



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM THURSDAY, OCTOBER 16, 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 9-11-25 Board of Aldermen Meeting.
- b. Acknowledge previously approved special events for November.

6. Presentations--None.

7. Public Hearing--None.

8. Regular Agenda

- a. Consider adoption of Budget Ordinance (2025) 674-B appropriating \$185,000 from the Capital Reserve Fund to the Bulkhead Repair Project Fund for the design and engineering of street end headwalls at Charlotte, Augusta, and Raleigh streets.
- b. Consider adoption of Budget Ordinance (2025) 675-B appropriating \$126,000 from the Capital Reserve Fund to the Bulkhead Repair Project Fund for the

bidding and construction management of the Oxford and Fayetteville Street End headwalls.

- c. Request for Qualifications - John Nesbitt Loop Improvements

9. Other Items and Reports

10. Closed Session

- a. 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.

BOARD OF ALDERMEN MINUTES

SEPTEMBER 11, 2025, 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 Caroline Jinkins, Pastor, Little Chapel on the Boardwalk Presbyterian Church. The following were present:

Board of Aldermen

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

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Grady Richardson, Town Attorney
Robert O'Quinn, Planner
Matt Holland, Fire Chief
Jason Bishop, Police Chief
Bailey Hartsell, Communications Manager
Brian Murray, Finance Director
Bill Fay, Public Works Director
Katie Carus-Childers, Parks & Rec. Director

Prior to consideration of the agenda, Mayor Mills noted the 9-11-01 commemoration ceremony held that morning and thanked Chief Holland and the Fire Department.

PUBLIC COMMENTS

David Jacobs, 16 Oceanic St., stating that there were noises and disruption resulting from bar patrons several nights per week impacting the residents of his area, asked that the Town increase police enforcement of ordinances prohibiting such behavior.

Sue Bulluck, representing the Chamber of Commerce, expressed appreciation to Board members who attended the recent Chamber meet and greet event and also thanked the Board for the agenda item which, in part, asks for TDA funding for various items. Bulluck also expressed support for adoption of the conditional zoning ordinance.

CONSENT AGENDA

Upon motion by Miller, seconded by DeGroot and carried unanimously, the Board approved the Consent Agenda. It consisted of 1) approval of the open and closed session minutes of the 8-12-25 Board of Aldermen Meeting; 2) approval of recurring special events as recommended by the Parks & Recreation Advisory Committee; 3) approval of the ILM Lobster Bake and Air Show special event; 4) acknowledgement of previously approved special events for October; 5) approval of Budget Ordinance (2025) 672-B amending registration fees for the Lacrosse Club youth program; 6) approval to request TDA funds budgeted for FY25-26; 7) approval of Budget Ordinance (2025) 669-B to fund improvements to the Wrightsville Beach Park stage; 8) approval of Budget Ordinance (2025) 670-B to fund outstanding purchase orders from FY24-25; 9) approval of Budget Ordinance (2025) 671-B funding a new sign for Durwood Sykes Sunset Park; and 10) approval of Resolution (2025) 2359 awarding badge and service sidearm to retiring Police Sergeant James Lowe.

PRESENTATIONS

Scout Project Recognition

The Board heard a presentation from Scout Tre Collins (Robert Green Collins, III) regarding his Eagle Scout project to design and build a picnic table at the Visitors Center and to plan landscaping around the Center. The Board expressed appreciation to Collins for his work on the project.

Consider an update on the activities of the Bridge Replacement Committee by Chair Neal Andrew

Andrew reviewed the Committee's activities, noting: 1) first meeting was held in February 2024; 2) the Committee consists of residents from all areas of the Town, ex officio members Alderman Miller, Len Anthony, representing the Chamber of Commerce, Mike Kozlosky of the WMPO, along with invitees Chad Kimes, Town traffic consultant, an emergency response consultant, Novant Health consultant and future invitees to be an NCDOT representative, a New Hanover County Schools representative, a Coast Guard representative, and Town staff; 3) the date for project bid opening is Spring 2028; 4) the Town has created a project website which is constantly updated; 5) a traffic count study has been completed; 6) NCDOT has selected this project for an alternative delivery method of contracting which will allow for coordination of efforts between NCDOT, the contractor and the Town in order to expedite the project and minimize disruptions; 7) NCDOT is beginning right of way acquisition; 8) the emergency response consultant is reviewing the current emergency response plan and is developing an alternative plan to take into account the project; 8) the current plan is to replace the smaller bridge on Salisbury, followed by the longer bridge on Salisbury, followed by the Causeway bridge; and 9) next meeting is November 17 at 10:00am and should include a presentation on the traffic count study. Members of the Board expressed appreciation to Andrew for his work in chairing the Committee.

