



Shallotte Board of Aldermen Regular Meeting Agenda

July 01, 2025 at 5:15 PM

Meeting Chambers – 110 Cheers Street

I. CALL TO ORDER

II. INVOCATION & PLEDGE

III. CONFLICT OF INTEREST

1. Statement

IV. AGENDA AMENDMENTS & APPROVAL OF AGENDA

V. PUBLIC COMMENTS (3 minutes or less per person & sign in please)

VI. DEPARTMENT REPORTS

1. POLICE

2. FIRE

3. PLANNING

4. PUBLIC UTILITIES

5. FINANCE

6. PARKS & RECREATION

7. ADMINISTRATION

1. Village Point Estates Sewer Relocation

8. MAYOR

VII. CONSENT AGENDA

A. June 3, 2025 Regular Meeting Minutes

VIII. DISCUSSION

1. Construction Manager at Risk

IX. ADJOURN

Taking into consideration the general statute below and the items described on this month's agenda, does any member of the Board of Aldermen or staff have any potential conflicts of interest that should be addressed by the Board at this time? If so, please make those concerns known now.

§ 160D-109. Conflicts of interest.

(a) Governing Board. – A governing board member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(b) Appointed Boards. – Members of appointed boards shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(c) Administrative Staff. – No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

(d) Quasi-Judicial Decisions. – A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(e) Resolution of Objection. – If an objection is raised to a board member's participation at or prior to the hearing or vote on a particular matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

(f) Familial Relationship. – For purposes of this section, a "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)



June 2025 Monthly Report

Highlights

- SPD had 5159 calls for service and self-initiated incidents
- 29 Traffic Accident Reports
- 35 Citations Issued
- 257 Volunteer Hours
- WBHS Graduation
- Sergeant Ferguson attended NC DARE Officers Conference
- Staff attended meeting with Carolina Boarder Shields to discuss new Explorer Program

Incident and Investigations Summary

During the month of June 2025, the Shallotte Police Department's Investigative Division remained highly proactive in safeguarding the community by successfully managing a total of 59 criminal cases. The division's comprehensive investigative efforts resulted in multiple arrest and warrants for arrest issued, which led to the issuance of 11 misdemeanor charges and 11 felony charges, demonstrating the division's ongoing commitment to maintaining public safety and holding offenders accountable.

Additionally, the division's attention to property crimes proved especially effective, as investigators handled 16 property crime and larceny cases. Through thorough investigation, the division was able to recover approximately \$11,000 in stolen funds. This recovery highlights the division's success in not only identifying and apprehending criminals but also ensuring that victims are made whole whenever possible.

Details of some of this month's newly assigned cases and one follow-up are provided below.

Summary of Major Cases

1. Misdemeanor Larceny Cases – Multiple Businesses (Shallotte)

- **Incidents:** 8 reported misdemeanor larceny cases at various businesses in Shallotte.



- **Outcome:**

- 6 misdemeanor charges filed.
- Detective Division recovered approximately \$198 worth of stolen merchandise.

2. Breaking/Entering and Larceny – Victory Dodge Dealership

- **Details:** Multiple vehicles, including an employee's personal vehicle, were broken into at Victory Dodge.
- **Investigation:**
 - Surveillance footage from surrounding businesses and city cameras was reviewed.
 - Detectives posted suspect vehicle images on Facebook, resulting in a credible tip.
 - Suspect was interviewed and provided a full confession.
- **Outcome:**
 - \$460 worth of stolen property recovered.
 - Suspect charged with 3 felony charges and 1 misdemeanor charge.

3. Credit Card Theft and Fraud – Brunswick County

- **Details:** Victim reported fraudulent charges, including food and clothing deliveries to a local address.
- **Investigation:**
 - Detectives identified and interviewed the offender, who confessed to the crime.
 - Offender was a juvenile; a juvenile petition was filed.
- **Outcome:**



- Juvenile charged with 3 misdemeanors and 2 felonies.
 - \$1,000 worth of clothing recovered, with additional items pending delivery.
-

4. Breaking/Entering, Larceny, and Felony Safecracking – Hardee’s Restaurant

- **Details:** Manager discovered a break-in with approximately \$1,500 stolen from the safe.
 - **Investigation:**
 - Detectives reviewed business and town camera footage, identifying the suspect as a former employee who had access to the safe combination.
 - Search efforts with the Sheriff’s Office K-9 unit were unsuccessful.
 - **Outcome:**
 - Arrest warrant issued for the known suspect.
 - Charges include 5 felony charges and 1 misdemeanor charge.
 - Suspect is currently at large.
-

Conclusion

- **The Detective Division successfully solved several significant cases this month, recovering over \$11,000 worth of stolen property. Active investigations continue in pursuit of outstanding suspects.**



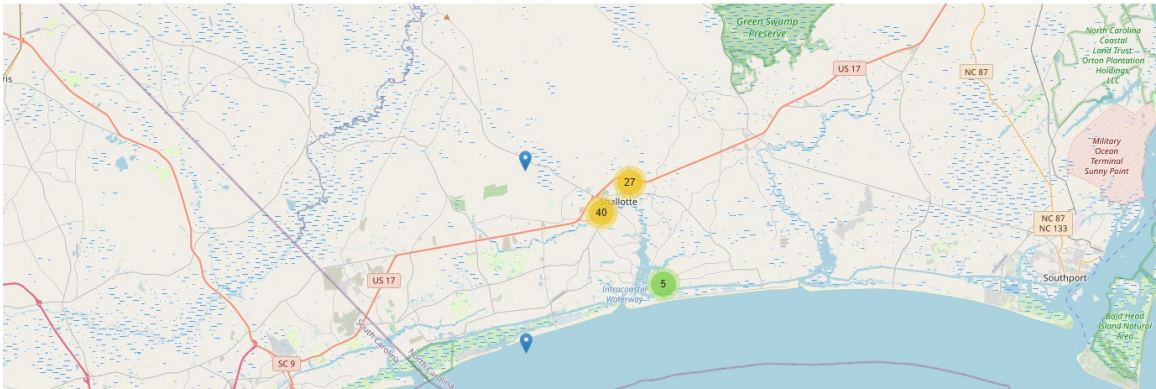
TOWN OF SHALLOTTE FIRE/RESCUE
Monthly Activity Report

FISCAL YEAR ENDING June 30, 2025
Reporting Period: May 26, 2025 – June 26, 2025

NCGS § 58-79-45: Incident Reports...

Incident Map Overview

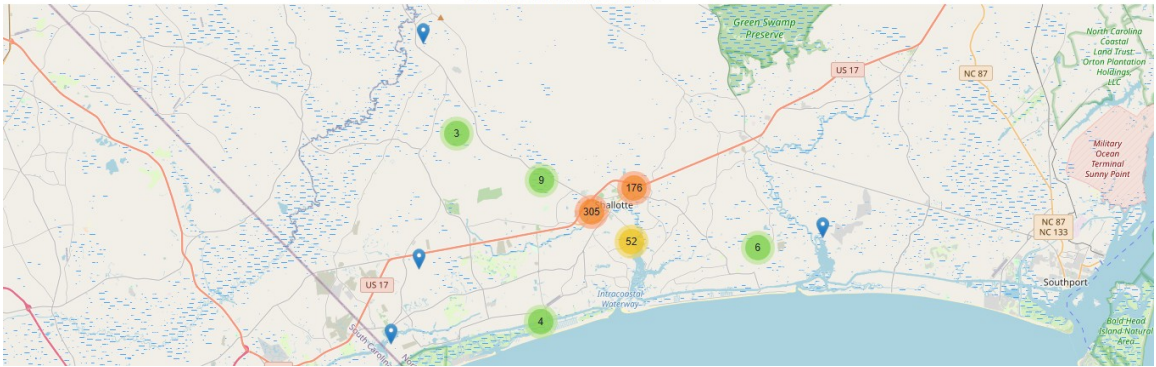
Scene Locations of Fire Incidents
N = 75 May 25, 2025 to Jun 21, 2025



(Last 4 weeks)

Incident Map Overview

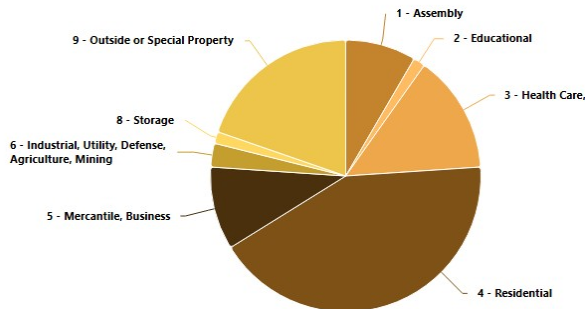
Scene Locations of Fire Incidents
N = 562 Jan 01, 2025 to Dec 31, 2025



(YTD)

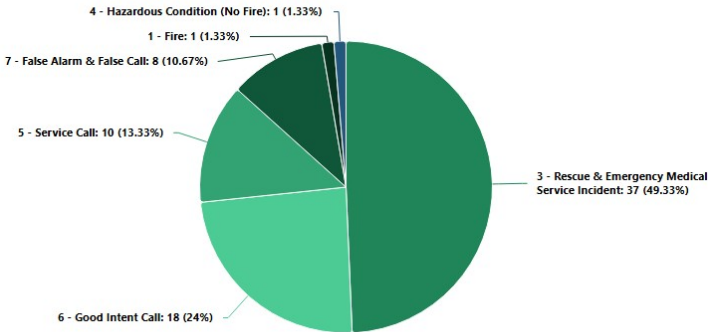
Incidents by Property Use Category

May 25, 2025 to Jun 21, 2025



Incident Type Categories

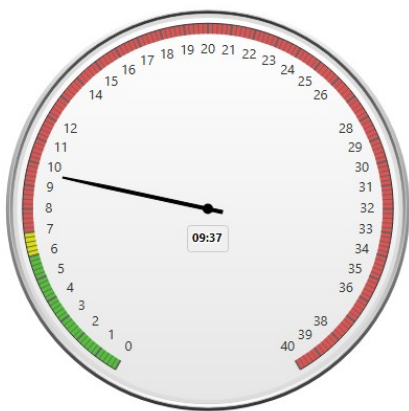
May 25, 2025 to Jun 21, 2025



PSAP to Arrival (Last 4 weeks)

