



BOARD OF ALDERMEN
AGENDA ITEM
09/03/25

ISSUE: Budget Amendments 2026-26.15 and 2026-26.16

PRESENTED BY: Kim Weaver, Deputy Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50
Capital Improvement Fund - 12

Background: Fire Station #2 Fund 50 WB Brawley CO #8 is \$2,404.44 for additional structural support that is 15ft below the roof. This is funded by a Transfer from Fund 12 Capital Improvement Fund. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #8.

Attachments: Budget Amendment 2026-26.15 Fund 50, Budget Amendment 2026-26.16 Fund 12 and WB Brawley Change Order #8.

Recommendation: Approve Amendments as recommended.

Action Needed: Yes

Suggested Motion: "I, _____, make a motion to approve Budget Amendments 2026-26.15 and 2026-26.16 as presented; to include the Change Order #8 for WB Brawley."

Funds: 50 and 12

Follow Up: Deputy Finance Officer

ORDINANCE NO. 2026 -26.15
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I: This Ordinance is to amend the Fire Station #2 (Fund 50).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)	Amended Project
ESTIMATED REVENUES			
50-330-00 Loan Proceeds	5,600,000	-	5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,198,757	2,404 (1)	1,201,161
50-399-02 T/I Fund 10 General Fund	232,000	-	232,000
Total Revenues	7,030,757	2,404	7,033,161
APPROPRIATIONS			
Capital Improvements			
50-450-02 Construction Costs	6,243,905	2,404 (1)	6,246,309
50-450-05 Environmental Testing (ECS)	66,823	-	66,823
50-450-07 Construction Administration (BM)	420,463	-	420,463
50-450-11 Contingency	65,516	-	65,516
50-450-13 Utilities	2,050	-	2,050
50-450-74 Capital Outlay	232,000	-	232,000
Total Appropriations	7,030,757	2,404	7,033,161

- (1) WB Brawley CO #8 is \$2,404.44 for additional structural support that is 15ft below the roof. This is funded by a Transfer from Fund 12 Capital Improvement Fund. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #8.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This capital project ordinance expires when the Fire Station is completed.

Adopted this 3rd Day of September 2025.

Motion made by _____, 2nd by _____

VOTE: __ FOR __ AGAINST __ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY
FINANCE OFFICER

ORDINANCE NO. 2026-26.16
TOWN OF NORTH TOPSAIL BEACH, NC
Ordinance Amending the 2025-26 Capital Improvement Fund (12)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that the following annual budget ordinance is hereby amended:

Section I: Estimated Revenues and Appropriations. Capital Improvement Fund is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2025-26 Amended Budget	Increase (Decrease)	2025-26 Amended Budget
ESTIMATED REVENUES			
12-301-00 PROPERTY TAX (.07)	1,157,116	-	1,157,116
12-301-03 ONSLOW COUNTY FIRE TAX	486,026	-	486,026
Total Revenues	1,643,142	-	1,643,142
APPROPRIATIONS			
12-440-01 FIRE STATION #2 PRINCIPAL DEBT	373,334	-	373,334
12-440-02 FIRE STATION #2 INTEREST DEBT	198,091	-	198,091
12-440-03 JOENC FIRE TRUCK PRINCIPAL ONLY DEBT	17,500		17,500
12-750-03 BIKE PATH PROJECT	100,000	-	100,000
12-750-04 PUBLIC WORKDS BUILDING PROJECT	20,000	-	20,000
12-750-11 FUTURE CAPITAL IMPROVEMENTS	718,344	(2,404)	(1) 715,940
12-750-45 TAX COLLECTION FEES	17,116		17,116
12-998-02 TRANSFER OUT TO FUND 50 FIRE STATION	198,757	2,404	(1) 201,161
Total Appropriations	1,643,142	-	1,643,142

- (1) Transfer \$2,404.44 to Fire Station #2 for the WB Brawley CO#8. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #8.

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

Adopted this 3rd Day of September 2025.

