



**Wrightsville Beach Board of Alderman
REGULAR MEETING**

5:30 PM WEDNESDAY, JANUARY 7, 2026
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 12-11-25 and 12-17-25 Board of Aldermen Meetings.
- b. Approval of recurring special events.
- c. Acknowledgment of previously approved special events for February.

6. Presentations

- a. Consider a presentation on the 2025 Audited Financial Reports by Elsa Swenson of Martin Starnes and Associates.

7. Public Hearing--None.

8. Regular Agenda

- a. Consider a request by the Harbor Island Garden Club to develop a garden to honor first responders, active military, and veterans.

- b. Consider Wrightsville Beach Park Improvements projects and an application for a PARTF grant.
- c. Consider adoption of Budget Ordinance (2026) 680-B appropriating \$600,000 for W. Oxford Street and W. Fayetteville Street-end bulkhead construction and consider award of the contract to Span Builders, LLC.
- d. Consider adoption of Budget Ordinance (2026) 681-B to close the Water & Sewer Fund (Fund 30) and appropriate the transfer of any remaining net position to the Cape Fear Public Utility Authority.
- e. Consider approval of changes to the Authorized Positions by Pay Range chart and Pay Scale enacting the pay adjustments resulting from the Market-Based Pay Study approved at the 11/18/25 meeting.
- f. Approval of hourly salary increases for seasonal Ocean Rescue employees.
- g. Consider appointments to the Planning Board.
- h. Consider appointments to the Parks & Recreation Advisory Committee.
- i. Consider appointments to the Historic Landmark Commission.
- j. Consider appointments to the Board of Adjustment.
- k. Consider Board of Aldermen assignments to various agencies

9. Other Items and Reports

10. Closed Session--None.

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

DECEMBER 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
Todd Schoen, Alderman-Elect
Margaret Baggett, Alderman-Elect

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Grady Richardson, Town Attorney
Brian Nague, Police Lieutenant
Jason Bishop, Police Chief
Tosha Campbell, HR Officer
Bailey Hartsell, Communications Manager
Katie Carus-Childers, Parks & Rec. Director
Tony Wilson, Director of Planning

PUBLIC COMMENTS

Neal Briggi, 4 W. Henderson St., expressed appreciation to outgoing Board members Mills and Miller for their service to the Town.

Laura Lunsford, 6 Palmetto Dr., asked for a review of utility contractors installing a water line on behalf of CFPUA, stating that the root systems of live oak trees had been damaged. Lunsford also expressed opposition to “visual clutter” caused, in part by Christmas decorations.

Mayor Mills recognized the attendance of Judges Chad Hogston, Robin Robertson and Jay Corperning, who were present to administer the oaths of office.

CONSENT AGENDA

Upon motion by Miller, seconded by Partin and carried unanimously, the Consent Agenda was approved. It consisted of: 1) the open session minutes of the 11-18-25 meeting; 2) a Facility Agreement with the New Hanover County Board of Elections for the use of the Council Chambers as a polling place; 3) acknowledgment of previously-approved special events for January; and 4) set a special called meeting for 12/17/25 at 9:30am to consider a presentation on the Town’s parking program by Pivot Parking.

PRESENTATIONS

Upon motion, duly seconded and carried by unanimous vote, the Board adopted Resolutions (2025) 2363 and 2364. Resolution 2364 honored Mayor Mills for his service to the Town since 2011 as a member of the Planning Board, Alderman, Mayor Pro Tem, and Mayor. Resolution 2363 honored Mayor Pro Tem Miller for his service to the Town since 2013 as a member of the Planning Board, Alderman and Mayor Pro Tem. Incoming Mayor Dull read both Resolutions in their entirety and presented both individuals with tokens of appreciation for their service.

Miller was also presented with the Order of the Long Leaf Pine, an award signed by the Governor and presented to individuals who have demonstrated an exemplary record of service to the State.

The award was presented to Miller by fellow MPO Board Member Landon Zimmer and Natalie English, President of the Wilmington Chamber of Commerce.

COMMENTS BY OUTGOING BOARD MEMBERS

Mayor Mills expressed appreciation for the thanks received and urged incoming Board members to keep the betterment of Wrightsville Beach as a whole as their guiding light. Mills expressed appreciation to the current Board, previous Boards and Town employees for their service. Finally, Mills expressed appreciation to the citizens for allowing him to serve.

Mayor Pro Tem Miller thanked the employees, the Board and the citizens and asked that all come together for the betterment of the Town. Miller also expressed appreciation to his family for their support during his years of public service.

OATHS OF OFFICE

The Oath of Office was administered to incoming Mayor Ken Dull by Judge Jay Corpening.

The Oath of Office was administered to incoming Alderman Margaret Baggett by Judge Robin Robertson.

The Oath of Office was administered to incoming Alderman Todd Schoen by Judge Chad Hogston.

At this point in the meeting, Mayor Dull assumed chair of the meeting and Aldermen Baggett and Schoen joined Partin and DeGroot at the Board table.

REGULAR AGENDA – INCOMING BOARD

Upon motion by Baggett, seconded by Partin and carried unanimously, the Board selected Alderman DeGroot to serve as Mayor Pro Tem.

Upon motion by Partin, seconded by DeGroot and carried unanimously, the Board adopted the 2026 Meeting Schedule.

COMMENTS BY INCOMING BOARD

Baggett expressed appreciation to the residents for their support and the outgoing Board for their service. Baggett pledged to continue to listen to the residents and stated she looked forward to working with the new Board and staff.

Schoen thanked his family for their support and outgoing Board members for their service, as well as those who had helped him in his campaign.

Partin expressed appreciation to outgoing Board members and offered her assistance to the new Board members.

Dull thanked his family and expressed excitement in working with the Town Manager and staff. Dull acknowledged previous Mayors and Board members for their service.

Brigman thanked the Board for putting him in this position and stated that he was looking forward to working with the new Board.

Richardson and Heater both expressed appreciation to outgoing Board members and offered their assistance to the new members.

There being no further business, the meeting was adjourned at 6:34pm.

Respectfully submitted,
Lance G. Heater, Town Clerk

BOARD OF ALDERMEN MINUTES

DECEMBER 17, 2025 9:30AM

TOWN HALL COUNCIL CHAMBERS, 321 CAUSEWAY DRIVE, WRIGHTSVILLE BEACH

A duly-noticed special called meeting of the Board of Aldermen was called to order at 9:30am by Mayor Dull. The following were present:

Board of Aldermen

Ken Dull, Mayor
Jeff DeGroot, Mayor Pro-tem
Margaret Baggett, Alderman
Todd Schoen, Alderman
Vivian (Zeke) Partin, Alderman

Staff

Haynes Brigman, Town Manager
Lance G. Heater, Town Clerk
Matt Holland, Fire Chief
Brian Murray, Finance Director
Bailey Hartsell, Communications Manager
Jason Bishop, Police Chief

PRESENTATION ON TOWN'S PARKING PROGRAM

Scott Briggs, CEO of Pivot Parking, introduced team members Tina Reid, Executive VP, Jared Glass, District Manager, Corrinne Zurcher, District Manager, and Josh Yates, Operations Manager. Briggs reviewed Pivot's overall business structure, stating they had approximately 100 locations in 22 cities across the southeast U.S.

2025 SEASON INFORMATION

Reid reviewed analytics as follows: 1) there were 8 pay stations, versus 13 for the previous year with text to park being the primary method of payment; 2) daily rates were adjusted to \$35 for premium lots and \$30 for non-premium lots; and 3) there were 1,884 total spaces (including leased church lots). Of the 1,884 spaces, 1,780 were general parking, 48 were handicap spaces, 12 were lifeguard spaces and 43 were designated hourly spaces.

Gross revenues for the period January - October were \$7.9 million, broken down as follows: 1) \$6.3 million text to park; 2) \$630,000 violation payments; 3) \$223,000 permit sales; and 4) \$694,000 pay stations. Average revenue per space was \$4,197. Gross revenue for 2024 was \$7.5 million. Transactions were 665,599 for 2025 versus 581,668 for 2024.

Reviewing daily versus hourly transactions, Reid noted that there were 44,149 daily transactions and 555,233 hourly transactions in 2025 versus 54,339 daily and 469,944 hourly in 2024. Reid speculated that the ability to extend the parking time by hour using text to park was responsible for more hourly transactions. Average duration was 3 hours. Reid presented info on holiday revenues, demonstrating that Memorial Day, Fourth of July and Labor Day weekends generated significant revenue, with Labor Day generating the most. Information was also provided on the location of visitors, with Virginia being the second largest source of visitors (after North Carolina).

Reid presented information on citations, noting that 8% of revenue was generated by citations, with a 70% collection rate, which she stated was in line with industry averages. Season permits totaled \$233,344, which included residential hang tags, residential tax decals and contractor permits.

2026 PARKING UPDATES

Reid listed a 2026 operational recommendation as the removal of 11 fire lane spaces from paid parking availability north of East Salisbury St. Reid stated that in January 2026 a new permit online portal will be implemented for better user experience and in March 2026 a new enforcement

platform will be implemented that provides for better payment data integration and enforcement practices. Reid also detailed changes in pay by cell and noted that the enforcement vehicle was fully equipped with license plate reader technology, noting that the new system will allow for data collection for occupancy counts as well as enhanced enforcement operations.

Diggs introduced a new Wayfinding function that will be an enhancement of an app that will allow wayfinding/availability information based on current parking sessions in place. Diggs stated that it is hoped that this will assist visitors in finding available spaces. Diggs noted that this was a data-based system rather than a camera-based system which would predict space availability using data from paid transactions. Diggs stated that Pivot's clients in Surf City, Carolina Beach and Wilmington were interested in participating in this project. Diggs noted that there were pros and cons with this approach in that it could deter visitors and reduce revenue.

Brigman stated that the Town had been having discussions with NCDOT regarding signage which could be used in conjunction with the system.

QUESTIONS/RESPONSES

In response to a question from Baggett, Briggs stated that other companies have implemented wayfinding technology using camera data, but the proposed system is unique in that it will use transaction data.

DeGroot stated that the Board needed to be mindful of businesses that need traffic to survive, therefore an effort to deter people from coming would have a detrimental impact on those businesses. Diggs stated that he would pass this concern along to the developers to see what could be done to address it.

In response to a question from Schoen, Diggs stated that he personally believed that the technology would not have a major impact in deterring visitors.

In response to a question from Brigman, Diggs stated that Pivot would not propose any rate modifications but would provide feedback on any proposals by the Board.

There was a discussion of lowering the daily rate for non-weekend days and its potential impact on revenues. Reid stated that as a result of license plate reader technology, Pivot would have better data collected in 2026 which could have an impact on a decision to adjust rates for non-peak days.

DeGroot praised Yates in his role as the local parking manager, stating that he does an excellent job and is appreciated by residents. Other members of the Board reiterated these comments.

In response to a question by Schoen, Diggs stated that more usage of the daily pass could reduce traffic overall by reducing vehicle turnover. Dull suggested that the Board review this issue further at a subsequent meeting.

It was the consensus of the Board that Pivot continue with building the wayfinding platform. Brigman stated that staff would work with Pivot to bring back to the Board any recommendations for variable rates.

OTHER ITEMS

Brigman announced that the Board would conduct a Budget Planning session on January 20, beginning at 9:00am and that the regular January Board meeting would be moved to January 7 at 5:30pm.

In response to a question from a member of the audience, Brigman reviewed requirements for qualification for federal funding for beach nourishment as it relates to public parking. Brigman stated that the Town is required to provide a number of spaces for public parking on equal terms. Therefore, the Town cannot charge a different rate to a resident than a non-resident for those spaces.

Brigman stated that the Town interpreted this requirement as affecting the premium lots. Brigman stated that Carolina Beach had allowed a lower rate for residents and, as a result, their Federal funding was put in jeopardy, and Carolina Beach had to reverse the rates. Brigman stated that the Town was discussing this issue with the Army Corps of Engineers in to gain clarity to determine if any changes to the Town’s current policy could be made.

The meeting was adjourned at 11:08am.

Respectfully submitted,

Lance G. Heater, Town Clerk

Draft

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 Dull and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director *Katie*

Subject: Special Event Permit Applications for Recurring Events

Date: January 2, 2026

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) **Wahine Surf Contest**
Saturday - Sunday, August 8 – 9, 2026, 8:00 am – 5:00 pm (set up at 6:30 am)
Beach access 34 – 35 (north of Crystal Pier)
Less than 200 participants per day

- 2) **Liam Strong Beach Runs (5k & 1k)**
Saturday, September 20, 2026, 9:00 – 10:30 am
(Set up 6:00 am, tear down by 11:00 am)
Beach access 16 (JM Pier)
Approximately 90 participants

- 3) **Ironman 2026**
Friday, October 16, 2026 – Bike Check in
Saturday, October 17, 2026 – Race Event
Access 36 Parking Lot, Waynick at Hanover Seaside Club, Banks Channel,
Seapath, WB Park
Approximately 3,000 participants

REQUESTED ACTION: Approve Special Event Permit applications for recurring events as presented.

