1349

Posted Purchase Orders

NORTH TOPSAIL BEACH

02/17/2026 04:20 PM

Distribution amounts have been encumbered as of the PO Date.

PO Number	PO Date	Vendor	Department	PO Amount
5630	02/12/2026	MRM CONST - MRM CONSTRUCTION, LLC		$60,000.00

GL Acct	Stock #	Item Description	Qty	Price	Item Total
30-710-15		OLD NTB40 BEACH ACCESS RELOCATION	1	$60,000.00	$60,000.00

Total Purchase Orders: $60,000.00

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

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

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

Section II: Relocation of the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road and authorize award of the project to MRM Construction in the amount of $60,000.00.

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

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

Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to MRM Construction up to $60,000.00, subject to a pre-audit certificate thereon by the Town's Finance Officer.

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

Adopted this 11th Day of February 2026.

Motion made by Alderman Malcolm, 2nd by Alderman Olszewski

VOTE: ✓ **FOR** ___ **AGAINST** ___ **ABSENT**

RICHARD GRANT
MAYOR

WAYNE JOHANNESSEN
FINANCE OFFICER

Formal Proposal

January 21, 2026

Submitted to:

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

Submitted by:

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

Project Specifications

1388 NRI Adjacent Crossover Demolition and Rebuild

C00|Build New Crossover As Designed

DECKS AND PORCHES

- Materials to build new crossover as per the design submitted with treated lumber and stainless steel through bolts and screws
- Labor to build new crossover as per the design submitted

Sub-Total is $52,936.56

Project Cost is $52,936.56

Sales Tax: $3,705.56

Total Cost is $56,642.12

I. Materials

MRM will provide all labor and materials for the project as outlined in the quote.

II. Project Schedule and Payment Terms

The project schedule will adhere to the following timelines:

- 2 – 3 weeks for CAMA approvals and permitting
- Construction to be completed within 3-4 weeks of permitting
- Total timeframe for project will be 5 – 7 weeks from receipt of approved purchase order

Payment Terms for the full contract price of $56,642.12 are as follows:

- $20,000.00 materials invoice will be issued once materials are delivered to job site
- $36,642.12 will be invoiced upon successful completion of the project

Note that the project schedule is an estimate only and may be impacted by weather and materials availability.

III. Contract Modification

If the client wishes to make any changes to this contract, including but not limited to more work, different work, less work, and/or time frame, then the homeowner agrees to discuss such things with the project manager. The client will not discuss changes with any other employee or subcontractor of MRM. Once it is discussed, a written agreement will be signed by both parties.

IV. Changes in Elevations/Coastal Shoreline

This agreement is based solely on the observations MRM and its representatives were able to make at the time this agreement was bid. If changes in elevations or shoreline occur as a result of dune renourishment or storm activity, MRM will notify client so that a change order may be executed for any additional work that may be required.

V. Independent Contract Status

MRM Construction, LLC is a general contractor in good standing and licensed by the state of North Carolina under NC GCL 74822. It is agreed that the company shall perform the specified work as an independent contract and will subcontract any work deemed necessary. MRM relies upon product and installation warranties provided by subcontractors. MRM will help navigate any issues that may arise but offers no warranty, express or otherwise, over and above that which is offered by its subcontractors.

VI. Equipment on site and Work Scheduling

The client agrees to allow MRM to have equipment, dumpsters, and trailers on site when necessary. The client and project manager will agree upon a work schedule and will promptly discuss changes as they are needed. Availability of materials and subcontractors as well as weather play a large role in project timelines. MRM will do its best to mitigate impacts of unforeseen situations by exploring and presenting alternative solutions when needed.

VII. Contract Agreement

All agreements between the client and MRM related to the specified work are incorporated in this contract. If a problem arises that cannot be resolved with or by the project manager, the client is encouraged to speak with M. Ray Macleod, the owner of MRM, at 888.505.0216 ext. 5. If any disagreements arise concerning this project that the client and MRM cannot resolve by working together in good faith, they shall use an arbitrator that is paid for 50%/50%.

ACCEPTANCE OF PROPOSAL

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined in this contract.

Signature Alice Derian Date: 02/12/2026

This instrument has been preaudited in the manner required by the "Local Government Budget and Fiscal Control Act" by the Finance Officer of North Topsail Beach.

Signature: Wayne Johannessen Date: 02/12/2026

Finance Officer

MRM
CONSTRUCTION

North Topsail Beach > 1388 NRI Crossover

December 12, 2025

Submitted by:

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

Submitted to:

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

Project Information:

December 08, 2025
1388 NRI Crossover

0|Materials:

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

C00|Materials Sub-Total is: $14,639.87

C01|Labor:

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

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

				$14,639.87	**291.67**	**$33,180.00**	**$47,819.87**

Total Project Base Bid is $47,819.87
Sales Tax $ 3,347.39
Total Bid is $51,167.26

Optional Add-on:

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

Project Duration:

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

MRM Contract

Final Audit Report 2026-02-12

Created:	2026-02-12
By:	Alexis Stanfield (astanfield@NORTHTOPSAILBEACHNC.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKZl3WbbOlDtrYskEsqLbedy60JLz5AkB

"MRM Contract" History

Document created by Alexis Stanfield (astanfield@NORTHTOPSAILBEACHNC.GOV)
2026-02-12 - 8:41:02 PM GMT

Document emailed to Wayne Johannessen (wjohannessen@NORTHTOPSAILBEACHNC.GOV) for signature
2026-02-12 - 8:41:07 PM GMT

Email viewed by Wayne Johannessen (wjohannessen@NORTHTOPSAILBEACHNC.GOV)
2026-02-12 - 8:42:07 PM GMT

Document e-signed by Wayne Johannessen (wjohannessen@NORTHTOPSAILBEACHNC.GOV)
Signature Date: 2026-02-12 - 8:43:32 PM GMT - Time Source: server

Document emailed to Alice Derian (aderian@northtopsailbeachnc.gov) for signature
2026-02-12 - 8:43:34 PM GMT

Email viewed by Alice Derian (aderian@northtopsailbeachnc.gov)
2026-02-12 - 8:44:15 PM GMT

Document e-signed by Alice Derian (aderian@northtopsailbeachnc.gov)
Signature Date: 2026-02-12 - 8:45:08 PM GMT - Time Source: server

Agreement completed.
2026-02-12 - 8:45:08 PM GMT

ORDINANCE NO. CA 2026-26.49
TOWN OF NORTH TOPSAIL BEACH, NC

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

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

Section II: Relocation of the Old NTB40 Beach Access adjacent to 1388 New River Inlet Roadawaded to MRM Construction was in the amount of $60,000.00. The Permitting Office has identified the following additional requirements: Resubmittal including a V-Zone Certificate, Engineered building plans, Updated property survey all at a cost of $17,000.

Section III: The Finance Officer has determined sufficient funds are available In Fund 30-710-15 has sufficient funds for this project. Current balance is $80,000.

Section IV: The contract modification cost of $17,000 plus the original contract balance of $60,000 is a total of $77,000. The FY 2026 adopted budget included the $140,000 in account 30-710-15.

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

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

Adopted this 13th Day of May 2026

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

RICHARD GRANT , **MAYOR**

WAYNE JOHANNESSEN, FINANCE OFFICER

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Public Works Superintendent
DEPARTMENT: Public Works Department
SUBJECT: Staff Report - Erosion and Decking concerns around Town Hall

SUMMARY:

At the April 8, 2026 Budget Workshop, the Mayor requested that staff bring forward the identified maintenance and infrastructure needs at the Town Hall facility for formal Board consideration.

Staff has identified two primary areas requiring attention: ongoing erosion beneath the Town Hall structure and deterioration of exterior decking and stair systems. The erosion condition presents a potential risk to long-term structural stability, while the decking and stairs represent a more immediate concern related to safety, accessibility, and daily use.

An engineering assessment has been completed to evaluate the erosion conditions and identify potential mitigation strategies. Based on available funding and project scope, staff is seeking Board direction on how to proceed with addressing these needs, including project prioritization and overall approach to implementation. On April 8, 2026 Mr. Horstman, PE submitted the report listed as attachment 1 which identifies two mitigation strategies;

-(Erosion mitigation via drainage improvements and grading, estimated cost: $33,900)
-(Erosion mitigation option 1 plus; permeable paver system, estimated cost: $70,900)

Marc Horstman, PE, is present and available to offer a presentation on their findings.

In addition, the deck and stair structures are in the assessment phase by vendors and pending submittals. At least one vendor submitted an estimate for repairs in FY 24-25 which was the basis for the budget request that period. Cost estimate for decking and stairs is between $55,000-$65,000 at this time.

Recommendation: Authorize mitigation strategy #2 and the repair or replacement of Deck and Stair structures, and a Budget Amendment for $70,900. Consider funding these projects in our FY26-27 budget due to timeline constraints on the remaining FY.

SPECIFIC ACTION REQUESTED:

Provide direction on the mitigation of erosion, and repair and/or replacement of decking and stair structures at town hall.

ggerhead Court
psail Beach, NC, 28460
North Topsail Beach is an Equal Opportunity Employer.
(910) 328-1349
www.northtopsailbeachnc.gov

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Staff Report Table of Contents

I. Summary Item Sheet

II. Table of Contents

III. Background

IV. Attachments:

1. **ARDURRA report by Mr. Marc Horstman PE, PH, BC.WRE**
2. **Stantec Consulting Serivces 7/1/2024 mitigation design & proposal letter**
3. **PO 5355 - Stantec**
4. **Budget Amendment for the recommended erosion strategy and deck/ stair repair/replacement**
5. **Vendor quotes for decking and stairs (as they are received)**

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of North Topsail Beach
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Staff Report

Background

Erosion beneath the Town Hall structure was identified prior to July 2025, with mitigation efforts undertaken at that time; however, those measures did not fully resolve the issue. Continued degradation has since been observed by Public Works staff.

In 2024, Stantec Consulting Services was engaged under PO #5355 to provide engineering consultation, including survey, environmental evaluation, and site design. While design documents were produced, no formal construction award or completion documentation has been identified. Based on current site conditions, it appears that some level of mitigation was implemented between mid-2024 and mid-2025.

Due to ongoing concerns, the Town engaged Marc Horstman, PE of Ardurra to perform an updated assessment in February 2026. Their findings confirm that erosion conditions persist and require further action.

In addition, the decking and stair systems surrounding Town Hall have experienced continued deterioration due to age and coastal exposure and will require repair or replacement beyond routine maintenance efforts. There was a quote provided to the town prior to my arrival in July 2025 for replacement at the cost of $185,377.50. At that time the quote was provided to the town manager. The recommendation at the time was this puts us over the FY budget already in place and we would need an amendment to maneuver funds and facilitate the repair.

Discussion / Analysis

The erosion condition represents a long-term infrastructure risk that may impact structural stability if not addressed. The decking and stair systems present a more immediate safety and usability concern for staff and the public.

Addressing decking improvements prior to resolving underlying erosion conditions may introduce risk of rework or premature failure, as full structural impacts beneath the building are not yet fully mitigated.

