



**PROPOSED AGENDA  
OAK ISLAND TOWN COUNCIL REGULAR MEETING  
WEDNESDAY, JUNE 10, 2026 – 6:00 PM  
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL**

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**CALL TO ORDER - Mayor Chris Brown**

**INVOCATION AND PLEDGE OF ALLEGIANCE - Councilman Ciullo**

**PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS**

Resolution of Appreciation for Town Manager Kathryn Adams Upon Her Retirement  
[Resolution -- Appreciation for Kathryn Adams](#)

Presentation -- ABC Board

Presentation on Williamson Tract Development -- Rock Tower Partners

**ADJUSTMENT/APPROVAL OF THE AGENDA**

**PUBLIC COMMENT - GENERAL TOPICS & AGENDA ITEMS** *Please state your name and address before addressing Council. Observance of the 3-minute time limit for Public Comments as described in Rule 4 (b) and 24 (2) (a) of the Council Rules of Procedure is appreciated. Written comments are also appreciated and should be submitted to the Town Clerk to be recorded in their entirety in the official Minutes. These may be given to the clerk following comments or via e-mail to [lstites@oakislandnc.gov](mailto:lstites@oakislandnc.gov).*

**COUNCIL REPORTS (MAYOR AND COUNCIL)**

**I. CONSENT AGENDA**

I.1 [Approval of Minutes \(April 23, 2026 - Special Meeting/Budget Workshop; April 28, 2026 - Special Meeting/Budget Workshop; May 12, 2026 - Public Hearings & Regular Meeting; and May 26, 2026 - Special Meeting/Budget Public Hearing\)](#)

[042326TownCouncilMinutes](#)

[042826TownCouncilMinutes](#)

[051226TownCouncilMinutes](#)

[052626TownCouncilMinutes](#)

I.2 [Approval of Resolution of Appreciation for Kathryn Adams](#)

I.3 [Consideration of Resolution Declaring Certain Property Surplus and Authorizing Its](#)

Disposition By Private Sale (Fire Truck)  
RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS-FireTruck

- I.4 Consideration of Amendment to the Paid Parking Map to Add Paid Parking Spaces at the Canal Crossover Lots  
Exhibit\_A\_AmendOfficialParkingMap\_AddCrossOvers\_06-10-26\_.pdf
- I.5 Consideration of the FY 2025-26 Paving and Resurfacing Contract  
bid\_summary\_FY2025-26\_PAVING\_05-29-26  
bids\_lowtohigh\_FY2025-26\_PAVING\_05-29-26  
street\_listing\_FY2025-26\_PAVING\_05-29-26  
Budget Ordinance Amendment Street Paving  
PAVING RFP 05-29-26\_v5.1REVISED\_AGENDA\_06-10-26.pdf
- I.6 Approval of Budget Ordinance Amendment -- Solid Waste (\$331,500 for Green For Life services)  
Budget Ordinance Amendment Solid Waste

**ITEMS REMOVED FROM CONSENT AGENDA, IF ANY**

**II. COMMITTEE APPOINTMENTS**

- II.1 Appointments to the Environmental Advisory Committee (one unexpired term ending June 2027 and four full terms ending June 2029)  
Bill\_Bracey  
Amy\_Haden\_Davis

**III. ADMINISTRATIVE REPORTS: Department reports are available on the Town's website at [www.OakIslandNC.gov/DEPT](http://www.OakIslandNC.gov/DEPT)**

**IV. OLD BUSINESS**

- IV.1 Consideration of Matthew's Ministry Lease  
MatthewsMinistry\_June2026

**V. NEW BUSINESS**

- V.1 Consideration of Adopting the FY 2025-2026 Budget, Approving the FY 2025-2026 Budget Ordinance, and Adopting the FY 2025-2026 Fee Schedule.  
Budget Ordinance FY 2026-20267  
Recommended Fee Schedule
- V.2 Consideration of Selecting a Realtor
- V.3 Consideration of Direction to Staff Regarding the Disposition of Town-Owned Parcels  
Appraisal Card\_250CG054  
Appraisal Card\_250CG056  
Property Disposal Procedures Chart\_1  
Elizabeth Dr parcels

**VI. CLOSED SESSION to Consult with the Town Attorney to Preserve the Attorney/Client**

**Privilege and to Discuss Specific Personnel Pursuant to N.C.G.S. 143-318.11(a)(3) and (6).**

**VII. ADJOURN**



## RESOLUTION OF APPRECIATION FOR RETIRING TOWN MANAGER KATHRYN ADAMS

Town of Oak Island  
4601 E. Oak Island Drive  
Oak Island, NC 28465

(910) 201-8001

[www.oakislandnc.gov](http://www.oakislandnc.gov)

**Mayor**

Chris Brown

**Mayor Pro Tempore**

Bill Craft

**Council Members**

Tommy Brown  
Chasey Bynum  
Terri L. Cartner  
Bob Ciullo

**Town Manager**

Kathryn Adams  
kadams@oakislandnc.gov

**WHEREAS**, Town Manager Kathryn Adams is retiring from the Town of Oak Island, having faithfully served in state and local government for many years; and

**WHEREAS**, Ms. Adams began her career with Oak Island in August of 2023 as Finance Director, taking on additional responsibilities as Assistant Town Manager and then Interim Town Manager before being named Town Manager in September of 2024; and

**WHEREAS**, as Town Manager for Oak Island, Ms. Adams brought a sense of professionalism to every task, encouraging staff to improve customer service while also striving to meet the increasing needs of the Town’s citizens and visitors; and

**WHEREAS**, Ms. Adams was instrumental in successful accomplishment of many tasks during her tenure as Manager, including: new Citizen Inquiry / Complaint tracking software implemented and OKI Connection Mobile App created; a new Town Projects webpage tracking and GIS mapping capital projects; implementing a Town-wide Strategic Plan with departmental goals and performance measurement tied to the budget; increased the Town’s Credit Rating and increased interest earnings over \$1 million through better investing; updates for several Town policies and plans, including the Land Use Plan and the Personnel Policy; consolidated Beach Safety Unit and expanded the drone program; completion of Beach Nourishment projects – Lockwood Folly, Wilmington Harbor and OSOKI projects; startup of the Loggerheads OKI Baseball Team and enhancements to Bill Smith Park; the Serenity Oak tree preservation project completed and 200-plus trees planted throughout the Town; and many, many more; and

**WHEREAS**, Ms. Adams will be remembered not only for her vision and successes in moving the Town forward, but also her ability to bring people together – national and state officials, local elected officials including our own Town Council, citizens and staff – working toward positive solutions with the best interest of the Town’s citizens always at the forefront.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Oak Island greatly appreciates the efforts of Kathryn Adams as Town Manager and wishes her all the best in her retirement, which she has more than earned.

Adopted this the 10<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
Mayor Chris Brown

\_\_\_\_\_  
Mayor Pro Tempore Bill Craft

\_\_\_\_\_  
Council member Tommy Brown

\_\_\_\_\_  
Council member Chasey Bynum

\_\_\_\_\_  
Council member Terri L. Cartner

\_\_\_\_\_  
Council member Bob Ciullo

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

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**SUBJECT:** Approval of Minutes (April 23, 2026 - Special Meeting/Budget Workshop; April 28, 2026 - Special Meeting/Budget Workshop; May 12, 2026 - Public Hearings & Regular Meeting; and May 26, 2026 - Special Meeting/Budget Public Hearing)

**DATE:** June 4, 2026

**DEPARTMENT:** Administration

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**Subject Summary:** Approval of the Minutes from the following meetings is recommended:

- April 23, 2026 - Special Meeting/Budget Workshop
- April 28, 2026 - Special Meeting/Budget Workshop
- May 12, 2026 - Public Hearings & Regular Meeting
- May 26, 2026 - Special Meeting/Budget Public Hearing

**Attachments:**

[042326TownCouncilMinutes](#)

[042826TownCouncilMinutes](#)

[051226TownCouncilMinutes](#)

[052626TownCouncilMinutes](#)

**Financial Impact Statement:** N/A

**Legal Review:** N/A

MINUTES  
TOWN COUNCIL SPECIAL MEETING  
THURSDAY, APRIL 23, 2026 – 9 AM  
POLICE DEPARTMENT TRAINING ROOM

Present: Mayor Chris Brown, Mayor Pro Tempore Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, Finance Director Helen Brank and Town Clerk Lisa P. Stites, MMC.

Mayor Brown called the meeting to order at 9 a.m.

Ms. Adams welcomed everyone and said that today, they would cover the Development Services, and the Police and Fire Departments.

Development Services Director Matt Kirkland started with a review of the goals and objectives in the current budget and the status. He noted that some stormwater functions had been transferred to Public Works, so he would focus on goals directly related to Development Services. Mr. Kirkland highlighted successful completion of the comprehensive Land Use Plan, sidewalk installation on the north side of the commercial district with DOT assistance, completion of the bike plan draft (scheduled for next month's regular meeting), and ongoing work with DOT for additional crosswalk and sidewalk improvements along East Oak Island Drive.

Regarding land use balance between commercial and residential development, Mr. Kirkland reported success with the commercial code repair initiative that adjusted regulations to make small-scale commercial development and redevelopment easier. This included work on legal nonconformities, urban development incentives, and reviewing development processes.

Answering a question from Councilman Ciullo, Mr. Kirkland said that several issues had been identified with the permitting aspects of the Town's finance software, such as manual implementation of permits, no outward communications capabilities, etc. He said that it makes it harder for staff and harder for the contractors. Council discussed whether the Town was getting what was promised with the Edmunds software and asked for more research into that aspect. Transitioning to a different permitting software would be an additional expense. Mayor Pro Tempore Craft asked why an inspector must manually reach out to notify residents after inspections. Mr. Kirkland confirmed this creates a spiral effect when staff gets backed up with manual tasks while fielding status calls from applicants.

Mayor Brown shared his positive experience with the portal for a trade permit but confirmed the inspector had to manually email him about inspection completion. Councilman Brown inquired whether Edmunds might accommodate requests for updates, noting that if other municipalities have similar complaints, the vendor should address them to remain competitive. Mr. Kirkland reported multiple unsuccessful conversations with Edmunds staff over the past year, with responses typically being "we'll send it up to programming to see if we can make it happen," followed by no further communication. He attributed this to Edmunds being an enterprise platform focused primarily on financial functions rather than permitting. Ms. Adams clarified that they believe a dedicated permitting component can be acquired for around \$30,000. She emphasized the need to address customer complaints and improve service. Councilman Bynum spoke about the importance of having proper tools given the major pain points contractors and citizens experience.

Regarding inspections, Mr. Kirkland said that the inspectors do a good job with getting inspections performed within 24 hours. The average time to issue a permit is 17 days, though trade permits take less time than house permits.

Council also discussed staffing, and whether the Town was sending people to training just to have them leave for another jurisdiction. Mr. Kirkland said that was always an issue with development services departments. The Department is almost fully staffed. The GIS position remains open, but Mr. Kirkland said that they were looking at making that position also serve long-range planning, such as support for the UDO revision.

The proposed budget includes money for a complete UDO update. Councilman Cartner said this was absolutely necessary. She said that the Town had done so much with other plans and that it was time to do the UDO. Ms. Adams agreed, and said that was the way it should work, that the plans get updated and implemented, and then the rules do. There was additional talk about how the UDO update process would work. Staff also advised Council that there would be interns working with the Town in development services, finance, and IT.

Council resumed at 10:09 a.m. after a brief recess.

Police Chief Charlie Morris said that he focuses on service, safety, and accountability. He said that protecting response times is critical, along with making sure that officers are “present” and visible in the community. He said it’s also important that he supports the officers and that he makes sure they have what they need. He reviewed the goals and objectives for the budget year. He said that historically, the department’s response time is 3 minutes, which he thinks is excellent.

Chief Morris explained what offenses actions that the Department tracks. He said that the majority of the speeding tickets are written on the bridges.

The Chief also discussed the cadet program the Department previously utilized, saying that it wasn’t as helpful as hoped. He also discussed the difficulty of hiring police officers for Oak Island. He said that they were pulling officers from other parts of the county, but there were towns between that also need police officers. He said they need to make Oak Island stand out. He said that right now, Oak Island was on a somewhat level playing field with other departments. He said that for example, when he started here, the Town did not have computers in police cars.

The Chief and Council also discussed an auxiliary program. Chief Morris said it was difficult for reserve officers to maintain the same credentials as full-time officers. He also said that 20 years ago, a reserve officer could be equipped with a flashlight and a car, but now, an officer doesn’t even hand write a ticket and needs passwords for all the different applications used. The department has 20 patrol officers, 5 on each of four shifts. There was also discussion about the two vacant positions, and whether the Town should consider a market adjustment for the salary grades this year or next year. Councilman Ciullo asked staff to look at a two-year trajectory so they could look at whether some of it needed to be implemented this year. Ms. Adams noted they conduct market adjustments as needed without Council approval when recruitment problems arise, having done police market adjustments two years ago. The department has promotional guidelines with automatic increases for master police officer, corporal, and sergeant levels, providing a career ladder for advancement. Chief Morris indicated they’ll likely need to address salary competitiveness again next year, as the current situation with vacant positions and lack of applicants suggests they’re falling behind market rates.

Chief Morris reviewed objectives including maintaining average response times around 3 minutes, sustaining 60 percent crime clearance rates (well above average), and decreasing traffic accidents town wide. He noted the seasonal population influx from roughly 10,000 full-time residents to 50,000-60,000 during peak season creates significant traffic challenges.

The Department completed accreditation through the North Carolina Training and Standards Division, with additional accreditation through the police governing body nearing completion by year-end. Chief

Morris emphasized this represents a significant achievement ensuring proper policies, procedures, and evidence handling.

Chief Morris said that the Department already utilizes volunteers at the front desk, and he hopes to expand that program with volunteers helping at events and with other tasks. He said that eventually, they might have a citizen patrol, though he was not ready to start that yet. Answering a question from Councilman Cartner, Chief Morris said he thought that Community Watch programs were a thing of the past.

One goal for the coming year is to have a few officers certified as drone operators to support the Town's drone program. He said that would also help with recruitment. He said that he was very excited to start the K-9 program. He said he thought they needed two drug dogs instead of one drug dog and one bite dog. The drug dogs could also be used for tracking. There are funds in the proposed budget to pay for the start-up costs, such as equipment and vehicle upfitting, but that drug forfeiture seizure assets will help support the program as well. The program should be operational by fall/early winter. Ongoing costs for the program would be for food. A local veterinarian will provide free care for the dogs. The proposed budget also includes money for a training area, including a gun range, for the Police Department. It would be for Oak Island police only at this time. Ms. Adams said they'd like the gun range to be built sooner than later, working with the Public Works department's timing and availability to do the work. Council consensus was in favor of moving forward with building the gun range. Answering a question from Councilman Cartner, Ms. Adams said there was money in the budget for identifying the water leak issues in the police department.

#### Fire Department:

Fire Chief Lee Price said that his department runs into similar recruitment issues as the Police Department. He began by reviewing the objectives included in the current budget and the status of each. The Chief gave detailed response time statistics: average of 1 minute 15 seconds in March, 1 minute 32 seconds overall in 2025. However, he emphasized the importance of 90th percentile measurements, showing 8 minutes 19 seconds, which includes mainland calls that drive up response times.

Chief Price also spoke about the challenges of having a full staff on all the time. He also said that the ability to answer multiple calls was a concern, and that leads to a conversation about when it's time to add more resources. He explained the stress this creates with a small department handling 1,729 calls in 2025, averaging 5-6 calls daily. Chief Price also said the department was not competitive for starting salaries. There are no vacancies at this time, but there was an 18-percent turnover ratio last year. Answering a question from Mayor Pro Tempore Craft, Chief Price said that there was a multi-year plan to bring Oak Island Water Rescue under the fire department. The group could maintain no-profit status as a support group to the department.

Renovations for Station 1 are included in the proposed budget, with financing for the \$4.5 million estimated cost. The renovation plan includes an addition to house firefighters while renovating existing space for Public Works offices, creating a multipurpose municipal building. Chief Price also discussed issues with the Department's two ladder trucks. The 26-year-old ladder truck has been made operational. The estimated cost for repairs for the other truck is \$242,000. A new ladder truck is on order, but it won't be ready until October 2027. There is an option to get a stock vehicle and that would take about six months. A new truck would cost \$2 million. The Town can increase the fire tax, and Ms. Adams suggested a 1-cent increase. The Fire Department also uses \$1.5 million from the General Fund. Mayor Brown asked Ms. Adams if she would recommend using fund balance for a new ladder truck. She said she would, but would still finance it.

Council had additional discussion about the condition of Station 1, the needed repairs, the logistics of renovating, and the possibilities of installing other Town offices in that process. Councilman Bynum

asked if there were any repairs that could be made more quickly than doing the entire project, and Chief Price said he did not think so. There was additional discussion about the importance of taking care of current employees before bringing on additional employees.

Chief Price and Ms. Adams also discussed the request for market adjustment. The Manager is recommending half of what the Chief recommended.

Council took a brief recess from 12:41 p.m. to 12:45 p.m.

Councilman Cartner asked about not replacing the playground equipment and just removing it when necessary. She also asked about the money for tree planting. Ms. Adams said this was the fourth year for that program. Councilman Cartner asked at what point the Town would have caught up the canopy lost.

Councilman Cartner also asked about the recycling program. The Town is still under contract with GFL through December 2027. Ms. Adams also said there were some state laws still to comply with, such as not putting plastic or aluminum in the trash. Councilman Brown said that was something that would take longer than a month to address. Councilman Cartner said that they needed to be able to tell citizens they were looking at all the ways to minimize costs.

**Mayor Pro Tempore Craft made a motion to adjourn at 12:54 p.m. Councilman Brown seconded and the motion passed unanimously.**

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Chris Brown, Mayor

Attested: \_\_\_\_\_

Lisa P. Stites, MMC  
Town Clerk

*Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances. Public comments in writing should be submitted to the clerk via hard copy, electronic mail, or other means so as to ensure an exact verbatim account. The Town of Oak Island provides full coverage of meetings on Government Channel 8 and the Town website so that the Citizens and the Public may view and listen to the meetings in their entirety.*

MINUTES  
TOWN COUNCIL SPECIAL MEETING  
TUESDAY, APRIL 28, 2026 – 9 AM  
POLICE DEPARTMENT TRAINING ROOM

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, Assistant Town Manager Kent Jackson, Finance Director Helen Brank, and Town Clerk Lisa P. Stites, MMC.

Mayor Brown called the meeting to order at 9:05 a.m. Ms. Adams said that they had been through all the department presentations and that today, they would start with Q&A and a review of capital projects.

Councilman Cartner asked how much money was being taken from the General Fund to present a balanced budget. Ms. Adams said it would be less than \$2.5 million. Councilman Cartner said she was concerned about that amount. Ms. Adams said that the funds transferred would be for one-time purchases, not for any ongoing expenses. She also said the Town had a healthy fund balance. Councilman Cartner asked staff for an opinion of the fund balance level, and Councilman Brown asked if the fund balance policy should be amended. Ms. Adams said that the Town was well in compliance with the fund balance policy. Ms. Adams also said that even with using \$2.5 million, the fund balance would still be at 90 percent of the expenditures. Councilman Cartner asked if there was any plan to replenish fund balance. Ms. Adams said that the Town was still waiting for \$12 million in FEMA reimbursements for Hurricanes Matthew and Florence (in 2016 and 2018, respectively). Answering a question from Councilman Bynum, Ms. Adams said that the Town had received some reimbursements for PTC#8 and Hurricane Isaias, though those requests for reimbursement were still in the review process overall. Councilman Brown said that Council should be looking at needs versus wants when considering spending fund balance. Council also discussed the current tax rate and the breakdown of it (20 cents, with 3 cents for sand and 7 cents for fire). Ms. Adams said that the beach nourishment was the biggest project for the Town, and now that was completed, the Town should address other needed infrastructure items. She said Council could consider dedicating a penny of tax toward capital needs. There was also discussion on the Town's request to be a federal beach with the U.S. Army Corps of Engineers. Councilman Cartner said she would support adding 2 cents to the fire tax.

Councilman Cartner asked what the cost savings would be for eliminating yard debris collection. Ms. Adams said that there are four employees dedicated to that. She said that the total cost could not be saved, because the Town still has to deal with public property yard debris, and there is still a cost for dealing with debris at the convenience site. She said she did not think the \$3.50/month charge could go entirely away. The collection costs represent about half of the fee.

Councilman Cartner asked about the tree planting program, how long it would last, and what the overall strategy was. Ms. Adams said that there was not a specific timeframe stated at the outset, but they have done it three years now. Because there is now an adopt-a-tree program and donations are also accepted, they could reduce the Town's plantings. Ms. Adams recommended moving the cost for tree plantings from stormwater to the General Fund, under the direction of the Parks and Recreation Director. Council also discussed continuing to outsource landscaping maintenance versus bringing it in-house. Mr. Jackson said that the Town would issue an RFP for landscaping services.

The planned \$2.5 million transfer from fund balance includes:

- \$460,000 for paving (in addition to Powell Bill funds)
- \$50,000 for new surveillance
- \$125,000 defibrillator and monitors
- \$160,000 for HVAC

- \$1 million Greenway Phase 1
- \$300,000 Rec Center renovations for ADA
- \$250,000 playground, etc. (to cover assessment and/or repairs but not replacing it)

Answering a question from Councilman Bynum, Ms. Adams said the money proposed for ADA upgrades would take the Town a long way to compliance. Councilman Cartner asked about parking revenues. Ms. Adams said that anticipated revenues of \$1 million were already baked into the budget. Councilman Bynum asked what the \$1 million proposed to be used toward a Yacht Drive greenway would actually translate to. Ms. Adams said that this would be a start to some kind of path or sidewalks, etc. She said it would be complicated to accomplish with the ditches, etc. Council also discussed capital projects not included in the budget, such as moving public works operations out to the Airport Road property.

Capital Projects: Council discussed a proposed trail along the Davis Canal, which is property owned by the state. Ms. Adams said that the state had been approached, but that there was still some reluctance. Money for a feasibility study is included in the proposed budget, but Ms. Adams said she wouldn't recommend spending money without some approval for the project from the state. A proposed \$1 million for a new crossover at West 6<sup>th</sup> would be in next year's budget, and the Town could pursue other funding opportunities for that.

Sewer District Fee: The fee is an annual one, set at \$601.78. Some sewer debt has six more years, and other bonds will be paid off in 2036. Some of the higher interest debt was refinanced last year, but it is more advantageous to carry the lower-interest debt at this point. The increase in sewer rates will be \$7.16 for the base (\$1.79/1,000 gallons increase to cover the County's biosolids charges). There is \$7 million in wastewater fund balance, and some of that could be used to offset some of the rate increase.

Accommodations Tax (the 3 percent tax): This fund covers the salaries for the Beach Services Unit, porta-johns, etc., and the balance is transferred to the beach fund. Estimated revenue for the coming year is \$3,575,000, down slightly from the prior year's projection but with actual receipts historically running significantly higher than budgeted. Mayor Pro Tempore Craft noted that in FY25 the projected amount was approximately \$2.6 million and actual receipts were approximately \$4 million.

Accommodations Tax (the 2 percent tax): This fund can be wholly used for the beach. Estimated revenue is approximately \$2,450,000.

Council again discussed the sewer rate increase. Councilman Bynum asked if they offset rate increases this year with fund balance, would they see a different increase next year and just be kicking it down the road. Ms. Adams said this increase was specific for biosolids, but there could be different increases in future years.

Council took a brief recess and resumed at 10:55 a.m.

Ms. Adams asked if there were any remaining requests regarding revenue. She said staff monitors permitting, and it looks a little more favorable. Councilman Ciullo said that Council could consider extending the paid parking season through the end of October. Councilman Ciullo said that the projected revenue according to Otto Connect would be \$175,000. There would be time to implement that this year. Ms. Brank said last September's revenues were \$95,000. The proposed fee of \$3.50/month for solid waste would include the GFL increase for trash collection.

Ladder truck replacement: The replacement is needed now, not as planned in a future year. Ms. Adams asked Council for approval to move forward by May 1 to purchase a truck that could be available in

October. Payments would not begin until June (the next budget). Paying for this truck would require more fire tax income. A 2-cent increase could cover the fire truck if not financed, or the truck could be financed and three firefighters could be added, though the personnel expenses are then ongoing. Councilman Brown asked if they could have a 2-cent increase but use that money toward the current salaries to ensure employees stay with the Town. Fire Chief Lee Price acknowledged that the department has been able to attract applicants at current salaries, but that higher compensation would likely improve the quality and geographic reach of the applicant pool. Ms. Adams said that there was some market adjustment built into the salaries this year. Council had additional discussion about staffing for the Fire Department. A battalion chief, three firefighters and financing the new truck would be covered by an additional 2 cents. Councilman Brown asked if the Town could pay for the truck out of fund balance, and Ms. Adams said they could do a 1-cent fire tax increase and pay for the truck out of fund balance.

A 2-cent tax increase would be roughly \$100 more a year for a house valued at \$500,000. Council had additional discussion about fund balance and whether to take money from the fund for the ladder truck.

Councilman Cartner asked about the Par 3, specifically about the greens. Three greens are in the process of rehabilitation, and the next budget would include rehabilitation of an additional four greens.

Answering a question from Mayor Pro Tempore Craft, Ms. Adams said that the Town did send a Resolution to the County asking for the Doshier tax to be eliminated.

