



Shallotte Board of Aldermen Work Session Agenda

May 20, 2025 at 5:15 PM

Meeting Chambers – 110 Cheers Street

- I. CALL TO ORDER**
- II. CONFLICT OF INTEREST**
 - [1.](#) Statement
- III. AGENDA AMENDMENTS & APPROVAL OF AGENDA**
- IV. TOWN HALL**
 - [1.](#) Financials/CIP
 - [2.](#) Revised Cost Estimates
 - [3.](#) Construction Manager
- V. LITTLE CHURCH**
 - [1.](#) Brunswick County Conservation Partnership letter
 - [2.](#) Little Church notes
- VI. CONSENT AGENDA**
 - [1.](#) BA 24-25-12: February Pay Raise \$86,136.71
- VII. DISCUSSION**
- VIII. 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).)

Comparison of Income													Percent Chng		Percent Chng	Dollar Amount of Change
Income:	6/30/2025	6/30/2024	6/30/2023	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014	10 Yr	5 Yr		5 Yr
Property Tax Valuation	\$ 1,134,306,755.00	\$ 1,114,197,577.00	\$ 758,508,278.00	\$ 744,582,296.00	\$ 713,665,433.00	\$ 686,253,878.00	\$ 689,958,110.00	\$ 673,062,529.00	\$ 665,689,995.00	\$ 653,302,792.00	\$ 711,586,516.00	\$ 708,360,492.00	57.29%	62.36%		\$ 448,052,877.00
Property Tax Levy	\$ 3,516,350.94	\$ 3,204,959.00	\$ 2,675,223.00	\$ 2,626,217.00	\$ 2,517,010.00	\$ 2,421,021.00	\$ 2,381,762.00	\$ 2,356,591.00	\$ 2,332,730.00	\$ 2,288,989.00	\$ 2,492,280.00	\$ 2,480,894.00	29.19%	32.38%		\$ 1,095,329.94
Property Tax Rate	\$ 0.31	\$ 0.29	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	\$ 0.35	-17.83%	-18.41%		\$ (0.04)
Property Taxes Collected	\$ 3,498,687.00	\$ 3,203,150.00	\$ 2,691,914.00	\$ 2,698,924.00	\$ 2,590,216.00	\$ 2,444,431.00	\$ 2,406,273.00	\$ 2,376,207.00	\$ 2,396,710.00	\$ 2,385,962.00	\$ 2,560,816.00	\$ 2,563,202.00	24.97%	31.04%		\$ 1,054,256.00
Beer & Wine Licenses	\$ 750.00	\$ 735.00	\$ 735.00	\$ 615.00	\$ 615.00	\$ 600.00	\$ 620.00	\$ 600.00	\$ 765.00	\$ 645.00	\$ 640.00	\$ 1.00	73400.00%	22.50%		\$ 150.00
Sales Tax	\$ 2,010,993.00	\$ 1,963,860.00	\$ 1,877,310.00	\$ 1,749,263.00	\$ 1,698,738.00	\$ 1,410,215.00	\$ 1,329,423.00	\$ 1,195,564.00	\$ 1,112,763.00	\$ 1,024,025.00	\$ 960,119.00	\$ 856,438.00	129.31%	39.26%		\$ 600,778.00
Utility Sales Tax	\$ 453,721.00	\$ 413,225.00	\$ 390,329.00	\$ 377,285.00	\$ 372,423.00	\$ 377,678.00	\$ 384,898.00	\$ 390,405.00	\$ 357,051.00	\$ 392,048.00	\$ 390,852.00	\$ 285,545.00	44.71%	9.41%		\$ 76,043.00
Telecommunications Tax	\$ 20,731.00	\$ 22,460.00	\$ 23,356.00	\$ 22,571.00	\$ 35,318.00	\$ 35,098.00	\$ 42,748.00	\$ 42,376.00	\$ 51,414.00	\$ 47,492.00	\$ 56,244.00	\$ 57,912.00	-61.22%	-36.01%		\$ (14,367.00)
Video Franchise Tax	\$ 53,667.00	\$ 55,729.00	\$ 59,305.00	\$ 62,713.00	\$ 74,978.00	\$ 74,281.00	\$ 75,295.00	\$ 77,868.00	\$ 75,861.00	\$ 73,234.00	\$ 76,370.00	\$ 73,015.00	-23.67%	-24.98%		\$ (20,614.00)
ABC Profit	\$ 85,000.00	\$ 85,785.00	\$ 79,141.00	\$ 69,744.00	\$ 58,794.00	\$ 53,692.00	\$ 49,000.00	\$ 129,040.00	\$ 88,000.00	\$ 122,400.00	\$ 132,800.00	\$ 96,000.00	-10.64%	59.77%		\$ 31,308.00
ABC Law Enforcement	\$ 13,000.00	\$ 14,730.00	\$ 13,888.00	\$ 11,040.00	\$ 11,317.00	\$ 8,380.00	\$ 3,515.00	\$ 4,803.00	\$ 6,237.00	\$ 5,161.00	\$ 4,348.00	\$ 5,011.00	193.95%	75.78%		\$ 4,620.00
Court Facility Fees	\$ 805.00	\$ 1,824.00	\$ 635.00	\$ 549.00	\$ 414.00	\$ 603.00	\$ 684.00	\$ 661.00	\$ 750.00	\$ 833.00	\$ 1,074.00	\$ 464.00	293.10%	202.49%		\$ 202.00
Beer & Wine Tax	\$ 22,000.00	\$ 22,018.00	\$ 19,702.00	\$ 16,709.00	\$ 20,795.00	\$ 20,761.00	\$ 20,295.00	\$ 19,326.00	\$ 19,481.00	\$ 17,992.00	\$ 19,235.00	\$ 17,095.00	28.80%	6.05%		\$ 1,239.00
Powell Bill Proceeds	\$ 186,236.00	\$ 159,777.00	\$ 141,452.00	\$ 139,266.00	\$ 132,841.00	\$ 135,567.00	\$ 134,267.00	\$ 131,527.00	\$ 129,239.00	\$ 126,781.00	\$ 126,271.00	\$ 122,967.00	29.93%	17.86%		\$ 50,669.00
Occupancy Taxes	\$ 60,724.37	\$ 61,678.00	\$ 68,524.00	\$ 56,561.00	\$ 33,778.00	\$ 39,265.00	\$ 42,481.00	\$ 38,495.00	\$ 34,189.00	\$ 31,938.00	\$ 31,308.00	\$ 28,633.00	115.41%	57.08%		\$ 21,459.37
Collection Fees-Occ. Taxes	\$ 3,800.00	\$ 3,756.00	\$ 3,815.00	\$ 4,239.00	\$ 3,499.00	\$ 2,089.00	\$ 2,429.00	\$ 2,628.00	\$ 2,381.00	\$ 2,115.00	\$ 1,965.00	\$ 1,937.00	93.91%	79.80%		\$ 1,711.00
Law Enforcement Drug Monies	\$ 1,500.27	\$ 910.00	\$ 485.00	\$ 1,413.00	\$ 700.00	\$ 870.00	\$ 662.00	\$ 2,103.00	\$ 1,084.00	\$ 1,336.00	\$ 1,375.00	\$ 1,051.00	-13.42%	4.60%		\$ 630.27
SRFTC Donation	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	-50.00%	0.00%		\$ -
Police Donations	\$ 5,000.00	\$ 1,883.00	\$ 8,767.00	\$ 2,500.00	\$ 7,500.00	\$ 3,700.00	\$ 2,564.00	\$ 2,417.00	\$ 3,000.00	\$ 1,740.00	\$ 2,650.00	\$ 1,700.00	10.76%	-49.11%		\$ 1,300.00
Fire Dept Donations	\$ 175.00	\$ 109.00	\$ 1,342.00	\$ 200.00	\$ 146.00	\$ 1,278.00	\$ 30.00	\$ 2,976.00	\$ 2,261.00	\$ 1,539.00	\$ 175.00	\$ 1,485.00	-92.66%	-91.47%		\$ (1,103.00)
Fire District Fees	\$ 1,115,357.10	\$ 1,080,218.00	\$ 1,065,471.00	\$ 888,563.00	\$ 853,558.00	\$ 845,727.00	\$ 767,458.00	\$ 687,050.00	\$ 534,816.00	\$ 548,208.00	\$ 557,049.00	\$ 501,086.00	115.58%	27.73%		\$ 269,630.10
Sunnyside Revenue	\$ 978.40	\$ 1,942.00	\$ 1,848.00	\$ 414.00	\$ 3,140.00	\$ 2,294.00	\$ 4,220.00	\$ 3,465.00	\$ 2,407.00	\$ 170.00	\$ 230.00	\$ 80.00	2327.50%	-15.34%		\$ (1,315.60)
Solid Waste Disposal Tax	\$ 3,502.00	\$ 3,527.00	\$ 3,504.00	\$ 3,174.00	\$ 3,727.00	\$ 3,653.00	\$ 3,490.00	\$ 2,964.00	\$ 2,891.00	\$ 2,651.00	\$ 2,603.00	\$ 2,388.00	47.70%	-3.45%		\$ (151.00)
Concert Donations	\$ 1,000.00	\$ 16,000.00	\$ 11,000.00	\$ 11,000.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 85,000.00	\$ 1.00	\$ 1.00	1599900.00%	1599900.00%		\$ 999.00
Controlled Sub Tax	\$ 3.16	\$ 628.00	\$ 1,463.00	\$ 1.00	\$ 142.00	\$ 588.00	\$ 877.00	\$ 724.00	\$ 493.00	\$ 320.00	\$ 21.00	\$ 231.00	171.86%	6.80%		\$ (584.84)
Permits	\$ 39,895.80	\$ 33,145.00	\$ 50,328.00	\$ 44,628.00	\$ 68,855.00	\$ 72,673.00	\$ 32,484.00	\$ 22,803.00	\$ 25,175.00	\$ 21,961.00	\$ 53,113.00	\$ 50,734.00	-34.67%	-54.39%		\$ (32,777.20)
Farmer's Market	\$ 8,100.00	\$ 8,680.00	\$ 4,440.00	\$ 3,270.00	\$ 1,446.00	\$ 3,074.00	\$ 4,175.00	\$ 4,403.00	\$ 3,845.00	\$ 2,866.00	\$ 1,657.00	\$ 1,889.00	359.50%	182.37%		\$ 5,026.00
Interest Income	\$ 450,000.00	\$ 375,483.00	\$ 94,786.00	\$ 4,512.00	\$ 4,914.00	\$ 80,596.00	\$ 60,503.00	\$ 30,811.00	\$ 614.00	\$ 355.00	\$ 18.00	\$ 24.00	1564412.50%	365.88%		\$ 369,404.00
Miscellaneous Income	\$ 4,000.00	\$ 23,745.00	\$ 13,799.00	\$ 26,295.00	\$ 125,921.00	\$ 18,110.00	\$ 64,331.00	\$ 33,737.00	\$ 73,226.00	\$ 50,424.00	\$ 33,345.00	\$ 15,842.00	49.89%	31.12%		\$ (14,110.00)
Fund Balance	\$ 8,972,298.38	\$ 10,314,642.00	\$ 9,265,034.00	\$ 8,123,733.00	\$ 7,759,951.00	\$ 8,474,567.00	\$ 7,914,463.00	\$ 7,655,909.00	\$ 7,183,605.00	\$ 6,283,937.00	\$ 6,100,502.00		69.08%	21.71%		\$ 497,731.38
Estimated																