Additionally, given the current status of erosion under the decking, and robust replacement quotes for the deck and stairs, I do not feel as if the Public Works Department can conduct this repair internally in the interests of cost avoidance to the town.

Given the proximity to the end of the fiscal year, staff also notes that full procurement—including engineering, bidding, and awards, may be difficult to complete within the current FY, and a carry forward approach may be necessary depending on Board direction.

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of North Topsail Beach
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Faison
Interim Town Manager

Alexis Stanfield, NCCCC
Town Clerk

Staff Report

Financial Impact

Funding for the full resolution of items is estimated to cost between $200,000-$250,000 combined.

- $30,900-$70,900 for erosion mitigation
- ~180,000-$200,000 for decking and stairs replacement

Funding is anticipated from the following accounts:

- Public Buildings - General Fund
  - Buildings & Grounds Maintenance (10-500-15): ~$110,041.10 available as of 4/22/2026
  - Capital Outlay (10-500-74): $70,000 available as of 4/22/2026

Given the cost estimated in repairing the decking and stairs at Town Hall, the board would have to approve a budget amendment to fund this item. A budget amendment would certainly be required if both the erosion and decking concerns were addressed simultaneously.

At this time we have received only one estimate of work for the construction replacement of the decking and stairs. We have reached out to other vendors and are awaiting their quotes.

While available funds support the completion of these projects pending budget amendments, the remaining FY timeline is restrictive to the bid process and turnaround of contract award in such a short timeline. These funds should be authorized for FY26-27 budget if at all possible.

My recommendation is:

- **Erosion mitigation option #2 be approved**
- **Estimated cost of repairs for the decking and stairs be approved for the FY26-27 budget year under 10-500-74 Capital Outlay for a total of $200,000 dollars**

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

Wayne Johannessen Digitally signed by Wayne Johannessen
Date: 2026.04.23 10:41:23 -04'00'

(Signature of finance officer).

Period Ending 6/30/2026

NER UND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percen
0-11 PHONES	0	0.00	0.00	0.00	0.00	0.00	
0-13 UTILITIES	55,000	0.00	0.00	0.00	39,409.53	15,590.47	7
0-15 M & R BUILDINGS/GROUNDS	156,384	24,485.75	0.00	650.00	14,754.18	117,144.07	2
0-17 LANDSCAPING EXPENSE	38,527	7,381.56	0.00	0.00	22,144.68	9,000.76	7
0-33 BUILDING SUPPLIES	6,500	0.00	0.00	389.60	2,944.07	3,555.93	4
0-35 FURNITURE	15,000	0.00	0.00	0.00	0.00	15,000.00	
0-43 CLEANING SERVICES	15,000	4,000.00	0.00	250.00	9,500.00	1,500.00	9
0-45 PEST CONTROL	2,566	280.00	0.00	0.00	80.00	2,206.00	1
0-46 BUILDING SECURITY	0	0.00	0.00	0.00	0.00	0.00	
0-57 TOWN SIGN M & R	2,500	0.00	0.00	0.00	0.00	2,500.00	
0-58 WEB EOC SERVICE	0	0.00	0.00	0.00	0.00	0.00	
0-74 CAPITAL OUTLAY	170,000	100,000.00	0.00	0.00	0.00	70,000.00	5
0-76 LEASE PAYMENTS	42,312	0.00	0.00	0.00	36,412.00	5,900.00	8
0-80 STORM DAMAGE	0	0.00	0.00	0.00	0.00	0.00	
PUBLIC BLDGS Totals:	503,789	136,147.31	0.00	1,289.60	125,244.46	242,397.23	5

NORTH TOPSAIL BEACH TOWN HALL EROSION EVALUATION

Evaluation Summary

5/13/26

Marc T. Horstman, PE, PH, BC.WRE

South Watershed Services Group Leader

ARDURRA

Town of North Topsail Beach

FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

BACKGROUND

- Ardurra was asked to evaluate the potential causes of erosion underneath the Town Hall Building.
- Our team performed a site visit on Thursday, February 26th, 2026 to view the eroded areas and evaluate potential solutions.
- Eroded areas around a block wall footing and a support column should be addressed immediately to prevent any movement of load-bearing supports.

ERODED FOOTING

ERODED SUPPORT BEAM

ARDURRA

EROSION CAUSES

- Poor Drainage Capacity of existing drainage pipes:
  - *Some pipes have inadequate slopes and are undersized for drainage.*
  - *Joint failures contributing to "piping" issues.*
- Significant Runoff coming from damaged landscaping geotextile.
- Poor drainage pathways from front landscaping areas.

POOR DRAINAGE CAPACITY

- Vertical Installation Issues
  - *One pipe has a vertical installation arrangement that requires a significant amount of hydraulic head, or force, to provide sufficient drainage.*
- Inadequate pipe slopes
  - *Several pipe segments have adverse slopes, which significantly impact hydraulic capacity.*
- Undersized Combined Systems
  - *Pipes of the same diameter (size) are combined into a same sized downstream pipe segment.*

ARDURRA

FLOW FROM NW LANDSCAPING

- Significant Runoff coming from damaged landscaping geotextile.
- Poor drainage pathways from front landscaping areas.

IMPROVE DRAINAGE CAPACITY

- Increase pipe diameter to 6-inch pipes:
  - *Increasing the pipe diameter from 4-inch to 6-inch will double the cross-sectional flow area (12.6 sq. in. to 28.3 sq. in).*
- Change pipe material from corrugated plastic pipe to smooth-walled PVC or HDPE.
  - *Changing the interior roughness (n-value) from 0.023 to 0.009, will allow the pipe to carry ~2.5 times more flow.*
- Ensure all pipes have a positive slope, at least 0.05%, and when pipes are combined, a larger pipe is installed downstream.

GETTING WATER TO THE PIPES

- The gutters should be checked for debris and downspouts should be upsized.
- New downspouts should be added at any missing connection points.
- Any eroded material should be replaced, after the new pipes are installed, and hand-compacted to ensure loose material does not further erode. Areas specifically around and underneath the exposed building foundation should be

OPTIONS TO ADDRESS NW FLOWS

- Repair the geotextile fabric.
  - *This will provide a short-term solution, but there will still be an opportunity for this issue to come up again over time.*

OPTIONS TO ADDRESS NW FLOWS

- Completely replace the landscaped area with:
  - *Concrete wall that will prevent water from transversing underneath the building.*
  - *Incorporating an infiltration-based practice that will absorb overland infiltration while matching the current aesthetic surrounding the building.*

ESTIMATED CONSTRUCTION COSTS: NEW PIPES

Table 1: Estimated Project Costs to install new drainage pipes and grading under the Town Hall Building:

UNIT PRICE CONSTRUCTION COSTS ESTIMATION

Item No.	Pay Item Description	Unit	Estimated Quantity	Bid Unit Price	Amount
1	Mobilization	LS	1	$ 1,240.00	$ 1,240.00
2	Erosion and Sediment Control	LS	1	$ 3,000.00	$ 3,000.00
3	Grading	LS	1	$ 8,000.00	$ 8,000.00
4	New 6" Drainage Pipe Installation	LF	240	$ 45.00	$ 10,800.00
5	Permanent Fertilizer, Seeding, and Mulching	SY	100	$ 30.00	$ 3,000.00
				Total of All Unit Price Base Bid Items	**$ 26,040.00**
				Contingency (30%)	**$ 7,812.00**
				Total Estimated Project Costs (Rounded) =	**$ 33,900.00**

ARDURRA

ESTIMATED CONSTRUCTION COSTS: NEW PIPES W/ NEW LANDSCAPE AREA

Table 2: Estimated Project Costs to install new drainage pipes and grading, and to include a permeable paver system.

UNIT PRICE CONSTRUCTION COSTS ESTIMATION

Item No.	Pay Item Description	Unit	Estimated Quantity	Bid Unit Price	Amount
1	Mobilization	LS	1	$ 2,596.80	$ 2,596.80
2	Erosion and Sediment Control	LS	1	$ 5,000.00	$ 5,000.00
3	Permeable Pavers Installation	SY	48	$ 232.00	$ 11,136.00
4	Front Deck Ramp Replacement	LS	1	$ 12,000.00	$ 12,000.00
5	Grading	LS	1	$ 10,000.00	$ 10,000.00
6	New 6" Drainage Pipe Installation	LF	240	$ 45.00	$ 10,800.00
7	Permanent Fertilizer, Seeding, and Mulching	SY	100	$ 30.00	$ 3,000.00
				Total of All Unit Price Base Bid Items	**$ 54,532.80**
				Contingency (30%)	**$ 16,359.84**
				Total Estimated Project Costs (Rounded) =	**$ 70,900.00**

ARDURRA

Questions?

Marc T. Horstman, PE, PH, BC.WRE

South Watershed Services Group Leader

mhorstman@ardurra.com

www.ardurra.com

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MEMO

TO: Town of North Topsail Beach, NC

FROM: Mr. Marc T. Horstman, PE, PH, BC.WRE

CC: Mr. Christopher Huckaby

DATE: 4/7/26

RE: Town Hall Erosion Evaluation

NORTH CAROLINA PROFESSIONAL SEAL 041392 ENGINEER MARC T. HORSTMAN 4-7-26

The Town of North Topsail Beach, NC, (Town) contracted with W.K. Dickson & Co., LLC, now part of the Ardurra Group North Carolina (Ardurra), to perform an evaluation to determine the cause of significant erosion around the foundation of their Town Hall Building and help develop approaches to reduce the frequency and severity of this erosion in the future. Professionals from Ardurra visited the site on Thursday, February 26th, 2026, to view the eroded areas underneath the Town Hall building. This Technical Recommendations Memo summarizes the field data collected during this visit, discusses viable solutions that would address this identified erosion, provides a budget cost analysis for these solutions, and identifies any potential permitting that might be required.

Site Background:

The Town of North Topsail Beach Town Hall is located at 2008 Loggerhead Court (Mailing Address: 2008 Loggerhead Court, North Topsail Beach, NC 28460), which is right off of NC HWY 210 (Island Drive), and serves as the administrative building for the Town. This building also hosts the Board of Aldermen meetings and contains offices for Town administration staff. As shown in Figure 1, the Town Hall building is located on Topsail Island and is built on the sandy soils typical of a barrier island.

Ocean Vw
New River Inlet Rd
Soundview Ln
Island
210
North Topsail Beach Police Department
Loggerhead Ct
NC Highway 210
NC Highway 210

Existing Site Conditions Evaluation:

Based upon the site evaluation that occurred on February 26th, it was determined that several areas of erosion are occurring underneath Town Hall, especially around and underneath the footing supports to the main building. If left unaddressed, these footings could become compromised as the supporting soil gets washed away and can no longer provide the foundation and structural support needed. It is noted that this evaluation did not assess the structural integrity of the foundation footings, as that would require an engineering analysis that was outside the scope of this evaluation.

Of specific concern is the footing shown in Photo 1, where it appears that part of the footing is currently getting undermined as soil around the drainage pipe has been eroded and mobilized downstream. It appears that this concrete block footing supports several cross-beams that could impact flooring support and structural-bearing walls should the footing become further compromised.