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

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
<input checked="" type="checkbox"/> 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

<input checked="" type="checkbox"/> 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? Setup prior to 8am

Number of Hours 2 days

Rain date necessary?
Yes No

All location Park Facility Reserved?
Yes No Not Required

Portable toilets needed?
Yes No Not Required

Trash Disposal Service?
Yes No Not Required

Organizer removes

Health Dept permit?
Yes No Not Required

1. Description of event: Surfing Contest for Females
WB Wahine Classic

2. Event Day and Date: August 8, 2026 (Two-day event)

Timeframe needed: Set up 6:30 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): 101-199

4. Location: Accesses 30-32, Alternate site access 34-35

5. Individual making request: Jo Pickett
Complete Mailing Address: 4921 Pine St, Wilmington, NC 28403
Phone Number: (910) 465-9638 E-mail: jopickettcrystalouthsurfer@gmail.com

6. Individual who will be on site and in charge of activity: Jo Pickett
Complete Mailing address: 4921 Pine St, Wilmington, NC 28403
Phone Number: (910) 465-9638 E-mail: jopickettcrystalouthsurfer@gmail.com

7. Sponsoring organization/corporation (if applicable): _____
Contact: Surf Dreams Foundation
Complete Mailing Address: _____
Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:
Toilet facilities: N/A
Trash disposal: Event crew removes trash
(Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
Parking: Public paid 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: _____

FOR OFFICE USE ONLY

SEP Fee: \$250 PD Contract: COI

Facility Use Fee: _____ OR Contract: Max 5 Vendor Tents

Security Deposit: _____ COI: No Vehicles/Boats on beach

Parking Fees: _____ Meeting 2 weeks out

Traffic Cones: _____ TOTAL PAID: \$250 cc ✓ Livillec

TOTAL DUE: \$250 Check #: _____ UNLOCK TOWN HALL BREAKER BOX? _____

FOR OFFICE USE ONLY

Site plan included?
 Yes No Not Required

Permit(s) needed for vehicle on the beach?
 Yes No

Number needed: 2

Vehicle permit issued to:
To Pickett

Vendors requested? If yes, attach a list of the vendors.
 Yes No No more than 5

*Full road closure required? Yes No

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:
None

Ocean Rescue support requested? Yes No Not Required

OR Comments:
No Concerns

EMS support requested? 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, PA

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Admin tent

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

If so, what company is providing the equipment: Event and Vendor / sponsor

Describe equipment in detail and provide a sketched plan: tents
No scaffolding

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: yes, Tshirt & swimwear sales
Vendors MWC, E-Hantik, Play Salty, Carolina Sky Co.

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: [Signature] Date: 11/17/2025

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

 Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide prior to event.

July 18, 2025

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
<input checked="" type="checkbox"/> 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

<input checked="" type="checkbox"/> 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? Setup prior to 8am

Number of Hours 2 days

Rain date necessary?
 Yes No

AIT location
 Park Facility Reserved?
 Yes No Not Required

Portable toilets needed?
 Yes No Not Required

Trash Disposal Service?
 Yes No Organics removes

Health Dept permit?
 Yes No Not Required

1. Description of event: Surfing Contest for Females
WB Wahine Classic

2. Event Day and Date: August 9, 2026
 Timeframe needed: Set up 6:30 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): 101-199

4. Location: Accesses 30-32, Alternate site access 34-35

5. Individual making request: Jo Pickett
 Complete Mailing Address: 4921 Pine St, Wilmington, NC 28403
 Phone Number: (910) 405-9638 E-mail: jopickettcrystalsouthsurfer@gmail.com

6. Individual who will be on site and in charge of activity: Jo Pickett
 Complete Mailing address: 4921 Pine St, Wilmington, NC 28403
 Phone Number: (910) 405-9638 E-mail: jopickettcrystalsouthsurfer@gmail.com

7. Sponsoring organization/corporation (if applicable): _____
 Contact: Surf Dreams Foundation
 Complete Mailing Address: _____
 Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:
 Toilet facilities: N/A
 Trash disposal: Event crew removes trash
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 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: _____

FOR OFFICE USE ONLY

SEP Fee: \$250 PD Contract: See 8/8/26 app

Facility Use Fee: _____ OR Contract: _____

Security Deposit: _____ COI: _____

Parking Fees: _____

Traffic Cones: _____ TOTAL PAID: \$250 Li vic rec

TOTAL DUE: \$250 Check #: _____ UNLOCK TOWN HALL BREAKER BOX? _____

July 18, 2025

FOR OFFICE USE ONLY

Site plan included?
Yes No Not Required

Permit(s) needed for vehicle on the beach?
Yes No

Number needed: 2

Vehicle permit issued to:
Jo Pickett

Vendors requested? If yes, attach a list of the vendors.
Yes No No more than 5.

*Full road closure required? Yes No

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:

None

Ocean Rescue support requested? Yes No Not Required

OR Comments:

No concerns

EMS support required? Yes No

Certificate of Insurance obtained? Yes No Not Required

to provide prior to event

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

yes, PA

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise level, frequency, and duration: Admin tent

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

If so, what company is providing the equipment: Event and Vendor / sponsor

Describe equipment in detail and provide a sketched plan: tents
No scaffolding

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: Yes, Tshirt & swimwear sales

Vendors MWC, Etlantik, Play Salty, Carolina Sky Co.

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.

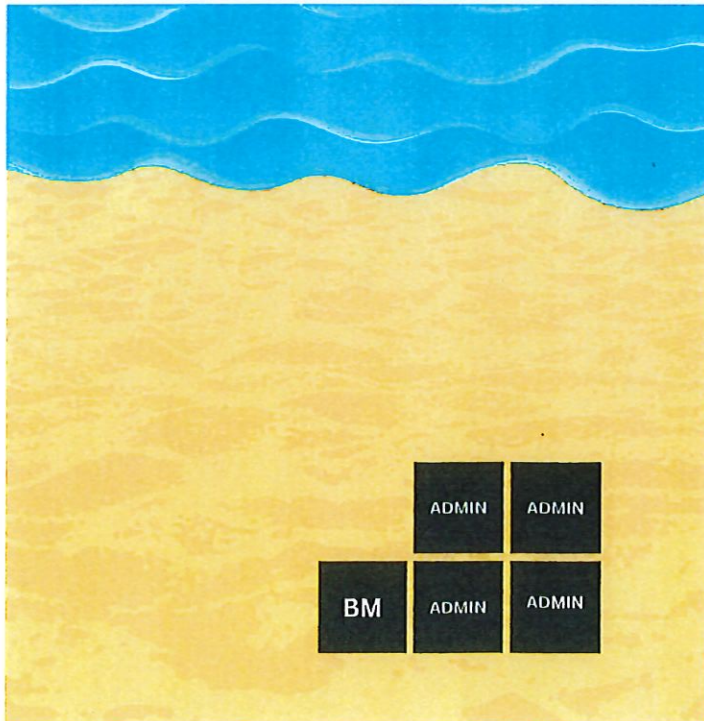
See attached memo for additional stipulations.

Signature: Jo Pickett Date: 11/17/2025

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025





Our first surf comp. out here
all day wine tournament

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

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

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New Recurring

PRAC Recommendation:
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Participants / Fee Per Day:

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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 to 8am

Number of Hours 5

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: Liam Strong Charity Beach Run
Benefiting UNC Children's Hospital 5K and 1 mile

2. Event Day and Date: 9/20/26

Timeframe needed: Set up 6 am pm to Tear down 11 am pm

Event start time: 9 am pm Event end time: 10:30 am pm

3. Estimated number of participants (including spectators): 400

4. Location: Johnnie Mercer's Pier - Beach Strand

5. Individual making request: Kimberly Batten
Complete Mailing Address: 411 Summer Rest Rd, Wilmington NC 28403
Phone Number: 910-297-2999 E-mail: KME256@AOL.COM

6. Individual who will be on site and in charge of activity: Same as above
Complete Mailing address: _____
Phone Number: _____ E-mail: _____

7. Sponsoring organization/corporation (if applicable): N/A
Contact: _____
Complete Mailing Address: _____
Phone Number: _____ E-mail: _____

8. Briefly describe provisions for the following:
 Toilet facilities: Restrooms at Pier
 Trash disposal: Pier - will remove trash
 (Plastic and aluminum must be recycled. Use of styrofoam and glass is prohibited.)
 Parking: Public Parking at Pier

Electrical power and/or water needs: No

9. Will food be served? No If yes, has permit from Health Dept. been obtained? _____
Please explain: _____

FOR OFFICE USE ONLY

SEP Fee: \$400 PD Contract: COI

Facility Use Fee: _____ OR Contract: Parking spaces? to advise

Security Deposit: \$200 ch 3631 COI
in drawer

Parking Fees: _____

Traffic Cones: _____ TOTAL PAID: \$400 ✓ Cincpec

TOTAL DUE: \$600 Check #: 3632 UNLOCK TOWN HALL BREAKER BOX?

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

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:

None

Ocean Rescue support requested?

Yes No Not Required

OR Comments:

No concerns

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

Go Time will be using a microphone (PA system) and speaker for timing and race purposes

If yes, provide information specifying location and direction of noise-emanating devices along with proposed noise

level, frequency, and duration: On the beach strand facing away from the

houses. Music will be played before the start of the race and during the race with also some announcements.

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

If so, what company is providing the equipment: Go Time

Describe equipment in detail and provide a sketched plan: Start/Finish banner with

scaffolding, 2 water tables on the race course

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: Race shirts, hats, and sweatshirts will be sold at check in

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: [Signature] Date: 11/20/25

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

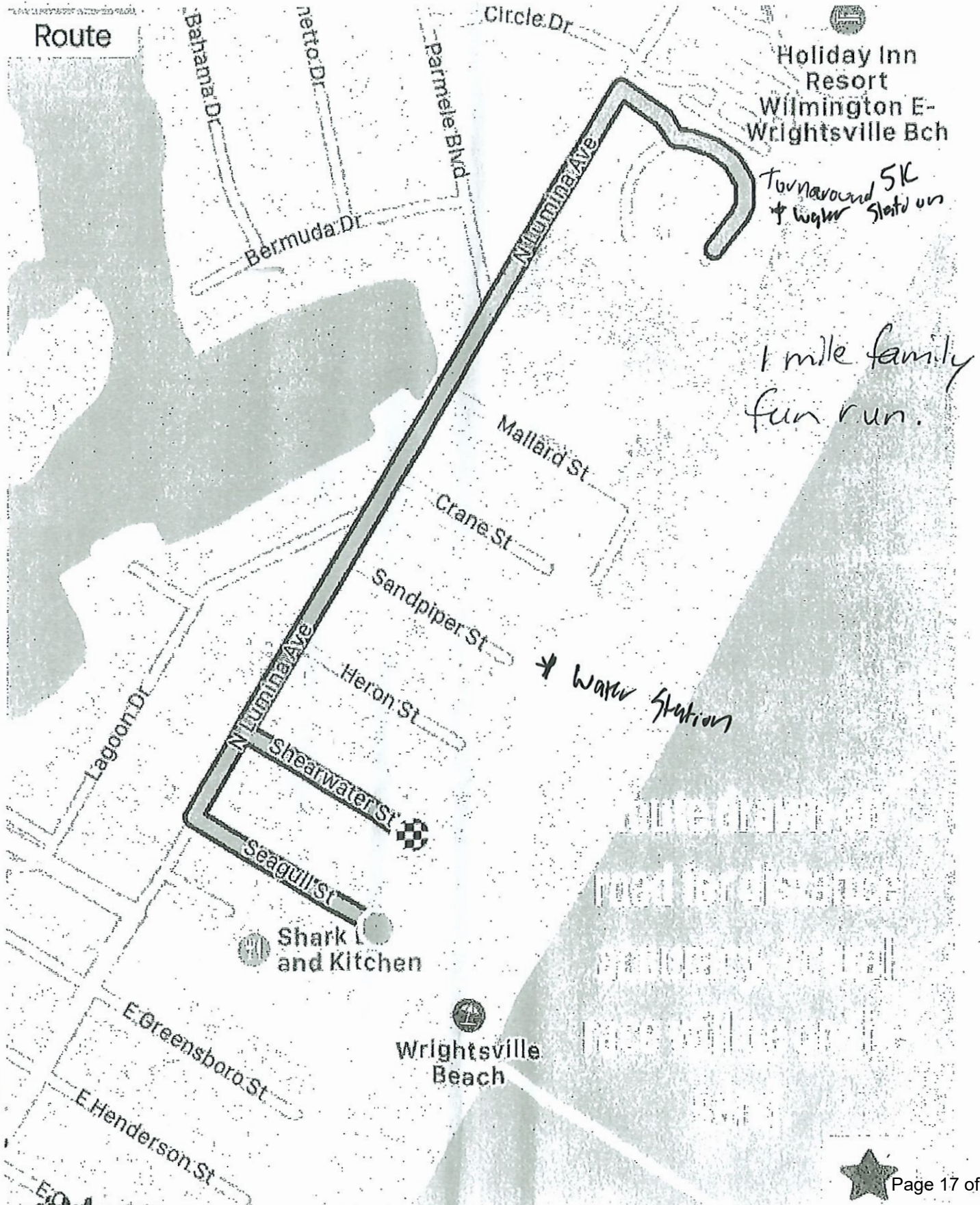
Special Events Coordinator, Town of Wrightsville Beach, North Carolina

To provide info to event

Seagull Street-North Lumina Avenue

Today

1.00 mi 7 ft



**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

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
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 2,001+	\$2,000

Non-profit organization?
Yes No

Tax Exempt ID: _____

Time between 8 am & 10 pm? 2 days prior to 8 am

Number of Hours _____

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
Top Shelf

Health Dept permit?
Yes No Not Required

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

2. Event Day and Date: Friday, October 16, 2026

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

Event start time: 9:00 am am/pm Event end time: 5:30 pm am/pm

3. Estimated number of participants (including spectators): 2800 athletes/200 spectators

4. Location: Wrightsville Beach Park Soccer Fields/Parking Lot for parking (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: samiwinter93@gmail.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: 35 Portable Toilets brought in on Thursday, Oct. 15th, 2026

Trash disposal: Trash cans stationed throughout the park and trash taken to the 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. Parking attendants will meet with Katie prior to 8:00 am Friday. **New in 2026-assigned bike check in times for athletes creating a decrease in afternoon traffic

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 (not needed)

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

FOR OFFICE USE ONLY

SEP Fee: <u>Invoice</u>	PD Contract: <u>Attached</u>	Fees (Total \$7,995)
Facility Use Fee: <u>Attached</u>	OR Contract: <u>\$</u>	<u>COT</u>
Security Deposit: _____	COL: _____	<u>Meeting</u>
Parking Fees: _____	TOTAL PAID: _____	<u>EMS / Coast Guard / NCOT</u>
Traffic Cones: _____	TOTAL DUE: _____	<u>Trash / Portable Facilities</u>
Check #:	UNLOCK TOWN HALL BREAKER BOX?	