Tax Reports										
Fiscal Year End	Real Market	Defferred	Real Assessed	Personal Prop	Exclusions	Net Taxable	Tax Rate	Total Levy	Yrly Difference	
FYE 6.30.21	\$ 635,440,367.00	\$ 14,084,571.00	\$ 621,355,796.00	\$ 29,278,487.00	\$ 14,262,012.00	\$ 636,372,271.00	\$ 0.3525	\$ 2,243,212.26		
FYE 6.30.22	\$ 663,006,267.00	\$ 14,084,571.00	\$ 648,921,696.00	\$ 13,551,906.00	\$ 14,059,166.00	\$ 648,414,436.00	\$ 0.3525	\$ 2,285,660.89		
FYE 6.30.23	\$ 658,634,517.00	\$ 12,816,261.00	\$ 645,818,256.00	\$ 35,619,357.00	\$ 6,484,273.00	\$ 674,953,340.00	\$ 0.3525	\$ 2,379,210.52	\$	42,448.63
FYE 6.30.24	\$ 1,014,060,508.00	\$ 18,274,780.00	\$ 995,785,728.00	\$ 35,735,884.00	\$ 9,828,837.00	\$ 1,021,692,775.00	\$ 0.2876	\$ 2,938,388.42	\$	559,177.90
FYE 6.30.25	\$ 1,036,583,445.00	\$ 16,717,680.00	\$ 1,019,865,765.00	\$ 47,606,484.00	\$ 10,044,577.00	\$ 1,057,427,672.00	\$ 0.3100	\$ 3,278,025.78	\$	339,637.36
FYE 6.30.26	\$ 1,120,670,062.00	\$ 16,717,680.00	\$ 1,103,952,382.00	\$ 29,729,446.00	\$ 19,644,749.00	\$ 1,114,037,079.00	\$ 0.3100	\$ 3,453,514.94	\$	175,489.16
Preliminary Estimates										
Percent change	76.36%	18.69%	77.67%	1.54%	37.74%	75.06%	-12.06%	53.95%		

Debt	Balance	Payment	Ends
Aerial	\$ 298,249.06	\$ 80,640.00 x	3.13.29
Sutphen Pump	\$ 104,258.37	\$ 54,673.00 x	7.1.26
New Truck	\$ 527,012.04	\$ 75,068.00 x	8.15.33
USDA Fire Station	\$ 602,557.77	\$ 57,547.00	8.7.38
USDA PD	\$ 292,071.02	\$ 27,892.00	8.7.38
x - Payoff	\$ 929,519.47	\$ 210,381.00	
+ Save Int of \$253,159			
New Town Hall	\$ 13,900,000.00	\$ 839,888.65	2.3.58

ACTUAL REV VS EXPENDITURES	6/30/2025	6/30/2024	6/30/2023	6/30/2022	6/30/2021	6/30/2020
Total Revenues	\$ 7,318,744.88	\$ 7,773,935.00	\$ 7,643,277.00	\$ 7,013,117.00	\$ 6,267,844.00	\$ 5,802,862.00
Total Expenditures	6,782,949.65	6,724,327.00	6,674,654.00	6,649,335.00	6,982,460.00	5,242,758.00
Net Revenues	\$ 535,795.23	\$ 1,049,608.00	\$ 968,623.00	\$ 363,782.00	\$ (714,616.00)	\$ 560,104.00
*in 2021 transferred \$1,175.000 to start Riverwalk project fund - W/O the transfer, balance would be \$460,384.						

Town of Shallotte
Capital Improvement Plan

Section IV, Item 1.

Shallotte Capital Improvement Plan Projects

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Totals
Administration								
Equipment - Vehicle	\$ -			\$ -	\$ 30,000.00			\$ 30,000.00
Equipment - Software	\$ -	\$ -	\$ -		\$ -			\$ -
Personnel - Receptionist/Billing/ Adm Asst	\$ 40,000.00		\$ -	\$ -	\$ -	\$ 40,000.00		\$ 80,000.00
Personnel - Human Resources				\$ 65,000.00				\$ 65,000.00
Total Administration	\$ 40,000.00	\$ -	\$ -	\$ 65,000.00	\$ 30,000.00	\$ 40,000.00		\$ 175,000.00

Planning

Service - Land Development Code		\$ 40,000.00	\$ -	\$ -	\$ -			\$ 40,000.00
Equipment - Zoning Vehicle			\$ 25,000.00	\$ -	\$ -			\$ 25,000.00
Personnel - Code Enforcement Officer	\$ 40,000.00							\$ 40,000.00
Personnel - Zoning Officer		\$ -	\$ 50,000.00	\$ -	\$ -			\$ 50,000.00
Total Planning	\$ 40,000.00	\$ 40,000.00	\$ 75,000.00	\$ -	\$ -	\$ -		\$ 155,000.00