Average Total Response Time (MM:SS)

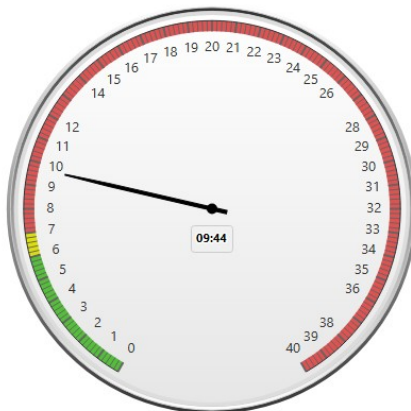
Date Reported: May 25, 2025 to Jun 21, 2025



PSAP to Arrival (YTD)

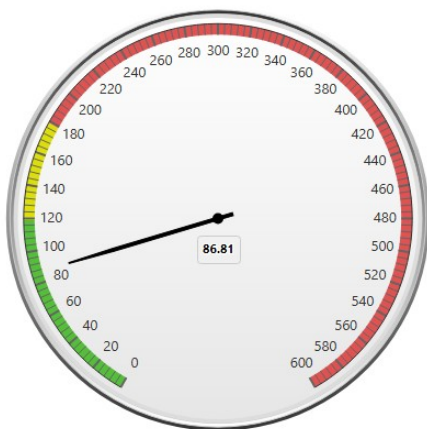
Average Total Response Time (MM:SS)

Date Reported: Jan 01, 2025 to Dec 31, 2025



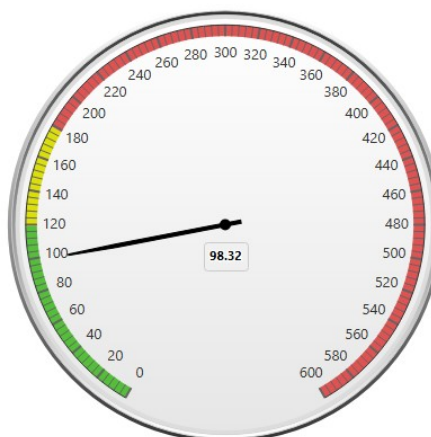
Unit Average Turnout Time (Seconds)

May 25, 2025 to Jun 21, 2025



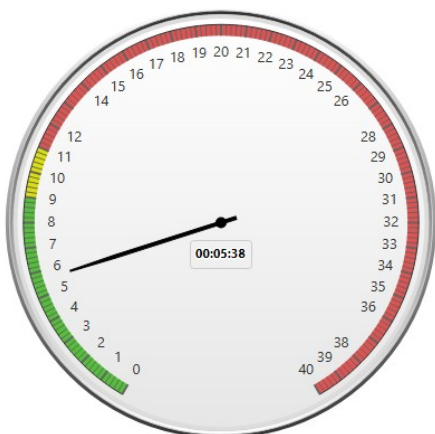
Unit Average Turnout Time (Seconds)

Jan 01, 2025 to Dec 31, 2025



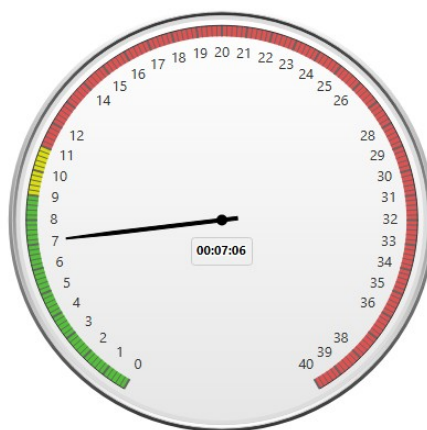
Unit Average Total Response Time (HH:MM:SS)

May 25, 2025 to Jun 21, 2025

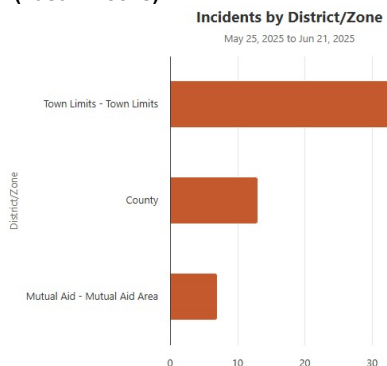


Unit Average Total Response Time (HH:MM:SS)

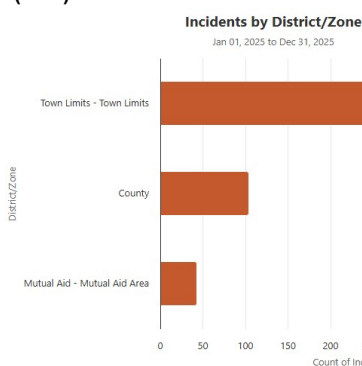
Jan 01, 2025 to Dec 31, 2025



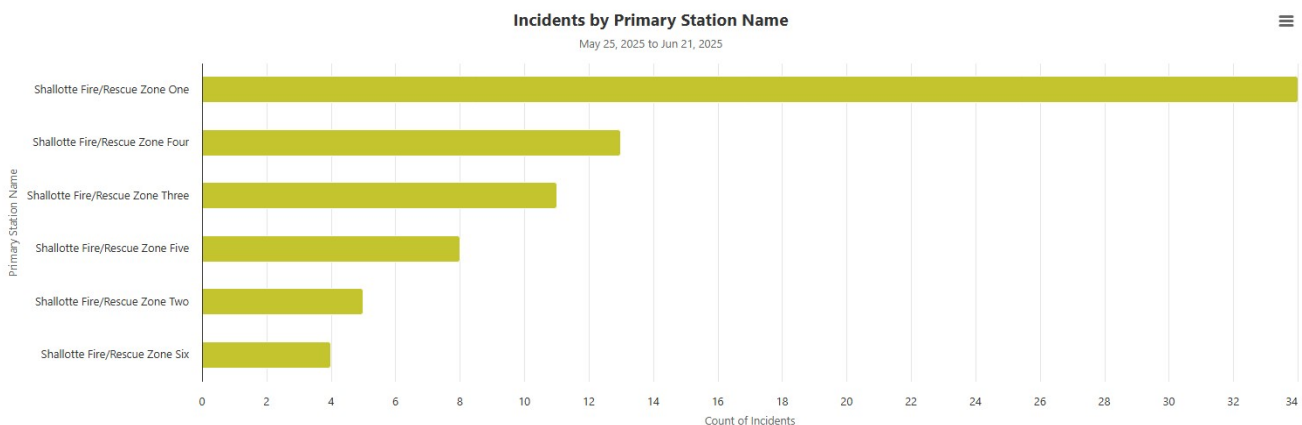
(Last 4 weeks)



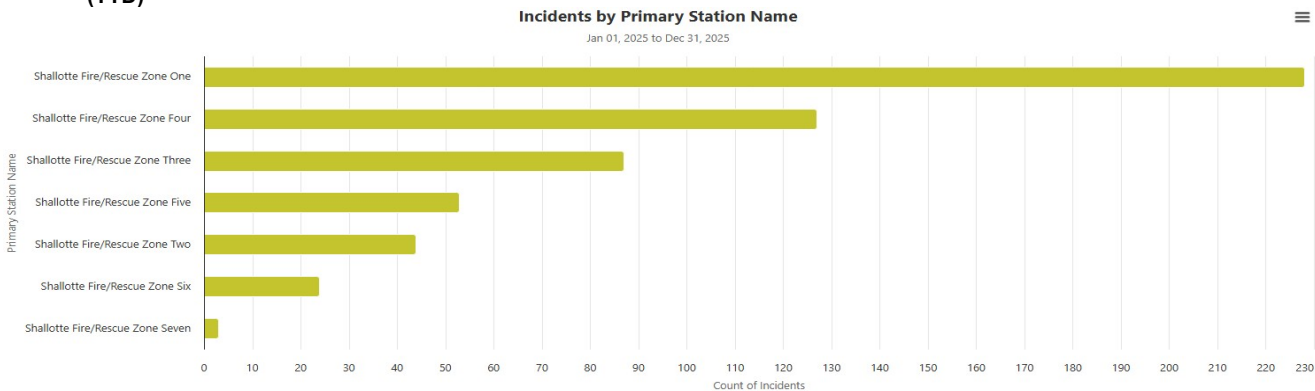
(YTD)



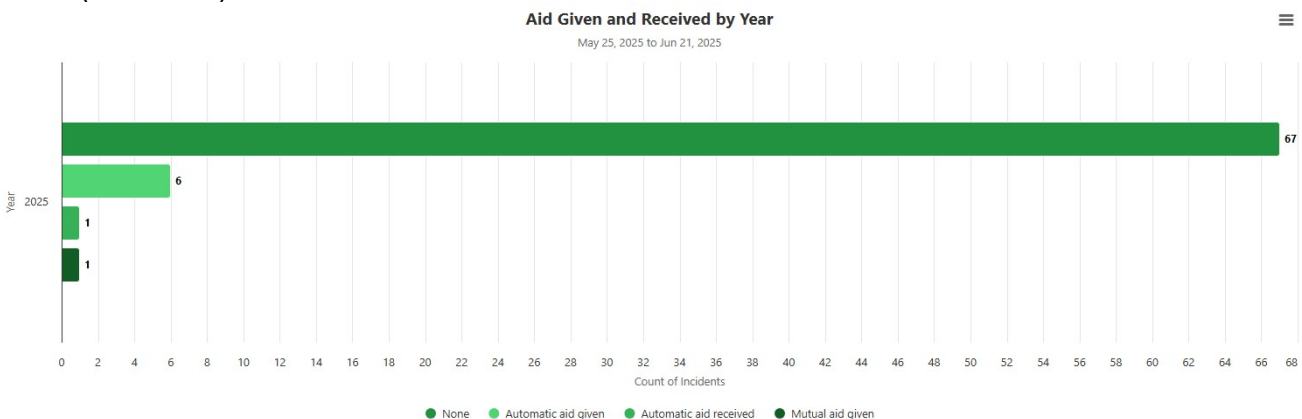
(Last 4 weeks)