Photo 1: Eroded Footing Located under the Town Hall Building

Also, as demonstrated in Photo 2, significant erosion is scouring away soil around at least one support column, which is also supporting a structural bearing cross-beam. This photo shows an approximately gully about 3-feet deep that has formed and will continue to impact this structural column until the erosion is addressed.

Photo 2: Eroded Support Column Located under the Town Hall Building

Erosion Evaluation:

Based upon a visual inspection, it appears that the significant erosion under the Town Hall building is a result of the following factors:

- Poor Drainage Capacity of the existing 4-inch diameter black corrugated plastic pipes:
    - As shown in Photo 3, one specific drainage pipe was installed by bolting it up and over an existing wooden fence. Hydraulically, this installation arrangement prevents the pipe system from completely draining, as the pipe would only start draining when there is enough hydraulic head to overcome the height of the fence. Until that pipe system is repaired to maintain positive drainage, this pipe system will not drain properly and will continue to back up water under the Town Hall building.

Photo 3: Vertical Pipe Installed over a Fence

- At several locations, there is evidence of water traveling alongside the existing pipe, an effect commonly known as “piping”. This typically results from water leaving the pipe system at an upstream pipe junction, or joint, and flowing downstream along the outside of the pipe. This hydraulic action will typically erode out around the pipe and can cause further damage to pipe joints or connection points along the pipe system.
- It was also noticed that several of the drainage pipes have inadequate slopes, as shown in Photo 4, and are tied into pipes of the same size. Both of these factors, inadequate pipe slopes and undersized combined pipe systems, will significantly reduce the hydraulic efficiency and cause water to back-up into the pipe system.

Photo 4: Drainage Pipe with Inadqeuate Slope

- Even with one of the pipe systems that appeared to have an adequate slope to the outfall, erosion around the pipe joints was still observed. This is indicative that the existing pipe system is not large enough to handle the flow during peak events, and the pipe gets surcharged, or pressurized, to the point where joint failure occurs.

- It appears a significant amount of runoff flow is coming from the front, or Northern side, of the Town Hall building, which either seems to be overwhelming the existing drainage pipes and/or creating deep gullies that are threatening foundational piles. A significant amount of drainage appears to be flowing through the Northeastern rock landscaping that is located between the Northern walkway and the Northern face of the Town Hall Building. A further investigation, as shown in Photo 5, appears to show the geotextile fabric damaged in the rock landscaping area, which will allow for runoff to easily flow under the Northeastern side of the Town Hall building. A similar observation, though not as dramatic, was observed on the Northwestern landscaping side as well.

Photo 5: Damage to Geotextile that Contributes to Flooding under the Town Hall Building

- While not directly contributing to the erosion under the Town Hall building, minor depressions in the grassed area on the Northwestern side of the building were also observed. Additionally, a crack in a sidewalk was observed near these minor depressions, which can be indicative of settlement and soil migration. Any repairs done to address the erosion should also address this potential settlement and soil migration issue.

Evaluated Solutions:

The following solutions would address the factors that are contributing to erosion under the Town Hall Building, including:

- Improving the drainage capacity of the existing 4-inch diameter black corrugated plastic pipes by implementing the following:
    - Replace all existing 4-inch diameter black corrugated plastic pipes with 6-inch Polyvinyl Chloride (PVC) or High-Density Polyethylene (HDPE) smooth-wall interior drainage pipes. This increase in pipe diameter, from 4 inches to 6 inches, will allow for additional flow capacity, as the pipe cross-section area will increase from 12.57 square inches to 28.27 square inches, which is slightly more than double the available flow area. Also, a smooth-walled interior drainage pipe has less internal friction, as compared to a corrugated pipe, so the estimated Manning's Roughness Coefficient (n-value) would drop from approximately n=0.023 (corrugated plastic pipe) to n=0.009 (smooth-walled PVC). For pipes with the same diameter and slope, this reduction in Manning's Roughness Coefficient (n-value) would allow the pipe to carry 2.5 times more flow, thus increasing the anticipated drainage capacity.
    - It is also noted that all new drainage pipes should have a positive slope, or where the pipe outlet is at a lower elevation than the pipe inlet elevation. Any undulations or elevation rises within the pipe should be removed so that water does not pond within the pipe system. Also, if any pipe systems are to be combined at the outlet, then a large pipe diameter, such as an 8-inch or 12-inch pipe, should be installed to allow enough flow capacity to drain the pipe system.
    - In addition to upsizing the drainage pipes, it would also be advantageous to upsize the downspouts and the downspout connections coming from the roof.
    - Finally, as the new pipe system is getting installed, the eroded material around the existing pipe alignment should be replaced and hand-compacted to ensure that loose soil material does not continue to erode. Specifically, this material replacement and compaction needs to occur underneath and adjacent to the exposed building foundation to provide enough structural counter-force to support the exposed foundation section.

- To address the significant amount of runoff that appears to be coming from the front, or North side, of the Town Hall building, several options should be considered, as shown in Figure 2:
    - The existing landscaped area can be repaired and modified so that water does not continuously flow underneath the Town Hall building. A comprehensive repair plan would be to remove the existing decorative stone, remove and replace the existing geotextile fabric, and install the geotextile fabric in a secure manner so that no water can flow underneath the building. The risk with this approach is that this geotextile fabric could get cut or damaged, similar to the current status, and water will then continue to flow under the Town Hall Building.
    - Another option to address the runoff at this location is to completely replace the existing landscaped area with an infiltration-based practice, such as permeable pavers or a bioretention area. It is noted that some type of wall or hydrostatic barrier would need to be installed just underneath the front of the building to prevent water from flowing underneath the building. For this specific area adjacent to the Town Hall, it appears that permeable pavers would be an ideal infiltration-based practice, as they could match and enhance the current aesthetic surrounding the building. Further discussion with the Town would be needed for this option to be explored in more detail.

Recommend converting the current landscaping to an infiltration-based device to reduce the amount of runoff going under the NTB Town Hall Building (TYP.).
Recommend upsi
the current drain
system underneat
Town Hall building
6" drainage pipes
ensuring these p
have positive drain
North Topsail Beach Police Department
Loggerhead

ARDURRA

Permitting Considerations:

It is noted that all of the recommended improvements identified above would be considered maintenance and would not need any additional permitting efforts through CAMA or the USACE. This is assuming that the existing drainage pipe outfall locations can be utilized and no additional pipe outfalls would be constructed.

It is also noted that since all improvements would be located on Town property, no easements of any kind, including temporary construction or permanent easements, will be needed.

Budget Cost Analysis:

The overall estimated construction costs for addressing the drainage pipe system are shown in Table 1. Table 2 shows the same estimated construction costs, but including a permeable pavement system to address overland flow at the Northern section of the Town Hall Building.

Table 1: Estimated Project Costs to install new drainage pipes and grading under the Town Hall Building:

UNIT PRICE CONSTRUCTION COSTS ESTIMATION

Item No.	Pay Item Description	Unit	Estimated Quantity	Bid Unit Price	Amount
1	Mobilization	LS	1	$ 1,240.00	$ 1,240.00
2	Erosion and Sediment Control	LS	1	$ 3,000.00	$ 3,000.00
3	Grading	LS	1	$ 8,000.00	$ 8,000.00
4	New 6" Drainage Pipe Installation	LF	240	$ 45.00	$ 10,800.00
5	Permanent Fertilizer, Seeding, and Mulching	SY	100	$ 30.00	$ 3,000.00
				Total of All Unit Price Base Bid Items	**$ 26,040.00**
				Contingency (30%)	**$ 7,812.00**
				Total Estimated Project Costs (Rounded) =	**$ 33,900.00**

Table 2: Estimated Project Costs to install new drainage pipes and grading, and to include a permeable paver system.

UNIT PRICE CONSTRUCTION COSTS ESTIMATION

Item No.	Pay Item Description	Unit	Estimated Quantity	Bid Unit Price	Amount
1	Mobilization	LS	1	$ 2,596.80	$ 2,596.80
2	Erosion and Sediment Control	LS	1	$ 5,000.00	$ 5,000.00
3	Permeable Pavers Installation	SY	48	$ 232.00	$ 11,136.00
4	Front Deck Ramp Replacement	LS	1	$ 12,000.00	$ 12,000.00
5	Grading	LS	1	$ 10,000.00	$ 10,000.00
6	New 6" Drainage Pipe Installation	LF	240	$ 45.00	$ 10,800.00
7	Permanent Fertilizer, Seeding, and Mulching	SY	100	$ 30.00	$ 3,000.00
				Total of All Unit Price Base Bid Items	**$ 54,532.80**
				Contingency (30%)	**$ 16,359.84**
				Total Estimated Project Costs (Rounded) =	**$ 70,900.00**

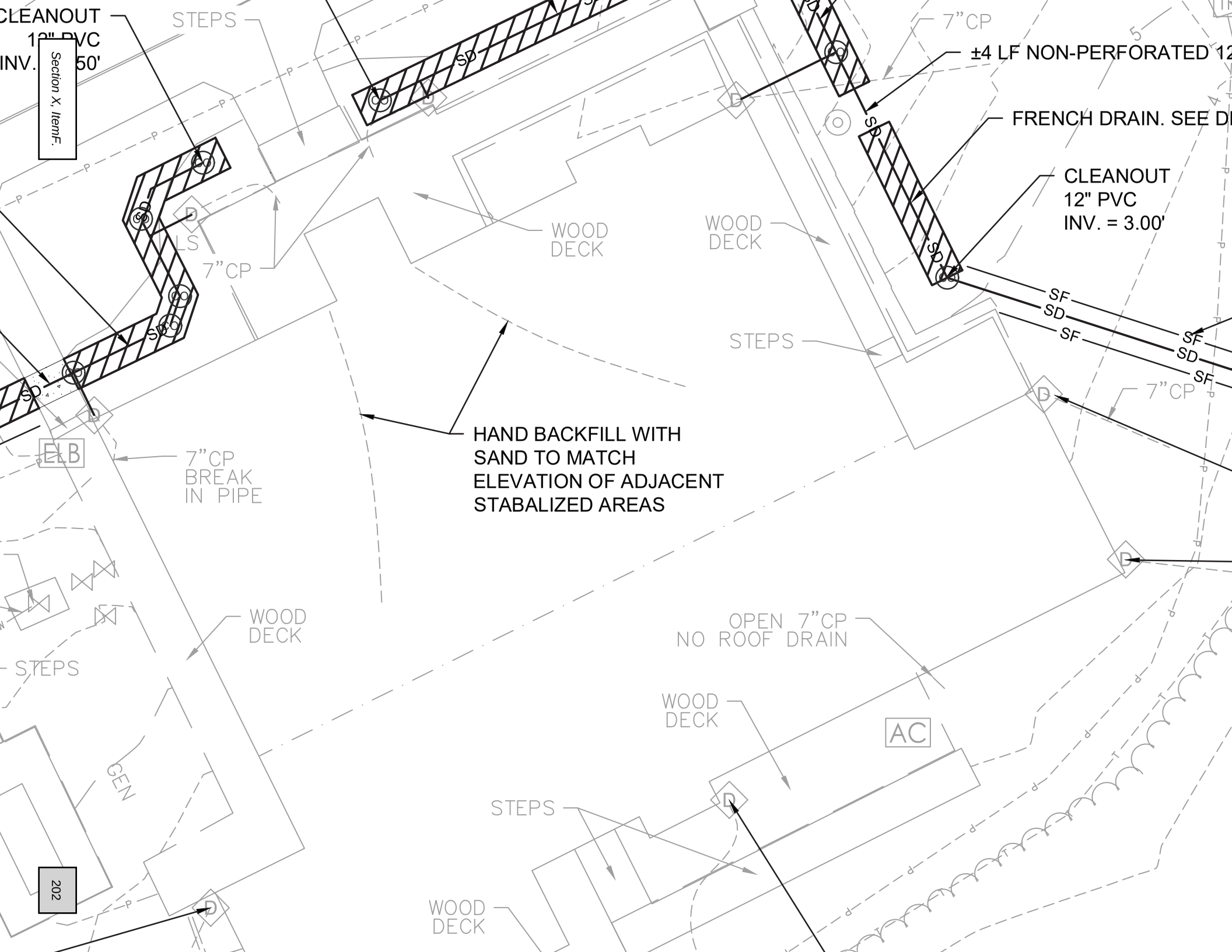
Final Recommendations:

This memo recommends that, at a minimum, the Town should replace and upsize the existing drainage system underneath the Town Hall Building to 6-inch smooth-walled PVC or HDPE pipes that will provide more drainage capacity. Then, suitable material should be placed over the new drainage pipes, and underneath the undermined foundation. This suitable material should be placed up to the existing grade, or the original ground elevation that was present prior to significant erosion.

Also, a discussion should be had with Town staff to look at replacing the existing landscaping to include an infiltration-based practice that could reduce the amount of runoff that flows underneath the Town Hall building.

PREVIOUS DOCUMENTATION ASSOCIATED TO ER
ATTACHED TO STAFF REPORT FOR REFERENCE

ROSION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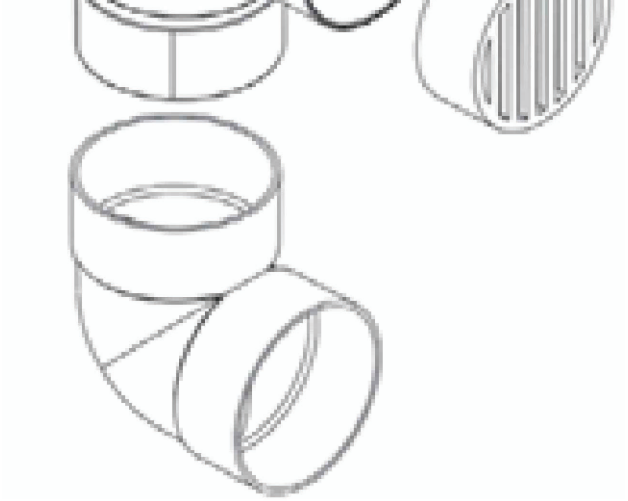


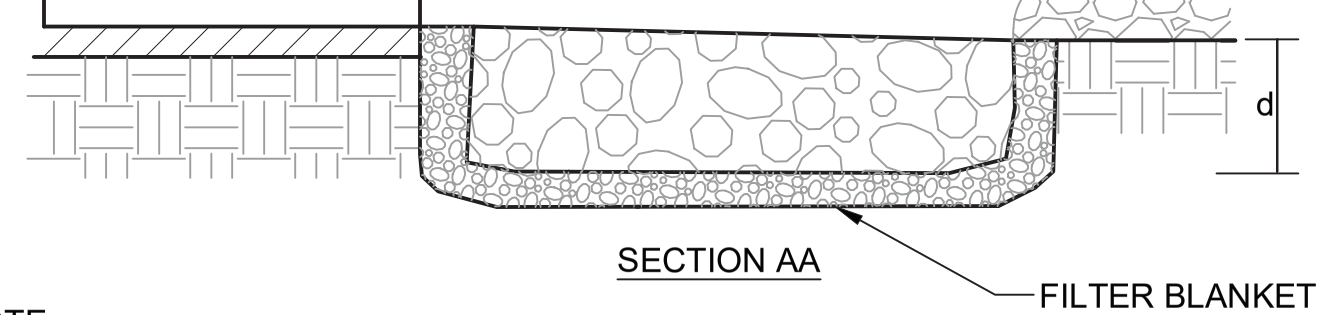
9P12	3" S&D
9P11	4" S&D

Fitting Elbow

3P02	3" S&D 90°
4P02	4" S&D 90°
4PVAF	4" S&D 0-90°

2 DOWNSPOUT ADAPTER WITH OVERFLOW CLEANOUT

SCALE: NOT TO SCALE



NOTE:

EXTEND THE APRON UP THE CHANNEL BANKS TO A MINIMUM HEIGHT OF 1 FOOT.

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3 RIP-RAP OUTLET PROTECTION

SCALE: NOT TO SCALE

Stantec Consulting Services Inc.
801 Jones Franklin Road Suite 300, Raleigh NC 27606-3394

March 20, 2024
Attention: Al R. Cablay, PWLF
Public Works Director
Town of North Topsail Beach
3315 Gray Street
North Topsail Beach, NC 28460

Dear Mr. Cablay,

Reference: Emergency Erosion Loss for Town Hall Building

We are pleased to submit this proposal for engineering services for the Town Hall Building for the Town of North Topsail Beach. We understand the time-sensitive nature to this project due to the eroding of the material under the building and have organized a team ready to respond at the Town's direction. The fee proposal is based on the project understanding and assumptions outlined below.

Scope Understanding/Assumptions:

1. Severe erosion for the fill material under the Town Hall/Police building located at 2008 Loggerhead Ct, North Topsail Beach, NC 28460, as described and witnessed on a site visit conducted on 2024 February 29, requires immediate remediation.
2. The site was restored following architectural design drawings by Stewart-Cooper-Newsome following damage occurring from the impact of Hurricane Florence in late 2018 (assumed construction/restoration was performed in 2019).
3. Erosion witnessed from site visit has occurred since the repair in 2019 and only minimal work has occurred since. The only known additional work is a wooden headwall placed under the building to help remediate some of the erosion issues.
4. The natural area to the south and east (as shown on Exhibit 1) is assumed to be naturally protected areas and may have stormwater discharge restrictions.
5. The only existing design/plans available for the site are the architectural plans by Stewart-Cooper-Newsome as mentioned in item #2. The Town does not have any wetland delineations or CAMA permitting determinations.
6. Existing roof drains are connected via single-wall flexible HDPE pipe and may have separated.
7. Groundwater infiltration into the crawlspace has been witnessed by town staff during storm events.
8. Underground utilities (Domestic Water, Sewer, Electrical, Communication) are located to the west of the building towards Island Drive).
9. Standards Terms and Conditions apply to proposal (attached).

PREVIOUS DOCUMENTATION ASSOCIATED TO EROSION ISSUES ON LOCATION ATTACHED TO STAFF REPORT FOR REFERENCE

Reference: Emergency Erosion Loss for Town Hall Building

Base Bid Proposal and Scope:

Base Scope and proposal will include the following items:

1. Survey: Provide a topographic survey of the project limits to include frontage of Loggerhead Ct, main building, and perimeter yard to 20' into natural area, parking lot, part of access drive (~1.5 acres)
    a. Establish site control by a GPS survey tied to NC State Plane NAD 83 (2011) & NAVD 88. Site control points will be shown on the final survey map.
    b. Locate storm and sanitary sewers within the limits and to 1 structure outside of limits.
    c. Provide a level "B' and "C" SUE survey of the underground utilities along and behind the building. Other utilities within limits are not part of the scope. All utilities that cannot be located by conventional SUE methods and procedures including electromatic equipment or ground penetrating LiDAR will be show per record at level "C".
    d. Provide a survey topographic map with 1' contours showing all structures, utilities, etc. FFE will be shown for each building if accessible.
    e. Locate storm sewer and down spouts and provide detailed elevation break lines and spot shots around the building.
    f. Deliveries will include an AutoCAD file per USACE standards.
    g. All survey tasks will be supervised by a licensed surveyor in the state of North Carolina.
    h. Estimated survey to include two days in the field for a survey crew.

2. Environmental Science:
    a. Conduct a detailed delineation of wetlands and other waters in the US (WOUS) within the project area, subject to jurisdiction by the US Army Corps of Engineers (USACWE), NC Division of Water Resources (DWR) and the NC Division of Coastal Management (DCM).
    b. Stantec will utilize the Routine Determination Method as outlined in the 1987 Corps of Engineers Wetland Delineation Manual and methods described in the 2012 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (v2.0) to identify and delineate the jurisdictional wetland boundaries within the project area.
    c. Stantec will use the NC Division of Water Quality Methodology for Identification of Intermittent and Perennial Streams and Their Origins (v4.11) and ordinary high-water mark indicators to identify potentially jurisdictional streams.
    d. Stantec will prepare a preliminary review of archival information of wetland features on-site, including available resources such as National Wetlands Inventory (NWI) Maps, US Geologic Survey (USGS) topographic maps, aerial color infrared photography, and soils maps.
    e. One (1) site visit will be conducted to delineate and flag the boundaries of jurisdictional waters.
    f. Stantec will record the necessary data to complete the wetland delineation data sheets, which are required by the Corps for confirmation.
    g. Jurisdictional water boundaries will be located using a sub-meter accurate Trimble Global Positioning System (GPS) provided there is adequate reception on-site.
    h. A packet suitable for requesting a Preliminary Jurisdictional Determination (PJD) will be prepared to be submitted to USACE and DCM. The packet will include data sheets, a letter summarizing findings and describing characteristics of the site, a stream and wetlands map

depicting the on-site boundaris of WOUS (either field mapped or GPS located), and data point locations.

i. An AutoCAD version of the delineation will be produced for use in the “Task 3: Site Design” process.
j. CAMA permitting is not expected to be a part of this project and is not included in the scope.

3. Site Design:
    a. Review data from Tasks 1 & 2 and develop a solution to remediate issues as described in “Scope Understanding/Assumptions.”
    b. Project Management to include:
        i. Coordination between Town staff, regulating agencies, Utilities, and Stantec staff.
        ii. Attend one meeting in person (may be a board meeting, public information meeting, or town staff meeting)
        iii. Attend up to 4 virtual meetings.
    c. Design engineering solution to remediate issues.
    d. Deliverables
        i. Drawing set (sealed in a digital format) - anticipated sheets to include:
            1. Existing conditions
            2. Grading & Erosion Control Plan
            3. Site & Stormwater Plan
            4. Details
        ii. Specifications
        iii. Minutes from all meetings

4. Exclusions:
    a. Domestic Water and Sanitary Sewer main extensions or re-routing are not included. Permitting for Water/Sewer is not included. Service relocation, if required, would be included in scope.
    b. Pump station design (storm and/or sanitary sewer service).
    c. Stormwater permitting.
    d. Erosion Control permitting.
    e. Site expansion/redesign is not included in proposal.
    f. Any modifications, if any, to site lighting, natural gas, electrical, and telecommunications will be provided by others and shown on civil and landscape drawings for coordination purposes only.
    g. Any items specifically not mentioned as being a part of the above scope is excluded in the project.