Police

Equipment - 3 Equipped SUV	\$ 125,000.00	\$ -	\$ 132,000.00	\$ 132,000.00				\$ 257,000.00
Equipment - 2 Equipped SUV	\$ -	\$ 82,000.00	\$ -		\$ 88,000.00	\$ 89,000.00	\$ 140,000.00	\$ 319,000.00
Equipment - AFIS Live Finger Print System		\$ 12,000.00	\$ -	\$ -	\$ -			\$ 12,000.00
Equipment - Wireless City Cameras	\$ 26,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			\$ 68,000.00
Personnel - Drug Officer	\$ 61,950.00	\$ -	\$ -	\$ -	\$ -			\$ 61,950.00
Personnel - Patrol Officer/Detective	\$ -	\$ -	\$ 122,000.00		\$ 64,000.00		\$ 64,000.00	\$ 250,000.00
Zuercher Public Safety Software		\$ 73,000.00						\$ 73,000.00
Total Police	\$ 212,950.00	\$ 179,000.00	\$ 264,000.00	\$ 142,000.00	\$ 162,000.00	\$ 89,000.00	\$ 204,000.00	\$ 1,252,950.00

Fire

Apparatus - 1500 ggm Rescue/Pumper	\$ 380,000.00	\$ -	\$ -	\$ -	\$ -			\$ 380,000.00
Apparatus - 1500 ggm Rescue/Pumper	\$ -	\$ -	\$ -	\$ 439,897.00	\$ -			\$ 439,897.00
Apparatus - Aid SUV (VFIS Replacement)		\$ 47,000.00	\$ -	\$ -	\$ -			\$ 47,000.00
Equipment - SCBA Air Compressor & Cascade		\$ 70,000.00	\$ -	\$ -	\$ -			\$ 70,000.00
Equipment - Hydraulic Ext Tool - Em purchase	\$ 23,000.00							\$ 23,000.00
Facility - Brierwood Station Dev.Dependant	\$ -	\$ -		\$ 1,200,000.00	\$ -			\$ 1,200,000.00
Personnel - Firefighter	\$ 184,000.00	\$ -	\$ -	\$ -	\$ -			\$ 184,000.00
Personnel - Firefighter		\$ -	\$ -	\$ -	\$ -			\$ -
Personnel - Deputy Chief			\$ 72,000.00					\$ 72,000.00
Personnel - Administrative Asst								\$ -
Total Fire	\$ 587,000.00	\$ 117,000.00	\$ 72,000.00	\$ 1,639,897.00	\$ -	\$ -	\$ -	\$ 2,415,897.00

Street

Project - Trees on Main		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -			\$ 30,000.00
Project - Decorative Lights on Main	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00			\$ 80,000.00
Project - Widen White St - Shallotte Ave to Smith	\$ -		\$ -	\$ 67,700.00	\$ -			\$ 67,700.00
Project - Service Road around Bypass	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	\$ -			\$ 1,000,000.00
Project - Stormwater Study	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -			\$ 40,000.00

Street Cont.

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Totals
Project - Sidewalk Phase II	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -			\$ 125,000.00

Town of Shallotte
Capital Improvement Plan

Section IV, Item 1.

Equipment - Dump Truck	\$	75,000.00	\$	-	\$	-	\$	-	\$	-		
Equipment - Boom Mower	\$	-	\$	-	\$	25,000.00	\$	-	\$	-	\$	75,000.00
Personnel - Street Maintenance Mechanic	\$	-	\$	-	\$	-	\$	-	\$	-	\$	25,000.00
Total Street	\$	200,000.00	\$	30,000.00	\$	595,000.00	\$	597,700.00	\$	65,000.00	\$	-
											\$	1,487,700.00

Park

Project - Property Acquisition	\$	100,000.00										
Project - Demo Parking King Parcel	\$	85,000.00	\$	-	\$	-	\$	-	\$	-	\$	100,000.00
Project - Walking Trail	\$	-			\$	-	\$	-	\$	-	\$	85,000.00
Project - Picnic Shelter	\$	-			\$	100,000.00	\$	-	\$	-	\$	-
Project - Price Landing @ Mulberry Park							\$	350,000.00	\$	687,471.00	\$	100,000.00
Project - Widen Mulberry - Parking			\$	-			\$	-	\$	-	\$	1,537,471.00
Personnel - Landscape Technician/PR	\$	-	\$	-					\$	45,000.00	\$	-
											\$	45,000.00
Total Park	\$	185,000.00	\$	-	\$	100,000.00	\$	350,000.00	\$	732,471.00	\$	500,000.00
												0
											\$	1,867,471.00

Total General Fund

\$	1,264,950.00	\$	366,000.00	\$	1,106,000.00	\$	2,794,597.00	\$	989,471.00	\$	629,000.00	\$	204,000.00	\$	7,354,018.00
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Town Capital Improvement Funding Sources

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Totals
Fund Balance	\$ 179,316.00	\$ 10,000.00	\$ 400,000.00	\$ 350,000.00	\$ 687,471.00	\$ 1,626,787.00
Debt Proceeds	\$ 380,000.00	\$ -		\$ 1,639,897.00		\$ 2,019,897.00
Grant		\$ 70,000.00	\$ 40,000.00			\$ 610,000.00
Other	\$ 30,684.00		\$ 500,000.00	\$ 567,700.00		\$ 1,098,384.00
Pay as you go	\$ 674,950.00	\$ 286,000.00	\$ 166,000.00	\$ 237,000.00	\$ 302,000.00	\$ 1,998,950.00
Total Funding	\$ 1,264,950.00	\$ 366,000.00	\$ 1,106,000.00	\$ 2,794,597.00	\$ 989,471.00	\$ 7,354,018.00

Town of Shallotte
Capital Improvement Plan

Section IV, Item 1.

	Total Project Cost	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Totals
Sewer									
Equipment - Backhoe	\$ 100,000.00								\$ -
Equipment - Excavator, Trackhoe Trailer & Truck	\$ 1,500,000.00	\$ -				\$ 100,000.00			\$ 100,000.00
Equipment - Vehicles	\$ 190,000.00	\$ 45,000.00	\$ 45,000.00		\$ 50,000.00	\$ 50,000.00	\$ 1,500,000.00		\$ 1,500,000.00
Equipment - Replace Pump Truck Hino	\$ 188,335.00		\$ 188,335.00						\$ 190,000.00
									\$ 188,335.00
Project - Sewer Upgrades 875 @ 8,000 (20 year)	\$ 7,000,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ -
Project - Lift Station Rehab	\$ 2,000,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 200,000.00	\$ 1,120,000.00
Project - Larger Lines from Main to Riverfront	\$ 100,000.00						\$ 100,000.00		\$ 2,000,000.00
Project - Redbug to Treatment Plant	\$ 172,432.00						\$ 172,432.00		\$ 100,000.00
Project - Larger Lines to Wtreatment Plant 12" 130/17	\$ 1,500,000.00	\$ 1,500,000.00							\$ 172,432.00
Project - Hwy 130 / 17 Lift Station	\$ 3,026,993.00					\$ 3,026,993.00			\$ 1,500,000.00
Project - Arnold Sewer Backside	\$ 300,000.00								\$ 3,026,993.00
Project - 4" Sewer Pender and Wendy Lane	\$ 391,143.00		\$ 391,143.00						\$ -
Project - Upgrade Copas	\$ 500,000.00			\$ 500,000.00				\$ 300,000.00	\$ 691,143.00
Project - HB Rd Upgrade	\$ 500,000.00				\$ 500,000.00				\$ 500,000.00
Project - Brierwood FM Replacement (From AMP)	\$ 4,073,160.00					\$ 4,073,160.00			\$ 500,000.00
Project - Downtown FM Replacement (From AMP)	\$ 1,659,816.00								\$ 4,073,160.00
Project - US 17 FM Addition (From AMP)	\$ 2,097,657.00						\$ 1,659,816.00		\$ 1,659,816.00
Project - Village Rd Sewer Addition (From AMP)	\$ 1,277,010.00							\$ 2,097,657.00	\$ 2,097,657.00
Project - More Allocation?	\$ 10,000,000.00							\$ 10,000,000.00	\$ 1,277,010.00
									\$ 10,000,000.00
Personnel - Utility Maintenance Mechanic	\$ 253,000.00	\$ 110,000.00	\$ 50,000.00		\$ 50,000.00				\$ 210,000.00
	\$ 36,829,546.00	\$ 2,115,000.00	\$ 1,134,478.00	\$ 960,000.00	\$ 1,060,000.00	\$ 7,710,153.00	\$ 3,892,248.00	\$ 14,034,667.00	\$ 30,906,546.00
Total Water Sewer Fund	\$ 36,829,546.00	\$ 2,115,000.00	\$ 1,134,478.00	\$ 960,000.00	\$ 1,060,000.00	\$ 7,710,153.00	\$ 3,892,248.00	\$ 14,034,667.00	\$ 30,906,546.00
		0	0	0	0	0	0	0	0
Town Capital Improvement Funding Sources									
		FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Totals
Fund Balance		\$ 1,500,000.00		\$ 500,000.00	\$ 891,143.00			\$ 10,000,000.00	\$ 12,891,143.00
Debt Proceeds			\$ 188,335.00						\$ 1,688,335.00
Grant		\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 1,500,000.00	\$ 200,000.00	\$ 3,659,816.00
Other						\$ 7,100,153.00	\$ 1,959,816.00		\$ 10,474,820.00
Pay as you go		\$ 315,000.00	\$ 255,000.00	\$ 460,000.00	\$ 260,000.00	\$ 310,000.00	\$ 432,432.00	\$ 160,000.00	\$ 2,192,432.00
Total Funding	\$ -	\$ 2,115,000.00	\$ 743,335.00	\$ 1,260,000.00	\$ 1,451,143.00	\$ 7,710,153.00	\$ 3,892,248.00	\$ 13,734,667.00	\$ 30,906,546.00