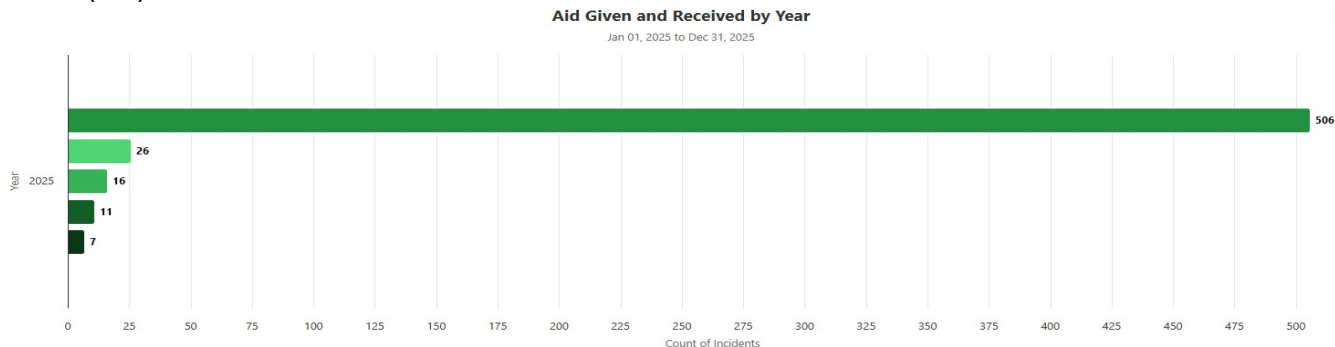
(YTD)



(Last 4 weeks)



(YTD)



NCRRS 5: Training...

319:00 hours

- Image Trend Slate
- (EMT) Continuing Education
- (ISO) Recruit Training
- (ISO) Company Training
- (ISO) Driver/Operator Training
- (ISO) Facility Training
- (ISO) Community Outreach

Notes:

Technical Review (TR) and Code Enforcement Items

- Invited to County TRC - No projects impacting Shallotte's fire protection
- Technical Review – Medical Center
- Technical Review – Walmart Fueling Station
- Environmental Impact Survey – 4580 White St
- Review and Comment – UDO Multi-Family
- Site Visits – Subdivision Village Point Rd
- Site Visits – Subdivision Gray Bridge Rd
- Site Visits – Smith Ave Ext
- Site Visits – Old Shallotte Rd

Staffing Notes

- 1 staff position vacancy
 - Chief and Deputy Chief covering staffing shortages when part-time staff are unavailable.
 - Interviews underway
 - 1 staff position on light-duty for injury

Other Notables

- Open Investigations
 - AI Street
 - Pending
 - SBI Report
- Community CPR
 - 3 classes
- Child Safety Seat Inspections/Installations
 - 2 events
- Fire & Life Safety Education
 - 2 events
- Shallotte Collector Street
 - Survey
 - Meeting
- Fire Department Fees Schedule
 - Research
 - Recommend

TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

Post Office Box 2287 • Shallotte, North Carolina 28459 Telephone: (910) 754-4032 • Facsimile: (910) 754-2740



TO: Board of Aldermen
 FROM: Robert Waring, Planning Director
 DATE: July 01, 2025
 RE: Monthly Planning Department Report

This memo & attached reports provide a summary of the Planning & Zoning Depart. in the past month:

1. The Planning Board met June 10 to review two items:
 - a. The PB approved preliminary subdivision plans for Copas Creek, a 58-lot development
 - b. The Board also discussed staff's work on removing special use permit requirements in favor or by right development or conditional rezonings
 - c. The Board's next meeting is scheduled for July 8
2. TRC met June 19 to consider two by-right projects:
 - a. The Wal-Mart gas station at 4540 Main St.
 - b. A medical office building at 4503 Main St.
 - c. The next meeting scheduled for July 17
3. Staff, GSATS, & Bolton & Menk met with the Shallotte Collector Street Plan stakeholder group to discuss the CSP data and draft documents
 - a. Copies of the data and maps were sent to the PB & BOA
 - b. Staff anticipates a 30-day public comment period and a presentation to PB of the final document in September
4. Staff attended the bi-monthly traffic impact analysis meetings with NCDOT
5. Staff met with engineering consultants to review draft stormwater updates
 - a. Copies have been sent to the Town's engineer and Public Works for review
 - b. Staff anticipates presenting a draft to Planning Board in July or August
6. Staff attended a virtual meeting with Shallotte PD & BrunsCo. Sheriff's Office
7. Staff conducted the final zoning inspection for the Tides, Phase 3 (Multi-family, Smith Ave.)
8. Please forward any zoning or nuisance complaints to Brandon Eaton, Planner,
beaton@townofshallotte.org Phone: (910) 754-4032
9. The Town collected \$68,953 for June 2025 (8 new home construction permits).
 - a. Fees collected in June 2024 totaled \$120,374 which included \$60K in system development fees for the Royal Farms Gas Station
 - b. Shallotte Veterinary Hospital has moved into 204 Smith Ave.

Permit Report

Section VI, Item 3.

6/1/2025 - 6/26/2025

Permit #	Permit Type	Permit Date	Parcel Address	Total Fees
3981	Building	6/26/2025	2 Country Club Dr.	\$12,720.00
3980	Building	6/26/2025	4723 Swimming Ln	\$7,090.00
3979	Building	6/26/2025	4727 Swimming Ln	\$5,720.00
3978	Sign	6/25/2025	4425 Main St	\$420.00
3977	Building	6/24/2025	42 Country Club Dr	\$50.00
3976	Building	6/24/2025	375 Laurel Valley Dr	\$5,660.00
3975	Building	6/23/2025	452 Laurel Valley Dr	\$7,030.00
3974	Sign	6/17/2025	200 South Willis Dr.	\$50.00
3973	Building	6/18/2025	178 Wildwood St Nw	\$110.00
3972	Building	6/18/2025	190 Wildwood St Nw	\$7,934.00
3971	Building	6/18/2025	196 Wildwood St	\$7,934.00
3970	Zoning	6/23/2025		\$8,098.00
3969	Solar Panels	6/12/2025	1959 Arnold Palmer Dr	\$50.00
3968	Zoning	6/12/2025	4610 Main St	
3967	Building	6/12/2025	224 Country Club Dr Sw	\$50.00
3966	Solar Panels	6/12/2025	3528 Golden Rod Dr.	\$50.00
3965	Sign	6/10/2025	5140 Sellers St	\$116.92
3964	Change of Use	6/6/2025	204 Smith Ave	\$50.00
3963	Building	6/6/2025	5015 Walton St	\$5,720.00
3962	Pool	6/5/2025	712 Invishield Ct	\$50.00
3961	Zoning	6/3/2025	130 Shallotte Crossing Pkw. Unit 6	\$50.00
				\$68,952.92

Total Records: 21

6/26/2025

Monthly Code Report (Town of Shallotte, NC) 6/2025
Prepared by Brandon Eaton, CZO, CCEO (Planner II/Code Enforcement)

Public Nuisances

1. Case Number: PN-24-005 (4450 Main Street)

Original Complaint: Tall grass/junk, etc.* See also Z-24-007

Latest Update: 6/25/25

- The property owner still has three days to comply (as of this report).
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

2. Case Number: PN-24-006 (4479 Main Street)

Original Complaint: Tall grass/junk, etc.* See also Z-24-008

Latest Update: 6/25/25

- The property owner still has three days to comply (as of this report).
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

3. Case Number: PN-25-001

Original Complaint: Temporary sales office removed with materials, debris, and trash left on lot at 599 Forest St. EXT NW

Latest Update: 6/2/25

- CE working to resolve the issue.

4. Case Number: PN-25-002

Original Complaint: Neighbor reported tall grass. Yearly offender.

Latest Update: 6/18/25

- Complainant reached out to CE again to expand complaint to include potential unkept access easement. Will investigate the potential violation.
- CE has explained to complainant that the Town cannot maintain the aesthetic of private property in the way that an HOA/POA could and also detailed our ordinance to illustrate items we can regulate.

- Reinspection shows no current nuisance violation. Property will be monitored for changes.

5. Case Number: PN-25-003 (224 Heron Ct.)

Original Complaint: Citizen reported large amounts of junk, trash, and debris on property. CE determined property is the Town's ETJ and outside of our police powers jurisdiction. CE contacted Brunswick County Community Services (Code Enforcement) to report the violation and subsequently followed up with the complainant.

Latest Update: 6/10/25 - **Case closed 6/10/25.**

6. Case Number: PN-25-007 (27 Brierwood Rd.)

Original Complaint: Tall grass, debris, dilapidated structure. Surrounding property owners have been maintaining the property as they can.

Latest Update: 6/25/25

- Violation notice being drafted to mail 6/26/25.
- Latest property inspection conducted 6/18/25.

Zoning Violations

1. Case Number: Z-24-007

Original Complaint: 4450 Main St. Old junk mobile home that was once used for office, shipping container, nuisances.