Councilman Bynum also asked about the 801 Events Center, saying that selling it would reduce the Town's expenses and earn some money. Councilman Cartner asked when they would make a decision on 801 and the Pier Complex. Ms. Adams said if Council wanted to pursue that, she would meet with the Town Attorney and abide by the state statutes. She also said that she thought they could work on this once a Town real estate agent were selected. There are rentals at 801 in July 2027 and there are inquiries about the fall of 2027. Council discussed whether it would be better to treat the properties separately or together, but there was not a consensus on that. Council consensus was to ask Ms. Adams to provide options to Council, including treating the properties separately. The Pier Complex/801 Center supports itself on an operations level, but not on a capital level.

Ms. Adams also noted that a vacant position within Public Works will be repurposed into a Project Manager position. This individual would oversee the execution of capital projects — managing contractor vetting, timelines, and budget adherence.

**Mayor Pro Tempore Craft made a motion to move forward with purchasing the fire truck. Councilman Ciullo seconded, and the motion passed unanimously.**

**Councilman Cartner motion to adjourn at 12:11 pm. Mayor Pro Tempore Craft and Councilman Bynum seconded, and the motion passed unanimously.**

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Chris Brown, Mayor

Attested: \_\_\_\_\_  
Lisa P. Stites, MMC  
Town Clerk

*Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances. Public comments in writing should be submitted to the clerk via hard copy, electronic mail, or other means so as to ensure an exact verbatim account. The Town of Oak Island provides full coverage of meetings on Government Channel 8 and the Town website so that the Citizens and the Public may view and listen to the meetings in their entirety.*

MINUTES  
TOWN COUNCIL REGULAR MEETING  
TUESDAY, MAY 12, 2026 - 6:00 PM  
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner and Bob Ciullo, Town Manager Kathryn Adams, Town Attorney Lydia Lavelle, and Town Clerk Lisa P. Stites MMC.

PUBLIC HEARING(S) AND ACTION

PUBLIC HEARING I (AND ACTION): The purpose of the Public Hearing was to receive citizens' comments on a proposed Text Amendment 26-00294 - Proposal to add Shopping Center less than 40,000 sq ft enclosed floor area as a by-right use in the Community Business zoning district. ([Text Amendment Application.pdf](#) [Statement of Justification - Text Amendment.docx](#) [Sec. 6.5 Table of Uses](#))

Planning Manager Taylor Davis introduced the item, saying the CB zoning district is intended for Commercial and Service Uses for the surrounding urban market area. The addition of shopping centers will provide additional opportunity for commercial growth and sought after uses in commercially zoned areas of Town. She said that most CB zoned parcels are located off Oak Island Drive with a handful also being located adjacent to the ICW on Middleton Avenue. Ms. Davis said the Planning Board recommended approval of the request to add shopping centers less than 30,000 square feet of enclosed space as was presented at the meeting. The Board indicated support for a higher threshold if it would encompass the existing Publix shopping center, whose total inline square footage was confirmed by the applicant to be just under 39,000 sq ft. The proposed amendment was updated to 40,000 sq ft accordingly.

Councilman Cartner said the ordinance was currently 30,000 By Right and asked if increasing it to 40,000 By Right would put the Town in danger of seeing businesses that were not in keeping with the family-friendly vibe of Oak Island. Ms. Davis said she has heard of interest from a furniture store, physical therapist, and trophy/t-shirt business.

Attorney Collier Marsh, representing the applicant, Publix, also addressed Council. Mr. Marsh said that the rezoning request was not related to an expansion, but rather to the Uses allowed in the current zoning. He said that this was spurred by interest from a physical therapist's office interested in the center. He explained that the text amendment is not about expanding the Publix store itself, but about filling two currently vacant inline retail spaces. The applicant worked with Town staff to develop the narrowest possible path to resolve the issue. The threshold of 40,000 sq ft was chosen specifically to encompass the existing Publix center without creating broader precedent.

Mayor Brown announced the Hearing was closed at 6:09 p.m.

**Councilman Brown motioned to approve the proposed text amendment (Sec. 6.5 Table of Uses). Mayor Pro Tempore Craft and Council member Bynum seconded the motion.** Councilman Brown said that Council would be following the Planning Board's recommendation, which removed the allowance for shopping centers larger than 40,000 sq feet. Mayor Pro Tempore Craft said that he wanted the message known that businesses were welcome in Oak Island. **The motion passed unanimously.**

PUBLIC HEARING II (AND ACTION): The purpose of the Public Hearing was to receive citizens' comments on a Request (26-00293) to Rezone PID 249DI001 from Commercial Recreation to Community Business Zoning District. ([26- 00293 - Application Statement of Justification - Rezoning.docx](#) [SECTION 6.5 TABLE OF USES AND ACTIVITIES](#))

Ms. Davis presented the request by PSM North Carolina Holdings LLC (the Publix parcel owner) to rezone an approximately 6.35-acre parcel (PID 249DI001) from Commercial Recreation (CR) to Community Business (CB). She noted that surrounding parcels to the north, east, and west are already zoned CB, and that the subject property falls within the Commercial Core Future Land Use category. The rezoning was found consistent with Objective 6.2 of the Town's Comprehensive CAMA Land Use Plan. Ms. Davis noted the strategic ordering of the two items—the text amendment was presented first to ensure the intended use was already in the Table before the rezoning, avoiding a nonconforming situation.

There were no speakers. Mayor Brown announced the Hearing was closed at 6:14 p.m.

**Councilman Cartner made a motion to approve the zoning map amendment and to make a finding that the approval is consistent with objective 6.2 of the Town of Oak Island Comprehensive CAMA Land Use Plan. Councilman Ciullo seconded the motion, and it passed unanimously.**

PUBLIC HEARING III (AND ACTION): The purpose of the Public Hearing was to receive citizens' comments on a Proposed Text Amendment to Remove Swimming Pools from Section 7.2 and Accessory Structure Definition ([SECTION 7.2 ACCESSORY BUILDINGS STRUCTURES..docx](#) [Accessory Structure Definition.pdf](#) [Section 7.11.7.pdf](#))

Ms. Davis presented the proposed text amendment to remove swimming pools from Section 7.2 (Accessory Structures) and from the accessory structure definition in Appendix A of the Unified Development Ordinance (UDO). She explained that swimming pools already have their own dedicated section under Section 7.11 of the Supplemental Regulations, making the accessory structure reference redundant and a source of interpretive ambiguity. The amendment also adds language to Section 7.11.7 prohibiting the construction of pools on parcels without a principal structure, with exceptions for major and minor site plans such as apartment amenity pools or aquatic centers.

Councilmember Ciullo asked whether the amendment would affect properties with two structures and a pool, or impact setbacks, and Ms. Davis confirmed it would not.

There were no speakers. Mayor Brown announced the Hearing was closed at 6:17 p.m.

**Mayor Pro Tempore Craft made a motion to approve the text amendment to remove swimming pools from Section 7.2 and the definition of accessory structures in Appendix A of the Unified Development Ordinance and to make a finding that the text amendment supports Objective 1.1 of the Comprehensive CAMA Land Use Plan. Councilman Brown seconded.** Councilman Cartner said that Southport appeared to be adding swimming pools as accessory structures, and she hoped that Oak Island was the town getting it right. **The motion passed unanimously.**

#### PRESENTATIONS, PROCLAMATIONS AND RECOGNITIONS

Presentation -- ABC Board: Mayor Brown said that the ABC will not be presenting this evening.

Presentation of the Proposed FY 2026-2027 Budget

Finance Director Helen Brank presented the FY 2026-2027 budget. She said that at the end of this fiscal year, the Town would be 60 percent completed with the Strategic Plan (with one more year to go). Ms. Brank spoke about some of the highlights in the proposed budget: building repairs and maintenance at Town Hall and the police department, fire station improvements, park enhancements, ADA compliance renovations at the recreation center, stormwater projects on Price, 33rd, 46th, and 62nd Streets, continued tree planting, streetscape planning on Oak Island Drive, façade improvement grants, place branding and wayfinding

signage, a UDO rewrite, wastewater treatment plant upgrades, a Greenway bike path on Yacht Drive, police surveillance upgrades, new fire hydrant replacements, and a new K-9 unit program.

The recommended budget is balanced with no property tax increase. Notable fee adjustments include a wastewater rate increase from Brunswick County of \$0.96 per 1,000 gallons (resulting in a \$3.84 increase to the base rate covering 4,000 gallons), and a solid waste increase of \$2.15 per month for yard debris collection (new rate: \$5.65/month). Ms. Brank confirmed that GFL solid waste contract costs were managed without a rate increase, bringing the total monthly fee increase to residents to approximately \$5.99.

Ms. Brank reported that the General Fund budget is balanced at \$25,813,000, with revenues estimated at an average 1.7-percent growth rate, and a recommended draw of \$3,085,000 from fund balance for one-time capital outlays. The Town's fund balance remains strong at approximately 90 percent of the General Fund, well above the 40-percent minimum policy threshold. The budget includes a 2-percent COLA for all full-time employees and up to 3% merit increases. Retirement contribution rates set by the state have increased, and the Town will also incur a new 2.4-percent fee on gross wages for all full-time employees beginning July 1. Ms. Brank also noted continued rising costs in the state health plan. Major capital items include \$1 million for street paving, \$1 million toward a Greenway on Yacht Drive, \$300,000 for recreation and community center renovations, \$750,000 for above-ground fuel tanks, \$300,500 for Fire Station 1 renovation planning and design, \$425,000 for ADA projects, and \$300,000 transfer to the Par 3 Golf Fund. The budget recommends one full-time Battalion Chief for the fire department, one part-time data analyst for the fire department, and one part-time HR assistant. The water fund is balanced at \$6,745,900 with no rate increase. The wastewater fund is balanced at \$16,678,300, with the rate increase attributed to Brunswick County's higher biosolids treatment charges. The Town chose to pass along only a partial increase to citizens this year. The stormwater fund is balanced at \$1,456,000 with no rate increase and four stormwater projects included. The solid waste fund is balanced at \$2,760,100. The parking fund anticipates \$1,075,000 in revenues with no change in fees. Outstanding debt continues to decrease annually with full payoff projected by FY 2035-36. The final payment on two previously purchased fire trucks is included in this budget year.

Councilman Bynum said that when her family moved to the Town, the sewer project and debt were contentious topics, and she was glad to see there would be a light at the end of the tunnel. Councilman Cartner said that the staff was taking a large bite out of the list of needed improvements. Council members appreciated the budget came without a tax increase.

Ms. Adams noted that the budget would be posted on the Town's website the next day, and the Public Hearing was scheduled for 6 PM on May 26, 2026.

#### ADJUSTMENT/APPROVAL OF THE AGENDA

Ms. Stites noted one application for the Recreation Advisory Board had been withdrawn, which was reflected on the appointment forms. **Councilman Cartner made a motion to approve the agenda as presented. Councilman Ciullo seconded and the motion passed unanimously.**

#### PUBLIC COMMENT – GENERAL TOPICS & AGENDA ITEMS

Bill Bracey, 415 Sherrill St., spoke about land clearing by burning, which he said was common in Brunswick County. He said that in March, Waccamaw Elementary school had to close due to smoke from such a burn. Mr. Bracey asked Council to consider banning burning for site clearing within Town limits. He also encouraged the Council to advocate to county commissioners and state legislators to address the issue where local authority is limited.

Erin de la Cruz stated she concurred with Mr. Bracey's position on the commercial burn ban and offered no further comment.

## COUNCIL REPORTS (MAYOR AND COUNCIL)

Councilman Ciullo noted his appreciation for staff and what they did with the budget this year. He said that we can see what other towns are doing with tax increases, and that the County was holding the tax rate due to the growth in the County.

Councilman Bynum said that she was intimidated by the budget process heading into it, but that it makes her hopeful for our Town that we can do some infrastructure projects and address long deferred capital needs.

Councilman Brown also thanked staff for work on the budget. He also said he attended the Earth Day celebration, saying it was much different from the Seafood Festival. He said that it highlights the diversity of programming and the opportunities for education and he thanked the Parks and Recreation staff for their efforts.

Councilman Cartner yielded her time to spare her voice.

Mayor Pro Tempore Craft also thanked staff. He also spoke about the Fire and Police department softball game against the Coast Guard, and said it was a great event. He said he also attended the National Day of Prayer ceremony at the Christian Recovery Center in Shallotte.

Mayor Brown also complimented staff for work done on the budget. He said he got to throw out the first pitch at the softball game, and he would do that again at the Loggerheads game next week.

### I. CONSENT AGENDA

- I.1 Approval of Minutes (April 14, 2026 - Public Hearings & Regular Meeting, April 16, 2026 - Special Meeting - Budget Workshop, and April 21, 2026 - Special Meeting - Budget Workshop) ([041626Minutes](#) 041426TownCouncilMinutes [042126Minutes](#))
- I.2 Consideration of Adding Stop Signs on Barbee Boulevard at Live Oak Drive
- I.3 Consideration of Proposed Amendments to Sec. 8-195. Procedure for Enforcement (Minimum Housing). ([Sec. 8\\_195 Proposed Amendment](#) )
- I.4 Approval of Resolution Petitioning the North Carolina Department of Transportation to Reduce the Speed Limit on East Oak Island Drive to 35 mph to SE 19th Street and to Continue to Prohibit LSV Use on that portion of East Oak Island Drive ([SpeedLimitResolution](#) )
- I.5 Consideration of an Agreement for Drafting a Stormwater Master Plan ( [2026-05-04 Oak Island Masterplan Professional Services Agreement.pdf](#) [2026-05-04 Oak Island Masterplan Fee Breakdown](#))

**Councilman Cartner made a motion to approve the Consent Agenda as presented, Mayor Pro Tempore Craft seconded, and the motion passed unanimously.**

### II. COMMITTEE APPOINTMENTS

- II.1 Appointments to the Recreation Advisory Board (one unexpired term ending March 2028 and one term ending March 2029): **With votes from Mayor Pro Tempore Craft and Council members Brown, Cartner and Ciullo, Ray McBride was appointed to the term ending March 2029. With votes from Council members Brown, Cartner and Ciullo, Cecilia Riegert was appointed to the term ending March 2028.** Allison Matthews received votes from Mayor Pro Tempore Craft and Councilman Bynum and was not appointed. Applicant Colleen Ziegler withdrew her application prior to the meeting.
- II.2 Appointment to the Planning Board (one unexpired term ending August 2026): **With votes from Mayor Pro Tempore Craft and Council members Brown and Bynum, Scott Stephenson was**

**appointed to the term ending August 2026.** With votes from Council members Cartner and Ciullo, William Stewart was not appointed.

III. ADMINISTRATIVE REPORTS: Department reports are available on the Town's website at [www.OakIslandNC.gov/DEPT](http://www.OakIslandNC.gov/DEPT)

Ms. Adams gave her reports, saying the Town was notified it will receive the Best Restored Beach Award from the American Shore and Beach Preservation Association. A national press release is expected on May 15. The new Mobile Command and Drone Unit has been acquired, funded primarily through insurance proceeds from a damaged truck and donations, with a net Town outlay of approximately \$15,000. It will be deployed at special events and emergencies as an incident command system. Upcoming events include the Summer Concert Series, Splash Pad opening day, and the start of the Farmers Market. The Police and Fire departments are preparing for a Hurricane Conference open to the public at Town Hall.

Police Chief Charlie Morris introduced a new safety campaign targeting Yacht Drive – the “No Wake Zone.” The campaign focuses on educating multiple user groups—walkers, cyclists, LSV operators, and service vehicles. The signage being created can be adapted for use in other areas as well. In addition to signs, brochures can be available at area businesses, such as ice cream shops and be distributed at Town events. There will be an official kickoff for the campaign on May 22.

Assistant Town Manager Kent Jackson spoke about capital projects. Regarding the completed beach nourishment project, he said that they would continue to address escarpment as needed. Dune planting was in progress -- 60,000 plants were installed starting April 27. Planting resumed the previous day, working from approximately 58th Street toward 49th Street, with the west end anticipated as the next phase. Mr. Jackson also spoke about work completed at Vacuum station 7. There will be a vessel in the Little Davis Canal doing surveying. He also reminded everyone that project updates are available on the Town's website.

Ms. Adams concluded by noting that website views exceeded 100,000 in the prior month and encouraged residents to use the Town app, email subscriptions, and text alerts.

#### IV. OLD BUSINESS

##### IV.1 Consideration of Sponsorship/Naming Policy ([Naming Rights, Sponsorship, Gifts Policy Proposed Naming and Donation Fee Schedule](#))

**Councilman Brown made a motion to approve the Oak Island Naming Rights, Sponsorship and Gifts Policy, and fee schedule, Councilman Cartner seconded for the purpose of discussion.** Councilman Brown said he thought this was a great step forward. He appreciated the statement that financial contribution was not the sole factor. Councilman Cartner said she appreciated the work done on the policy and said that it would make it clear what staff could approve versus what Council could approve. She said that the \$250,000 category should be ‘\$250,000 plus.’ Councilman Ciullo asked about the application process, and Town Manager Adams confirmed that requests would come through staff, be coordinated, and be brought forward to Council. Discussion also touched briefly on the pickleball community's fundraising contributions over the past two years (over \$30,000 returned to the parks), and whether that context would fit within the policy framework. Council agreed that specific requests should come forward through the process as established, rather than being resolved during this discussion. Mayor Pro Tempore Craft said that it was an out-of-state group that generated funds from the pickleball tournament, whereas it used to be Friends of the Parks. Councilman Brown said that there were many ways an individual could demonstrate financial contribution. Mayor Pro Tempore Craft said that this discussion was about naming rights, and that he supported someone donating a bench, but that naming a facility or building was what this policy would cover. **Councilman Brown amended his motion to include ‘\$250,000 plus’ to the fee schedule. The second was amended accordingly, and the motion passed unanimously.**

#### IV.2 Consideration of Adopting the Economic Development Strategic Plan

Samantha Darlington of the UNC Development Finance Initiative presented the finalized Town of Oak Island Strategic Economic Development Plan and offered to answer any questions.

Councilmember Brown praised the Plan's use of objective, measurable metrics but raised a concern about the recruitment portion, noting that while creating a welcoming business environment is the foundational step, there were limited specific, objective strategies outlined for active business recruitment. Ms. Darlington acknowledged the point, explaining that recruitment activities were kept general to allow flexibility, as Hallie Willis (the Town's Economic & Community Development Manager) is already actively engaged in some of those strategies, and because recruitment often requires trial and error based on site readiness.

Councilmember Cartner emphasized the importance of identifying specific services-and-goods deserts within Oak Island -- goods and services that residents cannot access locally and are therefore spending money on elsewhere. She noted the need to actively recruit those types of businesses rather than continuing to wait for opportunities to come to town. Ms. Darlington confirmed that the Plan's retail market analysis does identify those gaps through drive-time analysis, and that she and staff can use that data to tailor recruitment efforts.

Councilmember Bynum referenced China Grove as the successful example cited during the planning process and asked whether communities using the retail market analysis had been able to attract service-based businesses like doctors and dentists. Ms. Darlington confirmed they had, noting that the data has actively helped communities recruit across multiple gap categories.

Councilman Ciullo said that we needed help with the "how" for implementation so the Plan doesn't just sit on a shelf. Ms. Darlington confirmed that DFI supports implementation as heavily or lightly as a community desires, including monthly check-ins, work group support, connection to grants, and state and federal resources. She noted this committee was among the most engaged she had worked with. Councilmember Brown expressed interest in the continuation of the existing work group, including himself and Councilmember Ciullo.

**Councilman Brown made a motion to approve the Town of Oak Island Strategic Economic Development Plan as presented, as well as for Council to direct this Committee to continue. Councilman Ciullo seconded, and the motion passed unanimously.**

#### IV.3 Consideration of Revisions to the Boards and Committees Handbook ([B&C HANDBOOK\\_2026 REVISION5-6-2026](#))

**Councilman Brown made a motion that we update the absence policy in the handbook to read that if you miss two consecutive meetings or three in a 12-month period, you are removed from the board or committee, and in addition, include a leave request policy in which a board or committee member requests leave due to circumstances to update subsection "d" so that a leave of absence shall be automatically granted upon written request for family, personal, employment, or medical reasons.** Councilman Cartner said that there was some discussion in "c" about how they would deal with absences. Consensus was the Town Clerk will send a letter (strike the part about coming back to Council). Mayor Brown read letter "d" to add that it is Council which could grant a leave of absence. Councilman Brown amended the motion to update subsection "c" and "d" of Section 2-92 to update c to make it an automatic removal and then update "d" to have an automatic granting of a leave of absence in the event of family, personal, employment, or medical reasons, requested in writing. **Councilman Ciullo seconded the motion. The amended motion passed unanimously.**

Interview process: Mayor Brown read the language for the selection process as proposed by Councilman Ciullo. **Councilman Cartner made a motion to adopt as presented, and Councilman Ciullo seconded the motion.** Councilman Cartner said it takes them a level up in the process and that hopefully it could make the appointment process more objective. Mayor Brown said that this would still be a recommendation, and that Council would still make the choice. Councilman Ciullo said that this would make a more efficient process. Mayor Brown said that there would have to be training, because there are things that cannot be asked during an interview. Councilman Cartner said that this Council wasn't managing the appointment process, and neither had previous councils. Mayor Pro Tempore Craft asked what would stop a chairman or vice chairman from hand-picking members as well. Councilman Bynum said that they were elected officials and it was their role to do this. She said that creating another step would be distancing them from the process. Councilman Cartner said that with the Business Advisory Board, they were starting from scratch, and they did list guidelines for applicants. Councilman Bynum said the option for contact was there at the time, but it wasn't taken. Councilman Brown suggested that if they use this process, he would ask that the chairman, vice-chairman and Council liaison all give their ranking. **Councilman Brown suggested an amendment that following the interviews, each would recommend a ranking of candidates.** Councilman Cartner asked if they would want feedback as to the reasoning, but Councilman Brown said that was his concern, about putting that in writing. **The amendment was accepted and the motion passed unanimously.**

Member Terms: Definition of "Full" Term (Section 2-94): **Mayor Pro Tempore Craft suggested changing the language to “two consecutive full terms.”** Councilman Ciullo said he would rather see a defined timeframe, such as six months or eight months. Councilman Brown said that appointments are voted on, and that could be a factor in making a decision. **Councilman Brown seconded Mayor Pro Tempore Craft's suggestion as a motion, and the motion passed unanimously.**

Council liaison program: **Councilman Brown made a motion to remove the Board of Adjustment from the liaison program, to add the ABC Board, and to consider the Par 3 subcommittee as part of Recreation Advisory Board (with one Council liaison for both).** Councilman Bynum seconded the motion. **The motion passed unanimously.**

Applying for a new board/committee when serving on another committee: Councilman Cartner said that she thought someone should step down before applying to a new board. There was additional discussion, and the language in the attachment was not changed.

Voting Threshold for Removal of Board Members (Code of Ethical Conduct): Mayor Pro Tempore Craft said he wanted to change the 4/5 majority vote to 3/5 (to remove a member, etc.). **Mayor Pro Tempore Craft made a motion change references throughout the handbook from “four-fifths” to three-fourths.” Councilman Cartner seconded, and the motion passed unanimously.**

Councilman Cartner said that one remaining issue was distributing Minutes. Councilman Cartner said that she had added a sentence about the responsibility of the board secretaries to get Minutes to the staff liaison and/or Clerk for distribution to Town Council. Councilman Cartner read the suggested language.

Councilman Ciullo said that there ought to be a staff liaison to the ABC Board; Ms. Adams can assign a liaison.

Council took a brief recess at 8:34 a.m.

## V. NEW BUSINESS

V.1 Consideration of Development Finance Initiative (DFI) Pre-Development Analysis Service ([DFI\\_Oak Island Town Center\\_Phase 1 Feasibility](#))

Marcia Perritt with the UNC School of Government's Development Finance Initiative, spoke about the group's proposal to work with the Town. DFI uses a team of experts to push deals forward that make sense to developers but also protect community interests and community development goals. Ms. Perritt explained how the process would work, which includes site analysis, market analysis, and financial analysis.

The proposed Phase 1 scope, estimated at approximately \$68,000 and running approximately five months, would include community and stakeholder engagement (drawing on the recently adopted Economic Development Strategic Plan as a key input), parcel analysis, market research (office, retail, residential, hospitality), site analysis by an in-house landscape architect, financial modeling to test development feasibility and private return expectations, and recommendations on public-private partnership structures and options. DFI would focus exclusively on the private development potential alongside the future public uses; the Town's relocation of existing public works and utility services from the site would be handled separately by Town staff.

Council members asked for clarification on scope boundaries. Councilmember Ciullo sought assurance that DFI would not be advising on whether to keep the 801 Center, whether to relocate buildings, or where to site the Recreation Center itself. Ms. Parrott confirmed those are outside DFI's scope, though they could help the Town consider how the Recreation Center fits among private uses and evaluate tradeoffs of different site configurations. Ms. Adams noted that staff is already working on planning the relocation of Town services from that site, including Public Works, fuel tank siting, and identifying which functions need to remain on-island.

Councilmember Bynum asked for reassurance that the kind of large-scale, multi-story development depicted in DFI's example slides was not the model for Oak Island. Ms. Parrott confirmed that the analysis would be tailored to the character of the community and the scale appropriate for the site. Councilmember Cartner emphasized that any development must be financially viable to attract a private partner, and that this analysis would help the Town understand what is realistically achievable.