PUBLIC HEARING

The Board continued a public hearing and considered adoption of Ordinance (2025) 1867 amending the Land Use Ordinance to modify the special use process and incorporate conditional zoning. O'Quinn noted that, at the request of the Board, he had added a new section to the ordinance which stated that if an application is denied by the Board, a reapplication cannot be submitted for a period of one year. O'Quinn noted that existing special use permits would be unaffected by the adoption of the ordinance with an avenue being left open for larger tracts with multiple commercial units to seek a special use permit. The Mayor declared the public hearing open at 6:03pm. Sue Bulluck stated that continuing existing special use permits is essential, especially for businesses. O'Quinn reiterated that they would be continued. There being no other persons present who wished to comment, the Mayor declared the public hearing closed at 6:07pm. Partin commented that conditional zoning would be a better process in that it allowed for Planning Board input as well as more opportunities for public comment. In response to a question from Dull, Richardson stated that conditional zoning was the path that most municipalities were going to, stating that it would lessen the financial burden for neighboring property owners who oppose the project in that they would not have to hire experts to submit testimony. Upon motion by Dull, seconded by DeGroote and carried unanimously, the Ordinance was adopted.

CONSIDER ADOPTION OF ORDINANCE (2025) 1868 AMENDING SECTION 74.45 (B)(7) OF THE CODE OF ORDINANCES TO CREATE A NO-PARKING ZONE ON ISLAND DRIVE BETWEEN CAUSEWAY DRIVE AND JASMINE PLACE

Brigman stated that residents had expressed concerns about vehicles parking along Island Drive between Causeway Drive and Jasmine Place. These vehicles do not appear to belong to residents but are likely vehicles belonging to employees of nearby commercial properties. Brigman stated that vehicles park on both sides of the road in this general area causing congestion and unsafe conditions for motorists and residents by restricting clean vehicular movement and emergency vehicle access. Brigman asked that a No Parking Zone be established on the eastern (northbound) side of Island Drive to allow Parking Enforcement and the Police Department to address vehicles parked in this

general area. In response to a question from Dull, Brigman stated that nearby businesses would be notified prior to installation of the no parking signs. Upon motion by Partin, seconded by DeGroot and carried unanimously, the Ordinance was adopted.

CONSIDER ADOPTION OF RESOLUTION (2025) 2360 REQUESTING THAT NCDOT INVESTIGATE TRANSPORTATION IMPROVEMENTS, INCLUDING VEHICULAR TRAFFIC, BICYCLE AND PEDESTRIAN IMPROVEMENTS ALONG THREE CORRIDORS IN WRIGHTSVILLE BEACH

Brigman stated that the Town had updated its Bicycle and Pedestrian Plan in June 2024, which included several recommendations for bicycle and pedestrian improvements. Within this plan, three unique areas were recommended for further investigation to determine potential improvement solutions; including a crosswalk installation on Causeway Drive at Seawater Lane adjacent to Town Hall; and bicycle and pedestrian improvements along N. Lumina Avenue (north of Salisbury Street) and Waynick Blvd. Brigman said that in addition to investigating these three areas for pedestrian and bicycle improvements, the Town would also like NCDOT to investigate traffic improvements along Waynick Blvd, including the intersection of Waynick Blvd, Causeway Drive, and N Lumina Avenue. Brigman added that with previous public support shown for these projects through the 2024 Wrightsville Beach Bicycle and Pedestrian Plan, and the 2013 Wrightsville Beach Comprehensive Transportation Plan, these areas of interest have shown to be important to the quality of life for residents, businesses, and visitors. With additional investigation and study by NCDOT and the Wilmington Metropolitan Planning Organization (WMPO), the Town hoped to find long-term solutions for these transportation corridors. Partin noted the need for public education for drivers regarding the need to stop for pedestrians in crosswalks. Miller noted that the public did have input prior to the 2024 update of the Bicycle and Pedestrian Plan, with the next step being to meet with NCDOT and review the items in that plan. Upon motion by Miller, seconded by Partin and carried unanimously, the Resolution was adopted.