Latest Update: 6/25/25

- The property owner still has three days to comply (as of this report).
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

2. Case Number: Z-24-008

Original Complaint: 4479 Main St. Old junk mobile home that was once used for auto sales business. Sign violation. Accessory structure violation and nuisances.

Latest Update: 6/25/25

- The property owner still has three days to comply (as of this report).
- The case was heard by Brunswick County District Court on 5/28/2025.
- A judgment was issued in favor of the Town to compel the property owner to comply with the Town's order of abatement and payment of civil penalties issued in the amount of \$20,000 (\$10,000 per parcel in violation).
- The property owner has 30 days to comply. After 30 days, the Town may abate the violations in full, charging the property owner for any related expenses.
- The Town was awarded attorney fees related to the motion.

3. Case Number: Z-24-009

Original Complaint: Crane business not meeting the conditions of an issued special use permit.

Latest Update: 6/25/25

- CE is waiting on court date and information.
- Property owner has filed an appeal in Superior Court.
- Town Clerk mailed Board Findings to property owner via certified mail
- Board of Adjustment hearing was conducted on 2/27/2025.

4. Case Number: Z-25-005 (4600 Main Street)

Original Complaint: *Illegal signage and potential business operating without zoning approval.*

Latest Update: 6/25/25

- CE has not had any response to NOV. Will issue final NOV and begin civil penalties within 2 weeks if no response is given.
- Notice issued 5/28/25.
- Inspection conducted on 5/21/25. Business operating without zoning approval.
- CE opened a case and has initiated the inspection and notice process.

5. Case Number: Z-25-008 (5285 Main St Unit 1)

Original Complaint: *Restaurant operating outside of the conditions approved in the initial permit. Business is also preparing food inside a semi-permanent food truck/trailer to serve inside in a seated environment. Illegal signage also installed.*

Latest Update: 6/25/25

- Notice issued 6/25/25.
- Inspection conducted on 6/18/25.

Vehicles

Currently no cases

Public Works Monthly Report

June 2025

To: *Board of Aldermen*

From: *Dan Formyduval, Director of Public Services*

Sewer

- Responded to 22 sewer calls during the day and 7 after hours.
- Randomly inspected 23 pressure sewer services.
- Completed upgrades for three commercial and two residential sewer services.
- Replaced 5 and re-worked 3 sewer control panels.
- Recovered and inspected all upstream Air Releases in River's Edge.
- Installed 3 residential services.
- Replaced the force main valve controlling Mulberry Creek Subdivision.
- Bryan Isenhour has received his Grade I Collections Certification.
- Welcomed a new employee to the Sewer Department.
- Begun annual inventory of materials.

Parks & Streets

- Resurfaced 2542 feet of Town Streets on Arnold St, Snead Ct, Pender, and Hickory.
- Completed replacement / relocation of 30" culvert on Country Club Villa Dr.
- Assisted Shallotte Fire with the removal of a large pine tree from Bridgers Rd.

- Cleaned out and repaired 1200 feet of ditch on Frogie Ln.
- Welcomed a new employee to the Parks Department.

Construction & Engineering

- Responded to **244** NC811 locate tickets.
- Participated in weekly meetings with contractors working on Price Landing.
- Reviewed two projects for TRC.

Fleet Maintenance

Police Dept.

- Completed 2 Minor repairs
- Completed 5 Oil Changes

Fire Dept.

- On Tower Truck – Repaired Coolant Leak, Repaired air brake compressor, Recharged AC.
- Recharged AC on Engine

Maintenance Dept.

- Generator pre annual service – installed all maintenance packages.







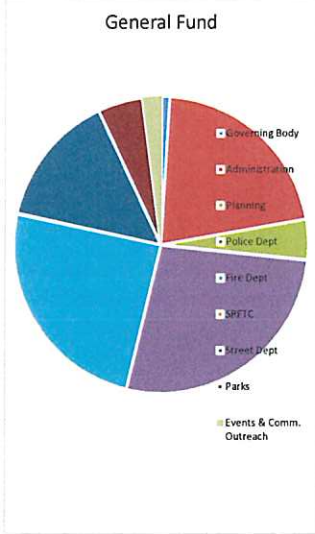
TOWN OF SHALLOTTE
Monthly Financial Dashboard
FISCAL YEAR ENDING June 30, 2025
Reporting Period: June 30, 2025

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...			
General Fund	Collected TD	FY Budget	Total Budget
PROPERTY TAX		\$ 3,455,914	\$ 11,459,834
Revs YTD/% Coll/% of Budget	\$ 3,476,172	100.59%	30.16%
SALES & USE TAX			
Fiscal Year Budget	\$ 1,986,739	\$ 11,459,834	
Revs YTD/% Coll/% of Budget	\$ 1,553,489	78.19%	17.34%
UTILITY FRANCHISE TAX			
Fiscal Year Budget	\$ 483,098	\$ 11,459,834	
Revs YTD/% Coll/% of Budget	\$ 415,287	85.96%	4.22%
FIRE FEES			
Fiscal Year Budget	\$ 1,108,414	\$ 11,459,834	
Revs YTD/% Coll/% of Budget	\$ 1,125,863	101.57%	9.67%
OTHER REVENUES			
Fiscal Year Budget	\$ 4,003,934	\$ 11,459,834	
Revs YTD/% Coll/% of Budget	\$ 1,197,307	29.90%	34.94%
Enterprise Fund			
OTHER REVENUES		\$ 3,634,636	\$ 6,755,170
Revs YTD/% Coll/% of Budget	\$ 2,530,033	69.61%	53.81%
SYSTEM DEV FEES		\$ 400,000	\$ 6,755,170
Revs YTD/% Coll/% of Budget	\$ 567,215	141.80%	5.92%
Revs YTD/% Coll/% of Budget	\$ -	0.00%	0.00%
SEWER CHARGES		\$ 2,720,534	\$ 6,755,170
Revs YTD/% Coll/% of Budget	\$ 2,026,726	74.50%	40.27%
FUND TOTALS			90% of Budget
General Fund	\$ 11,038,099	\$ 9,934,289	
Revenues FYTD	\$ 7,768,117	70%	
Enterprise Fund	\$ 6,755,170	\$ 6,079,653	
Revenues FYTD	\$ 5,123,974	76%	

EXPENDITURES AT A GLANCE...			
GENERAL FUND	Fiscal Year	YTD Expenses	
	24/25 Budget	Current FY	Current FYTD%
DEPARTMENTS			
Governing Body	\$ 100,305	\$ 67,077	66.87%
Administration	2,381,870	1,294,980	54.37%
Planning	491,078	420,002	85.53%
Police Dept	2,988,419	2,686,590	89.90%
Fire Dept	3,124,195	2,892,576	92.59%
SRFTC	7,500	7,063	94.17%
Street Dept	1,596,532	856,633	53.66%
Parks	540,257	358,968	66.44%
Events & Comm. Outreach	229,678	215,272	93.73%
	\$ 11,459,834	\$ 8,799,161	76.78%
Fiscal Year Budget	\$ 11,459,834	\$ 8,799,161	
Unspent Budget Remaining	\$ 2,660,673	23.22%	
ENTERPRISE FUND			
	Fiscal Year	YTD Expenses	
	24/25 Budget	Current FY	Current FYTD%
DEPARTMENTS			
Sewer Department	\$ 6,755,170	\$ 4,985,745	73.81%
	\$ 6,755,170	\$ 4,985,745	73.81%
Fiscal Year Budget	\$ 6,755,170	\$ 4,985,745	
Unspent Budget Remaining	\$ 1,769,425	26.19%	

OUR CASH AND INVESTMENTS		
Balances on June 24, 2025 in whole dollars - Bold - As of 5-31-25		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	June 2024	June 2025
General Fund	\$ 814,138	\$ 936,860
NCCMT	9,057,805	9,191,161
United Bank	240,667	-
General Fund Savings	84,583	49,617
TOTAL GENERAL FUND	\$ 10,197,193	\$ 10,177,638
ENTERPRISE FUNDS		
	June 2024	June 2025
Sewer Fund	\$ 727,099	\$ 1,014,479
United Bank	336,358	-
NCCMT	3,394,772	3,847,863
Sewer Fund Savings	136,576	86,632
TOTAL OTHER FUNDS	\$ 4,594,805	\$ 4,948,974
Special Revenue Fund	\$ 100	\$ 100
Police Evidence Acct	313	313
Capital Project Acct	3,492,181	1,861,572
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	June 2024	June 2025
ALL FUNDS	\$ 18,284,592	\$ 16,988,598

Cash:	June-24	June-25	
General Fund	\$ 10,197,193	\$ 10,177,638	
Sewer Fund	4,594,806	4,948,974	
Special Revenue Fd	100	100	
Police Evidence Acct	313	313	
Capital Account	3,492,181	1,861,572	
	\$ 18,284,593	\$ 16,988,598	(1,295,995)
Receipts for June 25:			
March 2025 Sales Tax		189,533.37	
Town Prop Tax May 25		20,481.90	
Franchise Tax Qtr Ending 3-31-25		147,061.71	



Capital Project - Riverfront Project		
CP Expenditures	FY Budget	Current Exp
Mulberry Park	\$ 1,662,873.00	\$ 525,620.79
Riverwalk II	\$ 1,132,300.20	\$ 180,749.83
Professional Svc	\$ 1,322,600.95	\$ 233,739.24
Price Landing Cap	\$ 2,500,000.00	\$ 1,183,449.32
New Town Hall	\$ 16,342,363.00	
Cheers St Parking	\$ 337,396.00	
Total	\$23,297,533.15	\$2,123,559.18
CP Revenues	FY Budget	Current Rev
App Fund Balance	\$ 250,000.00	
Transfer from GF	\$ 2,982,177.16	\$ 266,339.24
Grant-Riverwalk	\$ 250,000.00	
SCIF Grant-Riverw	\$ 815,355.99	\$ 185,449.83
SCIF Grant-Mulb	\$ 3,000,000.00	\$ 1,671,770.11
USDA Loan	\$ 16,000,000.00	\$ -
Total	\$23,297,533.15	\$2,123,559.18