CREECH & ASSOCIATES

MUNICIPAL COMPLEX

SCHEMATIC DESIGN COST ESTIMATE

THE TOWN OF SHALLOTTE

MUNICIPAL COMPLEX

APRIL 30, 2025



AGENDA

- Schematic Design Elevations
- SD Cost Estimate and Cost Saving Opportunities
- Revised Cost Estimate Summary
- Proposed “Option 2” Elevations
- Potential “Option 3” Plans - Reduced Sq Footage
- Side by Side Comparison of Three Options
- Schedule and Next Steps

SCHEMATIC DESIGN SUBMITTAL IMAGES



WALL ST. ELEVATION



RIVERSIDE ELEVATION



CHEERS ST. ELEVATION



MAIN STREET /
FIRE DEPT. ELEVATION

The first Cost Estimate received based on the Schematic Design package was over \$20,000,000 in Total Probable Construction Cost. The Design Team has worked in collaboration with the Cost Estimator, to provide potential cost saving opportunities, summarized below

Cost savings represented in Reduced Estimate ("Option 2")

- Floor to floor heights have been reduced by two feet at first and second floors
- Size of glazed openings have been reduced to maintain proportions with the revised floor to floor heights
- The amount of brick and decorative brackets on the exterior have been reduced. The proposed revision still includes brick at the first floor and primary features on two street facing facades
- Proposed cost saving opportunities to the electrical and mechanical systems while maintaining required functionality for the EOC and critical facility operations
- Reduced height and size of the lighthouse at the stair tower. This also proposes a prefab "lantern" in lieu of the previous design to be built in place with building materials consistent with the remainder of the building
- Ornamental metal site fence at site perimeter in lieu of masonry

Additional cost saving opportunities for discussion, not represented in the "Option 2" Estimate at this time

- **Reduce square footage/ program*** - The square footage of the existing design is consistent with the initial program and comprehensive plan study from 2023. Any cuts will require removal of previously established program
- Remove/ reduce stair tower and lighthouse design further
- Further reduction of exterior brick
- Revise interior finish selection
- Remove Fire Department from proposed load of new generator (existing generator would remain and an additional would be added for new facility)
- Remove structural support from third floor patio for future enclosure/ expansion
- Simplified shutter assembly/ exterior shutters

COST ESTIMATE BASED ON REVISED DESIGN "OPTION 2"

HARRISCOST, LLC						
116 Park Shore Drive West, Columbia, SC 29223						
Telephone: 864 307 0021						
Line No.	CSI No.	Item Description	Quantity	U/M	Total Cost	Unit Cost \$ / sf
1						
2						
3		Building Area				
4						
5		Heated Building Area				
6		- level 1	9,700	SF		
7		- level 2	9,450	SF		
8		- level 3	8,550	SF		
9						
10		Total Building Area	27,700	SF		
11						
12		Exterior Terrace - Level 3	800	SF		
13						
14						
15		Construction Cost Summary				
16						
17	01	Site Work	27,700	SF	1,887,017	68.12
18						
19	02	Building	27,700	SF	11,396,672	411.43
20						
21		Subtotal - cost of work			13,283,690	479.56
22						
23		- sub default insurance	1.25%		166,046	
24		- c.m. contingency	3%		398,511	
25		- design / estimating contingency	5%		664,184	
26		- subtotal			14,512,431	
27		- escalation, 4% apr, Jan 26 to July 26	6	MO	290,249	
28		- subtotal			14,802,680	
29		- general conditions	7%		1,036,188	
30		- c.m. fee	3%		444,080	
31		- subtotal			16,282,948	
32		- insurance and bonds	3%		488,488	
33						
34		Total Probable Construction Cost	27,700	SF	16,771,436	605.47



*COST ESTIMATES FROM THE STUDY COMPLETED IN MAY 2023 FOR THE THREE STORY OPTION WAS \$13,073,890 CONSTRUCTION COST

SCHEMATIC DESIGN ELEVATIONS



RIVERSIDE ELEVATION

PROPOSED REVISED ELEVATIONS

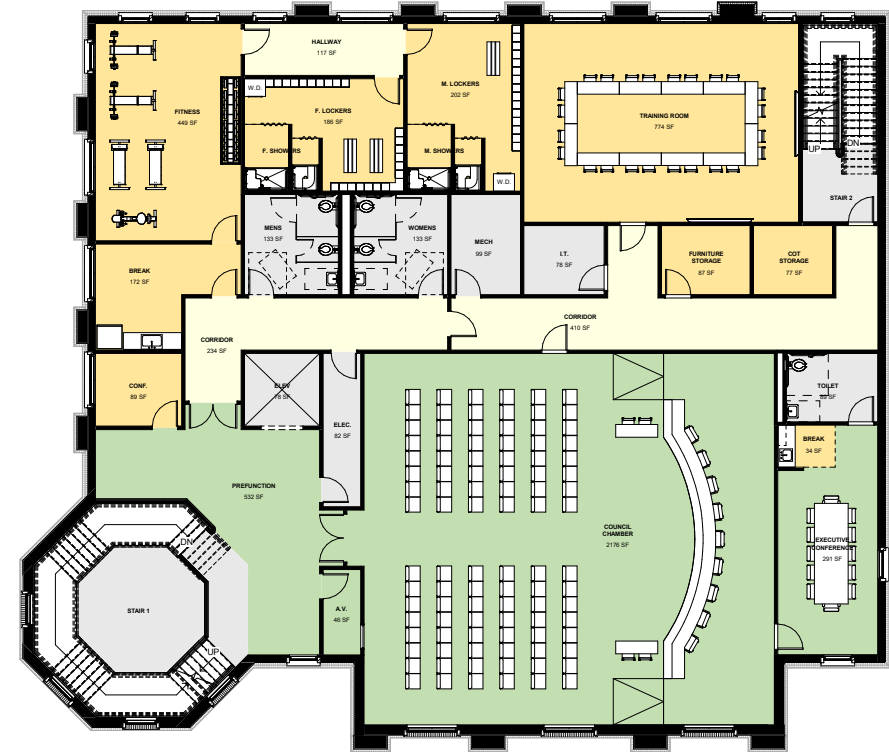
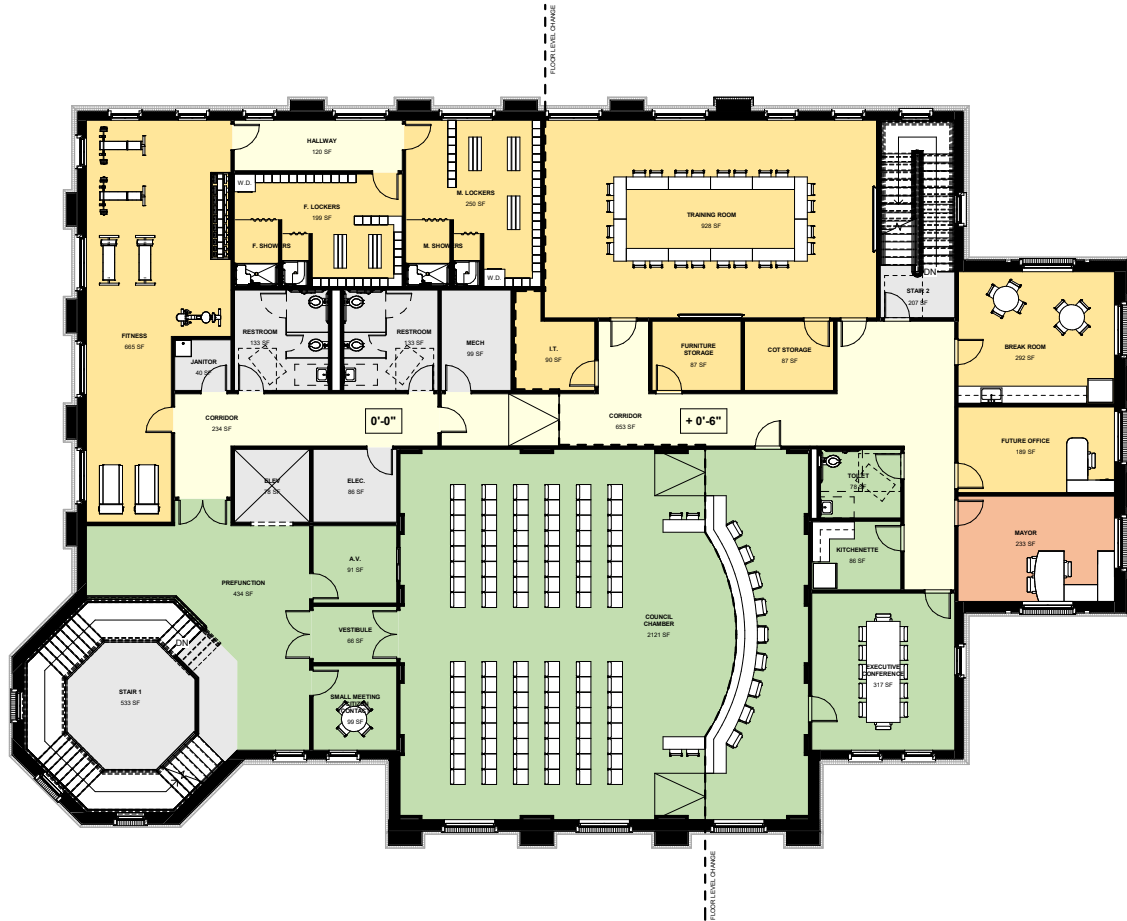


