



BOARD OF COMMISSIONERS

MEETING

TUESDAY, FEBRUARY 11<sup>TH</sup>, 2025

7:00PM

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**TOWN OF WHITE LAKE  
BOARD OF COMMISSIONERS  
AGENDA COMMUNIQUE  
FEBRUARY 11, 2025  
7:00 P.M.**

**To:** H. Goldston Womble, Jr., Mayor  
Town Board of Commissioners

**From:** Sean Martin, Town Administrator

**Re:** February 11<sup>th</sup>, 2025, Agenda Items

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- **OPENING & CALL TO ORDER:** 7:00 P.M.
- **INVOCATION:** Mayor H. Goldston Womble, Jr.
- **PLEDGE OF ALLEGIANCE**

**AGENDA ITEMS:**

**1. APPROVE CONSENT AGENDA ITEMS**

The Board is requested to approve the Agenda Consent items as presented. Items 1A through 1E.

**ACTION:** Approve the consent agenda items 1A through 1E as presented.

**A. Agenda Adoption**

The Board shall consider the proposed agenda (to include the Supplemental Agenda, if one if provided) as presented. Board members may by majority vote, add, subtract, or revise the order of items in the agenda. Once approved, the Board should follow the agenda as decided upon.

**B. Approval of Minutes**

January 14<sup>th</sup>, 2025, Regular Meeting minutes (**ITEM #1.B**).  
January 14<sup>th</sup>, 2025, Closed Session minutes.

**C. January Utility Release(s) (\$2,079.68)**

January utility releases (**ITEM #1.C**) (**\$2,079.68**) are submitted for the Board's consideration. All leak release requests have been approved by the Public Works Director.

**D. January Tax Release(s) (\$134.36)**

Reductions, refunds, and releases of tax claims are matters to be decided by the Town's governing body. By NC Statute, tax releases are not to be left to the discretion of the Tax Collector. Once a tax bill has been computed, it can only be released by specific authorization of the governing body (NC General Statute 105-380, 105-381(b), and 105-373(a)(3)). January tax releases (**\$134.36**) (**ITEM #1.D**) are presented for the Board's consideration. All releases have been approved by the Bladen County Tax Administrator's office.

**E. January Tax Refunds(s) (\$25.02)**

Reductions, refunds, and releases of tax claims are matters to be decided by the Town's governing body. By NC Statute, tax refunds are not to be left to the discretion of the Tax Collector. Once a tax bill has been computed, it can only be released by specific authorization of the governing body (NC General Statute 105-380, 105-381(b), and 105-373(a)(3)). All refunds have been approved by the Bladen County Tax Office and are in accordance with the guidelines of the General Statutes. January tax refund(s) **(\$25.02) (ITEM #1.E)** are provided for the Board's consideration.

**2. PRESENTATION(S)**

**A. Space Needs and Conceptual Design Presentation- Mosley Architects Group**

Josh Bennett with Mosely Architects will present a space and conceptual design project for the Town of White Lake Police Department and the White Lake Volunteer Fire Department. **(ITEM #2.A)**.

**3. ADMINISTRATIVE MATTERS**

**A. Project Update(s)**

**1. White Lake "Lake" Water Management Project Update**

Dr. Diane Lauritsen, Ph.D., LIMNOSCIENCES will her monthly report to the Board.

**2. White Lake Water AIA Project Update – DEQ Grant Award Amount - (\$240,500)**

Deepthi Kaylanam, PE with Withers Ravenel has provided an update to the Board for the project progress for the month of January 2025 and the project timeline for the month of February 2025. Town Administrator, Sean Martin, will present the project update **(ITEM #3A.2)**.

**3. Stormwater Ordinance Update**

Sean Martin, Town Administrator, will give a brief update on the Stormwater Ordinance Kick-off from the Planning Board meeting that was on January 16<sup>th</sup>, 2025, at 7:00pm. **(ITEM#3A.3)**

**4. Strategic Plan Workshop Update**

Sean Martin, Town Administrator, will give a brief update on the Town's ongoing Strategic Plan.

**B. Appointment of Budget Officer & Budget Committee**

G.S. 159-9 states each local government and public authority shall appoint a budget officer to serve at the will of the governing board. Staff recommend H. Goldston Womble, Jr., Mayor to serve as the 2025-2026 Fiscal Year Budget Officer and the Board of Commissioners to serve as the 2025-2026 Fiscal Year Budget Committee.

**ACTION:** Appoint H. Goldston Womble, Jr., Mayor to serve as the 2025-2026 Fiscal Year Budget Officer and the Board of Commissioners to serve as the 2025-2026 Fiscal Year Budget Committee.

**C. Presentation of 2025/2026 Fiscal Year Budget Calendar & Activities**

The 2025-2026 Fiscal Year Budget Calendar is provided for the Board's Consideration. G.S. 159-13 states that no later than July 1<sup>st</sup>, the government board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sum recommended in the budget **(ITEM#3C)**.

**ACTION:** Approve Fiscal Year 2025-2026 Budget Calendar and activities as presented.

**D. 2024 Tax Lien Assessment (\$36,019.35)**

In accordance with NCGS 105-369, a total amount of (\$36,019.35) unpaid taxes for the current fiscal year which are liens on real property have been provided for the Board's consideration. Uncollected liens for 2024 and a copy of the current fiscal year listing of taxpayers owing taxes for years 2015 through 2024 are on file in the Tax Collector's office. Staff are requesting posting advertisement of uncollected liens for 2024 taxes at least once before March 1<sup>st</sup> and June 30<sup>th</sup>, 2025. 2024 Tax liens **(\$36,019.35) (ITEM #3D)** are provided for the Board's consideration.

**ACTION:** Approve the 2024 uncollected tax liens posting and advertising as requested.

**E. Engineering Services, PA Water Line Extension Contract**

Staff present the Board with a contract for engineering services to be provided by Engineering Services, PA. This contract will assist with the town's needs for a water line extension. **(AGENDA ITEM #2E)**

**ACTION:** Approve contract with Engineering Services, PA as presented.

**4. RESOLUTION(S)/ORDINANCE(S)**

**A. Budget Ordinance No. 2025-18 Reimbursement of Meters Sandy Ridge Project (\$55,275)**

This amendment is necessary to increase miscellaneous revenue and to increase departmental supplies expenses for the purchase of 201 meters for the Sandy Ridge Project (\$55,275). **(ITEM #4A)**.

**ACTION:** Approve Budget Ordinance Amendment No. 2025-18 as presented.

**5. OTHER BUSINESS/PREVIOUS AGENDA ITEMS**

**A. Departmental Briefings/Reports**

The following departmental reports are provided as information:

- Town Administrator's Report **(ITEM #5A.1)**
- Finance Report **(ITEM #5A.2)**
- Tax Collector's Report **(ITEM #5A.3)**
- Post Office Report **(ITEM #5A.4)**
- Police Department Report **(ITEM #5A.5)**
- Police Department Fuel Report **(ITEM #5A.6)**
- Fire Department Fuel Report **(ITEM #5A.7)**
- Public Works Department Fuel Report **(ITEM #5A.8)**
- Administration Department Fuel Report **(ITEM #5A.9)**

**B. Elizabethtown White Lake Chamber of Annual Awards Gala**

The Elizabethtown White Lake Chamber of Commerce hosted its Annual Chamber Awards Gala “Night of Gratitude” on February 1<sup>st</sup>, 2025, at 6:00pm at the Cape Fear Vineyard and Winery. Town Administrator Sean Martin presented Chief Dale Brennan and Public Worker’s Director Kevin Taylor the Elizabethtown White Lake Chamber of Commerce 2024 “Caring Person(s) Award” for their commitment the community and their continuous efforts assisting Hurricane Helene Western Carolina Victims. (ITEM #5B).

**C. Employee Retirement Recognition- Patricia Kennedy-Taylor**

Ms. Patricia Kennedy-Taylor has served the Town for the past 19 years in the Town Hall. Patricia Kennedy-Taylor retired from her clerk/human resource position on October 1<sup>st</sup>, 2024. A reception will be held prior to the Board of Commissioners Meeting on March 11, 2025, at 6:00pm.

**D. Employee Retirement Recognition- Thomas Rigsbee**

Mr. Thomas Rigsbee has served the Town for the past 17 years in the Public Works Department. Sean Martin, Town Administrator, presented Mr. Rigsbee with a Retirement Award at the 2024 Christmas Luncheon on December 20, 2024 (ITEM #5D).

**E. Employee Years of Service Recognition- Dale Brennan**

Fire Chief Dale Brennan has served the Town for the past 30 years. Sean Martin, Town Administrator, presented Chief Brennan with a Years of Service Award at the 2024 Christmas Luncheon on December 20, 2024 (ITEM #5E).

**F. OSFM Fire Suppression Rating Letter**

The White Lake Volunteer Fire Department recently completed its fire suppression rating survey. This inspection looks for proper staffing levels, sufficient equipment, proper maintenance of equipment, communication capabilities, and overall effectiveness of fire services in North Carolina. Higher ratings also significantly lower homeowners’ insurance rates in that fire district. State Fire Marshal, Brian Taylor stated, “The residents of White Lake and White Lake rural fire district(s) can take comfort in knowing this highly capable team of firefighters from the WLVPD, is safeguarding them and their belongings in case of an emergency”. The White Lake Volunteer Fire Department received a Municipal 4 rating, and a Rual 4/9E rating (ITEM #5F).

**G. Lumber River Council of Governments’ (LRCOG) Advance**

The annual Lumber River Council of Governments’ (LRCOG) Advance will take place on Friday, February 21, 2025, starting at 9:00 am in Raeford, NC. Members can RSVP with Samantha James at srj@lrcog.org or 910-775-9768 no later than February 12, 2025. This year’s Advance is designed as an in-person event. The LRCOG has provided an agenda for the upcoming Advance (ITEM#5G).

**H. White Lake Postal Service Closure- Washington’s Birthday**

In observation of Washington’s Birthday federal holiday, the White Lake Post Office will be closed Monday February 17, 2025. The White Lake Post Office will reopen February 18, 2025, at 10:30am. The Municipal Complex will be operating a normal schedule on February 17, 2025. (ITEM #5H).

**OPEN FORUM:** Three (3) minutes per citizen. Should state name and address.

**CLOSED SESSION:** NCGS 143-318.11(a)(3); NCGS 143-318.11(a)(5); NCGS 143-318.11(a)(6)

**MEETING ADJOURNED**

MINUTES  
OF THE  
WHITE LAKE  
TOWN BOARD OF COMMISSIONERS  
REGULAR MEETING

January 14, 2025

The White Lake Town Board of Commissioners met in regular session at 7:00 p.m. on Tuesday, January 14, 2025, at 1879 White Lake Dr., White Lake, North Carolina. Those present were Mayor H. Goldston Womble, Jr., Mayor Pro-Temp Tim Blount, Commissioners Terri Hawley, Paul Evans, Jake Womble, and Mike Suggs. Commissioner Dean Hilton was absent. Town Administrator Sean Martin, Finance Director Mary Jo Lennon, Public Works Director Kevin Taylor, and Police Chief Bruce Smith were also present. Sean Martin served as Clerk to the Board.

**Invocation**

Mayor H. Goldston Womble, Jr. declared a quorum, called the meeting to order and gave the invocation.

**Pledge of Allegiance**

Commissioner Jake Womble led the reciting of the Pledge of Allegiance.

**Agenda Adoption**

Mayor Womble asked the Board to consider adopting the January 14, 2025 agenda and supplemental agenda as presented. Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT THE JANUARY 14, 2025, AGENDA AS PRESENTED (Unanimous in favor).

**Approval of Minutes**

Mayor Womble called for any corrections and/or additions to the minutes of the December 10, 2024 Regular Meeting. There being no corrections or additions, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO APPROVE THE MINUTES OF THE DECEMBER 10, 2024 REGULAR MEETING AS PRESENTED (Unanimous in favor).

**December Utility Releases (\$3,549.25)**

December utility releases were presented for the Board's consideration. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO APPROVE THE DECEMBER UTILITY RELEASES (\$3,549.25) AS PRESENTED (Unanimous in favor). Said Releases are listed as Exhibit "A". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**December 2024 Statute of Limitations for Collection, GS1-52(1); GS 25-2-725(1), of Delinquent Utility Accounts for years 2019-2020 (\$7,086.81)**

December 2024 Statute of Limitations for Collection were provided for the Board's consideration. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO APPROVE THE DECEMBER 2024 STATUTE OF LIMITATIONS FOR COLLECTION (\$7,086.81) AS PRESENTED (Unanimous in favor). Said Releases are listed as Exhibit "B". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**December 2024 Statute of Limitations on Use of Remedies, GS105-378(a), for uncollected Ad Valorem Taxes for 2014 (\$3,470.55)**

December 2024 Statute of Limitations on Use of Remedies for uncollected Ad Valorem Taxes were provided for the Board's consideration. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO APPROVE THE DECEMBER 2024 STATUTE OF LIMITATIONS ON USE OF REMEDIES (\$3,470.55) AS PRESENTED (Unanimous in favor). Said Releases are listed as Exhibit "C". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**December Tax Releases (\$460.88)**

December tax releases were provided for the Board's consideration. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO APPROVE THE DECEMBER TAX RELEASES (\$460.88) AS PRESENTED (Unanimous in favor). Said Releases are listed as Exhibit "D". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**December Tax Refunds (\$182.36)**

December tax refunds were provided for the Board's consideration. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO APPROVE THE DECEMBER TAX REFUNDS (\$182.36) AS PRESENTED (Unanimous in favor). Said Refunds are listed as Exhibit "E". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**White Lake "Lake" Water Management Project Update**

Town Administrator Sean Martin provided a detailed recap of Dr. Diane Lauritsen's monthly report to the Board as information. Said Report is listed as Exhibit "F". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**Water AIA Project Update**

Sean Martin, Town Administrator presented the project update as information. Said report is listed as Exhibit "G". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**Stormwater Ordinance Kick-Off Update**

Sean Martin, Town Administrator presented the project update as information. Mr. Martin explained that the Planning Board would receive a kick-off presentation at their normally scheduled meeting on January 16<sup>th</sup>, and that the public was welcome to attend. Mr. Martin also stated that he would share these materials with the Board of Commissioners at their next meeting.