OTHER ITEMS AND REPORTS

- A. **Alderman Partin:** noted that she had attended the TDA Board meeting and WMPO Board meeting; commended Chief Holland on the 9/11 commemoration service.
- B. **Alderman Dull:** commended Hartsell for her work on “The Loop” newsletter.
- C. **Alderman DeGroot:** nothing to report.
- D. **Mayor Pro Tem Miller:** 1) suggested the Board conduct 2 parking workshops after the end of the parking season, noting that the issue of the use of residential hang tags in commercial areas could be discussed as well as the agreement between the Army Corps of Engineers and the Town regarding the number of spaces (666) that needed to be made available that are of equal value to the residents and to the general public or face the loss of federal funding; 2) dynamic message boarding should be approved in September by the MPO, which could be used to assist in identifying available parking spaces; 3) noted that the a Meet the Manager event would be held on 9/24 at 5:30pm; 4) noted that the Mayor had testified before a subcommittee of the U.S. House of Representatives and that resulting legislation allowed for sand to be borrowed from Masonboro Inlet; 5) noted the activities of Board members in addition to attending Board meetings, such as serving on external boards; and 6) the NCDOT will be giving an update on all area projects including Project 5710 (Military Cutoff overpass) at the WMPO meeting on 9/24 at 3:00pm.
- E. **Town Manager Brigman:** 1) reported that, with regard to the replacement of 9 street end bulkheads, the Town had applied for a State grant which would fully fund their replacement, however Finance Director Murray had been informed that the grant application requirements and deadline have changed; the original submittal date was October 2025 but has now been pushed back to late 2027 or early 2028 and additional technical requirements have been added; Brigman stated that the Town needed to submit a

full application for Hazard Mitigation Grant Program (HMGP) funding under DR-4827 (Tropical Storm Helene); the Town will need engineering assistance to provide the full application and Brigman recommended that Andrew Consulting Engineers be asked to assist the Town with the grant application and therefore asked for approval of Budget Ordinance (2025) 673-B in the amount of \$55,000 to fund the services; upon motion by Dull, seconded by DeGroote and unanimously approved, the Budget Ordinance was adopted; and 2) reminded those present that the CFPUA would be hosting a second community workshop on 9/17 at 4:00pm; 3) reported that the merger with CFPUA was set to be completed on 9/30.

- F. **Town Attorney Richardson:** nothing to report.
- G. **Town Clerk Heater:** nothing to report.
- H. **Mayor Mills:** thanked Miller for his kind words.

There being no further business, the meeting was adjourned at 6:46pm.

Respectfully submitted,

Lance G. Heater, Town Clerk

Draft

APPROVED SPECIAL EVENTS November 2025

Distribution List:

Matt Holland, WBFD
 Sam Proffitt, WBFD
 Robert Pugh, WBFD
 Jason Bishop, WBPD
 James Lowe, WBPD
 Brian Neague, WBPD
 Daniel Gaither, WBPD
 Jordan Smith, WBPD

Bill Fay, Public Works
 Evan Morigerato, Public Works
 Stephen Avant, Public Works
 Danny Floyd, Public Works
 Tony Wilson, Planning & Parks
 Shannon Slocum, Park Ranger
 Scott Sprenger, Park Ranger
 Haynes Brigman, Town Manager

WB Marketing Advisory Committee
 Wrightsville Beach Museum
 Josh Yates, Pivot Parking
 Board of Aldermen
 Heavenly Scent LLC
 Hannah Almeter, Wilmington CVB
 Parks & Rec Advisory Committee
 Bailey Hartsell, Communications

FOR PARKING PURPOSES: Highlighted Events are reservations/events in WB Park.
Bold print indicates event pending BOA approval. Indicates event requiring a road closure.

