

Richard Grant, Mayor
Connie Pletl, Mayor Pro Tem



Alice Derian, ICMA-CM
Town Manager

Aldermen:
Kip Malcolm
Mark Barefoot
Laura Olszewski
Larry Strother

Alexis Stanfield, NCCCC
Town Clerk

MEETING DATE: May 13, 2026

TO: Board of Aldermen

FROM: Public Works Superintendent

DEPARTMENT: Public Works Department

SUBJECT: Request for Change Order Approval – Contract Amendment 2026-26.49

SUMMARY:

The Board previously approved award of the project to MRM Construction for demolition of the existing crossover and construction of a new access after it was determined the existing structure had encroached onto a private lot. The original project estimate totaled \$56,642.12 with a not-to-exceed authorization of \$60,000.00. Following award, a legal review identified that the original easement documentation listed the property as dedicated to Onslow County rather than the Town of North Topsail Beach, resulting in a temporary hold on construction pending clarification.

This finding initiated additional coordination between Planning & Zoning and Permitting staff, resulting in a new permitting review and resubmittal requirement. The Permitting Department has since identified the following additional requirements:

- V-Zone Certificate
- Engineered building plans
- Updated property survey

These items were not included in the original scope or cost estimates, as they were not identified as requirements during initial project development. The need for these additional documents arose only after the legal review identified discrepancies in easement dedication.

To address the expanded scope associated with permitting compliance and ensure the project can proceed without further delay, staff is requesting an increase to the authorized contract amount, including:

- \$10,000.00 for additional scope and permitting-related requirements, and
- A 10% contingency allowance to cover incidental costs or unforeseen conditions during construction

This adjustment increases the total authorized amount from \$60,000.00 to \$77,000.00.

SPECIFIC ACTION REQUESTED:

Approval of Change Order and Contract Amendment 2026-26.49

Budget vs Actual

NORTH TOPSAIL BEACH
4/9/2026 12:20:00 PM

Period Ending 6/30/2026

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30 SHORELINE PROTECTION							
Expenses							
30-710-08 LEASE PAYMENTS	36,900	0.00	0.00	0.00	36,900.00	0.00	100%
30-710-10 BEACH LOBBYIST CONTRACT	61,300	19,417.82	0.00	0.00	41,914.31	(32.13)	100%
30-710-12 BEACH/ACCESS MAINTENANCE	138,100	6,410.66	0.00	441.05	18,306.02	113,383.32	18%
30-710-14 BEACH MEETINGS / CONFERENCES	20,000	0.00	0.00	0.00	5,642.23	14,357.77	28%
30-710-15 M & R DUNE/CROSSWALK	140,000	60,000.00	0.00	0.00	0.00	80,000.00	43%
30-710-45 CONTRACTED SERVICES	305,070	278,186.80	0.00	0.00	14,883.20	12,000.00	96%
30-710-59 SEA OATS PROGRAM	37,000	27,280.00	0.00	0.00	0.00	9,720.00	74%
SHORELINE PROTECTION Totals:	738,370	391,295.28	0.00	441.05	117,645.76	229,428.96	69%

CURRENT ENCUMBRANCE OF \$60,000 IS FOR PREVIOUSLY APPROVED PO5630.

THE ADDITIONAL REQUEST WITHIN THIS CHANGE ORDER TOTALS \$17,000.

ONCE APPROVED, THE VARIANCE WILL BE \$63,000.

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Wayne Johannessen
 Digitally signed by Wayne Johannessen
 Date: 2026.04.23 10:01:11 -04'00'
 (Signature of finance officer).

Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, NC 28460
(910) 328-1349

PURCHASE ORDER

PO Number: 5630 **Date:** 02/12/2026

Vendor #: MRM CONST

ISSUED TO: MRM CONSTRUCTION, LLC
688 SOUTH NC HWY 111

SHIP TO: North Topsail Beach Town Hall
2008 Loggerhead Court
North Tospail Beach, NC 2846

CHINQUAPIN NC 28521

ITEM	UNITS	DESCRIPTION	GL ACCT #	PRICE	AMOUNT
	1	OLD NTB40 BEACH ACCESS RELOCATION	30-710-15	\$60,000.00	\$60,000.00

ORIGINAL PO AWARD WAS \$60,000
CHANGE ORDER DUE TO SCOPE INCREASE \$10,000.00
+ ADDITIONAL 10% FOR UNFORECASTED INSCREASES OR INCIDENTALS.
NEW REQUESTED AMOUNT FOR AUTHORIZED CA 2026-26.42 IS \$77,000.00. -CDH

"THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER
REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL
CONTROL ACT."