**FY 2024-25 Budget Ordinance Amendment #2025-11 (Zoning) (\$56,890)**

The finance office submitted Budget Ordinance Amendment #2025-11 (\$56,890) for the Board's consideration. Amendment is necessary to increase revenue to recognize grant payment #2 received from the Golden LEAF Foundation for the Stormwater Project. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT FY 2024-25 BUDGET ORDINANCE AMENDMENT #2025-11 (ZONING) (\$56,890) AS PRESENTED (Unanimous in favor). Said Budget Ordinance Amendment is listed as Exhibit "G". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**FY 2024-25 Budget Ordinance Amendment #2025-12 (Police) (\$800)**

The finance office submitted Budget Ordinance Amendment #2025-12 (\$800) for the Board's consideration. Amendment is necessary to increase revenue to recognize a reimbursement of a previous employee's (patrol officer) body armor. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT FY 2024-25 BUDGET ORDINANCE AMENDMENT #2025-12 (POLICE) (\$800) AS PRESENTED (Unanimous in favor). Said Budget Ordinance Amendment is listed as Exhibit "H". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**FY 2024-25 Budget Ordinance Amendment #2025-13 (Police) (\$1,800)**

The finance office submitted Budget Ordinance Amendment #2025-13 (\$1,800) for the Board's consideration. Amendment is necessary to increase revenues for donations made to the Police Department (\$1500 CCW Harvest Party & \$300 Private Donation). This amendment also increased Police Departmental Supplies of uniforms and radars that were not previously budgeted in the 2024-2025 fiscal year budget. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT FY 2024-25 BUDGET ORDINANCE AMENDMENT #2025-13



(POLICE) (\$1,800) AS PRESENTED (Unanimous in favor). Said Budget Ordinance Amendment is listed as Exhibit "I". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**FY 2024-25 Budget Ordinance Amendment #2025-14 (Administration) (\$26,000)**

The finance office submitted Budget Ordinance Amendment #2025-14 (\$26,000) for the Board's consideration. Amendment is necessary to increase revenue for the sale of Administrator's 2011 Ford Explorer (\$500) and to increase revenues by a transfer from Unappropriated General Fund Balance (\$25,500) This amendment also increased the appropriate capital outlay for the Administration Department There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT FY 2024-25 BUDGET ORDINANCE AMENDMENT #2025-14 (ADMINISTRATION) (\$26,000) AS PRESENTED (Unanimous in favor). Said Budget Ordinance Amendment is listed as Exhibit "J". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**FY 2024-25 Budget Ordinance Amendment #2025-15 (Water) (\$22,215)**

The finance office submitted Budget Ordinance Amendment #2025-15 (\$22,215) for the Board's consideration. Amendment is necessary to increase revenue by a transfer from Water Unappropriated Fund Balance and to increase the associated maintenance and repairs of wells for unbudgeted well repair. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT FY 2024-25 BUDGET ORDINANCE AMENDMENT #2025-15 (WATER) (\$22,215) AS PRESENTED (Unanimous in favor). Said Budget Ordinance Amendment is listed as Exhibit "K". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**FY 2024-25 Budget Ordinance Amendment #2025-16 (Fire) (\$1,995)**

The finance office submitted Budget Ordinance Amendment #2025-16 (\$1,995) for the Board's consideration. Amendment is necessary to increase revenue to decrease proceeds from OSFM grant and to decrease the associated expense item. This decrease represented a portion (\$1,995) of the grant that was not fully exercised by the department. There being no discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO ADOPT FY 2024-25 BUDGET ORDINANCE AMENDMENT #2025-16 (FIRE) (\$1,995) AS PRESENTED (Unanimous in favor). Said Budget Ordinance Amendment is listed as Exhibit "L". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**Commissioners Concerns/Remarks**

Commissioner Hawley briefly gave an update on the Multi-Use Path, and what she was hoping the next steps would be once the Town's design project (in partnership with NC State) was completed. Commissioner Hawley reiterated the Town's support from key partners on the project.

**Departmental Briefings/Reports**

Department Heads provided brief updates and monthly reports on current activities in their departments.

**December Fuel Reports**

December fuel reports were provided as information.

**Elizabethtown White Lake Chamber of Annual Awards Gala**

Mayor Womble reminded the Board of the Elizabethtown White Lake Chamber of Commerce Annual Chamber Awards Gala taking place on February 1, 2025 at 6:00 PM at Cape Fear Vineyard and Winery. Mayor Womble asked that any Board members interested in attending please notify staff so that arrangements could be made. Said Update is listed as Exhibit "M". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**Save the Date – Fiscal Year 2025-2026 Budget Retreat**

Mayor Womble reminded the Board of the upcoming Budget Retreat for the Fiscal Year 2025-2026 Budget scheduled for March 27, 2025 or April 3<sup>rd</sup>, 2025. Said Update is listed as Exhibit "N". Supporting materials are hereby incorporated by mention and are made a part of these minutes.

**Martin Luther King, Jr. Birthday Municipal Complex Closure**

Mayor Womble indicated the municipal complex would be closed Monday, January 21<sup>st</sup>, 2025 in observance of the Martin Luther King, Jr. Birthday Holiday. Said Announcement is listed as Exhibit "O". Supporting materials are hereby incorporated by mention and are made a part of these minutes

**Martin Luther King, Jr. Birthday Post Office Closure**

Mayor Womble indicated the post office would be closed on Monday, January 21<sup>st</sup>, 2025 in observance of the Martin Luther King, Jr. Birthday Holiday. Said Announcement is listed as Exhibit "P". Supporting materials are hereby incorporated by mention and are made a part of these minutes

**Open Forum**

No public comments received.

**Closed Session: NCGS 143-318.11(a)(4); NCGS 143-318.11(a)(6)**

At approximately 7:42 PM, Mayor Womble asked for a motion to go into Closed Session. There being no further discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO GO INTO CLOSED SESSION AS PRESENTED (Unanimous in favor).

At approximately 7:58 PM, Mayor Womble asked for a motion to go out of Closed Session and back into the open meeting. There being no further discussion, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans TO GO OUT OF CLOSED SESSION AS PRESENTED (Unanimous in favor). Once back in public session, Mayor Womble asked for a motion TO APPOINT TINA MERRITT-SMITH AS TOWN CLERK. There being no further discussion, Commissioner Jake Womble motioned as presented, seconded by Commissioner Paul Evans (Unanimous in favor). Ms. Merritt-Smith will finish the fiscal year in this role before seeking reappointment during the new fiscal year in accordance with Town Ordinance 30.03).

**Meeting Adjourned**

There being no other business to come before the White Lake Town Board of Commissioners, Commissioner Jake Womble moved, seconded by Commissioner Paul Evans THAT THE JANUARY 14, 2025, MEETING BE ADJOURNED (Unanimous in favor).

Respectfully submitted by:

\_\_\_\_\_  
Sean Martin, Town Administrator

Approved:

\_\_\_\_\_  
H. Goldston Womble, Jr., Mayor







CONCEPTUAL DESIGN STUDY



# POLICE AND FIRE CONCEPTUAL DESIGN STUDY

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WHITE LAKE, NORTH CAROLINA

**MOSELEY**ARCHITECTS

ARCHITECT/ENGINEER

RALEIGH, NORTH CAROLINA

April 29, 2024

## Town of White Lake Fire and Police – Conceptual Narrative

April 29, 2024

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### PROJECT OVERVIEW

The Town of White Lake's Police Department operates out of an existing single story building approximately 1,000 square feet in area. The building lacks a defined entrance, and basic security features found in modern police facilities. It is proposed to build a new police headquarters to the west of the existing Town Hall and turn the existing police building over to Public Works for additional office space.

The Fire Department has outgrown their building. They currently occupy three apparatus bays at the fire station, and a fourth bay at the nearby Public Works building. The Bladen County EMS crew stations here and has to keep their vehicle outside due to lack of space. While there appears to be ample space for staff in the dayroom, kitchen, and dining area, there is insufficient space for storage of supplies, and turnout gear, as well as a notable lack of sleeping quarters. Expansion of the existing building to accommodate a fourth apparatus bay is attainable given the buildings configuration, size, construction type, and existing site preparations. However addition of the sleeping quarters requires consideration for the addition of a sprinkler system. The building code does not allow for Residential sleeping quarters in a building without a sprinkler system except for very specific instances.

This report includes narratives for potential building systems a basis for design considerations and rough order of magnitude costs. Attached to this report are the questionnaires completed by Town staff, a building program for each of the departments, proposed floor plans of the facilities, and total project budgets for the Town's use in budgeting for the design and construction of these projects.

### SITE NARRATIVE

The proposed site for the new police headquarters building is located to the west of the existing Town Hall site on Town owned property. The site is properly zoned and will require the demolition of an existing residential structure. Sitework consists of the addition of parking lots, curb and gutter, installation of an 8'-0" high security fence with sliding gates, and code required landscaping. The fire department will remain at its current location. The existing building will be expanded on the plan east and west sides. No additional sitework is proposed as part of this project.

### ARCHITECTURAL NARRATIVE

The Police Headquarters project is generally described as a single-story frame building consisting of IIB construction and a business occupancy. The proposed building is approximately 5,130 square feet in area.

The exterior walls of the Police Headquarters will consist of 8" cold formed steel framing, 5/8" gypsum exterior sheathing, an air space with 2 1/2" spray polyurethane foam insulation, and face brick. The exterior brick is to be sealed with a graffiti release agent. Siding as appropriate will be used on higher elevations of the building. The exterior of the fire station will be complimentary to the existing materials.

Expansion of the fire station will consist of additional pre-engineered metal building apparatus bay with vehicle exhaust extraction, lighting, heating, and storage. The fire station will also be expanded with meeting space and sleeping quarters on the opposite side of the building using the same pre-engineered metal building structure. Additional reinforcing of the existing structure will be required to support the expansion.

Interior windows will consist of 1/4" tempered glazing in aluminum storefront. Exterior windows will consist of a thermally broken aluminum storefront framing system with 1" insulated, low-e,

## Town of White Lake Fire and Police – Conceptual Narrative

April 29, 2024

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tempered glazing. Spandrel glass will be used where a visual outdoor connection is not required or is infeasible. Windows over 12'-0" tall and 6'-0" wide will be constructed from thermally broken aluminum curtainwall with 1" insulated, low-e, tempered glazing. Exterior windowsills will be precast concrete and set at 48" above finished floor in secure areas.

The roof will consist of standing seam metal over rigid insulation. The roof system will have a high Solar Reflectance Index (SRI). The roof will drain to gutters and downspouts and will be connected to an underground stormwater system.

Interior partitions will primarily consist of 5/8" gypsum wall board on 3 5/8" galvanized steel studs, extending to the underside of the roof deck. Gypsum board walls around secure storage areas will have a layer of expanded metal mesh for security and will extend to the underside of the roof deck or floor slab above. Security walls will be grouted solid concrete masonry units with vertical steel reinforcing and will continue to the underside of the roof deck, or the space which they surround will have a security ceiling.

Exterior doors to storage spaces, and mechanical spaces will be painted steel doors in steel frames. All other exterior access doors will be aluminum doors with 1" insulated glazing, set in a thermally broken aluminum storefront frame. Interior doors will be solid core wood doors with 1/4" tempered vision lites, set in painted steel frames. Most exterior and interior doors will be 3'-0" wide by 7'-0" high.

Appliances including stoves, refrigerators, microwaves, and coffee pots will be provided by the owner outside of the construction contract. Equipment including copiers, shredders, and postage machines will be provided by the owner outside of the construction contract. Furniture including chairs, open metal shelving, and file cabinets will be provided by a separate furniture contract.