WALL ST. ELEVATION



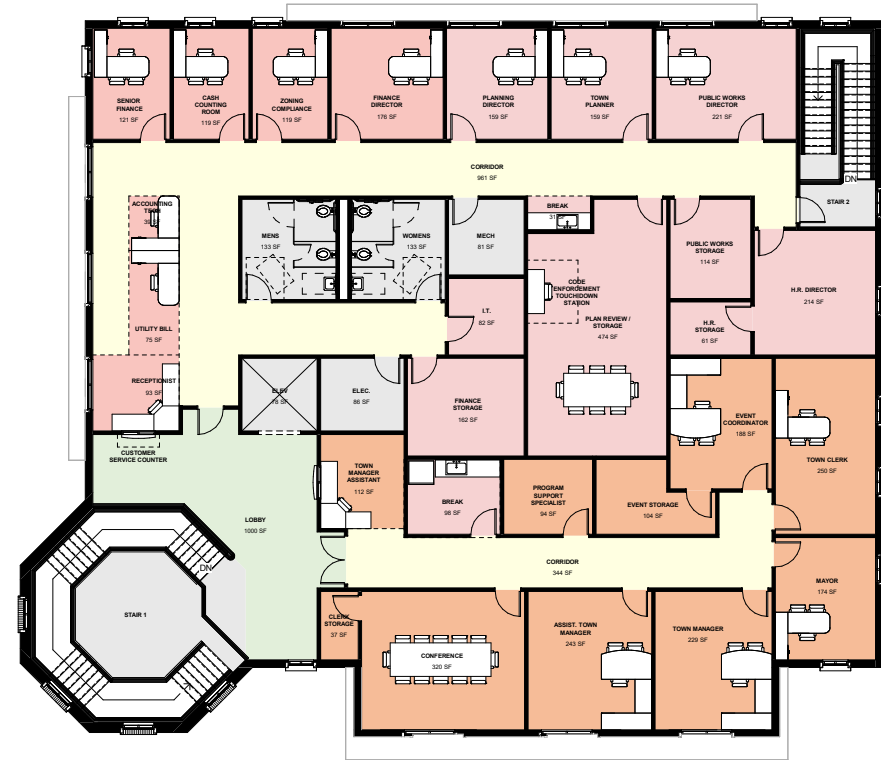
FLOOR PLAN - REDUCED SQUARE FOOTAGE

SECOND FLOOR - 8,038 SQUARE FEET



FLOOR PLAN - REDUCED SQUARE FOOTAGE

THIRD FLOOR - 8,016 SQUARE FEET



SCHEMATIC DESIGN ELEVATION "OPTION 1"



TOTAL ESTIMATED CONSTRUCTION COST: \$20.1M

- This design represents the full scope included in the original Schematic Design drawings and narrative
- Floor to floor heights:
 - 1st - 16'-0"
 - 2nd - 18'-0"
 - 3rd - 14'-0"
- Tower and Sally Port are full brick to roof
- Lighthouse constructed of like building materials
- Masonry perimeter fence
- Full MEP scope as previously designed (see summary at end of presentation for cost MEP cost saving opportunities explored)

REVISED ELEVATION "OPTION 2"



TOTAL ESTIMATED CONSTRUCTION COST: \$16.8M

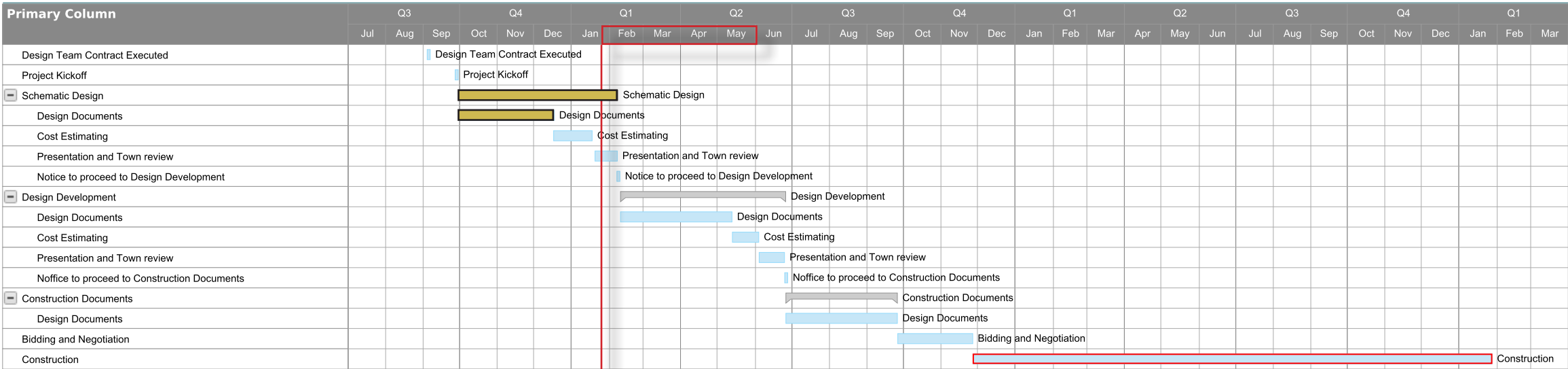
- Floor to floor heights have been reduced by two feet at first and second floors
- Size of glazed openings have been reduced to maintain proportions with the revised floor to floor heights
- The amount of brick and decorative brackets on the exterior have been reduced. The proposed revision still includes brick at the first floor and primary features on two street facing facades
- Proposed cost saving opportunities to the electrical and mechanical systems while maintaining required functionality for the EOC and critical facility operations
- Reduced height and size of the lighthouse at the stair tower. This also proposes a prefab "lantern" in lieu of the previous, built in place with building materials consistent with the remainder of the building
- Ornamental metal site fence at site perimeter in lieu of masonry