Councilmember Ciullo noted that this work was identified within the existing budget and does not represent a new expenditure. Town Manager Adams confirmed it is funded within the current budget year.

**Councilman Cartner made a motion to accept the UNC School of Government Development Finance Initiative proposal as presented. Councilman Ciullo seconded.** Councilman Cartner said that they hear citizens say that we keep spending money on studies and should just do something. She said that the biggest misuse of taxpayer money would be to just do something without knowing what it is we need to do, when we should do it, how it should be staged, or where we should do it. Councilman Ciullo said that this was an opportunity to look at things objectively, with a clean slate, and to ask what the vision is. **The motion passed unanimously.**

V.2 Consideration of Adoption of the 2026 Oak Island Bicycle Plan ([Oak Island Bicycle Plan\\_032026\\_Final.pdf](#))

Development Services Director Matt Kirkland gave a brief presentation, saying the Town received a grant in 2024 for the project, which kicked off in April of 2025. The Plan establishes a vision and goals around safe cycling interactions, reduced traffic congestion, connectivity to destinations, and community education. Key proposed projects include a shared-use path along Oak Island Drive and Yacht Drive, improved painted bike lanes on Beach Drive, and shared/bike boulevard designations along connector streets. The Plan also

includes spot improvements such as bike boxes at key intersections, bicycle racks, and informational and safety signage. Cost estimates were developed using an NCDOT estimating tool, with estimates doubled per DOT requirements, and Mr. Kirkland cautioned that these should be considered preliminary. Mr. Kirkland emphasized that adoption of the Plan does not commit the Town to funding any specific project, but would be a prerequisite or scoring advantage for future grant applications. He outlined next steps including integration into the Brunswick County Comprehensive Transportation Plan (CTP), potential formation of an active transportation advisory committee, continued partnerships with NCDOT Division III, the Cape Fear RPO, and the East Coast Greenway Alliance, and ongoing monitoring of grant opportunities. Councilman Brown noted that the RPO's upcoming prioritization scores would help the Town understand which projects are likely to receive DOT support versus which the Town may need to fund independently.

**Councilman Ciullo made a motion to adopt the 2026 Bicycle Plan, and Mayor Pro Tempore Craft seconded the motion.** Councilman Brown said his preference would be to wait one more month and it could be on the June Consent Agenda, to give more time to read through it, and there was additional discussion. **The motion passed unanimously.**

#### V.3 Consideration of Memorandum of Understanding with Oak Island Water Rescue ([MOU with OIWR](#))

Oak Island Water Rescue Chief Terry Hoben, answering a question from Councilman Ciullo, said that they would keep a non-profit organization in place for fundraising and volunteers. Fire Chief Price clarified that the vision is for Oak Island Water Rescue to continue as a supporting 501(c)(3) foundation for the ocean rescue function, potentially as an association or foundation. Councilmember Cartner asked Ms. Adams to confirm there is no legal barrier to a 501(c)(3) operating in connection with the municipality and was assured the arrangement is legally sound.

**Councilman Bynum made a motion to adopt the Memorandum of Understanding with Oak Island Water Rescue as presented. Councilman Brown seconded the motion, and it passed unanimously.**

#### V.4 Consideration of Amendment to Rules of Procedure ([RulesOfProcedure\\_July2022](#) )

Councilman Ciullo said under the current Rules of Procedure, a single member can call for the question. He proposed amending the Council's Rules of Procedure to replace the existing language on "calling the question" with the standard outlined in Robert's Rules of Order, requiring a second and a two-thirds vote to close debate, rather than allowing a single member to unilaterally end discussion. **Councilman Ciullo made a motion for Town Council to amend its Rules of Procedure and replace the current language regarding calling the question with the standard outlined in Robert's Rules of Order. Councilman Cartner seconded for the purpose of discussion.** During discussion, it was noted that the Council's existing Rules of Procedure -- specifically Section 17A and the Appendix -- already require a second and a majority vote to call the question. Mayor Brown acknowledged that the procedure from the prior meeting was not handled correctly in the moment, taking responsibility as the presiding member. Ms. Stites confirmed the requirement for a second and majority vote is already present in the Rules. **Councilmember Ciullo withdrew his motion.**

#### V.5 Consideration of Extending the Paid Parking Season through the End of October

**Councilman Ciullo made a motion to extend the paid parking season through October 31. Councilman Brown seconded for the purpose of discussion.** Councilman Ciullo said that the neighboring towns all run their paid parking season through the end of October. Councilman Bynum said she could support that, but not for this year. She said that some groups have events planned based on the current system, and that some of those events bring money into the Town. Councilman Bynum also said she would also want to know what the cost would be to change the signs. Councilmember Brown suggested that rather than a standalone change, any

modification to the paid parking program should be part of a review ahead of the RFP process, which was understood to be approaching after three full seasons. **Councilman Ciullo withdrew his motion.**

**VI. CLOSED SESSION: Mayor Pro Tempore Craft made a motion to go into Closed Session at 9:54 p.m. to Consult with the Town Attorney to Preserve the Attorney/Client Privilege and to Discuss Specific Personnel Pursuant to N.C.G.S. 143-318.11(a)(3) and (6). Councilman Ciullo seconded, and the motion passed unanimously.**

**VII. ADJOURN: Council returned to open session at 11:11 p.m. No action was taken in Closed Session. Councilman Bynum made a motion to adjourn. Councilman Brown seconded, and the motion passed unanimously.**

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Chris Brown, Mayor

Attested: \_\_\_\_\_

Lisa P. Stites, MMC  
Town Clerk

*Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances. Public comments in writing should be submitted to the clerk via hard copy, electronic mail, or other means so as to ensure an exact verbatim account. The Town of Oak Island provides full coverage of meetings on Government Channel 8 and the Town website so that the Citizens and the Public may view and listen to the meetings in their entirety.*

MINUTES  
TOWN COUNCIL SPECIAL MEETING  
TUESDAY, MAY 26, 2026 - 6:00 PM  
COUNCIL CHAMBERS - OAK ISLAND TOWN HALL

Present: Mayor Chris Brown, Mayor Pro Tempore Bill Craft, Council members Tommy Brown, Chasey Bynum, Terri L. Cartner, and Bob Ciullo, Town Manager Kathryn Adams, Finance Director Helen Brank and Town Clerk Lisa P. Stites MMC.

Mayor Chris Brown called the meeting to order at 6 p.m.

II. PUBLIC HEARING - The purpose of the Public Hearing was to receive citizens' comments on the proposed FY 2026-2027 Budget.

Mayor Brown noted that the budget was presented at the May 12 meeting and was available on the Town's website.

Vance Whicker: Mr. Whicker spoke about the condition of the beach and recalled years ago when the Lockwood Folly inlet was dredged, the sand eroded in front of his family's property and the house had to be moved across the street. He also asked about the tax rate, saying he'd heard that the beachfront properties were charged a higher tax rate. Mayor Brown assured him that everyone was charged the same tax rate. Mr. Whicker said that Town should not dredge the inlet because it makes the sand go to Holden Beach.

Phil Dudley, 218 Sellers Street, addressed the tree-planting budget. He expressed concern that while tree planting funds had previously been designated specifically for trees under the stormwater budget, the funds now appear within a broader parks budget line of approximately \$210,000, raising the risk that the dedicated tree funding of approximately \$70,000 — estimated to cover roughly 100 trees — could be redirected to other purposes. He requested that a specific, protected line item for trees be maintained, as had been done previously. He also noted a bookkeeping inconsistency, with Adopt-A-Tree program revenue remaining under stormwater while associated expenditures are directed to parks, and asked for clarification. Mr. Dudley emphasized the importance of planting expertise, noting that trees must be planted correctly and at the right time of year to thrive. He also took the opportunity to publicly thank the outgoing Town Manager for her service.

Carolina Candelara, 301 NE 42nd St., echoed Mr. Dudley's questions about the budget structure for tree funds and contract services, and asked for a detailed breakdown of prior-year contract services spending to identify potential savings. She also inquired about the ADA budget, referencing approximately \$1 million she had heard mentioned, and commended the Town for recent accessibility improvements, specifically citing the installation of a mobi-mat near the ballpark that allowed her disabled husband to attend a Loggerhead game. She urged the Council to consider expanding the Coastwise partnership for GIS drone modeling, suggesting it could save hundreds of thousands of dollars in engineering costs, and asked whether the related RFP for stormwater GIS modeling had already been awarded.

Sue Davidson, 3100 Marsh Grove Lane, spoke about conditions at the pickleball courts. She noted that at 82°F ambient temperature, court-level temperatures exceed 100°F, posing health risks to the predominantly senior citizen population that uses the courts. She requested that the Town provide covered seating at the courts, suggesting that any "use it or lose it" funds available before July 1 could be directed toward an inexpensive awning or tarp solution, and asked that if no such funds were available, the item be considered in the upcoming budget. She also echoed the appreciation for the Town Manager's service.

David Merkle, 236 NE 34th St., thanked everyone for their work on the budget. He also spoke about trees. He said that the Town had once again been awarded the Tree City USA designation, and he hoped that Council would continue with this work.

From the audience, Ms. Candelaria asked for a handicapped-accessible port-o-john at the ballpark at Bill Smith Park.

Derek Williams, 125 SW 5th Street, submitted written comments: Mr. Williams thanked Council for including the following in the proposed budget, and asked that those items remain: ADA Improvements (both Items), \$1 million to start the Greenway/Bike path along Yacht Drive, \$50K for Streetscape Planning, and \$50K for Operations Center Relocation Planning. Get it off the island.

**Councilman Ciullo made a motion to close the Public Hearing at 6:17 p.m. Mayor Pro Tempore Craft seconded, and the motion passed unanimously.**

III. Special Meeting Item(s)

III.1 Revisions of Boards & Committees Handbook (B\_C\_Handbook\_v5-2026)

**Councilman Brown made a motion to approve subject to one edit around the absence policies.**

**Councilman Cartner seconded the motion.** Councilman Brown said that one section of the (pages 9-10 subsection f) and on page 31, it says that following the maximum number of absences, the Clerk automatically removes the member from the board or committee. The edit would be to remove the earlier language or make it consistent with the later reference, and Ms. Stites clarified that was part of the motion. Councilman Cartner said her question was about the Table of Contents and that it didn't look like what she submitted. Ms. Stites said staff would look at that when the document formatting was adjusted. **The motion passed unanimously.**

**CLOSED SESSION: Councilman Brown made a motion to go into Closed Session at 6:21 p.m. to discuss Specific Personnel Pursuant to N.C.G.S 143-318.11(a)(6). Councilman Ciullo seconded, and the motion passed unanimously.**

IV. Adjourn: Council returned to open session at 6:49 p.m. No action was taken in Closed Session.

**Councilman Cartner made a motion to adjourn. Councilman Brown seconded, and the motion passed unanimously.**

---

Chris Brown, Mayor

Attested: \_\_\_\_\_  
Lisa P. Stites, MMC  
Town Clerk

*Clerk's Statement: Minutes are in compliance with the open meetings laws. The purpose of minutes per the open meetings laws is to provide a record of the actions taken by a Council or a Board and evidence that the actions were taken according to proper procedures. All actions of the Council are recorded in the official minutes. Not all portions of Town of Oak Island meetings are recorded verbatim in the official minutes, with general discussion items, reports, presentations, and public comments being paraphrased or summarized in many instances. Public comments in writing should be submitted to the clerk via hard copy, electronic mail, or other means so as to ensure an exact verbatim account. The Town of Oak Island provides full coverage of meetings on Government Channel 8 and the Town website so that the Citizens and the Public may view and listen to the meetings in their entirety.*

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Approval of Resolution of Appreciation for Kathryn Adams  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

---

**Subject Summary:** This item is on the Consent Agenda to formally approve the Resolution of Appreciation for Kathryn Adams.

**Suggested Motion:** I make a motion to approve the Resolution for Appreciation for Kathryn Adams as presented.

**Financial Impact Statement:** N/A

**Legal Review:** N/A

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Consideration of Resolution Declaring Certain Property Surplus and Authorizing Its Disposition By Private Sale (Fire Truck)  
**DATE:** June 4, 2026  
**DEPARTMENT:** Fire Department

---

**Subject Summary:** summary

**Attachments:**

[RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS-FireTruck](#)

**Suggested Motion:** I make a motion to adopt the Resolution Declaring Certain Property Surplus and Authorizing Its Disposition By Private Sale as presented.

**Financial Impact Statement:** The Town will be paid \$20,000 and a receive a piece of equipment.

**Legal Review:** The Town Attorney has reviewed the Resolution.

RESOLUTION DECLARING CERTAIN PROPERTY SURPLUS  
AND AUTHORIZING ITS DISPOSITION BY PRIVATE SALE

WHEREAS, the Town Council of the Town of Oak Island desires to dispose of certain surplus property of the Town;

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

- (1) The following described property is hereby declared to be surplus to the needs of the Town:

2008 KME fire engine, VIN 1K9AF42848N058566

- (2) The Town Manager, or her designee, is authorized to dispose of the described property through private sale to the Boiling Spring Lakes Fire Department for \$20,000 and a 2018 Life Pack Defibrillator Monitor, valued at \$9,500, in accordance with N.C.G.S. 160A-267.

Adopted this the 10<sup>th</sup> day of June, 2026.

---

Chris Brown, Mayor

ATTESTED: \_\_\_\_\_  
Lisa P. Stites, Town Clerk

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Consideration of Amendment to the Paid Parking Map to Add Paid Parking Spaces at the Canal Crossover Lots  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

---

**Subject Summary:** In order to ensure orderly, safe, and convenient access for the canal crossover parking areas north of Davis Canal staff recommends adding these parking areas to the Vendor Enforcement Area of the town's official parking map. Specifically, these public parking areas are located at the street ends of SE 31st Street, SE 20th Street, and SE 9th Street.

The additional parking space counts are as follows:

- o SE 31st Street - 18 spaces
- o SE 20th Street - 7 spaces
- o SE 9th Street - 3 spaces

**Attachments:**

[Exhibit\\_A\\_AmendOfficialParkingMap\\_AddCrossOvers\\_06-10-26\\_.pdf](#)

**Suggested Motion:** A motion to amend the vendor enforcement zone in the official town parking map.

**Financial Impact Statement:** Cost for additional directional, informational, and pay to park signage is \$2,153.28. Signs to be installed by town staff.

**Legal Review:** Concurrent or after action review will be coordinated with the town attorney.

**Follow up Action Needed:** Sign installation and vendor contract amendment to be completed.

**VENDOR ENFORCEMENT ZONE: ADDITIONAL PAID PARKING AREA – SE 9<sup>TH</sup> STREET (3 SPACES)**





**VENDOR ENFORCEMENT ZONE: ADDITIONAL PAID PARKNG – SE 20<sup>TH</sup> STREET (7 SPACES)**



**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Consideration of the FY 2025-26 Paving and Resurfacing Contract  
**DATE:** June 4, 2026  
**DEPARTMENT:** Public Works

---

**Subject Summary:** This contract is comprised of the patching and repaving of approximately 6 miles of town streets. Paving priorities are identified through the town's pavement condition survey and report [2022] whereby all town streets are reviewed and rated according to a pavement condition and maintenance matrix and assigned a numeric condition rating between 0-100. Bids were solicited through the town's website and in the Port City Pilot during the month of May. Bids were received and publicly opened on May 29, 2026. The town received four qualified bids with a range of \$1,150,830 to \$1,630,895. Award is recommended to the lowest responsive and responsible bidder, Highland Paving Company in the amount of \$1,150,830.

- Attachments:**
- [bid\\_summary\\_FY2025-26\\_PAVING\\_05-29-26](#)
  - [bids\\_lowtohigh\\_FY2025-26\\_PAVING\\_05-29-26](#)
  - [street\\_listing\\_FY2025-26\\_PAVING\\_05-29-26](#)
  - [Budget Ordinance Amendment Street Paving PAVING RFP 05-29-26\\_v5.1REVISED\\_AGENDA\\_06-10-26.pdf](#)

**Recommendation/Action Needed:** Approve the contract for FY 2025-26 Paving and Resurfacing

**Suggested Motion:** A motion to award the FY 2025-26 Paving and Resurfacing Contract to Highland Paving Company, to approve the contract, and to approve the associated Budget Ordinance Amendment.

**Financial Impact Statement:** The investment for this contract is \$1,150,830.00.

**Legal Review:** Approved by the town attorney 6/2/2026.

**Follow up Action Needed:** Post award secure performance and payment bonds, insurance, and fully executed contract. Ensure advanced public notifications.

Item No.	Bidder Name	Bid Amount (\$)	Addenda Acknowledged (Y/N)	Bid Bond Included (Y/N)	Time Received	Responsive (Y/N)	Notes/Exceptions
2	Highland Paving	\$ 1,150,830.00	Y	Y	9:56	Y	
3	King Ashphalt	\$ 1,306,031.25	Y	Y	9:56	Y	
4	Legion Paving	\$ 1,630,895.00	Y	Y	9:56	Y	
6	Coastline Contracting	\$ 1,506,406.48	Y	Y	9:56	Y	
7							
8							

Highland Paving Company  
PO Box 1843  
Fayetteville, NC 28302

# BID FORMS

## Itemized Proposal Paving and Resurfacing FY 2025-2026

Town of Oak Island, North Carolina

Item No.	Description	Quantity	Unit	Unit Price	Amount of Bid
1	Mobilization	1	LS	\$30,000.00	\$30,000.00
2	Full Depth Patching at 2" Depth	7,000	SY	\$30.00	\$210,000.00
3	Resurfacing 1.25" S9.5B	73,000	SY	\$10.60	\$773,800.00
4	Leveling Course	375	TON	\$200.00	\$75,000.00
5	Shoulder Reconstruction	8	MI	\$3500.00	\$28,000.00
6	Shoulder Borrow	325	CY	\$22.00	\$7150.00
7	White Stop Bar, 24"	1920	LF	\$14.00	\$26,880.00

TOTAL BID: \$1,150,830.00

\$ 1,150,830.00

Notes:

1. All materials, methods, workmanship per NC DOT specifications
2. Payments to Contractor to be based on actual quantities measured and installed

CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the Contractor agrees to comply with the Terms & Conditions herein.)


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NAME OF FIRM (BIDDER): Highland Paving Company

PO Box 1843

ADDRESS & TELEPHONE #: Fayetteville, NC 28302

  
\_\_\_\_\_  
SIGNATURE

5/29/26  
\_\_\_\_\_  
DATE

6B. Bid Deposit – To be furnished by Bidder

King Asphalt, Inc.

**BID FORMS**  
**Itemized Proposal**  
**Paving and Resurfacing**  
**FY 2025-2026**

Town of Oak Island, North Carolina

Item No.	Description	Quantity	Unit	Unit Price	Amount of Bid
1	Mobilization	1	LS	83,500.00	83,500.00
2	Full Depth Patching at 2" Depth	7,000	SY	44.85	313,950.00
3	Resurfacing 1.25" S9.5B	73,000	SY	10.35	755,550.00
4	Leveling Course	375	TON	210.00	68,250.00
5	Shoulder Reconstruction	8	MI	4,360.00	34,880.00
6	Shoulder Borrow	325	CY	44.25	14,381.25
7	White Stop Bar, 24"	1920	LF	18.50	35,520.00

TOTAL BID: 1,306,031.25

\$ 1,306,031.25

## Notes:

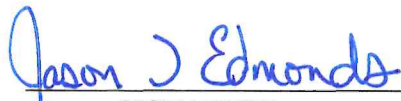
1. All materials, methods, workmanship per NC DOT specifications
2. Payments to Contractor to be based on actual quantities measured and installed

CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the Contractor agrees to comply with the Terms & Conditions herein.)

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NAME OF FIRM (BIDDER): King Asphalt, Inc.ADDRESS & TELEPHONE #: 5993 US-117 S, Burgaw, NC 28425 (919) 422-7414


SIGNATURE

Jason T. Edmonds, Dir of Estimating

05-29-2026

DATE

6B. Bid Deposit – To be furnished by Bidder

{Contractor company name}

**BID FORMS****Itemized Proposal**  
**Paving and Resurfacing**  
**FY 2025-2026****Town of Oak Island, North Carolina**

Item No.	Description	Quantity	Unit	Unit Price	Amount of Bid
1	Mobilization	1	LS	70,000	70,000.00
2	Full Depth Patching at 2" Depth	7,000	SY	39.72	278,040.00
3	Resurfacing 1.25" S9.5B	73,000	SY	13.81	1,008,130.00
4	Leveling Course	375	TON	199.51	74,816.25
5	Shoulder Reconstruction	8	MI	2,706.46	21,651.68
6	Shoulder Borrow	325	CY	68.91	22,395.75
7	White Stop Bar, 24"	1920	LF	16.34	31,372.80

TOTAL BID:

\$ 1,506,406.48

## Notes:

1. All materials, methods, workmanship per NC DOT specifications
2. Payments to Contractor to be based on actual quantities measured and installed

CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the Contractor agrees to comply with the Terms & Conditions herein.)

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NAME OF FIRM (BIDDER): Coastline Contracting LLCADDRESS & TELEPHONE #: 910-602-6474  
4536-3 Technology Dr. Wilmington, NC 28405Stevan Jensen  
SIGNATURE5/29/2026  
DATE

6B. Bid Deposit – To be furnished by Bidder

{Contractor company name}

**BID FORMS**  
**Itemized Proposal**  
**Paving and Resurfacing**  
**FY 2025-2026**

**Town of Oak Island, North Carolina**

Item No.	Description	Quantity	Unit	Unit Price	Amount of Bid
1	Mobilization	1	LS	\$50,000.00	\$50,000.00
2	Full Depth Patching at 2" Depth	7,000	SY	\$24.50	\$171,500.00
3	Resurfacing 1.25" S9.5B	73,000	SY	\$16.96	\$1,238,080.00
4	Leveling Course	375	TON	\$175.00	\$65,625.00
5	Shoulder Reconstruction	8	MI	\$8,625.00	\$69,000.00
6	Shoulder Borrow	325	CY	\$42.00	\$13,650.00
7	White Stop Bar, 24"	1920	LF	\$12.00	\$23,040.00

TOTAL BID:

\$ 1,630,895.00

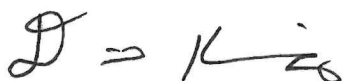
Notes:

1. All materials, methods, workmanship per NC DOT specifications
2. Payments to Contractor to be based on actual quantities measured and installed

CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the Contractor agrees to comply with the Terms & Conditions herein.)

N/A

NAME OF FIRM (BIDDER): Legion Asphalt, inc.  
3887 S. NC41 Hwy., Wallace, NC 28466  
 ADDRESS & TELEPHONE #: \_\_\_\_\_  
910-289-1779



SIGNATURE

5/28/2026

DATE

6B. Bid Deposit – To be furnished by Bidder

STREET	FROM	TO	LENGTH	WIDTH
SE 74 <sup>TH</sup>	E OAK ISLAND	E BEACH	895	20
NE 54 <sup>TH</sup>	E OAK	HOLLY	882	20
VANESSA	WYNCIE	ELTON	197	26
KEZIAH	E OAK ISLAND	ELIZABETH	724	20
SE 44 <sup>TH</sup>	E PELICAN	E OAK ISLAND	729	20
NE 51 <sup>ST</sup>	E OAK ISLAND	E OAK	877	20
SE 56 <sup>TH</sup>	E PELICAN	E OAK ISLAND	847	20
OCEAN	SELLERS	MCGLAMERY	344	20
OLD AIRPORT RD	LONG BEACH RD	T TURN AROUND	473	20
HERON CR	OAKWOOD	BULB OUT	1841	19
SW 12 <sup>TH</sup>	W OAK ISLAND	END	847	18
NE 78 <sup>TH</sup>	E OAK ISLAND	E OAK	1227	20
SE 35 <sup>TH</sup>	E OAK ISLAND	END	597	20
SE 78 <sup>TH</sup>	E PELICAN	E BEACH	590	18
SE 42 <sup>ND</sup>	E PELICAN	E OAK ISLAND	794	20
SE 54 <sup>TH</sup>	E PELICAN	E OAK ISLAND	762	20
NW 18 <sup>TH</sup>	W OAK ISLAND	W YACHT	1377	18
W PELICAN	2 <sup>ND</sup> PL W	S MIDDLETON	797	20
E PELICAN	26 <sup>TH</sup> PL E	MARSH HEN	541	20
VANNESSA	MINNESOTA	FISH FACTORY	204	26
W PELICAN	20 <sup>TH</sup> PL W	17 <sup>TH</sup> PL W	809	18
SE 43 <sup>RD</sup>	E PELICAN	E OAK ISLAND	760	20
LIVE OAK	NORTON	MERCER	347	20
E PELICAN	SE 41 <sup>ST</sup>	SE 42 <sup>ND</sup>	295	24
SE 55 <sup>TH</sup>	E PELICAN	E OAK ISLAND	804	20
NE 54 <sup>TH</sup>	E YACHT	END	312	20
NE 58 <sup>TH</sup>	E HOLLY	E YACHT	1133	20
HERON CR	BULB OUT	BULB OUT	904	19
E PELICAN	SE 42 <sup>ND</sup>	SE 43 <sup>RD</sup>	252	24
NW 4 <sup>TH</sup>	W OAK ISLAND	W YACHT	2309	18
NW 5 <sup>TH</sup>	W OAK ISLAND	W YACHT	2305	18
NW 6 <sup>TH</sup>	W OAK ISLAND	W YACHT	2284	18
NW 7 <sup>TH</sup>	W OAK ISLAND	W YACHT	2261	18
16 <sup>TH</sup> PL E	E DOLPHIN	E PELICAN	374	20
E PELICAN	SE 52 <sup>ND</sup>	SE 53 <sup>RD</sup>	280	20
NE 75 <sup>TH</sup>	E OAK ISLAND	E OAK	1223	20
NE 46 <sup>TH</sup>	E OAK ISLAND	E OAK	719	20
HERON CR	BULB OUT	OAKWOOD	1725	19
NORTON	ELIZABETH	END	443	20
S 15 <sup>TH</sup>	TROY	DIVIDE	461	18





TOWN OF OAK ISLAND  
BUDGET ORDINANCE AMENDMENT  
FISCAL YEAR 2025-2026

BE IT ORDAINED by the Town Council of the Town of Oak Island, North Carolina, in Council assembled June 10, 2026, that the following Budget Ordinance Amendment for the Streets Repaving Contract to be adopted for the purpose of appropriating funds to cover the cost of paving contract for 6 miles of paving.