### INTERIOR FINISHES NARRATIVE

Interior finishes shall be durable, high performance and easy to maintain. All gypsum board walls not scheduled to receive wallcovering will be finished with a durable, low VOC paint formulated for cleaning. Window stools shall be made of a solid surface material for durability. An entry way walk off mat system shall be incorporated into flooring at each main building entrance. The main building vestibule, lobby and waiting area shall be finished with terrazzo flooring, abuse resistant paint finish on walls, a three-dimensional, textured accent wall made of high density, glass reinforced gypsum, and a combination gypsum board / acoustical panel ceiling. The community room finishes shall include carpet, vinyl wallcovering and acoustical wall panels. Private office and open office area interior finishes shall include carpet with rubber base, painted walls and lay-in acoustical panel ceiling. Linoleum flooring shall be used in the briefing room with textile wall covering. Flooring in the fitness area shall be rubber athletic flooring that will extend into the locker area. Walls in the fitness area will be gypsum board with mirrors installed from 3'-0" – 7'-0" above the finish floor level. Main circulation corridors shall include linoleum floors with rubber base and a water based high performance low VOC paint finish which has a high scrub rating on the walls. The corridors will have an impact resistant wainscot, plastic rub rails and corner guards to protect walls from damage by duty belts. Interview rooms will have acoustic wall carpeting and ceiling paneling system to minimize sound transference. Toilet rooms and wet areas shall include porcelain pavers or ceramic tile and base on floor and walls with paint above a tile wainscot. Casework in wet areas including all areas with a sink shall have solid surface counters and cabinetry finished with plastic laminate. General casework in other areas shall have a plastic laminate finish on counters and cabinetry. The identification lab shall have epoxy resin countertops. Countertops in evidence area shall be stainless steel.



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**PUBLIC SAFETY GUIDELINE NARRATIVE**

Entry Vestibule

Within the main entry vestibule there needs to be a vandal resistant call station to allow afterhours visitors to notify dispatch staff of their arrival (or any time when the inner doors to the public lobby must be locked down.) The exiting (panic bar) device on the inner vestibule door at the public lobby is to be equipped with a feature allowing the door to be remotely locked (or unlocked), while always allowing free access out of the building in the event of a fire. The remote locking mechanism provides two functions: One; it may be activated to restrict access into the building if there were to be a disturbance in the lobby and, Two; if an after-hours visitor arrives in immediate need of an area of refuge, the emergency dispatch center may activate the remote lock / unlock feature to release the inner door and direct the visitor in distress to enter the main lobby and then discretely into the report taking room (allowing the inner door to securely lock behind them.) At that point they will not be visible to anyone approaching the building attempting to view in the lobby.

Protection of Supply and Exhaust Air Openings

Duct shafts and pipe openings in the exterior of the structure will be protected by height, location, reverse traps, sloping tops, and non-access type grilles. They will be located as far as possible from publicly accessed areas.

Public Windows

Windows facing public streets or public parking will have sills set at least 48" above the floor (AFF) to protect seated building occupants in the building.

Where windows are recessed, sills (that are accessible by the public) will be sloped at least 45° degrees to prevent placement of explosives.

Door Access Control System

The building will require a door access system. The system will require "reader" devices at key locations. The readers may be proximity card type and/or biometric (or some combination of proximity / biometric coupled with scramble pads for very high security zones).

Door readers will be required at all exterior doors, vehicle gates and between key zones in the building itself. The system must include a "status report" feature that can log all system events and confirm the status (open / closed) of any controlled door.

Closed Circuit Television

Key areas of the building and site will be monitored using a closed-circuit television system. Key locations include, but are not limited to, public parking lot(s) and public entry, entry vestibule, all exterior doors, secure vehicle access gates, evidence areas, custody and prisoner areas, secure file rooms, the officers bag/tag room and key doors at lobby areas.

Duress Alarm System

A duress alarm system is required, but not limited to, the public service counter, in suspect processing zones, in interview rooms and at the evidence area.

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### Intrusion Alarms

A commercially monitored intrusion alarm is required where evidence (particularly drug evidence) or other sensitive storage areas.

### Officer's Weapons Maintenance Area

Partitions surrounding the weapons maintenance counter will be constructed of CMU to protect adjacent spaces from accidental discharges. The weapons maintenance area will be provided with a mechanical ventilation exhaust grille located at counter-height in the backsplash. A continuous wall mounted shelf with independently switched task light will also be provided above the countertop. Power outlets will be provided for the use of tools and an ultrasonic cleaner. A weapon clearing device and compressed air cocks is to be included.

## MECHANICAL NARRATIVE

The fire station expansion of the apparatus bay will have ceiling fans, and radiant gas heaters. A make up air louver will be provided to make up for any vehicle exhaust extraction system losses.

The office portions of the police building will be heated and cooled by a packaged air-cooled rooftop variable air volume (VAV) unit equipped with a direct expansion (DX) cooling coil, hot water pre-heat coil, and an energy recovery wheel. If natural gas service is unavailable, the unit will be an air source heat pump, with electric heat in lieu of hot water heating coil.

If natural gas is available to the site, two natural gas fired condensing boilers will be utilized for central heating. Estimated boiler size is two (2) 750,000 btuh input, sized for partial redundancy. If natural gas is unavailable, all heating will be electric resistance reheat.

VAV terminal boxes will be equipped with hot water reheat coils to provide individual space temperature control. Spaces with similar exterior exposures and/or use will be zoned together and controlled by a temperature sensor located in one of the spaces in the zones. Interview rooms and the bathrooms serving these rooms will have suicide-resistant security grilles. These spaces will be exhausted and the ductwork in these spaces will be sound attenuated.

The evidence storage area will be exhausted to maintain the area under a negative pressure with no recirculation of air out of the space. The Wellness and Locker Rooms will also be exhausted with no recirculation or air out of the space. The exhaust system will serve the ventilated lockers in the space.

The Vehicle Sallyport will be ventilated and heated via a roof mounted exhaust fan and hot water or electric unit heaters. The exhaust fan will operate to primarily maintain acceptable carbon monoxide levels in the space as sensed by a carbon monoxide sensor. Secondarily, it will operate to maintain temperature in the space as sense by a temperature sensor.

The IT server/equipment room with high density cooling loads will be served by split-system computer room air conditioning (CRAC) units.

Utility spaces, such as mechanical and electrical rooms, will be served by hot water or electric unit heaters and exhaust fans.

A building automation system (BAS) with web based direct digital type controls (DDC) will be provided for both buildings. The BAS will be used to schedule equipment operation, accomplish temperature

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set back, and will be furnished with remote monitoring capabilities for offsite monitoring, set point adjustment, and trouble shooting.

### Code References:

NCMC: 2018 North Carolina State Building Code: Mechanical Code

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PLUMBING NARRATIVE

Plumbing Fixtures and Equipment (Options 1 and 2)

Plumbing fixtures will be high efficiency commercial grade units and specified to reduce water consumption. Fixtures accessible to the physically handicapped shall be provided where required by the building code. Water closets will be floor-mounted, floor-outlet, units with manually-operated flush valves; Lavatories will be wall-hung units with manually-operated, dual-temperature faucets; Shower valves will be wall-mounted, manually-operated, single-lever faucets with integral supply stops and reversible supply inlets; ADA-compliant shower units will be provided with adjustable, hand-held, shower unit in addition to the standard shower valve and head assembly; Mop basins will be floor-mounted units with manually-operated faucets with integral vacuum breaker, supply stops, male thread hose end, pail hook, and adjustable wall anchor; Sinks will be 18 gauge, stainless steel, counter-mounted, self-rimming units with manually-operated faucets; Drinking fountains will be stainless steel, bi-level, electric water coolers with safety bubblers, cane aprons, integral water filters, and bottle filling stations; Emergency eyewashes will be provided where required and will be provided with emergency thermostatic mixing valves set to deliver tepid water.

Floor drains will be provided in all public toilet rooms, mechanical rooms, and janitors closets. Trap primer devices will be provided for all floor drain locations. Exterior wall hydrants will be non-freeze, self-draining units enclosed in lockable recessed wall boxes. Roof hydrants will be non-freeze, self-draining, deck-mounted units with drain piped to approved termination point. Hose bibs will be provided with integral vacuum breakers and shall be located in all mechanical rooms.

A below-grade, centralized, oil/water separator will be provided to serve sallyport area drainage. New domestic water service will extend from the site domestic water main to the mechanical room. A building shutoff, strainer, and reduced pressure zone (RPZ) principal backflow preventer will be provided on the domestic water service entry to the building. Additional backflow protection devices will be provided for any service water equipment where required.

Domestic Water Piping System

The domestic water systems will extend and connect to all plumbing fixtures, miscellaneous fixtures, and equipment. All under-ground domestic water piping will be Type K soft copper piping with brazed joints and wrought copper fittings. All above-ground domestic water piping will be Type L hard-drawn copper with wrought copper and copper alloy solder joint pressure fittings in conformance with ANSI B 16.22. Pipe insulation for the domestic water systems will be fiberglass insulation with ASJ. PVC or aluminum jacketing and weatherproofing will be provided for insulation where applicable.

The domestic hot water system demands will be provided by the use of a natural gas fired or electric, domestic, tank-type, water heaters provided and centralized within the building. Final domestic hot water storage will be set to maintain a storage temperature of 140°F minimum. The building domestic hot water will be provided by an ASSE 1017 thermostatic master mixing valve, dedicated 110°F loop, and recirculation pump.

Sanitary Piping System

The building sanitary system will extend and connect to all plumbing fixtures, floor drains, miscellaneous fixture and equipment and be designed to discharge by gravity to the site sanitary sewer system. Below floor soil, waste, and vent piping will be schedule 40 DWV PVC. Above floor soil, waste, and vent piping will be cast-iron no-hub assembled with no-hub couplings and fittings.

## Town of White Lake Fire and Police – Conceptual Narrative

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### Storm Water Piping System

The building storm water system will be designed to discharge by gravity to the site storm water system. Below floor storm water piping will be schedule 40 DWV PVC. Above floor soil, waste, and vent piping will be cast-iron no-hub assembled with no-hub couplings and fittings.

## **FIRE PROTECTION NARRATIVE**

A double check valve assembly will be installed in the incoming fire service line to prevent potential contamination of the public water supply. Hydraulically calculated wet pipe sprinkler systems will be designed in accordance with NFPA-13 to protect the buildings. The IT/Server Room will be protected with a Victaulic Vortex Hybrid Fire Extinguishing System and a double interlocked pre-action system.

### Code References:

NCEBC: 2018 North Carolina State Building Code: Existing Building Code

NCPC: 2018 North Carolina State Building Code: Plumbing Code

## **ELECTRICAL NARRATIVE**

The electrical portion of the work will consist of providing building power, lighting, communication raceways and boxes, and fire alarm systems for the facility.

All electrical work shall be in compliance with all applicable Federal, State, and local laws and regulations governing standards of design, construction, workmanship and material. Electrical work shall be in compliance with the latest-adopted National Electrical Code (NEC).

### Electrical Service

Power will be provided by Duke Energy via a pad-mounted transformer. The power system design will be based upon utilizing a 480Y/277-volt, 3-phase, 4-wire system rated at approximately 800 amperes. Branch panelboards and step down transformers will be provided throughout the building in designated electrical rooms.

### Standby Power Generator Systems

A 350 kW diesel generator will provide the required life safety loads (NEC 700) and optional standby loads (NEC 702). Each system will have a dedicated automatic transfer switch. The generator will be located on the site in a weatherproof/soundproof enclosure and will have an integral sub-base diesel fuel tank. Life safety loads consist of emergency egress lighting, fire alarm notification system and other loads deemed life safety by the authority having jurisdiction (AHJ). The remainder of the building electrical loads will be considered the optional standby loads. The entire facility will be on the backup generator.

Should the chosen site have natural gas available, in lieu of a diesel generator with sub-base tank, a natural gas generator could be provided.

### Electrical Sitework

The site electrical work shall consist of trenching and backfilling required for underground wiring. The underground wiring will run from the connection point designated by the utility company to the

new transformer located in the equipment yard. The underground conduit system shall consist of a ductbank of schedule 40 polyvinyl chloride (PVC) conduits embedded in concrete. The pad mounted transformer will be mounted on a concrete pad constructed in the equipment yard.

### Lighting

Lighting levels will be in accordance with recommendations Illumination Engineering Society (IES) Standards and the needs of the owner. Lighting for the interior and the site is proposed to be primarily energy efficient LED type fixtures. Egress lighting will be designed to provide 1.0 footcandles average with a minimum of 0.1 footcandles.

Spaces will generally be provided with LED architectural fixtures with controls provided which will include switches, dimming, and occupancy sensors.

Site lighting will be pole mounted LED type fixtures for parking lots. Walkways will have LED bollards and/or ground lighting. Wallpacks will be located on the exterior of the building as needed. Poles will be provided with caps to prevent birds and insects from entering. Leased site lighting from Duke Energy is an option that can reduce up front and maintenance costs and can be used in place of owner-provided site lighting.

### Devices, Conduits, and Connectors

All devices such as light switches and receptacles shall have a minimum rating of 20 amps. Device covers shall be constructed of stainless steel in office areas and shall be security grade in the booking and hard interview areas where such protection is deemed necessary.

Conduits shall be used for all systems 25-volts and higher. Minimum trade size conduit allowed shall be ¾". All conduits shall be concealed where possible. The classification of conduit usage shall be as follows:

1. Underground/under-floor slab – PVC Schedule 40.
2. Parking/Roadway, Heavy Traffic – PVC Schedule 80.
3. Interior – Electrical Metallic Tubing with steel fittings.

Conduit shall be exposed in mechanical equipment and utility spaces. Elsewhere, it shall be concealed above ceilings, in chases and in furred spaces. Flexible connections to light fixtures, devices, and equipment shall utilize flexible conduit, maximum six feet in length.