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

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:
None

Ocean Rescue support requested?
Yes No Not Required

OR Comments:
No concerns

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)? _____

No

If yes, provide information specifying location and direction of noise-emulating 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 Map. Soft fencing along all 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: No

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: [Signature] Date: 11/27/25

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina

July 18, 2025

To provide prior to event

**TOWN OF WRIGHTSVILLE BEACH, NC
SPECIAL EVENT PERMIT APPLICATION**

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

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH EVENT DATE.
PLEASE TYPE OR PRINT LEGIBLY AND INCLUDE THE APPROPRIATE FEE WITH APPLICATION

FOR OFFICE USE ONLY

New Recurring

PRAG 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? 2 days events

Number of Hours prior to 8am

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 17, 2026

Timeframe needed: Set up 4:00 am am/pm to Tear down 11:00 am/pm
Event start time: 4:30 am am/pm Event end time: 10:00 am/pm

3. Estimated number of participants (including spectators): 2800 athletes/200 spectators

4. Location: Town of Wrightsville Beach/Wrightsville Beach Park

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: samiwinter93@gmail.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/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: 32 Portable Toilets by tennis courts/10 on soccer fields/52 at Hanover Seaside Club

Trash disposal: All trash will be bagged and placed at WB Park for Top Shelf Waste to pick up
(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. Parking attendants will meet with Katie prior to 8:00 am Friday. Parking allowed on Pelican and Salisbury. The museum lot will be used for athlete drop-off in the early morning

Electrical power and/or water needs: IRONMAN will provide

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

Please explain: Cool Beans Coffee is onsite (they have the appropriate permits)

FOR OFFICE USE ONLY

SEP Fee: Taxace PD Contract: _____
 Facility Use Fee: Attached OR Contract: _____
 Security Deposit: _____ COI: _____
 Parking Fees: _____
 Traffic Cones: _____ TOTAL PAID: _____
 TOTAL DUE: \$ 7,995 Check #: _____ **UNLOCK TOWN HALL BREAKER BOX?**

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

If yes, do you have NCDOT approval? Yes No

To provide prior to event Police support requested? Yes No Not Required

PD Comments:

No concerns

Fire Department support requested? Yes No Not Required

FD Comments:

Non

Ocean Rescue support requested? Yes No Not Required

OR Comments:

No concerns

EMS support required? Yes No

Certificate of Insurance obtained? Yes No Not Required

To provide prior to event

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

Yes. Race Announcements only at WB Park. 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: sourced by IRONMAN

Describe equipment in detail and provide a sketched plan: See attached Transition Map and Access 36

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: No

13. Is police assistance necessary? No *Are you requesting the closing of any streets? Yes

If so, please specify: Causeway Drive to close at 5:30 am. Understanding cones must be in place heading to Wrightsville Beach

*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: 11/27/25

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

Special Events Coordinator, Town of Wrightsville Beach, North Carolina



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: 1.2 mile swim HSC to Seapath, transition to bike at WB Park
Date of Event: Saturday, Oct. 17, 2026 Start Time: 4:00 AM PM End Time: 10:00 AM PM

Contact Information

Name of contact person present at event: Sami Winter Cell# 910-228-1619
Name of Applicant: Sami Winter Cell# 910-228-1619
Applicant's Relation to Activity: Race Director

Billing Information

Business Name: The IRONMAN FOUNDATION Telephone: _____
Billing Address: Please send to Sami Winter, 13 W. Henderson St, Wrightsville Beach, NC 28480
Street Address: _____

Contract Rates (Four-Hour Minimum)

Contact Information		Description	Qty Req	Rate	FOR OFFICE USE ONLY
(910) 256-7920	Chief Matt Holland	Firefighters		@ \$50.00/hour	\$
(910) 256-7920	Sam Proffitt, OR Director	Ski/Operator/Swimmer	2	@ \$150.00/hour	\$
		OR Vehicle & Operator		@ \$100.00/hour	\$
(910) 256-7945	Lt. Brian Neague	Police Officers	8	@ \$50.00/hour	\$
		Police Vehicle	8	@ \$50.00/day	\$
		Park Ranger	1	@ \$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.

WBOR: Swim Support on the water. **LEO:** Traffic Control throughout the TOWB

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

11/27/25
Date

FOR TOWB STAFF USE ONLY:

Approved by Fire Chief _____ 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**

**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. NO FENCING ALLOWED ON ROAD, CONES ONLY**

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. (See attached photos of spaces to block)

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. (IRONMAN added NO SPECTATOR signs in 2025 and will continue for 2026). **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.

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.

IRONMAN TIMELINE:

Highlighted areas indicated changes from 2025

****FOR 2026: Would like to be able to begin transition set up with fencing on Tuesday, October 13th after 1 pm. Since we are adding assigned bike check in times, we would like to be 100% ready to go by 8:00 am on Friday morning and may be able to begin bike check in 1 hour earlier alleviating even more traffic in the afternoon.**

See note above for possible Tuesday afternoon set up?

Tuesday, October 13th: Equipment delivered to WB Park (5 Light Towers, 2 utility carts and forklift to be used at Hanover Seaside Club-not WB Park). Fencing Truck parked in far back corner to begin set up early Wednesday am.

Wednesday – Thursday, October 14 – 15: Build transition on the WB Soccer Fields.

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 15th

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

Friday, October 16, 9:00 am – 5:00 pm: Bike check-in

****Consider earlier start if completely set up. Parking Staff will meet with Katie Ryan prior to event start time. To be decided.**

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"

IRONMAN will provide NO PARKING signs for the grass area in front of Town Hall (done in 2025 and worked well)

Saturday, October 17, Race Day

3:30 am Race staff arrives, lights on (4 light towers in Transition area-kept on throughout the night)

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

4:30 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

7:10 am swim begins, waves crossing Waynick (app. 6:45 am)

7:30 am first bike on course

8:10 am last in water

9:20 am last swimmer out of water and must be leaving on bike by 9:35 am

9:40 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 or 1 Coast Guard and 2 NHCSO Marine Units (to be decided)

6-8 Private boats

40-45 Paddleboarders/kayaks

20 Lifeguards

2 jet skis requested from WBOR with operator/swimmer on board

EMS at Swim Start with roving QRV

EMS Ambulance at Trailborn – extraction point

EMS Ambulance at Seapath – extraction point

Medical Tent at Wrightsville Beach Park staffed by Wilmington Health

**Warming trailer moved to Trailborn (was stationed at WB Park)

IM70.3 North Carolina Water Safety Overview

- 20 Lifeguards (had 18 in 2025)
- 40+ SUP Volunteers (had 47 in 2025)
- 6 Volunteer Boats with radios (had 6 and 2 jet skis, both with sleds)
- 1 divers (had 1 in 2025)
- 4 AEDs (1 located at WB Park)
- Wrightsville Beach Ocean Rescue (Guard, Jet Ski, Personnel-had 2 in 2025)

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 active duty vessel and NHCSO Marine Unit provided 2 boats in 2025)
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 whistleblower. 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.

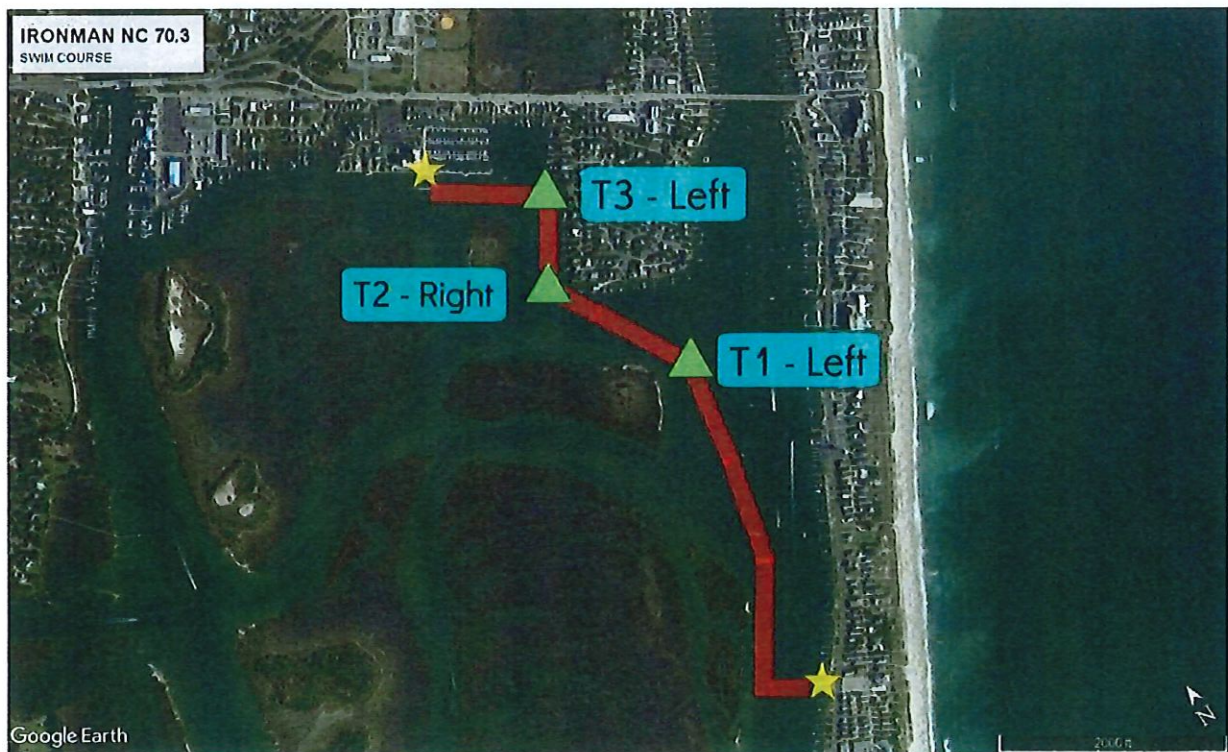
Next, use landmarks to relay your position (Blockade Runner, Water Tower, Hanover Seaside club, Seapath, Sunset Avenue, Harbor Island, and yardage from these landmarks). Command can then designate an extrication point and relay any pertinent information to IM Staff so they can meet the vessel there.

