



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, JANUARY 9, 2025

Wrightsville Beach Town Hall Council Chambers
321 Causeway Drive, Wrightsville Beach, NC

AGENDA (ALL ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION)

1. Call to Order

2. Pledge of Allegiance

3. Invocation

4. Public Comments

Notes on Comment Period: Each speaker is asked to limit comments to 3-5 minutes. Citizens should sign up at Town Hall by 5:00 p.m. the day of the meeting. The Board is interested in hearing your concerns, but speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town officials or staff and may be scheduled for a future agenda.

5. Consent Agenda

Notes on Consent Agenda: All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

- a. Approval of the open session minutes of the 12-2-24 special called meeting and the 12-12-24 regular meeting.
- b. Acknowledgement of previously-approved special events for February.
- c. Approval of recurring special events as recommended by the Parks & Recreation Advisory Committee.
- d. Adoption of Resolution (2025) 2347 in support of the WMPO's Resilience Improvement Planning Grant Application.

6. Presentations--None.

7. Public Hearing--None.

8. Regular Agenda

- a. Consider changes to the paid parking program including adoption of Ordinance (2025) 1864 and Budget Ordinance (2025) 643-B.
- b. Consider approval of Budget Ordinance (2025) 642-B funding a proposal for camera improvements and consider authorizing the Town Manager to execute a contract with Infranet to implement the improvements.
- c. Consider approval of a Memorandum of Understanding between the Town and the Harbor Island Garden Club relating to the maintenance of the Harbor Way Gardens.
- d. Consider adoption of Resolution (2025) 2346 amending the Policy and Guidelines for the Naming of Town Assets.
- e. Consider adoption of Budget Ordinance (2025) 644-B funding the purchase of two radar speed signs.
- f. Consider appointments to the Planning Board.
- g. Consider appointments to the Parks & Recreation Advisory Committee.
- h. Consider appointments to the Historic Landmark Commission.
- i. Consider an appointment to the Board of Adjustment

9. Other Items and Reports

10. Closed Session

Consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer as authorized by NCGS 143-318.11(a)(6).

CITIZENS WITH DISABILITIES REQUIRING SPECIAL NEEDS TO ACCESS THE SERVICES OR PUBLIC MEETINGS OF WRIGHTSVILLE BEACH GOVERNMENT SHOULD CONTACT THE TOWN MANAGER'S OFFICE FIVE DAYS PRIOR TO THE MEETING BY CALLING (910) 256-7900.

B O A R D O F A L D E R M E N M I N U T E S

DECEMBER 2, 2024 9:00AM

TOWN HALL CONFERENCE ROOM, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

A duly-noticed special called meeting of the Board of Aldermen was called to order at 9:00am by Mayor Mills. The following were present:

Board of Aldermen

F. Darryl Mills, Mayor
Hank Miller, Mayor Pro-tem
Jeff DeGroote, Alderman
Ken Dull, Alderman (absent)
Vivian (Zeke) Partin, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Tony Wilson, Director of Parks & Planning
Brian Murray, Finance Director

Pivot Parking

Scott Diggs, CEO
Josh Yates, Manager

PRESENTATION FROM PIVOT PARKING

The Mayor noted that this was a special called meeting for the purpose of receiving information from Pivot Parking regarding the Town's paid parking program. The Mayor reviewed the history of the Town's contractual relationship with Pivot Parking, noting that 1) Pivot was selected following a competitive bidding process; 2) Pivot employees are not Town employees; and 3) the Town sets the rules, regulations and rates for paid parking with Pivot enforcing the Town's program.

Scott Diggs, CEO of Pivot Parking, reviewed the following data points for the 2024 season: 1) there are 1831 total parking spaces, 41 of which are handicapped, 11 of which are designated lifeguard spaces and 51 of which are on-street, 1-hour spaces. Diggs stated there were 16 different locations in the text-to-park system and 13 pay stations (which were being phased out over time).

Diggs reported that there were 581,668 total transactions in the system, 524,283 of which were text-to-park. There were 57,385 total pay station transactions, of which 52,975 were credit and 4,411 cash. 43% of transactions were from repeat customers. Diggs reviewed monthly transactions, noting that July was negatively impacted by adverse weather. Transactions by day of the week were reported, with the Friday-Sunday period being the most active. Diggs noted that the largest number of transactions were one-time only per season, comprising 163,125 of the total.

In reviewing the transactions by parker origin, Diggs stated that 75.7% were from North Carolina, followed by 3.22% from Virginia. With regard to specific cities, Wilmington was the most frequent, followed by Roanoke, Virginia.

Diggs stated that 15,806 citations were issued, with a 77.4% collection rate. Diggs noted that fines currently escalate if unpaid by the 3rd day, however, he was recommending that the Board change the date of escalation to the 5th day, which he stated would help the collection rate. Diggs stated that Pivot had begun some use of fixed camera enforcement with license plate recognition in some of the surface lots in other localities and recommended that the Town consider a pilot program which would utilize the technology in a few lots.

Diggs recommended that the Town consider removing 5 on-street spaces due to safety concerns and that the 11 lifeguard spaces be converted to paid parking, with alternate parking being provided for the lifeguards.

Diggs recommended that the Town maintain the current \$6 per hour in premium lots and \$5 per hour in regular lots, however, he was recommending that the daily maximum be increased by \$5 per day in both categories. No change was recommended for the 1-hour on-street spots (which are \$3 per hour).

In response to a question from Miller, Mills noted that the Town was required to maintain a certain number of spaces available for public parking in accordance with the agreement between the Town and the Corps of Engineers regarding beach nourishment.

Diggs reviewed upcoming technology improvements, including the ability to take a picture of the license plate in the text-to-park system instead of entering the data, the license plate recognition system and a new analytics dashboard that will utilize artificial intelligence. It is hoped that technology will eventually allow for a system which will provide information on available spaces to persons seeking parking spaces.

Miller raised the issue of changing the system for contractor passes, stating that the Town should consider having a monthly rate available which would make it easier for contractors and subcontractors to deal with obtaining passes, which are currently only available only on a daily and weekly basis.

In response to a question from Miller, Diggs stated that he and Paul Atkinson owned that holding company that owns Pivot and that former Mayor William Blair does not have an ownership interest, although Blair has been employed as a consultant in other areas for Pivot Parking, LLC.

Brigman noted that the Board would be presented with recommendations for changes to parking rates and other parking-related items at the January Board of Aldermen meeting.

The meeting was adjourned at 10:03am.

Respectfully submitted,

Lance G. Heater, Town Clerk

BOARD OF ALDERMEN MINUTES

NOVEMBER 14, 2024, 5:30PM

TOWN HALL COUNCIL CHAMBERS, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

The meeting was called to order at 5:30pm by Mayor Mills. After the Pledge of Allegiance, the invocation was provided by Julia Hayes, Assoc. Pastor, Wrightsville United Methodist Church. The following were present:

Board of Aldermen

F. Darryl Mills, Mayor
Hank Miller, Mayor Pro-tem
Jeff DeGroote, Alderman
Ken Dull, Alderman
Vivian (Zeke) Partin, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Brian Edes, Town Attorney
Brian Murray, Finance Officer
Bill Fay, Director of Public Works
Matt Holland, Acting Fire Chief
Jason Bishop, Acting Chief of Police

PUBLIC COMMENTS

Elizabeth Wilson spoke in favor of changing the Town's ordinances regarding the allowance of dogs on the beach to include a provision which would allow dogs to be on the beach from April 1 - September 30 excluding the period of 9:00am to 6:00pm.

Bobby Brandon also spoke in favor of the allowance of dogs on the beach during the aforementioned time period, stating that much had changed since the original ordinance was written in 1978.

Matthew Roberts, stating that he was speaking on behalf of small business owners and boat captains, spoke in favor of the creation of a marine operators' advisory board in cooperation with the Chamber of Commerce.

Lisa Weeks, 408 N. Channel Drive, also spoke in favor of the allowance of dogs on the beach during the summer months and advocated the creation of an ad hoc committee to review the issue.

CONSENT AGENDA

Prior to consideration of the Consent Agenda, the Board agreed to pull Item 5B, a special event modification request for the WB Board Riders Mid Atlantic Surf Contest. Upon motion by Miller, seconded by Dull and carried unanimously, the Board agreed to add December 15 as an optional date for the event.

Also prior to consideration of the Consent Agenda, the Board agreed to pull Item 5D, 2025 Meeting Schedules. Upon motion by Dull, seconded by Partin, the Board approved the 2025 Meeting Schedule with an amendment to change the February Board of Aldermen Meeting to February 20, 2025.

Upon motion by Miller, seconded by Partin and carried unanimously, the Board approved the remainder of the Consent Agenda. It consisted of 1): approval of the open and closed session minutes of the 11/14/24 meeting; 2) acknowledgement of previously-approved special events for January; 3) approval of the 2025 Holiday Schedule; 4) adoption of Resolution (2024) 2342 prohibiting the viewing of pornography on Town networks or devices; and 5) approval of Budget Ordinance (2024) 641-B funding the purchase of office equipment for the Town Manager.

PRESENTATION

The Board heard a presentation on the Town's FY22-23 Audit Report. Elsa Swanson, Senior Audit Manager of Martin Starnes & Associates, was present to make the report to the Board. Swanson noted: 1) the Town had received an unmodified opinion on the audit, which is a "clean" opinion and expressed appreciation to Finance Director Murray for his work; 2) ad valorem tax revenues were \$3.5 million with a collection rate of 99.87%; 3) General Fund balance was \$29.5 million, with an available balance of \$28.1 million, an increase of \$4.5 million over the previous year; 4) available fund balance as a percent of expenditures and transfers out was 185%; 5) top 3 expenditures for the General Fund were public safety (54%), environmental protection (12%) and general government (21%); 6) regarding the Water and Sewer Fund, there was a performance indicator that was noted with regard to the remaining useful life of assets, which was at 31% whereas the Local Government Commission prefers this be kept above 50%, however, Swanson noted that the Town had been proactive and had instituted corrective action in Fiscal Year 24/25; and 7) this was the second year in the last 5 years that there was no financial finding for the Town in the audit report.

PUBLIC HEARINGS

CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF ORDINANCE (2024) 1862 AMENDING SECTIONS 155.6.4 AND 155.2.10 OF THE TOWN'S CODE OF ORDINANCES IN ORDER TO ADD CHURCH MEMORIAL GARDENS AND COLUMBARIUMS AS ALLOWABLE USES SUBJECT TO THE ISSUANCE OF A SPECIAL USE PERMIT

Town Planner Robert O'Quinn stated that the proposed text amendment was brought to staff by the applicant, Wrightsville First United Methodist Church. O'Quinn stated that this addressed a community preference for cremation and memorial spaces at places of worship. O'Quinn stated that the text amendment did 3 things: 1) added 2 definitions; 2) changed the table of uses and 3) added a section under Chapter 155. O'Quinn reviewed the proposed ordinance in detail and reported: 1) in other localities such provisions were contained in cemetery or graveyard ordinances; and 2) this would allow for a columbarium to be constructed as a wall, which would be in congruence with heights for fences. O'Quinn noted that the request included the Statement of Consistency as follows: 1) the management goal of promoting the appropriate balance between private property rights, economic development, environmental protection and community cohesiveness; 2) the planning objective of policies that promote an attractive community, a high quality of life, and a unique sense of place while mitigating risks to public health, safety and welfare; and 3) that the Town encourages the improvement, preservation and enhancement of the Town's neighborhoods.

David Wray, attorney for the applicant, stated that there were a number of examples of memorial gardens and columbariums in the local area, although it is a new concept for Wrightsville Beach. Wray reviewed the specific considerations that were taken into account in making the text amendment request: 1) that it apply to a number of districts so that other churches could take advantage of the provision; 2) that they be required to be on the same lot as the church; and 3) that they be allowed to be in the side setbacks (not in the front setback).

At this point, Partin left the meeting to attend another engagement.

Jan Turpin, representing the applicant, presented information on the increasing use of cremation and stated that it was desirable to be able to bury or inter cremated remains on the grounds of the church. Turpin presented photographs of Wilmington-area memorial gardens and columbariums located adjacent to churches, some of which would be representative of what will be proposed when the special use permit is presented to the Board for approval, should the text amendment be approved.

The Mayor declared the public hearing open at 6:28pm. There being no persons present who wished to speak, the Mayor declared the public hearing closed at 6:28pm.

Upon motion by Miller, seconded by Mills and carried 4-0 (Partin having left the meeting), the Ordinance was adopted.

CONDUCT A PUBLIC HEARING AND CONSIDER ADOPTION OF ORDINANCE (2024) 1863 AMENDING SECTION 131.04 OF THE CODE OF ORDINANCES IN ORDER TO CLARIFY EXISTING RESTRICTIONS ON CAMPING AND THE USE OF TEMPORARY SHELTERS ON TOWN PROPERTY

O'Quinn stated that the purpose of this text amendment was to reinforce the town's regulations on camping and the use of temporary shelters within the corporate limits, especially on beaches and sand dunes. O'Quinn said the amendment defines "camping" and "temporary shelter" more clearly and introduces specific restrictions on overnight use of these public spaces. By establishing time-based limits, the ordinance aims to balance public use with the need to maintain safety and order, preserving town property for intended recreational activities.

The Mayor declared the public hearing open at 6:36pm.

Jeff Turpin asked several questions regarding the ordinance, which were responded to by the Board and O'Quinn, specifically relating to persons camping under the drawbridge and the use of campers on Town streets.

There being no other persons who wished to comment, the Mayor declared the public hearing closed at 6:39pm.

Upon motion by Dull, seconded by Miller and carried 4-0, the Ordinance was adopted.

CONSIDER AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT EXTENSION WITH E&V STRATEGIC COMMUNICATIONS FOR STRATEGIC COMMUNICATIONS PLANNING

Town Manager Brigman stated that the proposal was an extension of the current agreement between the Town and E&V which would be effective until 4/30/25, noting that he hoped to hire a Communications Manager position by the end of February and that the contract extension would allow for a transition of communications functions from E&V to the Town's new position. Upon motion by Miller, seconded by Mills and carried 4-0, the contract was authorized.

CONSIDER APPROVAL OF BUDGET ORDINANCE (2024) 640-B AMENDING THE TOWN'S PERMANENT POSITION CHART IN ORDER TO REFLECT CHANGES IN FIRE DEPARTMENT

Acting Fire Chief Holland stated that Ocean Rescue Director Dave Baker was in the process of retiring. Holland stated that the current pay plan did not include an Ocean Rescue Captain and that the Town has been utilizing a person in this position and it had worked well. Holland stated that adding the position to the pay plan would increase the clarity and responsibility of this position and that a pay grade adjustment for the Ocean Rescue Director / Fire Captain position would better align the department with surrounding agencies for pay and allow for future growth in the position. DeGroote spoke in favor of the change. Upon motion by DeGroote, seconded by Mills and carried 4-0, the Budget Ordinance was approved.

CONSIDER APPROVAL OF BUDGET ORDINANCE (2024) 639-B FUNDING PLAYGROUND UPGRADES

Public Works Director Fay stated that the Liberty Swing was a requirement of the Trillium playground grant received in 2016. The swing has since been removed from service due to safety concerns and an inability to source replacement parts. Fay stated the Town had worked with Playworld to provide a plan to replace the Liberty Swing with an inclusive "Accessible Whirl."

Under that plan, Trillium will provide \$58,353.52 to fund the replacement. This includes the removal of the Liberty Swing, associated fencing, and for the design and installation changes required to add the new Accessible Whirl. Fay stated that, concurrently the Town would have the remaining playground surfacing patched and sealed, while taking advantage of the resurfacing to conduct preventative maintenance and warranty work. Five bike racks will also be purchased. This will be an additional \$60,682.44. Upon motion by Miller, seconded by DeGroote and carried 4-0, the Budget Ordinance was approved.

CONSIDER APPROVAL OF THE FY24-25 BUDGET CALENDAR

Brigman noted that the proposed calendar had been developed by Murray and himself and that there were several special called meetings that could be scheduled at a later date. Upon motion by Miller, seconded by Mills and carried 4-0, the Budget Calendar was approved.

OTHER ITEMS AND REPORTS

- A. **Town Manager Brigman:** no report.
- B. **Town Attorney Edes:** no report.
- C. **Alderman DeGroote:** reported that there were numerous non-functioning cables dangling from power poles all over the island and suggested an effort be made to get them cleaned up.
- D. **Alderman Dull:** expressed appreciation to Town staff for their work during the year.
- E. **Mayor Pro Tem Miller:** also expressed appreciation to the staff and clarified that the Board had no intention of eliminating lifeguard parking, as had been erroneously reported in the media.
- F. **Mayor Mills:** reported that the exemption for the use of Masonboro Inlet as a borrow site for beach nourishment had been signed into law by the President.
- G. **Town Clerk Heater:** reminded the Board that applications were being taken for various boards and committees for appointment at the Board's January meeting.

There being no further business, the meeting was adjourned at 7:11pm.

Respectfully submitted,

Lance G. Heater, Town Clerk

APPROVED SPECIAL EVENTS February 2025

Distribution List:

Matt Holland, WBFD	Bill Fay, Public Works	Haynes Brigman, Town Manager
Sam Proffitt, WBFD	Evan Morigerato, Public Works	WB Marketing Advisory Committee
Robert Pugh, WBFD	Chris Bannerman, Public Works	Wrightsville Beach Museum
Jason Bishop, WBPD	Stephen Avante, Public Works	Josh Yates, Pivot Parking
James Lowe, WBPD	Danny Floyd, Public Works	Board of Aldermen
Brian Neague, WBPD	Tony Wilson, Planning & Parks	SVM Janitorial Solutions
Daniel Gaither, WBPD	Katie Ryan, Parks & Rec	Hannah Almeter, Wilmington CVB
Jordan Smith, WBPD	Shannon Slocum, Park Ranger	Parks & Rec Advisory Committee
	Scott Sprenger, Park Ranger	

FOR PARKING PURPOSES: Highlighted Events are reservations/events in WB Park.

Bold print indicates event is pending BOA approval.

Indicates event requiring a road closure.

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
ALL SUNDAYS	9:30 am - 6:00 pm	~50 per game	WBP&R Adult Flag Football	WB Parks & Recreation	WB Park	
Fri 2/21	7:00 PM	50	Set Up for ILM Marathon	Clifford	Beach strand at JM Pier	
Sat 2/22	4:00 am - 8:30 am	3500	Novant Health ILM Marathon	Clifford	Beach strand at JM Pier, Parking in overflow field	

* indicates vehicle on beach permit issued to L&L Tent Rentals,
Beach Side Occasions, ETC. Party Rentals or Sweet Water Bamboo

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Kate*

Subject: Special Event Permit Applications

Date: January 3, 2025

Attached for the Board's consideration are the following special event permit applications for recurring events. These applications have been reviewed by staff and the Parks and Recreation Advisory Committee with no concerns.

1) **Wrightsville Beach Board Riders Surf Contest**

Saturday, March 22, 2025 (Rain date Sunday, March 23) 7:00 am – 5:00 pm

Beach strand at access 28 – 29

Approx 100 participants

This event requires that organizers mark a section of the beach for contestant use only.