Branch circuit wiring for power and light shall generally be type THHN/THWN. All conductors No. 10 AWG and smaller shall be solid copper. All conductors No. 8 AWG and larger shall be stranded copper. All power conductors shall be insulated for 600 volts.

### Fire Alarm System

The fire alarm system shall be of the intelligent, electrically operated, supervised, and closed circuit type. The fire alarm system shall allow for individually annunciated devices. The system will include fire alarm-programmed dry contacts for security electronics and building automation system monitoring of fire alarm status. All cabling for the fire alarm system shall be in conduit.

An LCD text annunciator panel with full system operability will be provided in the entry lobby as part of the fire alarm system. A graphic annunciator will also be provided if requested by the Building Official. The fire alarm system will have a digital alarm communicator transmitter with dedicated telephone lines to notify an off-site monitoring station. This will require a monthly

## Town of White Lake Fire and Police – Conceptual Narrative

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monitoring contract that will not be included in the construction cost.

Manual pull stations, smoke detectors, thermal detectors, and alarm horns with visual indication shall be located at all required locations in accordance with applicable codes and standards. Devices in suspect-accessible areas shall have protective covers. All system interfaces such as auxiliary control panels and wiring shall be as recommended by the system manufacturer.

### Telephone, Data, And Cable Television Systems

Data and telephone outlet locations will be coordinated with the owner. Conduit and box systems with telephone and computer terminal backboards and space allowances for rack equipment will be provided. All cabling and head-end terminations will be included in the construction contract. The owner will provide all servers, network switches, and network devices.

### Lightning Protection System

The facility will be provided with a UL-Certified Lightning Protection System designed and installed in accordance with NFPA 780.

#### Code References:

NCSCB: 2018 North Carolina State Building Code

NCSECC: 2018 North Carolina State Energy Conservation Code

NFPA 70, NEC: 2020 National Electric Code

NFPA 72: 2016 National Fire Alarm and Signaling Code



## SPACE NEEDS ASSESSMENT QUESTIONNAIRE WHITE LAKE POLICE DEPARTMENT NEEDS ASSESSMENT

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in “jump starting” that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive.

Please answer every applicable question, and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Lt. Mike Salmon

Your Department: White Lake Police Department

Your Division within the Department (if applicable): Police Lieutenant

Your Telephone Number: 910-874-4968

Your email address: msalmon@whitelakenc.org



SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

<p>Services and functions (please attach an Organizational Chart if available):</p> <pre>Police Chief     Police Lieutenant     Patrol Sergeant   /\ Patrolman, Patrolman, Patrolman   /\ Part-Time Patrolman X3</pre>
<p>Operational goals and objectives:</p> <p>Maximize Resources for Delivery of Quality Public Service. Enhance Community Trust, Interaction, and Accountability. Enforcement of the Law and Reduction of Crime to Improve Quality of Life. Improve Communication and Streamline Processes within the White Lake Police Department.</p>

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

<p>Changes anticipated:</p> <p>The White Lake police department anticipates doubling or near doubling the number of current full-time police officer positions.</p>
<p>Why?</p> <p>The White Lake police department anticipates the continued growth of our year-round population as well as a continued growth of the number of seasonal visitors.</p>

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five year increments. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now ?	How many in 5 years ?	How many in 10 years ?	How many in 20 years ?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
					Private office	Shared enclosed office	Cubicle	No dedicated workspace required
<b>EXAMPLES:</b>								
Police Chief	1	1	1	1	x			
Administrative Assistant	1	2	3	4			x	
<b>YOUR RESPONSES:</b>								
Police Chief	1	1	1	1	x			
Police Lieutenant	1	1	1	1	x			
Patrol Sergeant	1	3	4	5	x			
Patrolman	4	6	8	10			x	
Paid Part-Time Patrolman	3	3	3	3			x	

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

Yes  No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Controlled access to a public lobby with a customer service window, restroom, and controlled access to the main police department.
Currently we have no customer lobby, the public has full access to our current police department.

5. Does your department/division require a customer/visitor waiting area?

Yes  No

If yes, what is the typical number of customers/visitors present at one time? 6

What is the maximum number? 10

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

Daily  2 to 3 times a week  Once a week  
 Twice a month  Monthly  Once in a while

What is the usual number of meeting participants? 10

What is the maximum number? 20

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Departmental meeting, mandatory training.

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Smartboard, projector, audio and all hookups, wall mounted TV. Interview room with audio/visual equipment

Is your group responsible for staging public meetings?

Yes

No

If so, how often and for how many attendees?

Not currently due to space constraints

7. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

Yes

No

If yes, please describe briefly.

residential type setting for family meetings, for the purpose of Child Forensic Interviews

8. Does your department/division have centralized files?

Yes  No

If yes, do you expect the quantity of paper/hard copy files you must keep to increase over time?

Yes  No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

Yes  No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	0	5	20	20	0
Inactive files in your office area	0	0	0	20	0
Inactive files <u>not</u> in your office area	0	0	0	20	0

What percentage of your inactive files could be stored away from your department/division's office area?

0% if they are in the same building

0% if they are not in the same building

Other than filing, for what items does your department/division require storage space?

Evidence, cleaning supplies, computer server, office supplies, equipment, uniforms

## SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. Please describe your current evidence inventory including number of pieces and your inventory system

Current evidence consists of firearms, money, controlled substances, bicycles, electronics, etc. with about 300 pieces of evidence and or property

11. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Sergeants' office should be located near the patrolman's space. Admin Assistant should be located near or at the public lobby. Meeting conference room should be located near the Police Chiefs Office.

## SPACE NEEDS ASSESSMENT QUESTIONNAIRE

What types of spaces or building features would help your group to more effectively interact and collaborate with other University, City, County, or inter-agency departments?

A room designated for work out equipment with controlled access from outside and controlled access to the main police department. This room would house workout equipment that is available through grants. Having a controlled access would allow other town employees access to the equipment.

12. Describe any special requirements or concerns your department/division may have regarding security.

The evidence room needs to be equipped with cameras, and a gun safe. All external and internal doors need to be equipped with key fobs so that all persons are logged.

13. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Climate controlled evidence room with hepa filtration system

14. How many floor standing printers/copiers/fax machines does your department/division have? 1

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

15. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs or make any other comments you want to communicate to the design team.

Interview room equipped with audio/video recording.  
Locker / Changing rooms with showers.  
At least 2 non public restrooms.  
Secure Sallyport

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.



## **SPACE NEEDS ASSESSMENT QUESTIONNAIRE WHITE LAKE FIRE DEPARTMENT NEEDS ASSESSMENT**

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive.

Please answer every applicable question, and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: \_\_\_\_\_

Your Department: \_\_\_\_\_

Your Division within the Department (if applicable): \_\_\_\_\_

Your Telephone Number: \_\_\_\_\_

Your email address: \_\_\_\_\_

### SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

<p>Services and functions (please attach an Organizational Chart if available):</p> <p>Structure Fires, Fire alarms, Medical First Responders Rescue, Vehicle Fires, Wood Fires,</p>
<p>Operational goals and objectives:</p> <p>Save Life &amp; Property, Training, Fire prevention and Education</p>

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

<p>Changes anticipated:</p> <p>paid Staff and Volunteers Hard to get Volunteers to meet 36 Hours of Training per year Required by O.S.F.M</p>
<p>Why?</p> <p>They work Full Time Jobs to support their Family</p>

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five year increments. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now ?	How many in 5 years ?	How many in 10 years ?	How many in 20 years ?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
					Private office	Shared enclosed office	Cubicle	No dedicated workspace required
<b>EXAMPLES:</b>								
Fire Chief	1	1	1	1	x			
Administrative Assistant	1	2	3	4			x	
<b>YOUR RESPONSES:</b>								
Fire chief	1	1	1	1	✓			
Deputy chief	1	2	2	2	✗			
asst chief	3	3	3	3	✓			
asst chief					✓			
captain					✓			
admin asst	0	1	2	2	✓			

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

Yes

No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

5. Does your department/department/division require a customer/visitor waiting area?

Yes

No

If yes, what is the typical number of customers/visitors present at one time? \_\_\_\_\_

What is the maximum number? \_\_\_\_\_

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

Daily    2 to 3 times a week    Once a week

Twice a month    Monthly    Once in a while

What is the usual number of meeting participants? 30

What is the maximum number? 60

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Weekly Training Meetings FF association meetings  
Fire chiefs meeting. Operations Room for  
Disasters, Hurricanes, Large Fires

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Smart Board, Powerpoint, Copy Machine  
Multi phone lines, T.V., Internet Lines  
Weather Station on site to get wind speed Temp  
Humidity over 6 mile area,

Is your group responsible for staging public meetings?

Yes

No

If so, how often and for how many attendees?

County and Town Meetings

7. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

Yes

No

If yes, please describe briefly.

Print Large Maps from GIS etc

**SPACE NEEDS ASSESSMENT QUESTIONNAIRE**

8. Does your department/division have centralized files?

Yes  No

If yes, do you expect the quantity of paper/hard copy files you must keep to increase over time?

Yes  No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

Yes  No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files		✓			
Inactive files in your office area		✓			
Inactive files <u>not</u> in your office area		✓			

What percentage of your inactive files could be stored away from your department/division's office area?

\_\_\_\_\_ % if they are in the same building

\_\_\_\_\_ % if they are not in the same building

Other than filing, for what items does your department/division require storage space? Please describe:

*Terracotta Bay, Gloves, Batteries, Shoes, EMS Supplies, Pentry cleaning supplies, Decon Supplies, Pagers, Radios*

### SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. What needs do you anticipate for the kitchen, dining, break, and sleeping areas of the facility? How many should this area accommodate and at times?

12-35, Commercial Stove, Sreidal Sink  
oven, Exhaust Hood

What type of specialized equipment (turn-out gear, etc.) do you anticipate, and please describe the physical space needs and equipment needed to maintain and service this equipment?

area to work on airpaks & equipment  
area for storage of turnout gear,

11. Describe any special requirements or concerns your department/division may have regarding security.

The Town installed outdoor cameras last year  
maybe a card entry system at all doors

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division

need Diesel Exhaust System and  
air shrouds for all Trucks

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

13. How many apparatus/vehicle bays do you anticipate needing, and please describe any specialized needs to be provided within the bay area.

need 2 more Bays  
Standpipes to 2nd Truck's  
Sleeping quarters up stairs Restrooms  
Showers

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

Fitness Room, Soundproof Radio Room  
Room just for Termant Gear that is  
in Service!  
The only Storage Room like how to Fall  
d. n.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.