I. PARKING FUND		<u>Budget Amendment</u>	<u>Budget As Amended</u>
A. <u>Revenue Anticipated</u>			
Appropriated Fund Balance	50-300-9800	\$335,330	\$ 346,948
B. <u>Expenditures Authorized</u>			
Transfer to General Fund	50-700-9600	\$335,530	\$1,235,530
II. GENERAL FUND		<u>Budget Amendment</u>	<u>Budget As Amended</u>
C. <u>Revenue Anticipated</u>			
Appropriated Fund Balance	10-300-9700	\$335,530	\$1,235,530
D. <u>Expenditure Authorized</u>			
Contracted Services Paving	10-760-6103	\$335,530	\$ 545,530

Adopted this on the tenth day of June 2026.

Attest: \_\_\_\_\_  
Lisa P. Stites, Town Clerk

\_\_\_\_\_  
Christopher J Brown, Mayor



PAVING AND RESURFACING  
FY 2025 - 2026

TOWN OF OAK ISLAND, NC

MAY 2026

PAVING AND RESURFACING  
FY 2025-2026

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1. Request for Proposal (Letter)
2. Advertisement for Bids
3. Instruction to Bidders
4. Agreement
5. Bid Schedules
  - A. Locations
  - B. Terms and Conditions
6. Bid Forms
  - A. Itemized Proposal – Total Bid
  - B. Bid Deposit (By Contractor)
  - C. NC DOT Certification (By Contractor)



May 13, 2026

**SUBJECT: BID SOLICITATION  
PAVING & RESURFACING FY 2025-2026  
TOWN OF OAK ISLAND, NC**

Dear Prospective Bidder:

You are hereby invited to submit sealed bids for paving and resurfacing of existing streets for the Town of Oak Island, NC. The work will entail street resurfacing, full depth patching, shoulder reconstruction and associated work. Copies of the Bid Advertisement, Bid Instruction, proposed Agreement to be executed with the successful bidder, the project Bid Schedule and miscellaneous attachments are enclosed.

The Town will evaluate the bids based on the sum of the "Total Bid" for the Project. The Town reserves the right to reject any and all bids.

There will be a NON-MANDATORY PRE-BID MEETING on May 21, 2026, at 10:00 a.m. at 4601 E. Oak Island Drive Oak Island NC 28465 and online.

Bids will be opened on May 29, 2026, at 10:00 A.M. in the second-floor conference room of the Oak Island Town Hall, 4601 East Oak Island Drive, Oak Island, North Carolina. If you have any questions or require further information, contact Oak Island Public Works at 910-201-8063.

Sincerely,

Scott Thornall

Public Works Director

Enclosure: Advertisement, Instructions, Agreement & Schedules with attachments

ADVERTISEMENT FOR BIDS

Town of Oak Island, North Carolina

For

STREET PAVING AND RESURFACING  
FY 2025-2026

Pursuant to G.S. 143-129, interested parties are invited to submit sealed proposals to accomplish “STREET PAVING AND RESURFACING” for the Town of Oak Island, North Carolina.

Proposals will be received at the Oak Island Town Hall, 4601 East Oak Island Drive until 10:00 A.M. on May 29, 2026, At that time, the proposals received will be publicly opened and read.

Instructions for submitting bid proposals and the accompanying specifications and bid conditions may be obtained at the office of the Town Clerk in the Oak Island Town Hall during normal weekday office hours, 8:00 A.M. to 4:30 P.M.

A five percent (5%) bid deposit is required. Such bid deposits must accompany all such bid proposals in the form of cash or a certified check or cashier’s check or U.S. Money Order made out to the Town of Oak Island, or a surety bond, as required by North Carolina law (G.S. 143-129).

# **TOWN OF OAK ISLAND**

## **INSTRUCTIONS TO BIDDERS**

### ***READ VERY CAREFULLY***

1. Each Bidder must submit their proposal on the bid proposal form provided. The proposal shall be signed by an official of the bidding firm authorized to bind such firm by the proposal. The bidder shall sign his proposal correctly and proposals will be rejected if they show any omissions, additions not called for, exceptions, conditional bids or irregularities of any kind. Attached to the proposal, and made part thereof, shall be any and all appendices as required by the specifications. References of equipment sold, work performed, or articles desired by specification may be required.
2. The proposal must be submitted in a sealed envelope, so marked as to indicate its contents without being opened. The envelope shall be placed in another envelope addressed to Scott Thornall, Public Works Director, 4601 E. Oak Island Drive, Oak Island, North Carolina 28465. If forwarded otherwise than by mail, it must be delivered to the Town Manager's office, or to the Town Clerk, or to the Public Works Director.
3. The proposal must be accompanied by a deposit equal to not less than five percent (5%) of the bid. This deposit shall consist of cash or a cashier's check issued by, or a certified check drawn on, a bank insured by the Federal Deposit Insurance Corporation; or a U.S. Money Order payable to the Town of Oak Island; or a 5% bid bond issued by any insurance company authorized to do business in North Carolina. Said deposit shall be retained by the Town of Oak Island in the event of failure of the successful bidder to execute the contract within ten days after a notice of award or to give satisfactory surety as required.
4. Proposals will be opened promptly and read at the hour and on the date set in the advertisement and the bid invitation cover letter. The bid opening shall be conducted in the Town Hall, Oak Island, North Carolina, at that appointed time. Bidders or their authorized agents are invited to be present, but do not have to be to be considered.
5. The name of a certain, brand, make, or model when used, is intended to denote the quality standard of the article desired, and is not intended to restrict bidders to specific brand, make, or model named; it is to set forth and convey to prospective bidders the general style, type, character, and quality of the article desired. Any substitution(s) offered as being "equal" to the item(s) as specified must be submitted in writing to the Town's Public Works Director, 4601 E. Oak Island Drive, Oak Island, North Carolina 28465, prior to bid opening, unless there is provision within the proposal format allowing for such exceptions to be noted with the proposal. Unless approved by the Public Works Director, the item(s) as specified must be provided. The name of a certain brand, make, or model, except when used in conjunction with the words, "or approved equal", is intended to require bidders to propose furnishing such brand, make, or model and no substitute, therefore.

## **INSTRUCTIONS TO BIDDERS (CONT.)**

6. Performance and Payment bond(s) shall be required of the selected Contractor in the amount of 100 percent (100%) of the amount(s) bid. Bond(s) shall be issued to the Town and shall be in the form of cash, certified check, cashier's check, U.S. Money Order, or surety bond.
7. All work described under this bid offering shall be completed by November 20, 2026. If the contractor anticipates the need for a time extension or other relief from stipulated terms and conditions during any event due to extenuating circumstances beyond his control, a written request for such extension or relief must be sent to the Town's Public Works Director as soon as such circumstances become known. Extensions and/or other relief will be evaluated judiciously and, if approved, shall be provided to the Contractor in writing and in a timely manner. The Town reserves the right to approve or not approve any such time extensions or other relief requested at its sole discretion.

**TOWN OF OAK ISLAND  
STREET PAVING & RESURFACING**

**AGREEMENT**

THIS AGREEMENT made this 10 day of June 2026, by and between the Town of Oak Island, hereinafter called the “Town”, and Highland Paving Company, hereinafter called “Contractor”.

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete the construction of Town of Oak Island Street Improvements consisting of patching, repairing, and resurfacing of streets as outlined on the Bid Schedules submitted. The contractor may submit recommendations for changes to the specifications and/or planned work; any such changes, including increased cost thereof, if applicable, shall be pre-approved by the Public Works Director.
2. The Contractor will furnish all material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the project described herein.
3. The contractor will commence the work required by the Contract Documents within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the same by November 20, 2026. Time is of essence and the Contractor will be paid only for work completed and accepted by the Town.
4. The Contractor agrees to perform all the work described in the Contract Documents for the total sum of \$1,150,830, which amount shall be adjusted according to the actual quantities provided versus the bid estimates, in accordance with unit prices quoted in the Bid Schedule.
5. The term “Contract Documents” means and includes the following:
  - A) Advertisement for Bids
  - B) Instructions to Bidders
  - C) Bid Schedules
  - D) Bid Bond (5%)
  - E) Agreement
  - F) Performance Bonds (100%)
  - G) Payment Bonds (100%)
  - H) Notice of Award
  - I) Notice to Proceed

**STREET PAVING & RESURFACING AGREEMENT (cont.)**

- 6. The Town will pay to the Contractor monthly progress payments upon submission of invoices documenting square yards completed and verification thereof by the Town's Public Works Director.
- 7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
- 8. Dispute Resolution and Forum  
Owner and Contractor agree to work in good faith to settle any unsettled claims or counterclaims, disputes, or other matters in questions between them arising out of or relating to the Contract Documents or the breach thereof. If litigation ensues related to these Contract documents, any such lawsuit must be filed in state court in Brunswick County.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement in two (2) copies, each of which shall be deemed an original on the date first above written.

For the Town:

(SEAL)

\_\_\_\_\_  
Chris Brown, Mayor

ATTEST:

\_\_\_\_\_  
NAME     Lisa P. Stites      
TITLE     Town Clerk    

For the Contractor:

(SEAL)

\_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

This contract has been preaudited in the manner required by the local government budget and fiscal control act. \_\_\_\_\_ [Finance Director]

**Terms & Conditions:**

1. Streets shall be thoroughly cleaned of all dirt, grass, and debris.
2. Prior to resurfacing, all potholes, road edge raveling and/or other areas experiencing subsurface deterioration shall be cut out and deep patched with four inches (4") of base course asphalt, rolled or tamped flush with the existing pavement. Areas to deep patch repair shall be coordinated between the contractor and the Town's Public Works Director, or his designee. The square yardage of deep patches shall be determined after patching is complete and has been inspected by the town prior to resurfacing.
3. All residences shall receive written notification by door hanger or flyer (sample attached) forty-eight (48) hours prior to resurfacing.
4. Resurfacing shall extend to the width of the existing pavement. The center of the finished pavement shall be crowned a minimum of 2" above the pavement edges, and the finished paved roadbed shall slope consistently from centerline to edge with no resultant low areas that might allow for standing water accumulation thereon. Any resultant low areas after paving shall be re-covered with a sand-asphalt mix until such low spots are eliminated.
5. All intersecting streets shall have a paved radius of thirty (30') feet. The finished pavement shall also be flared two (2') feet into all existing concrete and asphalt driveways.
6. After paving, the shoulders shall be raked to an even, finished appearance with all excess asphalt and/r other construction residue removed from the area. The Contractor shall add compatible soil as necessary along the road edges to eliminate and drop-offs resulting from the added asphalt. Such soil, to the extent it may not be available from other shoulder work, shall be provided by the Contractor. The Contractor shall seed and mulch the finished shoulder work and other disturbed areas upon completion of the above work.
7. Water valves or other infrastructure impediments, if any, shall be made flush with the finished pavement grade – all material to be provided by the contractor. Pre-coordination with the town's Water Department and/or Public Works will be necessary. Survey benchmarks, if any in the project area, shall be either protected with imbedded sleeves with covers or re-surveyed and re-set, by the contractor.
8. Unit prices quoted above shall include the total costs of work required on this project including, but not limited to, mobilization, grading, shoulder work, additional soil for road edges (if/as required), raking or other hand work, driveway repairs, etc.
9. All work and materials shall meet NC Department of Transportation standards.

**CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the contractor agrees to comply with the terms & conditions above)**

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# NOTICE

DATE: \_\_\_\_\_



**Your street will be resurfaced within the next  
24-48 hours.**

Your driveway may be inaccessible for a brief period during this work. Please do not park on the shoulders or on the side of the street to avoid conflict with equipment.

*We apologize for any inconvenience. If you have any questions or comments, please contact:*

*Scott Thornall  
PUBLIC WORKS DIRECTOR  
TOWN OF OAK ISLAND  
910-201-8063*

Thank you,  
{Contractor company name}

**BID FORMS**  
**Itemized Proposal**  
**Paving and Resurfacing**  
**FY 2025-2026**

**Town of Oak Island, North Carolina**

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount of Bid</b>
1	Mobilization	1	LS		
2	Full Depth Patching at 2" Depth	7,000	SY		
3	Resurfacing 1.25" S9.5B	73,000	SY		
4	Leveling Course	375	TON		
5	Shoulder Reconstruction	8	MI		
6	Shoulder Borrow	325	CY		
7	White Stop Bar, 24"	1920	LF		

TOTAL BID:

\$ \_\_\_\_\_

Notes:

1. All materials, methods, workmanship per NC DOT specifications
2. Payments to Contractor to be based on actual quantities measured and installed

CONTRACTOR'S EXCEPTIONS, IF ANY: (Unless listed here as an exception, the Contractor agrees to comply with the Terms & Conditions herein.)

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NAME OF FIRM (BIDDER): \_\_\_\_\_

ADDRESS & TELEPHONE #: \_\_\_\_\_

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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

6B. Bid Deposit – To be furnished by Bidder

6C. NC Dot Certification – Pre-Qualification

To be furnished by Bidder

STREET	FROM	TO	LENGTH	WIDTH
SE 74 <sup>TH</sup>	E OAK ISLAND	E BEACH	895	20
NE 54 <sup>TH</sup>	E OAK	HOLLY	882	20
VANESSA	WYNCIE	ELTON	197	26
KEZIAH	E OAK ISLAND	ELIZABETH	724	20
SE 44 <sup>TH</sup>	E PELICAN	E OAK ISLAND	729	20
NE 51 <sup>ST</sup>	E OAK ISLAND	E OAK	877	20
SE 56 <sup>TH</sup>	E PELICAN	E OAK ISLAND	847	20
OCEAN	SELLERS	MCGLAMERY	344	20
OLD AIRPORT RD	LONG BEACH RD	T TURN AROUND	473	20
HERON CR	OAKWOOD	BULB OUT	1841	19
SW 12 <sup>TH</sup>	W OAK ISLAND	END	847	18
NE 78 <sup>TH</sup>	E OAK ISLAND	E OAK	1227	20
SE 35 <sup>TH</sup>	E OAK ISLAND	END	597	20
SE 78 <sup>TH</sup>	E PELICAN	E BEACH	590	18
SE 42 <sup>ND</sup>	E PELICAN	E OAK ISLAND	794	20
SE 54 <sup>TH</sup>	E PELICAN	E OAK ISLAND	762	20
NW 18 <sup>TH</sup>	W OAK ISLAND	W YACHT	1377	18
W PELICAN	2 <sup>ND</sup> PL W	S MIDDLETON	797	20
E PELICAN	26 <sup>TH</sup> PL E	MARSH HEN	541	20
VANNESSA	MINNESOTA	FISH FACTORY	204	26
W PELICAN	20 <sup>TH</sup> PL W	17 <sup>TH</sup> PL W	809	18
SE 43 <sup>RD</sup>	E PELICAN	E OAK ISLAND	760	20
LIVE OAK	NORTON	MERCER	347	20
E PELICAN	SE 41 <sup>ST</sup>	SE 42 <sup>ND</sup>	295	24
SE 55 <sup>TH</sup>	E PELICAN	E OAK ISLAND	804	20
NE 54 <sup>TH</sup>	E YACHT	END	312	20
NE 58 <sup>TH</sup>	E HOLLY	E YACHT	1133	20
HERON CR	BULB OUT	BULB OUT	904	19
E PELICAN	SE 42 <sup>ND</sup>	SE 43 <sup>RD</sup>	252	24
NW 4 <sup>TH</sup>	W OAK ISLAND	W YACHT	2309	18
NW 5 <sup>TH</sup>	W OAK ISLAND	W YACHT	2305	18
NW 6 <sup>TH</sup>	W OAK ISLAND	W YACHT	2284	18
NW 7 <sup>TH</sup>	W OAK ISLAND	W YACHT	2261	18
16 <sup>TH</sup> PL E	E DOLPHIN	E PELICAN	374	20
E PELICAN	SE 52 <sup>ND</sup>	SE 53 <sup>RD</sup>	280	20
NE 75 <sup>TH</sup>	E OAK ISLAND	E OAK	1223	20
NE 46 <sup>TH</sup>	E OAK ISLAND	E OAK	719	20
HERON CR	BULB OUT	OAKWOOD	1725	19
NORTON	ELIZABETH	END	443	20
S 15 <sup>TH</sup>	TROY	DIVIDE	461	18
NE 51 <sup>ST</sup>	E HOLLY	E YACHT	1135	20
SE 57 <sup>TH</sup>	E PELICAN	E OAK ISLAND	893	20

NW 21 <sup>ST</sup>	W OAK ISLAND	W YACHT	1382	18
SE 59 <sup>TH</sup>	E OAK ISLAND	END	743	21
VANESSA	GLEN COVE	WYNCIE WYND	328	26
SE 11 <sup>TH</sup>	E OAK ISLAND	END	970	18
E PELICAN	SE 49 <sup>TH</sup>	SE 50 <sup>TH</sup>	324	20
SW 19 <sup>TH</sup>	W OAK ISLAND	END	385	18
E PELICAN	SE 51 <sup>ST</sup>	SE 52 <sup>ND</sup>	275	20
E PELICAN	SE 44 <sup>TH</sup>	SE 45 <sup>TH</sup>	264	20
SW 15 <sup>TH</sup>	W OAK ISLAND	TROY	204	18
57 <sup>TH</sup> PL W	W BEACH	W DOLPHIN	209	20
SW 30 <sup>TH</sup>	W OAK ISLAND	ANDERSON	300	18
30 <sup>TH</sup> PL W	W PELICAN	END	144	18



TOWN OF OAK ISLAND  
BUDGET ORDINANCE AMENDMENT  
FISCAL YEAR 2025-2026

BE IT ORDAINED by the Town Council of the Town of Oak Island, North Carolina, in Council assembled June 10, 2026 that the following Budget Ordinance Amendment be adopted for the purpose of appropriating revenues for GFL solid waste expense.

SOLID WASTE FUND		Budget <u>Amendment</u>	Budget As <u>Amended</u>
<b>A. <u>Revenue Anticipated</u></b>			
Interest	35-300-1500	\$ 6,000	\$ 6,000
Solid Waste Disposal Tax	35-300-3250	\$ 1,500	\$ 7,500
Refuse & Recycle Service Fees	35-300-5410	\$ 272,600	\$2,085,690
Yard Debris Collection Fees	35-300-8500	<u>\$ 51,400</u>	\$ 451,400
		\$331,500	
 <b>B. <u>Expenditures Authorized</u></b>			
Household Refuse Services	35-580-6101	\$ 98,500	\$ 120,826
Household Recycling Services	35-580-6420	<u>\$233,000</u>	\$ 284,419
		\$331,500	

Adopted this on the tenth day of June 2026

\_\_\_\_\_  
Christopher J Brown, Mayor

Attest: \_\_\_\_\_  
Lisa P. Stites, Town Clerk

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Appointments to the Environmental Advisory Committee  
(one unexpired term ending June 2027 and four full terms  
ending June 2029)  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

---

**Subject Summary:** There is one unexpired term ending June 2027 and four terms expiring June 2029.  
Applicants are as follows:  
Bill Bracey  
Amy Haden Davis

**Attachments:**  
[Bill\\_Bracey](#)  
[Amy\\_Haden\\_Davis](#)

**Financial Impact Statement:** n/a

**Legal Review:** n/a

**TOWN OF OAK ISLAND**

**Deputy Town Clerk**

4601 E. Oak Island Dr.  
Oak Island, NC 28465  
Telephone 910-201-8111  
ebaker@oakislandnc.gov

**COMMITTEE APPLICATION**



**Board/Committee:** EAC

**Name:** Bill Bracey **email:** bill\_bracey@yahoo.com

**Home Address:** 415 Sherrill St Oak Island 28465  
(Street) (City) (Zip Code)

**Mailing Address if different:** \_\_\_\_\_  
(Street) (City) (Zip Code)

**Home Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** 919.619.2160 **Business:** \_\_\_\_\_

**Years resident of Oak Island:** 2

**Do you have a family member employed by Town of Oak Island? If yes, name:** \_\_\_\_\_

**Applicant's Employer:** Franklin Street Realty

*In accordance with the Town of Oak Island Personnel Policy, a person currently employed by the agency or department for which this application is made must resign his/her position with Oak Island upon appointment. Furthermore, the applicant should have no immediate family member employed by such agency or department.*

**Occupation:** real estate broker

**Relevant Professional Activities:** \_\_\_\_\_

**Relevant Volunteer Activities:** EAC, NC Botanical Garden, Triangle Land Conservancy, Sierra Club Outings

**Why do you wish to serve on this board/committee?**

The natural features of Oak Island are the main reason I moved here, and have been coming here for 60+ years.

*Conflict of Interest: If a board member believes he/she has a conflict or potential conflict of interest on a particular issue, that member should state this belief to the other members of his/her respective board during a public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private, or monetary interest, either direct or indirect, in the issue under consideration. The member should then excuse himself/herself from voting on the matter.*

**What areas of concern would you like to see addressed by this committee?**

Preserving natural areas, improving pedestrian and bicycling experiences, raising public awareness of advantages of native plants

**Qualifications for serving:**

knowledgeable about environmental issues and longtime activist

*Qualifications: What knowledge, skills, experience or other abilities do you have to contribute?*

**Other Oak Island boards/committees on which you have or are serving:**

EAC

*Town policy limits (i) service on volunteer boards/committees to two full consecutive terms unless Council takes action otherwise and (ii) an individual from serving on more than one board/committee at a time. Applicants will automatically resign term of previously-held board/committee appointment if Council votes to place them on the new board/committee.*

**Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?** yes and yes

*Are you willing to provide details to Town Council in a confidential setting?*

TOWN OF OAK ISLAND

Deputy Town Clerk

4601 E. Oak Island Dr.  
Oak Island, NC 28465  
Telephone 910-201-8111  
ebaker@oakislandnc.gov

COMMITTEE APPLICATION



Board/Committee: Environmental Advisory Committee

Name: Amy Haden Davis email: amyhaden@gmail.com

Home Address: 306 NE 49th Street Oak Island, NC 28465  
(Street) (City) (Zip Code)

Mailing Address if different: \_\_\_\_\_  
(Street) (City) (Zip Code)

Home Phone: 304-541-1221 Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

Years resident of Oak Island: 1

Do you have a family member employed by Town of Oak Island? If yes, name: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_

*In accordance with the Town of Oak Island Personnel Policy, a person currently employed by the agency or department for which this application is made must resign his/her position with Oak Island upon appointment. Furthermore, the applicant should have no immediate family member employed by such agency or department.*

Occupation: Retired, former attorney and high school teacher

Relevant Professional Activities: Familiar with interpretation of local, state, and national laws re: environment, land use

Relevant Volunteer Activities: OI Beautification Club, Creation Care at local Methodist church (environmental team).

Why do you wish to serve on this board/committee?

I am interested in establishing coastal butterfly gardens on Oak Island to support pollinator population that is affected by loss of native plants through land clearing and development, educating the public on environmental issues and to promote civic pride, community on island.

*Conflict of Interest: If a board member believes he/she has a conflict or potential conflict of interest on a particular issue, that member should state this belief to the other members of his/her respective board during a public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private, or monetary interest, either direct or indirect, in the issue under consideration. The member should then excuse himself/herself from voting on the matter.*

What areas of concern would you like to see addressed by this committee?

Butterfly and Pollinator Gardens, Public Education on Environmental Issues ie. PFAS, water issues, coastal management, responsible economic development and ecotourism

Qualifications for serving:

Volunteer service on numerous church, civic groups, background as high school teacher(English and Social Studies) and attorney, inactive member.

Qualifications: What knowledge, skills, experience or other abilities do you have to contribute?

Other Oak Island boards/committees on which you have or are serving:

OI Beautification Committee, Ocean View United Methodist Church Creation Care Team Member, and Hospitality Committee

Town policy limits service on volunteer boards/committees to two terms unless Council takes action otherwise.

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction?

No

Are you willing to provide details to Town Council in a confidential setting?

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Consideration of Matthew's Ministry Lease  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

---

**Subject Summary:** The Town has leased the former Development Services building (former Yaupon Beach Town Hall) to Matthew's Ministry since 2015. The organization uses a backpack program to provide food to children in need in Brunswick County. The lease has been approved annually, and the current lease is set to expire June 30, 2026. A lease has been prepared, with only the dates changed, and is included for Council's consideration. An excerpt from the November 2025 meeting is included below.