Town Of Shallotte **Expenditure Statement : 2024 - 2025** **for Accounting Period 6/30/2025**

GENERAL FUND

Dept #	Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
4100	Governing Body	\$100,305.00	\$67,077.42	\$67,077.42	\$0.00	\$33,227.58	66.87
4200	Administration	\$2,381,869.71	\$1,294,198.01	\$1,294,198.01	\$781.71	\$1,086,889.99	54.37
4300	Planning Department	\$491,078.00	\$420,002.37	\$420,002.37	\$0.00	\$71,075.63	85.53
4400	Events & Community Outreach	\$229,678.00	\$213,596.56	\$213,596.56	\$1,675.00	\$14,406.44	93.73
5100	Police	\$2,988,419.49	\$2,681,001.03	\$2,681,001.03	\$5,588.49	\$301,829.97	89.90
5300	Fire	\$3,124,195.00	\$2,871,685.15	\$2,871,685.15	\$20,891.53	\$231,618.32	92.59
5400	SRFTC	\$7,500.00	\$6,961.13	\$6,961.13	\$101.61	\$437.26	94.17
5600	Streets	\$1,596,532.40	\$652,648.34	\$652,648.34	\$203,984.74	\$739,899.32	53.66
5700	Parks	\$540,256.72	\$321,516.40	\$321,516.40	\$37,451.25	\$181,289.07	66.44
Total Fund	GENERAL FUND	\$11,459,834.32	\$8,528,686.41	\$8,528,686.41	\$270,474.33	\$2,660,673.58	76.78



Town Of Shallotte
Expenditure Statement : 2024 - 2025
for Accounting Period 6/30/2025

ENTERPRISE FUND

Dept # Department	Approp Amount	Activity this Period	Expenditure YTD	Encumbrance YTD	Unencumbered Balance	% Exp. & Enc.
8200 Sewer	\$6,755,169.50	\$4,963,382.48	\$4,963,382.48	\$22,362.38	\$1,769,424.64	73.81
Total Fund ENTERPRISE FUND	\$6,755,169.50	\$4,963,382.48	\$4,963,382.48	\$22,362.38	\$1,769,424.64	73.81
Grand Total	\$18,215,003.82	\$13,492,068.89	\$13,492,068.89	\$292,836.71	\$4,430,098.22	75.68

Board Report Parks/Recreation July

June Recap

Mayor Walt, Mimi and staff attended the first Shallywags Baseball game at WBHS. Walt threw out the first pitch.

Christmas Decor is arriving - new bows and new garland for bridge on main

The last 2 markets were not as populated (public and vendors) due to heat.

- Staff thinks March- May is the most realistic schedule for the market

Staff met with Lions club about Price Landing Outdoor Classroom and the opportunities with partnerships.

Character Day and Craft Day went great at park! Great group of kids and staff participation was appreciated.

Staff listened to Conference Call regarding Protest for Shallotte.

Dpt Head Meeting

Shally/PD/FD always a huge success.

First concert is on July 3rd.

Planning all holiday events (see new dates attached on flyer)

Continual work on website- updating, changing content, etc.

On-going

Sewer Notification

PD App Notifications

Social Media Notifications – bids, events, public notices , etc.

Vendor Spotlights for Market on Social Media weekly

Updates to website

Upcoming Event Dates

July22- Employee Luncheon – KT’s BBQ

Concerts will begin this month. Scheduled attached.

2025

This Years Line

Section VI, Item 6.

FOODS

Food Trucks will be onsite

July 3

The Catalinas

July 10

Too Much Sylvia

July 17

Chocolate Chip
& Company

July 24

The Tonez

July 31

Thomas Road Band

August 7

Julio & The Saltines

August 14

The Entertainers

August 21

Chris Taylor
& The Rumor

August 28

Band of Oz

September 4

The Extraordinaires

Thursdays 7PM - 9PM

Mulberry Park | 123 Mulberry St

Series in the Park





TOWN OF

Section VI, Item 6.

SHALLOTTE *North Carolina*

MARKETS ON MULBERRY

EVENTS

COMING
PARADE



SEPTEMBER 20, 2025

MULBERRY PARK

10AM - 2PM



NOVEMBER 15, 2025

MULBERRY PARK

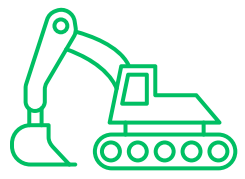
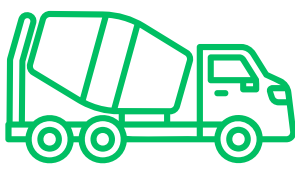
10AM - 2PM



DECEMBER 13, 2025

MULBERRY PARK

10AM - 2PM



TOUCH - A - TRUCK

OCTOBER 11, 2025 | 10AM - 1PM

MULBERRY PARK | 123 MULBERRY ST.

Spooktacular

RIVERWALK PARK | 6:00PM

Tuesday, October 28, 2025

CHRISTMAS TREE LIGHTING SANTA'S ARRIVAL

DECEMBER 1, 2025
MULBERRY PARK | AMPHITHEATER
123 MULBERRY ST.



PHOTO OPPORTUNITIES WITH SANTA

December 1, 2025	Mulberry Park 5:30 PM
December 9, 2025	Mulberry Park 5:30 PM
December 13, 2025	Mulberry Park 11:00 AM



TOWN OF SHALLOTTE
**CHRISTMAS
PARADE**

SATURDAY
“DECEMBER 6”
10:00AM

APPLICATIONS WILL BE ACCEPTED STARTING IN OCTOBER



MEMORANDUM

TO: BOARD OF ALDERMEN
FROM: MIMI GAITHER, TOWN MANAGER
SUBJECT: ADMINISTRATION REPORT
DATE: 6.26.25

- BOA Meeting 6.3.25
- Budget prep 6.4-6.6.25
- Conference call with NCLM insurance re employee issue 6.9.25
- Budget work 6.9-6.13.25
- Budget work and prepared budget workbooks 6.16 – 6.20.25
- Staff Meeting 6.25.25
- Met with town Attorney and Mayor re future Fire Dept funding 6.26.25
- Budget Public Hearing and workshop 6.26.25
- Zoom phone call re Feasibility Study for merger 6.27.25
- Met with other Town Managers re Fire Funding 6.30.25

Project Update – Riverwalk

The final remaining tasks include installing the handrail around the basin and completing approximately half a day of punch list items.

Initially, Sea Dog anticipated that the concrete would extend to the basin, so they held off on the handrail installation until the concrete work was complete. Now that this has been clarified, the handrail is scheduled for installation next week.

They anticipate wrapping up all field work by the end of next week and will be ready to schedule inspections shortly thereafter.

Project Update – Price Landing

The contractor is continuing to make progress on several items:

- Playground equipment has been set in place, and the playground team is expected onsite soon to complete final installation.
- The walkway over the ditch is nearing completion.
- The pavilion roof has been installed.
- Cinderella is awaiting delivery of roofing materials for the bathroom, as well as the aluminum gangway.
- Bracket issues on the walkway to the kayak launch are currently being addressed. Additionally, some piling must be reworked to accommodate the hog slat material.

Please note that the contractor remains subject to the \$1,000 daily penalty for delays, which began accruing on June 13. This penalty will continue until substantial completion is achieved, defined as the issuance of a Certificate of Occupancy.



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager

MEETING DATE:

7.1.25

EXT. #

DATE SUBMITTED:

7.1.25

ISSUE/ACTION REQUESTED: Approval of Village Point Estates Sewer Relocation Project

PUBLIC HEARING:

☐

YES

☒

NO

BACKGROUND/PURPOSE OF REQUEST: The Town has budgeted for the relocation of the sewer line from Brierwood. This relocation takes the sewer line end point from the manhole on Susan Drive, directly to the Village Point Lift Station. We requested informal bids for this project. We received two bids and the recommendation is to award to Vision Infrastructure, who was the lowest bid.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐

YES

☒

NO

CAPITAL PROJECT ORDINANCE REQUIRED:

☐

YES

☒

NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐

YES

☒

NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐

YES

☒

NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☐

YES

☒

NO

☐

N/A

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Award to Vision Infrastructure - MOG

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

1. Bid Opening Form



Town of Shallotte Bid Opening Form

Project Name: Village Point Estates Sewer Replacement
Bid Opening Date & Time: June 30, 2025 at 3:00 P.M. (Standard Time)
Location Location: Shallotte Town Hall, 110 Cheers Street, Shallotte, NC
Description: Per Sheets C-101, C-102 and C-104 Sealed 11-11-23

NC

Bidder Name	Contractor License (Y/N)	Total Bid Price
Carmichael	Y	\$349,495.00
VISION INFRASTRUCTURE	Y	\$131,150.00

Received By (Signature): Elizabeth Nkomo Title: _____
Name (Print): _____ Date: 6-30-25

MEMORANDUM FOR: BOARD OF ALDERMEN
SUBJECT: JUNE REPORT
MEMORANDUM FROM: WALTER ECCARD

During the month of June, I worked on the following matters.

1. Drafted a letter signed by all 8 mayors with municipal fire departments to Brunswick County Commissioners expressing need for Mayors to be included in Fire Funding discussions. The County agreed to such involvement.
2. At the direction of the North Carolina GSATS, TAC sent letters to Representative Rouser and Senators Tillis and Budd requesting their assistance in prompting the Federal Highway Administration to release the Draft Environmental Impact Statement for the Carolina Bays highway project.
3. Met with Commissioner Thompson to discuss fire funding in Brunswick County.
4. Reviewed materials on the current Fire Fee.
5. Worked with NCLM on proposed legislation that would take away much of the Town's zoning control. It appears that effort will not proceed this legislative session.
6. Reviewed with NCLM the impact of the proposed Federal legislation that would impact the State's Medicaid and Food Stamp programs.