Pertinent Pre-Event Locations





Extraction Points Illustrated Above



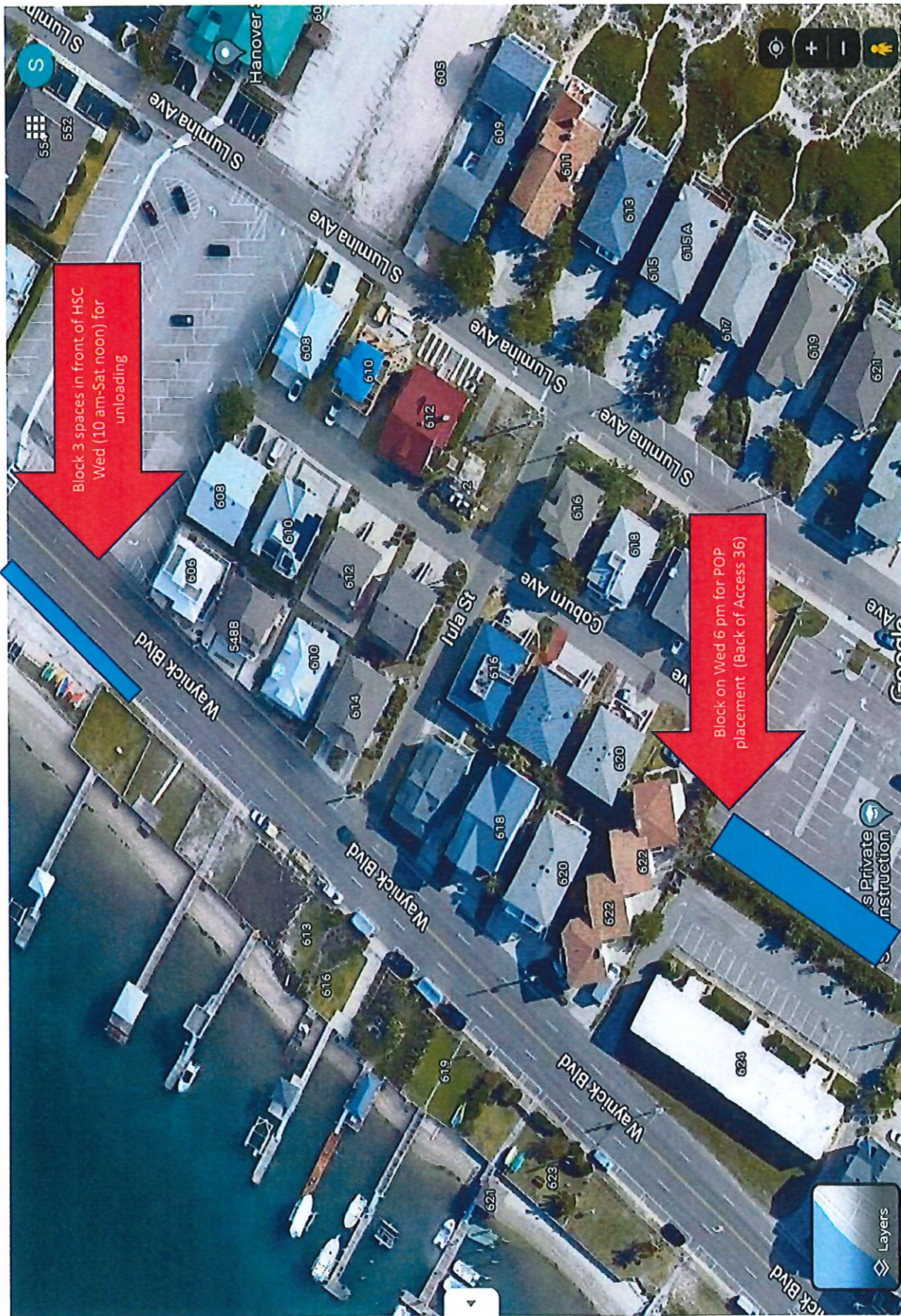
Swim Course Illustrated with Turns





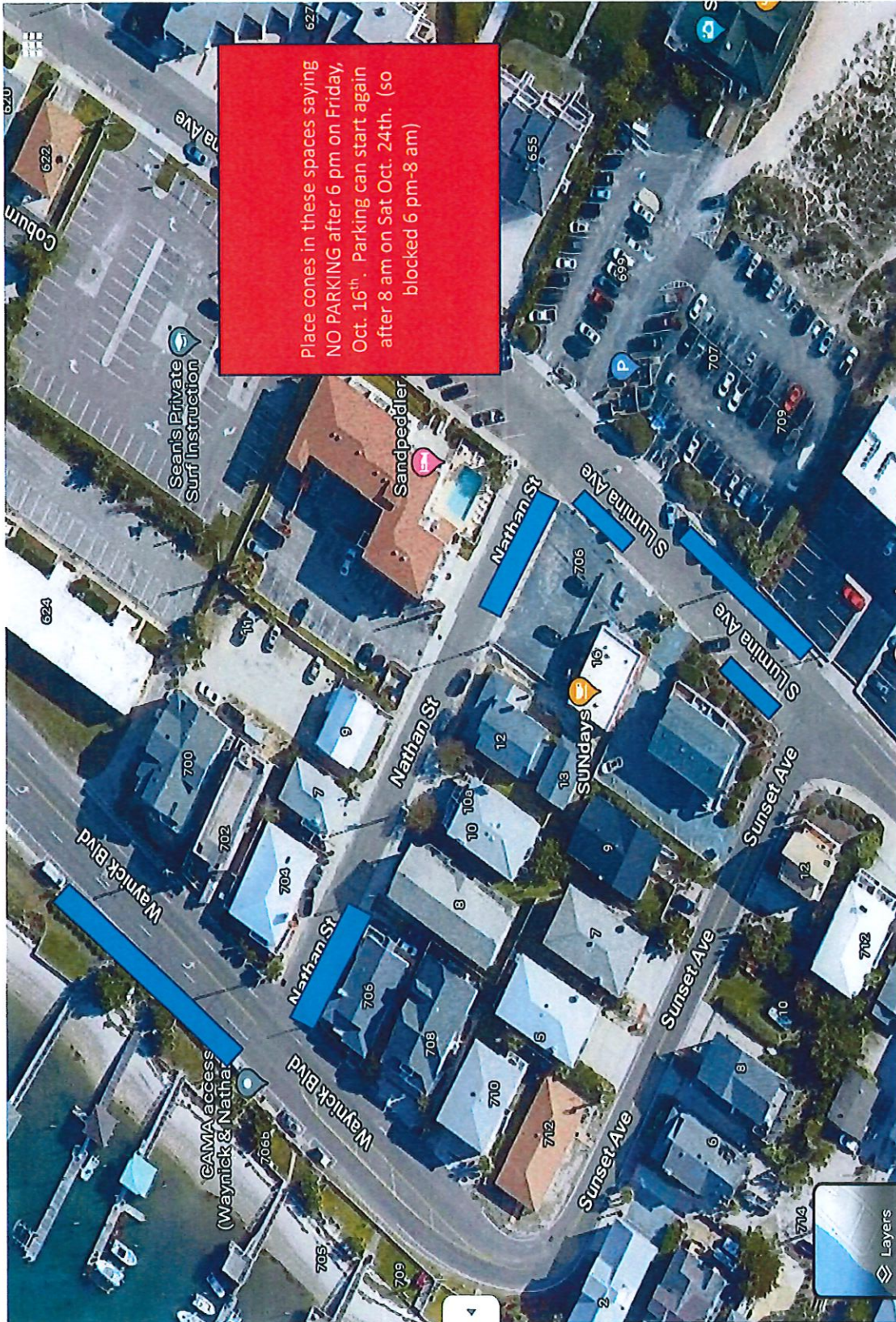
LEGEND

- T** TRANSITION AREA
- START LINE
- ⊠** FINISH LINE
- ▲** TURN BUOYS
- ▲** OUTBOUND SIGHTING BUOYS
- ▲** RETURN SIGHTING BUOYS
- RUN OUT TO TRANSITION



Block 3 spaces in front of HSC
Wed (10 am-Sat noon) for
unloading

Block on Wed 6 pm for POP
placement (Back of Access 36)



Wrightsville Beach LEO					
October 17, 2026					
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	
			Flashing Light where Salisbury and Causeway split	1	
			Boat Ramp Entrance	1	
Total				9	

Trash Plan
Top Shelf Waste (Jeff Clemente): 910-915-3550
Josh Adams: 910-622-1292

Turtle Trash (additional for recycling)
Brice Barnett 910-236-9493

Wrightsville Beach (Set Up)

WB Park: Trash cans will be spaced throughout the park. At appropriate intervals, trash will be bagged and taken to the Mayfaire Supply Lot where a dumpster is present.

Wrightsville Beach Trash: Saturday, October 17, 2026

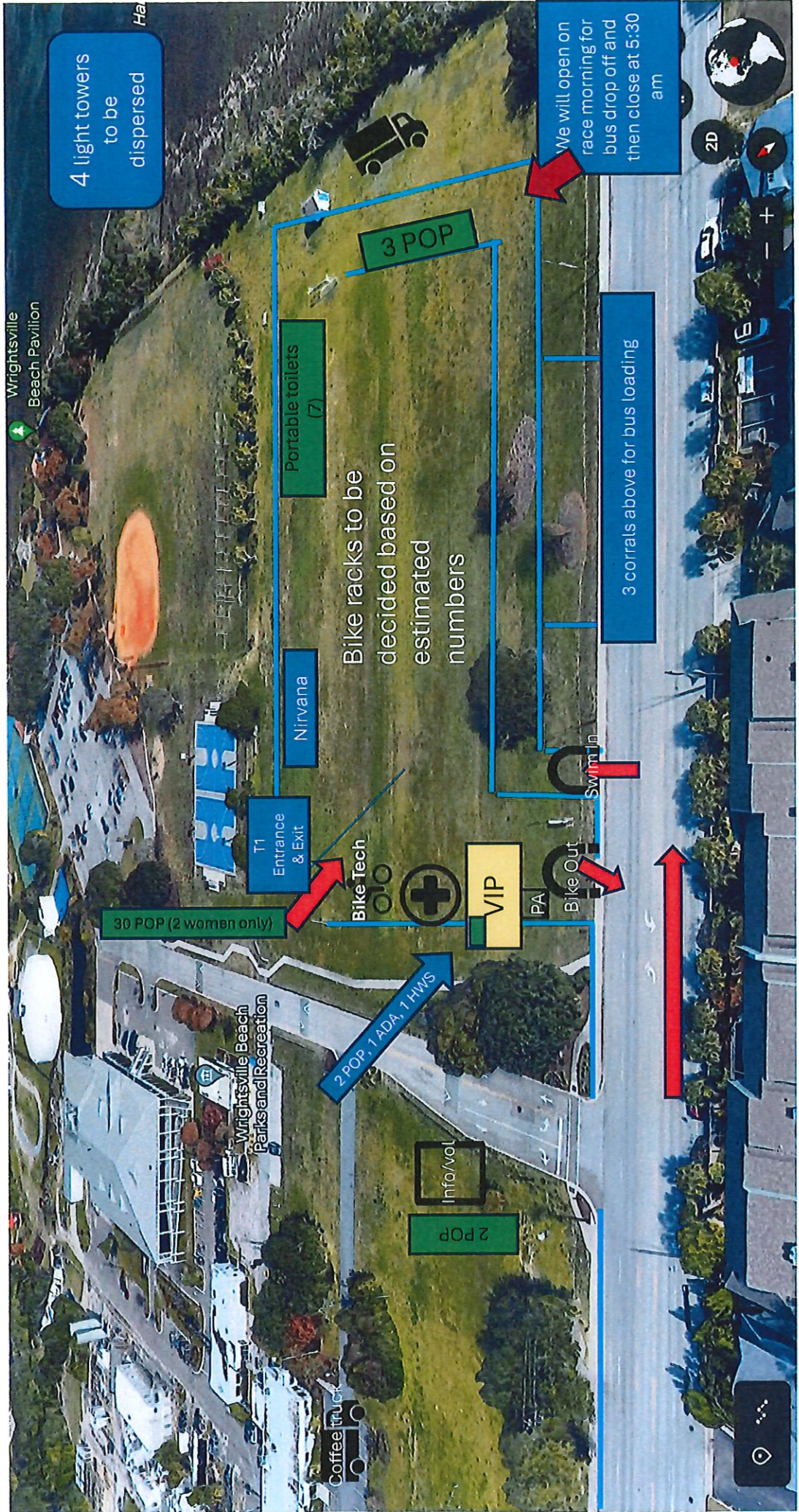
Swim Lots: Volunteers/Crew will bag all trash and will be carried to WB Park and placed in Transition 1 for Top Shelf to pick up in the late morning

Transition 1: Volunteers/Crew will bag all trash and will place in specified location for pick up by Top Shelf Waster

Swim Exit: Volunteers/Crew will pick up all trash and bring to WB Park for Top Shelf Waste to pick up.

All clothing left at Swim Start will be bagged and taken to appropriate donation locations. Same for all shoes and clothing left at Seapath Yacht Club

Final sweep of all areas by Staff late Saturday afternoon and continuing into Sunday morning. Any trash located will be removed and taken to specific locations.