From the November 12, 2025 Minutes:

I.2 Consideration of Matthew's Ministry Lease Extension

Mayor White explained that while Matthew's Ministry does important work, the Town faces challenges with aging buildings that need repair, requiring staff relocation. She committed to helping find a permanent location for Matthew's Ministry after her term ends in December. Councilman Craft expressed concern about Matthew's Ministry's uncertainty about a future location, noting the director's public appeals for help. He asked whether the Town could extend a one-year lease or sell the property to the Ministry at a low cost. Ms. Adams clarified that what was before Council was another one-year lease extension from July 1, 2025, to June 30, 2026, continuing the pattern of annual renewals from the past four years. Town Attorney Lydia Lavelle confirmed this was a new one-year lease, not an extension of a previous ten-year lease. Council members discussed the Town's obligations and whether the Town could continue to rent the space to a non-profit beyond 10 years. Councilman Martin suggested doing an assessment of the building's condition. Councilman Cartner asked if the building could be included in the facilities assessment the Town was already conducting. Mayor Pro Tempore Bach said this was a case of competing virtues; on the one hand we have a ministry that's feeding children which is obviously a good thing and something that we've supported, but on the other hand, we have prime real estate that the Town owns and may have a legitimate need for. He also said that there were a lot of assets in Brunswick County that could be brought to bear on this problem. **Councilman Martin made a motion to approve the lease with Matthew's Ministry as provided, Mayor Pro Tempore Bach seconded, and the motion passed unanimously.**

**Attachments:**

[MatthewsMinistry\\_June2026](#)

**Financial Impact Statement:** The Town leases the building for \$1.

**Legal Review:** The lease was previously reviewed and revised by the Town Attorney, and only the dates have been changed.

STATE OF NORTH CAROLINA  
 COUNTY OF BRUNSWICK

LEASE AGREEMENT

This Lease Agreement (hereafter "Lease") is entered into by and among the Town of Oak Island, a municipal corporation (hereafter "Town"), and Matthew's Ministry, Inc. (hereafter "Tenant"), both sometimes collectively referred to as the "Parties."

WITNESSETH

WHEREAS, Town desires to lease the Subject Property to Tenant;

WHEREAS, Tenant desires to lease the Subject Property from Town.

NOW, THEREFORE, in consideration of the mutual covenants, premises, and payment described herein below, the sufficiency of which is hereby acknowledged, the Parties hereto enter into this Lease for the Subject Property (the "Property") located at 8500 East Oak Island Drive, in Brunswick County, Town of Oak Island, State of North Carolina, under the following terms and conditions:

1. Lease Term. The term of this Lease shall commence at 12:00 noon on July 1, 2026, and shall terminate at 12:00 noon on June 30, 2027.
2. Deposit. Tenant shall not be required to pay a security deposit.
3. Rent. Tenant agrees to pay rent of \$1.00 for the year, payable upon the full execution of this lease.
4. Utilities. The Tenant shall pay for all water, electricity, and sewer fees in connection with the use of the Property.
5. General Conditions:
  - a. The Lease shall not be assigned or sublet by Tenant without the written consent of the Town;
  - b. The Property shall be used for a non-profit/charitable enterprise;
  - c. Tenant may make alterations to the Property to accommodate needs of the Tenant;
  - d. All permanent improvements shall remain with the Property and become a permanent part for the real estate and as such, the property of the Town;
  - e. Tenant covenants and agrees that Tenant will take good care of the Property and upon termination of the Lease, will surrender the Property in as good order and

condition as it was at the beginning of this Lease, ordinary wear and tear excepted;

f. Tenant will make no unlawful or offensive use of the Property;

g. Tenant will not violate any law or ordinance in connection with the Property, including noise and nuisance ordinances.

6. Default. Upon default, Tenant shall peaceably vacate the Property. For purposes of this Lease, an event or default shall include but is not limited to the following:

a) Non-payment of rent in accordance with this Lease;

b) Tenant's failure to abide by any term or condition contained in this Lease;

c) Tenant's or Tenant's guests disorderly, lewd, or offensive conduct at or near the Property.

7. Loss. If, during the term of this Lease, the Property is rendered uninhabitable by fire, hurricane, flood, or other catastrophe, then the Lease shall terminate.

8. Inspections. Town has the right, but is not required, to conduct monthly inspections of the Property upon reasonable notice, and the right to immediate reentry and possession of the Property in the event of any breach of this Lease or failure to pay the rent when due. Tenant also agrees to pay all court costs and attorney's fees incurred in eviction or collection proceedings.

9. Insurance. Tenant warrants that Tenant understands that Town has no insurance in place for the benefit of the Tenant and the Tenant is advised to purchase renter's or other insurance to protect Tenant's property from any perils, including fire, theft, and hurricane. Tenant further warrants that Tenant has made full inspection of the Property and agrees to release, hold harmless, defend and indemnify Town from any claims relating to the Property, including claims for personal injury or property damage.

10. Transfer of Town's Interests. In the event of the sale, assignment, or transfer by Town of its interest in the Property or in this Lease (other than a collateral assignment to secure a debt of Town) to a successor in interest who expressly assumes the obligations of Town under this Lease, Town shall thereupon be released and discharged from all its covenants and obligations under this Lease, except those obligations that have accrued prior to such sale, assignment or transfer; and Tenant agrees to look solely to the successor in interest of Town for the performance of those covenants accruing after such sale, assignment, or transfer. Town's assignment of this Lease, or of any or all of its rights in the Lease, shall not affect Tenant's obligations hereunder, and Tenant shall look to the assignee as the Town, provided Tenant has first received written notice of the assignment of Town's interest.

11. Abandonment. Tenant shall not abandon the Property at any time during the Lease term. If Tenant shall abandon the Property or be disposed by process of law, personal property belonging

to Tenant and left on the Property shall, at the option of the Town, be deemed abandoned and available to the Town to use or sell to offset any rent due or any expenses incurred by removing same and restoring the Property.

12. Time of Essence. Time is of the essence in this lease.

13. Notices. All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by U.S. certified mail, return receipt requested, postage prepaid. Notices to Tenant shall be delivered or sent to the address of the Property. Notices to Town shall be delivered or sent to the Town of Oak Island, 4601 E. Oak Island Drive, Oak Island, NC 28465.

14. Special Stipulations. There are no special stipulations between the Parties.

15. Waiver or Rights. No failure of Town to exercise any power given Town hereunder or to insist upon strict compliance by Tenant of its obligation hereunder and no custom or practice of the parties at variance with the terms thereof shall constitute a waiver of Town's right to demand exact compliance with the terms herein.

16. Exterior Signs. Any and all signs placed on the Property by Tenant shall be maintained in compliance with governmental rules and regulations governing such signs and Tenant shall be responsible to Town for any damage caused by installation, use or maintenance of said signs and all damage incident to removal thereof.

17. Quiet Enjoyment. So long as Tenant observes and performs the covenants and agreements contained herein, it shall at all times during the Lease term peacefully and quietly have and enjoy possession of the Property, but always subject to the Terms hereof. Provided however, that in the event Town shall sell or otherwise transfer its interest in the Property, Tenant agrees to adhere to any new owner or interest holder, and shall, if requested by Town, execute a separate agreement reflecting such adherence, provided that said agreement requires the new owner or interest holder to recognize its obligations and Tenant's rights hereunder, absent a written agreement to the contrary signed by Town.

18. Indemnity; Insurance. Tenant agrees to and hereby docs indemnify and save Town harmless against all claims for damages to persons or property by reason of Tenant's use or occupancy of the Property, and all expenses incurred by Town as a result thereof, including attorney's fees and court costs.

19. Repairs by Town. Town agrees to keep in good repair any major appliances (stove, refrigerator and dishwasher, roof, foundation, HV AC system, underground utilities and sewer pipes) as well as the exterior walls of the Property (exclusive of all glass and exterior doors in any way damaged by Tenant).

20. Repairs by Tenant. Tenant accepts the Property in its present condition and as suited for the uses intended by Tenant. Tenant shall maintain in good order and repair the Property. Tenant agrees to return the Property to Town at the expiration or prior to termination of

this Lease in as good condition and repair as when first received; natural wear and tear, damage by storm, fire, lightning, earthquake, or other casualty excepted. Tenant's employees, agents, contractors or subcontractors shall take no action which may void any manufacturers or installers warranty with relation to the Property. Tenant shall indemnify and hold Town harmless from any liability claim, demand, or cause of action arising on account of Tenant's breach of the provisions of this paragraph.

21. Condemnation. If the whole of the Property or such portion thereof as will make the Property unusable for the purposes herein leased, is condemned by any legally constituted authority for any public use or purpose, then in either of said events the term hereby granted shall cease from the date when possession thereof is taken by public authorities, and rental shall be accounted for as between Town and Tenant as of said date. Such termination, however, shall be without prejudice to the rights of either Town or Tenant to recover compensation and damage caused by condemnation from the condemner. It is further understood and agreed that Tenant shall not have any rights in any award made to Town by any condemnation authority

22. Termination. This Lease will automatically terminate June 30, 2027. Tenant shall vacate the Property by the termination date unless a new written lease is executed prior to said date.

23. Entire Agreement. This Lease is the only agreement between the parties, and all negotiations or oral agreements are contained herein or waived. No representations have been made to Tenant other than those contained within this contract.

[SIGNATURE PAGE FOLLOWS]

Executed this, the 10th day of June, 2026.

For Matthw's Ministry, Inc.:

\_\_\_\_\_  
(Signature)

Printed Name and Title: \_\_\_\_\_

For the Town of Oak Island:

\_\_\_\_\_  
Kathryn Adams, Town Manager

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

---

**SUBJECT:** Consideration of Adopting the FY 2025-2026 Budget, Approving the FY 2025-2026 Budget Ordinance, and Adopting the FY 2025-2026 Fee Schedule.  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

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**Subject Summary:** The proposed FY 2026-2027 Budget was presented at the May 12 Town Council Meeting. Council held budget workshops on April 16, April 21, April 26, and April 28. The proposed budget has been posted on the Town's website at [www.OakIslandNC.gov/BUDGET](http://www.OakIslandNC.gov/BUDGET), and the Public Hearing was held on May 26. The proposed budget uses a tax rate of 20 cents, with 3 cents of that amount going to the beach nourishment fund and 7 cents for the fire department. The annual budget process also includes approving a fee schedule. Whereas the tax rate may only be set annually and not amended, the fee schedule may be amended throughout the year if needed. Some fees have proposed changes, and those changes are red-lined. Staff recommends approval.

**Attachments:**

[Budget Ordinance FY 2026-20267](#)  
[Recommended Fee Schedule](#)

**Suggested Motion:** Two motions are recommended:

1. I make a motion to adopt the FY 2026-2027 Budget and to approve the FY 2026-2027 Budget Ordinance, setting the tax rate at 20 cents per \$100 of assessed value, which includes 3 cents for the beach nourishment fund and 7 cents for the fire department.
2. I make a motion to approve the FY 2026-2027 Fee Schedule as presented.

**Financial Impact Statement:** The Town is required to adopt a budget by June 30 so that it may be implemented by July 1 for the next fiscal year. The FY 2026-2027 Budget has been prepared to address not only the general day-to-day operations of the Town but also the priorities set by Council and implemented into the 3-year Strategic Plan.

**Legal Review:** N/A

**Follow up Action Needed:** The approved budget and fee schedule will be posted online and made available to the public.

**BUDGET ORDINANCE  
FISCAL YEAR 2026-2027  
TOWN OF OAK ISLAND, NORTH CAROLINA**

**BE IT ORDAINED**, by the Town Council of the Town of Oak Island:

**SECTION I**

GENERAL FUND

			<u>Amount</u>
A.	Revenues Anticipated		
	Current Year Property Taxes	\$	12,102,600
	State Shared Revenues		6,070,800
	Permits and Fees		723,500
	Other		3,831,100
	Appropriated Fund Balance		<u>3,085,000</u>
	 Total Estimated Revenues	 \$	 25,813,000
B.	Appropriations Authorized by Departments		
	Town Council/Outside Agency	\$	360,600
	Outside Agency Funding		28,500
	Administration		3,356,900
	Police Department		4,458,200
	Animal Control		75,000
	Fire Department		6,123,076
	 Development Services		 1,818,100
	Public Works		7,431,824
	 Recreation Department/Community Resource Center/Parks Division		 1,860,800
	Non-Departmental		<u>300,000</u>
	Total Appropriations	\$	25,813,000

**SECTION II**

WATER FUND

			<u>Amount</u>
A.	Total Estimated Revenues	\$	<u>6,745,900</u>
B.	Appropriations Authorized by Departments		
	Utility General Services		3,165,400
	Water Maintenance		<u>3,580,500</u>
	Total Appropriations	\$	6,745,900

<b>SECTION III</b>		<u>WASTEWATER FUND</u>		<u>Amount</u>
A.	Total Estimated Revenues	\$		16,678,300
B.	Appropriation Authorized by Departments			
	Wastewater Treatment			6,601,600
	Wastewater Collection			<u>10,076,700</u>
	Total Appropriations	\$		16,678,300
<b>SECTION IV</b>		<u>SEWER DISTRICT FEE FUND</u>		<u>Amount</u>
A.	Total Estimated Revenues	\$		7,111,000
B.	Total Appropriations	\$		7,111,000
<b>SECTION V</b>		<u>SEWER ASSESSMENT FUND</u>		<u>Amount</u>
A.	Appropriated Fund Balance	\$		1,000,000
	Total Estimated Revenues	\$		1,000,000
B.	Total Appropriations	\$		1,000,000
<b>SECTION VI</b>		<u>STORMWATER FUND</u>		<u>Amount</u>
A.	Total Estimated Revenues	\$		1,456,000
B.	Appropriation Authorized by Departments			
	Stormwater Admin			490,900
	Stormwater Maintenance			<u>965,100</u>
		\$		1,456,000
<b>SECTION VII</b>		<u>SOLID WASTE FUND</u>		<u>Amount</u>
A.	Total Estimated Revenues	\$		2,760,100
B.	Total Appropriations			2,760,100
<b>SECTION VIII</b>		<u>OKI PAR 3 GOLF COURSE FUND</u>		<u>Amount</u>
A.	Total Estimated Revenues	\$		611,100
B.	Expenditures Authorized by Departments			
	Golf Course Grounds Maintenance			420,700
	Golf Course Operations			190,400
	Total Appropriations			<u>\$611,100</u>
<b>SECTION IX</b>		<u>ACCOMODATION TAX FUND</u>		<u>Amount</u>

A.	Total Estimated Revenues	\$	3,575,000
B.	Total Appropriations	\$	3,575,000
<b>SECTION X</b>			
	<u>BEACH TAX FUND</u>		
			<u>Amount</u>
A.	Total Estimated Revenues	\$	2,450,000
B.	Total Appropriations	\$	2,450,000
<b>SECTION XI</b>			
	<u>BEACH RENOURISHMENT</u>		
			<u>Amount</u>
A.	Total Estimated Revenues	\$	3,144,500
B.	Total Appropriations	\$	3,144,500
<b>SECTION XII</b>			
	<u>PIER COMPLEX FUND</u>		
			<u>Amount</u>
A.	Total Estimated Revenues	\$	735,100
B.	Total Appropriations	\$	735,100
<b>SECTION XIII</b>			
	<u>CAPITAL RESERVE FUND</u>		
			<u>Amount</u>
A.	Total Estimated Revenues	\$	1,110,000
B.	Total Appropriations	\$	1,110,000
<b>SECTION XIV</b>			
	<u>PAID PARKING FUND</u>		
			<u>Amount</u>
A.	Total Estimated Revenues	\$	1,075,000
B.	Total Appropriations	\$	1,075,000

**SECTION XV** Tax Rate Established

There is hereby levied a tax at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue listed for Current Year Property Taxes in the General Fund in Section I of this ordinance. The rate of \$0.20 consists of \$0.10 for the general fund, and \$0.07 designated as a Fire Tax, and \$0.03 designated for beach nourishment. The \$0.03 provides funds for the Town's nourishment of beach sand. The collection of \$0.03 is accounted for in a separate fund established for the beach nourishment projects, generating an estimated \$2,044,500, and the \$0.10 and the \$0.07 are accounted for in the general fund, generating an estimated \$12,102,600.

This rate is based on a total valuation of property for the purposes of taxation of \$6,920,976,006 with an estimated collection rate of 98.00%.

**SECTION XVI**                      Service Rates Established

The service rates for Town of Oak Island for Fiscal Year 2026-2027, upon which the Budget is based, will be established by separate Ordinance by the Town Council. Service rates include those for residential and commercial water usage and wastewater services, stormwater, and solid waste services.

**SECTION XVII**                      Special Authorization - Budget Officer

The Budget Officer shall be authorized to reallocate departmental appropriations among the various objects of expenditure, as said officer believes necessary. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund. Notation of all interdepartmental transfers shall be made to the Town Council in the next succeeding financial report. The Budget Officer shall be authorized to spend \$50,000 during an emergency. The inter-fund transfer of monies shall be accomplished by Council authorization only. The utilization of any contingency appropriation shall be accomplished only with Council authorization.

**SECTION XVIII**                      Utilization of Budget and Budget Ordinance

This Ordinance and the Budget Document shall be the basis of the financial plan for the Town of Oak Island Municipal Government during the 2026-2027 Fiscal Year. The Budget Officer shall administer the Budget and shall ensure that all department directors and other appropriate staff are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Finance Director shall maintain records that agree with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina.

**SECTION XIX**

This Budget authorizes an effective COLA increase of 2% and a merit increase of 3% to be utilized in a pool for all employee evaluations. All evaluations will be conducted on or near the employee's anniversary date and will be performed by the department director or supervisor with final approval from the Town Manager.

**SECTION XX**

The appropriations herein authorized shall have the amount of outstanding purchase orders as of June 30, 2026, added to each appropriation as it appears in order to account for the payment against the fiscal year in which it is paid.

**SECTION XXI**

Copies of this Budget Ordinance shall be furnished to the Budget Officer, Finance Director, and Town Clerk to be kept on file by them for their direction in the disbursing of funds.

Adopted this the \_\_\_\_\_ day of June 2026.

\_\_\_\_\_  
Chris Brown, Mayor

ATTESTED:

\_\_\_\_\_  
Lisa P. Stites, Town Clerk

(SEAL)



*Town of*  
**OAK ISLAND**  
*North Carolina*

**2026 – 2027  
DRAFT FEE SCHEDULE**

# Fee Schedule

# Administration

ADMINISTRATION			
Accommodation Tax	(a) 3% (b) 2%	-	(a) for tourist related expenditures (b) for beach nourishment
Copy Fee 8.5X11 - Black & White	\$ 0.20	per Copy	
Copy Fee 8.5X11 - Color	\$ 0.25	per Copy	
Copy Fee - 11x17 copy	\$ 0.30/0.35	per copy	
Special Service Charge: Public Records Request	Copy Fees + \$18.00 per hour		Special service charge of \$18.00 per hour for each hour in excess of four hours
Credit/Debt Card Surcharge	\$ 0.03		Surcharge to be collected on all Credit/Debt Card Charges
"Keep off the Dunes" sign	\$ 20.00	each	
Returned <del>Check</del> Payment Fee	<del>\$ 26.00</del> 35.00	each	For all returned <del>Check</del> Payments other than Ad Valorum Tax Bill Payment
Returned <del>Check</del> Payment Fee	<del>\$ 26.00</del> 35.00	each	For all returned <del>Checks</del> Payments or Ad Valorum Tax Bill: \$26 or 10% Penalty which ever is greater
Dog Tags	\$ 0.00		No Charge but owner must register by showing current proof of rabies vaccination
Dangerous Dog on Beach	\$ 500.00	each offense	If a dangerous dog is found on the beach, leashed or unleashed, the dog's owner shall be guilty of a misdemeanor and will be fine for each offense.
Event Permit Fee	\$250.00/\$500.00	per event	Permit Fee (non-refundable) Deposit (refundable in accordance with the new Event Policy)
Event Permit Fee	\$500.00/\$1000.00	per event	Permit Fee (non-refundable) Deposit (refundable in accordance with the new Event Policy)
Event Permit Fee	\$750.00/\$1250.00	per event	Permit Fee (non-refundable) Deposit (refundable in accordance with the new Event Policy)
Non Profit 501(c-3)	50% Off	per event	Permit fees & Facility rentals only. This does not apply to the PD & FD contracts .
Filming: Extended Permit Fee	\$ 150.00	daily	Partial Days are considered Full Days
Filming: A&B Explosives Permit	\$ 30.00	per event	
Filming: Ambulances	\$ 300.00	daily	Partial Days are considered Full Days
Filming: Ball Fields/Soccer Fields	\$ 250.00	daily	Partial Days are considered Full Days
Filming: Beach/Waterways Accesses/Street Ends	\$ 300.00	daily	Partial Days are considered Full Days
Filming: C Explosives Permit	\$ 40.00	per event	

# Fee Schedule

# Administration

ADMINISTRATION			
Filming: Emergency Medical Technicians	\$ 30.00	hourly	To be paid by production company-minimum (4) hours
Filming: Enclosed Tent	\$ 40.00	per event	
Filming: Fire Inspections	\$ 40.00	per event	
Filming: Fire Trucks	\$ 350.00	Daily	Partial days are considered Full Days
Filming: Firefighters/Fire Inspectors	\$ 30.00	Hourly	To be paid by production company-minimum (4) hours
Filming: Fireworks	\$ 200.00	per event	
Filming: Other Town Vehicles	\$ 50.00	Daily	Partial days are considered Full Days
Filming: Public Safety Officers	\$ 30.00	Hourly	To be paid by production company-minimum (4) hours
Filming: Public Safety Vehicles	\$ 50.00	Daily	Partial days are considered Full Days
Filming: Skate Park	\$ 350.00	Daily	Partial days are considered Full Days
Filming: Street Closure	\$ 50.00	Daily	Partial days are considered Full Days
Filming: Street/Utilities Personnel	\$ 30.00	Hourly	To be paid by production company-minimum (4) hours
Filming: Tennis Courts/Pickle Ball Courts	\$ 250.00	Daily	Partial days are considered Full Days
Filming: Town Buildings	\$ 350.00	Daily	Partial days are considered Full Days
Filming: Town Parks	\$ 250.00	Daily	Partial days are considered Full Days
Filming: Town Services less than (2) days notice	\$ 3,000.00		
Filming: Town Walkways/Docks	\$ 250.00	Daily	Partial days are considered Full Days
Filming: Transport A&B Explosives Permit	\$ 250.00	Hourly	
Filming: Use of Hydrant for Water	\$ 150.00	Daily	Partial days are considered Full Days
Filming: Permit Fee	\$ 350.00	7 Days	
Filming: Permit Fee	\$ 200.00	5 Days	
Filming: Permit Fee	\$ 100.00	3 Days	

# Fee Schedule

# Administration

ADMINISTRATION			
Animal Control: Civil Penalty Charge	\$ 25.00	each offense	Sec. 4-9 Defecation on public or private property and not carrying removal implements
Animal Control: Civil Penalty Charge	\$ 100.00	each offense	Sec. 4-46. Unrestrained dogs on the beach
Animal Control: Civil Penalty Charge	\$ 250.00	each offense	Sec. 4.5. – Harassment of alligators
Animal Control: Civil Penalty Charge	\$ 250.00	each offense	Sec. 4-6. – Animals creating nuisance
Animal Control: Civil Penalty Charge	\$ 250.00	each offense	Sec. 4-7. – Abandonment of animals
Animal Control: Civil Penalty Charge	\$ 250.00	each offense	Sec. 4-8. – Entrapment of animals
Animal Control: Civil Penalty Charge	\$ 100.00	each offense	Sec. 4-45. – Female dogs
Animal Control: Civil Penalty Charge	\$ 250.00	each offense	Sec. 4-47(c). – Interfering with Animal Control Officer/Impoundment
Animal Control: Civil Penalty Charge	\$ 500.00	each offense	Sec. 4-50. – Confinement/restraint/TRANSFER OF OWNERSHIP of dangerous dogs
Animal Control: Civil Penalty Charge	\$ 500.00	each offense	Sec. 4-12 - Collection of animals for resale
Animal Control: Civil Penalty Charge	\$ 75.00	per trap	Sec. 4-8 - Trap reimbursement
Animal Control: Civil Penalty Charge	\$ 100.00	each offense	Sec. 4-2. – Bird Sanctuary
Animal Control: Civil Penalty Charge	\$ 500.00	each offense	Sec. 4-3. – Sea turtle sanctuary
Animal Control: Civil Penalty Charge	\$ 500.00	each offense	Sec. 4-11. – Cruelty
Animal Control: Civil Penalty Charge	\$ 250.00	each offense	Sec. 4-6.2 Habitual Public Nuisance
Animal Control: Civil Penalty Charge	\$ 30.00	each offense	Sec. 4-42 Vaccinations
Animal Control: Civil Penalty Charge	\$ 30.00	each offense	Sec. 4-43 Registration
Animal Control: Civil Penalty Charge	\$ 30.00	each offense	Sec. 4-44 Running At Large
Animal Control: Civil Penalty Charge	\$ 30.00	each offense	Sec. 4-46 Unrestrained