2) **Ironman 2025**

Bike Check in – Friday, October 24, 2025, 8:00 am – 6:00 pm (9:00 am – 5:00 pm)

Wrightsville Beach Park

Approximately 3,500 participants

Race – Saturday, October 25, 2025, 4:00 – 11:00 am (7:00 – 9:30 am)

Banks Channel, WB Park, Bike off beach

Approximately 4,000 participants

This event requires police support for the Causeway Drive road closure from 5:30 – 9:45 am.

REQUESTED ACTION: Approve special event permit applications as presented.

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☒ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

☒	1-25	\$130
☒	26-100	\$180
☐	101-199	\$250
☐	200-400	\$400
☐	401-600	\$500
☐	601-1,000	\$600
☐	1,001-2,000	\$700
☐	2,001-3,000	\$800
☐	3,001-4,000	\$900
☐	4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

☐	0-199	\$0
☐	200-400	\$200
☐	401-600	\$500
☐	601-1,000	\$1,000
☐	1,001-2,000	\$1,500
☐	2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between Set up
8 am & 10 pm? prior

Number of Hours 10

Rain date necessary?

Yes ☒ No ☐

Park Facility Reserved?

Yes ☐ No ☒ Not Required

Portable toilets needed?

Yes ☐ No ☒ Not Required

Trash Disposal Service?

Yes ☐ No ☒ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: Wrightsville Beach Board Riders (WBBR)surf contest

2. Event Day and Date: Saturday 3/22/25 (back up Sunday 3/23/25)

Timeframe needed: Set up 7 ☒ am ☐ pm to Tear down 5 ☐ am ☒ pm

Event start time: 8 ☒ am ☐ pm Event end time: 5 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 100

4. Location: Access 28&29

5. Individual making request: David Jacobs Vice Chair WBBR

Complete Mailing Address: 16 Oceanic Street Wrightsville Beach NC 28480

Phone Number: 240 447 0651 E-mail: david@dhjacobsllaw.com

6. Individual who will be on site and in charge of activity: David Jacobs/Chris Curry/ Ross Stevens

Complete Mailing address: 16 Oceanic Street Wrightsville Beach NC 28480

Phone Number: 240 447 0651 E-mail: david@dhjacobsllaw.com

7. Sponsoring organization/corporation (if applicable): Wrightsville Beach Board Riders

Contact: see above

Complete Mailing Address: _____

Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:

Toilet facilities: Stone Street near Wings

Trash disposal: Zero waste event

(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Stone Street, street parking,

Electrical power and/or water needs: n/a

9. Will food be served? no If yes, has permit from Health Dept. been obtained? _____

Please explain: _____

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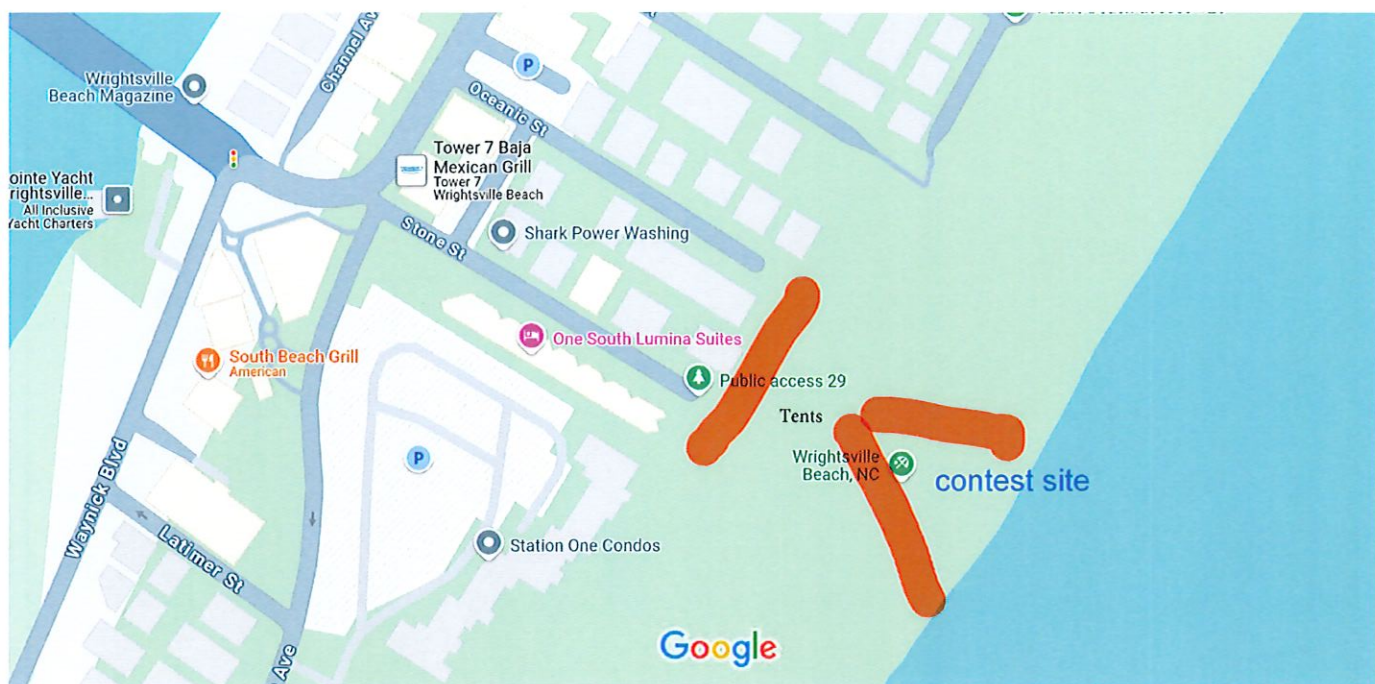
SEP Fee: <u>\$180</u>	PD Contract: <u>COI</u>
Facility Use Fee: _____	OR Contract: _____
Security Deposit: _____	COI: _____
Parking Fees: _____	
Traffic Cones: _____	TOTAL PAID: <u>\$180 Cindee cc</u>
TOTAL DUE: <u>\$180</u>	Check #: _____

January 11, 2024

FOR OFFICE USE ONLY	
Site plan included? ☒ Yes ☐ No ☐ Not Required	10. Will there be any music, PA system, or loud activities (if any, briefly describe)? _____ PA system for heat commentary, scoring
Permit(s) needed for vehicle on the beach? ☒ Yes ☐ No	If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: <u>Towards ocean 30 watt bullhorn 2-3x during each 30 minute heat</u>
Number needed: _____ Vehicle permit issued to: _____	11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? _____ If so, what company is providing the equipment: <u>WBBR and other board rider clubs approx 4-5 tents and chairs</u> Describe equipment in detail and provide a sketched plan: <u>See attached sketch</u>
Vendors requested? If yes, attach a list of the vendors. ☒ Yes ☐ No	
*Full road closure required? ☒ Yes ☐ No	12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property? _____ If so, describe in detail: <u>no sales</u>
If yes, do you have NCDOT approval? ☐ Yes ☒ No	13. Is police assistance necessary? ☒ no ☐ yes *Are you requesting the closing of any streets? ☒ no ☐ yes If so, please specify: _____
Police support requested? ☒ Yes ☐ No ☐ Not Required	
PD Comments: <u>N/A</u>	*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads. Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred. I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event. I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked. I agree to comply with all town ordinances, rules, regulations, and other applicable laws. I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event. I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars. I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee. See attached memo for additional stipulations.
Fire Department support requested? ☒ Yes ☐ No ☐ Not Required	Signature: <u>David Jacobs</u> Date: <u>11/20/24</u>
FD Comments: _____	This application is hereby approved, this the _____ day of _____, 20_____.
Ocean Rescue support requested? ☒ Yes ☐ No ☐ Not Required	
OR Comments: _____	_____ Special Events Coordinator, Town of Wrightsville Beach, North Carolina
EMS support required? ☒ Yes ☐ No	
Certificate of Insurance obtained? ☒ Yes ☐ No ☐ Not Required	

To provide prior to event

January 11, 2024



Map data ©2024 Google 100 ft

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

☐ New ☒ Recurring

PRAC Recommendation:

☒ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
☒ 3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
☒ 2,001+	\$2,000

operating under
Non-profit organization?

Yes ☒ No ☐

non-profit
Tax Exempt ID:

Time between
8 am & 10 pm? No

Number of Hours 4 days

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

☒ Yes ☐ No ☐ Not Required

Portable toilets needed?

☒ Yes ☐ No ☐ Not Required

Trash Disposal Service?

☒ Yes ☐ No ☐ Not Required

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: IRONMAN 70.3 NC Bike Check In

2. Event Day and Date: Friday, October 24, 2025

Timeframe needed: Set up 8:00 ☒ am ☐ pm to Tear down 6:00 ☐ am ☒ pm

Event start time: 9:00 ☒ am ☐ pm Event end time: 5:00 ☐ am ☒ pm

3. Estimated number of participants (including spectators): 3000 athletes/200 spectators

4. Location: Wrightsville Beach Park Soccer Fields/Parking Lot (no road closures)

5. Individual making request: Sami Winter, Race Director

Complete Mailing Address: 13 W. Henderson St. Wrightsville Beach, NC 28480

Phone Number: 910-228-1619 E-mail: sami.winter@ironman.com

6. Individual who will be on site and in charge of activity: Sami Winter and IRONMAN STAFF

Complete Mailing address: 13 W. Henderson St. Wrightsville Beach, NC 28480

Phone Number: 910-228-1619 E-mail: sami.winter@ironman.com

7. Sponsoring organization/corporation (if applicable): The IRONMAN FOUNDATION/WTC

Contact: Todd Fitzgerald

Complete Mailing Address: 3407 W. Dr. Martin Luther King Jr. Blvd. Suite 100, Tampa, FL. 33607

Phone Number: 352-598-3530 E-mail: todd.fitzgerald@ironman.com

8. Briefly describe provisions for the following:

Toilet facilities: 30 toilets brought in on Thursday

Trash disposal: Cans stationed throughout the park and carried to the supply lot dumpster in Mayfaire
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: 4-6 Parking Attendants by OnTarget Staffing. Use of the back lot and Farmer's Market area.

Electrical power and/or water needs: IRONMAN will provide

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? No

Please explain: Only packaged food for the volunteers and possible pizza delivery

FOR OFFICE USE ONLY

SEP Fee:	PD Contract:	<u>COI</u>
Facility Use Fee:	OR Contract:	<u>Parking/Cones</u>
Security Deposit:	COI:	<u>NC DOT</u>
Parking Fees:		<u>WBOR (contract)</u>
Traffic Cones:	TOTAL PAID:	<u>WBPD (contract)</u>
TOTAL DUE:	Check #:	<u>Meeting prior to event</u>
<u>Invoice Attached</u>		

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

Yes ☒ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

Yes ☐ No ☒

Number needed:

Vehicle permit issued to:

Vendors requested? If yes, attach a list of the vendors.

Yes ☒ No ☐*Full road closure required? Yes ☒ No ☐Causeway Dr.
Race Day OnlyIf yes, do you have NCDOT approval? Yes ☒ No ☐Police support requested? Yes ☒ No ☐ Not Required

PD Comments:

No concerns

Fire Department support requested? Yes ☒ No ☐ Not Required

FD Comments:

No concerns

Ocean Rescue support requested? Yes ☒ No ☐ Not Required

OR Comments:

EMS support required? Yes ☒ No ☐Certificate of Insurance obtained? Yes ☐ No ☐ Not RequiredYes ☐ No ☐ Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)?

No

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Not applicable

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: sourced by IRONMAN

Describe equipment in detail and provide a sketched plan: See attached transition 1 map. Soft fencing all along the barricades

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: None

13. Is police assistance necessary? No

*Are you requesting the closing of any streets? No

If so, please specify:

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature:

Date: 11/11/24

This application is hereby approved, this the _____ day of _____, 20_____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide prior to event.

TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.

PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

Wrightsville Beach Parks & Recreation Department
P. O. Box 626, Wrightsville Beach, NC 28480
(910) 256-7925

FOR OFFICE USE ONLY

New ☐ Recurring ☒

PRAC Recommendation:

☒ Approve
☐ Approve w/ Conditions
☐ Do Not Approve

Participants / Fee Per Day:

1-25	\$130
26-100	\$180
101-199	\$250
200-400	\$400
401-600	\$500
601-1,000	\$600
1,001-2,000	\$700
2,001-3,000	\$800
☒ 3,001-4,000	\$900
4,001+	\$1,500

SEP Security Deposit:
Participants / Fee

0-199	\$0
200-400	\$200
401-600	\$500
601-1,000	\$1,000
1,001-2,000	\$1,500
2,001+	\$2,000

Non-profit organization?

Yes ☒ No ☐

Tax Exempt ID:

Time between
8 am & 10 pm? 4 days

Number of Hours 4 days

Rain date necessary?

Yes ☐ No ☒

Park Facility Reserved?

Yes ☒ No ☐ Not Required ☐

Portable toilets needed?

Yes ☒ No ☐ Not Required ☐

Trash Disposal Service?

Yes ☒ No ☐ Not Required ☐

Health Dept permit?

Yes ☐ No ☒ Not Required

1. Description of event: IRONMAN 70.3 North Carolina

2. Event Day and Date: Saturday, October 25, 2025

Timeframe needed: Set up 4:00 ☒ am ☐ pm to Tear down 11:00 ☒ am ☐ pm

Event start time: 4:30 ☒ am ☐ pm Event end time: 9:35 ☒ am ☐ pm

3. Estimated number of participants (including spectators): 3000 athletes + 1000 spectators

4. Location: Wrightsville Beach

5. Individual making request: Sami Winter

Complete Mailing Address: 13 W. Henderson St. Wrightsville Beach, NC 28480

Phone Number: 910-228-1619 E-mail: sami.winter@ironman.com

6. Individual who will be on site and in charge of activity: Sami Winter and IRONMAN Staff

Complete Mailing address: 13 W. Henderson St; Wrightsville beach, NC 28480

Phone Number: 910-262-6533 E-mail: sami.winter@ironman.com

7. Sponsoring organization/corporation (if applicable): IRONMAN Foundation/The IRONMAN Group

Contact: Todd Fitzgerald

Complete Mailing Address: 3407 W. Dr. Martin Luther King Jr. Blvd. Suite 100 Tampa FL 33607

Phone Number: 352-598-3530 E-mail: todd.fitzgerald@ironman.com

8. Briefly describe provisions for the following:

Toilet facilities: 30 portos in main bank, 10 extra in transition area, 52 at swim start

Trash disposal: Trash bagged and placed for pick up by Top Shelf Waste. Trash cans placed all through park
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)

Parking: Utilize the back lot, Farmer's Market, Salisbury Street and any
available parking. 6-8 parking staff by OnTarget Staffing

Electrical power and/or water needs: will be provided by IRONMAN

9. Will food be served? Yes If yes, has permit from Health Dept. been obtained? Yes

Please explain: Cool Beans Coffee is onsite

FOR OFFICE USE ONLY

SEP Fee:	PD Contract:	<u>COI</u>
Facility Use Fee:	OR Contract:	<u>Parking/cones</u>
Security Deposit:	COI:	<u>NC DOT</u>
Parking Fees:		<u>WBOE (Contract)</u>
Traffic Cones:	TOTAL PAID:	<u>WRPD (Contract)</u>
TOTAL DUE: <u>Invoice Attached</u>	Check #:	<u>Meeting prior to event</u>

January 11, 2024

FOR OFFICE USE ONLY

Site plan included?

☒ Yes ☐ No ☐ Not Required

Permit(s) needed for vehicle on the beach?

☒ Yes ☐ No

Number needed: _____

Vehicle permit issued to: _____

Vendors requested? If yes, attach a list of the vendors.

☒ Yes ☐ No

*Full road closure required? ☒ Yes ☐ No

Causeway Drive
Race Day Only

If yes, do you have NCDOT approval? ☒ Yes ☐ No

Police support requested? ☒ Yes ☐ No ☐ Not Required

PD Comments:

No concerns

Fire Department support requested?

☒ Yes ☐ No ☐ Not Required

FD Comments:

No Concerns

Ocean Rescue support requested?

☒ Yes ☐ No ☐ Not Required

OR Comments:

EMS support required?

☒ Yes ☐ No

Certificate of Insurance obtained?

☒ Yes ☐ No ☐ Not Required

10. Will there be any music, PA system, or loud activities (if any, briefly describe)? Yes. Announcements only at Wrightsville Beach Park Transition area; National Anthem and announcements at HSC

If yes, provide information specifying location and direction of noise-emitting devices along with proposed noise level, frequency, and duration: See notes above

11. Will any banners, tents, stages, chairs, nets, decorations, etc., be used at this activity? Yes

If so, what company is providing the equipment: IRONMAN is providing

Describe equipment in detail and provide a sketched plan: See attached Transition plan

12. Will there be sales of any types of souvenirs, t-shirts, food, drinks or other products on public property?

If so, describe in detail: None

13. Is police assistance necessary? YES Are you requesting the closing of any streets? YES

If so, please specify: Causeway Drive to close at 5:30 am

*Events requiring a complete road closure must pay a fee of \$0.50 per registered participant. Amount will be submitted with a statement attesting to the number of participants. Payment is due within fourteen (14) days of the event. The NC Department of Transportation requires a permit for road closures on state maintained roads.

Organizers of runs and other race events are responsible for providing traffic and/or crowd control which shall be handled by the Wrightsville Beach Police Department (or New Hanover County Sheriff's Department). Organizers of waterborne activities are responsible for providing adequate water safety resources to assure the safety of participants. Depending on the nature of the event, the Special Events Coordinator, Town Manager, or the Board of Aldermen may require police assistance with traffic/crowd control, additional Ocean Rescue support, and/or Emergency Medical Services support. Additional fees for these services may be incurred.

I understand that if my event requires a complete road closure, I am responsible for paying an additional fee of \$0.50 per registered participant. Payment is due within fourteen (14) days of the event.

I hereby certify that I am the authorized and responsible representative of the applying group and that I am at least 18 years of age. I understand that if any information is found not to be accurate, additional fees and/or fines may be assessed and/or my permit may be revoked.

I agree to comply with all town ordinances, rules, regulations, and other applicable laws.

I agree to save and keep the Town free and harmless from any and all loss or damages or claims for damages, including attorney's fees and litigation costs, arising from or out of the special event.

I agree to, upon request of the Special Events Coordinator, Town Manager, and/or the Board of Aldermen, to provide proof of general liability insurance listing the Town as an additionally insured with limits no less than 1 (one) million dollars.

I understand that if the event is cancelled, I will receive a refund of my application fee less \$15 administrative fee.

See attached memo for additional stipulations.

Signature: [Signature] Date: 11/11/24

This application is hereby approved, this the _____ day of _____, 20____.

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

January 11, 2024

To provide prior to event.



Town of Wrightsville Beach

321 Causeway Drive, PO Box 626, Wrightsville Beach, NC 28480 (910) 256 - 7900

REQUEST FOR OFF-DUTY PUBLIC SAFETY EMPLOYMENT

Off-Duty Employment is strictly voluntary; thus, all requests may not be filled.