Wrightsville Beach Pavilion

4 light towers to be dispersed

Portable toilets (7)

3 POP

Bike racks to be decided based on estimated numbers

Nirvana

T1 Entrance & Exit

30 POP (2 women only)

Bike Tech

+

VIP

PA

Bike Out

2 POP, 1 ADA, 1 HWS

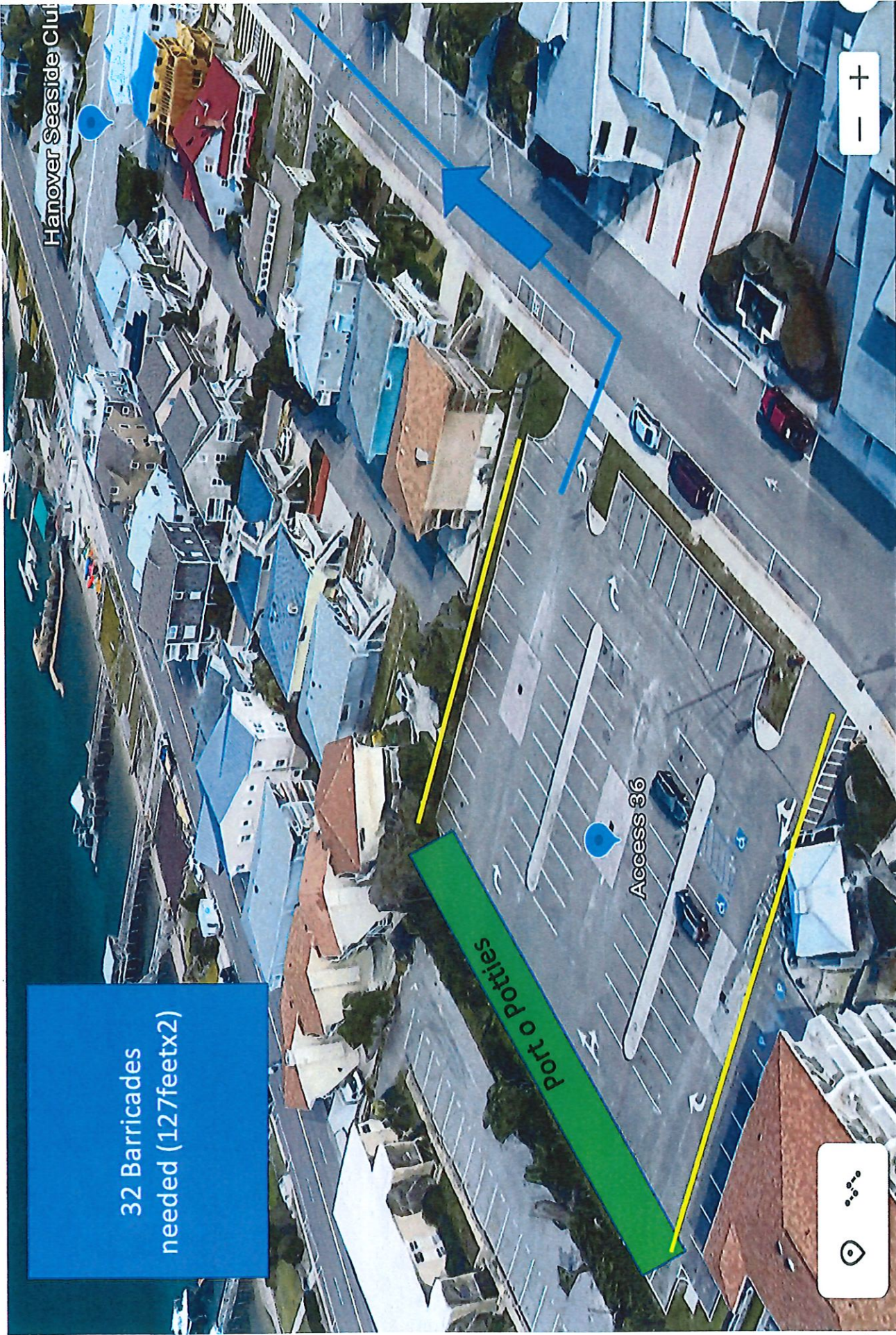
Info/vol

2 POP

3 corrals above for bus loading

We will open on race morning for bus drop off and then close at 5:30 am





32 Barricades
needed (127feetx2)

Port o potties

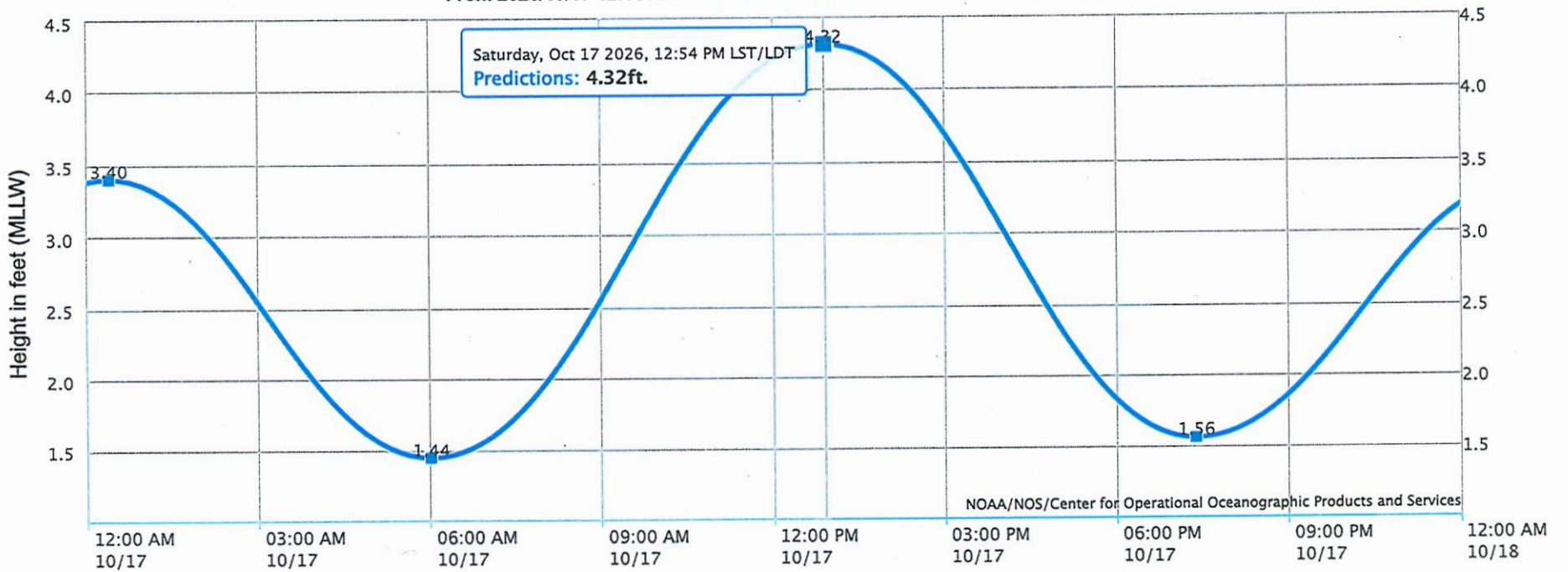
Access 36

Hanover Seaside Club

+

Location pin icon and grid of dots icon

NOAA/NOS/CO-OPS
Tide Predictions at 8658163, Wrightsville Beach NC
From 2026/10/17 12:00 AM LST/LDT to 2026/10/17 11:59 PM LST/LDT



Trent Hayden, President, Cape Fear Multisport Club

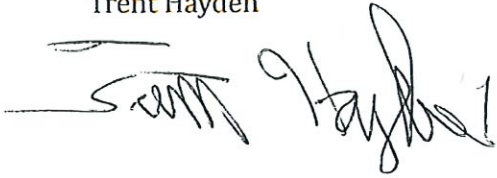
231 Windchime Way, Leland, NC 28451 | (910)386-1569 | trent@capefeartri.com | www.capefeartri.com

To Whom It May Concern,

This letter seeks to clarify that the Ironman Foundation was not involved or associated with the group practice swim that occurred at Wrightsville Beach, North Carolina, on the morning of October 24th, 2025. This swim was hosted by the Cape Fear Multisport Club for which I am the President. We are currently working with Wrightsville Beach Parks and Recreation to rectify any problems that we have caused due to traffic and any other issues in the future.

If you have any questions or concerns, please contact me.

Best regards,
Trent Hayden

A handwritten signature in black ink, appearing to read "Trent Hayden". The signature is written in a cursive style with a horizontal line above the first part of the name.

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

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

Invoice

Invoice Number: 12182025

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

Invoice Date: 12/18/2025

IRONMAN 2026 Special Event Permit, Parking, & Facility Use Fees		
Wednesday, October 14	Site prep Facility Reservation	\$175
	Parking fees: Waynick Blvd. 6 spaces @ \$25 per day	\$150
Thursday, October 15	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 16	Special Event Permit Fee Bike Check In	\$800
	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 17	Special Event Permit Fee Race Day	\$800
	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	\$7,995

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

APPROVED SPECIAL EVENTS February 2026

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
 Danny Floyd, Public Works
 Tony Wilson, Planning & Parks
 Shannon Slocum, Park Ranger
 Scott Sprenger, Park Ranger
 Haynes Brigman, Town Manager
 Bailey Hartsell, Communications

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

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
Fri 2/27	7:00 PM	50	Novant Health ILM Marathon Set Up	Clifford	Beach strand at JM Pier, Parking in overflow field	
Sat 2/28	4:00 am - 8:30 am	4000	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
North Carolina
321 Causeway Drive
Wrightsville Beach, North Carolina 28480
Ph: 910-256-7900

MEMORANDUM

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: **FY 2025 Audited Financial Statements Presentation**

Date: January 7, 2026

Background: Elsa Swenson of Martin Starnes & Associates, CPAs, P.A. will present the Town's Fiscal Year 2025 audited financial statements to the Board. The audit was conducted in accordance with applicable auditing standards and governmental requirements.

As part of the audit process, a standard written response to the Local Government Commission is required following the auditor's presentation. The response letter documents the Town's acknowledgement of audit communications and outlines the status of any items identified during the audit. The letter has been prepared for Board review and signature so it may be submitted promptly.

Requested Action: Review and authorize execution of the response letter to the North Carolina Local Government Commission.

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 Dull and Board of Aldermen

From: Katie Carus-Childers, Parks & Recreation Director *Katie*

Subject: Harbor Island Garden Club Proposal for a Garden to Honor First Responders, Active Military, and Veterans

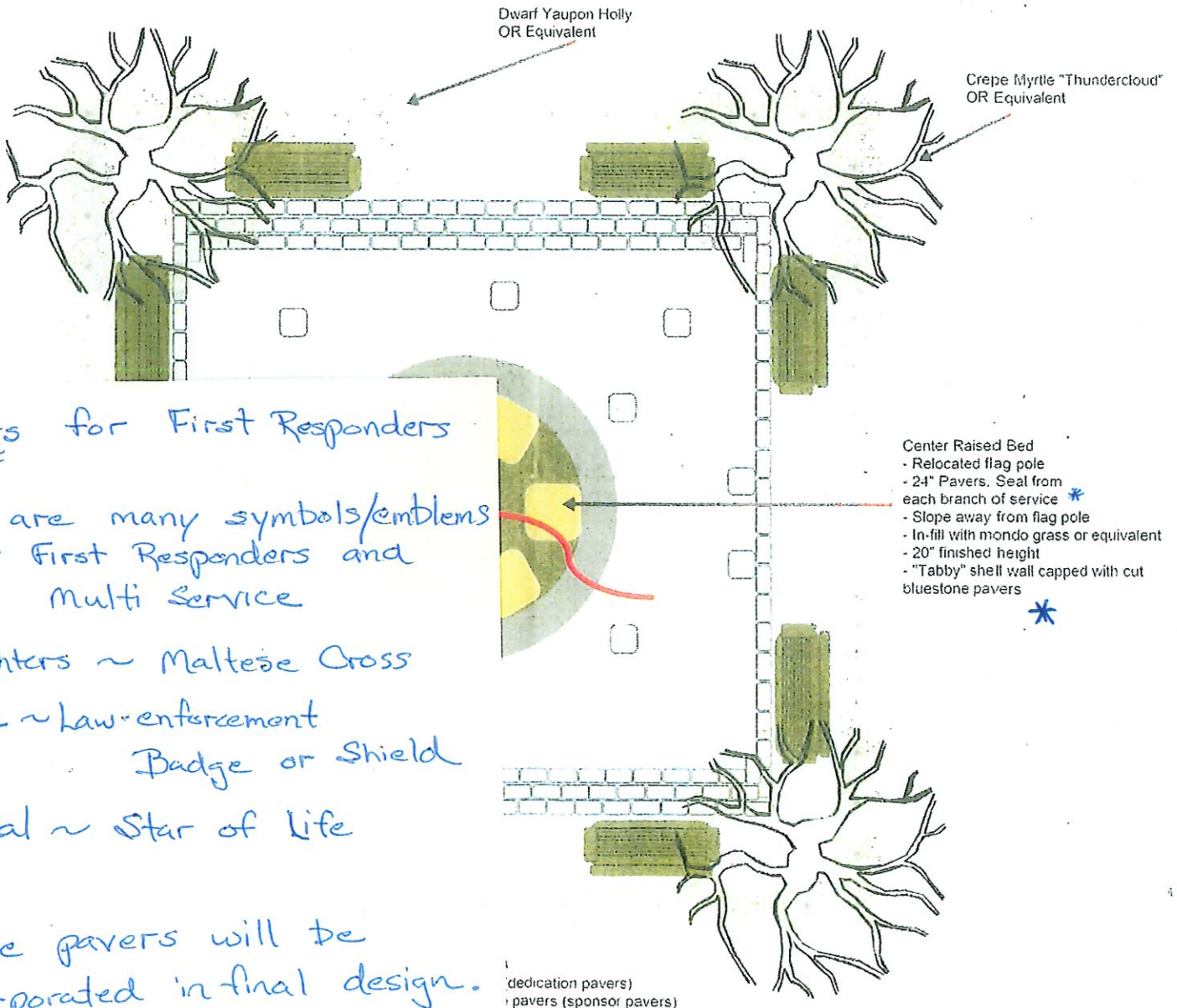
Date: January 2, 2026

The Harbor Island Garden Club is seeking approval to develop and maintain a garden to honor first responders, active military, and veterans in the area between the Public Safety Building and the Recreation Center parking lot. A conceptual design is attached as well as a recent photo of the proposed site. The proposal was presented to the Parks and Recreation Advisory Committee at their December 22, 2025 meeting where the committee voted unanimously in favor of the project and to recommend approval by the Board.