DATE	TIME	NUMBER OF PARTICIPANTS	ACTIVITY	NAME	LOCATION	Vehicle on Beach Permit
Sat 11/1	7:00 am - 5:00 pm	100	WB Board Riders Surf Contest	Jacobs	Beach strand at accesses 28-29	
Sat 11/1	2:00 pm - 6:00 pm	21	Wedding	Wagner	Beach strand at access 43	
Sat 11/15	2:00 pm - 4:00 pm	28	Child's Birthday Party	Bahr	Fran Russ Recreation Center	
Sat 11/1	4:00 pm - 7:00 pm	25	Child's Birthday Party	Keeter	WB Park Picnic Shelter #1	
Sun 11/2	7:00 am - 5:00 pm	100	WB Board Riders Rain Date	Jacobs	Beach strand at accesses 28-29	
Mon 11/3	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 11/7 thru Sun 11/9	7:00 am - 6:00 pm	150 per day	Carolina Pro Am SUP Surf Contest	Newkirk	Beach strand at accesses 38-39; Alt #1 location accesses 29-30 Alt #2 location access 4	
Fri 11/7	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 11/8	6:00 am - 5:00 pm	100	Ocean Earth Surf Shops Shootout	Carrillo	Beach strand at Holiday Inn Resort	
Sat 11/8	7:00 am - 5:00 pm	100	WB Board Riders Rain Date	Jacobs	Beach strand at accesses 28-29	
Sun 11/9	7:00 am - 5:00 pm	100	WB Board Riders Rain Date	Jacobs	Beach strand at accesses 28-29	
Mon 11/10	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Thurs 11/13	3:00 pm - 5:00 pm	400	Beach Clean-Up	Waddell	Beach strand at Holiday Inn Resort	Cancelled 7/22
Fri 11/14	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	
Sat 11/15	9:00 am - 5:30 pm	100	WBLA Surf Contest	O'Donnell	Beach strand at access 34	
Sat 11/15	9:30 am - 1:00 pm	25	HOA Meeting	Lees Cut Montgomery	Fran Russ Recreation Center	
Mon 11/17	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Fri 11/21	6:45 pm - 8:15 pm	65	AA Meeting	Wit's End Group	Fran Russ Recreation Center	

APPROVED SPECIAL EVENTS November 2025

Sat 11/22	10:00 am - 1:00 pm	25	Child's Birthday Party	Hetzell	WB Park Picnic Shelter #1	
Sat 11/22	11:00 am - 2:00 pm	25	Wedding	Byrd	Beach strand at access 39	
Mon 11/24	8:00 am - 1:00 pm	1000	WB Farmers' Market	WBPR	Overflow parking field	
Thurs 11/27	5:00 am - 11:00 am	3500	Turkey Trot	Hackman	WB Park and Loop	
Fri 11/28	5:30 pm - 7:30 pm	500	Santa Visit and Tree Lighting	WBPR	Town Hall	
Sat 11/29	9:00 am - 5:30 pm	100	WBLA Surf Contest	O'Donnell	Beach strand at access 34	
Sat 11/29	10:00 am - 4:00 pm 6:00 - 9:00 pm	1500/ 20,000	Flotilla Day in the Park / Boat Parade	NC Holiday Flotilla	WB Park / ICC-Banks Channel	

* 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
North Carolina
321 Causeway Drive
Wrightsville Beach, NC 28480
910-256-7900

To: Mayor Mills and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Additional Appropriation for Street End Headwall Design and Construction

Date: October 16, 2025

BACKGROUND:

Earlier this year, the street ends at Augusta, Charlotte, and Raleigh were reviewed and identified for inclusion in the Town's ongoing headwall construction project. These three street ends were not part of the initial design and engineering proposal that covered ten other streets previously approved by the Board. This budget appropriation provides funding to cover the design and engineering costs for these three additional locations.

Budget Ordinance (2025) 674-B appropriates a total of \$185,000 from the Capital Reserve Fund to the Bulkhead Repair Project Fund to fund the design and engineering of new headwalls at Charlotte, Augusta, and Raleigh Streets. The \$185,000 design and engineering cost has also been included in the Town's FEMA Hazard Mitigation Grant application and may be reimbursed to the Town if the grant is approved.

ACTION REQUESTED:

Adopt Budget Ordinance (2025) 674-B to appropriate \$185,000 from the Capital Reserve Fund to the Bulkhead Repair Project Fund for the design, and engineering of street end headwalls at Charlotte, Augusta, and Raleigh streets and authorize the Town Manager to approve the proposal from Andrew Consulting Engineers related to this project.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 ORDINANCE NO. (2025) 674-B
 FISCAL YEAR 2025/2026

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, 2026:

Section I. To amend the Bulkhead Repair Fund (Fund 59) for unanticipated/unbudgeted expenses during FY 2026, the Town's Bulkhead Repair Fund (Fund 59) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
59-4710-5000	Design and Engineering	185,000	
59-3984	Transfer from Fund 63		185,000

Section II. To amend the General Fund CIP Capital Reserve (Fund 63) for unanticipated/unbudgeted expenses during FY 2026, the General Fund CIP Capital Reserve (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
63-9800-9649	Transfer to Fund 59	185,000	
63-3991	Appropriated Fund Balance		185,000

Section III. Copies of this Budget Ordinance No. (2025) 674-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 16th day of October, 2025.