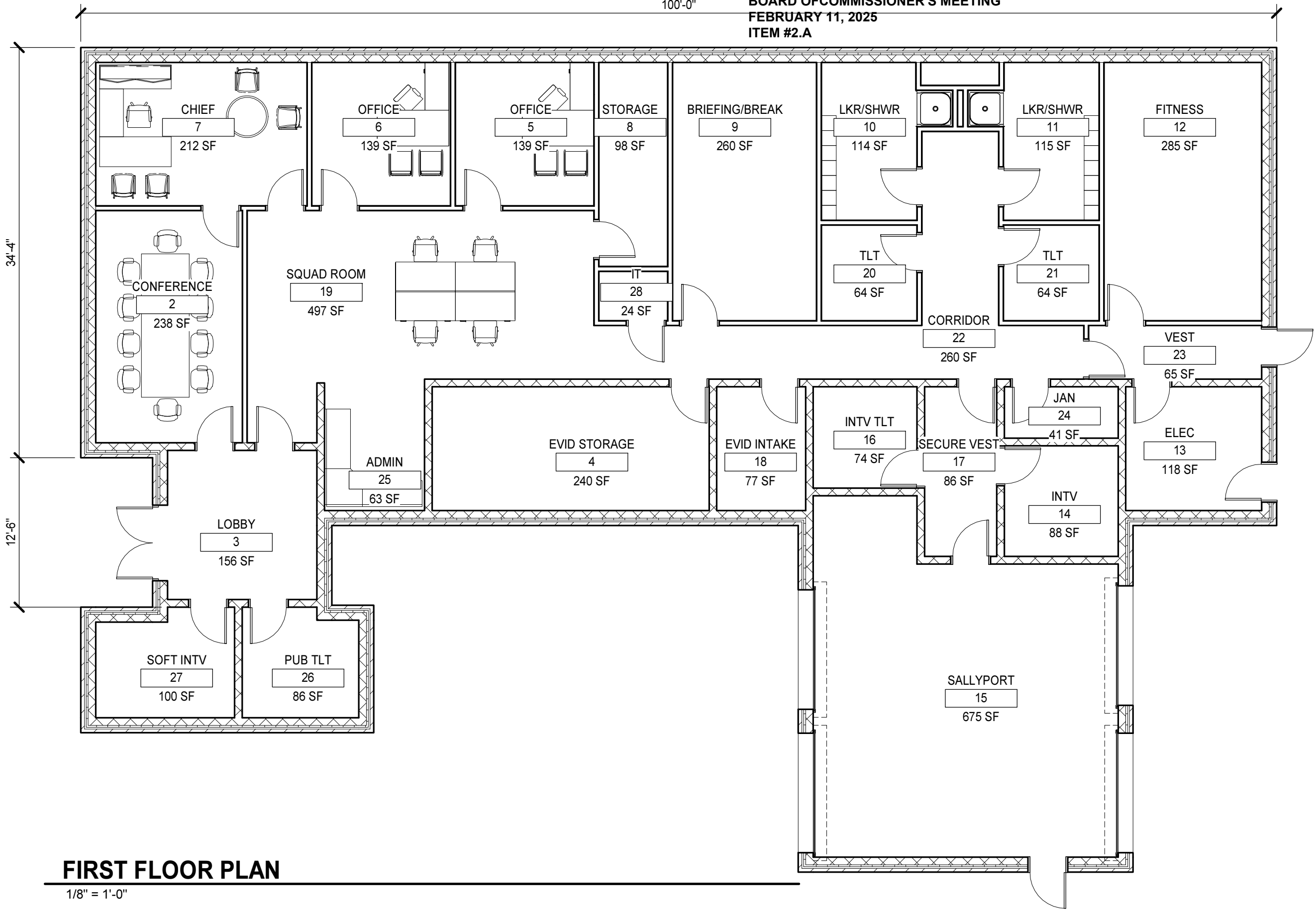
SPACE NEEDS ASSESSMENT FOR VARIOUS FUNCTIONS AND FACILITIES

SPACE REQUIRED	DESCRIPTION	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2024 NEEDS		2029 NEEDS		2039 NEEDS		REMARKS
				QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
<b>POLICE DEPARTMENT</b>												
<b>PERSONNEL SPACE</b>												
	Chief	po5	196	1	196	1	196	1	196	1	196	
	Lieutenant	po3	144	1	144	1	144	1	144	1	144	
	Sergeant			1		3		4		5		Shared Office
	Patrol Officer			4		6		7		10		Locker space only
	Part Time Patrolman			3		1		3		3		Seasonal staff. Locker space only
	Administrative Assistant	ws3	64	1	64	1	64	1	64	1	64	Locate at front window looking to lobby.
<b>SUPPORT SPACE</b>												
	Reception	cs5	25	1	25	1	25	1	25	1	25	Counter space for reception. Bullet resistant glazing and pass thru.
	Lobby	vis8	160	1	160	1	160	1	160	1	500	Seating for two. Multiple doors and public counter
	Conference - seat 12	cnf8	175	1	175	1	175	1	175	1	175	
	Sergeant - Shared Office	po3	144	1	144	2	288	2	288	3	432	
	Patrol Drop-in Workstation	ws	15	4	60	4	60	4	60	4	60	
	Evidence Storage Room	st9	350	1	350	1	350	1	350	1	350	
	Evidence Processing/Bag and Tag	st4	120	1	120	1	120	1	120	1	120	
	IT	st2	50	1	50	1	50	1	50	1	50	
	Copy/Supply/Storage Room	st3	80	1	80	1	80	1	80	1	80	
	Soft Interview	po2	120	1	120	1	120	1	120	1	120	Comfortable seating and children's toys.
	Hard Interview	st3	80	1	80	1	80	1	80	1	80	Fixed table. Recording devices. Secure from rest of building.
	Interview Toilet	tl1	50	1	50	1	50	1	50	1	50	Detention grade for use by suspects.
	Storage	st3	80	1	80	1	80	1	80	1	80	Armory and quartermaster
	Closet	cl01	25	1	25	1	25	1	25	1	25	Miscellaneous storage.
	Briefing/Kitchenette/Break	cnf20	350	1	350	1	350	1	350	1	350	Seating for squad, kitchenette
	Staff Toilet Room	tl1	50	2	100	2	100	2	100	2	100	Single-use toilet rooms.
	Men's Lockers	lkr3	10	6	60	8	80	10	100	12	120	Wardrobe lockers with lockable boot drawer and gun locker. Sink in locker area
	Women's Lockers	lkr3	10	3	30	4	40	5	50	6	60	Wardrobe lockers with lockable boot drawer and gun locker. Sink in locker area
	Shower	shw1	35	2	70	2	70	2	70	2	70	One men and one women with locker rooms.
	Public Toilet Room	tl1	50	1	50	1	50	1	50	1	50	
	Sallyport	sal1	600	1	600	1	600	1	600	1	600	With flammable storage and evidence storage.
	Janitor's Closet	jc1	25	1	25	1	25	1	25	1	25	
TOTAL PERSONNEL				11	13	17	21					
SUBTOTAL SPACE REQUIRED				3,208	3,382	3,412	3,926					
INTERNAL CIRCULATION FACTOR				1,123	1,184	1,194	1,374					
				35%								
<b>TOTAL DIVISION SPACE REQ'D</b>				<b>4,331 NSF</b>	<b>4,566 NSF</b>	<b>4,606 NSF</b>	<b>5,300</b>					

ITEM #2.A

PROGRAMMING FOR FIRE FUNCTIONS AND FACILITIES

SPACE REQUIRED	SPACE CODE	SQ FT EACH	CURRENT NEEDS		2029 NEEDS		2034 NEEDS		2044 NEEDS		REMARKS
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
<b>FIRE DEPARTMENT</b>											
<u>PERSONNEL SPACE</u>											
Chief's Office	po3	144	1	144	1	144	1	144	1	144	
Deputy Chief/Captain's Office	po2	120	0	0	0	0	1	120	1	120	
<u>SUPPORT SPACE</u>											
Lobby	vis6	120	1	120	1	120	1	120	1	120	
Watch Room	po1	100	1	100	1	100	1	100	1	100	
Closet	clos1	25	1	25	1	25	1	25	1	25	
Toilet	tlt2	160	2	320	2	320	2	320	2	320	
Shower	shw1	35	2	70	4	140	4	140	4	140	
Storage	st4	120	1	120	1	120	1	120	1	120	
Decon	st4	120	1	120	1	120	1	120	1	120	
Kitchen	kit2	160	1	160	1	160	1	160	1	160	
Dayroom/Training/Dining		950	1	950	1	950	1	950	1	950	
Sleep		150	0	0	4	600	4	600	4	600	Two beds per room.
Community Room	tr3	450	0	0	1	450	1	450	1	450	
Community Room storage	st4	120	0	0	1	120	1	120	1	120	
Fitness											Shared with Police
Janitor	jc1	25	1	25	1	25	1	25	1	25	
Apparatus Bays		1200	3	3,600	3	3,600	3	3,600	3	3,600	
Apparatus Bay - New		1600	0	0	1	1,600	1	1,600	1	1,600	
Turnout Gear Storage	st8	300	0	0	1	300	1	300	1	300	25 lockers
Bay Storage	st6	200	0	0	1	200	1	200	1	200	Tool storage, additional hoses, EMS supply.
TOTAL PERSONNEL			1		1		2		2		
SUBTOTAL SPACE REQUIRED				5,754		9,094		9,214		9,214	
INTERNAL CIRCULATION FACTOR 15%				863		1,364		1,382		1,382	
<b>EXISTING OCCUPIED AREA</b>		<b>6,091</b>									<b>BUILDING LOCATION</b>
<b>TOTAL DEPARTMENT NET SPACE REQ'D</b>			<b>6,617</b>		<b>10,458</b>		<b>10,596</b>		<b>10,596</b>		



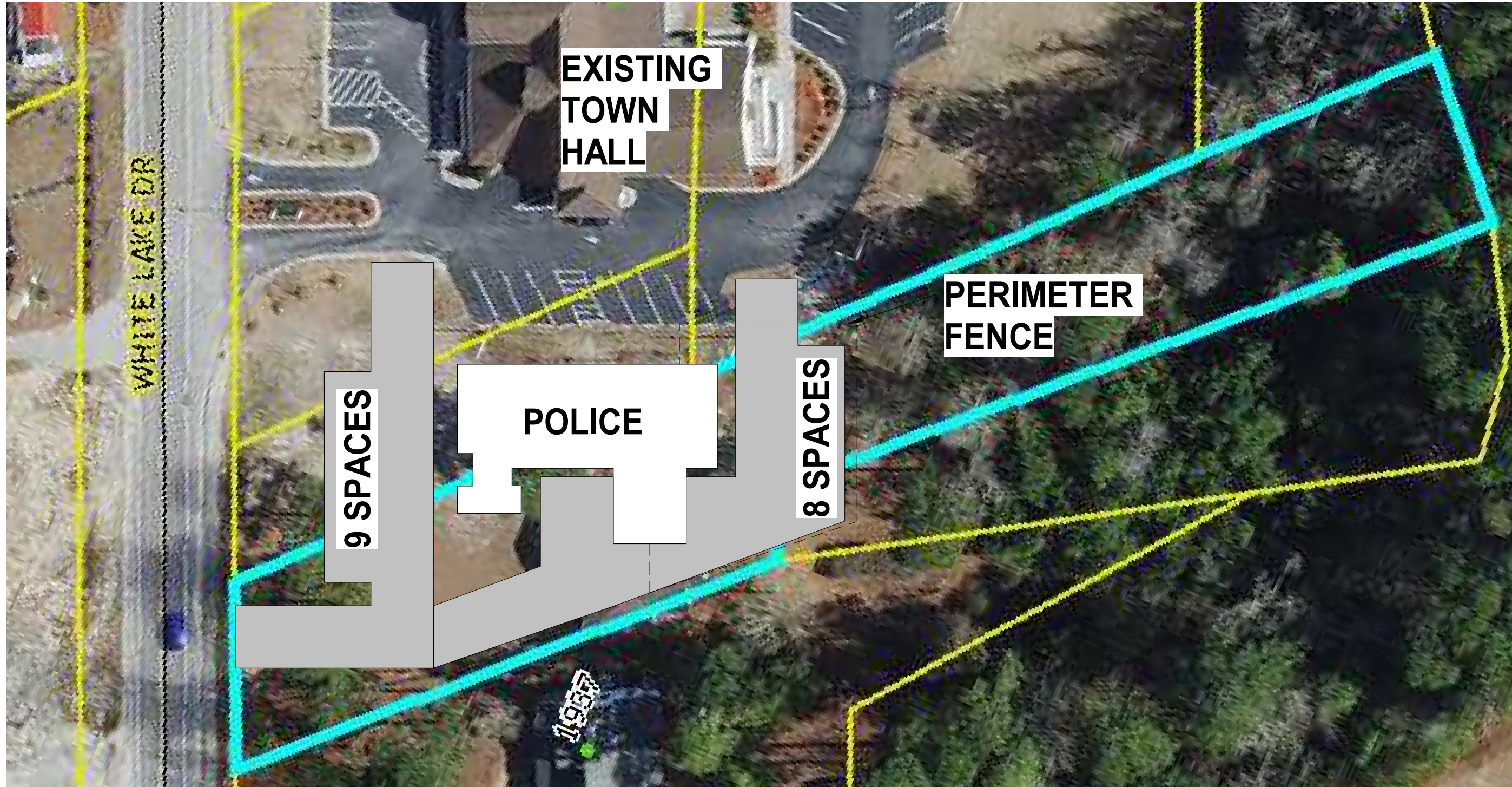
**FIRST FLOOR PLAN**

1/8" = 1'-0"

**A1**

4/26/2024 2:18:38 PM



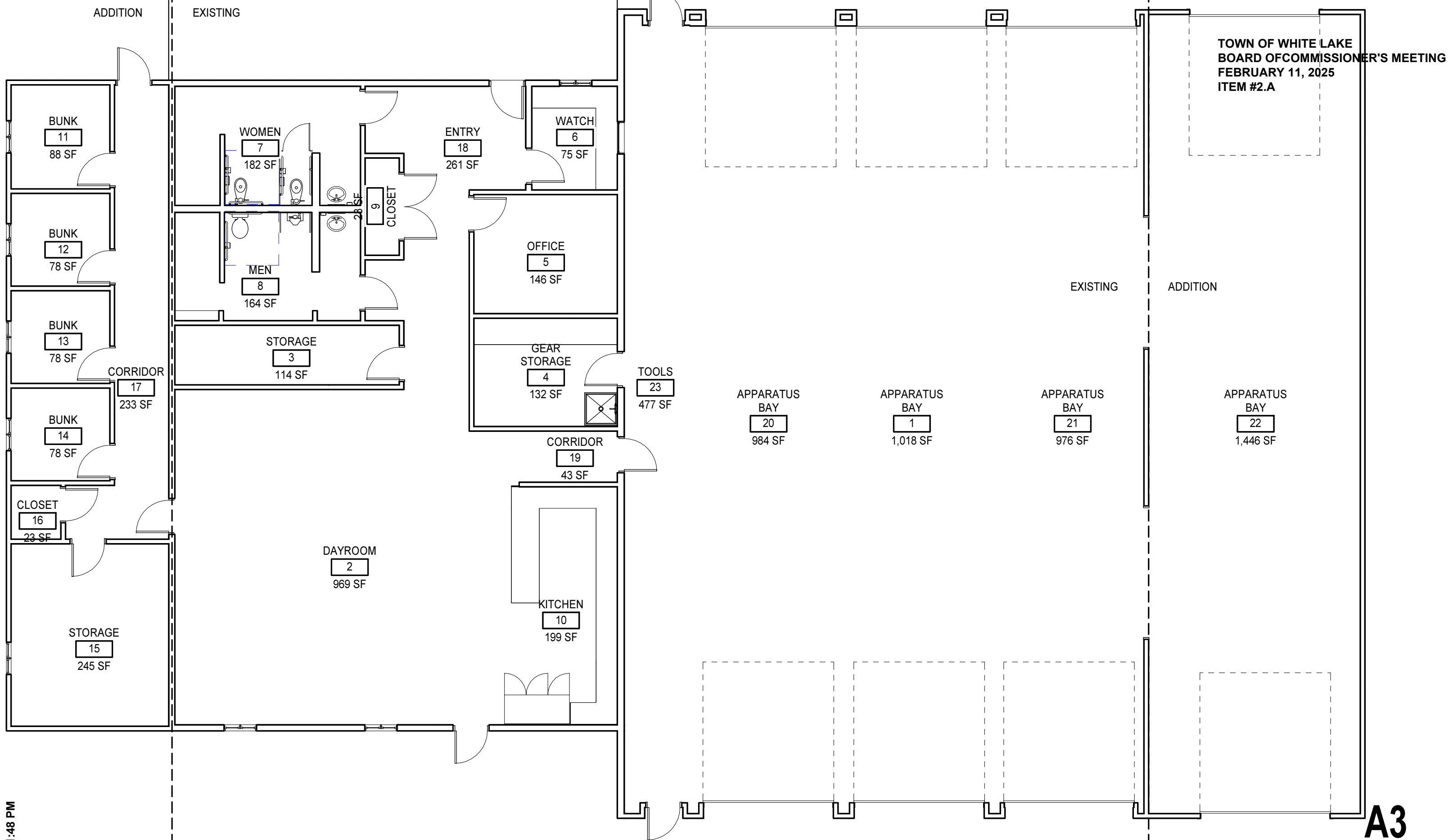


**POLICE SITE PLAN**

1" = 40'-0"