Town staff would work closely with the Harbor Island Garden Club during the project's development to ensure adequate power and water supply, appropriate low maintenance plantings, and to provide support throughout the project as necessary. The project not only offers a wonderful tribute to first responders, active military, and veterans, but also revitalizes a garden area on the municipal grounds that was lost following Hurricane Florence.

REQUESTED ACTION: Consider Harbor Island Garden Club request to develop a garden to honor first responders, active military, and veterans as presented and provide direction to staff.

First Responders, Active Military / Veterans Garden concept drawing



Pavers for First Responders

There are many symbols/emblems for First Responders and Multi Service

Firefighters ~ Maltese Cross

Police ~ Law-enforcement
Badge or Shield

Medical ~ Star of Life

These pavers will be incorporated in final design.

The Committee (yet to be confirmed) will make these decisions.



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 Dull and Board of Aldermen

From: Katie Ryan, Parks & Recreation Director *Katie*

Subject: Parks and Recreation Trust Fund (PARTF) Grant Application 2026

Date: January 2, 2026

The 2026 Parks and Recreation Trust Fund (PARTF) grant call for projects has been announced. There are several improvement projects in Wrightsville Beach Park that meet the criteria for funding. The proposed projects were reviewed by the Parks and Recreation Advisory Committee at their December 22, 2025 meeting. The Committee voted unanimously to recommend that the Board consider proceeding with a PARTF grant application for the following:

- 1) Completion of the multiuse path from the tennis and pickleball court facility to Causeway Drive. Extending this MUP will improve connectivity of existing bicycle and pedestrian facilities between Causeway Drive and West Salisbury Street.
- 2) Remove the softball field, scorekeeper's cage and fence around the field and construct a multipurpose turf field. The fence that currently separates the softball field and the soccer field would remain.
- 3) Construct the parking lot adjacent to the pickleball courts and Historic Square. This parking lot has already been designed but the project was put on hold pending completion of the CFPUA construction. The sidewalk around the south side of the tennis courts was completed in June 2025. This section was part of the original Historic Square Parking design.
- 4) Replace Wrightsville Beach Park entrance sign, add benches, water fountain, lighting.

PARTF is a 50-50 matching grant up to a maximum match of \$500,000. Room occupancy tax funds may be a source of funding for consideration for the Town's match for the project.

PROJECT COSTS

MUP Extension from court facility to Causeway Dr	\$ 565,535
Parking and pedestrian facility improvements at Historic Square and Pickleball Courts	485,160
Multipurpose Field	438,240
Amenities: Park Entrance Sign, Benches, Water Fountain, Lighting	100,000
Design and oversight	50,000
TOTAL	\$ 1,638,935
Contingency 20%	327,787
PARTF	(500,000)
Town of Wrightsville Beach Obligation	\$ 1,466,722

Below is a timeline and the various tasks that must be completed for a competitive PARTF application if the Board chooses to direct staff to proceed.

- 1) **January 8, 2026:** Board of Aldermen to consider submitting an application for a PARTF grant.
- 2) **January - February 2026:** Public meeting specific to the PARTF project to receive public input.
- 3) **February – March 2026:** Present PARTF project to at least three local organizations requesting letter of support.
- 4) **March 13, 2026:** Application due to Recreation Resource Services regional representative for technical review.
- 5) **March - April 2026:** Application to Board for final approval and completion of the Basic Facts and Assurances by Mayor.
- 6) **May 1, 2026:** Application deadline.
- 7) **August 28, 2026:** Parks Authority selects projects for funding.
- 8) **October - November 2026:** Awarded projects sign contracts and work may begin.

REQUESTED ACTION: Consider Wrightsville Beach Park Improvements projects and an application for a PARTF grant and provide direction to staff.

Site Plan

Applicant: Town of Wrightsville Beach

Project Name: WB Park Improvements 2026

W. Salisbury St.

Public Safety Building

Additional Parking

WB Museum

Visitor's Center

WB Museum

Restroom

Playground

Picnic Shelter

Picnic Shelter

Event Stage

Multipurpose Field

Town Hall

Rec Ctr

Fran Russ Dr

Bob Sawyer Drive

Causeway Drive



- PARTF Request
- MUP & Path Lighting
- Sidewalk
- Park Bench
- Park Entrance Sign
- Park Boundary (14.07 acres)
- Marsh

100 Feet



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

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Amendment (2026) 680-B and Contract Award – W Oxford Street & W Fayetteville Street End Bulkhead Construction

Date: January 7, 2026

BACKGROUND: The Town solicited bids for the replacement of street-end headwalls at W Oxford Street and W Fayetteville Street along Banks Channel. The project includes installation of new sheet pile headwalls with helical tiebacks, associated storm drainage improvements, and access stairs, as designed by Andrew Consulting Engineers.

Bids were opened on December 17, 2025. Andrew Consulting Engineers reviewed the bids received and recommended award to Span Builders, LLC as the lowest responsive and responsible bidder, with a lump sum bid of \$517,300.

The construction contract provides for 120 days of construction. If the contract is approved and a Notice to Proceed is issued in mid-January, the project is anticipated to be completed prior to Memorial Day, minimizing impacts during the peak season. Due to the coastal and marine nature of the work and the potential for unforeseen subsurface or environmental conditions, staff recommends including a reasonable contingency within the project budget. Budget Amendment (2026) 580-B appropriates \$600,000 for the project, which includes the construction cost and contingency.

ACTION REQUESTED:

1. Adopt Budget Amendment (2026) 680-B appropriating \$600,000 for W Oxford Street and W Fayetteville Street end bulkhead construction;
2. Award the construction contract to Span Builders, LLC in the amount of \$517,300; and
3. Authorize the Town Manager to execute the construction contract and related documents.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 ORDINANCE NO. (2026) 680-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	600,000	
59-3984	Transfer from Fund 63		600,000

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>
63-9800-9659	Transfer to Fund 59	600,000	
63-3991	Appropriated Fund Balance		600,000

Section III. Copies of this Budget Ordinance No. (2026) 680-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 7th day of January, 2026.

 Ken Dull
 Mayor

ATTEST:

 LANCE HEATER
 Town Clerk

Seal



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

To: Mayor Dull and Board of Aldermen

From: Brian Murray, Finance Officer

Subject: Budget Amendment (2026) 681-B – Closure of Water & Sewer Fund

Date: January 7, 2026

BACKGROUND:

Effective September 30, 2025, the Town's water and sewer system was transferred to the Cape Fear Public Utility Authority (CFPUA). As a result, the Town no longer owns or operates a water and sewer utility.

The Town has completed the collection period for the final water and sewer bills and has satisfied all outstanding obligations to vendors related to Water & Sewer Fund (Fund 30). Any remaining receivables that are deemed collectible will be transferred to the General Fund and collection efforts will continue, as CFPUA requested that all customer accounts begin with a zero balance at the time of transfer.

From an accounting perspective, all operational and financial activity within the Water & Sewer Fund has ceased. While certain non-accounting matters related to the transfer may continue to be addressed separately, the fund is no longer active for budgetary or financial reporting purposes.

Any remaining net position in the Water & Sewer Fund will be transferred to CFPUA in accordance with the terms of the system transfer and will be used exclusively for improvements to the Town of Wrightsville Beach water and sewer system.

Budget Ordinance (2026) 681-B formally closes the Water & Sewer Fund (Fund 30) for accounting and budgetary purposes and authorizes any final accounting entries necessary to conclude the fund.

ACTION REQUESTED:

Adopt Budget Ordinance (2026) 681-B to close the Water & Sewer Fund (Fund 30) and appropriate the transfer of any remaining net position to the Cape Fear Public Utility Authority.

TOWN OF WRIGHTSVILLE BEACH, NORTH CAROLINA
 CAPITAL PROJECT ORDINANCE (2026) 681-B
 FISCAL YEAR 2025/26

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 and the following capital project funds closed for the fiscal year ending June 30, 2026:

Section I. To amend the Water and Sewer Fund (Fund 30) to inactivate and close said Town Fund and consolidate the utility system with Cape Fear Public Utility Authority, the fund accounts are to be amended as follows:

<u>Account No.</u>		<u>Debit</u>	<u>Credit</u>
30-7140-9610	Transfer to Fund 10	333,814.30	
30-7130-5994	Utility System Consolidation	9,951,718.91	
30-3991	Appropriated Surplus		10,285,533.21

Section II. Copies of this Budget Ordinance No. (2026) 681-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 7th day of January 2026.

 KEN DULL
 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 Dull and Board of Aldermen

From: Haynes Brigman, Town Manager

Subject: **Changes to Town's Pay and Classification Plan**

Date: January 2, 2026

After approving the salary adjustments for staff during the November 18th Alderman meeting, additional administrative and organizational changes are needed to better incorporate these changes and allow for future market and performance adjustments for employees. The following adjustments to the Town's Salary Grades, job descriptions, and promotional practices in the Police Department are needed to ensure efficient and practical recruitment, retention, and promotional activities in the future.

Key Changes

1. Pay grade alignment. Recommendations are tied to pay grade realignment, not departmental reassignment or individual salary correction. Several job titles are consistently positioned, near, or above pay grade maximums, and some individuals exceed the maximum of their pay range.
2. Job title revisions. Some job titles need to be revised to better match the current job responsibilities or to align better within their department.
3. Police Step Plan. The current step plan is a main cause of pay compression within the Police department. Eliminating the post-promotion increase will help alleviate compression issues within the department.

Summary of Recommendations

Paygrade Changes:

- Maintain the current grades, as they are aligned with the needs of the town and are currently structured to support growth.

- Remove grades 5-10. There are no positions that grades 5 through 10 will sufficiently support, so they will no longer be used. Classify all *full-time* employees in grades 13 or higher.
- Create pay grade 11 for unpaid staff. Create pay grade 12 for part-time staff.
- Adjust pay grades for the identified job titles as noted on the *Authorized Positions* tab. This preserves appropriate salary growth capacity and maintains internal alignment.

Job Title Changes:

- Accounting Technician I/II to *Accounts Payable & Payroll Coordinator* due to change of responsibility.
- Administrative Support Assistant -Utility Billing Tech to *Customer Service & Accounts Receivable Administrator* due to change of responsibility.
- Planner I/Code Enforcement to Senior Planner/Code Enforcement. Will align the skills of the current employee and the level of experience that Town requires for any future openings.
- Administrative Support Assistant to *Administrative Support Specialist, Recreation Programs*. This will align the job title to the other administrative support positions.
- Administrative Support Assistant to *Administrative Support Specialist, Police*. This will align the job title to the other administrative support positions.
- Administrative Support Specialist- Public Works to *Administrative Support Specialist, Public Works*. Grammatical alignment.
- Maintenance Supervisor to *Facilities Maintenance Supervisor*. To align with title adjustments across the department.
- Facilities Maintenance Foreman to *Facilities Maintenance Crew Leader*. To align with title adjustments across the department.
- Equipment Operator/Crew Leader to *Environmental Services Equipment Operator/Crew Leader*. To align with title adjustments across the department.
- Maintenance Technician to *Environment Services Maintenance Technician*. To align with title adjustments across the department.

Ad Hoc Salary Change:

Make one ad hoc salary change to bring a single Parks Maintenance Workers to Grade 13. This will align with all Public Works jobs at entry level 13 (not the crew or supervisor).

Step Change in Police Department:

Removal of the Non-ranking step plan within the Police Department. Promotion from Police Officer I to Police Officer II, or Police Officer II to Officer III will no longer be given a 5% increase after completion of the probationary period. Instead,

a 5% increase will take place at the promotion of the informal rank. Example: Police Officer I to Police Officer II, etc.

Conclusion

The recommended adjustments take the following into consideration:

- The most recent compensation increases in December 2025.
- Supporting future increases due to market growth, external equity, and internal compensation in the form of COLA or merit.
- Addressing current outdated or misaligned job-title or job function by updating job titles and correcting alignment within departments.
- Mitigating future compression within the Police department.

Staff recommends approving the provided changes to the Pay Grades and Job Titles, as well as the elimination of the Step Plan promotional process for the Police Department.