 DARRYL MILLS
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal



ADDITIONAL SERVICES FORM:

Project:	Street End Headwalls 2025	Project No:	25012
Client:	Town of Wrightsville Beach	Billing Group:	Additional Services – Professional Services for West Charlotte, West Augusta, & West Raleigh Streets

Brief Description of Additional Services:

These three streets were not included in the scope of work for the previous ten street end headwalls designed in 2025. ACE will add these to the 2025 street end headwall project.

The new bulkheads will tie into existing bulkheads at the neighboring properties on each end. We will serve as the design team manager and provide structural and civil design and construction documents for the new bulkheads.

We have included the services of a professional surveyor to provide us with a bathymetric and topographical survey for each project site to include existing grade, surface, and water elevations, stormwater management structures within 50 feet of high-water mark, and locations of subsurface utilities in the areas adjacent to the bulkheads.

Also included is the video camera investigation of the existing stormwater piping within 50 feet of high-water mark at each street end. The extent of the investigation is from the drop inlets at the end of the pavement for each street out to the end of the pipes. We will provide limited civil design and construction documents for minor pipe repairs and drop inlet adjustments. These are the specific tasks included in our investigation and design services:

1. Closed-circuit television (CCTV) investigations of existing stormwater drainage pipes at westward ends of streets West Charlotte, West Augusta.
2. CCTV footage will be used to review the alignment at joints between stormwater pipes and catch basins.
3. If limited minor pipe repairs are warranted based on the investigation findings, we will provide the design and plans for the recommended remediation work.

We have also included the services of a geotechnical engineer to perform a limited subsurface exploration and prepare a written report with recommendations on design soil parameters for new sheet pile bulkheads and helical tieback anchors. The geotechnical services consist of these tasks:

Field Exploration

- Prior to drilling, we will contact NC811.
- We will contract with a private utility locator to identify near surface utilities in the immediate vicinity of planned exploration locations.
- We shall not be held responsible for damages to any utilities or the tieback structures, nor for damages to pavements, landscaping, or irrigation systems.
- A total of five (5) proposed sounding locations have been tentatively selected by S&ME.
- Two (2) are planned at each of the W. Augusta St. and W. Charlotte St. sites, with one near existing headwalls and one approximately 50 feet behind existing headwalls.
- At the W. Raleigh St. site, we propose to perform one sounding east of the wooden fence. The test locations will be located within the grassed/gravel areas of the sites and are subject to change based on actual access issues and utility location. will set up traffic cones and caution tape around our equipment during drilling operations.
- We propose to perform cone penetration test (CPT) soundings using a tracked rig as follows:
 - In a CPT sounding, an electronically instrumented cone penetrometer is hydraulically pushed through the soil to measure point stress, pore water pressure, and sleeve friction in general accordance with ASTM D 5778. The CPT data is used to determine soil stratigraphy and to estimate soil parameters such as pre-consolidation stress, friction angle, and undrained shear strength.
 - The soundings will be advanced to a target depth of 40 feet each beneath the existing ground surface. Soundings will be extended to target depths or refusal, whichever occurs first.

Geotechnical Report

At the conclusion of field and laboratory work, prepare a written report. The report will be delivered in electronic (pdf) format. The report will include:

- A brief description of our sampling and testing procedures, as well as our field test data, including the CPT sounding logs and test location sketches for each street-end site.
- A discussion of our findings, including a description of the subsurface soil behavior types observed and water levels measured at the time of exploration.
- Recommended soil profile parameters for the bulkhead and tieback design, including soil classification, unit weight, shear strength, and wall friction/adhesion for steel sheet piles.

Excluded Geotechnical Related Services


Without attempting to describe a complete list of all items that are excluded from the scope of this exploration, the following items are specifically excluded from the scope of geotechnical services:

- Evaluation of existing headwall structures.
- Coring of hardscape surfaces, rock, or limestone.
- Shallow hand auger borings at the CPT locations.
- Sampling of water.
- Identification of ecologic, geologic or hydrologic hazards.
- Seismic site classification, seismic design category, or determination of spectral acceleration response parameters SS, S1, SDS, SD1, FA, FV, and PGA or PGAM.
- Wetlands delineation.
- Assessment of construction pollution impacts.
- Removal of the existing fence(s), other obstacles, or vegetation to gain closer access to the headwall structures.
- Water side borings by barge or other means.
- Traffic control.
- Repairs to landscape or existing pavements, other than patching of our core hole locations.
- Laboratory testing of subsurface soils.

We will provide the additional scope of services outlined above for a **lump sum fee of \$185,000.**

Services will proceed upon receipt of a signed copy of this form.