**A2**





TOWN OF WHITE LAKE  
 BOARD OF COMMISSIONER'S MEETING  
 FEBRUARY 11, 2025  
 ITEM #2.A

**A3**

4/29/2024 1:01:48 PM

**MOSELEY ARCHITECTS**

3200 NORFOLK STREET, RICHMOND, VA 23230  
 PHONE (804) 794-7555 FAX (804) 355-5690  
 MOSELEYARCHITECTS.COM

**FIRE STATION EXPANSION  
 TOWN OF WHITE LAKE  
 631692**

**FLOOR PLAN**

# MOSELEY ARCHITECTS

## TOWN OF WHITE LAKE - POLICE TOWN OF WHITE LAKE, NC BUDGET ESTIMATE

April 29, 2024

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this estimate of probable construction costs.

### CONSTRUCTION COSTS

One Story Building	5,130 SF @	\$350.00	\$1,795,500
Site work (no off-site improvements)	2.0 AC @	\$275,000	\$550,000
<b>Construction Cost Subtotal</b>		\$457.21	<b>\$2,345,500</b>

### OTHER COSTS

#### Misc Building Systems

Furniture Allowance (\$30 PSF)		\$153,900
Graphics & Signage (\$1.25 PSF)		\$6,413
Voice and data systems (\$4 PSF)		\$20,520
Appliances - 3 refrigerator, 2 microwaves, 2 coffee pots		\$14,000

#### Site Improvements

Permitting and Utility Connection Allowance		\$75,000
Utility Relocation Costs		Not included
Environmental mitigation cost		Not included
Legal/ILA, Plans and closing fees		Not included
Property Acquisition Allowance		Not included
Legal Expenses		Not included
Financing Expenses		Not included

#### Design soft costs

Architectural/Engineering Services		\$290,000
Boundary and Topographic Survey		included in A/E services cost

#### Construction soft costs

Moving Expenses Allowance		\$10,000
Geotech/const materials testing		\$17,591
Special/third party inspect (0.75% of constr cost)		\$17,591

<b>Other Costs Subtotal</b>		<b>\$605,015</b>
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<b>Project Cost Subtotal</b>		<b>\$2,950,515</b>
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Contingency (10%)		\$296,000
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<b>TOTAL</b>		<b>\$3,246,515</b>
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**TOWN OF WHITE LAKE - FIRE  
 TOWN OF WHITE LAKE, NC  
 BUDGET ESTIMATE**

**April 29, 2024**

Since we have no control over the cost of labor and materials, current market conditions, or competitive bidding, we cannot guarantee the accuracy of this estimate of probable construction costs.

**CONSTRUCTION COSTS**

One Story Building	2,425 SF @	\$375.00	\$909,375
Sprinkler System	8,575 SF @	\$15.00	\$128,625
Site work (no off-site improvements)	1.0 AC @	\$275,000	\$275,000
<b>Construction Cost Subtotal</b>		<b>\$541.44</b>	<b>\$1,313,000</b>

**OTHER COSTS**

Misc Building Systems

Furniture Allowance (\$30 PSF)	\$72,750
Graphics & Signage (\$1.25 PSF)	\$3,031
Voice and data systems (\$4 PSF)	\$9,700
Appliances - 3 refrigerator, 2 microwaves, 2 coffee pots	\$14,000

Site Improvements

Permitting and Utility Connection Allowance	\$75,000
Utility Relocation Costs	Not included
Environmental mitigation cost	Not included
Legal/ILA, Plans and closing fees	Not included
Property Acquisition Allowance	Not included
Legal Expenses	Not included
Financing Expenses	Not included

Design soft costs

Architectural/Engineering Services	\$160,000
Boundary and Topographic Survey	included in A/E services cost

Construction soft costs

Moving Expenses Allowance	\$10,000
Geotech/const materials testing	\$9,848
Special/third party inspect (0.75% of constr cost)	\$9,848

<b>Other Costs Subtotal</b>	<b>\$364,176</b>
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<b>Project Cost Subtotal</b>	<b>\$1,677,176</b>
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Contingency (10%)	\$168,000
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<b>TOTAL</b>	<b>\$1,845,176</b>
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February 04, 2025

Mr. Sean Martin  
Town of White Lake  
1879 White Lake Drive  
White Lake, NC 28337

**RE: Town of White Lake Water AIA Project Update**

Dear Mr. Martin:

Please see below project progress update with a breakdown of work completed during the invoicing period and work anticipated for next month:

- A. Work completed during the month of January 2025:
  - a. Completed and delivered GIS upload into Diamond Maps.
  - b. Coordinated demonstration of Diamond Maps.
  - c. Hydraulic modeling task is under progress.
  - d. Attended monthly progress meeting.
  - e. Grant Administration: Submitted reimbursement forms to the State for approval.
  
- B. Work anticipated during the month of February 2025:
  - a. Finalize hydraulic modeling task and begin preparing technical memo.
  - b. Present modeling results/recommendations to Town.
  - c. Attend monthly progress meetings.
  - d. Grant Administration: Continue submission of monthly reimbursement requests to the State.

Please let me know if you have any questions or require any additional information.

Sincerely,



Deepthi Kalyanam, PE  
Senior Project Manager  
skalyanam@withersravenel.com  
Ph. 919.469.3340 | Direct. 919.579.6811



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## TOWN OF WHITE LAKE STORMWATER ORDINANCE: PROJECT KICKOFF INFORMATION

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### Project Information

*Project Name:* Town of White Lake Stormwater Ordinance

*Engineering Firm:* WithersRavenel

### Project Purpose

Develop a Stormwater Ordinance for the Town of White Lake that provides authority to enforce practices that would aid the Town in reducing stormwater runoff volume and pollutants. Ordinance will be customized to fit the specific needs of the Town and is complementary to previous and ongoing Town initiatives and projects.

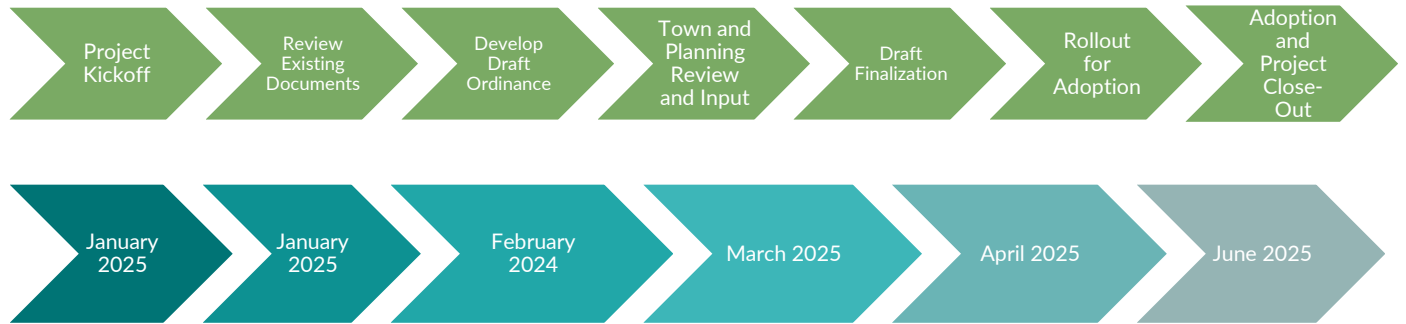
### Project Background

- Town had a Draft Stormwater Ordinance Developed as part of a 205J Grant effort. It was never adopted.
- Town was awarded \$82,500 in December 2022 from the Golden LEAF Foundation to develop a stormwater management plan. As part of that plan (adopted March 2024), there was a review of stormwater management techniques and regulatory policies in select peer communities and recommendations for policy considerations.

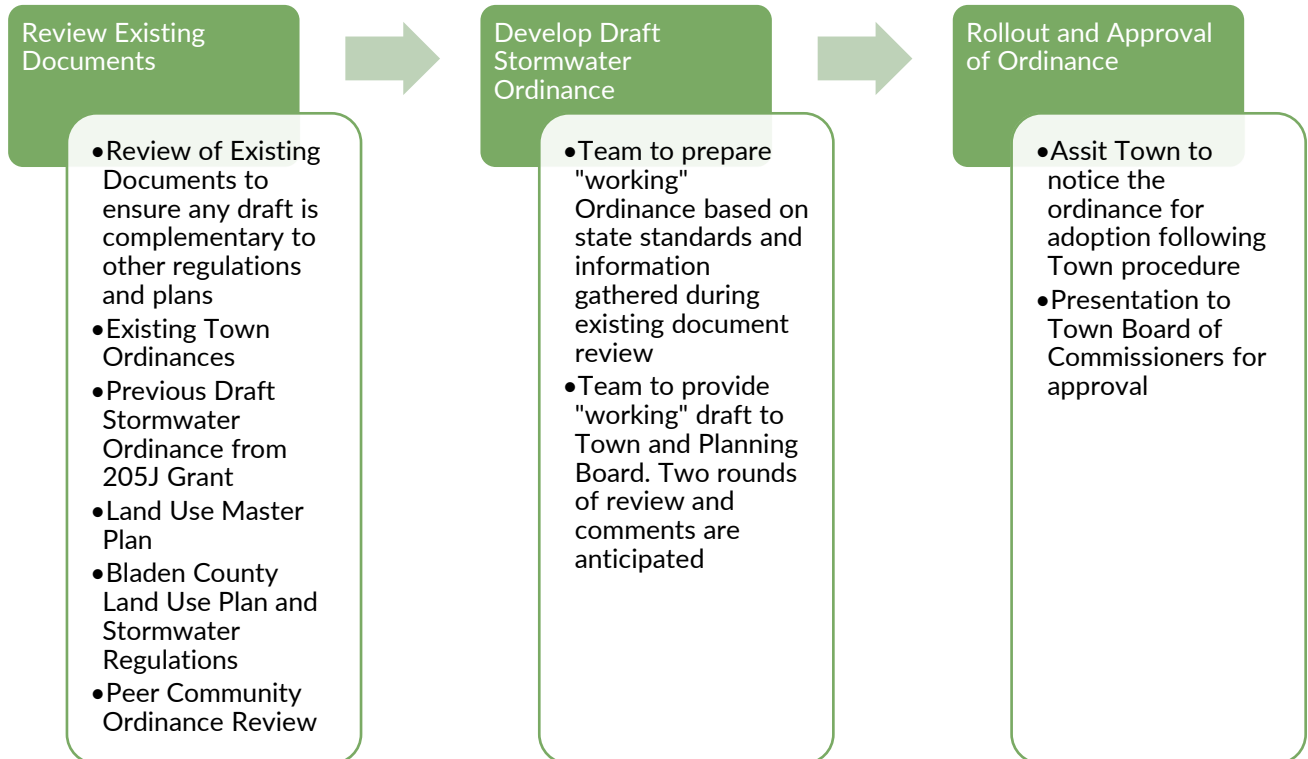
### Why Develop a Stormwater Ordinance?

- Stormwater management is a critical component of environmental protection and sustainable development. With increasing urbanization and changing weather patterns, managing stormwater effectively is more important than ever for protecting water quality, preventing flooding, and safeguarding man-made structures and natural ecosystems.
- Urbanization causes significant changes in stormwater runoff characteristics, including increased volume and rate of runoff entering streams and the storm sewer infrastructure and reduced amounts of water filtering into the soil. Such changes cause:
  - increased erosion and in-stream scour,
  - increased sediment deposition,
  - degradation of water quality,
  - peak storm flows that are higher and faster,
  - more frequent flooding, and
  - negative effects on stream ecological communities.