TOWN OF WRIGHTSVILLE BEACH
AUTHORIZED PERMANENT POSITIONS BY PAY RANGE
EFFECTIVE JULY 1, 2025

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPTION	No. of Positions	Range	Recommendations: Paygrade	Recommendations/Justifications
GENERAL ADMINISTRATION 10-4120-0000	Town Manager	1	Unclassified	Unclassified	
	Finance Director/General Administration Director	1	25	29	
	Town Clerk/Executive Assistant	1	20	25	
	Accounting Technician I/II	1	14-15	17	Accounts Payable & Payroll Coordinator
	Administrative Support Assistant-Utility Billing Tech	1	13	16	Customer Service and Accounts Receivable Administrator
	Communications Manager	1	17	18	
HUMAN RESOURCES 10-4130-0000	Human Resources Officer/Safety Officer	1	19	25	Human Resources Officer/Safety Officer
PLANNING AND INSPECTIONS 10-4900-0000	Planning and Inspections Director	1	25	29	
	Building Code Administrator	1	16	18	
	Planner I/Code Enforcement	1	16	21	Senior Planner/Code Enforcement
PARKS AND RECREATION 10-6120-0000	Parks and Recreation Director	1	20	28	
	Administrative Support Assistant	1	13	16	Administrative Support Specialist, Recreation
POLICE 10-4310-0000	Police Chief	1	27	31	
	Police Captain	1	23	28	oversees lieutenants, recruits
	Police Lieutenant	2	22	26	supervises sergeants with 2 squads each, part of command staff
	Police Patrol Sergeant (Detective III)	7	21	23	supervisory: squads or CID
	Police Corporal (Detective II)	6	20	23	
	Master Police Officer (Detective I)	3	19	20	
	Police Officer II	3	18	19	
	Police Officer I	7	17	18	
	Park Ranger II	1	17	18	
	Park Ranger I	1	15	16	
	Executive Assistant to the Chief	1	15	18	
	Administrative Support Assistant	1	13	14	Administrative Support Specialist, Police

TOWN OF WRIGHTSVILLE BEACH
AUTHORIZED PERMANENT POSITIONS BY PAY RANGE
EFFECTIVE JULY 1, 2025

DEPARTMENT/CODE	JOB CLASSIFICATION DESCRIPTION	No. of Positions	Current Paygrade	Recommended: Paygrade	Recommendations/Justifications
FIRE 10-4340-0000	Fire Chief	1	25	29	
	Deputy Fire Chief	1	22	26	
	Fire Captain/Ocean Rescue Director	1	22	26	
	Ocean Rescue Captain/Fire Fighter	1	19	23	
	Fire Captain	3	19	23	
	Fire Lieutenant	3	16	19	
	Engineer	6	14	17	
	PUBLIC WORKS				
ADMINISTRATION 10-4245-0000	Public Works Director	1	26	29	
	Assistant Public Works Director	1	24	27	
	Administrative Support Specialist-Public Works	1	14	16	Administrative Support Specialist, Public Works
FLEET 10-4250-0000	Fleet Maintenance Supervisor	1	18	20	
	Fleet Mechanic	2	15	17	
STREETS /FACILITIES 10-4510-0000	Maintenance Supervisor	1	16	20	Facilities Maintenance Supervisor
	Facilities Maintenance Foreman	1	13	15	Facilities Maintenance Crew Leader
ENVIRONMENTAL SERVICES 10-4710-0000	Maintenance Technician	2	11	13	Facilities Maintenance Technician
	Environmental Services/Stormwater Supervisor	1	16	20	
	Equipment Operator/Crew Leader	2	12	15	Environmental Services Equipment Operator/Crew Leader
PARKS MAINTENANCE 10-6130-0000	Maintenance Technician	2	11	13	Environmental Services Maintenance Technician
	Parks Maintenance Supervisor	1	17	20	
	Park Maintenance Crew Leader	2	12	15	Parks Maintenance Crew Leader
	Park Maintenance Worker	2	11	13	Parks Maintenance Technician
TOTAL NUMBER OF POSITIONS		82			

PAYGRADES 2025/26

GRADE	MINIMUM	MIDPOINT	MAXIMUM	GRADE	MINIMUM	MIDPOINT	MAXIMUM
11	Volunteers, Unpaid Interns			25	76,738	100,689	124,640
12	Paid Part-time staff			26	80,573	105,723	130,873
13	42,727	56,064	69,402	27	84,604	111,010	137,417
14	44,865	58,869	72,873	28	88,833	116,560	144,287
15	47,109	61,813	76,516	29	93,275	122,389	151,502
16	49,463	64,903	80,342	30	97,940	128,508	159,076
17	51,938	68,148	84,358	31	102,836	134,935	167,034
18	54,533	71,556	88,578	32	107,980	141,682	175,384
19	57,262	75,134	93,007	33	113,378	148,766	184,154
20	60,124	78,891	97,659	34	119,046	156,204	193,362
21	63,131	82,838	102,544	35	125,000	164,015	203,031
22	66,290	86,979	107,669	36	131,250	172,217	213,184
23	69,603	91,327	113,051	37	137,813	180,826	223,839
24	73,084	95,895	118,705				



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

To: Mayor Dull and Board of Aldermen
From: Matt Holland, Fire Chief
Subject: Ocean Rescue Pay Adjustment
Date: December 29, 2025

The purpose of this memo is to propose an hourly pay adjustment for Wrightsville Beach Ocean Rescue employees for the 2026 season.

In order to remain competitive with neighboring coastal communities, support employee retention, and continue to recruit qualified and experienced personnel, staff recommends a \$1.00 per hour increase for each Ocean Rescue position for the 2026 season. This adjustment would apply uniformly across all ranks within the Ocean Rescue program. The proposed adjustments are as follows:

2026 Proposed Temporary Salaries

Rank and Hourly Pay	2025 Pay	2026 Request
Guard 1 - Rookie (Additional \$0.50 for EMT)	\$19.50	\$20.50
Guard 2 - 2nd YR Guard	\$20.00	\$21.00
Guard 2 - 2nd YR Guard w/ EMT	\$20.50	\$21.50
Rotator / Zone Supervisor	\$22.00	\$23.00
LT (3-4 positions)	\$24.00	\$25.00

4.6% average increase (2.1% pay increase & 2.5% COLA)

Ocean Rescue personnel provide critical public safety services, including water rescues, medical response, and preventative beach safety operations during peak tourist seasons. The demands of the position, combined with rising cost-of-living pressures and increased competition for seasonal public safety staff, make maintaining competitive compensation essential to sustaining program effectiveness and staffing levels.

The proposed increase represents a modest and predictable adjustment that recognizes the responsibilities and professionalism of Ocean Rescue staff while helping ensure Wrightsville Beach remains an employer of choice for seasonal public safety personnel.

Staff respectfully request the Board of Aldermen's consideration and approval of this proposed pay adjustment as part of planning for the 2026 Ocean Rescue season.

WRIGHTSVILLE BEACH OCEAN RESCUE

2026 SALARY INCREASE



2026 Proposed Temporary Salaries

Rank and Hourly Pay	2025 Pay	2026 Request
Guard 1 - Rookie (Additional \$0.50 for EMT)	\$19.50	\$20.50
Guard 2 - 2nd YR Guard	\$20.00	\$21.00
Guard 2 - 2nd YR Guard w/ EMT	\$20.50	\$21.50
Rotator / Zone Supervisor	\$22.00	\$23.00
LT (3-4 positions)	\$24.00	\$25.00

4.6% average increase (2.1% pay increase & 2.5% COLA)

2026 Salary Assessment

AGENCY	PAY
Carolina Beach (2025 season was \$18.00)	\$19.00 + COLA
Corolla - Sign on Bonus	\$21.00 + Bonus
Nags Head - \$600 - \$1000 Bonus & Housing	\$20.00-\$24.75
North Myrtle Beach - \$100 - \$500 weekly bonus	\$18.00-\$20.00
Kiawah Beach	\$21.00
Kure Beach	\$19.50 - \$20.00

Budget Amendment

JAN '25 to JUL '25 Salary Projections	\$272,000
4.6% Raise	\$12,600
JAN '25 to JUL '25 Salary Total	\$284,600
Current Salary Budget (December 2025)	\$342,000
Projected Remaining Appropriations	\$57,000

Due to conservative budgeting and efficient fiscal management, the proposed increase can be achieved within the existing budget and will not require a budget amendment.



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider appointments to the Planning Board.**
Date: January 7, 2026

Issue/Action Requested:

Appoint 3 individuals to the Planning Board to terms ending in January 2028.

Background/Purpose of Request:

The terms of Neal Braggi, Margaret Baggett and Adam Keen expire in January 2026. Braggi is ineligible for reappointment due to having served 3 full terms and Baggett is ineligible having been elected to the Board of Aldermen. Keen is eligible for reappointment. Attached is the current roster and applications received.

Town Manager's Recommendation:

Appoint 3 members of the Planning Board to terms ending January 2028.

Attachments:

1. Planning Board Roster 2025-2027 5-8-25 update
2. Planning Board Ballot
3. Adam Keen - Planning Board
4. Danny Gillis - Planning Board
5. Jeff Turpin - Planning Board
6. Lynne Galloway - Planning Board
7. Nathan Singerman - Planning Board
8. Tim Winslow - Planning Board

PLANNING BOARD – 01-9-25

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 910-620-2302 (c) c_brunjes@yahoo.com	Appointed 01-14-21 Reappointed 01-12-23 Reappointed 1/9/25	Third Term Expires January, 2027
David Wortman, Chair 211 Lees Cut 910-231-9606 dwortman13@yahoo.com	Appointed 01-12-23 Reappointed 1-9-25	Second Term Expires January, 2027
Margaret Baggett 13 Shore Drive 910-470-1385 margaretbaggett13@gmail.com	Appointed 01-11-24	First Term Expires January, 2026
James C. Smith 54 Pelican Drive 910-599-7004 jsmith4030@aol.com	Appointed 05-08-25 To fill Andrew Cooke unexpired term	First Term (partial) Expires January, 2027
Leigh Ann Joyner, Vice-Chair 204 South Lumina Avenue 910-274-5635 (h) porchplay@outlook.com	Appointed 01-15-20 To complete Alderman Partin's Term Reappointed 01-14-21 Reappointed 01-12-23 Reappointed 01-09-25	Third Term Expires January, 2027
Adam Keen 119 Cypress Ave. 919-921-2619 APK1208@gmail.com	Appointed 01-11-24	First Term Expires January, 2026

BALLOT
January 7, 2026

PLANNING BOARD APPOINTMENTS
For THREE Terms That Will Expire 2028

Place a check (✓) by **THREE** applicants.

APPLICANT	VOTE
Adam Keen – For Reappointment	
Danny Gillis	
Jeff Turpin	
Lynne Galloway	
Nathan Singerman	
Tim Winslow	
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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

"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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

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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): Jeff W Turpin

Street Address: 105 Island Drive

Mailing Address: _____

Telephone: (Home) 910-619-7941

(Business) _____

E-Mail Address: Jeff.turpin1958@gmail.com

Occupation: Former CEO - VPS convenience Store Grp (Scotchman stores) – retired 2016

Education: BS Accounting, Retired CPA

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:

Commercial real estate investor and developer – 2015 to current

Former CEO - 430 store retail group (8 states) – 2008 to 2015 (sold), Former CEO - 180 store retail group (2 states) – 2016 (sold)

Retired CPA, Deloitte (audit) – 11 years (public sector, manufacturing, retail)

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

Interest in being of service to the Town and the Citizens of Wrightsville beach

Number of Years as Resident: (16) Sixteen

Submittal Date: 12-19-2025



**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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

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



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): Nathan Harrill Singerman

Street Address: 17B Coral Drive, Wrightsville Beach NC 28480

Mailing Address: 17B Coral Drive, Wrightsville Beach NC 28480

Telephone: (Home) 252-258-6000 (Business) N/A

E-Mail Address: nathansingerman@gmail.com

Occupation: Pharmaceutical Marketing

Education: BSBA (UNC-Chapel Hill), MBA (East Carolina University)

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:

***Please see attached

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

***Please see attached

Number of Years as Resident: 4

Submittal Date: 11/10/2025

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:

Professionally, I have worked in the pharmaceutical industry for 24 years. Through various sales, operations, and marketing roles, I have developed my skills in consensus-building, data-driven decision-making, and translating complex regulations into actionable plans, which I believe will enable me to contribute effectively to the board's mission of guiding responsible growth in Wrightsville Beach.

Personally, I have volunteered on numerous boards (to include WB BOA) and Homeowners Associations where I sought resident/member input, developed responsible budgets, and navigated issues to deliver outcomes that best served the majority of stakeholders. These positions developed my expertise in mediating diverse viewpoints, developing and interpreting planning documents, and prioritizing long-term community resilience—skills that translate to understanding the issues before the Wrightsville Beach Planning Board.

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

I am interested in serving on the Wrightsville Beach Planning Board because I believe effective municipal decisions must be thoughtful, objective, and prioritize the long-term well-being of our residents. I approach complex issues by gathering facts, listening to diverse perspectives, and evaluating options without personal bias. Wrightsville Beach faces unique challenges—coastal resilience, balanced growth, and preserving our small-town character—and I am committed to analyzing each issue that comes before the board through a clear, evidence-based lens to ensure decisions protect property values, public safety, and the natural beauty that defines our community.