# Fee Schedule

## Development Services

BUILDING FEES			
Building Application	\$ 35.00	each application	To offset administrative cost for application processing
ABC Permit Application Inspection	\$ 200.00		Includes Building and Fire Inspections, Re-Inspections per fee schedule
Commercial Buildings	\$ 100.00		Plus Trade Permits (building costs \$0-2,500)
Commercial Buildings	\$ 200.00 <del>425.00</del>	Package	costs \$2,500-25,000 (includes permit & trade permits)
Commercial Buildings	\$ 300.00 <del>725.00</del>	Package	costs \$25,001-50,000 (includes permit & trade permits)
Commercial Buildings	\$ 500.00 <del>1,400.00</del>	Package	costs \$50,001-100,000 (includes permit & trade permits)
Commercial Buildings	\$ 1,000.00 <del>2,750.00</del>	Package	costs \$100,001-200,000 (includes permit & trade permits)
Commercial Buildings	\$ 1,500.00 <del>4,600.00</del>	Package	costs \$200,001-350,000 (includes permit & trade permits)
Commercial Buildings	\$ 2,200.00 <del>5,950.00</del>	Package	costs \$350,001-500,000 (includes permit & trade permits)
Commercial Buildings	\$ 3,000.00 <del>7,900.00</del>	Package	costs \$500,001-750,000 (includes permit & trade permits)
Commercial Buildings	\$ 4,000.00 <del>10,000.00</del>	Package	costs \$750,001-1,000,000 (includes permit & trade permits)
Commercial Buildings	\$ 5,000.00 <del>11,400.00</del>		costs \$1,000,000 + plus .3% of each added million or portion thereof (includes permit & trade permits)
Demolition - Residential	\$ 200.00		Plus any required bond
Demolition - Commercial	\$ 500.00		Plus any required bond (Asbestos Report)
Demolition - Residential and Commercial	\$ 500.00		Starting Demo prior to authorization plus permit fees
Fire Inspection	\$ 100.00		Plus \$10 per 1,000 sq ft over 2,500 sq ft
Fire Re-Inspection Fees	\$ 100.00	Each	Each inspection after 2nd failed inspections until corrected
<del>inspection</del> Building Permit - Additions (0-400 sq. ft.)	\$ 500.00		Plus Trade Permit Costs & \$0.50/sq. ft. Over 400 sq. ft.
<del>inspection</del> Building Permit - Decks, Porches, Gazebos	\$ 150.00		Plus Trade Permits
<del>inspection</del> Building Permit - Dock, bulkhead, pier	\$ 125.00		

# Fee Schedule

# Development Services

BUILDING FEES			
<del>inspection</del> Building Permit - Double Wide Manufacturer Home	\$	600.00 <del>500.00</del>	<del>Plus Trade Permits</del>
<del>inspection</del> Building Permit - Garage/Carport (detached)	\$	400.00	Plus Trade Permit Costs & \$0.50/sq. ft. Over 400 sq. ft.-
<del>inspection</del> Building Permit - Homeowner Recovery Fund	\$	10.00	For any project exceeding a value of \$30,000.
<del>inspection</del> Building Permit - Irrigation Tap Permit	\$	100.00	
<del>inspection</del> Building Permit - Multi-Family Dwellings (1st Unit)	\$	1,450.00	Plus \$550.00 each additional unit
<del>inspection</del> Building Permit - New Single Residence (Attached Garage)	\$	200.00	Plus Trade Permit Costs
<del>inspection</del> Building Permit - New Single Residence	\$	1,450.00	Package 0-1200 sq. ft. Heated space (includes trade permits) Plus \$0.50/sqft. Over 1200 (sqft.)
<del>inspection Permit - Poured Footer Mobile Home</del>	<del>\$</del>	<del>100.00</del>	
<del>inspection</del> Building Permit - Quad Mobile Home	\$	600.00 <del>550.00</del>	<del>Plus Trade Permits</del>
<del>inspection</del> Building Permit - Relocated Structures	\$	800.00	<del>Plus Trade Permits</del>
<del>inspection</del> Building Permit - Remodeling (0-400 sqft)	\$	250.00	Plus Trade Permits Cost-& \$0.50/sqft. over 400 sqft.-
<del>inspection</del> Building Permit - Single Wide Manufactured Home	\$	600.00 <del>450.00</del>	<del>Plus Trade Permits</del>
<del>inspection</del> Building Permit - Accessory Structures (w/ dimension>12')	\$	150.00	Plus Trade Permits Cost & \$0.50/sqft. over 400 sqft. -
<del>inspection</del> Building Permit - Trade Permit (Non Commercial)	\$	125.00	
<del>inspection</del> Building Permit - Trade Permit(Multi Family & Commercial)	\$	150.00	
<del>inspection</del> Building Permit - Travel Trailer or Motor Home	\$	150.00	
<del>inspection</del> Building Permit - Triple Wide Manufactured Home	\$	600.00 <del>550.00</del>	<del>Plus Trade Permits</del>
Permit Refund Fee	\$	35.00	<del>25% of issued permit fee, with a minimum of \$35.00</del>
Re-Inspection Fee	\$	80.00	
Sign Permit	\$	80.00	Plus Trade Permit

# Fee Schedule

# Development Services

BUILDING FEES			
<del>Sign-Specific Evaluation</del>	<del>\$ 80.00</del>		
Swimming Pool	\$ 150.00		Plus Trade Permit
Stop Workorder	\$ 200.00		Work without permits or in violation
Work Without A Permit	2x Permit Fee or \$500, whichever is more	each offense	Fee equal to 2x the permit fee that would have been required prior to work commencing or \$500, whichever is higher. Contractor to be reported to licensing boards for additional offenses
Temporary Power Permit	\$ 150.00		
Tent Permit	\$ 75.00		
Tent Permit with electrical	\$ 100.00		
Well Location & Electrical Permit	\$ 75.00		Previous name was "well Permit"

ZONING FEES			
Application fee	\$ 35.00	each app.	To offset administrative cost for application processing
Zoning review fee	\$ 35.00	each app	Permit application requiring zoning review
Code Enforcement Civil Penalty - House Numbers (1)	\$ 25.00	1st Each Offense	Failure to Post House Numbers
<del>Code Enforcement Civil Penalty - House Numbers (2+)</del>	<del>\$ 50.00</del>	2nd Offense	<del>Failure to Post House Numbers</del>
Code Enforcement Civil Penalty - Yard Sale (1)	\$ 50.00	1st Each Offense	Failure to Obtain Yard Sale Permit (Municipal Code, Sec. 10-1)
<del>Code Enforcement Civil Penalty - Yard Sale (2+)</del>	<del>\$ 100.00</del>	2nd Offense	<del>Failure to Obtain Yard Sale Permit (Municipal Code, Sec. 10-1)</del>
<del>Code Enforcement Civil Penalty - State of Emerge(1)</del>	<del>\$ 50.00</del>	1st Offense	<del>Violation of any Provision during a State of Emergency</del>
<del>Code Enforcement Civil Penalty - State of Emerge (2+)</del>	<del>\$ 100.00</del>	2nd Offense	<del>Violation of any Provision during a State of Emergency</del>
Code Enforcement Civil Penalty - Solid Waste (1)	\$ 100.00 <del>50.00</del>	1st Each Offense	Sec. 24-171
<del>Code Enforcement Civil Penalty - Solid Waste (2+)</del>	<del>\$ 100.00</del>	2nd Offense	<del>Sec. 24-171 (becomes criminal after 2nd offense)</del>
Code Enforcement Civil Penalty Nuisance - Weeds/Grass	\$ 50.00	each offense	Growth of weeds and grass (Municipal Code, Sec. 14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Nuisance - Animal/Vegetable Matter	\$ 50.00	each offense	Accumulations of animal or vegetable matter (Municipal Code, Sec. 14-35) Max Penalty \$500.00

# Fee Schedule

# Development Services

ZONING FEES			
Code Enforcement Civil Penalty Charge Nuisance - Rubbish	\$ 50.00	each offense/daily	Accumulation of rubbish, etc. (Municipal Code, Sec. 14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Charge Nuisance - Health Dept. Violations	\$ 50.00	each offense/daily	Conditions violating health department rules ( Municipal Code, Sec. 14-35) Max penalty\$500.00
Code Enforcement Civil Penalty Charge Nuisance - Burned Structures	\$ 50.00	each offense/daily	Burned or partially burned buildings and structures (Municipal Code, Sec. 14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Charge Nuisance - Damaged Structures	\$ 50.00	each offense/daily	Storm- or erosion-damaged structures and resulting debris (Municipal Code Sec. (14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Charge Nuisance - Defective Septic	\$ 50.00	each offense/daily	Defective septic systems (Municipal Code, Sec. 14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Charge Nuisance - Ponds	\$ 50.00	each offense/daily	Detention or retention ponds (Municipal Code, Sec. 14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Charge Nuisance - Misc.	\$ 50.00	each offense/daily	Miscellaneous (Municipal Code, Sec. 14-35) Max Penalty \$500.00
Code Enforcement Civil Penalty Charge Nuisance - Beach Vitec	\$ 50.00	each offense/daily	Beach Vitec (Municipal Code, Sec. 14-35) Max Penalty \$500.
Code Enforcement Civil Penalty Charge Nuisance - Civil Penalty	\$ 250.00	each offense/daily	A civil penalty of up to \$250.00 per day is imposed for each day beyond the time allowed for abatement of the nuisance until the nuisance is abated (Municipal Code, Sec. 14-35)
Stop Work Order	\$ 200.00		Work without permits or in violation
Work Without A Permit	2x Permit Fee or \$500, whichever is more	each offense	Fee equal to 2x the permit fee that would have been required prior to work commencing or \$500, whichever is higher. Contractor to be reported to licensing boards for additional offenses
<del>Board of Adjustment - Interpretation</del>	<del>\$ 150.00</del>		
Board of Adjustment - Petition for Variance / Appeal	\$ 500.00 <del>350.00</del>		
UDO Text Amendment	\$ 500.00		
General Text Amendments	\$ 500.00 <del>300.00</del>		
Change of Use Permit	\$ 100.00		
<del>Commercial Lighting</del>	<del>\$ 50.00</del>		<del>Zoning approval for utility supplied lighting</del>
Special Use Permit <del>-Conventional</del>	\$ 500.00		
<del>Unified Development Ordinance Copy</del>	<del>\$ 0.25</del>	Per Page	

# Fee Schedule

# Development Services

ZONING FEES			
Demolition			All applications for demolitions shall be accompanied by an asbestos report. A Job Completion Bond may be charged for each building to be demolished. Stormwater Sediment and Erosion Control Permits are required.
Demolition - Job Completion Bond	\$	1,000.00	May be waived with affidavit of pending construction application.
Flood Review Permit	\$	100.00	New Development Permits
Flood Review Permit Exemption	\$	35.00	Flood review and compliance inspection
<del>Inspection</del> Zoning Permit - Driveway	\$	50.00 <del>100.00</del>	
<del>Inspection</del> Zoning Permit - Fence	\$	50.00	
<del>Inspection</del> Zoning Permit - New Single Family Residential Development	\$	100.00	May be waived based on tree preservation (Sec. 32-76)
<del>Inspection</del> Zoning Permit - Vehicle Repair/Restoration	\$	50.00	
<del>Inspection</del> Zoning Permit- Accessory Structures under 12'	\$	50.00 <del>60.00</del>	Plus Trade Permits
<del>Land Use - Commercial Area under (1) acre</del> Minor Site Plan	\$	300.00	Plus \$50 for each additional acre
Major Site Plan	\$	500.00	Plus \$50 for each additional acre
<del>Land Use - Established Residential Lots</del>	<del>\$</del>	<del>100.00</del>	
Minor Subdivision Review Fee	\$	300.00	Plus \$25/lot
Temporary Storage	\$	50.00	Fee required after first 30 days on site
Town Map	\$	50.00	
<del>Town Map Print out (42X35)</del>	<del>\$</del>	<del>45.00</del>	
<del>Town Map Print out (24X78)</del>	<del>\$</del>	<del>75.00</del>	
<del>Town Map Print out (24X42)</del>	<del>\$</del>	<del>40.00</del>	
<del>Town Map Print out (30X30)</del>	<del>\$</del>	<del>50.00</del>	
Street Abandonment Request	\$	300.00	

# Fee Schedule

## Development Services

ZONING FEES			
Sign Retrieval Fee	\$	25.00	
<del>A-Frame/feather flag</del> Temporary Sign Permit	\$	50.00	
Business License	\$	50.00	Plus \$100.00 for Business Licenses Requiring Council Review
<del>Business License Vendor</del>	<del>\$</del>	<del>50.00</del>	<del>annually</del> <del>Starting July 1st and expire June 30th.</del>
Business License (Per) Peddlers	\$	25.00	annually Starting July 1st and expire June 30th.
Business License Itinerate Merchant License	\$	50.00	annually Starting July 1st and expire June 30th.
Home Occupation Permit	\$	50.00	
<del>Specialty License Itinerate Merchant</del>	<del>\$</del>	<del>250.00</del>	
<del>Major Subdivision Review Fee-Construction Plat</del>	<del>\$</del>	<del>300.00</del>	
Major Subdivision Review Fee-Final Plat	\$	250.00	
Major Subdivision Review Fee-Preliminary Subdivision	\$	500.00	Plus \$10.00 per lot
Zoning Map Amendment - General	\$	500.00	
Zoning Map Amendment - Conditional	\$	300.00	
Comprehensive Land Use Plan Amendment	\$	500.00	
Planning/Development Fee - Zoning Letter	\$	75.00	

# Fee Schedule

# Fire Department

FIRE DEPARTMENT				
<del>Code Enforcement Civil Penalty</del> False Fire Alarm	\$	100.00	4th Offense	No charge for first 3 offenses in 12-month period. Not to Exceed \$500.00 per day
<del>Code Enforcement Civil Penalty</del> False Fire Alarm	\$	200.00	5th Offense	No charge for first 3 offenses in 12-month period. Not to Exceed \$500.00 per day
<del>Code Enforcement Civil Penalty</del> False Fire Alarm	\$	300.00	6th Offense & above	No charge for first 3 offenses in 12-month period. Not to Exceed \$500.00 per day
Motor Vehicle Incidents - Level 1	\$	435.00		Provide hazardous materials assessment and scene stabilization. This occurs almost every time the fire department responds to an accident/incident.
Motor Vehicle Incidents - Level 2	\$	495.00		Includes Level 1 services - clean up and material used (sorbents) for hazardous fluid clean up and disposal. Including clean up of any gasoline or other VEHICLE motive fluids that are spilled as a result of the accident/incident.
Motor Vehicle Incidents - Level 3 - Car Fire	\$	605.00		Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other VEHICLE motive fluids that are spilled as a result of the accident/incident.
Motor Vehicle Incidents - Level 4	\$	1,800.00		Includes Level 1 & 2 services as well as extrication (heavy rescue tools, ropes, airbags, cribbing etc.). We will bill at this level if the fire department has to free/remove anyone from the vehicle(s) <u>using any equipment</u> . We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.
Motor Vehicle Incidents - Level 5	\$	2,200.00		Includes Levels 1, 2, & 4 services as well as Air Care (multi-engine company response, Mutual aid, helicopter). We will bill at this level any time a helicopter is utilized to transport the patient(s).
Motor Vehicle Incidents - Level 6 - See Itemized Response		Itemized billing rates apply		The Town retains the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.
HAZMAT - Level 1 - Basic Response	\$	700.00		Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.
HAZMAT - Level 2 - Intermediate Response	\$	2,500.00		Claim will include engine response, first responder assignment, hazmat certified team and appropriate Equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.
HAZMAT - Level 3 - Advanced Response	\$	5,900.00		Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identify & Medication of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - each additional hour @ \$300.00 per HAZMAT team.

# Fee Schedule

# Fire Department

FIRE DEPARTMENT FEES			
Pipeline Incidents/Power Line Incidents - (includes, but not limited to: Gas, Sewer, Overhead Power lines, Underground Power lines, Septic to Sewer, and Water Pipelines) - Level 1 - Basic Response	\$ 400.00		Billing will include engine response, first response team, perimeter establishment, evacuations, first responder setup and command. (2-hour Maximum)
Pipeline Incidents/Power Line Incidents - (includes, but not limited to: Gas, Sewer, Overhead Power lines, Underground Power lines, Septic to Sewer, and Water Pipelines) - Level 2 - Intermediate Response	\$ 1,000.00		Includes Level I services as well as appropriate equipment. May include HAZMAT team, Level A and B suits donning, breathing air and detection equipment. Supervision and/or assist repair crews.
Pipeline Incidents/Power Line Incidents - (includes, but not limited to: Gas, Sewer, Overhead Power lines, Underground Power lines, Septic to Sewer, and Water Pipelines) - Level 3 - Advanced Response - See Itemized claim charges	Itemized billing rates apply		Level I and II service as well as supervision and/or assist repair of intermediate to major pipeline damage. May include set-up and removal of decon center, detection, recovery and identify & Medication of material. Disposal and environment clean up.
Fires - Assignments per hour, per engine	\$ 400.00	hourly	Common "billing level". This occurs almost every time the fire department responds to an incident. Includes: • Scene Safety • Investigation • Fire / Hazard Control
Fires - Assignments per hour, per truck (Ladders, Towers)	\$ 500.00	hourly	Common "billing level". This occurs almost every time the fire department responds to an incident. Includes: • Scene Safety • Investigation • Fire / Hazard Control
Illegal Fires - Assignments per hour, per engine	\$ 400.00	hourly	When a fire is started by any person or persons that requires a fire department response during a time or Season when fires are regulated or controlled by LGERS or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual Expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual Expenses incurred by the fire department. The actual Expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.
	\$ 500.00	hourly	
Chief Response	\$ 250.00	hourly	This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.
Miscellaneous/Itemized/Additional Time on Scene - Engine	\$ 400.00	hourly	These itemization amounts apply to all incident types.
Miscellaneous/Itemized/Additional Time on Scene - Truck (Ladders and Towers)	\$ 500.00	hourly	
Miscellaneous/Itemized/Additional Time on Scene - Rescue	\$ 400.00	hourly	
Miscellaneous/Itemized/Additional Time on Scene - Miscellaneous Equipment	\$ 300.00	Each	

# Fee Schedule

## Fire Department

FIRE DEPARTMENT FEES			
Fire Inspection - Initial	\$	100.00	Initial under 5,000 square foot
Fire Inspection - Initial	\$	200.00 + \$10	Initial 10,000 + 1000 over
First Re-inspection non-compliance	\$	50.00	each
Second re-inspection	\$	100.00	
Third re-inspection	\$	150.00	
Fourth re-inspection	\$	200.00	
Schools, Churches and Synagogues	\$	0.00	No charge
Fire watch from FF and/or Inspector	\$	50.00	hour
Fire watch from FF and/or Inspector	\$	100.00	hour After business hours
Tent Inspection	\$	80.00	
Tent inspection with electrical	\$	125.00	
ABC inspection	\$	25.00	
Fireworks	\$	200.00	per display
Events/trade shows requiring inspections	\$	100.00	per event
Lift assist	\$	150.00	Per call After 3 assists per month
Lift assist	\$	250.00	Per call After 6 assists per month
Medical incident - Level 1 Basic response	\$	200.00	Each Incident Basic medical response NON-RESIDENTS ONLY
Medical incident - Level 2 Advance response	\$	400.00	Each incident Advanced medical response NON-RESIDENTS ONLY

# Fee Schedule

# Recreation

RECREATION FEES - CONSOLIDATING FEES			
Nature Center - Non-Resident	\$ 60.00	2 hours	Requires Facility Rental Deposit
Nature Center - Resident	\$ 80.00	1 hour	Requires Facility Rental Deposit
Nature Center - Resident	\$ 50.00	2 hours	Requires Facility Rental Deposit
Ocean Education Center - Non-resident	\$ 45.00	1 hour	Requires Facility Rental Deposit
Ocean Education Center - Non-resident	\$ 60.00	2 hours	Requires Facility Rental Deposit
Ocean Education Center - Resident	\$ 35.00	1 hour	Requires Facility Rental Deposit
Ocean Education Center - Resident	\$ 50.00	2 hours	Requires Facility Rental Deposit
Bill Smith, Middleton, Register Park and all other Parks - Non Resident	\$ 35.00	2 hours	Cost per amenity (Ball Field, Picnic Shelter, Playground, etc. Requires Facility Rental Deposit
Bill Smith, Middleton, Register Park and all other Parks - Non Resident	\$ 55.00	4 hours	Cost per amenity (Ball Field, Picnic Shelter, Playground, etc. Requires Facility Rental Deposit
Bill Smith, Middleton, Register Park and all other Parks - Resident	\$ 25.00	2 hours	Cost per amenity (Ball Field, Picnic Shelter, Playground, etc. Requires Facility Rental Deposit
Bill Smith, Middleton, Register Park and all other Parks - Resident	\$ 45.00	4 hours	Cost per amenity (Ball Field, Picnic Shelter, Playground, etc. Requires Facility Rental Deposit
Skate Park - Non Resident	\$ 50.00	1 hour	Requires Facility Rental Deposit
Skate Park - Non Resident	\$ 85.00	2 hours	Requires Facility Rental Deposit
Skate Park - Resident	\$ 40.00	1 hours	Requires Facility Rental Deposit
Skate Park - Resident	\$ 65.00	2 hours	
Splash Pad - rental fee	\$ 100.00	hourly	\$100/hour rental fee, available from 6 p.m. to 8 p.m.
Splash Pad - rental deposit	\$ 100.00	one-time	\$100 rental deposit, refundable following facility inspection
Tournament Play	\$ 100.00	per day	Non-refundable deposit to reserve fields for Tournament Play
Tournament Play	\$ 200.00	up to 8 hrs.	Lights and concessions not included
Resident Weight Room	\$ 5.00	daily	
Non-Resident Weight Room	\$ 10.00	daily	

# Fee Schedule

# Recreation

RECREATION FEES - CONSOLIDATING FEES			
Resident Weight Room	\$ 17.00	weekly	
Non-Resident Weight Room	\$ 35.00	weekly	
Resident Weight Room	\$ 25.00	monthly	
Non-Resident Weight Room	\$ 45.00	monthly	
Resident Weight Room	\$ 250.00	annually	
Non-Resident Weight Room	\$ 450.00	annually	
Resident Fitness Class	\$ 8.00		1 Specialty Fitness Class
Non-Resident Fitness Class	\$ 10.00		1 Specialty Fitness Class
Resident Aerobics Class	\$ 3.00		1 Aerobics Class
Non-Resident Aerobics Class	\$ 4.00		1 Aerobics Class
Resident Silver Sneakers	\$ 4.00		1 Silver Sneakers Class
Non-Resident Silver Sneakers	\$ 5.00		1 Silver Sneakers Class
Artisan Festival	\$ 35.00	3 Hours	
Artisan Concert	\$ 30.00	2 Hours	
Non-Profit Event (501-C3 Groups)		Any Event	
Direct Sales Vendors	\$ 30.00	Any Event	
Food Vendor Push Cart - Festival	\$ 35.00	3 Hours	
Food Vendor Push Cart - Concert	\$ 25.00	2 Hours	
Food Vendor 10 x 10 Tent Space - Festival	\$ 75.00	3 Hours	
Food Vendor 10 x 10 Tent Space - Concert	\$ 50.00	2 Hours	
Food Vendor Truck / Trailer Under 20' - Festival	\$ 100.00	3 Hours	
Food Vendor Truck / Trailer Under 20' - Concert	\$ 75.00	2 Hours	
Food Vendor Truck / Trailer Over 20' - Festival	\$ 125.00	3 Hours	
Food Vendor Truck / Trailer Over 20' - Concert	\$ 100.00	2 Hours	
Farmer's Market Space	\$ 20.00		10 x 10 Space

# Fee Schedule

# Recreation

RECREATION FEES - CONSOLIDATING FEES			
Community Center Rental Residents	\$ 40.00	2 hours	
Community Center Rental Non Resident	\$ 60.00	2 hours	
Deposit and Cleaning Fee for Rental at Community Center	\$ 50.00/\$35.00	Deposit & Cleaning Fee	
Room Set up fee for tables and chairs for any Rental	\$ 10.00	Per room setup	
Refundable Deposit for Shelter Rentals	\$ 50.00	Per rental	
Peir Yoga	\$ 15.00	Per class/per person	
Qigong	\$ 5.00	Per class/per person	
Total Body Blast	\$ 5.00	Per class/per person	
Total Body Blast	\$ 7.00	Per class/per person	
Kayak Rental Resident	\$ 25.00	4 hours	
Kayak Rental Non Resident	\$ 35.00	4 hours	
Kayak Refundable Deposit	\$ 50.00	Deposit	
Farmers Market whole Season	\$ 200.00		
Festival / Holiday Market Artisan Vendor	\$ 35.00		
Festivals/Holiday Market Direct Sales	\$ 50.00		
Live and Local Artisian Vendor Fee			
Rain Day Farmers Market			