## Project Timeline/Milestones



## Project Task Overview



## Attachment

- Project Contract



November 14, 2024

Sean Martin, Town Administrator  
Town of White Lake  
1879 White Lake Dr, PMB 7250  
White Lake, NC 28337-7250

RE: **Task Order 1**  
**Town of White Lake Stormwater Ordinance**  
**Town of White Lake, North Carolina**  
**WithersRavenel Project No. 24-1367**

Dear Mr. Martin,

We are pleased to present the attached Task Order 1 for the Town of White Lake On-Call. This Task Order is for professional consulting services for a Stormwater Ordinance Update for the Town of White Lake. We appreciate the opportunity to provide this proposal and look forward to working with you. If you have any questions or concerns, please contact me at (919)-678-3841.

Sincerely,  
WithersRavenel

Amanda Hollingsworth, PE, CFM  
Project Manager, Stormwater  
[ahollingsworth@withersravenel.com](mailto:ahollingsworth@withersravenel.com)  
Ph. 919-535-5200 | Direct. 919-678-3841

Attachment:  
Task Order 1



# Town of White Lake Task Order 1 Town of White Lake On Call

## A. Preliminary Matters

This Task Order is hereby included as an addition to and incorporated as part of the Agreement Between Owner and Engineer for Engineering Services, Task Order Edition signed 10-10-2023 between the Town of White Lake "Owner" and WithersRavenel, Inc. ("Engineer").

## B. Project Description

This Task Order is intended to provide the scope of services and associated fees to provide consulting services to develop a Stormwater Ordinance per request of Town of White Lake and formalize an agreement for the implementation and logistics for these services.

Listed below is a summary of several key aspects of the project based on our discussions. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

For the purposes of this Task Order the following references shall apply:

- ▶ Town of White Lake shall be known as the "Client" or "Town"; WithersRavenel shall be known as the "Consultant"; The overall project shall be known as the "Project; Bladen County shall be known as "County"; The executed agreement shall be known as the "Agreement".

## C. Timeline for Services

WithersRavenel will begin work upon receipt of this executed Agreement and written notice to proceed from the Client. Estimated timeframe(s) for the basis of the services described in the Scope of Services are shown below.

Milestone	Time Frame
Development of Draft Ordinance	Three (3) Months
Rollout of Ordinance	Two (2) Months
Project Close-out	One (1) Months
<b>Total:</b>	<b>Six (6) Months</b>

Consultant estimates the total project timeframe for the Scope of Services to be six (6) months. A more detailed project schedule will be developed with the Client.

Certain tasks, such as reviews and approvals, are performed by third parties, including governmental agencies, over which neither Client nor WithersRavenel have control or responsibility. As such, neither party is responsible for delays or the resulting cost impacts caused by third parties.

## D. Scope of Services

WithersRavenel shall provide the services identified under each task below as its "Basic Services" under the Agreement:



## Task 1. Project Management

The Consultant will provide the following services as part of this task:

- A. Project Management Services following best practices to meet objectives, quality standards, schedule, and budget. Consultant shall provide services for the overall management and administration of the Project including any internal and external coordination and general administration duties.
- B. Consultant shall identify key team members, schedule and attend a project kick-off meeting to introduce the Team to the Client, establish the Project communication channels between the Client and Consultant. Consultant will also obtain from Client necessary background information including ordinances, land use plans, maps, stormwater concerns, and other available relevant information.
- C. Consultant will keep the Client advised of the progress of the project activities. Consultant will participate in regularly scheduled conference calls with Client to discuss project progress. This task includes monthly virtual progress meetings to be scheduled by the Consultant. Consultant to submit meeting notes to Client after progress meetings.
- D. Consultant will manage project processes, communication, and resources. Consultant will keep the Client regularly informed of progress, providing oversight of the production tasks, and managing the monthly billing and invoicing for the project.

## Task 2. Review Current and Draft Stormwater Ordinances

The Consultant will provide the following services as part of this task:

- A. The Consultant will review existing Town Zoning Ordinance, Draft Stormwater Ordinance from the 205J Grant effort (existing draft ordinance), White Lake Township Master Plan for Land Use, Bladen County Future Land Use Plan 2014-2030, and sections of the Bladen County Code of Ordinances that contain stormwater regulations to understand existing regulations, vision, goals, and projected growth.
- B. The Consultant will compare the existing draft ordinance to the state model stormwater ordinance. Consultant will compare the existing draft ordinance to ordinances from up to four communities within the state. The Consultant will consider the review of comparative communities completed as part of the Town of White Lake GoldenLEAF Stormwater Management Plan (2024).

### Task 2 Deliverable:

- Memo summarizing findings of the review.

## Task 3. Develop Stormwater Ordinance

- A. The Consultant will organize the ordinances into an agreed upon order and draft the various sections of the ordinance text and review the progress with staff.
- B. The Consultant will incorporate timely case law and updated legislation, best planning practices, and accessibility and ease of use.
- C. The Consultant will prepare a "Working" version of the Ordinance and provide to the Town for review and comments. Two rounds of review/comments and meetings (virtual) between the Town and Consultant are included in the scope before preparing a "Draft Ordinance" ready for adoption.
- D. The Consultant will prepare a Draft Ordinance.
- E. The Consultant will assist the Town to notice the ordinance for adoption following the Town's standard procedures.



**Task 3 Deliverables:**

- Two versions of Working Ordinance
- Draft Ordinance (word document and PDF versions).

**Task 4. Rollout of Stormwater Ordinance**

- A. The Consultant, in Collaboration with the Town staff will prepare and conduct a presentation summarizing key aspects of the proposed ordinance to the Town Board of Commissioners. Minor modifications to the proposed ordinance based on board input could be accommodated. Major modifications are not anticipated and therefore not included in this scope.
- B. If ordinance is not approved during the meeting attended by the Consultant, It is assumed that Town staff will present the revised draft ordinance to the Town Board of Commissioners for approval after Consultant has modified the ordinance based on feedback.

**Task 4 Deliverables:**

- Revised Ordinance as approved by the board for adoption.

**E. Exclusions/Additional Services**

Services that are not included in Section C or are specifically excluded from this Agreement (see below) shall be considered Additional Services if those services can be performed by WithersRavenel and its agents if requested in writing by the Client and accepted by WithersRavenel. The following list is not all inclusive and the Scope of Services defines the services to be provided by WithersRavenel for this project. Additional services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit I. The exclusions are described below but are not limited to the following:

- ▶ Any work previously provided in other agreements;
- ▶ All permitting, submittal, advertising, and public notice fees are excluded from this proposal and will be the responsibility of the Client;
- ▶ Financial/funding analysis;
- ▶ Any legal noticing of the ordinance changes;
- ▶ Representation, presentation, or submittals to regional or state government entities;
- ▶ Staff training;
- ▶ Serving as an expert witness for the Client in any litigation involving the Project;
- ▶ Any other items not specifically listed in the Scope of Services.

**F. Client Responsibilities**

The following items will be provided by the Client and WithersRavenel will rely upon the accuracy and completeness of this information:

- ▶ **General:**
  - Provide representative for communications and decisions;
  - Preferred media platforms for communications with the Client;
  - Provide in writing, any information as to Client's requirements for design;
  - Provide any information needed to complete the Project not specifically addressed in the Scope of Services;
  - Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project;



- Examine all agreements, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant;
- Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant;
- All noticing fees associated with the Project;
- Any legal representation requiring an attorney at law.

## G. Compensation for Services

WithersRavenel proposes to provide the Scope of Services previously outlined on a lump sum basis as described in the following table. Compensation shall not exceed the total estimated compensation amount unless approved in writing by the Client.

Task No.	Task Name	Fee
Task 1	Project Management	\$7,500
Task 2	Review Current and Draft Stormwater Ordinances	\$13,000
Task 4	Develop Revised Stormwater Ordinance	\$17,000
Task 5	Rollout of Stormwater Ordinance	\$10,000
<b>Total</b>		<b>\$47,500</b>

1. Consultant may alter the distribution of compensation between individual phases noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the Client.
2. The Lump sum includes compensation for Consultant's services. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses, and Consultant charges.
3. The portion of the Lump Sum amount billed for Consultant's services will be based upon Consultant's estimate of the percentage of the total services completed during the billing period.
4. The Client will pay the Consultant for services and expenses in accordance with periodic invoices to Client and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to Client. Invoices are past due after 30 days. If the Project is reliant on State and/or Federal Funds, then the Client will pay Consultant for all invoices within three (3) banking days of receipt of those State or Federal Funds. The Client is ultimately responsible for payment of all invoices with or without receipt of State or Federal Funds.

The attached Exhibit I, Fee & Expense Schedule, is based on Consultant's rates as of the date of this agreement and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.





## H. Acceptance


This agreement is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this Task Order will serve as the written Agreement between WithersRavenel and Town of White Lake. All Exhibits identified after the signature blocks below, including the Fee & Expense Schedule (Exhibit I), are incorporated herein and are integral parts of the Task Order.


OFFERED BY:


WithersRavenel

ACCEPTED BY:

Town of White Lake

DocuSigned by:  
  
 November 14, 2024  
 Signature Date  
 Amanda Hollingsworth, PE, CFM  
 Name  
 Project Manager  
 Title

  
 Signature Date  
 H. Goldston Wamble, Jr.  
 Name  
 Mayor  
 Title

DocuSigned by:  
  
 November 14, 2024  
 Signature Date  
 Dori Sabeh, PE, GISP  
 Name  
 Director of Stormwater  
 Title

**PREAUDIT STATEMENT:** This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).

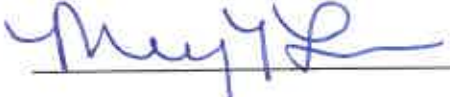
Signature of Finance Officer:

Printed Name:

Date:

Attachments:

Exhibit I- Fee & Expense Schedule

  
 Mary Jo Lennon  
 12/12/2024



# 23-0873-001\_ White Lake Stormwater Ordinance

TASK	DURATION	PLANNED START	PLANNED FINISH	PREDECESSORS
1 <input type="checkbox"/> 23-0873-0001_Town of White Lake Stormwater Ordinance	154d	12/12/24	07/17/25	
2 <input type="checkbox"/> Project Management	154d	12/12/24	07/17/25	
25 <input type="checkbox"/> Review Documents	40d	01/16/25	03/12/25	
26 <input type="checkbox"/> Kickoff Meeting with Town	0	01/16/25	01/16/25	
29 <input type="checkbox"/> Review Existing Documents	30d	01/16/25	02/26/25	26
32 <input type="checkbox"/> Develop Memo Summarizing Review	5d	02/27/25	03/05/25	29
34 <input type="checkbox"/> Memo QAQC	5d	03/06/25	03/12/25	32
37 <input type="checkbox"/> Submit Memo to Town	0	03/12/25	03/12/25	34
39 <input type="checkbox"/> Develop Revised Stormwater Ordinance	52d	03/12/25	05/23/25	
40 <input type="checkbox"/> Preliminary Draft	28d	03/12/25	04/21/25	
41 <input type="checkbox"/> Preliminary Draft Development	18d	03/12/25	04/07/25	
54 <input type="checkbox"/> 1st Draft Submittal	10d	04/07/25	04/21/25	
55 Submit Preliminary SWMP to Client	0	04/07/25	04/07/25	53
56 Client Review/Comments	10d	04/08/25	04/21/25	55
57 Planning Board Meeting	0	04/17/25	04/17/25	55FS +8d
58 <input type="checkbox"/> Final Draft	24d	04/21/25	05/23/25	
59 <input type="checkbox"/> Begin Final Draft	14d	04/21/25	05/09/25	
72 <input type="checkbox"/> Draft 2 Submittal	10d	05/09/25	05/23/25	
73 Submit Draft Client	0	05/09/25	05/09/25	71
74 Client Review/Comments	10d	05/12/25	05/23/25	73
75 Planning Board Meeting	0	05/15/25	05/15/25	73FS +4d
76 <input type="checkbox"/> Rollout of Stormwater Ordinance	45d	05/16/25	07/17/25	75
77 <input type="checkbox"/> Rollout	45d	05/16/25	07/17/25	



**WithersRavenel**  
Our People. Your Success.

**EXHIBIT I**

**Fee & Expense Schedule**

Description	Rate
<b>Engineering, Landscape Architecture &amp; Planning</b>	
Construction Project Professional	\$ 160
Construction Manager I	\$ 165
Construction Manager II	\$ 180
Senior Construction Manager	\$ 205
CAD Technician I	\$ 110
CAD Technician II	\$ 125
Senior CAD Technician	\$ 150
Designer I	\$ 140
Designer II	\$ 160
Senior Designer	\$ 180
Landscape Architect I	\$ 160
Landscape Architect II	\$ 185
Landscape Architect III	\$ 205
Senior Landscape Architect	\$ 230
Landscape Designer I	\$ 140
Landscape Designer II	\$ 150
Landscape Designer III	\$ 155
Planning Technician	\$ 125
Planner I	\$ 135
Planner II	\$ 155
Planner III	\$ 180
Senior Planner	\$ 190
Project Engineer I	\$ 180
Project Engineer II	\$ 190
Project Engineer III	\$ 210
Senior Project Engineer	\$ 245
Assistant Project Manager	\$ 190
Project Manager I	\$ 210
Senior Project Manager	\$ 230
Resident Project Representative I	\$ 110
Resident Project Representative II	\$ 130
Resident Project Representative III	\$ 145
Senior Resident Project Representative	\$ 155
Staff Professional I	\$ 95
Staff Professional II	\$ 150
Staff Professional III	\$ 165
Senior Technical Consultant	\$ 270
Client Experience Manager	\$ 245
Director	\$ 265
Principal	\$ 280
Zoning Specialist	\$ 360
<b>Project Coordinators</b>	
Project Coordinator I	\$ 100
Project Coordinator II	\$ 120
Project Coordinator III	\$ 130
Senior Project Coordinator	\$ 140
Lead Project Coordinator	\$ 150
<b>Other</b>	
Implementation Consultant	\$ 160
Senior Implementation Consultant	\$ 170