Services Requested:

☐ Fire Department

☒ Ocean Rescue

☒ Police Department

☒ Park Ranger

Purpose of Request

Event Name/Purpose of Contract: IRONMAN 70.3 North Carolina

Description of Activity: Triathlon

Date of Event: Sat. Oct. 25, 2025

Start Time: 4:30

☒ AM ☐ PM

End Time: 9:35

☒ AM ☐ PM

Contact Information

Name of contact person present at event: Sami Winter and IRONMAN Staff

Cell # 910-228-1619

Name of Applicant: Sami Winter

Cell # 910-228-1619

Applicant's Relation to Activity: Race Director

Billing Information

Business Name: TheIronmanFoundation/WTC

Telephone: _____

Billing Address: _____

Street Address: _____

Contract Rates (Four-Hour Minimum)

Contact Information		Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920	Fire Chief	Firefighters		@ \$50.00/hour	\$
(910) 256-7920	Dave Baker	Lifeguards	4	@ \$50.00/hour	\$
		Personal Watercraft	1	@ \$50.00/hour	\$
		Ocean Rescue ATV	1	@ \$50.00/hour	\$
(910) 256-7945	Captain Bishop	Police Officers	9	@ \$50.00/hour	\$
		Police Vehicle		@ \$50.00/day	\$
(910) 256-7937	Tony Wilson	Park Ranger	2	@ \$50.00/hour	\$
		Park Ranger Vehicle	1	@ \$50.00/day	\$
				Total Contract Amount	\$

Please provide a summary of expected duties. Additional notes may be continued on the back of this form.
All numbers above are estimates. Please provide what is appropriate

*The applicant understands that all employees may be called back to active duty in the event of an emergency.
A prorated invoice will be generated if such an instance should arise.*

CANCELLATION NOTICE: A 24-hour cancellation notice is required. If you need to cancel the request, call the contact number listed above. If the applicant fails to comply with the 24-hour cancellation notice, payment is due in full. The applicant hereby agrees to the terms listed above and payment of services incurred under this agreement.

Signature of Applicant

Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief

Date

Approved by Planning & Parks Director

Date

Approved by Police Chief

Date

Approved by Town Manager

Date

Invoice mailed (initial, date)

Payment received (initial, date)

PERMIT REQUIRED? ☐ FILMING ☐ SPECIAL EVENT ☐ NONE REQUIRED

IM70.3 North Carolina Water Safety Overview

- 20 Lifeguards (had 17 in 2024)
- 40+ SUP Volunteers (had 48 in 2024)
- 6 Volunteer Boats with radios (had 8 and 2 jet skis, one with sled)
- 1 divers (had 1 in 2024)
- 4 AEDs (1 located at WB Park)
- Wrightsville Beach Ocean Rescue (Guard, Jet Ski, Personnel)

Coast Guard

1. Coast Guard will provide 2-3 vessels for waterway safety. 1 active duty (Banks Channel) and 2 auxiliary (Mott's Channel, Lee's Cut). In position at 6:30 am. (Coast Guard provided 3 in 2024)
2. 1 will report at 5:45 am to get the radio at the briefing

3 Extraction Points

(3 small YMCA buses will be staged at each extrication point)

1. Swim Start
2. Blockade Runner
3. SeaPath Yacht Club

2 Ambulance Units/1 Quick Response Vehicle

1. EMS #____ (Quick Response Vehicle): Posted at 500 Waynick Dr. (near swim start); Once all swimmers pass that point able to move.
2. EMS #____: ALS Ambulance or QRV with Medical personnel: Blockade Runner: Once all swimmers pass let EMS Command Know
3. EMS #____: ALS Ambulance: At SeaPath Yacht club. Stretcher and ALS equipment placed at Swim exit (boat dock/ramp).

Lifeguards

LOCAL CAPTAINS: JEN DEVERS, JARROD COVINGTON AND TRENT HAYDEN

Lifeguards designated to Marine Vessels (volunteer boats) Meet at Sea Path Dock 5:30 am, the meeting will start immediately at 5:45 AM. Will request all Water Safety Volunteers arrive prior to 5:15 am due to Causeway Rd Closures. Seapath allows parking in their lot for all volunteers with Water Safety kayak/SUP.

Lifeguards on paddleboards, kayaks or other watercraft in the waterway will meet for the meeting and then be provided their vessel or bring their own.

Dress appropriately- Look at the weather and get a wetsuit! (Booties, Gloves, Hat)

Lifeguard Responsibilities:

Life Safety

Determine if an Emergency Exists – If you see a SUP with a person check on them.

Notify Marine Vessels (boats) of any suspected Emergency

Provide Emergency Care

Once you have transferred care to a marine vessel, return to the race

Please stay on both sides of the channel, alternate sides with other guards.

Pay specific attention to swimmers at the start of the race. This is where most problems and emergencies occur. MORE SAFETY will be stationed at the beginning of the swim.

Familiarize yourself with the swim course.

Assist swimmers (most of the time swimmers need a break / adjust equipment). Please do not allow one particular swimmer to monopolize your time. You are responsible for all swimmers in the race. If one person is continually trying to use you for breaks please inform them that they will need to withdraw. Same person more than 3 times on the same rescue board. Do not assist in forward progress of the racer.

Whistles:

All guards will need a whistle. (If you need one please notify Trent Hayden or Jen Devers)

Please use one whistle blast to identify you are checking on someone.

Please use multiple blasts to indicate a possible emergency. Other lifeguards in that area, repeat and relay the blasts and point in the direction of the initial whistler. Do

this until a marine vessel acknowledges the location and determines if intervention is needed.

Equipment:

All Guards will need a surfboard and or rescue board. If you are on a boat you will have a rescue buoy. Stand up paddle boards are available, notify Trent/Jen or Jarrod Covington at least 2 days prior to the event.

Lifeguard Locations Race Morning:

All Guards, spread every 25-50 yards stationed on SUP's, kayaks, or other

IMNC 70.3 Water Safety: Marine Vessel Plan (Boat)

LOCAL CAPTAINS: JEN DEVERS AND TRENT HAYDEN

Each vessel will have a Captain, and a Lifeguard on board. (or possible diver)

Each vessel will have a rescue buoy/tube and breathing barrier.

Each vessel will be equipped with a Marine radio Channel to be set at the final All Agency Meeting.

Marine Vessels will refer to their designation during all radio traffic: The goal for the vessel is to respond to any situation that may arise with an athlete. Vessels should stay spread out on the waterway and direct lifeguards in the water to do the same. Lifeguards will relay through whistle blasts, the need for the closest available vessel. There are 2 reasons a swimmer would need a vessel.

Swimmer Withdrawal: If a swimmer decides they do not want to complete the swim portion of the race they can withdraw from the race. Please pick them up and radio command with their event number. (It will be on their swim cap. Do not use the chip number). You will need to take their chip, and keep them onboard until you can safely take them to Seapath. If need be, we can transfer them to a bigger boat when appropriate. Command will collect all chips at that time, they cannot continue the race.

Swimmer Emergency: If a lifeguard determines there is a swimmer emergency taking place; start radio traffic with appropriate channel which will be provided.

Next, use landmarks to relay your position (Blockade Runner, Water Tower, Hanover Seaside club, Seapath, Sunset Avenue, Harbor Island, and yardage from these landmarks). Command can then designate an extrication point and relay any pertinent information to IM Staff so they can meet the vessel there.

Pertinent Pre-Event Locations



Extraction Points Illustrated Above



Swim Course Illustrated with Turns





**IRONMAN 70.3 North Carolina
WBPD OFFICERS, VOLUNTEERS, CONES**

**CONES AND/OR FENCING ON CAUSEWAY DRIVE SHOULD BE PLACED
SO THAT THEY DON'T INTERFERE WITH EMERGENCY VEHICLE INGRESS OR
EGRESS.**

The Town will make every effort to secure off-duty WBPD officers for the event. Officers will be assigned according to availability and area of greatest need (areas subject to change).

Waynick at Hanover Seaside Club Swim Start (2): **2 WBPD Officers w/ vehicles.** Race participants will enter Banks Channel at the Hanover Seaside Club at 7:10 am. Trolleys or buses will get to race start via Waynick to Sunset, Nathan to S. Lumina. Participants will exit buses on S. Lumina at Nathan Street and go to HSC or Access 36 parking lot (staging area) as instructed by IM. All athletes will make their way to HSC and cross Waynick when their wave goes in the water. **IM must provide cones** and block spaces on Waynick and Nathan Street to allow buses to maneuver.

Salisbury at Flashing Light (1): **One WBPD officer with vehicle**

Causeway/Bob Sawyer Transition Area (2): **Two WBPD officers** stationed on Causeway at Bob Sawyer to keep the transition area safe and free from spectators. They may also coordinate with the officer at Seacrest for vehicles exiting Seapath. Those vehicles will be directed to Seacrest where they will leave the beach via the boat ramp. No spectators allowed in this area. **Volunteers to assist with keeping spectators from Causeway Drive and the racecourse.**

Causeway at Gazebo (1): **One WBPD officer with vehicle** will be stationed on Causeway in the area of the gazebo to turn around vehicles that may have accessed Causeway from a side street. Vehicles must be diverted to S. Lumina to exit beach.

Causeway/Seacrest (1): **One WBPD officer** at Seacrest to coordinate any traffic that may be coming out of Seapath. (IM to provide cones on Friday to prevent vehicle parking so this area can be used for vehicles exiting Dock/Seapath to Seacrest – cones will need to be moved prior to Causeway closure on race day. **(IF PARKING SPACES ARE REMOVED THEN THIS WILL NOT BE NECESSARY IN 2025)**)

Boat Ramp Entrance (1): **Park Ranger** at the Boat Ramp entrance to coordinate any traffic that may need to enter or leave Harbor Island businesses. **Volunteers** under drawbridge - one on Old Causeway and one by boat ramp – to assist Park Ranger and vehicle traffic traveling against one-way traffic.

Waynick at Causeway (2): **Two officers with a vehicle** at the intersection of Causeway and Waynick. (IM to provide 6 cones for officer's use.) Once Causeway is closed, officers will direct traffic onto Lumina Ave. Local traffic can access homes and businesses on Causeway up to the Moorings.

George Antley Drive (formerly Seawater Lane) at Causeway: Closed (IM to provide cones to block vehicle access.) **Volunteers** to remove cones if necessary for emergency vehicle or town staff ingress/egress

Everett Ward Drive (formerly Seawater Lane) at Salisbury Street and Median: Entrance for municipal employees only and exit for spectator or volunteer parking during race (Cones provided by IM) **Volunteer** to remove cones as necessary for vehicle ingress/egress. (Additional cones provided by IM to extend median on Salisbury at Everett Ward Drive, formerly Seawater Lane.)

Additional cones needed to block vehicle access at Old Causeway/Causeway crossover and Old Causeway/Causeway westbound from crossover – merge to Salisbury. This will be denoted on the Traffic Control Plan.

IRONMAN TIMELINE:

Wednesday – Thursday, October 22 – 23: Build transition on the WB Soccer Fields.

8:00 am 10/22/25: Equipment Delivered to WB Park (5 light towers, 2 utility carts)

8:00 am 10/22/25: 1 Forklift delivered to Hanover Seaside Club

Begin to build transition on WB Soccer Fields on Wednesday and continue through Thursday

Overnight security provided Wednesday and Thursday evenings (1 staff member) at both WB Park and Hanover Seaside Club

9:00 pm: Block spaces in Access 36 for portos

Thursday, October 23rd

Portable Toilets delivered to Wrightsville Beach park, Hanover Seaside Club and Access 36

Friday, October 24, 9:00 am – 5:00 pm: Bike check-in

Ironman will provide parking staff and overnight security (4-6 parking staff and 2 overnight security)

P&R will provide signs in parking spots at Town Hall - "Town Business Only"

Saturday, October 25, Race Day

3:30 am Race staff arrives, lights on (4 light towers in Transition area)

4:30 am race participants begin to arrive as large buses begin to arrive from downtown (busing provided by Daniels Transportation)

5:00 am – 6:30 am buses to swim start, athletes on Waynick (WBPD night shift on post)

5:15 am WBPD Brief

5:30 am close Causeway Drive and divert traffic to E. Salisbury Street/Hwy 74

5:30 am (approximate) WBPD on post

7:15 am swim begins, waves crossing Waynick (app. 6:45 am)

7:35 am first bike on course

8:15 am last in water

9:25 am last swimmer out of water and must be leaving on bike by 9:35 am

9:45 am Causeway opens following last bike off beach and cones removed, event break down begins

**Bridge Deviation begins at 5:00 am and commences at 10:00 am

Water Safety:

3 Coast Guard Boats

6-8 Private boats

40-45 Paddleboarders

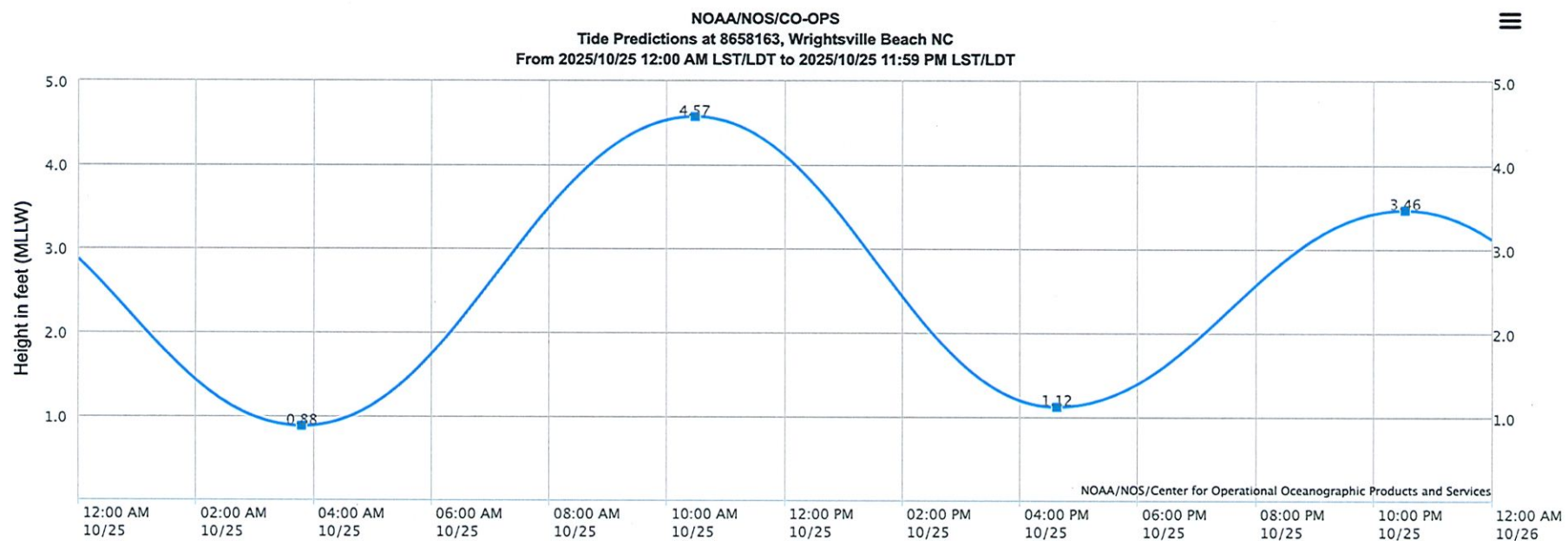
20 Lifeguards

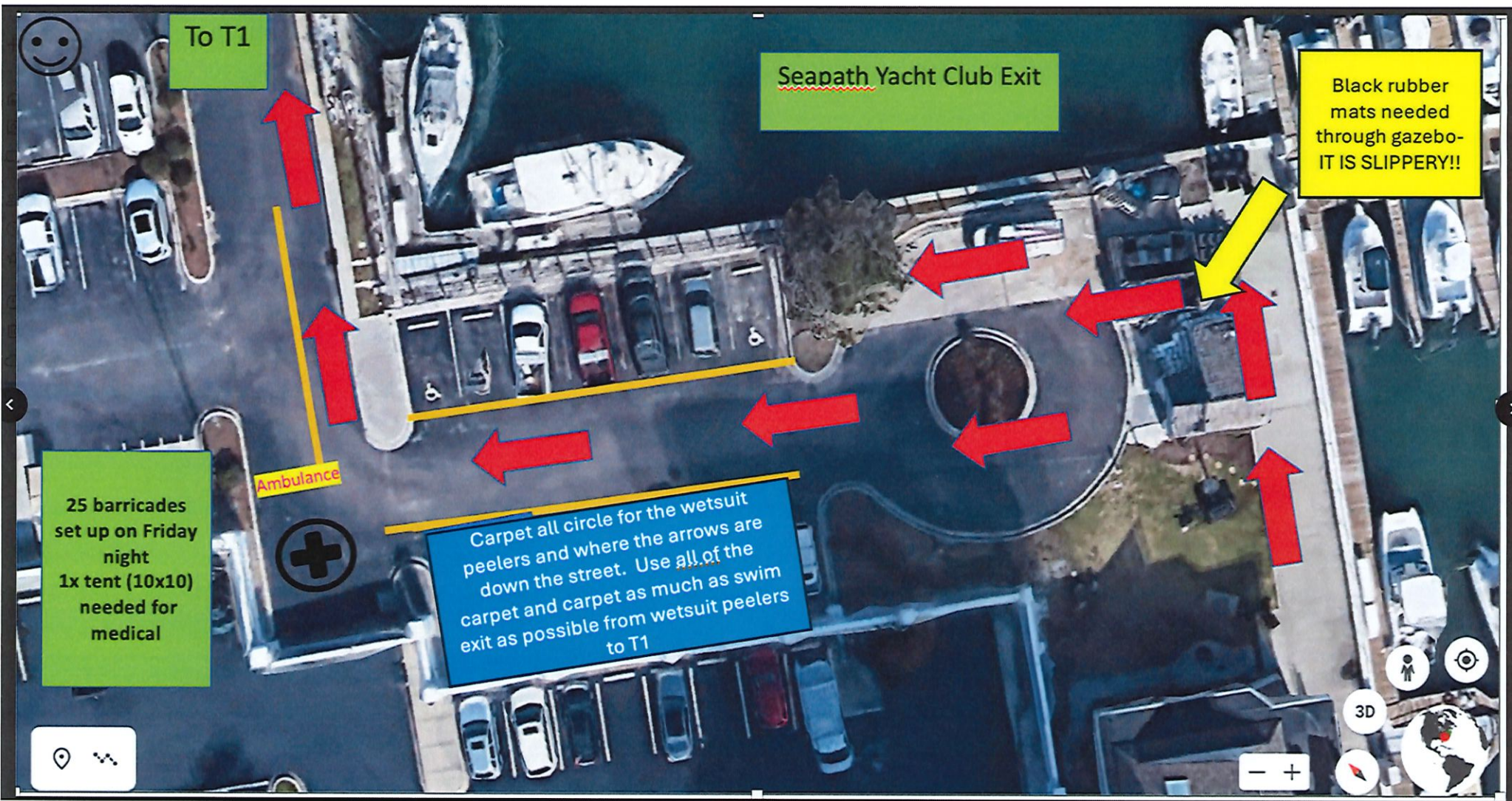
EMS at Swim Start with roving QRV

EMS Ambulance at BR – extraction point

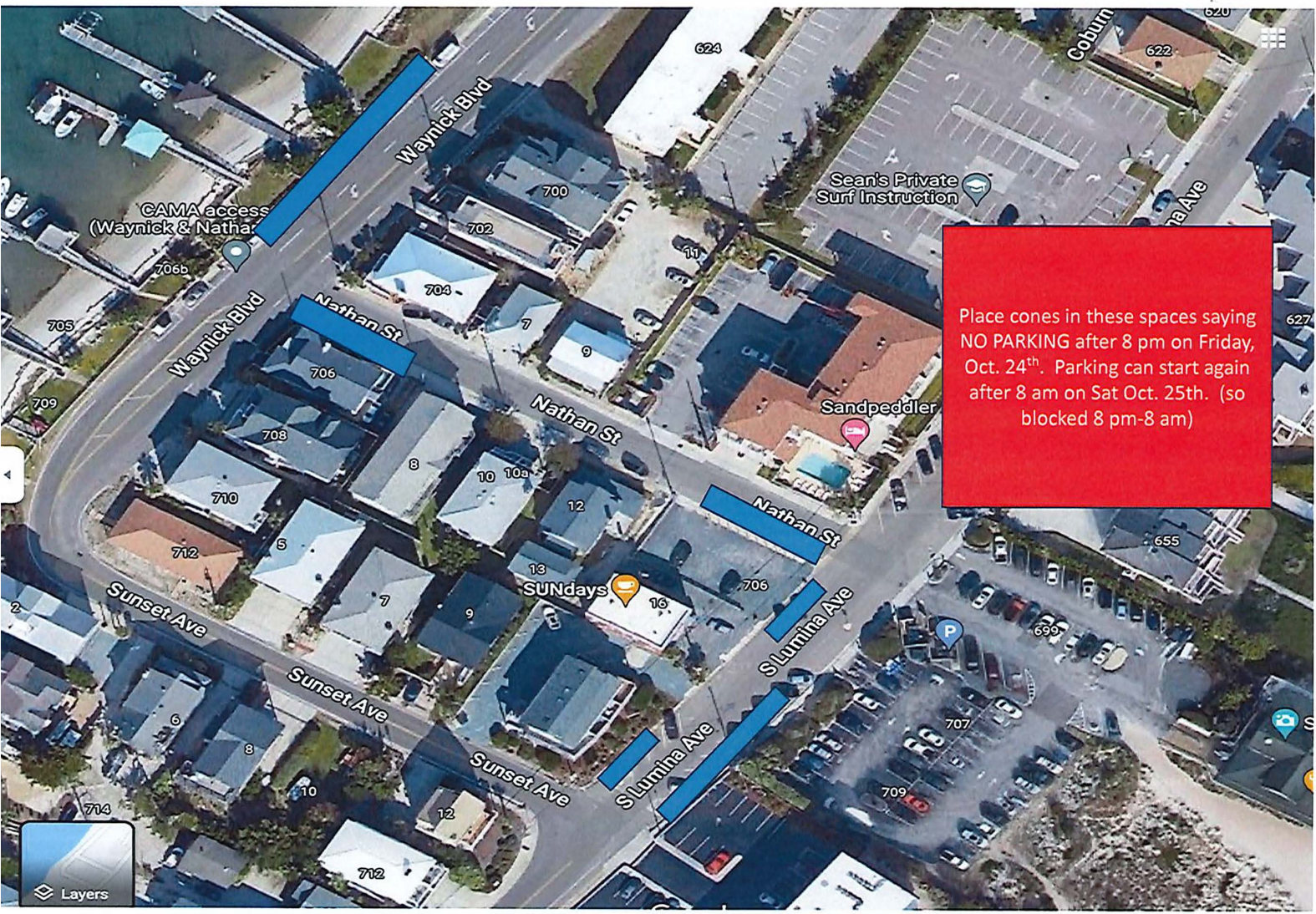
EMS Ambulance at Seapath – extraction point

Medical Tent at Wrightsville Beach Park staffed by Wilmington Health









Place cones in these spaces saying
NO PARKING after 8 pm on Friday,
Oct. 24th. Parking can start again
after 8 am on Sat Oct. 25th. (so
blocked 8 pm-8 am)

Wrightsville Beach LEO					
October 25, 2025					
Wrightsville Beach (Swim and Start of Bike)					
Officer	Cell #	Time	Location	Units needed	Notes
Locations					
			Supervisor	1	
			Hanover Seaside Club	2	
			Causeway/Waynick	2	
			Causeway/Gazebo + float	1	
			WB Park	1	
			Causeway/Seacrest	1	Cars turn left
			Flashing Light where Salisbury and Causeway split	1	
			Boat Ramp Entrance	1	
Total				9	

**Wrightsville Beach Parks & Recreation
4 Fran Russ Drive
Wrightsville Beach, NC 28480**

**Phone: 910-256-7925
E-mail: parksandrecreation@towb.org**

Invoice

Invoice Number: 12062024

Bill To: IRONMAN® 70.3 North Carolina
2701 North Rocky Point Dr | Suite 1250
Tampa, FL 33607

Invoice Date: 12/6/2024

IRONMAN Beach to Battleship 2025 Special Event Permit, Parking, & Facility Use Fees		
Wednesday, October 22	Site prep Facility Reservation	\$175
	Parking fees: Waynick Blvd. 6 spaces @ \$25 per day	\$150
Thursday, October 23	Site prep Facility Reservation	\$175
	Parking fees: Waynick Blvd. 6 spaces @ \$25 per day, 650 S. Lumina parking lot 17 spaces @ \$30 per day	\$575
Friday, October 24	Special Event Permit Fee Bike Check In	\$900
	Facility Reservation Bike Check In	\$350
	Parking fees: Waynick Blvd.(14), S. Lumina street parking (14), Nathan St. (4), 32 spaces \$25/day = \$800 650 S. Lumina parking lot 17 spaces @ \$30 per day = \$510	\$1,310
Saturday, October 25	Special Event Permit Fee Race Day	\$900
	Facility Reservation Race Day	\$350
	Parking fees: Waynick Blvd.(14), S. Lumina street parking (14), Nathan St. (4), 32 spaces \$25/day = \$800 650 S. Lumina parking lot 17 spaces @ \$30 per day = \$510	\$1,310
	Refundable Security Deposit	\$2,000
	TOTAL	\$8,195

Wrightsville Beach Police Department services will be invoiced separately at the contract rate following the event. Payment for road closure fees is to be submitted within 14 days of the event along with a statement attesting to the number of registered participants.

Remit Payment To:
Wrightsville Beach Parks and Recreation
P.O. Box 626
Wrightsville Beach, NC 28480

Emailed 12/6/24 Page 35 of 105

RESOLUTION NO. (2025) 2347

Board of Aldermen
Town of Wrightsville Beach
Date: January 9, 2025



A RESOLUTION OF SUPPORT FOR THE WILMINGTON URBAN AREA
METROPOLITAN PLANNING ORGANIZATION'S RESILIENCE IMPROVEMENT
PLANNING GRANT APPLICATION THROUGH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION'S PROMOTING RESILIENT
OPERATIONS FOR TRANSFORMATIVE, EFFICIENT, AND COST-SAVING
TRANSPORTATION PROGRAM

WHEREAS, the United States Department of Transportation has developed a discretionary grant program to address surface transportation resilience to natural hazards through the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program; and

WHEREAS, the Bipartisan Infrastructure Law has appropriated up to \$576 million for the PROTECT Program for FY 2024 and 2025; and

WHEREAS, the program supports the development of a Resilience Improvement Plan that addresses immediate and long range transportation network needs related to comprehensive natural hazard preparedness to limit transportation disruptions, and to identify and assess areas of vulnerability within the transportation network to be considered and prioritized for future resiliency projects; and

WHEREAS, the PROTECT Program encourages entities, including metropolitan planning organizations and local governments, that are interested in obtaining implementation funds through the PROTECT Program have an adopted Resilience Improvement Plan; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization planning area has observed transportation network disruptions due to natural hazard events such as flooding and has a high likelihood of future flooding and severe weather events such as hurricanes; and

WHEREAS, a Resilience Improvement Plan that covers the Wilmington Urban Area Metropolitan Planning Organization would include JURISDICTION.

NOW THEREFORE, BE IT RESOLVED that JURISDICTION supports the application from the Wilmington Urban Area Metropolitan Planning Organization to develop a Resilience Improvement Plan for the Wilmington metropolitan region

through the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program.

This Resolution adopted this 9th day of January, 2025.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)

F. Darryl Mills
Mayor

Ken Dull
Alderman

Zeke Partin
Alderman



Hank Miller
Mayor Pro-Tem

Jeff DeGroote
Alderman

Haynes Brigman
Town Manager

TOWN OF WRIGHTSVILLE BEACH

Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)239-1700
FAX (910)256-7910

January 9, 2025

Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

RE: Support for the Wilmington Urban Area Metropolitan Area Planning Organization's
Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation
(PROTECT) Discretionary Grant Application

Dear Secretary of Transportation,

We are issuing this letter in support of the Wilmington Urban Area Metropolitan Planning Organization (WMPO) and their application for funding under the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program, to develop a comprehensive surface transportation resilience improvement plan for the Wilmington, NC metropolitan region.

As the regional Metropolitan Planning Organization for the Wilmington, North Carolina metropolitan area, the WMPO is highly qualified to lead the development of a resilience improvement plan as they operate on a regional scale to provide multimodal transportation network planning and technical service support to their member jurisdictions and planning partners. The WMPO also works to identify projects and funding sources to grow and improve the transportation network within their planning area while facilitating regional collaboration in the best interest of the public. Public safety and equity are critical components of the work the WMPO undertakes and both topics are at the forefront of their planning initiatives. Furthermore, the WMPO has a history of involvement in regional resilience initiatives through collaboration on university studies, staff publications, and inclusion of resiliency topics in past metropolitan transportation plans.

In conclusion, [my organization/jurisdiction/municipality etc.] fully supports the WMPO as they seek federal funding under the PROTECT program to develop a surface transportation resilience improvement plan that would include our jurisdiction, and that will aim to reduce negative impacts to our transportation network and improve public safety related to natural hazard events

such as flooding. We encourage you to look favorably on their application and thank you for your consideration of this letter.

Sincerely,

F. Daryl Mills
Mayor



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

TOWN MANAGER MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Changes to Paid Parking Program**

Date: January 3, 2025

Background Information:

During a Special Meeting on December 2, 2024, Pivot Parking provided a summary of the 2024 Parking Season to the Board and staff. During this meeting, representatives from Pivot Parking also provided some recommendations for the Board to consider going into the 2025 season. These recommended changes are summarized below:

- Adjust the appeal duration for a citation from 3 days to 5 days.
- Utilize fixed camera, license plate enforcement in certain lots.
- Remove 5 parking spaces that have been identified due to public safety concerns.
- Relocate lifeguard designated parking spaces to other Town-owned property close by (where available) to open up more spaces for the public.
- Increase the daily rate by \$5.00 for Premium and Regular spaces.

In consideration of the recommended changes from Pivot Parking, the Board should consider what changes, if any, they would like to see implemented for the 2025 parking season.

Staff Recommendation:

Staff supports increasing the duration of the appeal time from 3 days to 5 days. Staff also supports removal of 5 parking spaces identified due to public safety concerns. Staff also supports increasing the daily rate by \$5.00 to keep in line with neighboring beach communities; however, it should be noted that decaling the

signage with the updated rate is estimated to cost \$20,000. The daily rate is also the most commonly used selection, so an increase in the daily rate may cause users to select hourly rates as a result. However, it is expected to generate additional revenue for the Town.

At this time, staff does not support utilizing fixed cameras for enforcement. This would require the purchase and installation of additional equipment, and without additional new technology to best utilize these cameras, it may be premature to install these cameras at this time. At the end of the 2024 season, the Town also implemented license plate reader technology on the new parking vehicle. This technology should accomplish similar outcomes to the fixed cameras, so staff recommends utilizing the new technology on the parking vehicle before investing in additional parking cameras.

Staff also recommends maintaining the existing lifeguard parking spaces in their current locations. However, to increase public parking opportunities, it is recommended that we utilize these spots for public parking outside of the time the Town has Ocean Rescue staff on the beach. Currently, Ocean Rescue utilizes the lifeguard stands from Memorial Day to Labor Day. Under this proposal, the lifeguard parking spaces would be made available to the public before Memorial Day, and after Labor Day, and the signs would be covered or removed to allow for parking before and after these dates. There would be some costs associated with restriping and placing new signage at these parking spaces, but an estimate has not been obtained at this time. This change is likely to lead to an increase in parking revenue. Management will work with Ocean Rescue to provide parking passes for training or other needs of the department outside of their normal season.

ORDINANCE NO. (2025) 1864

Board of Aldermen
Town of Wrightsville Beach, North Carolina
Date: January 9, 2025

AN ORDINANCE OF THE BOARD OF ALDERMEN OF
THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
AMENDING CHAPTER 74.56 OF THE CODE OF ORDINANCES,
TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA

The Board of Aldermen of the Town of Wrightsville Beach, North Carolina, doth ordain:

(1) That subsection (A) of Section 74.56 Appeal of Parking Violations, of the Code of the Town of Wrightsville Beach, North Carolina is hereby amended to read as follows:

§ 74.56 APPEAL OF PARKING VIOLATIONS.

(A) Any person charged with a violation of the town's parking ordinances shall have the right to appeal such violation by filing written notice of appeal within ~~72~~ **120** hours after issuance of the citation giving notice of such violation. Notice of appeal must be hand delivered or mailed so as to arrive within the ~~72~~ **120**-hour time specified herein at the office of the Manager of the Wrightsville Beach parking program located at 321 Causeway Drive, Wrightsville Beach, N.C. 28480.

This Ordinance adopted this 9th day of January 2025.

(SEAL)

F. Darryl Mills, Mayor

ATTEST:

APPROVED AS TO FORM:

Lance Heater, Town Clerk

Town Attorney

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA ORDINANCE NO. (2025) 643-B
FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Parking Passes, Fees, and Fines

SERVICE or EQUIPMENT	FEE
Commercial 1 Pass	\$650 per year
Commercial 2 Pass	\$200 per year
Contractor Pass (Monday-Friday)	\$10 per day
Daily Parking Pass (Non-premium / Premium)	\$25 30 / \$30 35 per day
Parking Meters with One Hour Time Limit	\$3 per hour
Parking Meters and Pay Stations with unlimited time (Non-premium / Premium)	\$5 / \$6 per hour
Residential Parking Permit	\$50 per year
Weekly Parking Pass	\$150 per week
Fee to Remove Wheel Lock per Section 74.55 (B)	\$50 per removal
Fine for Parking on the Grass per Section 74.15 (I)	\$150 per violation

Adopted this 9th day of January, 2025

F. DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



Town of Wrightsville Beach
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

TOWN MANAGER MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: Camera Proposal

Date: January 3, 2025

Background Information:

Infranet has prepared a comprehensive camera proposal that addresses several needs for the Town's security camera technology. The attached proposal includes the installation of new cameras, replacement of older cameras with newer technology, service and maintenance improvements to existing cameras, and installation of SD cards to save video footage. The project will also switch out older radio-read cameras with cellular connected cameras to address weak radio-read signals at several camera locations. It will also include the relocation of a camera on a Duke Energy pole to a more appropriate location. The completion of the project will allow the Town and its public safety departments to have greater surveillance capabilities, utilize license plate reader technology to track vehicles, and utilize higher definition cameras for facial recognition and other surveillance technology to improve public safety response.

Project Scope:

- Relocation of a camera off of a Duke power pole to a more suitable location (intersection of N Lumina and Stone Street)
- Installation of a new pole-mounted camera along Salisbury Street (near A Summer Place complex and The Palm Room). Includes new pole and camera installation.
- Replace existing camera at Jack Parker with new cellular connected camera. Will also replace existing power supply and cabling that has deteriorated.
- Installation of a new license plate reader camera at Jack Parker

- Installation of 13 SD cards in existing cameras to allow for backup of video surveillance
- Cleaning and maintenance of existing cameras and camera domes

The proposal includes all costs associated with the equipment and installation. The Town received a \$15,000 grant from the ABC Board for the installation of two cameras. These grant funds will cover a portion of the total costs.

Management Recommendation:

Staff recommends the approval of the attached proposal from Infranet for the installation and service improvements to the Town's security camera technology through adoption of Budget Ordinance (2025) 642-B.