Total Purchase Order Amount: \$60,000.00

Wayne Johannessen

Digitally signed by Wayne Johannessen
Date: 2026.02.17 16:19:39 -05'00'

Date: 02/17/2026

1. Original Invoice must be sent to: Town of North Topsail Beach, 2008 Loggerhead Ct North Topsail Beach, N.C. 28460
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The Town is not exempt from Federal excise tax, State, nor County taxes.

By acceptance of this purchase order, vendors, contractors, and/or subcontractors affirm they are not listed and will not utilize a subcontractor listed on the Final Divestments List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4, Iran Divestment Act Certification.

FINANCE DEPT: (910) 328-1349

Posted Purchase Orders

NORTH TOPSAIL BEACH

02/17/2026 04:20 PM

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Distribution amounts have been encumbered as of the PO Date.

<u>PO Number</u>	<u>PO Date</u>	<u>Vendor</u>	<u>Department</u>	<u>PO Amount</u>
5630	02/12/2026	MRM CONST - MRM CONSTRUCTION, LLC		\$60,000.00

<u>GL Acct</u>	<u>Stock #</u>	<u>Item Description</u>	<u>Qty</u>	<u>Price</u>	<u>Item Total</u>
30-710-15		OLD NTB40 BEACH ACCESS RELOCATION	1	\$60,000.00	\$60,000.00

Total Purchase Orders: \$60,000.00

**ORDINANCE NO. CA 2026-26.42
TOWN OF NORTH TOPSAIL BEACH, NC**

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the project to relocate the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road contract is hereby awarded to MRM Construction.

Section I: In accordance with Ordinance 2025-25.25 Limited Town Manager's Contracting Authority to contracts under \$40,000 without Board Approval.

Section II: Relocation of the Old NTB40 Beach Access adjacent to 1388 New River Inlet Road and authorize award of the project to MRM Construction in the amount of \$60,000.00.

Section III: The Finance Officer has determined sufficient funds are available In Fund 30-710-15 has sufficient funds for this project. Current balance is \$140,000.

Section IV: The Town Board authorizes the Town Manager, Town Attorney and Finance Officer to finalize the contract documents before a Notice to Proceed is Issued.

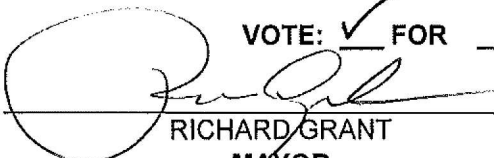
Section V: The Town Board authorizes the Town Manager to execute the Contract and hereby authorizes the Town Manager to approve payments to MRM Construction up to \$60,000.00, subject to a pre-audit certificate thereon by the Town's Finance Officer.

Section VI: Copies of this ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Adopted this 11th Day of February 2026.

Motion made by Alderman Malcolm, 2nd by Alderman Olszewski

VOTE: FOR AGAINST ABSENT



RICHARD GRANT
MAYOR



WAYNE JOHANNESSEN
FINANCE OFFICER



Formal Proposal

January 21, 2026

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Project Specifications

1388 NRI Adjacent Crossover Demolition and Rebuild

C00/Build New Crossover As Designed

DECKS AND PORCHES

- Materials to build new crossover as per the design submitted with treated lumber and stainless steel through bolts and screws
- Labor to build new crossover as per the design submitted

Sub-Total is \$52,936.56

Project Cost is \$52,936.56

Sales Tax: \$3,705.56

Total Cost is \$56,642.12

I. Materials

MRM will provide all labor and materials for the project as outlined in the quote.

II. Project Schedule and Payment Terms

The project schedule will adhere to the following timelines:

- 2 – 3 weeks for CAMA approvals and permitting
- Construction to be completed within 3-4 weeks of permitting
- Total timeframe for project will be 5 – 7 weeks from receipt of approved purchase order

Payment Terms for the full contract price of \$56,642.12 are as follows:

- \$20,000.00 materials invoice will be issued once materials are delivered to job site
- \$36,642.12 will be invoiced upon successful completion of the project

Note that the project schedule is an estimate only and may be impacted by weather and materials availability.

III. Contract Modification

If the client wishes to make any changes to this contract, including but not limited to more work, different work, less work, and/or time frame, then the homeowner agrees to discuss such things with the project manager. The client will not discuss changes with any other employee or subcontractor of MRM. Once it is discussed, a written agreement will be signed by both parties.

IV. Changes in Elevations/Coastal Shoreline

This agreement is based solely on the observations MRM and its representatives were able to make at the time this agreement was bid. If changes in elevations or shoreline occur as a result of dune renourishment or storm activity, MRM will notify client so that a change order may be executed for any additional work that may be required.