Reference: Emergency Erosion Loss for Town Hall Building

Proposal Options and Scope:

Options are not included in the main Scope or Fees for the project.

1. Option 1: Structural Engineering Analysis
    a. Perform a visual site observation and basic assessment of the condition of the piers and supporting foundations, based on their current condition and what can be seen at the time of the site visit. Determine whether the piers are in "good-standing" condition.
    b. One (1) site visit and one (1) virtual meeting is included in the proposal.
    c. Review of any/all as-built drawings, foundation plan drawings, or other design drawings is included in the proposal if provided by the Town.
    d. Provide a report, which is to include observations based on what was seen at the time of the site visit, as well as any application recommendations and comments on the "good-standing" condition of the piers.
    e. Assumptions: The Town of North Topsail Beach will provide a set of as-built/existing drawings or foundation plan and any additional pertinent information regarding the piers in question, to aid the assessment. It is assumed that the original construction and any improvements and/or additions were performed in accordance with the set of drawings/plans provided by the Town and constructed to the building codes that were governing at the time of construction. Engineering judgement and assessment of the conditions while on site will be determined in conjunction with the provided design documentation; otherwise, if no documentation is provided, the assessment will be limited to what can be seen at the time of visit.
    f. Exclusions: The scope of work is limited to general recommendations and does not include any detailing or design work, including but not limited to any construction documents or drawings, repair documents, etc. Site observations and provided recommendations are based on and limited to the current site conditions at the time of the visit and no invasive testing, ground exploration, or inspection beyond what can be visually seen will be performed.
2. Option 2: Planning & Parking Analysis
    a. Analyze existing parking including current supply and utilization pattern and comparing with business requirements and emergency operations.
3. Option 3: Bidding and Post Construction Award Services (Construction Management)
    a. The following services are not included in the scope but may be added in any combination as desired by the town in a future modification of the proposal.
        i. Front-end document creation
        ii. Bid posting and advertisements
        iii. Pre-bid meetings
        iv. Bid opening
        v. Bid evaluation and recommendation
        vi. Pre-construction meeting
        vii. Site inspections and closeouts

Reference: Emergency Erosion Loss for Town Hall Building

Fee:

1. Base Fee

a.	Task 1: Survey	$	7,500.00 fixed fee
b.	Task 2: Environmental services	$	5,000.00 fixed fee
c.	Task 3: Site Design and Project Management	$	12,500.00 fixed fee
	Total Fee:	**$**	**25,000.00 fixed fee**

2. Optional Fee(s)

a.	Option 1: Structural Engineering Analysis	$	7,500.00 fixed fee
b.	Option 2: Planning Analysis		*negotiable*
c.	Option 3: Bidding and PCAS services		*negotiable*

Invoices will be submitted according to the following schedule:

1.	Upon completion of survey:	$	7,500.00
2.	Upon delivery of environmental memo w/ recommendations	$	5,000.00
3.	Upon delivery of 65% Drawings/Specs	$	9,000.00
4.	Upon delivery of Final Drawings/Specs	$	3,500.00
5.	Option(s) 2a-2c are upon completion of individual task(s)		*TBD*

Regards,

Stantec Consulting Services Inc.

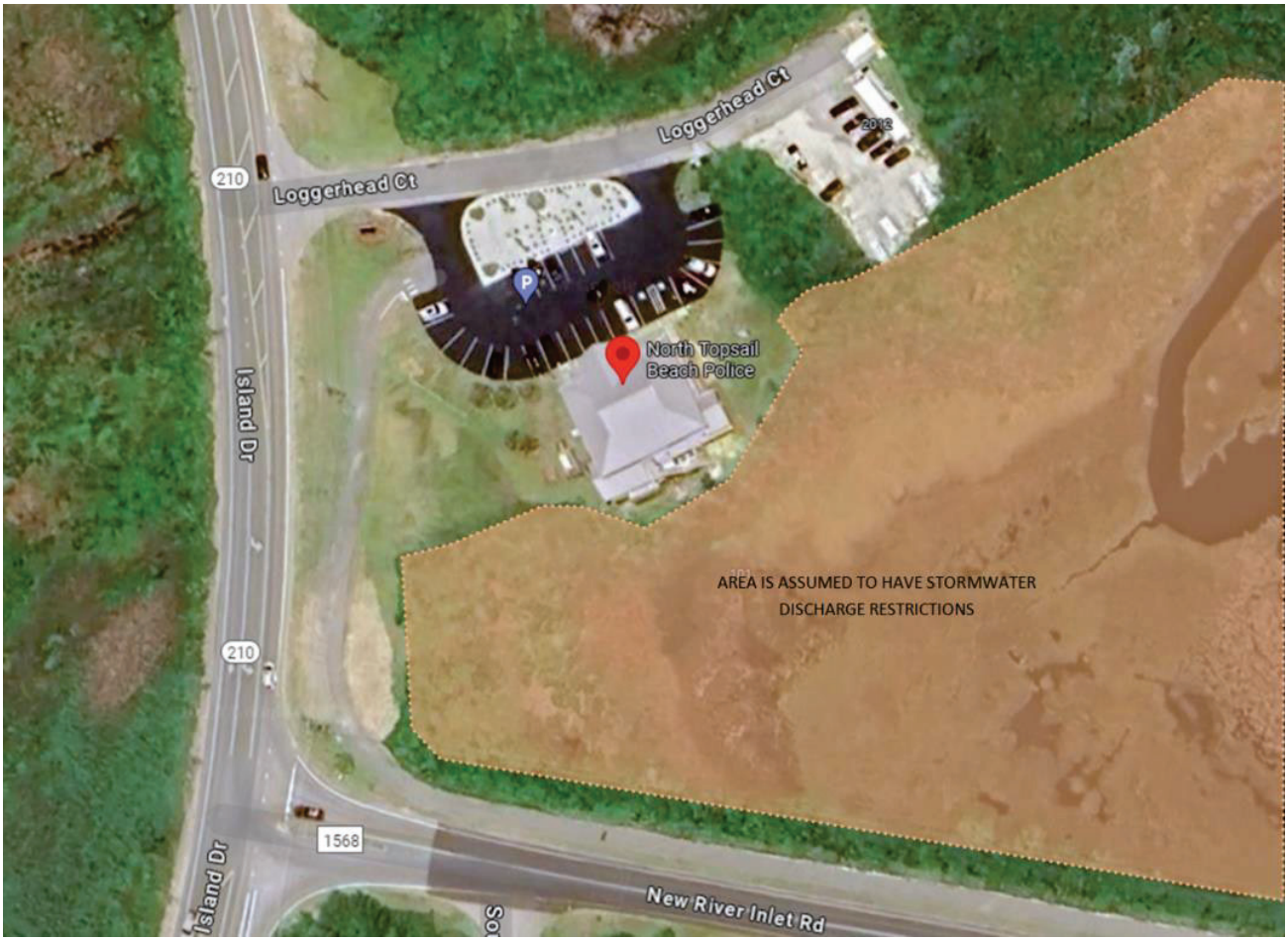
Jose F. Martinez III, PE, PLS
Senior Associate / Sr Civil Engineer

Matt Peach, PE
Principal

Design with community in mind

Reference: **Emergency Erosion Loss for Town Hall Building**

Exhibit 1



PROFESSIONAL SERVICES TERMS AND CONDITIONS

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or $50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.

Purchase Order Transaction

NORTH TOPSAIL BEACH

04/21/2026 07:35 AM

PO Number	5355	Status	Closed	PO Amount	$25,000.00
PO Date	07/01/2024	Department	500 - PUBLIC BLDGS	Source Code	AP
Ship Date		Group		Source UserID	2
Est Receipt		Batch	28946	Source Date	03/28/2024

Vendor STANTEC

STANTEC
801 JONES FRANKLIN ROAD SUITE 300

RALEIGH NC 27606

Ship To

North Topsail Beach Town Hall
2008 Loggerhead Court
North Tospail Beach, NC 2846

PO Information

Approved ID	2	Post ID	2	Void ID	Suspend ID
Date Approved	03/28/2024	Post Date	03/28/2024	Void Date	Date Suspend
		Closed ID	2	Date Closed 10/31/2024	Release Date

PO Amounts	Open	$0.00	Used	$25,000.00	Cancelled

ITEMS - GL Acct	Stock #	Item Description	Qty	Price	Item Total	Avail Budget
10-500-15		EMERGENCY ACTION FOR ENGINEERING STUDY TOWN HALL	1	$25,000.00	$25,000.00	$30,723.00

North Topsail Beach > NTB Town Hall Deck Refurbishment Updated 04212026

April 22, 2026

Submitted by:

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

Submitted to:

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

Project Information:

April 21, 2026
NTB Town Hall Deck Refurbishment Updated 04212026

ATTACHMENT 5

neral Project Contents

egory	Qty	Type	Description
ENERAL MOLITION	1	Pieces	Tear down all handrails in front of town hall, remove 2x6 deck flooring, remove 2 x 12 bands, remove lattice on right side of town hall.
4 GENERAL DEMOLITION	1	Pieces	Tear down staircase on back side of town hall, remove all 2 x 6 deck flooring with the exception of decking directly under outside HVAC units. Existing decking under HVAC units is structurally sound and will be framed in.
4 GENERAL DEMOLITION	1	Pieces	Remove beam/post by HVAC units and remove all handrails and 2 x 12 bands
4 GENERAL DEMOLITION	1	Pieces	On back of building, install new staircase, new deck flooring, and build new wooden handrails
18 DECKS AND PORCHES	1	Pieces	Install new 2 x 6 deck flooring on the front and sides of town hall. Replace 2 x 12 bands on two story deck section at front of the hall. Replace lattice on right side of building with decorative 1 x 4 underpinning.
18 DECKS AND PORCHES	1	Pieces	Install white vinyl railings on front side of town hall, including ramp. Wrap support beams for two level decking in white vinyl
18 DECKS AND PORCHES	1	Pieces	Install new wooden handrails with pickets on right and left side of building.
18 DECKS AND PORCHES	1	Pieces	Replace wooden lattice as needed

Sub-Total is: $168,920.00

Project Base Bid is $168,920.00
Sales Tax $ 11,824.40
Total $180,744.40

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Alice Derian, ICMA-CM
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Public Works Superintendent
DEPARTMENT: Public Works Department
SUBJECT: State Contract 2210B - Purchase; Reallocation of Budgeted Item

SUMMARY: The Board of Aldermen are requested to authorize the purchase of multifunctional Mower.

The FY25–26 STREETS Capital Outlay budget (10-560-74) allocated $75,000 for a wet/dry vacuum truck. Upon further evaluation, this equipment provides limited day-to-day value and introduces operational challenges related to sand, saltwater corrosion, and disposal requirements.