SHALLOTTE BOARD OF ALDERMEN

REGULAR MEETING

June 3, 2025

5:15 P.M.

The Shallotte Board of Aldermen met for a regular meeting on June 3, 2025 at 5:15 p.m. in the meeting chambers located at 110 Cheers Street with Mayor Walt Eccard presiding.

Aldermen present: Larry Harrelson, Gene Vasile, Jimmy Bellamy, Bobby Williamson and Karmen Custer

Staff present: Mimi Gaither, Robert Waring, Brandon Eaton, Natalie Goins, Isaac Norris, Adam Stanley, Paul Dunwell, Dan Formyduval and Attorney Laura Thompson.

I. CALL TO ORDER

Mayor Eccard called the meeting to order. A motion was made by Karmen Custer seconded by Gene Vasile to open the meeting. Motion carried 5 yes 0 no.

II. INVOCATION & PLEDGE

Alderman Larry Harrelson gave the Invocation followed by the Board and audience reciting the Pledge of Allegiance.

III. LIFE SAVING AWARDS

1. Officer Christopher Brown

2. Sergeant Jeremy Ferguson

Mayor Eccard shared details of an incident that occurred on Sunday, June 1, 2025 at the Cardinal Pointe Clubhouse. Sergeant Jeremy Ferguson and Officer Christopher Brown responded to an alarm and were alerted to an unresponsive child in the pool. Officer Brown pulled the child from the water while Sergeant Ferguson checked for a pulse and called EMS. Officer Brown performed CPR for approximately three minutes until the child began breathing on her own. Mayor Eccard stated their swift, decisive actions directly saved a life and reflect great credit upon themselves, the Shallotte Police Department, and the Town of Shallotte. Mayor Eccard, along with the child and family members, presented Officer Brown and Sergeant Ferguson with Life Saving Award certificates. Police Chief Adam Stanley also presented Officer Brown and Sergeant Ferguson with Life Saving medals.

IV. CONFLICT OF INTEREST

Mayor Eccard asked if any member of the Board had a conflict of interest or the appearance of a conflict of interest with regard to any item on the agenda. None stated.

V. AGENDA AMENDMENTS & APPROVAL OF AGENDA

A motion was made by Gene Vasile seconded by Karmen Custer to make the following amendments and approve the amended agenda:

- VII. Department Reports, Item 6. Parks & Recreation, add 1. Paint the Town Purple.

- VIII. Consent Agenda, add G. Budget Adjustment BA-24-25-13 and H. Waste Industries Contract
- XII. Change Adjourn to Recess to July 26, 2025 Budget Public Hearing at 5:15.

Motion carried 5 yes 0 no.

VI. PUBLIC COMMENTS

Charles Markelwith of 307 Country Club Villa Drive expressed concerns about traffic at the intersection of 179 and Main Street. He asked if anything could be done to improve the situation, such as adding a traffic light or a 3-way stop. Mayor Eccard explained that these were state roads under the purview of the Department of Transportation. Alderman Custer also informed Mr. Markowitz that he could submit comments and requests directly through the DOT website.

VII. DEPARTMENT REPORTS

1. Police

2. Fire

Alderman Vasile commended the department on “admirable” response times.

3. Planning

4. Public Utilities

1. Waterline relocation at Price Landing

A motion was made by Larry Harrelson seconded by Gene Vasile to approve relocation of the waterline at Price Landing. Motion carried 5 yes 0 no. A motion was made by Gene Vasile seconded by Karmen Custer to award Vision Infrastructure the contract for relocating the waterline at Price Landing for \$138,300.00. Motion carried 5 yes 0 no.

2. 12” Force Main Bid Award

A motion was made by Gene Vasile seconded by Karmen Custer to award Carmichael Construction the contract for the 12” force main for \$926,087.90. Motion carried 5 yes 0 no.

5. Finance

6. Media & Events

1. Paint the Town Purple

A motion was made by Larry Harrelson seconded by Bobby Williamson to approve South Brunswick Woman’s Club’s request to “paint the town purple”, hanging string lights during the month of October for domestic violence awareness. Motion carried 5 yes 0 no.

7. Administration

8. Mayors Monthly Activities

The mayor shared information from the day's GSATS meeting:

- Bids for two super street intersections along US 17 will be let on July 15th, with construction expected to begin shortly after.

- A new project of \$630,000 was authorized to install rumble strips on State Route 130 and North Carolina 130 to State Route 1303 (Hickman Road) for safety reasons.
- A resolution was adopted regarding funding for Carolina Bays. Given the state's funding situation for highway projects, the only near-term approach with promise of success would be to consider alternative means of financing, such as a toll road or a toll road with a public-private partnership. A study by DOT will determine how much funding could be generated by a toll road and whether it would be sufficient to cover the cost of the highway.
- The draft environmental impact statement for the Carolina Bays project has not yet been received from the Federal Highway Administration. GSATS authorized a letter to be sent to senators and representatives urging them to prompt the Federal Highway Administration to move forward with the project.
- A chart was presented showing updated classifications of roads based on traffic volume. Mayor Eccard noted that Main Street was reclassified from a major collector road to a minor arterial, and Village Road was reclassified from local to a major collector.

VIII. CONSENT AGENDA

A motion was made by Gene Vasile seconded by Karmen Custer to approve the following consent agenda items:

- A. April 4, 2025 Board Retreat minutes
- B. April 24, 2025 Budget Workshop minutes
- C. May 1, 2025 Budget Workshop minutes
- D. May 6, Regular Meeting minutes
- E. May 8, 2025 Budget Workshop minutes
- F. May 20, 2025 Work Session minutes
- G. Budget Adjustment: BA-24-25-13 \$418,300.00
- H. Waste Industries Contract

Motion carried 5 yes 0 no.

IX. PUBLIC HEARINGS

1. SUP 25-01 (Walmart Pickup)

1. A motion was made by Jimmy Bellamy seconded by Karmen Custer to open the Public Hearing.
Motion carried 5 yes 0 no.
2. Town Clerk Natalie Goins administered the oath to those that wished to speak during the public hearing.
 - Brandon Eaton
 - Clint Cogburn
 - Phillip Takacs
 - David Orcutt

Brandon Eaton, Town Planner, gave a brief overview of the request.

Clint Cogburn, a land use attorney representing the applicant, presented the proposal. He explained that the minor expansion would be approximately 4,000 square feet, representing

about a 2% increase in the total square footage of the existing Walmart Supercenter. He explained that the use is in compliance with all requirements of the UDO.

Phillip Takacs from Atwell LLC., the civil engineer for the project, noted the expansion would provide storage for online grocery pick up orders. Improvements to parking will include signage and refreshed striping.

David Orcutt, Benchmark Group architect, described the expansion's cohesive design, noting that it would use the same materials as the existing store and would be the same height as the existing vestibule walls.

Mr. Cogburn requested that permits related to the expansion not be delayed if there were delays related to NCDOT approval for the proposed sidewalk. Materials in packet and witness testimonies were admitted into evidence.

3. Public Comments/Questions

4. A motion was made by Karmen Custer seconded by Jimmy Bellamy to close the public hearing. Motion carried 5 yes 0 no.

5. Board Comments/Questions

6. The Board reviewed and agreed to each of the Specific Findings of Fact required for the special use permit.

7. A motion was made by Gene Vasile seconded by Larry Harrelson to approve SUP 25-01 with the following imposed special conditions:

1. All required fees shall be paid prior to final zoning approval; and
2. Per Sec. 12-12, all required site improvements shall commence within 12 months of SUP approval date or applicant shall request an extension of up to six months from the Shallotte Board of Aldermen; and
3. All required local, state, and federal permits shall be obtained and copies provided prior to final zoning approval; and
4. The site be maintained in accordance with the approved site plans.

Motion carried 5 yes 0 no.

A motion was made at 6:09 p.m by Gene Vasile seconded by Jimmy Bellamy to take a 5 minute recess. Motion carried 5 yes 0 no. Session was resumed at 6:15 p.m.

2. Cranwood Multi-Family Conditional Rezoning

Parcel ID # 1810002402 & 18100024

Cranwood Shallotte, LLC.

RAM-15 & B-2 to MF-6 (Conditional)

54 Acres +/-

308 Units

1. A motion was made by Jimmy Bellamy seconded by Gene Vasile to open the public hearing. Motion carried 5 yes 0 no.

Town Planner Robert Waring gave an overview of the request to rezone the ETJ property from RAM-15 and B-2 to MF-6 (Conditional) for a 308-unit multifamily project. He explained which roads would be private and which would be public. Annexation would be required before any construction.

Pete Powers from Cranwood Enterprises, representing Cranwood Shallotte, presented the project. He explained that they were partnering with Brunswick Senior Resources to provide housing for seniors close to the senior center.

Jim Fish, CEO of Brunswick Senior Resources, provided context about the growing demand for senior services in the area and how this project would help consolidate services and improve efficiency in delivering meals and other support to seniors.

2. Public Comments/Questions

Mary Scott, a resident of Strawberry Way, expressed concerns about how the project might affect her property and other seniors in the area. Staff clarified that the rezoning and utility impacts were specific to the project site and would not directly affect surrounding properties.

3. A motion was made by Gene Vasile seconded by Bobby Williamson to close the public hearing. Motion carried 5 yes 0 no.

4. Board Comments/Questions

Alderman Vasile asked if it were an age restricted community. Mr. Fish responded that it was age targeted. Alderman Bellamy inquired about targeted age, to which the reply was 55+.