Motion made by _____, 2nd by _____

VOTE: ___ FOR ___ AGAINST ___ ABSENT

JOANN MCDERMON, MAYOR

KIM WEAVER, DEPUTY FINANCE
OFFICER



Document G701® – 2017

Change Order

PROJECT: (Name and address)
North Topsail Beach Fire Station #2
3304 Gray Street
North Topsail Beach, North Carolina
28460

CONTRACT INFORMATION:
Contract For: General Construction
Date: March 5, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 08
Date: August 7, 2025

OWNER: (Name and address)
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina
28460

ARCHITECT: (Name and address)
Becker Morgan Group, Inc.
3333 Jaeckle Drive, Suite 120
Wilmington, North Carolina 28403

CONTRACTOR: (Name and address)
WB Brawley Company
3314 Jaeckle Drive, Suite 120
Wilmington, North Carolina 28403

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCO 21R1: Wall Above Corridor 122

The original Contract Sum was	\$	6,102,689.00
The net change by previously authorized Change Orders	\$	114,624.98
The Contract Sum prior to this Change Order was	\$	6,217,313.98
The Contract Sum will be increased by this Change Order in the amount of	\$	2,404.44
The new Contract Sum including this Change Order will be	\$	6,219,718.42 **
The Contract Time will be unchanged by Zero (0) days.	** CCD#1	\$ 26,590.01
The new date of Substantial Completion will be April 12, 2025	Total Inc CCD#1	\$ 6,246,308.43

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Becker Morgan Group, Inc.
ARCHITECT (Firm name)

SIGNATURE

Ernest W. Olds, AIA / Vice President
PRINTED NAME AND TITLE

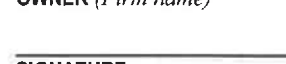
August 7, 2025
DATE

WB Brawley Company
CONTRACTOR (Firm name)
Ryan Luckadoo

SIGNATURE

PRINTED NAME AND TITLE

DATE

Town of North Topsail Beach
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

This Instrument has been preaudited in accordance with the
North Carolina Local Government Budget and Fiscal Control Act.
50-450-02 \$2,404.44

Deputy Finance Officer

Date

BRAWLEY

■ ICT SERVICES ■ CONSTRUCTION ■ INTERIOR DESIGN

To:	Town of North Topsail Beach - Alice Derian	Date:	8/7/2025
Project:	NTB Fire Station #2	PCO #:	21
Project #:	2023342	Client Project #	A/E 2021025.02
Contractor:	WB Brawley Company	Contractor #:	2023342

Description of change:

Costs for providing structural support for the wall above Corridor 122, using MH4 Masonry Header, with CMU wall tying into adjacent walls using #4 rebar every 5ft. Roof elevation will be determined by PCO #20 decision to be provided on 8/6/25, with no cost increase if PCO #20 is approved. Price excludes shop drawings. Price valid if approved by 8/8/25.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)					SUBTOTALS	
1	Total Direct Cost of Materials (Admin supplies and Technology Fee)			\$0.00		
2	Sales Tax (NC, New Hanover)	7.00%		\$0.00		
3	Shipping, Transportation, Fees			\$0.00		
4	Total for Materials & Shipping			\$0.00		
5	Overhead and Profit on Item 4	15%		\$0.00		
						\$0.00
GC Labor:						
6	Total Hours: Project Management	MH/	\$65.00	/HR	\$0.00	
7	Total Hours: Estimator + Admin	2	MH/	\$85.00	/HR	\$170.00
8	Total Hours:		MH/		/HR	\$0.00
9	Total Manhours: Labor		MH/		/HR	\$0.00
10	Payroll Taxes & Insurance	45.0%			\$76.50	
11	Total Labor + Burden				\$246.50	
12	Overhead and Profit on Item 11	15.0%			\$36.98	
						\$283.48
Equipment Rental: (Attach quotes)						
13	Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)					
14	Waste/Dump Fees				\$0.00	
15	Total for Equipment Rental				\$0.00	
16	Overhead and Profit	15.0%			\$0.00	
						\$0.00
Subcontractors: (Attach quotes with material and labor backup)						
17	Citadel Masonry			\$	1,799.30	
18	sub2					
19	sub3					
20	sub4			\$	-	
21	sub5			\$	-	
22	Profit and Overhead	15.0%		\$	269.90	
23	Total					\$ 2,069.20
Subtotal Before Bonds and Insurance					\$ 2,352.68	
GC Bonds and Insurance:						
22.	Insurance			1.10%	\$25.88	
23.	Bonds			1.10%	\$25.88	
Total:					\$ 2,404.44	