# Fee Schedule

# Recreation

RECREATION FEES - ROOMS & FACILITIES			
RENTAL DEPOSIT	\$ 50.00	PER RENTAL	TO INCLUDE FACILITIES, SHELTERS, ROOMS, KAYAKS & WHEELCHAIRS
ROOM SET UP FEE	\$ 10.00	PER RENTAL	FOR SET UP OF TABLES & CHAIRS
FACILITY RENTAL RESIDENT	\$ 60.00	1 HOUR	NATURE, OCEAN EDUCATION & COMMUNITY CENTERS
FACILITY RENTAL NON-RESIDENT	\$ 120.00	1 HOUR	NATURE, OCEAN EDUCATION & COMMUNITY CENTERS
ROOM RENTAL RESIDENT	\$ 30.00	1 HOUR	SEA OATS, SALT MARSH &SEA TURTLE ROOMS
ROOM RENTAL NON-RESIDENT	\$ 60.00	1 HOUR	SEA OATS, SALT MARSH &SEA TURTLE ROOMS
SHELTER RENTAL RESIDENT	\$ 25.00	1 HOUR	PICNIC SHELTERS
SHELTER RENTAL NON-RESIDENT	\$ 50.00	1 HOUR	PICNIC SHELTERS
SKATE PARK RENTAL RESIDENT	\$ 40.00	1 HOUR	
SKATE PARK RENTAL NON-RESIDENT	\$ 80.00	1 HOUR	
SPLASH PAD RENTAL	\$ 100.00	1 HOUR	
KAYAK RENTAL RESIDENT	\$ 25.00	PER RENTAL	
KAYAK RENTAL NON-RESIDENT	\$ 50.00	PER RENTAL	
MIDDLETON PARK ANNEX - RESIDENT	\$ 25.00	PER HOUR	TO INCLUDE BALL FEIELD, AMPHITHEATER SHELTER, INDIVIDUAL PICKLEBALL COURTS, INDIVIDUAL TENNIS COURTS AND BASKETBALL COURTS
MIDDLETON PARK ANNEX - NON RESIDENT	\$ 50.00	PER HOUR	TO INCLUDE BALL FEIELD, AMPHITHEATER SHELTER, INDIVIDUAL PICKLEBALL COURTS, INDIVIDUAL TENNIS COURTS AND BASKETBALL COURTS

# Fee Schedule

# Recreation

RECREATION FEES - WEIGHT ROOM, PROGRAMS & OTHER			
WEIGHT ROOM DAILY RESIDENT	\$ 5.00		
WEIGHT ROOM DAILY NON-RESIDENT	\$ 10.00		
WEIGHT ROOM WEEKLY RESIDENT	\$ 17.00		
WEIGHT ROOM WEEKLY NON-RESIDENT	\$ 35.00		
WEIGHT ROOM MONTHLY RESIDENT	\$ 25.00		
WEIGHT ROOM MONTHLY NON-RESIDENT	\$ 50.00		
WEIGHT ROOM YEARLY RESIDENT	\$ 250.00		
WEIGHT ROOM YEARLY NON-RESIDENT	\$ 500.00		
WHEELCHAIR RENTAL RESIDENT	\$ 10.00		
WHEELCHAIR RENTAL NON-RESIDENT	\$ 13.00		
PROGRAM FEES	\$ 0 - \$300.00	PER PROGRAM	PROGRAMS: FITNESS, ATHLETICS, CAMPS, ART. SPORTS, EXCURSIONS, EDUCATIONAL, SOCIAL, HOLIDAY AND OTHER PROGRAMS AS DETERMINED BY PRICE LISTING
STANDARD PROGRAMS NON-RESIDENT	25% OF PROGRAM FEE	PER PROGRAM	
MERCHANDISE FEES	\$ 0 - \$40.00	PER ITEM	
SPONSORSHIP FEES	\$ 0 - \$10,000.00	PER EVENT	VARYING LEVELS OF SPONSORSHIP PER EVENT, APPLICATIONS ACCEPTED IN ACCORDANCE WITH THE POLICY

# Fee Schedule

## Par 3 Golf

PAR 3 FEES			
<b>Membership Fees (Regardless of Resident/Non-resident/Military, Veteran, First Responder Status)</b>			
3-MONTH MEMBERSHIP <del>DUES</del>	\$ 250.00 <del>150.00</del>	Individual	
Annual Membership <del>Dues</del>	\$ 459.00 <del>299.00</del>	Junior	<del>12 years to 17 years old</del> 17 & Under
Annual Membership <del>Dues</del>	\$ 479.00 <del>319.00</del>	Senior	55 60+ years and up
Annual Membership <del>Dues</del>	\$ 499.00 <del>339.00</del>	Individual	
Annual Membership <del>Dues</del>	\$ 699.00 <del>499.00</del>	Couple	
<del>Annual Membership Dues</del>	<del>\$ 539.00 - 4</del>	Group	Group of 4/6/8 golfers
	<del>\$ 739.00 - 6</del>		
	<del>\$ 889.00 - 8</del>		
Annual Membership	\$ 899.00	Family	Up to 2 Adults & Children 17 & Under residing in the same house
<b>Resident Fees (Children 5 &amp; Under Free)</b>			
9 Holes - Child	\$ 7.00	Child 6-17 years	
9 Holes <del>Golf Course / walk</del>	\$ 13.00		
9 Holes <del>Golf Course / cart</del>	\$ 23.00 <del>21.00</del>		
18 Holes - Child	\$ 9.00	Child 6-17 years	
18 Holes <del>Golf Course / walk</del>	\$ 17.00		
18 Holes <del>Golf Course / cart</del>	\$ 30.00 <del>28.00</del>		
<b>Non-Resident Fees Resident Fees (Children 5 &amp; Under Free)</b>			
<del>3-Month Membership Dues</del>	<del>\$ 170.00</del>	Individual	-
9 Holes - Child	\$ 10.00	Child 6-17 years	
9 Holes <del>Golf Course / walk</del>	\$ 18.00		
9 Holes <del>Golf Course / cart</del>	\$ 28.00 <del>26.00</del>		
18 Holes - Child	\$ 9.00	Child 6-17 years	
18 Holes <del>Golf Course / walk</del>	\$ 24.00		
18 Holes <del>Golf Course / cart</del>	\$ 37.00 <del>35.00</del>		

# Fee Schedule

# Par 3 Golf

PAR 3 FEES			
Other Fees			
Military, Veteran and First Responder	10% Off		
<del>Golf Course - Kids Play Free Saturdays</del>	-	-	<del>Kids 12 and Under (November Through February with paying adult)</del>
<del>Golf Course - Ladies Day</del>	-	-	<del>January Through March - Half price for ladies on Wednesdays</del>
<del>Golf Course - Early Bird Rates</del>	-	-	<del>March; Weekdays 8 a.m. - 10 a.m. - \$3 off each round</del>
<del>Golf Course - After 2 p.m. rates</del>	-	-	<del>January-February; After 2 p.m. - \$5.00 off each round</del>
Cart Fee - 9 holes	\$ 10.00		
Cart Fee - 18 holes	\$ 13.00		
<del>Club Rental - 9 holes</del>	<del>\$ 6.00</del>		
Club Rental - 18 holes	\$ 5.00		
<del>Pull Cart - 9 holes</del>	<del>\$ 4.00</del>		
Pull Cart - 18 holes	\$ 5.00		
<del>Ladies Day - 9 holes</del>	<del>\$ 13.00</del>	<del>Wednesdays</del>	-
<del>Ladies Day - 18 holes</del>	<del>\$ 12.00</del>		-
<del>Non-Profit Tournament</del>	<del>50% Off</del>		<del>50% off green fees-</del>
Hole Sponsorship 6 months	\$ 300.00		New Fee
Hole Sponsorship 12 months	\$ 450.00		New Fee
Program Fees	\$ 0-300.00	Per Program	PROGRAMS: ladies day, golf lessons, youth programs, golf leagues & other programs as determined

# Fee Schedule

# Police Department

POLICE FEES			
DMV 349 Accident Report	\$ 5.00	per report	
Civil Citation - Sec. 10-191 - Filming/Videotaping Violation Penalty	\$ 50.00	1st Offense	Municipal Ordinance: Ch. 10 , Article III - Filming/Videotaping Sec. 10-191
Civil Citation - Sec. 10-191 - Filming/Videotaping Violation Penalty	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 20-1 - Consumption/Possession Alcoholic Beverages	\$ 50.00	1st Offense	Municipal Ordinance: Part II, Ch. 20 - Offenses/Misc. Prov., Article I. In General, Sec. 20-1
Civil Citation - Sec. 20-1 - Consumption/Possession Alcoholic Beverages	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 20-2 - Public Nudity	\$ 50.00	1st Offense	Municipal Ordinance: Part II, Ch. 20 - Offenses/Misc. Prov., Article I. In General, Sec. 20-2
Civil Citation - Sec. 20-2 - Public Nudity	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 20-31 - Use of Firearms/other weapons	\$ 50.00	1st Offense	Municipal Ordinance: Part II, Ch. 20 - Offenses/Misc. Prov., Article II. Offenses Against Public Safety, Sec. 20-31
Civil Citation - Sec. 20-31 - Use of Firearms/other weapons	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 20-32 - Carrying Concealed weapons on Municipal Property	\$ 50.00	1st Offense	Municipal Ordinance: Part II, Ch. 20 - Offenses/Misc. Prov., Article II. Offenses Against Public Safety, Sec. 20-32
Civil Citation - Sec. 20-32 - Carrying Concealed weapons on Municipal Property	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 14-65 - Noise	\$ 50.00	1st Offense	Municipal Ordinance: Part II, Ch. 14 , Article-II Nuisances, Sec. 14-65
Civil Citation - Sec. 14-65 - Noise	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 14-127 - Sand Dunes, Sea Turtle Habitat, Sand Mgt Projects	\$ 100.00	1st Offense	Municipal Ordinance, Ch. 14 - Protection of Sand Dunes, Sea Turtles and Other wildlife habitat; Sand Management Projects, Article III, Sec 14-127
Civil Citation - Sec. 14-127 - Sand Dunes, Sea Turtle Habitat, Sand Mgt Projects	\$ 200.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 14-132 - Additional prohibited activities, (a), (b), (c), (d), (g), (h), (j), (n), (o) and (p)	\$ 100.00	1st Offense	Municipal Ordinance - Sec. 14-132 - Additional prohibited activities, (a), (b), (c), (d), (g), (h), (j), (n), (o) and (p)
Civil Citation - Sec. 14-132 - Additional prohibited activities, (a), (b), (c), (d), (g), (h), (j), (n), (o) and (p)	\$ 200.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 14-132 - Additional prohibited activities, (e), (f), (i), (k), (l), and (m)	\$ 250.00	1st Offense	Municipal Ordinance, Ch. 14 - Protection of Sand Dunes, Sea Turtles and Other wildlife habitat; Sand Management Projects, Article III, Sec 14-132, (e) (f), (i) and (k)
Civil Citation - Sec. 14-132 - Additional prohibited activities, (e), (f), (i), (k), (l) and (m)	\$ 500.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 14-142 - Digging Holes on Beach	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 14 - Beach Hazards, Article IV, Sec. 14-142

# Fee Schedule

# Police Department

POLICE FEES			
Civil Citation - Sec. 14-142 - Digging Holes on Beach	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 14-143 - Unattended Personal Items	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 14 - Beach Hazards, Article IV, Sec. 14-143
Civil Citation - Sec. 14-143 - Unattended Personal Items	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation - Sec. 22-1 - Hours; Alcoholic Beverages	\$ 50.00	1st Offense	Municipal Ordinance: Ch. 22 - Parks & Rec. Article I. In General, Sec. 22-1
Civil Citation P&R Violation - Sec. 22-1 - Hours; Alcoholic Beverages	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation - Sec. 22-3 - Oak Island Cabana	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 22 Parks & Rec. Article I., Sec. 22-3
Civil Citation P&R Violation - Sec. 22-3 - Oak Island Cabana	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation - Sec. 22-4 - All Walkways	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 22 - Parks & Rec. Article I, Sec. 22-4
Civil Citation P&R Violation - Sec. 22-4 - All Walkways	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation - Sec. 22-5 - Surfing Restrictions	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 22 - Parks & Rec. Article I, Sec. 22-5
Civil Citation P&R Violation - Sec. 22-5 - Surfing Restrictions	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation- Sec. 22-6- Regulation of Parking, SW 6th street	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 28- Traffic Article 3 Parking
Civil Citation P&R Violation- Sec. 22-6- Regulation of Parking, SW 6th street	\$ 50.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation - Sec. 22-9 - Camping in P&R Facilities	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 22 - Parks & Rec. Article I, Sec. 22-9
Civil Citation P&R Violation - Sec. 22-9 - Camping in P&R Facilities	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation - Sec. 22-10 - Bill Smith Park Rules/Regs	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 22 - Parks & Rec. Article I, Sec. 22-10
Civil Citation P&R Violation - Sec. 22-10 - Bill Smith Park Rules/Regs	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation P&R Violation -Sec. 22-81 through 87 Personal Watercraft Safety	\$ 50.00	1st Offense	Municipal Ordinance, Ch. 22, Article III, Sec. 22-81 through 22-87
Civil Citation P&R Violation - Sec. 22-81 through 87 Personal Watercraft Safety	\$ 100.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 28-1 through 28-10(c)- Traffic Violations	\$ 50.00	1st Offense	Municipal Ordinances, Chapter 28 - Article 3 Parking

# Fee Schedule

# Police Department

POLICE FEES			
Civil Citation - Sec. 28-1 through 28-10(c)- Traffic Violations	\$ 50.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 28 - Article 3 Parking	\$ 50.00	1st Offense	Municipal Ordinances, Chapter 28 - Article 3 Parking
Civil Citation	\$ 50.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Parking Violations	\$ 50.00	1st Offense	Municipal Ordinances, Chapter 28 - Article 3 Parking
Civil Citation - Parking Violations	\$ 50.00	2nd Offense	Escalates to Criminal Offense after 2nd Offense or at Officer discretion
Civil Citation - Sec. 28-10- Restricted Area Parking Violations	\$ 50.00	All Offenses	Municipal Ordinances, Chapter 28 - Article 3 Parking
False alarm response - 4th alarm response and every additional alarm response within a calendar month	\$ 50.00	All Offenses	First three false alarm responses in a calendar month are without penalty
Wrecker Service - Limitation on Rates for 911 Tow Calls	\$ 150.00	each	
Wrecker Service - Limitation on Storage Rate for Towed Vehicles	\$ 25.00	day	

# Fee Schedule

# Public Works

PUBLIC WORKS FEES			
Non payment Penalty Fee	\$ 25.00	Monthly	Failure to pay for Trash and Recycle Services
Solid Waste Fee - Additional Recycle Container - Beachside	\$ 7.40	Monthly	
Solid Waste Fee - Additional Recycle Container - Mainland	\$ 7.40	Monthly	
Solid Waste Fee - Additional Refuse Container - Beachside	\$ 10.84	Monthly	
Solid Waste Fee - Additional Refuse Container - Mainland	\$ 10.84	Monthly	
<del>Solid Waste Fee - Blue Bags for Additional Garbage</del>	<del>\$ 5.00</del>	<del>pack of 5</del>	
Solid Waste Fee - Residential Non-Beachside	\$ 11.97	Monthly	Recycling
Solid Waste Fee - Residential Beachside	\$ 16.07	Monthly	Recycling and second pick-up during summer
Solid Waste Fee - Beachside (1 / 2 / 3 BDRM)	\$ 18.76	Monthly	1 Cart and 1 Recycle Cart
Solid Waste Fee - Beachside (4 BDRM)	\$ 34.24	Monthly	2 Carts and 1 Recycle Cart
Solid Waste Fee - Beachside (5 - 6 BDRM)	\$ 64.33	Monthly	3 Carts and 2 Recycle Carts
Solid Waste Fee - Beachside (7 / 8 BDRM)	\$ 82.49	Monthly	4 Carts and 2 Recycle Carts
Solid Waste Fee - Beachside (9 / 10 BDRM)	\$ 112.58	Monthly	5 Carts and 3 Recycle Carts
Solid Waste Fee - Beachside (11 / 12 BDRM)	\$ 130.75	Monthly	6 Carts and 3 Recycle Carts
Additional Trash Cart	\$ 12.11/\$24.22		\$12.11 Mainland & Off Season \$24.22 BS Peak Season
Additional Recycle Cart	\$ 11.21/\$12.84		\$11.21 Mainland & Off Season \$12.84 BS Peak Season
Yard Debris Pickup	\$ 5.65	Monthly	Monthly Pickup of vegetative debris

# Fee Schedule

# Stormwater

STORMWATER FEES			
Tree Fund Fee - Heritage Tree Removal Permit	\$ 100.00	each application	Permit fee for removal of a Heritage Tree
Tree Fund Fee - Reduction of tree DBH	\$ 250.00	Per inch DBH	For property owners requesting a reduction in tree DBH. Max allowable DBH reduction 30%
Tree Fund Fee - Cutting of Heritage Trees/without Permit	\$ 500.00	Each Offense	Cutting/Tree removal without permit. Hard Wood 15DBH or greater/ Soft Wood 30 DBH or greater
Tree Fund Fee - Tree Removal within a Public Right-Of-Way (ROW)	\$ 100.00	Each application	For projects requiring tree removal within a public ROW
Stop Work Order	\$ 200.00	Each Offense	To stop work in violation
Silt Fence Violation	\$ 250.00	Each Offense	After Education/ Written Warning/ then enforcement if not completed within 48 hours.
Illicit Discharge of Concrete or Paint Wash-Out in ROW or Job Site	\$ 250.00	Per Incident/Lot	Required by OKI NPDES Permit
Stabilization an abandon cleared lot or large development	\$ 250.00	Per Incident/Lot	Required by our NPDES Permit
Re-inspection fee	\$ 80.00	Each	After second failed inspection until approved
Stormwater Fee - Commercial (Multi-business Structure)	\$ 14.00		
Stormwater Fee - Commercial (Single Structure)	\$ 14.00		
Stormwater Fee - Residence (Single & Multi-family )	\$ \$10.00		
Stormwater Fee - Residence (Single Family)	\$ \$10.00		
Commercial Stormwater - Subdivision Annual Inspections	\$ 150.00		Per Structure
Residential Stormwater Plan	\$ 250.00		One resubmittal
Commercial Stormwater Plan			
Under (1) acre	\$ 500.00		Under 1 acre
1 to 3 acres	\$ 600.00		
4 to 6 acres	\$ 700.00		
7 to 10 acres	\$ 800.00		

# Fee Schedule

WATER DEPARTMENT FEES			
Administration Fee	\$	25.00	
After Hour Call Out Fee	\$	125.00	
Backflow Prevention Testing	\$	35.00	Town-provided annual testing for irrigation meters
Cut Off/On for Customer	\$	25.00	A cut off valve must be installed on customers line per Town Ordinance
Non Payment Penalty Fee	\$	50.00	During working Hours (8 - 4:00), Usually within 2nd week of month. Second Wednesday of the Month.
Hydrant Connection Fee	\$	100.00	Plus Water Usage/1000 gals. usage
Irrigation Meter 3/4" ( Tap Fee Only)	\$	500.00	
Late Payment Fee	\$	10.00 <del>5.00</del>	Penalty added to bills received after 20th of month (if not on weekend).
Meter Tampering	\$	500.00	Per North Carolina General Statute 14-151.1
Meter Testing Fee	\$	75.00	
Reconnect Fee for Non Payment After Hours	\$	125.00	After 4:30 pm (Previously 4:00 pm)
Relocation of Water Tap (service) Fee	\$	235.00 <del>232.72</del>	If moving service less than 10', pay in advance
Relocation of Water Tap (service) Fee	\$	830.00	Cost of new tap, pay in advance
Relocation of Fire Hydrant Fee		Cost + 25%	
Renters Deposits Residential	\$	230.00	Reference Sec. 30-40 - Deposit of Town Code of Ordinances
Renters Deposits Commercial Class 1	\$	230.00	Reference Sec. 30-40 - Deposit of Town Code of Ordinances
Renters Deposits Commercial Class 2	\$	275.00	
Renters Deposits Commercial Class 3	\$	375.00	
Renters Deposits Commercial Class 4	\$	675.00	
Restoration of Service on Vacant Lot	\$	150.00	

# Fee Schedule

# Water

WATER DEPARTMENT FEES			
Water Rate	\$ 25.25	<del>25.22</del>	Monthly Base Rate
Water Rate	\$ 4.00	<del>3.92</del>	per 1000 gal. 2,000 to 4,000 gal.
Water Rate	\$ 4.35	<del>4.32</del>	per 1000 gal. 4,000 to 10,000 gal.
Water Rate	\$ 4.75		per 1000 gal. 10,000 to 12,500 gal.
Water Rate	\$ 5.25	<del>5.22</del>	per 1000 gal. Over 12,500 gal.
Water Rate (Out of Town Customers)			125% of In Town Rates
Water Tap Fee (3/4")	\$ 1,500.00		Cost of materials and comparison to neighboring communities
Water Tap Fee (1")	\$ 2,500.00		Cost of materials and comparison to neighboring communities
Water Tap Fee (2")	\$ 4,465.20		
Water Tap Fee (3")	Cost + 25%		
Water Tap Fee (4")	Cost + 25%		
Water Tap Fee (6")	Cost + 25%		
Water Tap Fee (8")	Cost + 25%		
Water Tap Fee (10")	Cost + 25%		
System Development Fee (3/4")	\$ 592.00		Capacity Factor Multiplier based on max. flow criteria of the AWWA (1)
System Development Fee (1")	\$ 1,478.00		(2.5)
System Development Fee (2")	\$ 4,730.00		(8)
System Development Fee (3")	\$ 9,907.00		(16.75)
System Development Fee (4")	\$ 16,265.00		(27.5)
System Development Fee (6")	\$ 33,272.00		(56.25)
System Development Fee (8")	\$ 50,276.00		(85)
System Development Fee (10")	\$ 70,894.00		(130)
Water Service Repair 3/4 or 1" not to include customer side plumbing	\$ 500.00		
Water Service Repair 2" or more not to include customer side plumbing	Cost + 25%		

# Fee Schedule

*Water*

**WATER DEPARTMENT FEES**

Billing Cycle: Bills mailed on or about the 1st of each month. Bills due without penalty until 20th of month (If not on weekend). \$5.00 Penalty added to bills received after the 20th of month (If not on weekend). Total amount due on last day of month (If not on weekend). Cut-off for non-payment will be the 2nd Wednesday of each month.

# Fee Schedule

## Wastewater

WASTEWATER DEPARTMENT FEES			
After Hour Call Out Fee	\$	125.00	
Sewer Construction Assessment	\$	4,200.00	Per Brunswick County Tax Parcel of record As Of date of installation of sewer tap.
Sewer District Fee	\$	601.78	Per Parcel in District (Served by System whether at Fish Factory Rd. or Brunswick County)
Wastewater Rate	\$	42.25	<del>38.44</del> Includes 4,000 gals.
Wastewater Rate	\$	8.33	per 1000 gal. - over 4,000 gals.
Brunswick County Monthly Capital Charge	\$	17,931.97	Flat monthly fee - Monthly Capital Charges per contract terms
<del>Brunswick County Additional</del> Caswell Beach WW Rate	\$	4.15	<del>3.04</del> Usage Rate per 1000 gallons per contract terms
Wastewater Rate (Out of Town Customers)			125% of In Town Rates
Wastewater 4" Tap (Gravity System)	\$	1,800.00	Depth of 6', cost plus 25% if deeper than 6' or requires contractor
Wastewater 6" Tap (Gravity System)	\$	1,980.00	Depth of 6', cost plus 25% if deeper than 6' or requires contractor
Wastewater 4" Tap (Vac System)	\$	6,600.00	Connection from an existing valve pit
Wastewater 6" Tap (Vac System)	\$	6,600.00	Connection from an existing valve pit
Wastewater 6' Valve Pit (Vacuum System)	\$	12,000.00	Price includes one service connection
Wastewater 8' Valve Pit (Vacuum System)	\$	12,000.00	Price includes one service connection
Wastewater Buffer Tank (Vacuum System)		Cost + 25%	Pits installed greater than 6' shall be contracted out by the Town
Wastewater Force Main Tap Fee		Cost + 25%	Pits installed greater than 6' shall be contracted out by the Town
WW Residential Class I System Development Fee	\$	2,642.00	Single Family: First 4 habitable rooms included then \$1,500.00 for each habitable room after.
WW Residential Class II System Development Fee	\$	3,523.00	Duplex Per unit, first 4 habitable rooms included then \$1,500 for each habitable room after.
WW Residential Class III System Development Fee	\$	4,147.00	Triplex: Per unit, first 4 habitable rooms included then \$1,500 for each habitable room after.
WW Residential Class IV System Development Fee	\$	4,944.00	Quadplex: Per unit, first 4 habitable rooms included then \$1,500 for each habitable room after.
System Development Fee (10")	\$	70,894.00	

# Fee Schedule

# Wastewater

WASTEWATER DEPARTMENT FEES		
WW Residential Class V System Development Fee	\$ 4,492.00	Condo-Townhouse: Plus \$1,624 for each unit over four (4): Per unit, first 4 habitable rooms included then \$1,500.00 for each habitable room after.
WW Residential Class VI System Development Fee	\$ 4,492.00	Apartment: Complex: Plus \$1,624 for each unit over four (4): Per unit, first 4 habitable rooms included then \$1,500.00 for each habitable room after.
WW Commercial Class I System Development Fee	\$ 4,055.00	
WW Commercial Class II System Development Fee	\$ 4,529.00	
WW Commercial Class III System Development Fee	\$ 5,174.00	
WW Commercial Class IV System Development Fee	\$ 6,146.00	(General)
WW Commercial Class V System Development Fee	\$ 6,146.00	(Motel / Hotel) Plus \$1,537 per unit

# Fee Schedule

# Commercial Classifications

COMMERCIAL CLASSIFICATIONS	
Class 1:	Gift shop, card shop, real estate office, florist, insurance office, repair shop (other than vehicle/marine), book store, and parts store (i.e., vehicle, marine, appliance), pharmacy, home business, snack shop without seating capacity, clothing store, hardware store, hunting-fishing-tackle shop, general service office (i.e., CPA, lawyer, consultant engineer, building contractor), HVAC sales and service, furniture store, household goods store, pawn shop, tanning salon, ABC store, bank, garden center and plant nursery.
Class 2:	Vehicle repair, beauty shop, barber shop, restaurant with seating capacity up to ten (10), and ice cream shop, miniature golf, arcade, seafood market, grocery market, meat market, fraternal organizations without a bar, gas station, convenience store, marine repair, physician or dentist office, library, church, day care center, and kindergarten center.
Class 3:	Restaurant with seating capacity from 11-30, light assembly and/or manufacturing with less than 11 employees, Bed and Breakfast facilities.
Class 4:	Laundromat, car wash, restaurant with seating capacity in excess of 30, bar/lounge, public pool, fraternal organizations with bar/lounge and/or restaurant facilities, assembly and/or manufacturing with 11 or more employees, fishing pier operations, hotel/motel with/without kitchen facilities, RV and trailer parks.