Alderman Harrelson commended Jim Fish for his work in the community and assistance provided to the senior population.

Alderman Bellamy asked if any fire hydrants would be added. Jackson Starling of East Coast Engineering replied there would be one at the project entrance at North Mulberry.

Alderman Harrelson asked about existing vegetation and elevation. Mr. Starling stated that the existing vegetation would be incorporated as part of the required buffering. Alan Lewis of East Coast Engineering noted single story ranch style units as well as 3 story multi-family buildings.

Alderman Williamson inquired if the units would be for sale or rent. Mr. Lewis confirmed they would all be rentals.

5. A motion was made by Gene Vasile seconded by Karmen Custer to approve the Zoning Amendment Statement of Consistency with one modification: changing the sidewalk requirement to one 6-foot wide sidewalk along one side of the development. Motion carried 5 yes 0 no.
6. A motion was made by Jimmy Bellamy seconded by Karmen Custer to approve rezoning PID 1810002402 to CZ-MF-6 with the following conditions:
 1. Six-foot-wide sidewalks be included on one side of the internal streets
 2. The road connection to N. Mulberry be designated as private

3. The new road connection from the end of Express Dr. be designed and designated as public up to the gate location
 4. The Express Dr. extension (up to the gate) be dedicated to the Town for public maintenance
 5. Plans be updated to detail the type of open space intended, consistent with Article 29
 6. All heritage trees be preserved or replaced per Sec. 17-15
 7. Sewer allocation will be issued in 60 lot/unit increments
 8. Stormwater plans be designed to handle runoff from a 25 year storm event
 9. New Town of Shallotte SW permit applications e submitted with phased site & landscape plans
 10. Copies of all state & federal permits (NCDOT, CAMA, USACE) be provided as they are available
- Motion carried 5 yes 0 no.

3. TXT 25-11 (Warehouses)

1. A motion was made by Gene Vasile seconded by Karmen Custer to open the public hearing. Motion carried 5 yes 0 no.

Town Planner Brandon Eaton explained that the amendment would further define warehouses as a use within the town's development jurisdiction and establish regulations for warehouse flex uses. These flex uses are warehouses designed to have a retail and/or service element beyond solely industrial warehouse use.

2. Public Comments/Questions
3. A motion was made by Gene Vasile seconded by Karmen Custer to close the public hearing. Motion carried 5 yes 0 no.
4. Board Comments/Questions
5. A motion was made by Gene Vasile seconded by Bobby Williamson to approve the Board of Aldermen Statement of Consistency. Motion carried 5 yes 0 no.
6. A motion was made by Gene Vasile seconded by Karmen Custer to approve Ordinance 25-11 amending the Town of Shallotte Unified Development Ordinance, specifically Article 2, Section 2-2, Article 10, Section 10-2, and Article 10, Section 10-3 (II). Motion carried 5 yes 0 no.

4. TXT 25-10 (Hazardous Materials)

1. A motion was made by Gene Vasile seconded by Karmen Custer to open the public hearing. Motion carried 5 yes 0 no.

Town Planner Brandon Eaton explained that the current UDO does not have language regulating the storage of hazardous materials as an accessory use to businesses operating in industrial areas, nor for hazardous materials incidental to the primary use of a property.

2. Public Comments/Questions
Jimmy Williams, considering purchasing a property for a HVAC business, expressed concern about how this amendment might affect his ability to store refrigerants.
3. A motion was made by Gene Vasile seconded by Karmen Custer to close the public hearing. Motion carried 5 yes 0 no.
4. Board Comments/Questions
The Board expressed concerns about the broad definition of hazardous materials and requested more clarity on quantities and specific materials that would be regulated.
5. A motion was made by Jimmy Bellamy seconded by Gene Vasile to ask staff to continue working on the amendment to provide more clarity. Motion carried 5 yes 0 no.

5. TXT 25-12 (Outside Display, Sales, & Storage)

1. A motion was made by Jimmy Bellamy seconded by Karmen Custer to open the public hearing.
Motion carried 5 yes 0 no.

Town Planner Brandon Eaton explained that the amendment aims to update, define, and regulate outdoor display, sales, and storage within the town's development jurisdiction. It separates and further defines outside storage from outside sales and displays.

2. Public Comments/Questions

3. A motion was made by Jimmy Bellamy seconded by Gene Vasile to close the public hearing.
Motion carried 5 yes 0 no.

4. Board Comments/Questions

5. A motion was made by Karmen Custer seconded by Gene Vasile to approve the Board of Aldermen Statement of Consistency. Motion carried 5 yes 0 no.
6. A motion was made by Larry Harrelson seconded by Karmen Custer to approve Ordinance 25-12 amending the Town of Shallotte Unified Development Ordinance, specifically Article 2, Section 2-2, Article 10, Section 10-2, Article 10, Section 10-3 (Y) and Article 10, Section 10-3 (Z).
Motion carried 5 yes 0 no.

X. DISCUSSION**XI. CLOSED SESSION**

Pursuant to N.C.G.S. 143-318.11 (a) (3), a motion was made by Jimmy Bellamy seconded by Gene Vasile at 7:44 p.m. to go into closed session to consult with the Attorney in order to protect the attorney-client privilege. Town Attorney Laura Thompson provided updates on Town of Shallotte v. Jeffrey Neal Simmons (Brunswick County file number 25CBD000008) and Tim Powell, Megan Powell, B & B Crane v. the Town of Shallotte (25CB002360-090).

A motion was made at 7:57 p.m. by Jimmy Bellamy seconded by Gene Vasile to resume regular session.

XII. RECESS

A motion was made at 7:58 p.m. by Jimmy Bellamy seconded by Gene Vasile to recess to the June 26, 2025 Budget Public Hearing at 5:15 p.m. Motion carried 5 yes 0 no.

Respectfully submitted,

Natalie Goins
Town Clerk



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

MEETING DATE: 5.20.25

FROM: Mimi Gaither, Town Manager

DATE SUBMITTED: 5.20.25

EXT. #

ISSUE/ACTION REQUESTED: Selection of Construction Manager at Risk (CMR)

PUBLIC HEARING: ☐ YES ☒ NO

BACKGROUND/PURPOSE OF REQUEST: Th BOA chose to use the CMR form of construction when we selected the architecture firm. The committee put out and RFQ, conducted interviews with two firms, and the majority of the firm recommends to the BOA to contract with Samet.

Both firms had good interviews and excellent references. I have attached reference emails to this AA item and will have proposal books at the BOA workshop.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED:

☐ YES ☒ NO

CAPITAL PROJECT ORDINANCE REQUIRED:

☐ YES ☒ NO

PRE-AUDIT CERTIFICATION REQUIRED:

☐ YES ☒ NO

REVIEWED BY DIRECTOR OF FISCAL OPERATIONS

☐ YES ☒ NO

CONTRACTS/AGREEMENTS:

REVIEWED BY TOWN ATTORNEY:

☐ YES ☒ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:.

FINANCE RECOMMENDATION: N/A

ATTACHMENTS:

- 1. RFQ for CMR
- 2. Emails of references
- 3.

<u>ACTION OF THE BOARD OF ALDERMEN</u>		
APPROVED:	<input type="checkbox"/>	ATTEST:
DENIED:	<input type="checkbox"/>	CLERK TO THE BOARD
DEFERRED UNTIL:		
OTHER:	SIGNATURE	



Request for Qualifications

Construction Manager at Risk (CM@R) Services for the Shallotte Town Hall Town of Shallotte, NC

RFQ Circulation Date: **October 31, 2024**
Submission Deadline: **November 21, 2024**

**TOWN OF SHALLOTTE
106 Cheers Street
Shallotte NC 28470
910-754-4032**

Request for Qualifications Table of Contents

- Introduction
- Project Details
- Project Scope
- Qualifications Package Evaluation Criteria
- Submittal Requirements
- Submittal Information
- Additional Information
- RFQ Review and Selection Process Timeline
- Further Information

Maria O'Sullivan Gaither

From: Rusty Miller <rmiller@creechassociates.com>
Sent: Monday, December 9, 2024 1:33 PM
To: Mimi Gaither
Subject: CMR RFQ Topics/ Questions

Good afternoon Mimi,

See below for additional information to request of the presenters for Friday if you want to send to Samet and Edifice. Or if you prefer, we can send?

In addition to the information previously requested and included in your submittal package, please consider the questions below in preparing your presentations for the interview on Friday.

1. The project has been designed through Schematic Design. How will you work to maintain the integrity of the design into design development through construction?
2. Which of your branch offices contains the most team members on the project?
3. Examples of projects in the region completed within the last five years.
4. How much work do you self-perform?
5. Explain how Construction Manager at Risk is like the Integrated Project Delivery Method.
6. How is your cost estimating data base developed and maintained.
7. Describe a time when you had to manage construction risk with limited data.
8. How specifically do you plan to use local trades for this project. Have you worked with subs in this area. Can you name a few?
9. Describe an issue working with coastal code enforcement agencies including CAMA and how you solved the problem.
10. Discuss the challenges for budget and construction for projects like this including (Town Hall with a Police Station)
11. What challenges have you had working with USDA- how were they resolved.

Rusty Miller, AIA NCARB
Associate | Project Manager
Creech & Associates

ARCHITECTURE OF PLACE

Charlotte Studio

1000 W. Morehead St. | Suite 120 | Charlotte, NC 28208
 704.376.6000 p | 704.760.8111 d | 919.210.0344 m | www.creechassociates.com

Charleston Studio

201 Sigma Drive | Suite 300 | Summerville, SC 29486
 843.789.4542 p | www.creechassociates.com



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Samet
11/11

Edifice
1

Section VIII, Item 1.