All Terms and Conditions of the original contract shall remain in effect.

DocuSigned by:

 330AAE236A904CC...

Offered by (SE):
 9/24/2025

Accepted by (Client):

 (signature) (date)

 (signature) (date)

Neal Andrew President

 (printed name/title)

 (printed name/title)

Andrew Consulting Engineers, PC

 (for)

 (for)



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

To: Mayor Mills and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Oxford and Fayetteville Street End Headwalls

Date: October 16, 2025

BACKGROUND:

The Oxford and Fayetteville Street end headwalls have completed the design and engineering phase and were originally intended to remain on hold until the Town received grant funding through FEMA's Hazard Mitigation Grant Program (HMGP). However, FEMA has received hundreds of HMGP applications statewide, and decisions regarding funding allocations are not expected until early 2028.

Given the severely poor condition of the existing walls, staff and Andrew Consulting Engineers recommend that these two locations not wait several years for potential grant approval. The current walls are significantly deteriorated, creating both structural and public safety concerns.

Constructing these two headwalls now will address these safety issues and ensure the stormwater system continues to function properly. The new headwalls will be built to a higher standard of strength and durability to enhance both public safety and stormwater resilience.

Since these two locations were originally included in the package of ten street ends approved earlier this year, funding for their bidding and construction management had already been included in that earlier appropriation. That funding will remain in place but will now be repurposed to fund the bidding and construction of three additional street ends—Charlotte, Augusta, and Raleigh—which are being added to the project through a separate budget ordinance.

Budget Ordinance (2025) 675-B appropriates \$126,000 from the Capital Reserve Fund to the Bulkhead Repair Project Fund to cover the creation of construction documents, the bid process, and construction management for the new headwalls at Oxford and Fayetteville Streets.

ACTION REQUESTED:

Adopt Budget Ordinance (2025) 675-B appropriating \$126,000 from the Capital Reserve Fund to the Bulkhead Repair Project Fund for the bidding and construction management of the Oxford and Fayetteville Street End Headwalls, and authorize the Town Manager to approve the proposal from Andrew Consulting Engineers related to this work.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 ORDINANCE NO. (2025) 675-B
 FISCAL YEAR 2025/2026

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, 2026:

Section I. To amend the Bulkhead Repair Fund (Fund 59) for unanticipated/unbudgeted expenses during FY 2026, the Town's Bulkhead Repair Fund (Fund 59) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
59-4710-5001	Oxford/Fayetteville	126,000	
59-3984	Transfer from Fund 63		126,000

Section II. To amend the General Fund CIP Capital Reserve (Fund 63) for unanticipated/unbudgeted expenses during FY 2026, the General Fund CIP Capital Reserve (Fund 63) accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
63-9800-9649	Transfer to Fund 59	126,000	
63-3991	Appropriated Fund Balance		126,000

Section III. Copies of this Budget Ordinance No. (2025) 675-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 16th day of October, 2025.

 DARRYL MILLS
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal



ADDITIONAL SERVICES FORM:

Project:	Street End Headwalls 2025	Project No:	25012
Client:	Town of Wrightsville Beach	Billing Group:	Additional Services – Construction Documents, Bid Phase, Construction Phase, Project Closeout and Special Inspection Services for West Oxford and West Fayetteville Streets

Brief Description of Additional Services:

Professional and Construction Phase Services:

ACE will prepare construction documents for use in competitive bidding for the construction of new street end headwalls at **West Oxford and West Fayetteville Streets** in Wrightsville Beach. These two streets had previously been included in a set of ten streets. They will be removed from that set of documents and bid and constructed separately.

Pre-Bid / Bid Phase

- Prepare bid documents (project manual, front-end specifications, contractor contract using NSPE documents, technical specifications, and drawings for distribution).
- Prepare and distribute CAMA/DCM neighbor notifications, including mailing labels, certified mail receipts, and affidavits of mailing.
- Advertise and distribute bid documents to plan rooms, electronic posting sites, Town website, and contractors.
- Conduct Pre-Bid Conference: prepare agenda, attend, and issue meeting minutes.
- Respond to bidder questions and prepare addenda; distribute to plan holders.
- Conduct Bid Opening, prepare certified bid tabulation, and distribute results.
- Maintain bid phase recordkeeping: bidders list, addenda, correspondence, and distribution logs.