Since July 2025, Public Works has experienced multiple equipment failures and is currently down one zero-turn mower, impacting Right-of-Way (ROW) mowing operations. While service levels have been maintained, this has required increased strain on existing equipment and reduced operational efficiency. ROW mowing is a core service that directly impacts:

-Public safety and visibility,drainage performance, and overall community appearance.

Additionally, the Town currently has limited street sweeping capability, resulting in sand and debris remaining on roadways longer than desired, affecting roadway safety and long-term maintenance.

This equipment directly addresses the Town's two most consistent operational needs:

ROW Mowing: Restores and improves mowing capacity, reducing strain on existing equipment and ensuring consistent roadside maintenance.

Street Sweeping: Provides a dedicated method to remove sand and debris, improving roadway safety and reducing maintenance impacts. Unlike single-purpose equipment, this asset supports year-round operations, maximizing efficiency and return on investment.

Recommendation

Staff recommends reallocating previously budgeted funds from the wet/dry vacuum truck to a multi-use equipment platform that better supports ongoing Right-of-Way mowing and street sweeping operations.

SPECIFIC ACTION REQUESTED:

That the Board of Aldermen approve the purchase from Quality Equipment under State Contract 2210B for the Public Works Department and authorize the Town Manager to execute all necessary agreements to proceed.

ngerhead Court
rth Topsail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Budget vs Actual

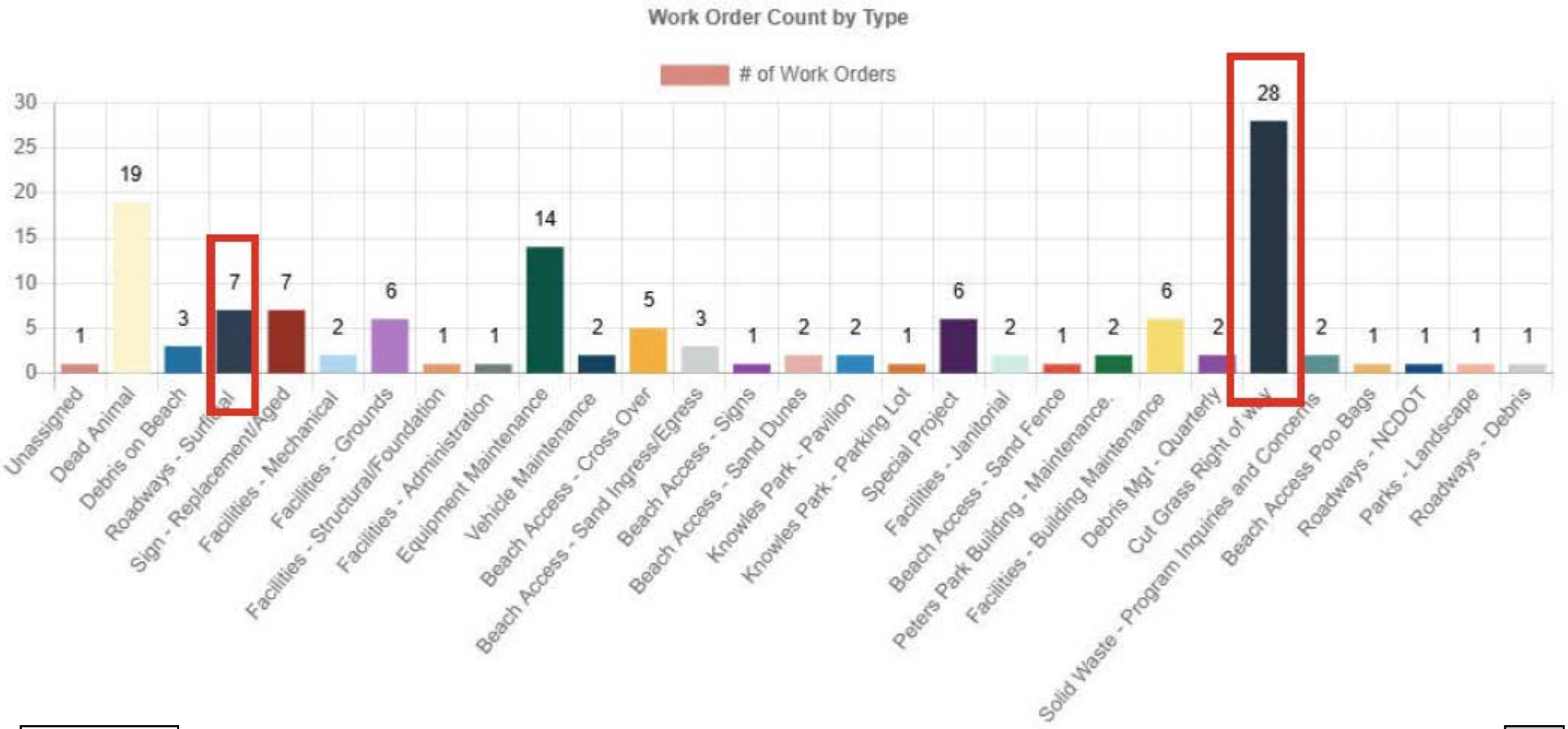
Period Ending 6/30/2026

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
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	2,383.13	3,616.87	40%
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	750.00	0.00	750.00	750.00	3,500.00	30%
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%
10-560-74 CAPITAL OUTLAY	75,000	0.00	0.00	0.00	0.00	75,000.00	
10-560-75 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	
10-560-79 DEBT SERVICE INTEREST	0	0.00	0.00	0.00	0.00	0.00	
STREETS Totals:	530,500	750.00	0.00	750.00	26,630.57	503,119.43	5%

CAPITAL OUTLAY ITEM PREVIOUSLY BUDGETED WAS A WET/DRY VACUUM TRUCK. THIS REQUEST IS TO REALLOCATE BUDGETED FUNDS TO PURCHASE ITEM UNDER STATE CONTRACT 2210B. -CDH

2025


Work Order Count by Type
# of Work Orders
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25
20
15
10
5
0
1
19
3
7
7
2
6
1
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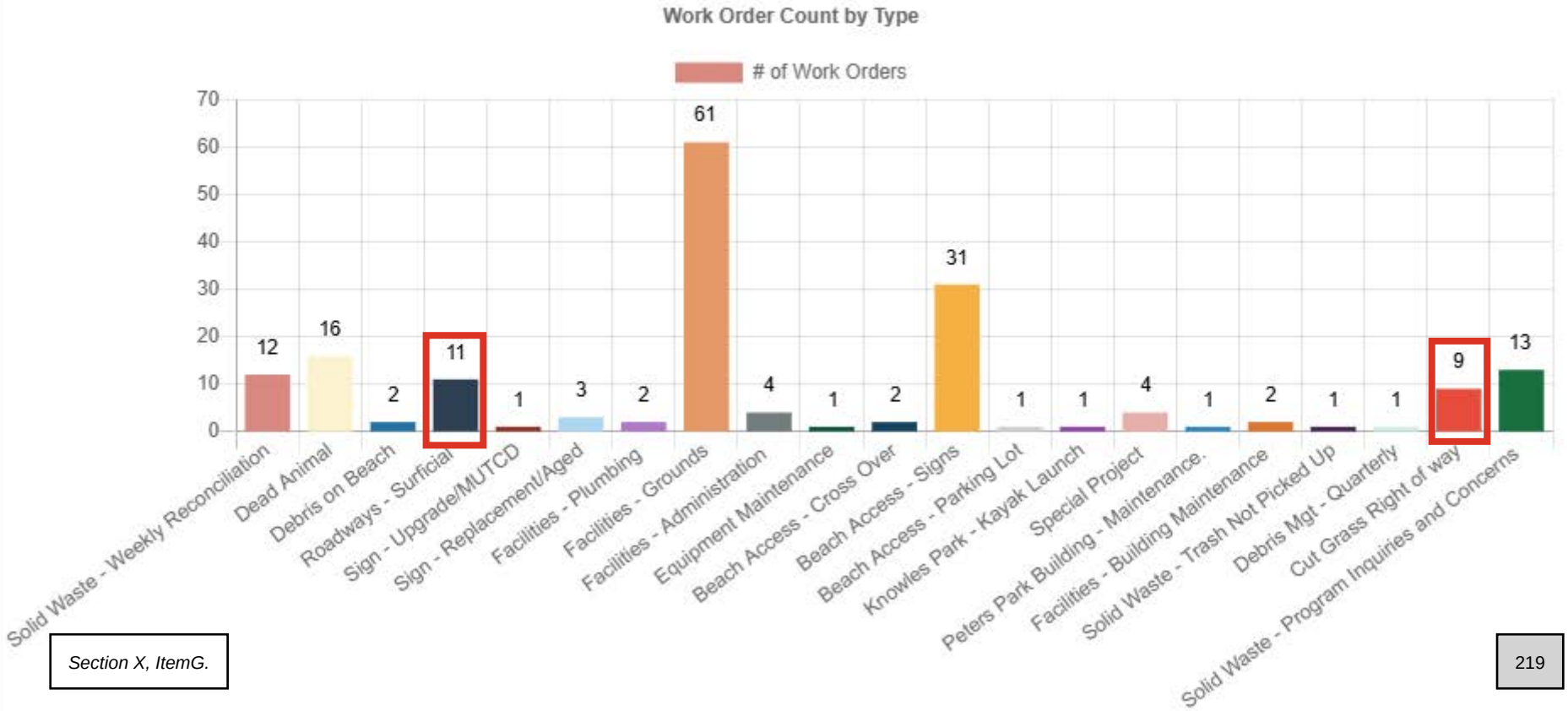
14
2
5
3
1
2
2
1
6
2
1
2
6
2
28
2
1
1
1
1
Unassigned
Dead Animal
Debris on Beach
Roadways - Surficial
Sign - Replacement/Aged
Facilities - Mechanical
Facilities - Grounds
Facilities - Structural/Foundation
Facilities - Administration
Equipment Maintenance
Vehicle Maintenance
Beach Access - Cross Over
Beach Access - Sand Ingress/Egress
Beach Access - Signs
Beach Access - Sand Dunes
Knowles Park - Pavilion
Knowles Park - Parking Lot
Special Project
Facilities - Janitorial
Beach Access - Sand Fence
Peters Park Building - Maintenance
Facilities - Building Maintenance
Debris Mgt - Quarterly
Cut Grass Right of Way
Solid Waste - Program Inquiries and Concerns
Beach Access Poo Bags
Roadways - NCDOT
Parks - Landscape
Roadways - Debris

2026


Work Order Count by Type
# of Work Orders
70
60
50
40
30
20
10
0
12
16
2
11
1
3
2
61
4
1
2
31
1
1
4
1
2
1
1
9
13
Solid Waste - Weekly Reconciliation
Dead Animal
Debris on Beach
Roadways - Surficial
Sign - Upgrade/MUTCD
Sign - Replacement/Aged
Facilities - Plumbing
Facilities - Grounds
Facilities - Administration
Equipment Maintenance
Beach Access - Cross Over
Beach Access - Signs
Beach Access - Parking Lot
Knowles Park - Kayak Launch
Special Project
Peters Park Building - Maintenance.
Facilities - Building Maintenance
Solid Waste - Trash Not Picked Up
Debris Mgt - Quarterly
Cut Grass Right of way
Solid Waste - Program Inquiries and Concerns