REDUCED SQ FOOTAGE ELEVATION "OPTION 3"



TOTAL ESTIMATED CONSTRUCTION COST: \$13.9M

- This design incorporates all cost savings from "Option 2" as well as a reduced footprint
- Total facility reduced from 29,063 square feet, which represents the extent of the program from the original 2023 study, to 24,174 square feet
- Secure fence and gate system in lieu of fully enclosed Sally Port with balcony on 3rd Floor
- Reduced brick further on all facades



Previous schedule had CMR on board, pricing completed, and notice to proceed with Design Development in February 2025
Estimated June start to DD would push the project completion back to approximately May 2027 (with 14 month estimate for construction)



MUNICIPAL COMPLEX - COST ESTIMATE REVIEW

THE TOWN OF SHALLOTTE, NC



MEPFP REVISIONS INCLUDED IN THE REVISED, VE DESIGN

- Aluminum Feeders, as in the electrical feeders & service from panel to panel, not the endpoint branch circuits
- Allow MC Cable (only back to electrical room, return to conduit prior to entering electrical room)
- Remove Lightning Protection, this is optional scope, not code required
- Revise generator backup from whole building, to select areas and systems
- Lighting package VE options, especially decorative lighting
- The existing load of the fire department is not a huge kW add to the new generator, but there could be savings in not running a new feeder back to the fire department if the existing is to remain and the new generator is for new facility only
- Replace hard wired plumbing fixtures with battery or manual operation
- PVC for above ground soil waste & vent piping (downside is there will be more acoustic concern)
- Use PEX for smaller distribution of domestic water piping, Mains would stay copper
- Cable Tray is included, that could potentially be reduced to J-Hooks
- We have included a Chemical System and a Pre-action system for sprinkler protection of Evidence Storage. That could be reduced to Pre-action only or to just standard fire sprinkler coverage, but those reductions would add additional risk to those items being contaminated
- DDC (Direct Digital Control) system could potentially be eliminated. This should be an owner decision. The VRV system does have some limited integral controls that could potentially be used, but some additional components may be necessary. It would likely be less \$ than the cost shown for a full blown controls system though, but would also have less functionality



Town of Shallotte

ACTION AGENDA ITEM

2025

TO: Board of Alderman

ACTION ITEM #:

FROM: Mimi Gaither, Town Manager

MEETING DATE: 5.20.25

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.

ACTION OF THE BOARD OF ALDERMEN

APPROVED:

☐

DENIED:

☐

ATTEST:

CLERK TO THE BOARD

**DEFERRED
UNTIL:**

SIGNATURE

OTHER:



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

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Samet
11/11

Edifice
1

Section IV, Item 3.

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

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Shallotte NC 28459-2287

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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



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: 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,

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 in 2020/2021.

- 1 – Did your City 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



Town of Shallotte
PO Box 2287
Shallotte NC 28459-2287

910-754-4032 Phone
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mgaither@townofshallotte.org
mgaither@atmc.net

Proposal to Save the “Little Church”

April 17, 2025

To: Town Council of Shallotte

106 Cheers Street

South Brunswick, NC 28470

From: Christie Marek- Founder/Chair of Brunswick County Conversation Partnership

2986 Longwood Rd NW

Ash, NC 28420

Update for the Preservation and Donation of the “Little Church” by Brunswick County Conservation Partnership

Introduction

The purpose of this proposal is to advocate for the preservation and future placement of “Little Church,” a significant historical structure also know as St. Marks Church, here in Shallotte for over 100 years. We are partnering with Karen and Chris Moshoures on this mission. It was, and still is, our intentions for the Town of Shallotte to take possession of “Little Church” while also being put in conservation with my 501c3 nonprofit. So it will never be at risk again.

Historical Significance

“Little Church” is a memorial to the group of individuals who struggled financially to establish a house of worship over 100 years ago. She holds deep cultural and historical importance for our community, symbolizing faith and perseverance. We believe she deserves to be showcased in a fitting environment that honors her legacy. We would love to see it placed in or near Mulberry Park.

Current Condition and Concerns

While we have embarked on plans to remodel the church further, we need to see it moved and put into conservation, so it will never be at risk in the future.

Currently, her location at a busy intersection poses risks, including potential claims by the NCDOT in the future. Moreover, moving the church will be considerably more challenging once we begin remodeling efforts, such as installing front and back steps, invalid ramps, an outdoor accessible bathroom, landscaping, signage, and more.

For these reasons, before proceeding with any remodeling, we would like to consider donating “Little Church” to the Town of Shallotte with specific stipulations to ensure her preservation and proper placement.

Proposed Actions

We all envisioned the “Little Church” situated near the graveyard at Mulberry Park, where it can serve as a serene and reverent location that complements her historical significance. We understand that this may not be an option and willing to consider meeting to listen to other locations you might have in mind. Brunswick County Conservation Partnership want to see it put in conservation while taking on the responsibilities of caring, maintaining, and organizing the move of the “Little Church” here in Shallotte.

We propose the following actions regarding the donation and preservation of “Little Church”:

1. Donation to the Town: Brunswick County Conservation Partnership will be partnering with Dr. Chris Moshoures in the donation of the “Little Church” to the Town of Shallotte with flexible stipulations aimed at her preservation and relocation.
2. Relocation Planning: Collaborate with town officials to develop a plan for a final resting place for the relocation of the “Little Church” within or near Mulberry Park, unless another location can be agreed on.
3. Funding for Preservation: Brunswick County Conservation Partnership will maintain the upkeep, maintaining, and relocation of the “Little Church” by taking on the financial responsibilities, seeking grants, and community support for the restoration and relocation.
4. Community Engagement: Initiate a campaign to involve local residents in the preservation efforts and acknowledge the historical significance of the church. We have had a huge amount of concerns from the residents of not only Shallotte but the entire county.

Conclusion

We urge the Town Council to take swift action in accepting this proposal to preserve and create a partnership with Brunswick County Conservation Partnership for the relocation of the “Little Church.” It is crucial for maintaining our town’s heritage, honoring its historical significance, and ensuring she finds a safe and respectful resting place. Together, we can ensure that “Little Church” continues to be a cherished part of our community’s history for generations to come.

Contact Information:

Christie Marek

Founder/Chair for Brunswick County Conversation Partnership

(910) 386-9205

christie.marek@brunswickcountyconservationpartnership.org

Thank you for your consideration. I look forward to your positive response and collaboration in preserving “Little Church” for the benefit of our community.

Notes on St Mark's Church

- There are three stop work orders placed on this structure:
 #466851 on 1/31/2020
 #489386 on 1/20/2021
 #518629 on 12/09/2021
- There are \$500 in unpaid fines associated with those stop work orders.
- It has been quoted by Milligan House Movers \$12,000 for them to relocate the structure. That number does not include removing the steeple, and or roof, nor any associated expenditures such as raising power lines, permits, etc.
- Depending on route taken, site chosen, and amount of structure disassembled there could be anywhere between 25 and 32 conflicts with overhanging BEMC utility.
- Depending on route taken and site chosen there will be conflict with at least one or more NCDOT traffic signals.
- Even if Steeple is not removed it will require work for attachment at permanent location.
- There have been significant modifications to the building that are not consistent with methods and materials for historical structures. These may disqualify the building from receiving and relevant historical status.
- The site and usage will ultimately determine the cost and what level of building code will be applied.
- Building can be treated as an "existing" structure from a code stand point and subject to such requirements as a building of any age that is being repurposed.
- May require an engineer to certify the repairs and structural integrity.
- Must have bathroom facilities within 500 feet.
- A fire Hydrant must be located within 400 feet.
- Will need to meet accessibility requirements of ICC 117.1