Comprehensive Camera Proposal

Quote # 019255 | Version 2
December 31, 2024

PREPARED BY

Infranet Technologies Group

Tucker Smith
Account Executive
tsmith@infranetgroup.com

PREPARED FOR

Town of Wrightsville Beach

Haynes Brigman
hbrigman@towb.org

Comprehensive Camera Proposal



Prepared by:

Infranet Technologies Group

Tucker Smith
910-332-3630
Fax 910-392-0948
tsmith@infranetgroup.com

Prepared for:

Town of Wrightsville Beach

321 Causeway Drive
Wrightsville Beach, NC 28480
Haynes Brigman
(910) 239-1777
hbrigman@towb.org

Quote Information:

Quote #: 019255

Version: 2
Delivery Date: 12/31/2024
Expiration Date: 02/25/2025

Quote Summary

Description	Amount
Jimmy's Camera	\$11,978.04
Palm Room Camera	\$8,961.04
Jack Parker Camera	\$14,974.82
Camera Improvements	\$9,289.87
Replacement pole at 21 Lumina	\$6,836.04
Subtotal:	\$52,039.81
Estimated Tax:	\$3,642.83
Total:	\$55,682.64

Quote Detail

Jimmy's Camera

Qty	Description	Price	Ext. Price
Meraki networking equipment			
1	Meraki Varifocal Lens MV73 Dome, 8MP Outdoor Camera- 512GB	\$1,401.46	\$1,401.46
1	Meraki MV Enterprise License and Support, 3YR	\$421.65	\$421.65
2	Meraki MR 802.3at PoE Injector (Power Cord Not Included)	\$96.77	\$193.54
2	[2-Pack] 1 Feet 18 AWG Universal Power Cord	\$18.33	\$36.66
1	Meraki MG52 Cellular Gateway with support for 5G Standalone	\$764.78	\$764.78
1	Meraki MG52 Enterprise License and Support, 3 Year	\$458.68	\$458.68
1	Meraki Wall Mount L-Bracket for MV 3rd Generation Cameras	\$158.70	\$158.70
NEMA enclosure			
1	ENCL FRP 14x12x7" w/120VAC FAN MNT Plate	\$436.82	\$436.82

Jimmy's Camera

Qty	Description	Price	Ext. Price
1	Professional Services - Infranet Infranet takes great care in the design, plan and post support stages of every project. Below is a summary of the initial scope of the services included in this proposal. If required, this scope can be reviewed and refined with you to develop a formal Statement of Work. <u>Implementation</u> Meraki Camera Setup and Configure • Claim devices in Meraki dashboard; add to client camera organization • Schedule recording for cameras • Assist camera mounting vendor with minor angle adjustments to physical cameras (labor beyond (1) hours will be billed hourly out of scope) Meraki Mobile router setup and configure • Claim device in Meraki dashboard, setup basic info, test LTE w SIM. • Setup Mobile router as internet gateway and assign private LAN IP NOTES • Town will be responsible for SIM card for Meraki mobile gateway • Town will be responsible for power to equipment • Town will be responsible for 3rd party vendor costs, including enclosure installation	\$1,796.50	\$1,796.50

Jimmy's Camera

Qty	Description	Price	Ext. Price
1	Professional Services - Satellite Army <u>SOW</u> - Two technician installation of provided cameras/mounts - Includes misc. rough-in work boxes, fire-stop material, cable fasteners, printed vinyl label material, and other misc consumables NOTE - Configurations/programming, electrical adjustments not included	\$903.08	\$903.08
1	Professional Services - Lancaster Electric <u>SOW</u> - Installing auxiliary pole - Connect enclosure to meter - Connect meter to electrical service	\$4,787.00	\$4,787.00
1	Professional Services - Duke Energy <u>SOW</u> Wiring and connecting service to meter	\$619.17	\$619.17

Subtotal: **\$11,978.04**

Palm Room Camera

Qty	Description	Price	Ext. Price
Meraki Networking			
1	Meraki Varifocal Lens MV73 Dome, 8MP Outdoor Camera- 512GB	\$1,401.46	\$1,401.46

Palm Room Camera

Qty	Description	Price	Ext. Price
1	Meraki MV Enterprise License and Support, 5 YR	\$421.65	\$421.65
2	Meraki MR 802.3at PoE Injector (Power Cord Not Included)	\$96.77	\$193.54
1	Meraki MG52 Cellular Gateway with support for 5G Standalone	\$764.78	\$764.78
1	Meraki MG52 Enterprise License and Support, 3 Year	\$458.68	\$458.68
1	Meraki Wall Mount L-Bracket for MV 3rd Generation Cameras	\$158.70	\$158.70
1	[2-Pack] 1 Feet 18 AWG Universal Power Cord	\$18.33	\$18.33
NEMA enclosure			
1	ENCL FRP 14x12x7" w/120VAC FAN MNT Plate	\$436.82	\$436.82

Palm Room Camera

Qty	Description	Price	Ext. Price
1	Professional Services - Infranet <u>Implementation</u> Meraki Camera Setup and Configure • Claim devices in Meraki dashboard; add to client camera organization • Schedule recording for cameras • Assist camera mounting vendor with minor angle adjustments to physical cameras (labor beyond (1) hours will be billed hourly out of scope) Meraki Mobile router setup and configure • Claim device in Meraki dashboard, setup basic info, test LTE w SIM. • Setup Mobile router as internet gateway and assign private LAN IP Training • Provide basic video wall training for Manager Users • Additional knowledge transfer for up to two (2) one-hour classes NOTES • Town will be responsible for SIM card for Meraki mobile gateway • Town will be responsible for power to equipment • Town will be responsible for 3rd party vendor costs, including enclosure installation	\$4,204.00	\$4,204.00

Palm Room Camera

Qty	Description	Price	Ext. Price
1	Professional Services - Satellite Army NOTE - This price includes - - Meraki camera installation, two technicians - Equipment - Rough-In work boxes, fire-stop material, cable fasteners, printed vinyl label material, hardware and other misc. consumables	\$903.08	\$903.08

Subtotal: **\$8,961.04**

Jack Parker Camera

Qty	Description	Price	Ext. Price
Meraki Cellular gateway w/3 yr license			
1	Meraki MG51E Cellular Gateway External Antennas	\$1,370.16	\$1,370.16
1	Meraki MG51 Enterprise License and Support, 3YR	\$645.59	\$645.59
Meraki 8-port switch w/3 yr license			
1	Meraki MS130-8P-I Cloud Mgd 8GE 120W PoE Switch Internal PSU	\$921.26	\$921.26
1	Meraki MS130-CMPT Enterprise License and Support, 3 Year	\$100.36	\$100.36
Meraki LPR camera w/3 yr license			
1	Meraki Varifocal MV52 Outdoor Bullet Camera With 1TB Storage	\$2,210.33	\$2,210.33
1	Meraki MV Enterprise License and Support, 3YR	\$501.08	\$501.08
Meraki Varifocal camera w/3yr license			
2	Meraki Varifocal Lens MV73X Dome, 8MP Outdoor Camera- 1TB	\$1,875.33	\$3,750.66
2	Meraki MV Enterprise License and Support, 3YR	\$501.08	\$1,002.16

Jack Parker Camera

Qty	Description	Price	Ext. Price
Various camera mounts			
1	Meraki Pole Mount for MV52	\$196.36	\$196.36
2	Meraki Pole Mount for MV 3rd Generation Cameras	\$166.83	\$333.66
2	Meraki Wall Mount L-Bracket for MV 3rd Generation Cameras	\$166.83	\$333.66
1	Power Bright APS600 Pure Sine Power Inverter 600W	\$138.86	\$138.86
1	Professional Services - Infranet <u>Implementation</u> Meraki Switch Setup and Configure • Claim device in Meraki dashboard; add to client switching organization • Configure static management IP addresses, if appropriate • Physically install and cable switches • Install new patch cables and cleanup existing environment Meraki Camera Setup and Configure • Claim devices in Meraki dashboard; add to client camera organization • Schedule recording for cameras • Assist camera mounting vendor with minor angle adjustments to physical cameras (labor beyond (2) hours will be billed hourly out of scope) Meraki Mobile router setup and configure • Claim device in Meraki dashboard, setup basic info, test LTE w SIM.	\$1,248.98	\$1,248.98

Jack Parker Camera

Qty	Description	Price	Ext. Price
	• Setup Mobile router as internet gateway and assign private LAN IP NOTES • Town will be responsible for SIM card for Meraki mobile gateway • Town will be responsible for power to equipment • Town will be responsible for 3rd party vendor costs, including enclosure installation		
1	Professional Services - Satellite Army SOW • Two technician installation of provided cameras/mounts • Includes misc. rough-in work boxes, fire-stop material, cable fasteners, printed vinyl label material, and other misc consumables NOTE - Configurations/programming, electrical adjustments not included	\$2,221.70	\$2,221.70

Subtotal: **\$14,974.82**

Camera Improvements

Qty	Description	Price	Ext. Price
13	Amazon Basics Micro SDXC Memory Card with Full Size Adapter - 256 Gb	\$33.32	\$433.16

Camera Improvements

Qty	Description	Price	Ext. Price
1	Professional Services and Expenses - Prepaid Amount <u>Implementation</u> • Project manage 3rd party vendor in physically installing SD cards in cameras and cleaning camera domes. • Ensure SD card installed properly & formatted. per camera. • Setup record rule/policy, modify milestone for recording. per camera. • Create Proof of Concept tests regarding cellular connectivity for remote cameras like Access 36 and Jack Parker	\$5,000.00	\$5,000.00
1	Professional Services - Satellite Army Items to be completed - • SD install for 13 cameras • Cleaning (annual) • Replace any damaged domes/adding weather protection. NOTE - Does not include cost of any hardware needed. • Ongoing cleaning for small group	\$3,856.71	\$3,856.71
Subtotal:			\$9,289.87

Replacement pole at 21 Lumina

Qty	Description	Price	Ext. Price
1	Professional Services - Lancaster Electric	\$4,473.83	\$4,473.83
1	Professional Services - Duke Energy <u>SOW</u> • Connect meter	\$470.61	\$470.61

Replacement pole at 21 Lumina

Qty	Description	Price	Ext. Price
1	Professional Services - Satellite Army	\$1,891.60	\$1,891.60
Subtotal:			\$6,836.04

The Quoted Price is good for 15 days. Taxes are estimates only and calculations of final sales tax will occur at the time of invoicing. Orders over \$10,000.00 require a 50% downpayment to process unless otherwise specified. Payment terms are Net 10 Days unless otherwise specified. Shipping or handling prices are estimates only and are subject to change. All subscription services have an initial twelve (12) month term and auto renew for twelve (12) month terms unless otherwise noted. Subscription cancellation requires 60 days advance written notice. Orders are not binding until accepted by Infranet and may be accepted or declined at any time after receipt of your order for any reason. The parties' obligations in connection with all work performed or services or products provided as set forth herein shall be subject to and governed by the Master Services Agreement, provided that if any terms contained herein are in conflict with the Master Services Agreement, those terms will control, leaving the remainder of the terms of the Master Services Agreement in full effect. INFRANET makes every effort to provide accurate information in its proposals; however, INFRANET shall not be subject to any term which is misstated as a result of an unintentional typographical or clerical error or omission. This quote reflects a 2.75% cash discount. Credit card payments will forfeit this discount. Leasing options provided is a proposal and is subject to credit approval. The lease proposal provides an approximate monthly payment for hardware, software and services based upon the contract type and term in months. Taxes, fees and insurance are not included in leasing options. Any change in the amount financed will change this information. Products may be returned for replacement or refund within 30 days of purchase. After 30 days it is under manufacturer warranty, if any exists. Manufacturer's warranties vary by product category. Some products are not returnable if opened. Sealed retail boxed items are not returnable when opened. You may return to manufacturer. All software is provided subject to the license agreement that is part of the package. Customer agrees that it will be bound by the license agreement once the package is opened or its seal is broken. Licenses, digital goods, services or non physical goods such as service contracts or agreements are not returnable. All returns are subject to a 15% restocking fee. Customer pays for the shipping cost of any product returned. All replacements are shipped ground unless paid by the customer for faster a method. Premium shipping charges are nonrefundable.

Infranet Technologies Group

Town of Wrightsville Beach

Signature: Tucker Smith
Name: Tucker Smith
Title: Account Executive
Date: 12/31/2024

Signature: _____
Name: Haynes Brigman
Date: _____

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 642-B
FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2025, The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-4310-5000	Capital Outlay	40,683	
10-3991	Appropriated Fund Balance		40,683

Section II. Copies of this Budget Ordinance No. (2024) 642-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 9th day of January 2024.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Kate*

Subject: Harbor Island Garden Club and Town of Wrightsville Beach
Memorandum of Understanding

Date: January 3, 2025

Attached for the Board's consideration is the draft Memorandum of Understanding between the Harbor Island Garden Club and the Town of Wrightsville Beach. This MOU was written to better define expectations between the two parties and to prevent any potential conflicts in use of the Harbor Way Garden facility and the adjacent fields.

The Harbor Island Garden Club, both the past and the current president, as well as the Parks and Recreation Advisory Committee have reviewed this MOU and approve of the content.

REQUESTED ACTION: Approve the Memorandum of Understanding between the Harbor Island Garden Club and the Town of Wrightsville Beach as presented.



**Memorandum of Understanding
between**

The Town of Wrightsville Beach and the Harbor Island Garden Club

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the Town of Wrightsville Beach (hereinafter referred to as "Town") and the Harbor Island Garden Club (hereinafter referred to as "HIGC"), collectively they are referred to as the "Parties."

The purpose of this MOU is to establish a framework for cooperation and collaboration between the Town and HIGC in maintaining the Harbor Way Gardens recognizing that HIGC volunteers routinely provide landscaping services through their club volunteer committees. This MOU will assist in defining the relationship between the Parties to ensure that the goals of each as related to the Harbor Way Gardens are accomplished in a mutually supportive way.

WITNESSETH

WHEREAS, the Town is a municipality of the State of North Carolina; and

WHEREAS, HIGC is a non-profit corporation with tax exempt status from the Internal Revenue Service under Section 501(c)(3) of the United States Internal Revenue Code organized under North Carolina's non-profit corporation statute for the purpose of maintaining the natural beauty of Wrightsville Beach, protecting the quality of the coastal environment, mentoring junior gardeners, and organizing fundraising activities to support HIGC efforts; and

WHEREAS, the Harbor Way Gardens is an asset of the Town requiring a high level of maintenance and management commensurate with its value and importance to the Town; and

WHEREAS, HIGC desires to maintain the Harbor Way Gardens as part of the organization's mission, and desires to use the Harbor Way Gardens for meetings, events, ceremonies, and

fundraising activities; and

WHEREAS, the Town and HIGC desire to formalize the relationship between the Parties by setting forth a series of mutual expectations with regard to the stewardship of the Harbor Way Gardens;

NOW THEREFORE, in consideration of the mutual covenants, promises and commitments herein, the Parties agree as follows:

HARBOR ISLAND GARDEN CLUB

1. Has the authority to landscape and maintain the Harbor Way Gardens.
2. Shall coordinate schedule of activities for the Harbor Way Gardens with Wrightsville Beach Parks and Recreation including events, debris removal, or other activities beyond regular landscaping and maintenance.
3. Receive approval from the Town of Wrightsville Beach Board of Aldermen before installing or removing any permanent structures or changing structural designs. Request to be coordinated through Parks and Recreation.
4. Receive approval from the Town of Wrightsville Beach Board of Aldermen before planning any events or fundraising activities. Request to be coordinated through Parks and Recreation.

TOWN OF WRIGHTSVILLE BEACH

1. Coordinate Town activities calendar to accommodate HIGC requests for use of the Harbor Way Gardens for HIGC events, debris removal, or other activities to the extent possible.
2. Present HIGC requests for special events, fundraising activities, or changes to Harbor Way Gardens including addition or removal of structures to the Board of Aldermen upon Town staff and Parks and Recreation Advisory Committee review.
3. Coordinate Town parks maintenance staff schedule with HIGC and its representatives to complete approved projects including installation or removal of any permanent structures and/or debris removal as schedule and availability allow.

The Parties agree that the Town has no financial obligation to HIGC to fund any costs other than what is mutually agreed upon and approved by the Town's Board of Aldermen.

TERM OF AGREEMENT

This agreement shall remain in effect until either party cancels by giving the other Party written notice.

NOTICES

Required notices for Harbor Way Gardens meetings, events, fundraisers or other activities shall be emailed to Parks & Recreation at parksandrecreation@towb.org and to the current President of the Harbor Island Garden Club at HIGCpresident@gmail.com. Any other notice to either party hereunder including termination of agreement must be in writing signed by the party giving it, and shall be deemed given when mailed postage prepaid by the U.S. Postal Service first class, certified or express mail or other overnight mail service, or hand delivered, when addressed as follows:

To Town: Parks & Recreation, Town of Wrightsville Beach, 4 Fran Russ Drive, Wrightsville Beach, NC 28480

To Harbor Island Garden Club: President, Harbor Island Garden Club, PO Box 402, Wrightsville Beach, NC 28480

INSURANCE REQUIREMENT

HIGC will provide proof of general liability insurance naming the Town of Wrightsville Beach as an additional insured with limits no less than one million dollars.

HOLD HARMLESS CLAUSE

HIGC shall defend, save, hold harmless, and indemnify the Town, its officers, agents, and employees from all claims, suits, or actions of whatever nature resulting from or arising out of the activities of HIGC or its officers, employees, subcontractors, or agents arising out of or

resulting from any activities of HIGC in Harbor Way Gardens, provided, however, HIGC shall not be required to defend, save, hold harmless or indemnify the Town, its officers, employees or agents from any claims, suits or actions to the extent caused by or resulting from the negligence or willful misconduct of the town, its officers, agents, employees, their invitees or licensees.

GOVERNING LAW

This MOU shall in all respects be governed by, and construed in accordance with, the laws of the State of North Carolina and all Town of Wrightsville Beach Code of Ordinances.

SIGNATURES

IN WITNESS WHEREOF, the Town of Wrightsville Beach and the authorized representative of the Harbor Island Garden Club have executed this MOU on this _____ day of _____ 2025, the effective date of this MOU.

By:

Attest:

F. Darryl Mills, Mayor
Town of Wrightsville Beach

Lance Heater
Town Clerk

By:

President
Harbor Island Garden Club

TOWN OF WRIGHTSVILLE BEACH

PARKS & RECREATION

4 Fran Russ Drive • P.O. Box 626

Wrightsville Beach, N.C. 28480

(910) 256-7925 • ParksAndRecreation@towb.org • www.towb.org

MEMORANDUM

To: Mayor Mills and Board of Aldermen

From: Katie Ryan, Recreation Program Supervisor *Katie*

Subject: Proposed Revision to Policy and Guidelines for Naming Town Assets

Date: January 3, 2025

Attached for the Board's consideration is the draft revision to the Policy and Guidelines for Naming Town Assets. This policy was approved by the Board March 10, 2022. It requires that an Application to Name Town Assets must be submitted to the Town Clerk. The application is then reviewed by the Planning Board who will make naming and renaming recommendations based on the criteria outlined in the policy.

The policy Purpose states the following:

(1) The purpose of these guidelines is to promote the Town's image and enhance public awareness of Town assets including public streets, facilities, and other public places by establishing guidelines for their naming or renaming.

- (a) For purposes of this policy, "Town assets" include, but are not limited to, public streets; parks and park lands; landscape elements such as trees, plants, plazas, and gardens; site furnishings such as benches, playgrounds, and donated art; open spaces; trails; public facilities; recreation elements such as sports fields; memorials, statues, and busts; and municipal buildings, properties, sites and structures.*

The Parks and Recreation Advisory Committee (PRAC) has reviewed the policy and voted unanimously to recommend that the Board of Aldermen consider the revision to include the PRAC review of any parks and recreation-related applications to name Town assets as it is consistent with the ordinance (attached) pertaining to the Parks and Recreation Advisory Committee purpose which states the following:

The Parks and Recreation Advisory Committee shall serve as an advisory body for the Department of Planning and Parks. The Committee shall recommend policies to the

Planning and Parks Director or his or her designee within its powers and responsibilities as stated in this subchapter.

- (A) The Committee shall serve as a liaison between the Planning and Parks Department and the citizens of the community in parks and recreation matters. The Committee shall consult with and make recommendations to the Planning and Parks Department Director or his or her designee in matters affecting parks and recreation policies, programs, and the acquisition and disposal of lands and properties related to the total community parks and recreation program, and to its long-range, projected program for parks and recreation. The Planning and Parks Director or his or her designee will submit Committee recommendations to the Town Manager and/or Board of Aldermen for appropriate action.*
- (B) The Committee shall make recommendations relating to the acceptance by the town of any grants, gifts, or bequests of any personal or real property offered or made available for parks and recreational purposes and which are judged to be of present or possible future use for or to parks and recreation. Any gift, bequest of money or other property, grant, or devise of real property or personal property so acquired, shall be held by the town, used, and finally disposed of in accordance with the terms under which the grant, gift, or devise is made and accepted.*
- (C) Upon investigating and interpreting the needs of the community, the Committee shall make recommendations in regard to the construction and equipping of parks, playgrounds, and recreation centers necessary or useful to parks and recreation function and programming.*

REQUESTED ACTION: Consider revision to the Policy and Guidelines for Naming Town Assets and provide direction to staff.

	Subject:	Revised Policy and Guidelines for Naming Town Assets
	Approved by:	Wrightsville Beach Board of Aldermen 1-09-25
	Resolution Number:	(2025) XXXX
	Prepared by:	Committee for Naming Town Assets

POLICY AND GUIDELINES FOR NAMING TOWN ASSETS

Purpose.