Deere & Co	John Deere-Residential Zero-Turn Mowers & Equipment (Z700's only)	8%		8%	8%	8%	3-4 9% 5-6 10% 7-8 11% 9+ 12%
	John Deere-Residential Zero-Turn Mowers & Equipment (excludes Z700's); Lawn Tractors & Equipment (S100 - S240)	3%		3%	3%	3%	3-4 4% 5-6 5% 7-8 6% 9+ 7%
	John Deere-Lawn Tractors (X300 Series only); Garden Tractors (X500 and X700 Series only); Equipment for Lawn and Garden Tractors	17%		17%	17%	17%	3-4 18% 5-6 19% 7-8 20% 9+ 21%
2210B	John Deere-Commercial Walk-Behind Mowers; Commercial Zero Turn Mowers; Commercial Front Mowers; Commercial Wide Area Mowers; Equipment for Commercial Mowers	22%		22%	22%	22%	3-4 23% 5-6 24% 7-8 25% 9+ 26%

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

☐ Vendor: Quality Equipment, LLC

3231 New Bern Highway

JACKSONVILLE, NC 28546 null

☐ Signature on all LOIs and POs with a signature line

☐ Contract name or number; or JD Quote ID

☐ Sold to street address

☐ Ship to street address (no PO box)

☐ Bill to contact name and phone number

☐ Bill to address

☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

☐ Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

For any questions, please contact:

Robert Mercer
Quality Equipment, LLC
3231 New Bern Highway
JACKSONVILLE, NC 28546
Email: rmercer@qualityequip.com

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Quality Equipment, LLC

3231 New Bern Highway

JACKSONVILLE, NC 28546 null

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Robert Mercer

Quality Equipment, LLC

3231 New Bern Highway JACKSONVILLE, NC 28546

Prepared For

CHRISTOPHER HUCKABY

NORTH TOPSAIL BEACH PUBLIC WORKS

3315 GRAY ST

SNEADS FERRY, NC 284608125

(910) 328-5297

CHUCKABY@NORTHTOPSAILBEACHNC.GOV

Prepared By

Robert Mercer

Quality Equipment, LLC

3231 New Bern Highway

JACKSONVILLE, NC 28546

rmercer@qualityequip.com

Quote Id 1679230

Creation Date 26-Feb-2026

Expiration Date 28-Mar-2026

Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
1585 TerrainCut™ with ComfortCab Commercial Front Mower (Less Mower Deck) **Contract:** NC Grounds Maintenance Equip 2210B (PG 2Y CG 22) **Price Effective Date:** 01-Feb-2025	**$57,710.11**	**$45,013.89**	**1**	**$45,013.89**
60 In. Heavy-Duty Two-Stage Snow Blower **Contract:** NC Grounds Maintenance Equip 2210B (PG 2Y CG 22) **Price Effective Date:** 01-Feb-2025	**$7,192.00**	**$5,609.76**	**1**	**$5,609.76**
60 Heavy-Duty Rotary Broom (For 1500 TerrainCut, 1400/1500 Series II and Non- Series II Front Mowers) **Contract:** NC Grounds Maintenance Equip 2210B (PG 2Y CG 22) **Price Effective Date:** 01-Feb-2025	**$4,639.00**	**$3,618.42**	**1**	**$3,618.42**
60 In. Heavy-Duty Hydraulic Angling Front Blade **Contract:** NC Grounds Maintenance Equip 2210B (PG 2Y CG 22) **Price Effective Date:** 01-Feb-2025	**$2,732.00**	**$2,130.96**	**1**	**$2,130.96**
62 In. Fastback Commercial Rear Discharge Deck **Contract:** NC Grounds Maintenance Equip 2210B (PG 2Y CG 22) **Price Effective Date:** 01-Feb-2025	**$5,654.00**	**$4,410.12**	**1**	**$4,410.12**
72 In. Fastback PRO Commercial Rear Discharge Deck **Contract:** NC Grounds Maintenance Equip 2210B (PG 2Y CG 22) **Price Effective Date:** 01-Feb-2025	**$6,431.00**	**$5,016.18**	**1**	**$5,016.18**

sperson : X _____

Accepted By : X _____

Equipment Total	**$65,799.33**

Quote Summary

Total Selling Price	$65,799.33
Sales Tax 7.0% - (7.0%)	$4,605.95
Sub-total	**$70,405.28**
Balance Due	**$70,405.28**

sperson : X _____ **Accepted By : X** _____

Selling Equipment

Quote # 1679230

Customer NORTH TOPSAIL BEACH PUBLIC WORKS

1585 TerrainCut™ with ComfortCab Commercial Front Mower (Less Mower Deck)

QTY In Group : 1

Suggested List
$57,710.11

Selling Price
$45,013.89

Discount Amount
($12,696.22)

Equipment Notes	
Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)
Price Effective Date	01-Feb-2025
PUK Parent Serial #	

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
246DTC	1585 TerrainCut™ with ComfortCab Commercial Front Mower (Less Mower Deck)	1	$55,722.00	22.0%	($12,258.84)	$43,463.16

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
001A	United States and Canada	1	$0.00	22.0%	$0.00	$0.00
183N	JDLink™ M Modem	1	$0.00	22.0%	$0.00	$0.00
Total Base / Options			**$55,722.00**		**($12,258.84)**	**$43,463.16**

Dealer Attachments

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
BM18101	Mounting hardware (1) for attaching 70-lb (32-kg) Starter Weight and (2) 50-lb (23-kg) Cast-Iron Weights on 26-in. Tire	1	$38.51	22.0%	($8.47)	$30.04

BM17972	50-lb (23-kg) Wheel Weight (1), cast iron, 12-in. rear wheel	2	$318.86	22.0%	($70.15)	$248.71
TCB10303	Rear Weight Mounting Kit	1	$162.64	22.0%	($35.78)	$126.86
UC13263	Quik-Tatch Weight, 42 lb (19 kg)	6	$481.56	22.0%	($105.94)	$375.62
BTC10530	SPOOL KIT, FM SINGLE SPOOL AUXILIAR	1	$986.54	22.0%	($217.04)	$769.50
Total Dealer Attachments			**$1,988.11**		**($437.38)**	**$1,550.73**
Selling Price Subtotal						**$45,013.89**
Total Selling Price			**$57,710.11**		**($12,696.22)**	**$45,013.89**

60 In. Heavy-Duty Two-Stage Snow Blower

QTY In Group : 1

Equipment Notes	
Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)
Price Effective Date	01-Feb-2025
PUK Parent Serial #	

Suggested List
$7,192.00
Selling Price
$5,609.76
Discount Amount
($1,582.24)

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
0381TC	60 In. Heavy-Duty Two-Stage Snow Blower	1	$6,642.00	22.0%	($1,461.24)	$5,180.76

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
001A	United States and Canada	1	$0.00	22.0%	$0.00	$0.00
1000	Lift Arms, Drive Shaft and Hardware	1	$550.00	22.0%	($121.00)	$429.00
Total Base / Options			**$7,192.00**		**($1,582.24)**	**$5,609.76**
Selling Price Subtotal						**$5,609.76**
Total Selling Price			**$7,192.00**		**($1,582.24)**	**$5,609.76**

60 Heavy-Duty Rotary Broom (For 1500 TerrainCut, 1400/1500 Series II and Non- Series II Front Mowers)

QTY In Group : 1

Suggested List
$4,639.00

Selling Price
$3,618.42

Discount Amount
($1,020.58)

Equipment Notes	
Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)
Price Effective Date	01-Feb-2025
PUK Parent Serial #	

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
0501TC	60 Heavy-Duty Rotary Broom (For 1500 TerrainCut, 1400/1500 Series II and Non- Series II Front Mowers)	1	$4,639.00	22.0%	($1,020.58)	$3,618.42

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
001A	United States and Canada	1	$0.00	22.0%	$0.00	$0.00
1010	Less Lift Arms, Cylinders, Drive Shaft and Hardware	1	$0.00	22.0%	$0.00	$0.00
Total Base / Options			**$4,639.00**		**($1,020.58)**	**$3,618.42**
Selling Price Subtotal						**$3,618.42**
Total Selling Price		**$4,639.00**			**($1,020.58)**	**$3,618.42**

60 In. Heavy-Duty Hydraulic Angling Front Blade

QTY In Group : 1

Equipment Notes	
Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)
Price Effective Date	01-Feb-2025
PUK Parent Serial #	

Suggested List
$2,732.00
Selling Price
$2,130.96
Discount Amount
($601.04)

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
0390TC	60 In. Heavy-Duty Hydraulic Angling Front Blade	1	$2,464.00	22.0%	($542.08)	$1,921.92

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
1001	Lift Arms and Hardware	1	$268.00	22.0%	($58.96)	$209.04
Total Base / Options			**$2,732.00**		**($601.04)**	**$2,130.96**
Selling Price Subtotal						**$2,130.96**
Total Selling Price			**$2,732.00**		**($601.04)**	**$2,130.96**

62 In. Fastback Commercial Rear Discharge Deck

QTY In Group : 1

Equipment Notes	
Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)
Price Effective Date	01-Feb-2025
PUK Parent Serial #	

Suggested List
$5,654.00
Selling Price
$4,410.12
Discount Amount
($1,243.88)

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
0357TC	62 In. Fastback Commercial Rear Discharge Deck	1	$5,654.00	22.0%	($1,243.88)	$4,410.12

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
001A	United States and Canada	1	$0.00	22.0%	$0.00	$0.00
Total Base / Options			**$5,654.00**		**($1,243.88)**	**$4,410.12**
Selling Price Subtotal						**$4,410.12**
Total Selling Price		**$5,654.00**		**($1,243.88)**		**$4,410.12**

72 In. Fastback PRO Commercial Rear Discharge Deck

QTY In Group : 1

Equipment Notes	
Hours	- - -
Serial Number	- - -
Stock Number	- - -
Contract	NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)
Price Effective Date	01-Feb-2025
PUK Parent Serial #	

Suggested List
$6,431.00
Selling Price
$5,016.18
Discount Amount
($1,414.82)

Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
5502TC	72 In. Fastback PRO Commercial Rear Discharge Deck	1	$6,431.00	22.0%	($1,414.82)	$5,016.18

Base / Options

Code	Description	Qty	List Price	Discount %	Discount $	Adjusted Selling Price
001A	United States and Canada	1	$0.00	22.0%	$0.00	$0.00
Total Base / Options			**$6,431.00**		**($1,414.82)**	**$5,016.18**
Selling Price Subtotal						**$5,016.18**
Total Selling Price		**$6,431.00**		**($1,414.82)**		**$5,016.18**

Ladder Truck

Content Layout

- Budgeting / Financing
- Current Ladder Truck 2416
- Regulations and Standards
- ISO Rating
- Requested Replacement

Budget Ask

- Original Ask was for $600,000 over three years to have a cash balance to pay for the truck instead of financing.