I believe in inclusive deliberation and value public input, as every resident's voice deserves consideration. Whether reviewing variances, comprehensive plans, or zoning updates, I will ask probing questions, anticipate unintended consequences, and seek sustainable solutions that serve homeowners, renters, businesses, and future generations alike.

Ultimately, my motivation is simple—to serve the residents of Wrightsville Beach by safeguarding the qualities that make our town exceptional. I would be honored to contribute impartial judgment and careful stewardship to the Planning Board.



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): TIMOTHY M. WINSLOW

Street Address: 900 SCHLOSS ST WB

Mailing Address: SAME

Telephone: (Home) 910-620-7152 (Business)

E-Mail Address: KEIKIWIN@aol.com

Occupation: MD

Education: MD

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:

WRIGHTSVILLE BEACH PARK & REC 2023 - present

US Army MAJ Medical Corps

Long time Real Estate Investor

Medical Director Novant & Dasher Hospital

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

Continued interest in Park & Rec

I HAVE HAD A Long term interest in future Planning

for WB & DESIRE to serve on PLANNING BOARD

Number of Years as Resident: 24

Submittal Date: 11-16-2025



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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider appointments to the Parks & Recreation Advisory Committee.**
Date: January 7, 2026

Issue/Action Requested:

Appoint 2 persons to terms ending January 2028 and 2 persons to terms ending January 2027 to the Parks & Recreation Advisory Committee.

Background/Purpose of Request:

The terms of Tim Winslow and Sami Winter expire in January 2026 and both are eligible for reappointment. Margaret Baggett has a term ending in 2027 but is ineligible for reappointment due to having been elected to the Board of Aldermen. There also is a vacancy for a term ending January 2027 due to the resignation of Jim Chaffins.

Town Manager's Recommendation:

Appoint 2 persons to terms ending January 2028 and 2 persons to terms ending January 2027 to the Parks & Recreation Advisory Committee.

Attachments:

1. Parks & Rec. Adv. Comm. Roster 2024-2026 12-15-25 Update
2. Parks & Recreation Advisory Comm. Ballot
3. Jim Smith - P&R Advisory Comm.
4. Sami Winter - P&R Adv. Committee
5. Tali Robich - P&R Advisory Comm.
6. Tim Winslow - P&R Advisory Comm.
7. David Dupont - Parks & Rec. Adv. Committee
8. Joanne Allen - Parks & Rec. Adv. Comm.

PARKS AND RECREATION ADVISORY COMMITTEE
TWO-YEAR TERMS
(Three Consecutive Terms)
12-15-25

NAME/ADDRESS	APPOINTMENT HISTORY	TERM
Jason Bendjy 107 Live Oak Drive 631-678-8100 jbendjy@gmail.com	Appointed 1-9-25	First Term Expires January 2027
Vacant		Unexpired Term ending January 2027
Margaret Baggett 13 Shore Drive 910-470-1385 margaretbaggett13@gmail.com	Appointed 1-9-25	First Term Expires January 2027
Mindy Gillis 7 N. Ridge Lane 703-587-9786 mindygillis@gmail.com	Appointed 1-9-25	First Term Expires January 2027
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 Reappointed 1-9-25	Third Term Expires January 2027

BALLOT

January 7, 2026

**PARKS AND RECREATION ADVISORY COMMITTEE
APPOINTMENTS
For TWO Terms That Will Expire 2028
And
For TWO Terms that Will Expire 2027**

Place a check (√) below

APPLICANT	VOTE
Two Terms Expiring 2028:	
Tim Winslow – For Reappointment	
Sami Winter – For Reappointment	
Tali Robich	
Jim Smith	
David DuPont	
Joanne Allen	
Two Terms Expiring 2027:	
Tim Winslow – For Reappointment	
Sami Winter – For Reappointment	
Tali Robich	
Jim Smith	
David DuPont	
Joanne Allen	

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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

"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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

"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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

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



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):

TIMOTHY M. WINSLOW

Street Address:

900 SCHLOSS ST WB

Mailing Address:

SAME

Telephone: (Home)

910-620-7152 (Business)

E-Mail Address:

KEIKIWIN@aol.com

Occupation:

MD

Education:

MD

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:

WRIGHTSVILLE BEACH PARK & REC 2023 - present

US ARMY MAJ MEDICAL CORPS

LONG TIME REAL ESTATE INVESTOR

MEDICAL DIRECTOR NOVANT & DARTMOUTH HOSPITAL

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

CONTINUED INTEREST IN PARK & REC

I HAVE HAD A LONG TERM INTEREST IN FUTURE PLANNING

FOR WB & DESIRE TO SERVE ON PLANNING BOARD

Number of Years as Resident:

24

Submittal Date:

11-16-2025



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 Victor Dupont

Street Address: 828 Schloss Street, WB

Mailing Address: Same

Telephone: (Home) 336-817-5098 (c) (Business) 910-509-0513

E-Mail Address: davedupont2@gmail.com

Occupation: Financial Advisor

Education: B.A. Business Management, B.A. Economics, NC State 1988

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:

Sponsor, participant - Swim the Loop. Volunteer Captain, participant - Ironman 70.3.
Volunteer, participant, WB Sprint Triathlon. Active runner, biker, and swimmer
in WB. Pickleball player @ WB Park. Playground user w/Grandkids.

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

I want to work to help build on the improvements that have been made recently.
I'm especially interested in creating safer space for walkers, runners, and cyclists.

Number of Years as Resident: 12 full-time

Submittal Date: 12-29-25

"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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider appointments to the Historic Landmark Commission.**
Date: January 7, 2026

Issue/Action Requested:

Appoint 3 individuals to terms on the Historic Landmark Commission.

Background/Purpose of Request:

The terms of R. Henry Temple and Amy Sweyer expire in January 2026. Both are eligible for reappointment. In addition, there is a vacancy for a term ending January 2027.

Town Manager's Recommendation:

Appoint 2 persons to terms ending January 2028 and 1 person to a term ending January 2027.

Attachments:

1. Historic Landmark Commission Roster 2025-2027
2. Historic Landmark Commission Ballot
3. Amy Sweyer - Historic Landmark Commission
4. R. Henry Temple - Historic Landmark
5. Lee Williams - Historic Landmark Commission

HISTORIC LANDMARK COMMISSION
TWO-YEAR TERMS
(Can Serve Three Consecutive Terms)
01-09-25

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 910-471-4512 Rhtmd45@icloud.com	Appointed 1/11/24	First Term Expires January 2026
Nancy Faye Craig, Vice-Chair 111 Seaside Lane Wrightsville Beach, NC 28480 910-200-2726 nancyf.craig@gmail.com	Appointed 01-09-25	First Term Expires January 2027
Vacant		Expires January 2027
Martha (Martie) Rice, Chair 104 North Channel Drive Wrightsville Beach, NC 28480 910-599-4078 (h) martiewr104@gmail.com	Appointed 01/14/21 Reappointed 01/12/23 Reappointed 01/09/25	Third Term Expires January 2027

BALLOT
January 7, 2026

HISTORIC LANDMARK COMMISSION APPOINTMENTS For TWO Terms That Will Expire January 2028 And For ONE Term That Will Expire January 2027 Place a check (√) as indicated below	
APPLICANT	VOTE
Two terms expiring 2028	
Amy Sweyer	
R. Henry Temple	
Lee Williams	
One term expiring 2027	
Amy Sweyer	
R. Henry Temple	
Lee Williams	
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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

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



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): Rufus Henry Temple

Street Address: 210 N Channel Dr.

Mailing Address: Same

Telephone: (Home) 910 471 4512 (Business) _____

E-Mail Address: rhtmd@aol.com

Occupation: retired physician

Education: MD

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:

Very interested in local history, preserving our historical homes and clubs. I have taken courses from the Institute of Government on historical preservation and accommodations

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

Number of Years as Resident: 1990's as voter Submittal Date: 1/30/25

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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): Samuel Lee Williams

Street Address: 146 Driftwood Ct

Mailing Address: PO Box 1605 WB 28480

Telephone: (Home) 919-796-9962 (Business) _____

E-Mail Address: LW1978@gmail.com

Occupation: Financial Advisor

Education: BS in Business Admin East Carolina University

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:

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

Historic Landmark Commission

Number of Years as Resident: 5

Submittal Date: 12/30/2025

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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider appointments to the Board of Adjustment.**
Date: January 7, 2026

Issue/Action Requested:

Appoint 2 persons as regular members and 1 person as an alternate member of the Board of Adjustment to terms ending in January 2029 and appoint 1 person as a regular member to an unexpired term ending in January 2028.

Background/Purpose of Request:

The terms of Neal Briggi and Carolyn Medley as regular members and Jeff Turpin as an alternate member end in January 2026. In addition, there is a vacancy for a term ending in January 2028 due to the resignation of Bill Blair. Jeff Turpin wishes to be appointed as a regular member rather than be reappointed as an alternate member.

Town Manager's Recommendation:

Appoint 2 persons as regular members to terms ending in 2029, 1 person as a regular member to fill an unexpired term ending in 2028, and 1 person as an alternate member to a term ending January 2029.

Attachments:

1. Board of Adjustment Roster update 12-16-25
2. Board of Adjustment Ballot
3. Carolyn Medley - Board of Adjustment
4. Hank Miller - Board of Adjustment
5. Jeff Turpin - Board of Adjustment
6. Neal Briggi - Board of Adjustment
7. Danny Gillis - Board of Adjustment

BOARD OF ADJUSTMENT
THREE YEAR TERMS
12-16-25

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
Vacant		Current Three-Year Term Expires January, 2028
Neal Brigg 4 W. Henderson St. 919-889-4785 n.briggi@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 7, 2026

BOARD OF ADJUSTMENT APPOINTMENTS
For TWO Terms That Will Expire January 2029 as
Regular Members and
For ONE Term That Will Expire January 2029 as
an Alternate Member and
For ONE Term That Will Expire in January 2028 as
a Regular Member

Please select applicants below.

APPLICANT	VOTE
Two Terms expiring 2029:	
Neal Briggi – For reappointment	
Carolyn Medley – For reappointment	
Jeff Turpin	
Hank Miller	
Danny Gillis	
One Term expiring 2028	
Neal Briggi	
Carolyn Medley	
Jeff Turpin	
Hank Miller	
Danny Gillis	
One Term expiring 2029 as Alternate	
Neal Briggi	
Carolyn Medley	
Jeff Turpin	
Hank Miller	
Danny Gillis	
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): Carolyn McMahon Medley

Street Address: 10 North Channel Drive

Mailing Address: _____

Telephone: (Home) 910-520-0007 (Business) 910-763-7363

E-Mail Address: cmedley62@gmail.com

Occupation: Communications

Education: BA, Louisiana State University

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:

current board of adjustment member, appointed on bridge committee (current), former board member YWCA, former board member Cameron Art Museum, former board member Boy Scouts

Please state your interest in serving on the board, commission, and/or committee that you are applying for:
Happy to continue serving on the Board of Adjustment for another term

Number of Years as Resident: 29

Submittal Date: 12-8-25

"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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

_____ has provided me with a clear understanding of the importance of consistency, fairness, and adherence to established procedures when evaluating appeals and variance requests.

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

 and respect for the quasi-judicial process.

Number of Years as Resident: _____

Submittal Date: _____

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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): Jeff W Turpin

Street Address: 105 Island Drive

Mailing Address: _____

Telephone: (Home) 910-619-7941

(Business) _____

E-Mail Address: Jeff.turpin1958@gmail.com

Occupation: Former CEO - VPS convenience Store Grp (Scotchman stores) – retired 2016

Education: BS Accounting, Retired CPA

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:

Commercial real estate investor and developer – 2015 to current

Former CEO - 430 store retail group (8 states) – 2008 to 2015 (sold), Former CEO - 180 store retail group (2 states) – 2016 (sold)

Retired CPA, Deloitte (audit) – 11 years (public sector, manufacturing, retail)

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

Interest in being of service to the Town and the Citizens of Wrightsville beach

Number of Years as Resident: (16) Sixteen

Submittal Date: 12-19-2025



**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): _____

Street Address: _____

Mailing Address: _____

Telephone: (Home) _____ (Business) _____

E-Mail Address: _____

Occupation: _____

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:

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

Number of Years as Resident: _____ Submittal Date: _____

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

MEMORANDUM

To: Mayor Dull and Board of Aldermen
From: Lance Heater, Town Clerk
Subject: **Consider Board of Aldermen assignments to various agencies**
Date: January 7, 2026

Issue/Action Requested:

Designate Board members as the Board's representatives to various agencies.

Background/Purpose of Request:

The Board of Aldermen has appointed its members to represent the Board on the following agencies: 1) Wilmington Urban Area Transportation Organization; 2) Ports, Waterway and Beach Commission; 3) New Hanover County Tourism Development Authority; and 4) Cape Fear Council of Governments. In addition, the Board has appointed: 1) an ex-officio member of the Bridge Replacement Committee; 2) an advisory member of the Wrightsville Beach Marketing Advisory Committee; and 3) a liaison to the Parks & Recreation Advisory Committee.

Town Manager's Recommendation:

Consider designating Board members as representatives on various agencies.

Attachments:

None