Time Extension Request of: 0 day(s) is being requested for this change in scope of work.

Notice to Proceed Date:	3/5/2024
Original Contract Days to Complete:	365
Original Substantial Completion Date:	3/5/2025
Approved Additional Contract Days to Complete:	38
Approved Revised Total Contract Days to Complete:	403
Approved Revised Substantial Completion Date:	4/12/2025
Proposed Additional Contract Days to Complete:	0
Proposed Adjusted Substantial Completion Date:	4/12/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature:  Matthew W. Brawley Brawley Project Manager	Date: 08/07/2025
Client Representative Approval: _____	Date: _____



CITADEL MASONRY, LLC

5504 Business Drive
Wilmington, NC 28405

PROPOSAL:

Project: N.Topsail Fire Station #2
Location: N.Topsail Beach, NC
Architect:

Date: 8/5/25
Plans:
Dated:
RFC: 9

Description: Per Direction of WB Brawley Company, Citadel Masonry proposes to supply all material, labor and equipment necessary to install MH4 masonry lintel at corridor 122 to support second floor CMU wall as directed via email 8-5-25. **Please provide height required.**

Total Base Bid: \$ 1,799.30

Exclusions: After Hours, Nighttime, Overtime, Weekend Work, Dumpsters/Bins or Anything Not Specifically Mentioned in The Above Inclusions.

Respectfully Submitted,
Citadel Masonry
Jim Leopard
(704) 989-2935
jleopard@citadelmasonryllc.com

Project Name

Project Location

Company Making Request

N.Topsail Fire Station #2

N.Topsail Beach, NC

Citadel Masonry

Reason for Change

Corridor 122 Lintel

Date

August 5, 2025

RFC Number

9

1.		Increase in Labor Costs	\$693.00
2.	01001	Increase or Decrease in Labor Burden 39% Labor Burden	\$270.27
3.		Increase or Decrease in Material Quantities and Costs	\$312.78
4.	01001 04299	Travel Lodging	\$0.00
5.	11000	Equipment Rental	\$200.00
6.		Total Lines 1-5.	\$1,476.05
7		Subcontract Fee of 15%	\$221.41
8		Total Lines 6 & 7	\$1,697.45
9	01120	Insurance 5% Fee	\$84.87
10	01115	Bond 1% Fee	\$16.97
		TOTAL BASE BID	\$1,799.30

Owner


Architect

Contractor

Date

Date

Date

PROJECT NAME:		N.Topsail Fire Station #2		<div><div>CITADELMASONRY</div>Estimate Details</div>					08/05/25			
PROJECT NUMBER:		2406							LABOR TOTAL		TOTAL JOB	
PROJECT LOCATION:		N.Topsail Beach, NC									693.00	
Labor	ITEM DESCRIPTION			UNITS	QUANTITY	UNIT PRICE	Labor		LABOR TOTAL			
04207	CMU Labor			Hours	16	33	\$	528.00	\$ 528.00			
04209									\$ -			
04209									\$ -			
04209									\$ -			
04209									\$ -			
04300									\$ -			
01001	Supervisor Time			Hours	2	50	\$	100.00	\$ 100.00			
04213									\$ -			
04213									\$ -			
01001	PM Time			Hours	1	65	\$	65.00	\$ 65.00			
							\$	-	\$ -			
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								LABOR TOTAL	TOTAL JOB			
TOTALS						\$		693.00	\$ 693.00			