- New Request is for financing the 1.8M for 10-years at an estimated rate of 4%. Which will yield a fixed monthly payment of $18,224.12

- Or if we can qualify for a low or 0% interest cost would reduce from 18k a month to 15K Monthly based on a 10-year 0% Rate.

Financing Snapshot

- **Loan Details at 4% Interest**
- **Principal:** $1,800,000.00
- **Term:** 10 years (120 months)
- **Fixed annual rate:** 4.00%
- **Exact monthly payment:** $18,224.12
- **Total payments:** $2,186,894.98
- **Total interest paid:** $386,894.98

- **Loan Details at 0% Interest**
- **Principal**: $1,800,000.00
- **Term**: 10 years (120 months)
- **Interest rate**: 0.00% fixed
- **Monthly payment**: **$15,000.00** (fixed; 100% principal)
- **Total payments over 10 years**: **$1,800,000.00**
- **Total interest paid**: **$0.00**
- **10-Year Amortization Schedule (Annual Summary) at 0%**

Current Ladder Truck 2416

- Age – 27yo (1999)
- **Idle Hours: 586**
- 1 hour of idle time is equivalent to 25-30 miles idle hours x 30miles = Mileage = **17,580 miles**
- Mileage – 80,576 = 98156
- Ladder Size – 75ft
- Water Tank Size – 300 Gal
- Pump Capacity – 1500 GPM
- Price at Purchase - $350,000

NFPA®

NATIONAL FIRE PROTECTION ASSN.

OSHA®

Occupational Safety and Health Administration

OFFICE OF STATE FIRE MARSHAL

NC DEPARTMENT OF INSURANCE

OSHA (29 CFR 1926.453)

- Daily Checked
- Capable of supporting the maximum load
- An aerial device and 85’ of ground ladders.
- Must include one extension ladder, one straight ladder w/ roof hooks, and one folding attic ladder.
- OSHA frequently references NFPA standards

NFPA 1901, Chapter 9

- An aerial device and 85’ of ground ladders.
- Must include one extension ladder, one straight ladder w/ roof hooks, and one folding attic ladder.
- Minimum Pump capacity of 1,000 GPM
- Minimum Water Tank size of 300 Gallons
- 800’ of 2 ½” or larger hose, 400’ of 1 ½” to 2” hose
- Minimum of 40 Cubic Ft of enclosed compartmentation.

NFPA 1900

- NFPA recommends that a combination pumper/aerial be moved from front-line service to reserve status after 15 years
- It also recommends that the unit be retired after 10 years of reserve service (25 years total)
- Older units lack modern safety features
- Apparatus exceeding 20 years should pass rigorous annual, service, and acceptance level tests

What is ISO?

Background Information

Introduction

Office of State Fire Marshal (**OSFM**) collects and evaluates information from communities in North Carolina on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (**FSRS**) and then a Public Protection Classification (**PPC™**) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. OSFM recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow more than 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

OSFM's expert staff collects information about the fire suppression efforts in communities throughout North Carolina. In each of those communities, OSFM analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet OFSM's minimum criteria.

OSFM's PPC program evaluates communities per a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, Telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.
- **Community Risk Reduction**, community efforts to reduce the risk of fire, including fire prevention codes and enforcement, public fire safety education, and fire investigation programs.

Fire Dept: Ladder Company, Engine Companies, Staffing, Training, Equipment, Deployment Analysis, Operational considerations, Community Risk Reduction

Water Supply:

Supply System, Hydrant Size Types and Installation, Inspection & Flow Testing of Hydrants

Fire Flow Categories:

Residential(1-2 Family Dwellings)Minimum Required Flow 500 GPM for a 30-minute duration

Comm/Other Buildings: Based on Construction Type, Building Size, and Occupancy

Maximum Needed Flow: The maximum Required Water supply for ISO evaluation is 3500 GPM

Emergency Comms:

Reporting: Effectiveness of the phone system and methods used for the public to report

Dispatch: Capabilities, Redundancy, speed of dispatching

Staffing: training, adequacy of staffing

Data Collection and Analysis

OSFM has evaluated and classified over 1,200 fire district across North Carolina using the FSRS. A combination of meetings between trained OSFM field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. For a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points,** as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. OSFM focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points,** as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. OSFM reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points,** as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply. The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

The **ISO** Public Protection Classification (PPC) is a 100-point scale (with some community risk reductions), heavily weighted toward fire department capability.

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Fire Department (≈50 points total)

Apparatus (≈10 points within this section)

Old ladder truck (30 years)

May receive **partial or zero credit**

Reliability and obsolescence reduce scoring

New ladder truck

Receives **full apparatus credit**

Meets modern NFPA/ISO expectations

Estimated gain: +3 to +6 points

Equipment & Tools (part of apparatus scoring)

Modern aerial devices include:

Higher flow master streams

Updated pump/aerial controls

Integrated safety systems

Estimated gain: +1 to +2 points

Fire Suppression Rating Schedule (FSRS) Factors

Needed Fire Flow / Building Capability

Ladder trucks are critical for:

Multi-story structures

Elevated coastal homes

Commercial occupancies

Without a compliant ladder:

ISO may **limit credit for structure fire capability**

With a new ladder:

Full recognition of **effective fire suppression capacity**

Estimated gain: +2 to +4 points

Real-World Impact

Even a **1-class improvement** can:

Reduce residential and commercial insurance premiums

Improve community attractiveness for development

Particularly important in a **coastal, rental-heavy market**

North Topsail Beach Fire Dept. ISO Rating by the numbers

ISO IS BASED ON A 100-POINT SCALE – NTBFD SCORED 69.11
CLASS 1 = 90.00 OR MORE
CLASS 2 = 80.00 TO 89.99
CLASS 3 = 70.00 TO 79.99
CLASS 4 = 60.00 TO 69.99
CLASS 5 = 50.00 TO 59.99
CLASS 6 = 40.00 TO 49.99
CLASS 7 = 30.00 TO 39.99
AND SO ON

NTB FIRE'S BIGGEST DEDUCTION WAS THE WATER SUPPLY SYSTEM SCORE OF 17.42 OUT OF 30

So, Why Replace a 30 year ladder

A FIRE APPARATUS LOOSES 50% OF ITS VALUE IN THE FIRST FIVE YEARS OF SERVICE. THEN 5%-7% EVERY YEAR AFTER.

MAINTENANCE COST: OVER THE LAST TWO FISCAL YEARS, THE TOWN HAS SPENT ROUGHLY 50K ON MAINTENANCE FOR 2416.

THIS YEAR, 2416, WILL HAVE A VALUE OF ROUGHLY $56,000, ASSUMING A 5% DEPRECIATION RATE AFTER THE INITIAL 50% DEPRECIATION, FOLLOWED BY A 5% YEARLY ADJUSTMENT.

DOWN TIME: 2416 IS OUT OF SERVICE ONCE A QUARTER FOR MAINTENANCE, MAKING IT LESS RELIABLE AND HARDER TO MAINTAIN. IN AN EMERGENCY, EQUIPMENT FAILURE IS NOT AN ACCEPTABLE RISK.

ANTIQUATED EQUIPMENT AND TECHNOLOGIES: EQUIPMENT AND TECHNOLOGIES HAVE EVOLVED TO CREATE A SAFER OPERATING APPARATUS. ELECTRICAL SYSTEMS ARE NOT DESIGNED TO BE UPGRADED WITH NEWER TECHNOLOGIES AND ARE ERODING DUE TO OUR ENVIRONMENTAL CONDITIONS.

How can a New Apparatus Assist the town

- **Operational Improvements**
- **Greater reliability**
  - New apparatus reduces breakdown risk during critical incidents
  - Older trucks (30+ years) have higher failure rates and parts scarcity
- **Faster deployment**
  - Modern engines, hydraulics, and electronics improve response efficiency
  - Less time lost to mechanical issues = faster fire attack and rescues
- **Improved reach & access**
  - New aerial ladders often have greater vertical and horizontal reach
  - Better access to multi-story homes, condos, and oceanfront structures
- **Enhanced safety for firefighters**
  - Modern stabilization systems and ladder controls reduce accident risk
  - Enclosed cabs, airbags, and rollover protection improve crew safety
- **Better water flow capability**
  - New aerials often include higher-capacity master streams
  - Supports quicker knockdown of large or wind-driven coastal fires

- **Impact on ISO / NCDOI Fire Rating**
- **Equipment Credit (Major Factor)**
- Fire departments are graded on **age, condition, and type of apparatus**
- A **30-year-old ladder truck may receive reduced or no credit**
- A **new ladder truck earns full credit** under ISO/NCDOI standards
- **Key Rating Categories Improved**
- **Apparatus Inventory**
  - Properly equipped ladder companies are required for better ratings
  - New aerial helps meet minimum ladder service requirements
- **Equipment Condition & Modernization**
  - ISO/NCDOI evaluates whether the apparatus is functional and up-to-date
  - Replacement eliminates penalties tied to obsolete equipment
- **Response Capability**
  - Ladder trucks are essential for structure fires beyond 2–3 stories
  - Improves grading in built-up or higher-risk zones
- **Fire Suppression Effectiveness**
  - Better tools = improved fire control outcomes
  - Directly influences scoring under suppression capabilities

How can a New Apparatus Assist the town

- **Specific Risk Reduction for North Topsail Beach**
- **Coastal environment durability**
  - New trucks are built with corrosion-resistant materials
  - Salt air significantly accelerates deterioration in older apparatus
- **Tourism & seasonal population**
  - Higher occupancy in peak seasons increases life safety risk
  - Ladder trucks are critical for rescues in multi-story rental properties
- **Limited access areas**
  - Beachfront and elevated homes require aerial access
  - Newer apparatus improves reach over dunes, setbacks, and tight layouts

- **Risk Mitigation Summary**
- Reduces **mechanical failure risk during emergencies**
- Improves **rescue capability in multi-story structures**
- Enhances **firefighter and civilian safety**
- Supports **better fire ratings → lower insurance costs**
- Increases **resilience in a coastal, high-exposure environment**

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski

Town of NORTH TOPSAIL BEACH
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Lexi Stanfield
DEPARTMENT: Admin Department
SUBJECT: Beach Safety

SUMMARY:

Mayor Grant, Manager Faison, and Fire Chief Soward will review beach safety for the public.

SPECIFIC ACTION REQUESTED:

None.

ggerhead Court
opsail Beach, NC, 28460

(910) 328-1349
www.northtopsailbeachnc.gov

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem

Aldermen:
Kip Malcolm
Mark Barefoot
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Town of North Topsail Beach
FOUNDED IN 1990 Nature's Tranquil Beauty NORTH CAROLINA

Larry Strother
Town Manager

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen
FROM: Lexi Stanfield
DEPARTMENT: Admin Department
SUBJECT: Legislative Update

SUMMARY:

Mayor Grant and Mayor Pro Tem Pletl will provide the public with a legislative update.

SPECIFIC ACTION REQUESTED:

None.

ggerhead Court
psail Beach, NC, 28460
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