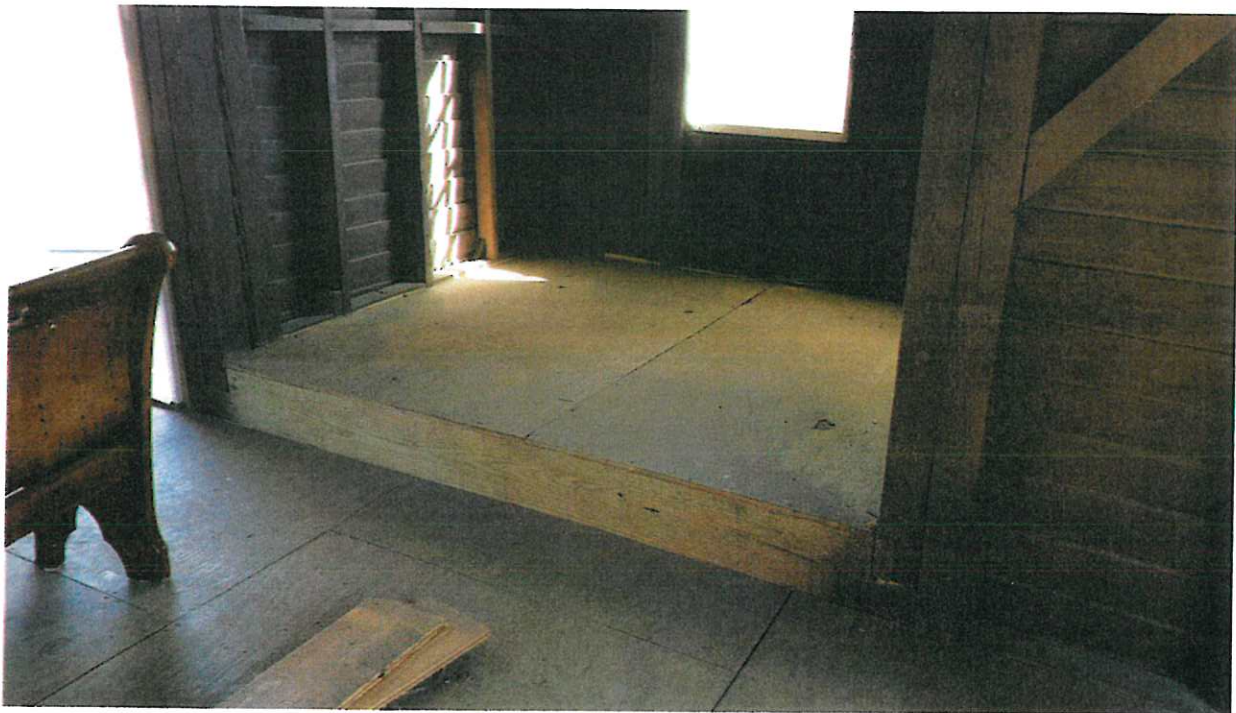
"What is ICC 117.1 code?

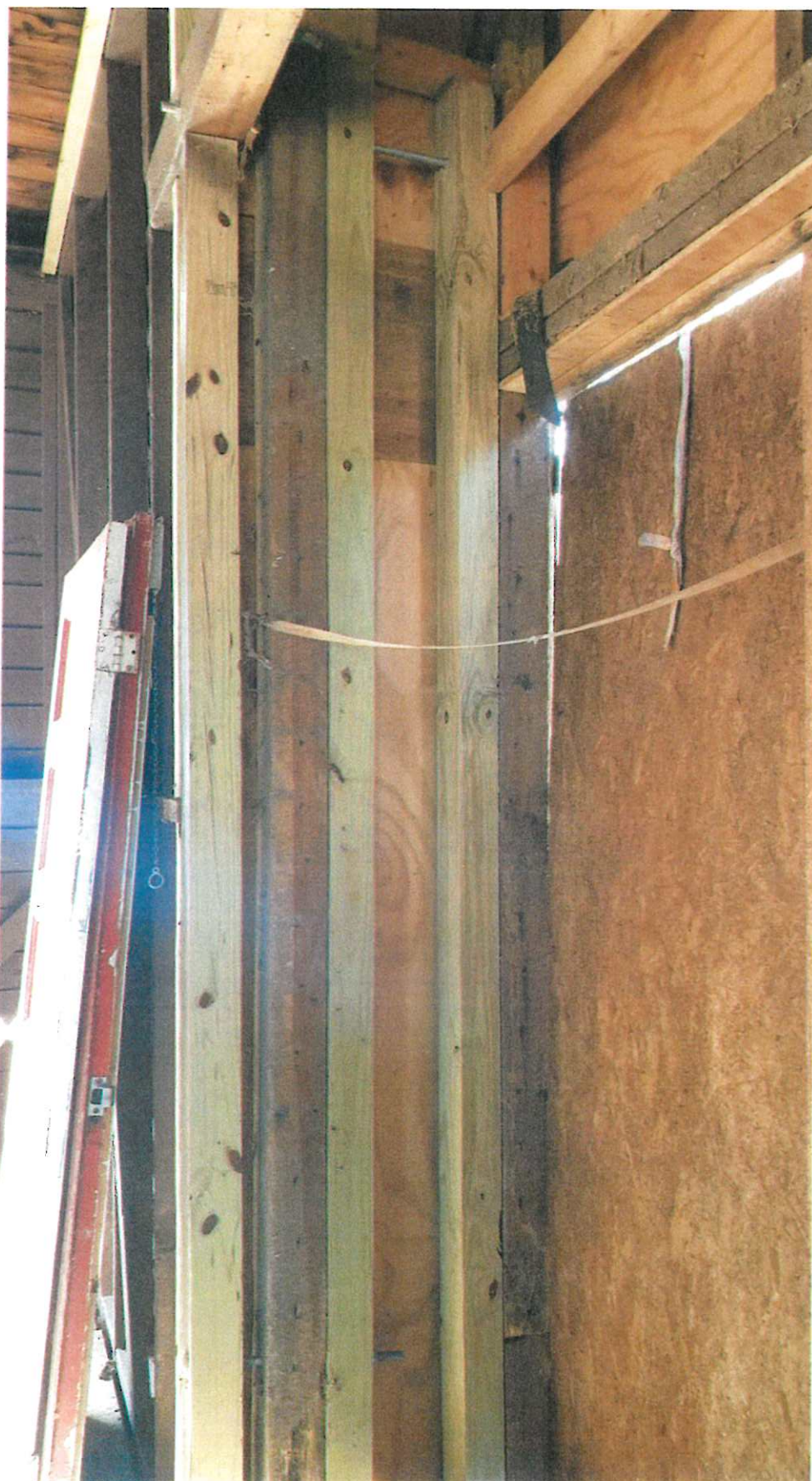
The specifications in this standard make sites, facilities, buildings and elements accessible to and usable by people with such physical disabilities as the inability to walk, difficulty walking, reliance on walking aids, blindness and visual impairment, deafness and hearing impairment, in coordination, reaching and ..."

- A capacity of more than 49 people will change code requirements.
- With the exception of the old breaker panel the entirety of the electrical system has been removed. Any new components such as lighting or outlets may be required to be brought up to current standard.
- Rough measurements approximate a square footage of 749 square feet. Exceeding 750 square feet changes the requirements of building code applied to this structure.
- With the amount of modifications to the structure, the unforeseen usage determination, and unknown site conditions for the new location determining scope and cost is almost impossible at this time.