(1) The purpose of these guidelines is to promote the Town's image and enhance public awareness of Town assets including public streets, facilities, and other public places by establishing guidelines for their naming or renaming.

- (a) For purposes of this policy, "Town assets" include, but are not limited to, public streets; parks and park lands; landscape elements such as trees, plants, plazas, and gardens; site furnishings such as benches, playgrounds, and donated art; open spaces; trails; public facilities; recreation elements such as sports fields; memorials, statues, and busts; and municipal buildings, properties, sites and structures.
- (b) For purposes of this policy, a "public street" shall mean a street bordered on all sides by property owned by the Town. This policy shall not apply to any public streets except those as defined herein. The naming or renaming of public streets not subject to this policy shall be as directed by the Board of Aldermen.
- (c) The naming of Town assets shall be consistent with the provisions of this Policy.
- (d) The criteria set forth in this Policy is to establish a systematic and consistent basis for recognizing contributions and support of the Town from citizens, volunteers, organizations, financial donors, community leaders, officials, and others.
- (e) The decision to name a Town asset and the choice of a name for a Town asset shall be made exclusively by the Board of Aldermen. The Board of Aldermen is authorized to name a Town asset or to refuse to name a Town asset in its sole discretion.
- (f) All Town assets are and shall remain the property of the Town.

Scope.

(1) This Policy shall apply to the naming or renaming of any Town assets named or renamed after the adoption of this Policy.

- (a) *Asset Naming or Renaming Consideration and Recommendation.* An initial recommendation for the naming or renaming of Town assets shall be made by the Planning Board based on criteria outlined in this policy. The Planning Board shall make naming and renaming recommendations to the Town Board of Aldermen. **Town assets that are parks-related and/or recreation-related shall also be reviewed by the Parks and Recreation Advisory Committee based on the criteria outlined in this Policy. The Parks and Recreation Advisory Committee shall then make naming and renaming recommendations to the Town Board of Aldermen.**
- (b) *Asset Naming.* The naming or renaming of Town assets shall require Board of Aldermen approval. The Board shall consider the recommendation of the Planning

Board **and the Parks and Recreation Advisory Committee** but is in no way bound by such recommendation.

Naming Categories.

(1) The following asset naming categories are hereby created:

- (a) *Category 1 - Sponsorships.* The Town may enter into an agreement with an individual or an organization whereby the naming of a Town asset may be approved for such individual or organization pursuant to the requirements of this Policy, in exchange for cash or other sufficiently valuable contributions to the Town. The Town may utilize a public process for naming rights of large projects when multiple entities have expressed an interest in the same project or when the Town, in its sole discretion, determines that it is in the Town's best interest to do so.
- (b) *Category 2 – Town Recognitions.* The Town may elect to name a Town asset to formally recognize significant contributions and support given to the Town by individuals or organizations.
- (c) *Category 3 - Tributes and Memorials.* As provided in this Policy, an individual may petition the Town to name a Town asset as a tribute or memorial to an individual, group, event, or other thing.
- (d) *Category 4 – Other Grounds for Naming.* The Town may elect to name a Town asset for other reasons deemed appropriate by the Board of Aldermen.

Naming Standards.

(1) *Applicability.* The provisions set forth in this Section apply to the naming of any Town asset, including, but not limited to, the opening of a new or refurbished Town asset; honoring an individual, group, or organization; recognizing a gift, donation, sponsorship, joint venture/partnership, or significant contribution to the Town or the general public; or improvements to existing Town assets.

(2) *General Provisions.* The following provisions shall apply to the selection of any name associated with a Town Asset:

- (a) *Consent.* When a Town asset is proposed to be named for an individual, before consideration of the proposal, consent shall be obtained from such individual or, if such individual is deceased, the individual's next of kin.
- (b) *Prohibited Names.* Unless otherwise determined by the Board of Aldermen, in its sole discretion, no name shall be chosen that:
 - i. causes confusion due to duplication of, or similarity to, an existing name within the Town;
 - ii. is the name of an entity associated with obscenity or a sexually oriented business, place or practice;
 - iii. may have an inappropriate acronym, short form, or modification;
 - iv. is discriminatory, derogatory, or otherwise creates controversy within the Town, as determined by the Board of Aldermen;
 - v. is complex, unduly long, difficult to spell or pronounce;

- vi. recognizes a single individual for a contribution similar or identical to a contribution made by others within a particular group associated with that individual; or
- vii. is deemed inappropriate for other reasons in the sole discretion of the Board of Aldermen.

(c) *Asset Name Rejection.* The Town, in its sole discretion, may reject any proposed asset donation or any proposed name for a new or existing Town asset.

(3) *Sponsorships and Town Recognitions.* The following provisions shall apply to the selection of any name associated with a sponsorship or Town recognition:

(a) *Context.* The selected name should:

- i. have a longstanding or unusually significant identification with the Town or its residents; or
- ii. be consistent with i) the character and public value of the asset; ii) the financial sponsorship categories as may be established by the Board of Aldermen; iii) specific geographical locations; or iv) any other applicable Town requirement.

(b) *Personal and Organization Names.* The name of an individual or an organization shall be considered only when such individual or organization has made a significant contribution to the Town by:

- i. enhancing the quality of life and well-being of the Town;
- ii. contributing to the historical, cultural, or societal preservation of the community;
- iii. contributing a significant portion of project costs used for acquisition, development, or conveyance of land or construction or renovation of a Town asset; or
- iv. achieving personal or organizational excellence that represents the Town in a positive manner.

(c) *Public Gifts.* When selecting a name connected with a sponsorship, the following additional factors shall be considered:

- i. The dollar value of the contribution compared to the construction and ongoing operating and maintenance costs of the Town asset to be named;
- ii. Any financial sponsorship categories, as may be established by the Board of Aldermen, to recognize different contribution amounts;
- iii. The cost of establishing the naming; and
- iv. In the case of a donated asset, projected ongoing operating and maintenance costs.

(4) *Types of Sponsorships.* There are three different types of sponsorships contemplated:

(a) *Type A – Town Amenity Donation Program.* A sponsorship of a donated amenity or a monetary donation to purchase an amenity. In recognition of the donation, the Town shall include a recognition plate on the amenity donated. The recognition

plate will be sized so it is visible at close proximity to foot traffic. The recognition plate will be purchased and installed by the department for which the sponsorship is **benefitting benefiting** or being recognized. A recognition plate will be in place until the original item is no longer functional. No signage separate from the recognition plate on the donated amenity will be allowed. This applies to brick pavers, benches, park amenities, etc. Any required donation or contribution shall be paid in full before any form of recognition is installed.

- (b) Type B – Memorial Tree Sponsorship Program: A sponsorship of a donated tree or monetary donation to purchase a tree. In recognition of the donation, the Town would place a marker of recognition on Town property. The marker will be at ground level and will be visible at close proximity to foot traffic. No signage separate from the marker will be allowed. The recognition marker will be in place until it is no longer readable/functional.
- (c) Type C – Fixed-Term Sponsorship/Naming Right: A sponsorship agreement (for a significant contribution) that includes the naming display in recognition of a corporate or individual sponsor of an item, facility, or portion of a facility for a predetermined period of time (Town sign ordinance applies). Examples include aquatics facility, new building, athletic fields, field fence advertising, and scoreboards.

(5) *Tributes and Memorials.* The following provisions shall apply to the selection of any asset associated with a tribute or memorial:

- (a) *Quality.* An asset donated to the Town shall conform to applicable Town standards including, but not limited to, design, durability, location, and applicable safety considerations. The Town, in its sole discretion, may reject an offer to donate an asset.
- (b) *Maintenance.* An asset donated to the Town that is unique and not within any asset class ordinarily purchased and maintained by the Town shall be maintained by the donor unless otherwise provided in an asset naming agreement. The Town will not consider for approval tributes and memorials which will impose a significant financial burden on the Town to maintain.
- (c) *Content.* It is in the Town's discretion to approve or reject the design, size, material, text, and graphics to be used for tributes and memorials and to approve species of memorial trees. Any written content on a Town asset is subject to review and may be rejected if it:
 - i. is discriminatory, derogatory, or may otherwise create controversy, as determined by the Board of Aldermen;
 - ii. contains statements of religious principles or scriptural verses unless such principles or verses are unavoidably entwined with an otherwise historically significant event or person proposed to be honored; or
 - iii. contains wording or depictions that the Board of Aldermen, in its sole discretion, deems inappropriate.
- (d) *Ownership.* Unless otherwise agreed to in advance and in writing, all donated property of whatever kind becomes and remains Town property. The Town assumes no liability for the loss, damage and/or replacement of Town assets.

(6) *Length of Time a Name May Remain in Place.* The Board of Aldermen may limit the time that a name given to a Town asset remains in place. At the end of such designated time, the name or other recognition of such asset may be removed by the Town and the Town shall have no obligation to replace, renew or otherwise continue such name or to refund any money paid in connection with the original naming of the asset.

Changing an Existing Asset Name.

- (1) *Criteria.* The name of a Town asset shall be changed only after consideration of the:
 - (a) Historical significance of the existing name;
 - (b) Impact on the currently named individual or organization;
 - (c) Cost and impact of:
 - i. changing existing signage, if any;
 - ii. rebuilding community recognition; and
 - iii. updating records such as letterhead, databases, and promotional materials; and
 - iv. financial contribution of both the person or organization of the currently named asset and the person or organization proposing the new name.
- (2) *Consideration.* Each petition to change an existing name shall be considered on a case-by-case basis pursuant to applicable provisions of this Policy.

Asset Name Removal.

- (1) *End of Service Life.* When the Town determines an asset has exceeded its service life or the asset is destroyed or damaged beyond feasible and economic repair, the asset and its associated name may be removed. The Town shall have no obligation to replace, repair, remove or relocate the Town asset or to name some other asset in place of that which has been destroyed or damaged. Any funds paid to the Town by a sponsor or otherwise in connection with a Town asset that has reached the end of its service life or has been damaged or destroyed shall not be refunded.
- (2) *Extension.* A named asset that has exceeded its service life may thereafter remain in service only if remaining in service poses no danger to the public and is approved by the Board of Aldermen pursuant to an asset naming agreement that specifies the length of time that the asset name may be used and provides for an endowment fund or other financial resources sufficient to pay the asset's ongoing maintenance and operation costs. Such endowment or other financial contribution shall be paid by the party requesting the extension.

Process to Follow to Request the Naming or Changing of a Name of a Town Asset

- (1) An application to Name Town Assets must accompany all requests.
- (2) The completed Application to Name Town Assets shall be submitted to the Town Clerk **who will forward to the Planning Board and if applicable, the Parks and Recreation Advisory Committee.** The applicant/requesting party should attach all documentation needed for the Planning Board **and the Parks and Recreation Advisory Committee** to make a recommendation to the Board of Aldermen.

(3) The request shall ~~first~~ be considered by the Planning Board at a public hearing. At the conclusion of the public hearing, the Planning Board shall make recommendations to the Board of Aldermen. **Applications for parks-related and/or recreation-related Town assets shall be considered by the Parks and Recreation Advisory Committee at a regularly scheduled meeting making a recommendation to be submitted to the Board of Aldermen.**

(4) The Board of Aldermen shall consider the request at a public hearing. Approval of a request shall be by a resolution adopted by the Board of Aldermen that includes all conditions required by the Board of Aldermen.

Rules and Procedures.

(1) The Board of Aldermen or its designee may adopt rules, regulations, and procedures, including asset naming parameters, to implement the provisions of this Policy consistent with the guidelines and limitations set forth in this Policy.

Effect on Existing Policies.

(1) Nothing contained herein shall repeal, amend or otherwise affect the existing Town policies regulating donations for lifeguard stands and commemorative benches. (*Reference: Commemorative Bench Program Guidelines approved by Resolution No. (2019) 2169; Policy for Receiving Donations for Lifeguard Stands approved by Resolution No. (2016) 1978*)



APPLICATION TO NAME TOWN ASSETS

Description / Location of Town Asset	
Applicant's Name	
Applicant's Address	
Applicant's Telephone No.	
Applicant's Email Address	
Type of Naming Category	
Proposed Sponsorship Name	
Proposed Sponsorship Term	
Proposed Donation	
Include a brief description and state the reasons why the naming rights are being requested. Include all designs, pictures or concepts with the application. Provide any additional information deemed necessary to permit the Town to make an informed decision.	

I _____, representative of the above-named applicant, hereby acknowledge that I have read the Town's Policy and Guidelines on Naming Town Assets and that the proposed request submitted meets the criteria outlined in said policy.

(Signature)

(Date)

(Printed Name)

RESOLUTION NO. (2025) 2346

Board of Aldermen
Town of Wrightsville Beach
Date: January 9, 2025



A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA AMENDING THE POLICY AND GUIDELINES FOR NAMING TOWN ASSETS

WHEREAS, the Board of Aldermen adopted the original Policy and Guidelines for Naming Town Assets by Resolution No. (2021) 2250 on September 9, 2021; and

WHEREAS, the Board of Aldermen amended the original Policy and Guidelines for Naming Town Assets by Resolution No. (2022) 2261 on March 10, 2022; and

WHEREAS, the Parks & Recreation Advisory Committee has recommended that the Policy be amended to include the review of any parks and recreation-related applications to name Town assets by the Parks & Recreation Advisory Committee as it is consistent with purpose of the Committee as established by Town ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the amended Policy and Guidelines for Naming Town Assets, as set forth in Exhibit A, consisting of one (7) pages and attached hereto and incorporated herein by reference, is hereby adopted for the Town of Wrightsville Beach.

This Resolution adopted this 9th day of January, 2025.

F. Darryl Mills, Mayor

ATTEST:

Lance G. Heater, Town Clerk

(SEAL)



Wrightsville Beach Police Department

3 Bob Sawyer Drive – P. O. Box 452
Wrightsville Beach, North Carolina 28480

This proposal is for the purchase of two (2) All Traffic Solutions radar speed signs. These signs are portable and come with a mounting kit compatible with different types of poles. These radar speed signs are programmable to reflect the appropriate speed and to give warning to motorists that operate above the programmed limit.

Speeding violations are the most common complaints the Town and Police Department receive year-round. In response to the complaints, the Police Dept., utilizing ABC grant funding, purchased a large variable message board with built in radar as well as a smaller radar trailer. The smaller radar trailer gets deployed in different areas around the beach depending on where the complaints are coming from. Each time the radar trailer is moved, the data is downloaded and examined so Sergeants can deploy officers to the area at the times the most violations are occurring. For example, after reviewing the data from West Salisbury St., it revealed a higher concentration of vehicles speeding on Friday mornings between 6 AM and 9 AM. Officers would then be deployed to West Salisbury at those times to enforce speed violations.

This strategy works well on the most traveled roads, but not necessarily in the neighborhoods due to the trailer having to be set up on the shoulder of the road. Generally, there's not much of a shoulder on the side streets to place the trailer without being in someone's yard or driveway.

These radar signs can mount on any side street as long as there's a pole (preferably facing a straight away). Like the radar trailers, they can be moved around to various locations in the neighborhoods and side streets. Also like the radar trailer, we can download the data so we can deploy resources as necessary.

Strict enforcement of traffic laws won't stop people from committing infractions. But the radar speed signs may be a good reminder to the motoring public to slow down. Especially on the streets where the speed limit is 15 mph.

Jason Bishop 
Interim Chief of Police/ Patrol Division Commander



**Mail Purchase
Orders to:**

3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
PO Box 221410
Chantilly, VA 20153
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

Contract:
Sourcewell 090122-ATS
Sourcewell Account #:
58186

QUOTE Q-92712

DATE: 12/18/2024

**PAGE
NO: 1**

Questions contact:

**MANUFACTURER:
All Traffic Solutions**

Max Wicklein
(571) 321-5452
x
mwicklein@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:

Wrightsville Beach Police Dept.
, NC

Billing Contact:

SHIP TO:

Wrightsville Beach Police Dept.
, NC
Attn: Jason Bishop

**PAYMENT
TERMS:**
Net 30

CUSTOMER:
Wrightsville Beach Police
Dept.

CONTACT:19102567945

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000872	Shield 15B Speed Display; base unit w/ mounting bracket, Can be Upgraded to TrafficCloud	2	\$2,623.44	\$5,246.88
4000659	Solar panel, 50W; includes bracket for pole and harness	2	\$496.74	\$993.48
4001818	Integrated Solar pole mount battery kit (Sh15) 28Ah batt, LFP charger & solar controller	2	\$617.10	\$1,234.20
4001299	3 Year Warranty	2	\$0.00	\$0.00
4000641	Shipping and Handling Common Carrier	2	\$120.00	\$240.00
4000520	Violator Alert; flashing strobe helps draw attention to the driver's speed (default white unless otherwise specified)	2	\$368.22	\$736.44
4001190	Discount - New Purchase	2	(\$443.67)	(\$887.34)

Special Notes:

**SALES
AMOUNT:**

\$7,563.66

**TOTAL
USD:**

\$7,563.66

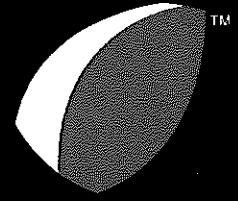
Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

I am authorized to commit my organization to this order. If your organization will be creating a purchase order for this order, please submit purchase order to either of the following: Email: sales@alltrafficsolutions.com or Physical Address: Listed at top of quote.