Construction Phase (Excluding Special Inspections)

- Conduct Pre-Construction Conference: prepare agenda, attend, and issue minutes.
- Prepare Weekly Construction Reports, including photos, field notes, and issue logs.
- Review contractor submittals and shop drawings (sheet piles, tie rods, walers, concrete mix, coatings, etc.).
- Respond to contractor RFIs.
- Review contractor pay applications for quantities, stored materials, and percent complete.
- Attend and document progress meetings (bi-weekly or monthly).
- Perform Punchlist and Final Observation; prepare deficiency list and follow-up documentation.
- Manage Project Close-Out: review as-builts created by the contractor, warranties, and final pay application.
- Monitor permit compliance for CAMA and Town requirements.
- Prepare record drawings based on contractor redlines and field observations.
- Provide owner coordination and communication (emails, calls, status updates, and progress reports).

During the construction phase, our services will include:

- Attending one (1) pre-construction conference
- Conducting eight (8) weekly construction observations with written reports
- Responding to contractor RFIs (Requests for Information)
- Reviewing contractor submittals
- Reviewing six (6) contractor pay applications
- Attending two (2) monthly progress meetings
- Performing one (1) punch list observation and one (1) final observation.

Special Inspections – Sheet Pile & Helical Tieback Installation

- Provide continuous, on-site observation during sheet pile and helical tieback installation.
- Document installation progress daily, including:



Town of Wrightsville Beach
Post Office Box 626
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
(910)256-7900

MEMORANDUM

To: Mayor Mills and Board of Aldermen
From: Haynes Brigman, Town Manager
Subject: **Request for Qualifications - John Nesbitt Loop Improvements;**
Date: October 16, 2025

Issue/Action Requested:

Request approval from the Board to solicit Request for Qualifications for improvement and expansion of the John Nesbitt Loop Trail

Background/Purpose of Request:

The Board of Alderman has previously approved a capital improvement project for the purposes of improving and expanding the John Nesbitt Loop, informally known as the Loop. The Loop is an existing 2.45-mile trail that mostly consists of sidewalk and goat paths circling the core of Wrightsville Beach. This trail is used by thousands of residents and visitors weekly, and is one of the most utilized public amenities in Wrightsville Beach.

The purpose of the improvement and expansion project is to enhance the existing trail by widening it, relocating portions of the trail away from the vehicular corridor, adding trail amenities including benches, water fountains, bike racks, and other amenities, and the installation of a new section connecting Salisbury Street and Causeway Drive through the municipal complex and Wrightsville Beach Park. The project is also expected to seamlessly blend pedestrian and bicycle improvements on the Loop with the proposed improvements NCDOT will construct as part of the three bridge replacement projects on Salisbury Street and Causeway Drive.

Town Manager's Recommendation:

Staff is requesting the Board approve the issuance of the Request for Proposals to allow staff to select a firm to prepare design documents and construction documents that will allow the project to be shovel ready.

Attachments:

1. DRAFT RFQ for WB Loop Expansion



TOWN OF WRIGHTSVILLE BEACH

REQUEST FOR QUALIFICATIONS

October 16, 2025

DESIGN AND CONSTRUCTION-READY BID DOCUMENTS WRIGHTSVILLE BEACH JOHN NESBITT LOOP EXPANSION

RESPONSE DUE DATE

November 25, 2025

CONTACT FOR QUESTIONS AND SUBMISSIONS

Katie Carus-Childers
Parks & Recreation Director
Town of Wrightsville Beach
321 Causeway Drive
Wrightsville Beach, NC 28480
Email: katiec@towb.org
Phone: (910) 256 - 7925

The Town of Wrightsville Beach is soliciting RFQs from qualified design-build teams that can provide design, engineering, landscape architecture, and general construction expertise for the Wrightsville Beach John Nesbitt Loop Expansion project. Statements of Qualifications (SOQ) should be from firms properly licensed to engage in the practice of either engineering by the North Carolina Board of Examiners for Engineers and Surveyors or general contracting by the North Carolina Licensing Board for General Contractors.

This RFQ is not an offer to enter into a contract, but merely a solicitation of persons interested in submitting a response to the Town of Wrightsville Beach for the project described herein.

A. PROJECT OVERVIEW

The John Nesbitt Loop (“the Loop”) located in the center of the Town of Wrightsville Beach is an approximate 2.45 mile sidewalk trail used daily by thousands of residents and visitors weekly. This popular pedestrian facility consists of a 5-foot wide sidewalk with a goat path that parallels the sidewalk for much of the trail. The sidewalk is narrow considering the number of daily users walking or running side-by-side, pushing single or double-wide strollers, or people enjoying other physical activities with their children on scooters, wagons, or other recreational equipment off of the trail. Public input in recent Town planning documents includes the desire from citizens to widen the Loop along with other bicycle and pedestrian facility improvements.