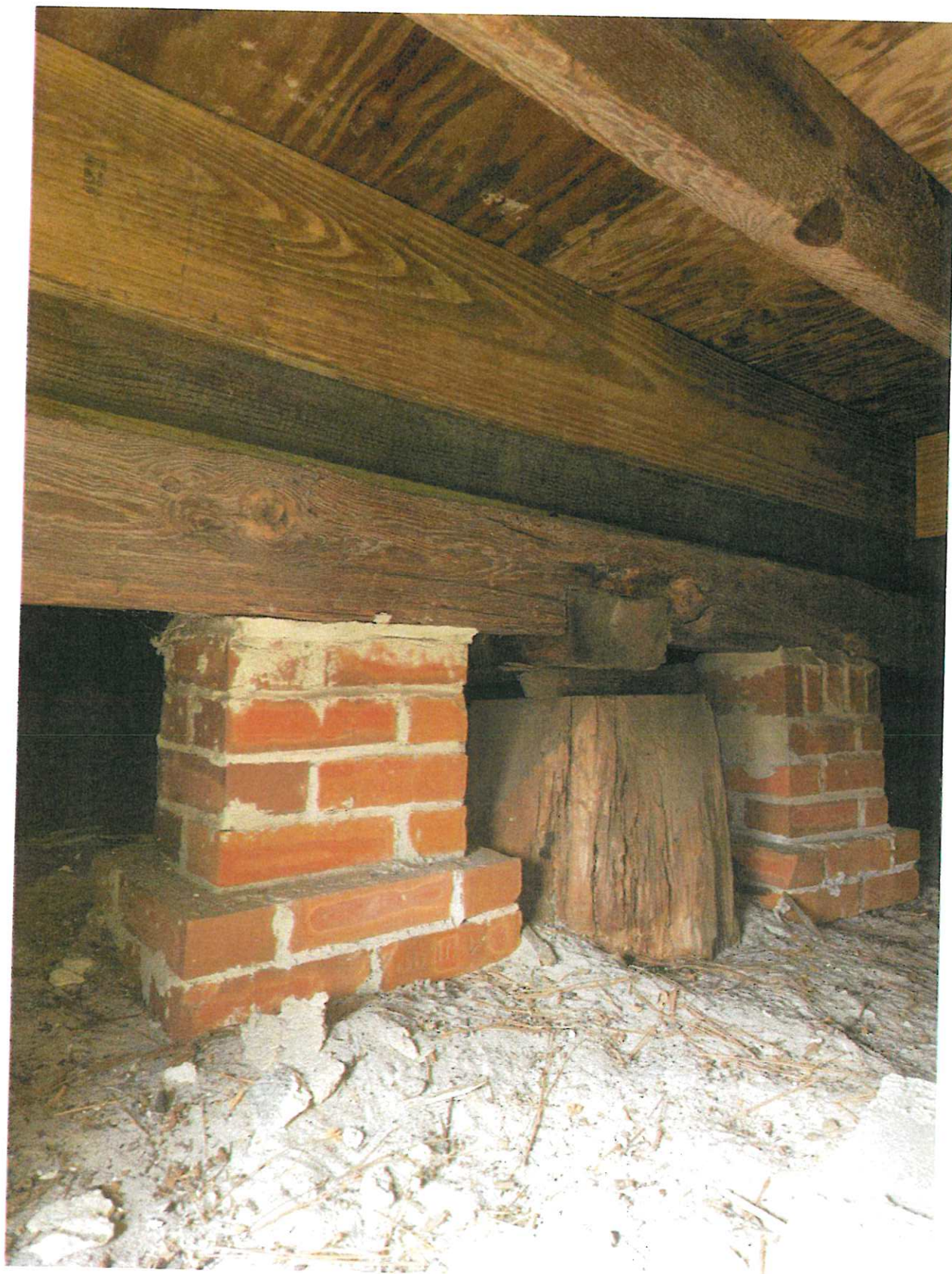


Prefab Trusses















**Brunswick County Code Administration
Project Summary Sheet**

Section V, Item 2.

Project					
Project Number	Owner	Co Date	Expire Date	Construction Cost	Flood Zone
489386	MOSHOURES CHRISTOPHER J		01/20/2025	\$0.00	
Project Status	Project Description				
Project Hold	-Project Type: Administrative Demolition / Stop Work Order -Project Type: Investigation -Description: Working without Permit, JAH -Action Taken: -Windows Being Replaced: 9 -Doors Being Replaced: 3 -Sq Ft Being Renovated: 810 -Description of Changes: REPAIR AND REPLACE AS NEEDED NEW DECK AND HC RAMP, NEW FRONT STOOP AND STEPS -Project Type: Renovation / Repair Structure				
General Contractor					
License Number	License Expire Date	Contractor Name			
35864	12/31/2024	TOMMY W BROWN			
Parcel					
Parcel Number	Parcel Address	Subdivision	Jurisdiction		
21300040	755 VILLAGE POINT RD 28470		SHALLOTTE		
Setbacks					
	Front	Rear	Street	Street Side	
Home					
Acc					
Height		Notes			
Permits					
Permit Number	Type	Amount	Description	License #	Date Issued
1000	Investigation	\$0.00	Issue Description: Working without Permit, JAH Action Taken:	35864	01/20/2021

1001	Stop Work Order	\$200.00	<p>Issue Description: Disapproved, Mg, 1-20-2021 Working with out proper permits issued. Demo permit 466851 to remove sheet rock has been far exceeded with truss repair, structural repair, and outside modifications. Previous site visits with code officials communicating the requirement for permits to be issued. At this date of stop work order the contractor has made no action to contact county code Administration to move forward with permitting. Building and trade permits are required.</p> <p>Action Taken: Disapproved, Mg, 1-20-2021 Working with out proper permits issued. Demo permit 466851 to remove sheet rock has been far exceeded with truss repair, structural repair, and outside modifications. Previous site visits with code officials communicating the requirement for permits to be issued. At this date of stop work order the contractor has made no action to contact county code Administration to move forward with permitting. Building and trade permits are required.</p> <p>489386-1001 Fee Added: Trade Type: Building Fee Description: Applying fee for working with no permit Fee Amount: 200.00 By: mike.gaskin</p>	35864	Section V, Item 2.
1002	Re-Inspection Fee	\$75.00	<p>Issue Description: Working without Permit, JAH</p> <p>Action Taken:</p>	35864	01/20/2021

Outstanding Inspections					Section V, Item 2.
Permit Number	Type	Territory	Status	Notes	Estimated Date
Inspections History					
Permit Number	Type	Territory	Status	Notes	Date Inspected
1000- Investigation	Investiga tion	Mike Gaskin	Non- Compliant	<p>Notes: Level:(Not Set) Working without Permit, JAH</p> <p>Results: Disapproved, Mg, 1-20-2021 Working with out proper permits issued. Demo permit 466851 to remove sheet rock has been far exceeded with truss repair, structural repair, and outside modifications. Previous site visits with code officials communicating the requirement for permits to be issued. At this date of stop work order the contractor has made no action to contact county code Administration to move forward with permitting. Building and trade permits are required.</p>	01/20/2021



TOWN OF SHALLOTTE

Post Office Box 2287 • Shallotte, North Carolina 28459

Telephone: (910) 754-4032 • Facsimile: (910) 754-2740

To: Board of Aldermen

From: Isaac Norris, Jr., CPA, Finance Director

Subject: BA-24-25-12

Date: 5/14/2025

BA-24-25-12 The Town needs to budget for the pay raise that was paid in February, 2025 as a result of the salary study.

Account #			
10-4200-0200	Salaries	\$	9,385.70
10-4200-0500	Fica Tax Expense		718.01
10-4200-0600	Health Insurance		5,500.00
10-4200-0700	State Retirement Expense		1,280.00
10-4200-0710	401K Retirement Expense		470.00
10-4300-0200	Salaries		5,635.00
10-4300-0500	Fica Tax Expense		435.00
10-4300-0600	Health Insurance		500.00
10-4300-0700	State Retirement Expense		770.00
10-4300-0710	401K Retirement Expense		290.00
10-4400-0200	Salaries		2,340.00
10-4400-0500	Fica Tax Expense		180.00
10-4400-0600	Health Insurance		103.00
10-4400-0700	State Retirement Expense		320.00
10-4400-0710	401K Retirement Expense		130.00
10-5100-0200	Salaries		19,625.00
10-5100-0500	Fica Tax Expense		630.00
10-5100-0710	401K Retirement Expense		985.00
10-5300-0200	Salaries		18,000.00
10-5300-0500	Fica Tax Expense		1,380.00
10-5300-0700	State Retirement Expense		2,448.00
10-5300-0710	401K Retirement Expense		900.00
10-5600-0200	Salaries		1,825.00
10-5600-0500	Fica Tax Expense		140.00
10-5600-0700	State Retirement Expense		250.00
10-5600-0710	401K Retirement Expense		92.00
10-5700-0200	Salaries		2,075.00
10-5700-0500	Fica Tax Expense		160.00
10-5700-0700	State Retirement Expense		285.00
10-5700-0710	401K Retirement Expense		105.00
10-3975-0000	Appropriated Fund Balance		76,956.71
30-3975-0000	Appropriated Fund Balance		9,180.00
30-8200-0200	Salaries		7,265.00
30-8200-0500	Fica Tax Expense		560.00
30-8200-0700	State Retirement Expense		990.00
30-8200-0710	401K Retirement Expense		365.00
		\$	86,136.71
		\$	86,136.71