**PRODUCT SPECIFICATIONS:****SHIELD RADAR SPEED
DISPLAY - B UNIT****Shield Radar Speed Display**

- 3 units to cover any application
 - Shield 12 or 12B: 12" x 6" digits, 112 LED/digit
 - Shield 15 or 15B: 15" x 8" digits, 140 LED/digit
 - SpeedAlert 18: *See SpeedAlert 18 Specification*
- Size, Weight without battery
 - Shield 12: 15.5" x 13.5" x 3.12", 12 lbs
 - Shield 15: 24" x 17" x 3.12", 18 lbs
- **Universal mounting system:** attach to pole, trailer or vehicle hitch mount
- Integral camera for awareness and alert driven images
 - 640 x 480 daylight images
(optional in Sh12B, Sh15B)
- **Radar:** K Band (24.15 GHz), FCC Certified, no license required, +-1mph accuracy, 11 degree square pickup area, 5-105mph (8-150 kph), range: 300'
- Meets MUTCD Specifications

Shield Operation Modes

- **Speed Display:** Display approaching vehicle's speed

Shield Programming Methods***On-board Programming (standard on all units)***

- Set speed limit
- Set display mode

ATS PC Sign Manager Local Communication

(PC control/USB connection: Standard with on all signs)

- PC based client software
- Connect to sign via USB or Bluetooth (optional)
- **ATS Android App Local Communication (Optional):**
 - Android OS wireless Bluetooth control local to unit
 - Android device can be phone or WiFi device with Bluetooth

Local Communication Features (all optional):

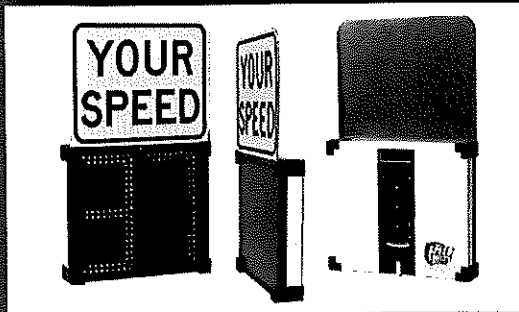
- Create and change modes and settings
- Local data retrieval and management
- Local image retrieval and management from internal camera
- Manage all unit settings
- Based Management (optional)
- All traffic data can be saved for online management and backup
 - Retrieve data and save to TrafficCloud, generate limited reports online from hosted data

Shield Speed Programming

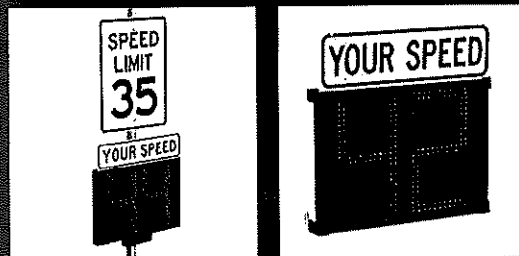
- Configure the following parameters via ATS PC Sign Manager, ATS Android App or TrafficCloud Web-Based Management Service (optional):
 - Speed limit
 - Maximum speed displayed
 - Display on/off/specific mph activation
 - Violator Alert on/off/specific mph activation
 - Radar sensitivity (range)
- Speed limit sign operation
 - Change speed limit up to six times per day
 - Sign flashes when car passing over speed limit, blanks when car over maximum speed displayed

Compatible with these ATS Products

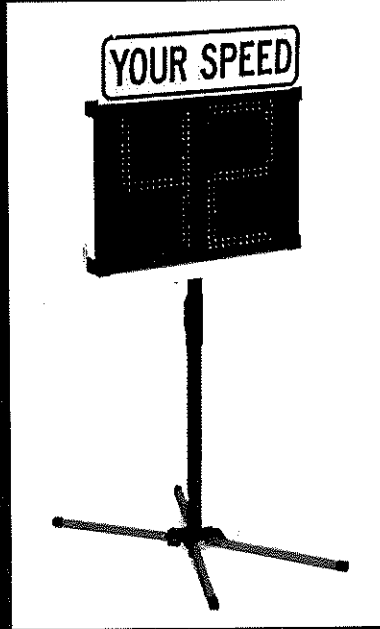
Engineered and manufactured in the United States of America



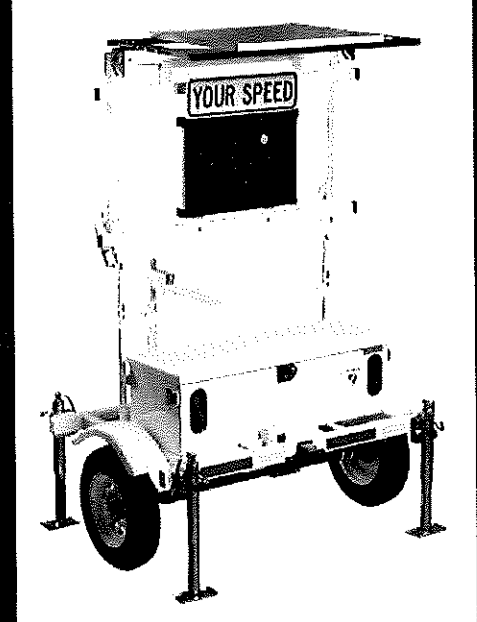
Shield 12



Shield 15 on speed limit sign pole



Shield 15 on portable post



Shield 15 on ATS 5 Trailer

Construction

- "YOUR SPEED" sign
 - High intensity prismatic reflective background
 - Shield 12: 15.5" x 13.5"
 - Shield 15: 24" x 8"
 - Sign stores for compact storage and protects sign face, thumbscrews and tamper proof hardware included
 - 3.5" high MUTCD 'C' letters
- **LED pixels:** Amber 595nm, 30-degree viewing angle, 100,000 hrs, black background, (MUTCD compliant)
- Conformal coating on all circuit boards
- Integral handle
- Weatherproof, NEMA 4, IP65 sealed electronics compartment
- Drip proof, vented battery compartments (2)
- 1/4" tinted, non-glare, UV stabilized polycarbonate face
- Entire face removable for service
- Tamper resistant mounting hardware pocket, hardware secured behind enclosure lock
- Aluminum chassis, 14 ga, white powder coat finish, black powder coat front for maximum contrast for digit visibility
- Protective polycarbonate corners also provide guide for YOUR SPEED sign storage
- -40 to 160 F operating temperature range, 95% humidity non-condensing (-20F for Bluetooth communication, 5F for internal camera)

Shield Power

- Power Input, Max:
 - Shield 12: 12 VDC, 1.1 A, 15 W
 - Shield 15: 12 VDC, 1.5 A, 20 W
- Power saving circuitry and automatic dimming for ambient light conditions with adjustable dimming range and manual display brightness override

All Shield units can be powered interchangeably with any of the following power options; each unit can be outfitted for power from multiple sources selected in the field.

- **Shield 12 and Shield15:** Capacity for two batteries in unit for extended portable use
 - o 10.2Ah Lithium LFP Battery with built-in short circuit and reverse polarity protection circuitry, 1.5A 12.8 VDC output, 120VAC input automatic charger; Capacity for up to two batteries in unit for extended portable use
 - o Solar panel assist: 40W or 60W solar panel and bracket, Solar controller panel w/18Ah or 26Ah lead acid battery, 6A 120VAC automatic charger optional
 - o 100-220VAC AC power supply (6A 12VDC) in external NEMA 4 enclosure
- **Shield 15 only:** 16Ah Li-Ion LFP battery, for longer unattended portable use, Capacity for up to two batteries in unit for extended portable use
- **Shield 15 on trailer**
 - o Trailer batteries – 100 or 235 Ah, solar option
 - o Auto recovery with solar for low battery

Standard Shield System Components

- Shield Radar Speed Display
- Tamper resistant mounting plate and hardware
- Key
- Web based programming software for PC control with USB cable

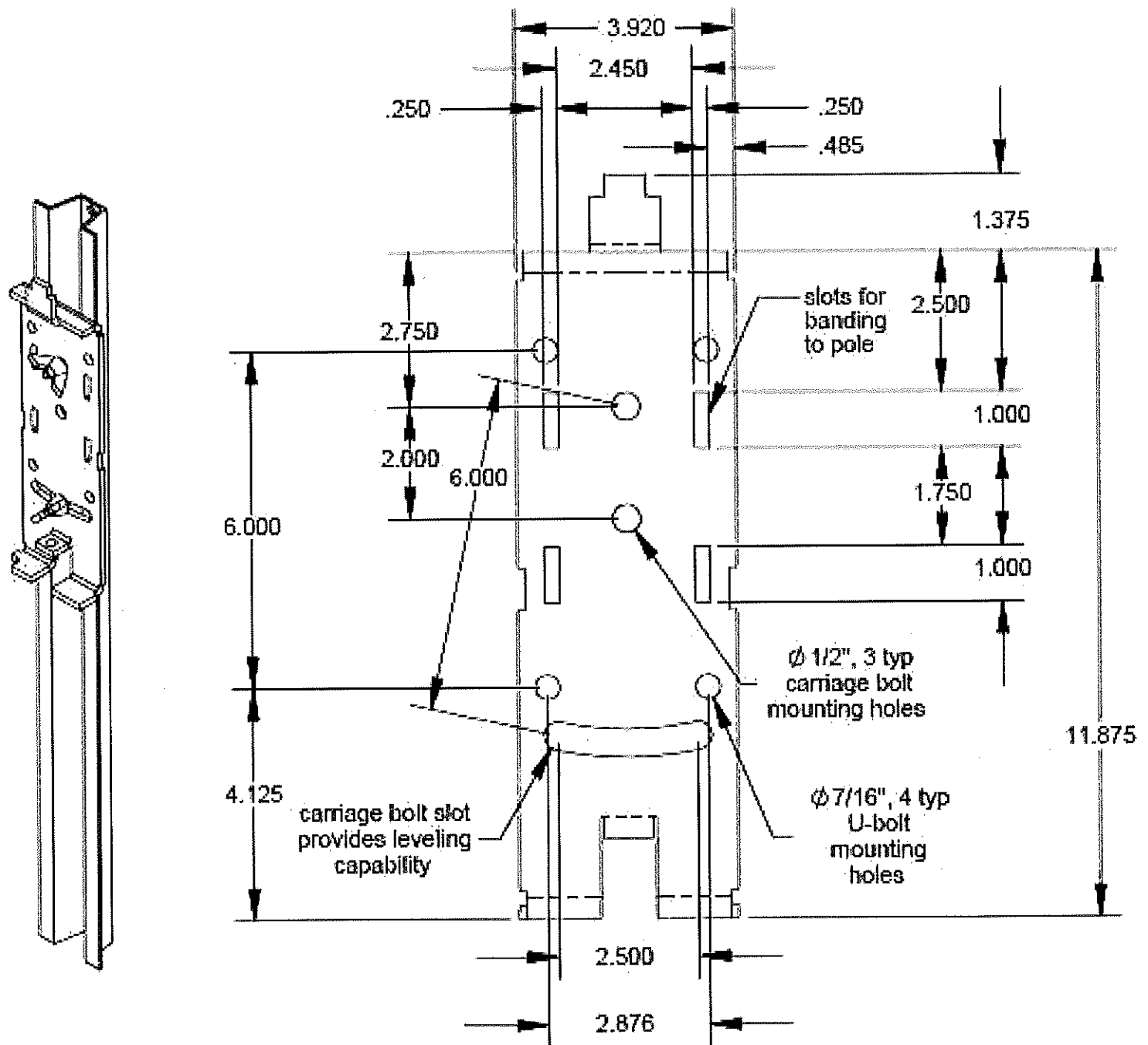
Optional Shield Components and Features

- TrafficCloud Web-based Remote Management System
- Padded carrying case
- Extra mounting brackets
- Violator Alert, 12 white LED flash to alert violators
- Metric display
 - o Shield 12: 2-digit KPH display
 - o Shield 15: 3-digit KPH display
- Fully compatible with Speed Dependent Messaging option when used with an InstAlert Variable Message Sign – see *Speed Dependent Message System section*
- Bullet-resistant face

Shield Mounting Options

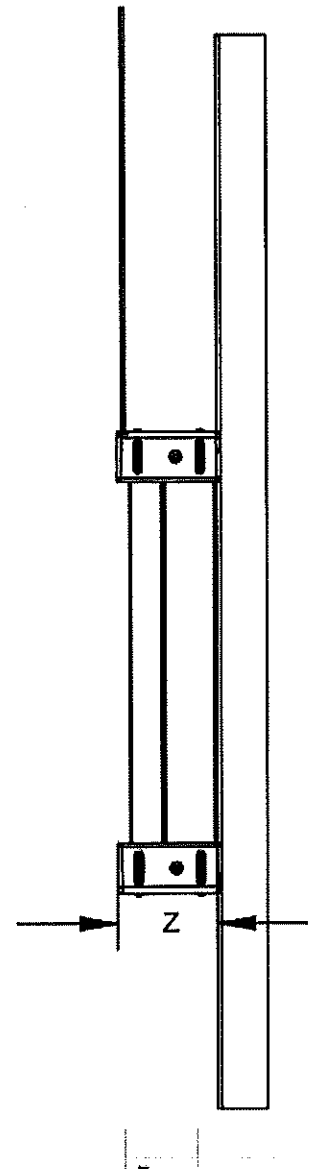
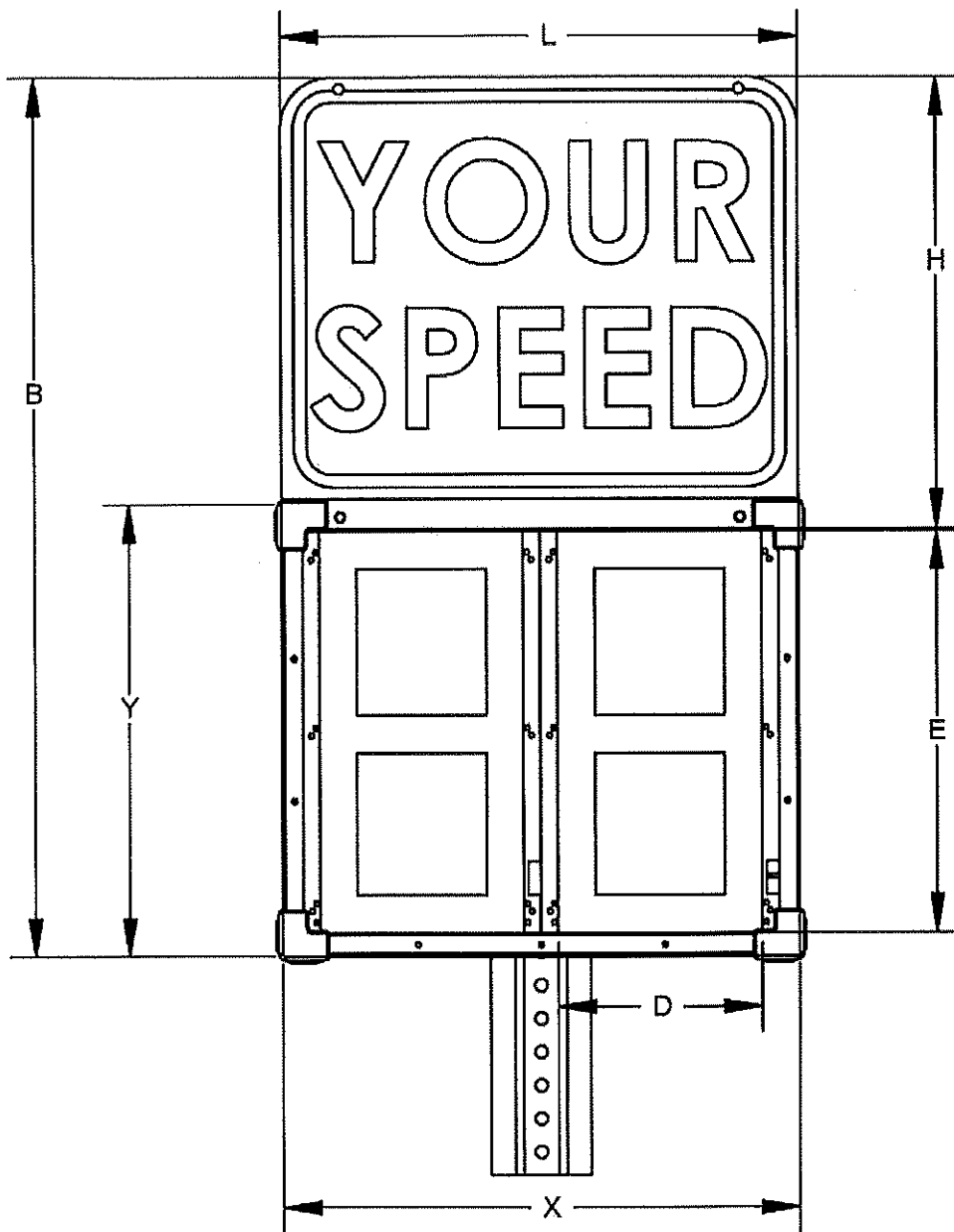
- Pole mount standard with included bracket, hardware
 - o NCHRP 350 approved on 4" aluminum pole (SS-135)
- ATS-5 Trailer (Shield 15 only, refer to ATS 5 specifications for more info)
- Vehicle Hitch mount
 - o Mounts sign 30" to bottom of sign from receiver tube (final height dependent on receiver height)
 - o Fits 1 ¼" or 2" receiver, adapter included, ½" hitch pin
 - o Locking rotation adjustment on 15 degree increments over 180 degrees, +/- 5 degrees tilt
 - o White powder coat finish
 - o 24 x 30 speed limit sign and digits included for 5-65 mph speed limit signs
- Standard Folding Portable Post: (Shield 12 and Shield 15)
 - o Folds for easy storage and portability
 - o **Shield 12:** 60" to bottom, 73" to top, add 13" for upper leg position
 - o **Shield 15:** 60" to bottom, 77" to top, add 13" for upper leg position

Shield 12 and 15 Mounting Bracket



Shield 12 and 15 Dimensions

Dim	X	Y	Z	B	D	E	L	H
Sh12	15.5	13.5	3.13	26.3	5.75	12	15.5	13.5
Sh15	24	17	3.12	24.3	8	15	24	8



TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
ORDINANCE NO. (2025) 644-B
FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Aldermen of the Town of Wrightsville Beach, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2025:

Section I. To amend the General Fund (Fund 10) for unanticipated/unbudgeted expenses during FY 2025, The Town's General Fund (Fund 10) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
10-4310-5000	Capital Outlay	7,564	
10-3991	Appropriated Fund Balance		7,564

Section II. Copies of this Budget Ordinance No. (2024) 644-B shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer, and shall be available for public inspection and audit.

Adopted this 9th day of January 2024.

DARRYL MILLS
Mayor

ATTEST:

LANCE HEATER
Town Clerk

Seal



Town of Wrightsville Beach
OFFICE OF THE CLERK

Lance G. Heater

P. O. Box 626, Wrightsville Beach, NC 28480

Phone: 910-239-1771 * FAX: 910-256-7910 * Email: lheater@towb.org

To: Mayor Mills and Board of Aldermen

From: Lance G. Heater, Town Clerk

Date: January 9, 2025

Subject: **Consideration of Appointments to the Planning Board**

The terms of Catherine Brunjes, David Wortman, Cheryl Koballa and Leigh Ann Joyner expire January, 2025. Cheryl Koballa is ineligible for reappointment, having served 3 full terms. The others are eligible and have indicated that they are interested in continuing to serve.

Attached is the current roster and applications received.

Requested Action: Appoint 4 members to terms ending January 2027 to the Planning Board.

PLANNING BOARD – 01-12-24

TWO-YEAR TERMS
(Three Consecutive Terms)

Name	Appointment History	Term
Neal Braggi 4 West Henderson Street 919-889-4785 (m) n.braggi@yahoo.com	Appointed 01-15-20 Reappointed 01-13-22 Reappointed 01-11-24	Third Term Expires January, 2026
Catherine (Kitty) Brunjes 404 North Lumina Avenue 620-2302 (c) c_brunjes@yahoo.com	Appointed 01-14-21 Reappointed 01-12-23	Second Term Expires January, 2025
David Wortman 211 Lees Cut 910-231-9606 dwortman13@yahoo.com	Appointed 01-12-23	First Term Expires January, 2025
Margaret Baggett 13 Shore Drive 910-470-1385 margaretbaggett13@gmail.com	Appointed 01-11-24	First Term Expires January, 2026
Cheryl Koballa 5 Bahama Drive 256-5044 (h) 620-2131 (c) pjkoballa@cs.com	Appointed 01-07-19 Reappointed 01-14-21 Reappointed 01-12-23	Third Term Expires January, 2025
Leigh Ann Joyner, Vice-Chair 204 South Lumina Avenue 274-5635 (h) porchplay@outlook.com	Appointed 01-15-20 To complete Alderman Partin's Term Reappointed 01-14-21 Reappointed 01-12-23	Second Term Expires January, 2025
Adam Keen 119 Cypress Ave. 919-921-2619 APK1208@gmail.com	Appointed 01-11-24	First Term Expires January, 2026

BALLOT
January 9, 2025

PLANNING BOARD APPOINTMENTS
For FOUR Terms That Will Expire 2027

Place a check (✓) by FOUR applicants.