# Fee Schedule

# Notes

NOTES	
1.	Where a use is not Sign Specifically listed, it shall be assigned a class most closely associated to a listed user class for the purpose of the administration of this schedule.
2.	A single business unit with combinations of services in different classes will be required to pay only System Development Fees of the highest cost category and a tap fee based on the number and size of sewer taps installed.
3.	A single building with multiple business units shall be required to pay System Development Fees based upon the commercial class of business in each unit and a tap fee based on the Number and size of taps installed.
4.	A single building having a combination residential class and commercial class shall be required to pay an System Development Fee for each unit based on the classification housed, and a tap fee based on the Number and size of taps installed.
5.	When the use of a building is being changed to a higher user classification, there shall be water and wastewater System Development Fees charged that amounts to the difference between the fees for the present use and the proposed use. No refunds of System Development Fees shall be given for changes to a lower classification.
6.	Water and Sewer System Development Fees shall be paid in accordance with the Fee Schedule for each separate use in a major sub-division. One-half of the total fees shall be paid at the time of approval of the Preliminary Plat, and the remaining one-half at the time of approval from all applicable state agencies. For all other construction, applicable water and sewer tap and System Development Fees shall be paid prior to the issuance of building permits for the proposed construction.
7.	Payment of System Development Fees for reserved sewer flow capacity shall be paid at the time of town's approval. If development plans have not been Approved and a permit issued by the town within 18 months from the date such capacity is available, the reservation becomes null and void and the town retains the System Development Fees.
8.	Vacuum system needs by customer will be figured by Utility Staff using Airvac Design Manual along with plumbing fixture flows provided by owner.

# Fee Schedule

## Oak Island Fishing Pier

OAK ISLAND FISHING PIER		
Pier Walking Fee	\$ 0.00	Free
Rod Rental	\$ 10.00	Daily Pass
Rod Rental Deposit	\$ 25.00	Daily Pass Deposit must be placed on a Credit Card
Bottom Fishing - One Rod	\$ 12.00 <del>10.00</del>	Daily Pass
Bottom Fishing - Two Rods	\$ 14.00	Daily Pass
Bottom Fishing - Senior One Rod	\$ 10.00 <del>9.00</del>	Daily Pass
Bottom Fishing - Senior Two Rods	\$ 13.00	Daily Pass
Bottom Fishing - Military One Rod	\$ 8.00	Daily Pass
Bottom Fishing - Military Two Rods	\$ 12.00	Daily Pass
Bottom Fishing - Kid 5 & Under	Free	Daily Pass
Bottom Fishing Kid 6-12	\$ 5.00	Daily Pass
King "Tee" - King Pass	\$ 20.00 <del>18.00</del>	Daily Pass Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Senior King Pass	\$ 19.00 <del>17.00</del>	Daily Pass Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Military King Pass	\$ 18.00 <del>16.00</del>	Daily Pass Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
Bottom Fishing - One Rod	\$ 33.00 <del>27.00</del>	3 Day Pass
Bottom Fishing - Two Rods	\$ 39.00	3 Day Pass
Bottom Fishing - Senior One Rod	\$ 27.00 <del>24.00</del>	3 Day Pass
Bottom Fishing - Senior Two Rods	\$ 36.00	3 Day Pass
Bottom Fishing - Military One Rod	\$ 24.00 <del>21.00</del>	3 Day Pass
Bottom Fishing - Military Two Rods	\$ 33.00	3 Day Pass
King "Tee" - King Pass	\$ 57.00 <del>51.00</del>	3 Day Pass Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Senior King Pass	\$ 54.00 <del>48.00</del>	3 Day Pass Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Military King Pass	\$ 51.00 <del>45.00</del>	3 Day Pass Minimum age 13. Kids 12 & under are 1/2 price with a paying adult

# Fee Schedule

## Oak Island Fishing Pier

OAK ISLAND FISHING PIER				
Bottom Fishing - One Rod	\$ 55.00	<del>45.00</del>	5 Day Pass	
Bottom Fishing - Two Rods	\$	65.00	5 Day Pass	
Bottom Fishing - Senior One Rod	\$ 45.00	<del>40.00</del>	5 Day Pass	
Bottom Fishing - Senior Two Rods	\$	60.00	5 Day Pass	
Bottom Fishing - Military One Rod	\$ 40.00	<del>35.00</del>	5 Day Pass	
Bottom Fishing - Military Two Rods	\$	55.00	5 Day Pass	
King "Tee" - King Pass	\$ 95.00	<del>85.00</del>	5 Day Pass	Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Senior King Pass	\$ 90.00	<del>80.00</del>	5 Day Pass	Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Military King Pass	\$ 85.00	<del>75.00</del>	5 Day Pass	Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
Bottom Fishing - One Rod	\$ 77.00	<del>63.00</del>	7 Day Pass	
Bottom Fishing - Two Rods	\$	91.00	7 Day Pass	
Bottom Fishing - Senior One Rod	\$ 63.00	<del>56.00</del>	7 Day Pass	
Bottom Fishing - Senior Two Rods	\$	84.00	7 Day Pass	
Bottom Fishing - Military One Rod	\$ 56.00	<del>49.00</del>	7 Day Pass	
Bottom Fishing - Military Two Rods	\$	77.00	7 Day Pass	
King "Tee" - King Pass	\$ 133.00	<del>119.00</del>	7 Day Pass	Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Senior King Pass	\$ 126.00	<del>112.00</del>	7 Day Pass	Minimum age 13. Kids 12 & under are 1/2 price with a paying adult
King "Tee" - Military King Pass	\$ 119.00	<del>105.00</del>	7 Day Pass	Minimum age 13. Kids 12 & under are 1/2 price with a paying adult

# Fee Schedule

# Oak Island Fishing Pier

OAK ISLAND FISHING PIER			
Bottom Fishing - One Rod	\$ 300.00	<del>250.00</del>	Season Pass
Bottom Fishing - Two Rods	\$ 350.00		Season Pass
Bottom Fishing - Senior One Rod	\$ 250.00	<del>225.00</del>	Season Pass
Bottom Fishing - Senior Two Rods	\$ 325.00		Season Pass
Bottom Fishing - Military One Rod	\$ 225.00	<del>200.00</del>	Season Pass
Bottom Fishing - Military Two Rods	\$ 300.00		Season Pass
King "Tee" - King Pass	\$ 400.00	<del>360.00</del>	Season Pass
King "Tee" - Senior King Pass	\$ 380.00	<del>340.00</del>	Season Pass
King "Tee" - Military King Pass	\$ 360.00	<del>320.00</del>	Season Pass
<del>Couples Bottom Fishing</del>	<del>\$ 475.00</del>		<del>Season Pass</del> -
<del>Couples Bottom Fishing - Senior</del>	<del>\$ 425.00</del>		<del>Season Pass</del> -
<del>Couples Bottom Fishing - Military</del>	<del>\$ 375.00</del>		<del>Season Pass</del>
<del>Couples King "Tee" - King Pass</del>	<del>\$ 540.00</del>		<del>Season Pass</del>
<del>Couples King "Tee" - Senior King Pass</del>	<del>\$ 510.00</del>		<del>Season Pass</del>
<del>Couples King "Tee" - Military King Pass</del>	<del>\$ 480.00</del>		<del>Season Pass</del>
<del>Parent/Child - Bottom Fishing</del>	<del>\$ 312.50</del>		<del>Season Pass</del> Children 12 years and younger
<del>Parent/Child - King "Tee" Fishing</del>	<del>\$ 450.00</del>		<del>Season Pass</del> Children 12 years and younger

# Fee Schedule

# 801 Ocean Event Center

801 OCEAN EVENT CENTER FEES		
November 1 <sup>st</sup> - March 31 <sup>st</sup> - OFF SEASON		
Deposit Required: 50% of rental + Security Deposit		
November 1 <sup>st</sup> - March 31 <sup>st</sup> - OFF SEASON	Weekday = Monday - Thursday Weekend = Friday - Sunday	
<u>Weekday</u> - Property Owner	\$ 100.00	Per hour regardless of hours rented
<u>Weekend</u> - Property Owner	\$ 200.00	Per hour regardless of hours rented
<u>Weekday</u> - Non Property Owner	\$ 200.00	Per hour regardless of hours rented
<u>Weekend</u> - Non Property Owner	\$ 300.00	Per hour regardless of hours rented
<u>Weekday</u> - Non Profit Groups (501c-3)	\$ 50.00	50% off hourly rates
<u>Weekend</u> - Non Profit Groups (501c-3)	\$ 100.00	<u>Weekend</u> - Non Profit Groups (501c-3)
April 1 <sup>st</sup> - October 31 <sup>st</sup> - IN SEASON		
April 1 <sup>st</sup> - October 31 <sup>st</sup> - IN SEASON	Weekday = Monday - Thursday Weekend = Friday - Sunday	
<u>Weekday</u> - Property Owner	\$ 200.00	Per hour regardless of hours rented
<u>Weekend</u> - Property Owner	\$ 300.00	Per hour regardless of hours rented
<u>Weekday</u> - Non Property Owner	\$ 300.00	Per hour regardless of hours rented
<u>Weekend</u> - Non Property Owner	\$ 400.00	Per hour regardless of hours rented
<u>Weekday</u> - Non Profit Groups (501c-3)	\$ 100.00	50% off hourly rates
<u>Weekend</u> - Non Profit Groups (501c-3)	\$ 300.00	Per hour regardless of hours rented. Discounted rates NOT available

# Fee Schedule

# 801 Ocean Event Center

801 OCEAN EVENT CENTER FEES		
ADDITIONAL RENTAL ITEMS - OPTIONAL		
Security Deposit	\$ 500.00	Required
Cleaning Fee	\$ 350.00	Entire Building
Audio Visual	\$ 125.00	
<del>Dance Floor</del>	<del>\$ 350.00</del>	
Linens	\$ 12.00 to 32.00	Per Linen
Chair Cushions	\$ 3.00	Each
Arbor	\$ 175.00	<del>Per Hour</del>

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

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**SUBJECT:** Consideration of Selecting a Realtor  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

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**Subject Summary:** Town Council has previously discussed looking at the array of Town-owned properties as a whole, considering not only current and future needs of the Town for amenities and infrastructure, but also whether the Town has the property needed to accommodate future needs and whether there are properties the Town can dispose of. To help guide this process, the Town issued an RFP for real estate services with proposals due by May 15. The proposals were reviewed May 18, and staff recommends working with Marguerite Greene, Senior Vice President for Century 21's Triangle, Providence, and Collective groups.

The proposed compensation schedule is as follows:

Seller/Landlord properties: 5% of sales price/total lease term; 2.5 split each cooperating agent; 3% to listing agent's firm if no cooperating agent involved; and 10% option fee, should there be a forfeiture of earnest money.

Buyer/Tenant properties: 2.5% of sales price/total lease term; 3% to buyer/tenant agent's firm if no cooperating agent involved; and -2.5% if commission less than 2.5%, buyer/tenant to pay difference.

**Suggested Motion:** I make a motion to select Marguerite Greene as the Town's real estate professional and to authorize the Town Manager to execute a written agreement following review by the Town Attorney.

**Financial Impact Statement:** This particular action will not have a financial impact as fees would be charged for specific tasks requested.

**Legal Review:** A formal written agreement would be reviewed by the Town Attorney prior to signature.

**TOWN COUNCIL REGULAR  
MEETING  
AGENDA ITEM MEMO**

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**SUBJECT:** Consideration of Direction to Staff Regarding the  
Disposition of Town-Owned Parcels  
**DATE:** June 4, 2026  
**DEPARTMENT:** Administration

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**Subject Summary:** The Town Council is requested to discuss and provide direction to staff regarding the disposition of two Town-owned vacant parcels identified as Brunswick County Parcel Nos. 250CG054 and 250CG056, both located on the north side of Elizabeth Drive. The parcels are currently classified as vacant land and would not be suitable for municipal facilities. Council's discussion may include the preferred method of disposition, timing, and other related considerations.

**Attachments:**

[Appraisal Card\\_250CG054](#)  
[Appraisal Card\\_250CG056](#)  
[Property Disposal Procedures Chart\\_1](#)  
[Elizabeth Dr parcels](#)

**Financial Impact Statement:** Potential future revenue may be generated through the sale of the parcels. Additional costs may include appraisals, surveying, legal services, brokerage fees, and marketing associated with the disposition process.

**Legal Review:** The Town Attorney review will be conducted as necessary prior to final disposition actions.

TOWN OF OAK ISLAND

Return/Appeal Notes: Parcel: 250CG054

31146060

BRUNSWICK COUNTY (100), DOSHER HOSP TAX (100), OAK ISLAND (100)

PLAT: UNIQ ID / 129601  
ID NO: 207508998887

CARD NO. 1 of 1

Reval Year: 2023 Tax Year: 2025 L-100X227

1.0000 LT

SRC=

Appraised by 53 on 09/19/2022 305A YAUPON BEACH NORTH SIDE

TW-03 CI-14 FR-08 EX-B AT- LAST ACTION 20220919

CONSTRUCTION DETAIL		MARKET VALUE							DEPRECIATION				CORRELATION OF VALUE										
TOTAL POINT VALUE		USE	MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB					CREDENCE TO									
BUILDING ADJUSTMENTS		98	00							% GOOD				DEPR. BUILDING VALUE - CARD 0									
TOTAL ADJUSTMENT FACTOR		TYPE: VACANT LAND										DEPR. OB/XF VALUE - CARD 0											
TOTAL QUALITY INDEX		STYLE:										MARKET LAND VALUE - CARD 34,000											
												TOTAL MARKET VALUE - CARD 34,000											
												TOTAL APPRAISED VALUE - CARD 34,000											
												TOTAL APPRAISED VALUE - PARCEL 34,000											
												TOTAL PRESENT USE VALUE - PARCEL 0											
												TOTAL VALUE DEFERRED - PARCEL 0											
												TOTAL TAXABLE VALUE - PARCEL \$ 34,000											
												PERMIT											
		CODE		DATE		NOTE		NUMBER		AMOUNT													
		ROUT: WTRSHD:										SALES DATA											
		OFF. RECORD		DATE		DEED				INDICATE SALES													
		BOOK	PAGE	MOYR		TYPE	Q	U	V	I	PRICE												
		04010	0030	1	2018	DG	C	V			0												
		01819	0983	9	2003	WD	U	V			0												
		01036	0074	6	1995	WD	U	V			0												
		HEATED AREA										NOTES											
SUBAREA		GS AREA	RPL CS	CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	SIZE FACT	AYB	EYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE			
TOTAL OB/XF VALUE		0																					
FIREPLACE																							
SUBAREA TOTALS																							
BUILDING DIMENSIONS																							
LAND INFORMATION																							
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES			ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES				
SFR MARSH	0108	R9	100	236	1.0000	0	0.2000	LOW			PS	170,000.00	1.000	LT	0.200	34,000.00	34000						
TOTAL MARKET LAND DATA																	34,000						
TOTAL PRESENT USE DATA																							



## Step-By-Step Procedures for Disposal of Surplus Property For North Carolina Local Governments

Method	Type of Property	Procedural Requirements			
<i>Competitive Sales</i>					
Sealed bids (G.S. 160A-268)	Real property Personal property	<b>Step 1:</b> Board adopts resolution authorizing sale by sealed bid	<b>Step 2:</b> Publish advertisement for sealed bids at least 30 days before the bid opening for real property; 7 days for personal property	<b>Step 3:</b> Receive and open sealed bids	<b>Step 4:</b> Award to highest responsive, responsible bidder or reject all bids
Upset bids (G.S. 160A-269)	Real property Personal property	<b>Step 1:</b> Unit received offer to purchase property	<b>Step 2:</b> Board adopts resolution accepting offer and authorizing upset bid procedure; offeror deposits 5% of bid amount with clerk while upset procedure takes places	<b>Step 3:</b> Publish advertisement for upset bids. Qualifying upset bid must be an amount at least 10% of the first \$1000 of the original offer and 5% of the remainder. Bidders must submit qualifying upset bids within 10 days after date of advertisement and be accompanied by a 5% bid bond or deposit.	<b>Step 4:</b> If qualifying upset bid received, repeat advertisement and upset bid process until no additional qualifying upset bid is received, then award to highest bid or reject all bids

Method	Type of Property	Procedural Requirements			
Public auction – <u>real</u> property (G.S. 160A-270); may be live or electronic auction	Real property	<b>Step 1:</b> Board adopts resolution authorizing sale by auction	<b>Step 2:</b> Publish advertisement of auction at least 30 days before auction is conducted. (If <i>electronic</i> auction, board may authorize electronic-only notice)	<b>Step 3:</b> Conduct auction	<b>Step 4:</b> Report highest bid to board; must accept or reject within 30 days of date bid is reported to board; complete sale to highest bidder at any time after board approval
Public auction – <u>personal</u> property (G.S. 160A-270); may be live or electronic auction	Personal property	<b>Step 1:</b> Board adopts resolution authorizing official to dispose of property at public auction	<b>Step 2:</b> Publish advertisement of auction at least 10 days before auction is conducted. (If electronic auction, board may authorize electronic-only notice)	<b>Step 3:</b> Conduct auction	<b>Step 4:</b> Complete sale to highest bidder (board approval of sale not required)
<b>“Small Item” Sales (Personal Property Valued Less Than \$30,000)</b>					
Private sale with board approval (authority to conduct sale not delegated) (G.S. 160A-267)	Personal property valued at less than \$30,000	<b>Step 1:</b> Board adopts resolution authorizing an official or employee to dispose of property by private sale at a negotiated price	<b>Step 2:</b> Publish notice of sale at least once	<b>Step 3:</b> Complete sale no sooner than 10 days after notice is published	

Sample resolutions and advertisements available online at [www.ncpurchasing.unc.edu](http://www.ncpurchasing.unc.edu) (click on “Forms”).  
Reference: Lawrence, David M., *Local Government Property Transactions in North Carolina* (2nd ed., 2000)

Method	Type of Property	Procedural Requirements			
Private sale without board approval of each sale (authority to conduct sale delegated) <i>(G.S. 160A-266(c))</i>	Personal property valued at less than \$30,000	<b>Step 1:</b> Board adopts policy authorizing an official or employee to conduct sales. Policy must be designed to secure fair market value for property sold.	<b>Step 2:</b> Official or employee negotiates and conducts private sales. Must keep a record of property sold and the sale price. Board approval and published notice not required.		
<b>Leases</b>					
Leases – total term more than 10 years <i>(G.S. 160A-272)</i>	Real property Personal property	Must use one of the competitive sale procedures for real property—sealed bid, upset bid, or public auction. <i>(If leasing real property for housing for low- and/or moderate-income persons, may use GS 160A-278)</i>			
Leases – total term more than 1 year and less than 10 years <i>(G.S. 160A-272)</i>	Real property Personal property	<b>Step 1:</b> Publish notice at least 30 days before <i>regular</i> meeting of the board at which resolution authorizing lease will be considered	<b>Step 2:</b> At a <i>regular</i> meeting, board adopts resolution authorizing lease	<b>Step 3:</b> Execute lease at any time after board adopts resolution	
Leases – total term one year or less <i>(G.S. 160A-272)</i>	Real property Personal property	No procedural requirements – board may delegate authority to approve leases			

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Method	Type of Property	Procedural Requirements			
Leases for affordable housing (G.S. 160A-278)	Real property, but only to construct housing for the benefit of low and moderate income persons	<b>Step 1:</b> Publish notice at least 10 days before <i>regular</i> meeting of the board at which resolution authorizing lease will be considered	<b>Step 2:</b> At a <i>regular</i> meeting, board adopts resolution authorizing lease	<b>Step 3:</b> Execute lease at any time after board adopts resolution	
<i>Special Conveyances</i>					
Exchange (G.S. 160A-271)	Real property Personal property	<b>Step 1:</b> Unit develops a tentative agreement for exchange of property for full and fair consideration	<b>Step 2:</b> Publish notice at least 10 days before <i>regular</i> meeting of the board at which resolution authorizing exchange will be considered	<b>Step 3:</b> At a <i>regular</i> meeting, board adopts resolution authorizing exchange	<b>Step 4:</b> Complete exchange at any time after board adopts resolution
Trade-in (G.S. 143-129.7)	Personal property	<b>Step 1:</b> Unit follows competitive bidding requirements to solicit bids for new item(s); bid specifications must include notice for bidders to submit trade-in price for purchasing unit's used items	<b>Step 2:</b> Unit awards bid to lowest responsive, responsible bidder taking into account price offered for new items and trade-in price offered for unit's used items		

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Method	Type of Property	Procedural Requirements			
Economic development projects <i>(G.S. 158-7.1(d))</i>	Real property, but only for economic development activities listed in G.S. 1587.1(b)	<b>Step 1:</b> Unit determines the probable average hourly wage to be paid to workers by the business to be located at the property to be conveyed and the fair market value of the interest. The consideration for the conveyance may not be less than that value.	<b>Step 2:</b> Publish notice at least 10 days before <i>regular</i> meeting of the board at which the resolution authorizing sale or lease will be considered	<b>Step 3:</b> At <i>regular</i> meeting, board adopts resolution approving sale or lease	<b>Step 4:</b> Complete sale or lease at any time after board adopts resolution
Community development projects <i>(G.S. 160A-457)</i>  <b>Cities only</b>	Real property, but only for sale to a redeveloper in accordance with a community development program as described in G.S. 160A-456 and -457	<b>Step 1:</b> Publish notice of sale once a week for two successive weeks, first notice must be published not less than 10 days nor more than 25 days preceding the public hearing	<b>Step 2:</b> Board conducts public hearing on the sale. At the public hearing the appraised value of the property to be sold, exchanged or transferred shall be disclosed; the consideration for the conveyance shall not be less than the appraised value.	<b>Step 3:</b> Board adopts resolution approving the sale, exchange, or transfer	<b>Step 4:</b> Complete conveyance at any time after board adopts resolution

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Method	Type of Property	Procedural Requirements			
Conveyance to other governments in North Carolina (G.S. 160A-274)	Real property Personal property	<b>Step 1:</b> Board adopts resolution approving the conveyance; no other procedures required			
Artistic/historic properties (G.S. 160A-266(b))	Real or personal property, but only the type of property described in G.S. 160A-266(b) and only if conveyed to a nonprofit in accordance with G.S. 160A-266(b)	<b>Step 1:</b> Board adopts resolution authorizing an official or employee to dispose of property by private sale at a negotiated price	<b>Step 2:</b> Publish notice summarizing contents of resolution once after resolution is adopted	<b>Step 3:</b> Complete sale at least 10 days after notice is published	
Fire departments and rescue squads (G.S. 160A-277)	Real property, but only for constructing or expanding fire department or rescue squad facilities	<b>Step 1:</b> Publish notice at least 10 days before <i>regular</i> meeting of the board at which resolution authorizing conveyance will be considered	<b>Step 2:</b> At <i>regular</i> meeting, board adopts resolution authorizing lease, sale, or conveyance	<b>Step 3:</b> Complete conveyance at any time after board adopts resolution	

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Method	Type of Property	Procedural Requirements			
Conveyance to nonprofit organizations <i>(G.S. 160A-279)</i>  <b><i>Cities and counties only</i></b>	Real or personal property, but only if conveyed to an entity carrying out a public purpose for which that the city or county is authorized to appropriate funds	<b>Step 1:</b> Board adopts resolution authorizing an appropriate official or employee to convey property	<b>Step 2:</b> Publish notice summarizing contents of resolution once after the resolution is adopted	<b>Step 3:</b> Complete conveyance at least 10 days after notice is published	
Conveyance without monetary consideration <i>(G.S. 160A-280)</i>  <b><i>Does not apply to schools</i></b>	Personal property only, conveyed to a governmental unit, sister city (as defined in G.S. 160A-280), nonprofit, or charter school	<b>Step 1:</b> Post public notice at least 5 days before meeting of the board at which resolution authorizing will be considered	<b>Step 2:</b> Board adopts resolution approving conveyance	<b>Step 3:</b> Complete conveyance at any time after board adopts resolution	

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