Maria O'Sullivan Gaither

From: Anthony Roberts <aroberts@huntersville.org>
Sent: Friday, December 20, 2024 2:13 PM
To: Maria O'Sullivan Gaither
Subject: Re: Reference

Mimi:

Just give me a quick call on cell at 704-622-2983.

Anthony Roberts,
Town Manager

On Dec 20, 2024, at 1:57 PM, Maria O'Sullivan Gaither <mgaither@townofshallotte.org> wrote:

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.

Mr. Roberts,

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall.

I was wondering if you could supply a reference for them for their work currently ongoing.

- 1 – Did your Town encounter any issues from the services provided by Edifice?
- 2 – Was the project completed on time and within the budget set?
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding?
- 4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Maria O'Sullivan Gaither

From: Brian Welch <bwelch@admin.minthill.com>
Sent: Friday, December 20, 2024 2:55 PM
To: mgaither@townofshallotte.org
Cc: Steve Frey
Subject: RE: Reference

1. No
2. Yes, and they are quite adept and thorough with value engineering efforts.
3. We did not but I would expect their level of expertise with those guidelines would be more than adequate.
4. In addition to our Town Hall and PD, they're currently finishing up a Public Services Facility that includes a new Fire Department, Public Works Department, Fire Training facility, and Police Evidence Building. Additionally, we are in the bidding/value engineering process on a Design/Build Community Center.

Feel free to give me a call (704-545-9726) if you have any questions or would like to discuss further.

Brian L. Welch
 Town Manager
 Town of Mint Hill

From: info@minthill.com <info@minthill.com>
Sent: Friday, December 20, 2024 2:14 PM
To: Brian Welch <bwelch@admin.minthill.com>; Steve Frey <sfrey@admin.minthill.com>
Subject: FW: Reference

Sheryl Smith

*Assistant to the Town Manager
 Town of Mint Hill, North Carolina
 704-545-2335*

From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Friday, December 20, 2024 1:54 PM
To: info@minthill.com
Subject: Reference

Hello --

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall/Police Department.

I was wondering if you could supply a reference for them for their work in 2012/2013.

- 1 – Did your Town encounter any issues from the services provided by Edifice?
- 2 – Was the project completed on time and within the budget set?
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding?
- 4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither
Town Manager



Town of Shallotte

PO Box 2287
Shallotte NC 28459-2287

910-754-4032 Phone
910-754-2740 Fax

mgaither@townofshallotte.org
mgaither@atmc.net

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Maria O'Sullivan Gaither

From: Charles Nichols <cnichols@laurinburg.org>
Sent: Saturday, December 21, 2024 9:38 AM
To: Maria O'Sullivan Gaither
Subject: RE: Reference

Good morning and sorry for the delayed response. I can't say enough great things about Edifice and would strongly encourage moving forward with them. We used Creech and Associates and Edifice for our City Hall/Police Station Project. My answers are below and please reach out if you have any additional questions.

Thank you and Merry Christmas!

Charles D. Nichols III, MBA
City Manager
City of Laurinburg
 303 West Church Street | Laurinburg, NC 28352
 (910) 291-1727
www.laurinburg.org



From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Friday, December 20, 2024 1:52 PM
To: Charles Nichols <cnichols@laurinburg.org>
Subject: Reference

Be Advised: This email originated from outside of the City of Laurinburg, NC's email system. Maintain caution when opening external links/attachments

Mr. Nicols,

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall/Police Department.

I was wondering if you could supply a reference for them for their work in 2019.

- 1 – Did your Town encounter any issues from the services provided by Edifice? **None. The entire process went extremely smooth!**
- 2 – Was the project completed on time and within the budget set? **Yes and Yes.**

3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding? **We didn't utilize USDA Funding.**

4 – Would you engage their firm again? **YES. We are actually in discussions with them regarding another project that we are just starting to work on.**

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither
Town Manager



Town of Shallotte

PO Box 2287
Shallotte NC 28459-2287

910-754-4032 Phone
910-754-2740 Fax

mgaither@townofshallotte.org
mgaither@atmc.net

Maria O'Sullivan Gaither

From: Ryan Spitzer <rspitzer@pinevillenc.gov>
Sent: Monday, January 6, 2025 8:29 AM
To: Maria O'Sullivan Gaither
Subject: RE: Reference

Good Morning Mimi:

I can't say enough good things about Edifice. They were a good partner all the way through the construction of our Town Hall facility. Without Edifice the project would not have turned out as well as it did. Edifice has even been there for the Town over the last two years as we ask them for information on the construction. They always get us the information requested in a timely manner.

The project was completed on time. The project was within budget, even after the town added some items throughout the project.

We did not use USDA funding for this project.

We have engaged Edifice as CMaR for two other projects in town since this time. One is currently underway and is a \$16.5M Fire Department and the other project is in the design phase.

Please let me know if you have any other questions. Edifice has been a good long term partner.

Thank you,
 Ryan

Ryan Spitzer, ICMA-CM
 Town Manager
 Pineville, NC 28134
 Ph: 704-889-2291

From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Friday, December 20, 2024 1:55 PM
To: Ryan Spitzer <rspitzer@pinevillenc.gov>
Subject: Reference

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two firms for the Construction Manager at Risk. Edifice is one of the firms and they have listed you as a reference for their work on the Town Hall/Library.

I was wondering if you could supply a reference for them for their work in 2022.

- 1 – Did your Town encounter any issues from the services provided by Edifice?
- 2 – Was the project completed on time and within the budget set?

3 – Did you utilize USDA Funding? Can you speak to your experience in how Edifice working within the USDA guidelines or other financing sources for funding?

4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O’Sullivan Gaither
Town Manager



Town of Shallotte

PO Box 2287
Shallotte NC 28459-2287

910-754-4032 Phone
910-754-2740 Fax

mgaither@townofshallotte.org
mgaither@atmc.net

Maria O'Sullivan Gaither

From: Caison, Kevin <kcaison@nhcgov.com>
Sent: Friday, December 20, 2024 3:39 PM
To: Maria O'Sullivan Gaither; Warmuth, Sara
Subject: Re: Reference

Hi Maria,

Samet is currently building 2 fire stations for New Hanover County and we have been very pleased with them so far.

To answer your questions, no issues so far. The GMP did exceed Samets estimate significantly. Since the GMP was established, they have managed to stay within budget.

We are not utilizing USDA funds on our projects.

We would definitely use them again.

Let me know if you have any other questions.

Good luck with your project.

Kevin

Sent from my Verizon, Samsung Galaxy smartphone
 Get [Outlook for Android](#)

Kevin Caison
 Facilities Project Manager
 New Hanover County - Facilities Management
 (910) 798-4338 p | (910) 798-7830 f
 kcaison@nhcgov.com
 200 Division Drive
 Wilmington, NC 28401
 www.NHCgov.com

From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Friday, December 20, 2024 1:48:38 PM
To: Warmuth, Sara <swarmuth@nhcgov.com>; Caison, Kevin <kcaison@nhcgov.com>
Subject: Reference

**** External Email: Do not click links, open attachments, or reply until you know it is safe ****

Hello –

I hope this email finds you well. We are currently in the design phase of a new Town Hall and Police Department. We are working with Creech and Associates and are currently interviewing two

firms for the Construction Manager at Risk. Samet is one of the firms and they have listed BSL as a reference for their work on the Police Department.

I was wondering if you could supply a reference for them for their work that is currently ongoing.

- 1 – Did your Town encounter any issues from the services provided by Samet?
- 2 – Was the project completed on time and within the budget set?
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Samet working within the USDA guidelines or other financing sources for funding?
- 4 – Would you engage their firm again?

I welcome any other comments you may have.

Hope you have a wonderful holiday!

Warm Regards,

Mimi Gaither

Mimi O'Sullivan Gaither
Town Manager



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PO Box 2287
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910-754-4032 Phone
910-754-2740 Fax

mgaither@townofshallotte.org
mgaither@atmc.net

Maria O'Sullivan Gaither

From: Tasha Logan Ford <tloganford@highpointnc.gov>
Sent: Thursday, January 2, 2025 12:37 PM
To: Maria O'Sullivan Gaither
Subject: RE: [EXTERNAL] Reference

Ms. Gaither,

Happy New Year and I hope the holidays were enjoyable. Congratulations on building these new public facilities for Shallote! ACM Olmedo worked more closely with Samet on the projects and has provided the responses I'm sharing:

- 1 – Did your City encounter any issues from the services provided by Samet? **We did not encounter any issues with Samet. Our project was the renovation of a 60,000 square foot existing office building with the addition of 20,000 square feet of new space. Given the complexities of such a project, Samet was a great partner in the project. They communicated well with our staff, engaged subcontractors that worked well and met MWBE goals, and delivered a great end product.**
- 2 – Was the project completed on time and within the budget set? **The original timeline for the project was estimated to take 18 months. The project began in October 2019, and the building was substantially complete by October 2021. The additional time was due largely to supply chain and labor issues during COVID. The original budget was \$25.3 million and the project was completed within that budget.**
- 3 – Did you utilize USDA Funding? Can you speak to your experience in how Samet working within the USDA guidelines or other financing sources for funding? **No USDA funds were used.**
- 4 – Would you engage their firm again? **Yes, and we did use Samet again for our City Lake Park project, which was a \$24.5 million redevelopment of a park with a pool and conference center.**

If something more is needed, please let us know.

Kind regards,



Tasha Logan Ford
 City Manager
 City of High Point
 336.883.3283
www.HighPointNC.gov

From: Maria O'Sullivan Gaither <mgaither@townofshallotte.org>
Sent: Friday, December 20, 2024 11:14 AM
To: Tasha Logan Ford <tloganford@highpointnc.gov>
Subject: [EXTERNAL] Reference

CAUTION: This message has originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Ms. Ford,

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I was wondering if you could supply a reference for them for their work in 2020/2021.

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