V. Independent Contract Status

MRM Construction, LLC is a general contractor in good standing and licensed by the state of North Carolina under NC GCL 74822. It is agreed that the company shall perform the specified work as an independent contract and will subcontract any work deemed necessary. MRM relies upon product and installation warranties provided by subcontractors. MRM will help navigate any issues that may arise but offers no warranty, express or otherwise, over and above that which is offered by its subcontractors.

VI. Equipment on site and Work Scheduling

The client agrees to allow MRM to have equipment, dumpsters, and trailers on site when necessary. The client and project manager will agree upon a work schedule and will promptly discuss changes as they are needed. Availability of materials and subcontractors as well as weather play a large role in project timelines. MRM will do its best to mitigate impacts of unforeseen situations by exploring and presenting alternative solutions when needed.

VII. Contract Agreement

All agreements between the client and MRM related to the specified work are incorporated in this contract. If a problem arises that cannot be resolved with or by the project manager, the client is encouraged to speak with M. Ray Macleod, the owner of MRM, at 888.505.0216 ext. 5. If any disagreements arise concerning this project that the client and MRM cannot resolve by working together in good faith, they shall use an arbitrator that is paid for 50%/50%.

ACCEPTANCE OF PROPOSAL

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined in this contract.

Signature *Alice Davis* Date: 02/12/2026

This instrument has been preaudited in the manner required by the "Local Government Budget and Fiscal Control Act" by the Finance Officer of North Topsail Beach.

Signature: *Wayne Johannessen* Date: 02/12/2026
Finance Officer



North Topsail Beach > 1388 NRI Crossover

December 12, 2025

Submitted by:

MRM Construction LLC
1099 Gum Branch Rd.
Jacksonville, NC 28540
Business: 888-505-0216
Business: mrmconstruction.builders@gmail.com

Submitted to:

North Topsail Beach
2008 Loggerhead CT
North Topsail Beach, NC 28460

Project Information:

December 08, 2025
1388 NRI Crossover

C00|Materials:

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Materials to build new crossover as per the design submitted with treated lumber, galvanized through bolts, and stainless steel screws	\$14,639.87	0	\$0.00	\$14,639.87
				\$14,639.87	0	\$0.00	\$14,639.87

C00 | Materials Sub-Total is: \$14,639.87

C01|Labor:

Category	Qty	Type	Description	Material	Lab. Hours	Labor	Total
18 DECKS AND PORCHES	1	Pieces	Labor to build new crossover as per the design submitted	\$0.00	291.67	\$33,180.00	\$33,180.00
				\$0.00	291.67	\$33,180.00	\$33,180.00

C01 | Labor Sub-Total is: \$33,180.00

\$14,639.87 291.67 \$33,180.00 \$47,819.87

Total Project Base Bid is \$47,819.87
Sales Tax \$ 3,347.39
Total Bid is \$51,167.26

Optional Add-on:

- Use stainless steel through bolts for extended longevity. Substitution adds \$5,116.59 to project base bid and \$358.16 in sales tax

Project Duration:

- Work will commence on permitting and CAMA approvals immediately upon receipt of approved purchase order. We estimate two weeks for permitting and approvals
- Construction will be completed within 3 – 4 weeks of permitting and approvals as long as there are no delays due to weather and materials availability









MRM Contract

Final Audit Report

2026-02-12

Created:	2026-02-12
By:	Alexis Stanfield (astanfield@NORTHTOPSAILBEACHNC.GOV)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKZI3WbbOIDtrYskEsqLbody60JLz5AkB

"MRM Contract" History

-  Document created by Alexis Stanfield (astanfield@NORTHTOPSAILBEACHNC.GOV)
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-  Document emailed to Wayne Johannessen (wjohannessen@NORTHTOPSAILBEACHNC.GOV) for signature
2026-02-12 - 8:41:07 PM GMT
-  Email viewed by Wayne Johannessen (wjohannessen@NORTHTOPSAILBEACHNC.GOV)
2026-02-12 - 8:42:07 PM GMT
-  Document e-signed by Wayne Johannessen (wjohannessen@NORTHTOPSAILBEACHNC.GOV)
Signature Date: 2026-02-12 - 8:43:32 PM GMT - Time Source: server
-  Document emailed to Alice Derian (aderian@northtopsailbeachnc.gov) for signature
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-  Email viewed by Alice Derian (aderian@northtopsailbeachnc.gov)
2026-02-12 - 8:44:15 PM GMT
-  Document e-signed by Alice Derian (aderian@northtopsailbeachnc.gov)
Signature Date: 2026-02-12 - 8:45:08 PM GMT - Time Source: server
-  Agreement completed.
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