The Loop includes three North Carolina Department of Transportation (NCDOT) bridges that are currently scheduled for replacement. The John Nesbitt Loop Expansion project area is expected to connect to the NCDOT bicycle and pedestrian improvements included in the NCDOT design for these bridge replacements located on Highways 74 and 76. The bridge replacement project is currently scheduled to begin sometime in 2028. NCDOT plans may be viewed on the NCDOT website, and the bridge replacements include bicycle and pedestrian accommodations.

The John Nesbitt Loop Expansion project site includes Causeway Drive from Salisbury Street to Coral Drive and West Salisbury Street from Causeway Drive to the Kenan’s Creek Bridge. An additional section of the project area is also on West Salisbury Street between the Kenan’s Creek and Banks Channel bridges. See the attached John T. Nesbitt Loop map.

The desired outcome is a widened trail system to accommodate the heavy user traffic, improved safety for users by relocating the trail away from motorists, greater ADA accessibility, improved amenities such as benches, water fountains, and other trail amenities, and a coordination with NCDOT and their planned improvements associated with their planned bridge replacement projects.

B. SCOPE OF SERVICES

The intent of this RFQ is to select a design-construction team based on qualifications to provide design and construction-ready bid documents for the Wrightsville Beach John Nesbitt Loop Expansion project.

The selected firm will be responsible for providing the following services:

- **Engineering Design** – Development of construction-ready bid documents, conceptual design, specifications, and type C services (original engineer review, site visits, RFIs, etc.)
- **Surveying & Geotechnical Investigations** – Site evaluations as necessary to support design development.
- **Regulatory Permitting & Easements** – Coordination with relevant agencies including the North Carolina Department of Environmental Quality, US Army Corps of Engineers, the Coastal Area Management Act, Cape Fear Public Utilities (CFPUA), and NCDOT
- **Community Input** – Hold at least one community meeting to receive feedback from the public on desired outcomes for the project.
- **Cost Estimation** – Preparation of cost estimates.
- **Existing Conditions** - Analysis of existing utilities, infrastructure, property

boundaries, storm water management, NCDOT right of way, CFPUA, and treescape.

Respondents shall show evidence of their experience and expertise in design-build projects which include bicycle and pedestrian facilities projects. Respondents should further demonstrate experience and expertise in design development, landscape architecture services, engineering, and construction services which include bid preparation, review, permitting, utility coordination, and project management.

C. SELECTION CRITERIA

To ensure compliance with North Carolina General Statutes for Qualification-Based Selection (QBS), firms will be evaluated based on the following criteria:

- **Experience with Similar Projects (30%)**
Demonstrated expertise in multiuse trail design, navigating through landscape, treescape, or waterway constraints or similar challenges.
- **Knowledge of Local Conditions & Regulations (25%)**
Familiarity with the Town's infrastructure, permitting processes, and regulatory compliance requirements.
- **Technical Approach & Design Experience (20%)**
Understanding of project scope.
- **Team Qualifications (15%)**
Experience and availability of key personnel assigned to the project.
- **References & Past Performance (10%)**
Feedback from previous clients on project outcomes and responsiveness.

D. SUBMISSION REQUIREMENTS

Interested firms must submit a Statement of Qualifications (SOQ) including the following:

- **Cover Letter:** Brief introduction, firm background, and primary point of contact.
- **Firm Qualifications & Relevant Experience:** Summary of past projects, including bicycle and pedestrian facilities design and multiuse trails.
- **Proposed Project Team:** Resumes and qualifications of key personnel
- **Project Approach and Understanding:** Explanation of how the firm will approach the project, including considerations for treescape or other constraints.
- **References:** At least three references from municipalities or similar entities.

E. SUBMISSION DEADLINE & CONTACT INFORMATION

All submissions must be received by **November 25th at 2:00 pm EST** and sent to:

Katie Carus-Childers, Parks & Recreation Director
Town of Wrightsville Beach
321 Causeway Drive
Wrightsville Beach, NC 28480

Emailed submissions should be in PDF format and emailed to katiec@towb.org or delivered in hard copy to the address above.

F. GENERAL CONDITIONS

- The Town reserves the right to reject any and all submissions or request additional information from respondents.
- This RFQ does not guarantee a contract award.
- The selected firm must comply with all federal, state, and local regulations.
- Final contract negotiations will include scope refinement and fee discussions.