APPLICANT	VOTE
Catherine Brunjes – For Reappointment	
Leigh Ann Joyner – For Reappointment	
David Wortman – For Reappointment	
Write-In:	

VOTER SIGNATURE _____



Town of Wrightsville Beach
North Carolina

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐ Historic Landmark Commission

☒ Planning Board

☐ Board of Adjustment

☐ Wrightsville Beach Marketing Committee

☐ Parks and Recreation Advisory Committee

Name (First, Middle, Last): Catherine O'Brien Brunjes (Kitty)

Street Address: 404 Lumina Ave N

Mailing Address: (Same)

Telephone: (Home) 910-686-1244 (Cell) 910-620-2302

E-Mail Address: C_brunjes@yahoo.com

Occupation: Retired Teacher

Education: BA - English and Spanish - Wilmington College - UNCC

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☒ Own ☐ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☐ Yes ☒ No on Bch for 50+ years

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

I have been active in numerous areas of WB. I served on the Bd of Aldermen, Parks & Rec Comm, Planning Bd, Numerous Adhocc Comms through the years.

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

I would like to complete my available terms on the Planning Board. I have a working knowledge of many of the ordinances and ^{functions} forms of local government. I have the time and the commitment to serve monthly.

Number of Years as Resident: 58

Submittal Date: Dec 20, 2024



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☒

Planning Board

☐

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☐

Parks and Recreation Advisory Committee

Name (First, Middle, Last): Lugh Ann Joyner

Street Address: 204 S. Lemaire Av

Mailing Address: same

Telephone: (Home) 910-214-5635 (Business) same

E-Mail Address: Porchplay@outlook.com

Occupation: small business owner

Education: College Grad

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☐ Own ☒ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☐ Yes ☒ No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

I have served 2 1/2 terms on the planning board. I have been Vice Chair for the last 2 years

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

I have always felt that my place on the board, and the board as a whole, is to cross all the t's and dot all the i's before sending recommendations to BOA ~
The biggest job is to help and do what is good for Wrightsville Bch. I have always felt that I have done that to the best of my ability ~ WB First... I have never had a personal agenda ~

Number of Years as Resident: 40+ Submittal Date: 12/3/2024



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☒

Planning Board

☐

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☐

Parks and Recreation Advisory Committee

Name (First, Middle, Last): David Lee Wortman

Street Address: 2 Lindy Lane

Mailing Address: _____

Telephone: (Home) 9102319606

(Business) _____

E-Mail Address: dwortman13@yahoo.com

Occupation: Attorney

Education: BA, JD

Are you registered to vote in the Town of Wrightsville Beach?

☒

Yes

☐

No

Do you own or rent a home in Wrightsville Beach?

☒

Own

☐

Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time?

☐

Yes

☐

No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location?

☐

Yes

☒

No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

WB Board of Adjustment (Vice Chair), WB Planning Board (2022-2024) NHC

Board of Education (2016-2020)

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

I have enjoyed working with my fellow Planning Board members for the

last two years and am proud of the work we have done to maintain the small

town atmosphere of Wrightsville Beach.

Number of Years as Resident: 3

Submittal Date: 12/5/2024



Town of Wrightsville Beach
OFFICE OF THE CLERK

Lance G. Heater

P. O. Box 626, Wrightsville Beach, NC 28480

Phone: 910-239-1771 * FAX: 910-256-7910 * Email: lheater@towb.org

To: Mayor Mills and Board of Aldermen

From: Lance G. Heater, Town Clerk

Date: January 9, 2025

Subject: **Consideration of Appointments to the Parks & Recreation Advisory Committee**

The terms of Bridget Bendjy, Jim Chaffins, Sonya Henry, Casey Keen, and Frances Woodbury expire January, 2025. Bridget Bendjy is ineligible for reappointment, having served 3 full terms. Sonya Henry and Casey Keen do not wish to be reappointed. Jim Chaffins and Frances Woodbury wish to be reappointed.

Attached is the current roster and applications received.

Requested Action: Appoint 5 members to terms ending January 2027 to the Parks & Recreation Advisory Committee.

PARKS AND RECREATION ADVISORY COMMITTEE
TWO-YEAR TERMS
(Three Consecutive Terms)
01-11-24

NAME/ADDRESS	APPOINTMENT HISTORY	TERM
Bridget Bendjy 107 Live Oak Drive 703-244-2861 (c) bbendjy@yahoo.com	Appointed 01-11-18 (To fill unexpired term of Elise Running) Reappointed 01-07-19 Reappointed 01-14-21 Reappointed 01-12-23	Third Term Expires January 2025
James Chaffins 10 West Salisbury Street 910-520-7244 jmchaffins@gmail.com	Appointed 1-12-23	First Term Expires January 2025
Sonya Henry 204 Cypress Avenue 910-264-9787 sonyahenry32@gmail.com	Appointed 01-14-21 Reappointed 01-12-23	Second Term Expires January 2025
Casey Reid Keen 108 Cypress Avenue 910-494-8840 kccrster@gmail.com	Appointed 01-14-21 Reappointed 01-12-23	Second Term Expires January 2025
Tim Winslow 900 Schloss St. 910-620-7152 keikiwin@aol.com	Appointed 01-11-24	First Term Expires January 2026
Sami Winter 13 W. Henderson Street 910-228-1619 Samiwinter93@gmail.com	Appointed 01-14-21 (To complete Eric Leach's term) Reappointed 01-13-22 Reappointed 01-11-24	Second Full Term Expires January 2026
Frances Woodbury 117 Cypress Avenue 910-352-6950 (h) fcwoodbury@gmail.com	Appointed 01-14-21 Reappointed 01-12-23	Second Term Expires January 2025

BALLOT
January 9, 2025

**PARKS AND RECREATION ADVISORY COMMITTEE
APPOINTMENTS
For FIVE Full Terms That Will Expire 2027**

Place a check (✓) by FIVE applicants.

APPLICANT	VOTE
Margaret Baggett	
Jim Chaffins – For Reappointment	
Mindy Gillis	
Frances Woodbury—For Reappointment	
Write-In:	

VOTER SIGNATURE _____



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☐

Planning Board

☐

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☒

Parks and Recreation Advisory Committee

Name (First, Middle, Last): Margaret Ellington Baggett

Street Address: 13 Shore Dr.

Mailing Address: _____

Telephone: (Home) 910-470-1385 (Business) _____

E-Mail Address: margaretbaggett13@gmail.com

Occupation: retired

Education: St Mary's, UNC, Meredith post grad

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☒ Own ☐ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☒ Yes ☐ No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

I have attended many of the P&R meetings. I was an avid tennis player (knee replacement made me stop. Attend concerts and used playground when children were young. Grandchild on way and plan to use park a lot.

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

I would like to see the park continue to serve the community with so many programs and opportunities for all. Currently on Planning Board.

Number of Years as Resident: 23

Submittal Date: 12/20/24



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☐

Planning Board

☐

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☒

Parks and Recreation Advisory Committee

Name (First, Middle, Last): JAMES MICHAEL CHAFFINS

Street Address: 10 West Salisbury Street

Mailing Address: 10 West Salisbury Street, Wrightsville Beach, North Carolina 28480-1818

Telephone: (Home) CELL: (910) 520-7244 (Business) _____

E-Mail Address: jmchaffins@gmail.com

Occupation: U. S. Army, Retired; Senior Army Instructor, AJROTC, New Hanover High School

Education: BA, Virginia TECH

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☒ Own ☐ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☒ Yes ☐ No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

I am the Manager of the Wrightsville Beach Pickleball Group responsible for a successful

adult Wrightsville Beach Parks and Recreation Program. I also served on the Ad Hoc Committee

addressing Naming of Town Assets Policy and the revision of Lighting and Setback Ordinances.

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

I am presently the Chairman of the Wrightsville Beach Parks and Recreation Advisory Committee.

I would like to continue serving in this capacity. The Committee has been given new responsibilities

by the Board and I look forward to addressing these new obligations in the upcoming term.

Number of Years as Resident: 49 years

Submittal Date: 17 December 2024

"Upon appointment to a Board/Committee, the information contained herein *becomes a matter of public record per North Carolina General Statute 132-1.*"



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply): Parks and Recreation Advisory Committee

Name (First, Middle, Last): Mindy Ann Gillis

Street Address: 7 N Ridge Ln, Wrightsville Beach, NC 28480

Mailing Address: (same)

Telephone: (Home) (Business) Cell: 703-587-9786

E-Mail Address: mindygillis@gmail.com

Occupation: Stay at home mom

Education: Bachelor of Science in Economics and minor in Business Administration from Vanderbilt University

Are you registered to vote in the Town of Wrightsville Beach? Yes

Do you own or rent a home in Wrightsville Beach? Own

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? Yes

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

Before moving to North Carolina and starting our family, I worked in Wealth Management for high net worth individuals. I created wealth plans to reach the financial needs and priorities of our clients. I researched and selected appropriate investments for their given risk profile, and communicated with them regularly to relay our strategy and performance. I believe this skill would be useful to the Parks and Rec board as well, since many of the duties will include long range planning, needs assessment and setting priorities. In addition to my past professional experience, my current role as mom to two kids involved in many programs at the beach is also very useful. I am closely connected with the residents in our community, and I would be happy to serve as a liaison between the residents and the town.

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

I would like to help communicate identified maintenance and upkeep needs, promote programs and events that are important to our residents, and assist with plans for infrastructure needs for the future.

Number of Years as Resident: 13 years

Submittal Date: 12/8/2024

"Upon appointment to a Board/Committee, the information contained herein *becomes a matter of public record per North Carolina General Statute 132-1.*"



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☐

Planning Board

☐

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☒

Parks and Recreation Advisory Committee

Name (First, Middle, Last): Frances Cherry Woodbury

Street Address: 117 Cypress Ave.

Mailing Address: same

Telephone: (Home) 910-352-6950

(Business) _____

E-Mail Address: fcwoodbury@gmail.com

Occupation: Teacher

Education: Master's in Education

Are you registered to vote in the Town of Wrightsville Beach?

☒

Yes

☐

No

Do you own or rent a home in Wrightsville Beach?

☒

Own

☐

Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time?

☐

Yes

☒

No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location?

☐

Yes

☒

No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

As a high school teacher and coach, I am very passionate about how important programs through our Parks and Rec Dept are for our youth as well as the whole community. Also, as someone who has personally been involved and has a child who is involved at the park, I am very aware of and committed to the the physcal, emotional and cultural benefits our Parks and Rec department offers.

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

Although I've only been a full-time resident at Wrightsville Beach since 2016, my family owned a house at Wrightsville Beach for over 50 years, so I grew up playing in the parks at WB and participating in countless activities sponsored by WB Parks and Rec. Consequently, I want to continue to see that the park as an integral and thriving part of our beach community which has multiple benefits for everyone.

Number of Years as Resident: 8

Submittal Date: 12/30/24



Town of Wrightsville Beach
OFFICE OF THE CLERK

Lance G. Heater

P. O. Box 626, Wrightsville Beach, NC 28480

Phone: 910-239-1771 * FAX: 910-256-7910 * Email: lheater@towb.org

To: Mayor Mills and Board of Aldermen

From: Lance G. Heater, Town Clerk

Date: January 9, 2025

Subject: **Consideration of Appointments to the Historic Landmark Commission**

The terms of Peggy Daughtry, Katrina Morton and Martie Rice expire January, 2025. Peggy Daughtry has served 3 terms and is ineligible for reappointment. Katrina Morton is eligible, however she has indicated that does not wish to be reappointed.

Attached is the current roster and applications received.

Requested Action: Appoint 3 members to terms ending January 2027 to the Historic Landmark Commission.

HISTORIC LANDMARK COMMISSION

TWO-YEAR TERMS

(Can Serve Three Consecutive Terms)

01-11-24

NAME	APPOINTMENT HISTORY	TERM
Amy Sweyer 74 Pelican Drive Wrightsville Beach, NC 28480 910-262-3275 asweyer@sweyerrentals.com	Appointed 1/11/24	First Term Expires January 2026
R. Henry Temple 210 N. Channel Drive Wrightsville Beach, NC 28480 Rhtmd45@icloud.com	Appointed 1/11/24	First Term Expires January 2026
Peggy Daughtry 407 North Lumina Avenue Wrightsville Beach, NC 28480 910-431-4956 keepitsimple407@yahoo.com	Appointed 2/14/19 Reappointed 01-14-21 Reappointed 01-12-23	Third Term Expires January 2025
Katrina Morton 608 S. Lumina Avenue Wrightsville Beach, NC 28480 910-256-7989 trinamorton1@gmail.com	Appointed 1/12/23	First Term Expires January 2025
Martha (Martie) Rice 104 North Channel Drive Wrightsville Beach, NC 28480 910-599-4078 (h) martiewr104@gmail.com	Appointed 01/14/21 Reappointed 01/12/23	Second Term Expires January 2025

BALLOT
January 9, 2025

**HISTORIC LANDMARK COMMISSION
APPOINTMENTS**
For THREE Terms That Will Expire 2027
Place a check (✓) by THREE applicants.

APPLICANT	VOTE
Nancy Faye Craig	
Martie Rice—For Reappointment	
Write-In:	

VOTER SIGNATURE _____



Town of Wrightsville Beach
North Carolina

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):



Historic Landmark Commission



Planning Board



Board of Adjustment



Wrightsville Beach Marketing Committee



Parks and Recreation Advisory Committee

Name (First, Middle, Last): Nancy Faye Craig

Street Address: 111 Seaside Lane

Mailing Address: same

Telephone: (Home) 910-200-2726 (Business) _____

E-Mail Address: nancy.f.craig@gmail.com

Occupation: Retired Secondary Teacher

Education: UNC-W graduate '66

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☒ Own ☐ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☒ Yes ☐ No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

"many" previous terms on HLC

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

Experience on HLC

Bd member - WB museum 1996-2012

Number of Years as Resident: 40

Submittal Date: 12-16-24



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☒

Historic Landmark Commission

☐

Planning Board

☐

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☐

Parks and Recreation Advisory Committee

Name (First, Middle, Last): Martie Wilkins Rice

Street Address: 104 N. Channel Drive - 28480

Mailing Address: Same

Telephone: (Home) 910-599-4078 (Business) _____

E-Mail Address: MartieWR104@gmail.com

Occupation: Retired Realtor

Education: MA - Educ.

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☒ Own ☐ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☒ Yes ☐ No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

Historic Commission, Board of Realtors, Realtor @ Intracoastal
1994-2021

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

We are long-time permanent residents of Harbor Island and
preserving the history of our Island is highly important to
me. (and ambiance)

Number of Years as Resident: 34

Submittal Date: Jan 2, 2025



Town of Wrightsville Beach
OFFICE OF THE CLERK

Lance G. Heater

P. O. Box 626, Wrightsville Beach, NC 28480

Phone: 910-239-1771 * FAX: 910-256-7910 * Email: lheater@towb.org

To: Mayor Mills and Board of Aldermen

From: Lance G. Heater, Town Clerk

Date: January 9, 2025

Subject: **Consideration of Appointment to the Board of Adjustment**

The term of regular member Bill Blair expires January, 2025. He is eligible for reappointment and has indicated that he is willing to continue to serve.

Attached is the current roster and the application received.

Requested Action: Appoint 1 member to a term ending January 2028 to the Board of Adjustment.

BOARD OF ADJUSTMENT
THREE YEAR TERMS
01-11-24

Name	Appointment History	Term
Karen King 32 West Henderson St. 910-471-0150 KKing91998@gmail.com	Appointed 1-11-24	Current Term Expires January, 2027
Bill Blair wjblair3@gmail.com	Appointed 12/17/13 To fill unexpired term of Susan Collins. Reappointed 01-14-16 Reappointed 01-07-19 Reappointed 01-13-22	Current Three-Year Term Expires January, 2025
Neal Braggi 4 W. Henderson St. 919-889-4785 n.braggi@yahoo.com	Appointed 8-11-22 To fill unexpired term of Zeke Partin Reappointed 01-12-23	Current Three Year Term Expires January, 2026
Paul Loukas 608 Coburn Ave. 910-540-5045 paul@capefearcommercial.com	Appointed 8-11-22 To fill unexpired term of Darryl Mills Reappointed 1-11-24	Current Term Expires January, 2027
Carolyn Medley 10 N. Channel Drive 910-520-0007 Cmedley62@gmail.com	Appointed 8-11-22 To fill unexpired term of Ken Dull Reappointed 01-12-23	Current Three Year Term Expires January, 2026

ALTERNATES

Nathan Singerman First Alternate 17-B Coral Drive 252-258-6000 nathansingerman@gmail.com	Appointed 01-11-24	Current Three-Year Term Expires January, 2027
Cheryl M. Koballa Second Alternate 5 Bahama Drive 910-256-5044 (h) 910-620-2131 pjkoballa@cs.com	Appointed 01-11-18 Reappointed 01-14-21 Reappointed 01-11-24	Current Three-Year Term Expires January, 2027
Jeff Wayne Turpin Third Alternate 105 Island Drive 910-619-7941 Jeff.Turpin1958@gmail.com	Appointed 01-12-17 Reappointed 01-15-20 Reappointed 01-12-23	Current Three-Year Term Expires January, 2026

BALLOT
January 9, 2025

BOARD OF ADJUSTMENT APPOINTMENTS
For ONE Term That Will Expire January 2028

Please select ONE applicant for a three-year term.

APPLICANT	VOTE
Bill Blair - For Reappointment	
Write-In:	

VOTER SIGNATURE _____



**Town of Wrightsville Beach
North Carolina**

321 Causeway Drive – P. O. Box 626
Wrightsville Beach, North Carolina 28480

BOARDS, COMMISSIONS, AND COMMITTEES APPLICATION

Applying for (check all that apply):

☐

Historic Landmark Commission

☐

Planning Board

☒

Board of Adjustment

☐

Wrightsville Beach Marketing Committee

☐

Parks and Recreation Advisory Committee

Name (First, Middle, Last): William James Blair III

Street Address: 801 South Lumina Ave

Mailing Address: same

Telephone: (Home) 910-520-5463 (Business)

E-Mail Address: wjbkir3@gmail.com

Occupation: retired

Education: BS - UNC Chapel-Hill

Are you registered to vote in the Town of Wrightsville Beach? ☒ Yes ☐ No

Do you own or rent a home in Wrightsville Beach? ☒ Own ☐ Rent

If you previously made your home in a place outside of Wrightsville Beach, have you abandoned that home with intention of making Wrightsville Beach your home at this time? ☐ Yes ☒ No

Do you presently have any intention to leave Wrightsville Beach permanently and make your home in some other location? ☐ Yes ☒ No

Please state any personal, occupational, or previous experience that you feel might be pertinent to service on the board, commission, and/or committee that you are applying for:

Been on his board before, on Planning board
, mayor

Please state your interest in serving on the board, commission, and/or committee that you are applying for:

Number of Years as Resident: 30

Submittal Date: 12-4-2024

"Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina General Statute 132-1."