Description	Rate
<b>Funding &amp; Asset Management</b>	
GIS Senior Specialist	\$ 180
GIS Specialist	\$ 160
GIS Technician	\$ 105
GIS Analyst I	\$ 130
GIS Analyst II	\$ 145
GIS Project Manager	\$ 180
F&M Assistant Project Manager	\$ 175
Intern I	\$ 70
Intern II	\$ 95
F&M Project Consultant I	\$ 130
F&M Project Consultant II	\$ 140
F&M Project Consultant III	\$ 145
F&M Project Consultant IV	\$ 150
F&M Senior Project Consultant I	\$ 160
F&M Senior Project Consultant II	\$ 165
F&M Project Manager	\$ 180
F&M Principal	\$ 280
F&M Director	\$ 250
F&M Staff Professional I	\$ 75
F&M Staff Professional II	\$ 125
F&M Staff Professional III	\$ 165
F&M Staff Professional IV	\$ 205
F&M Senior Project Manager	\$ 230
F&M Senior Technical Consultant	\$ 265
<b>Geomatics</b>	
Geomatics CAD I	\$ 110
Geomatics CAD II	\$ 130
Geomatics CAD III	\$ 145
GIS Survey Technician I	\$ 85
GIS Survey Technician II	\$ 110
GIS Survey Technician III	\$ 130
GIS Survey Lead	\$ 145
Geomatics Project Manager I	\$ 180
Geomatics Project Manager II	\$ 190
Geomatics Project Manager III	\$ 220
Geomatics Project Professional I	\$ 160
Geomatics Project Professional II	\$ 185
Geomatics Principal	\$ 260
Geomatics Remote Sensing Crew I	\$ 230
Geomatics Remote Sensing Crew II	\$ 325
Geomatics Survey Crew I	\$ 165
Geomatics Survey Crew II (2 Man)	\$ 195
Geomatics Survey Crew III (3 Man)	\$ 245
Geomatics Senior Manager	\$ 230
Geomatics Survey Tech I	\$ 65
Geomatics Survey Tech II	\$ 100
Geomatics Survey Tech III	\$ 130
Geomatics Survey Tech IV	\$ 140
Geomatics Sr. Technical Consultant	\$ 235
Geomatics SUE Crew 1	\$ 195
Geomatics SUE Crew 2	\$ 275

Description	Rate
<b>Environmental</b>	
Environmental Technician I	\$ 90
Environmental Technician II	\$ 105
Environmental Technician III	\$ 110
Environmental Senior Technician	\$ 125
Environmental Project Geologist I	\$ 160
Environmental Project Geologist II	\$ 175
Environmental Project Geologist III	\$ 200
Environmental Senior Project Geologist	\$ 220
Environmental Assistant Project Manager	\$ 175
Environmental Project Manager	\$ 200
Environmental Senior Project Manager	\$ 220
Environmental Director	\$ 250
Environmental Project Engineer I	\$ 160
Environmental Project Engineer II	\$ 175
Environmental Project Engineer III	\$ 200
Environmental Senior Project Engineer	\$ 220
Environmental Principal	\$ 280
Environmental Project Scientist I	\$ 160
Environmental Project Scientist II	\$ 175
Environmental Project Scientist III	\$ 200
Environmental Senior Project Scientist	\$ 220
Environmental Scientist I	\$ 115
Environmental Scientist II	\$ 140
Environmental Scientist III	\$ 150
Environmental Geologist I	\$ 115
Environmental Geologist II	\$ 140
Environmental Geologist III	\$ 150
Environmental Professional I	\$ 115
Environmental Professional II	\$ 140
Environmental Professional III	\$ 150
Environmental Senior Technical Consultant	\$ 245
<b>Administrative</b>	
Administrative Assistant	\$ 70
Administrative Assistant I	\$ 90
Administrative Assistant II	\$ 100
Administrative Assistant III	\$ 110
Marketing Administration I	\$ 100
Marketing Administration II	\$ 130
Director of Marketing	\$ 160
Office Administration	\$ 75
Office Administrator I	\$ 130
Office Administrator II	\$ 135
Office Administrator III	\$ 140
<b>Expenses</b>	
Bond Prints (Per Sheet)	\$ 1.75
Mylar Prints (Per Sheet)	\$ 11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

**TOWN OF WHITE LAKE  
 FY 2025/26 CALENDER OF BUDGET ACTIVITIES  
 (PROPOSED DATES ARE SUBJECT TO CHANGE)**

<b>DATE</b>	<b>ACTIVITY</b>	<b>NOTES</b>
11 Feb	Governing Body appoints FY 2024/25 Budget Officer. <b>(The Mayor has served as Budget Officer in the past).</b>	G.S. 159.9
	Governing Body appoints the Budget Committee. <b>(The Board of Commissioners have served as the Budget Committee in the past).</b>	G.S. 159.9
11 Feb	Budget Calendar presented to Town Council for approval.	G.S. 159.9
21 Feb	Budget materials distributed to Department Heads	G.S. 159.10
11 Mar	Adjourn March 11,2025 meeting to Budget Retreat w/Budget Officer/Budget Committee & Department Heads (Proposed dates of Thursday, March 27, 2025, or Thursday, April 3, 2025)	
21 Mar	Department heads prepare budget requests/meet w/Department Commissioner(s) at the Dept. Commissioner's discretion.	
27 Mar/ 03 Apr	Budget Retreat	
29 Mar	Department budgets returned to Town Administrator	G.S. 159.10
22 Apr	Last day for department heads to review proposed budget w/Budget Officer/Town Administrator/Finance Office	G.S. 159.10
09 May	Last day to submit budget & budget message to Governing Body.	G.S. 159.11
13 May	1) Budget Committee meeting to review proposed budget and budget message	G.S. 159.11
	2) Make Budget available to public & press.	G.S. 159.12
	3) Publish Budget statement and notice of Public Hearing for June 10, 2025 Board meeting	G.S. 159.12
10 Jun	Hold Public Hearing on proposed Budget. (Depending on need, schedule additional budget meetings/hearings) If proposed Budget is not adopted May 14, adjourn meeting to another time in order that the budget is adopted by or on July 1 <sup>st</sup> .	G.S. 159.12
01 July	Last day for Governing Body to adopt FY 2025/26 Budget Ordinance and levy tax rate.	G.S. 159.13

2024 UNPAID REAL PROPERTY TAXES

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Acct ID	Billing Name	Real Pin	Prop Addr	Balance
11789	STEED, CARL ALAN STEED, RICKY SHINDLEDECK	135217104454	107 TIMBERLODGE VILLAGE DR	\$145.80
11757	VILLESCHAS, COURTNEY NICOLE	134220911585	54 CLARKLAND VILLAGE	\$255.31
11745	POWELL, MARK W & WIFE POWELL, CYNTHIA G	134220915579	99 TYNER DR	\$305.59
11659	HUNT, MITCHELL	135211551890DC	E CAROLINA AVE	\$20.25
11659	HUNT, MITCHELL	135211552834	E CAROLINA AVE	\$20.25
11659	HUNT, MITCHELL	135211551757	E CAROLINA AVE	\$20.25
11483	BOYKIN, ALEXIS KATRINE ETVIRE BOWMAN, JOS	134215645645	17 WREXHAM PL	\$989.06
11464	TILDA, MARIE BRISSON SUTTON	135205092659	6890 US 701 HWY N	\$3,283.55
11437	PRICE, RICKY	135210468416	31 PINEVIEW DR	\$98.71
11427	PANTALEON, ALFONSO JAIMES	134207684804	237 GRAYS LN	\$491.83
11374	HOLDEN, STEPHEN	135210461637	27 LEISURE LN	\$58.83
11363	GREEN, ANDREW THOMAS ETUX GREEN, STACI P	135217019212C	WOODBURY RD	\$11.61
11299	A &, M INVESTMENT	135206382833	54 E OSCAR DR	\$17.55
11299	A &, M INVESTMENT	135206381895	44 E OSCAR DR	\$20.12
11274	KEITH, DENNIS K & KEITH, JONATHAN DAVID	135217112254	9 JOHNSON ST	\$718.58
11203	MORNINGSTAR VACATIONS LLC	135210369666	756 WHITE LAKE DR	\$1,885.14
11148	ACE, LANDS LLC	135218415805	1808 WHITE LAKE DR	\$403.84
10999	STRICKLAND, VIRGINIA SUE ETVIRSTRICKLAND,	134220817647	23 SANDY COVE	\$107.22
10980	PLEASURE, LAND CLUB	134220000000 L/H	LEASEHOLD PIER # 38, L/H	\$57.38
10972	NEWBERGER, LAWRENCE P ETUX POE, JOANN LO	134207692142	117 GRAYS LN	\$769.58
10959	LOCKAMY, BOBBY JOE	135206381505	WHITE LAKE DR	\$134.70
10959	LOCKAMY, BOBBY JOE	135206287261	132 WATERS EDGE LN	\$2,821.77
10902	GLASPIE, LONNIE W JR	135211563212	E CAROLINA AVE	\$16.20
10901	GLASPIE, LONNIE W JR	135211562145	E CAROLINA AVE	\$24.30
10899	GLASPIE, LONNIE W JR	135211562102	89 E CAROLINA AVE	\$35.45
10899	GLASPIE, LONNIE W JR	135211561078	E CAROLINA AVE	\$16.20
10886	DOUGLAS, JASON & DOUGLAS, DEBORAH	134220819652	41 ALFORD DR	\$347.38
10884	DAVIS, TERRY ETUX LAURA	135214449277	27 SERENITY POINTE	\$394.55
10874	CHAVIS, HERMAN	135218207736A	7 EULA JANE ST	\$208.66
10864	BONOMO, MICHAEL	135211551742B	CAROLINA AVE E	\$9.91
10863	BONOMO, JERI LYNN	135211551742A	E CAROLINA AVE	\$45.58
10856	BEASLEY JACOB ETUX , ALLEN S & PARKER, RAND	134220918553	93 PRECIOUS MEMORIES LN	\$440.21
10631	WATSON, JACK A ETUX PHYLLIS B	134220828365	7 JUNIPER ST	\$20.15
10612	TURNER, KIMBERLY JONES TOLER	135206295546	40 RUSS ST	\$115.83
10568	MCDUFFIE, DANA E. TRUSTEE	135217588632	WOODBURY RD	\$60.75
10568	MCDUFFIE, DANA E. TRUSTEE	135217005708	WOODBURY RD	\$60.75
10568	MCDUFFIE, DANA E. TRUSTEE	135217004787	WOODBURY RD	\$45.58
10568	MCDUFFIE, DANA E. TRUSTEE	135217004730	WOODBURY RD	\$91.13
10568	MCDUFFIE, DANA E. TRUSTEE	135217003694	WOODBURY RD	\$60.75
10568	MCDUFFIE, DANA E. TRUSTEE	135217003651	WOODBURY RD	\$83.54
10561	LAR LLC	135218422086	68 TOWN HALL ST	\$545.97
10535	CLIFTON, DRAKE MACRAE	134211771364	266 TURTLE COVE DR	\$531.14
10521	BLUE RIVER LEGACY FARMS LLC	135300124417	US 701 HWY N	\$13.93
10521	BLUE RIVER LEGACY FARMS LLC	134320907354	US 701 HWY N	\$140.91
10194	BELLA PORT INVESTMENTS LLC	135210457528	42 WEST CAROLINA AVE	\$387.23
9866	HILL, LINDA MARSHBURN	135205186990	144 BRADLEY ST	\$223.59
9573	WARREN, BOBBY C ETUX WARREN, REBECCA J	135218413985	46 TOWN HALL ST	\$285.88
9572	VIOLA, FRANCES SESSOMS TRUST	135206390077	11 E OSCAR DR	\$24.30
9565	THE, NICHE AT THE LAKE LLC	135205280896A	TUCKER LN	\$2,756.73
9541	RICHARDSON, JAMES E	134220910310	LAKE PLACE CONDO DR, 310	\$19.97

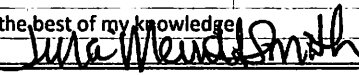
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9484	EDWARDS GENERAL CONTRACTING	135210474025	759 WHITE LAKE DR	\$195.48
9197	SKIPPER, MICHAEL L ETUX SKIPPER, JACQUELINE	135210467436	883 WHITE LAKE DR	\$50.90
8573	LANCASTER, REECE KIPLING	134215734641	68 WILSON RD	\$467.96
8555	COCKRELL, JONATHAN MICHAEL	134220913754	100 CLARKLAND VILLAGE	\$303.32
8541	BARBOUR, RANDY KAY ETUX CONNIE	135206297707	RUSS ST	\$20.25
8541	BARBOUR, RANDY KAY ETUX CONNIE	135206296772	80 RUSS ST	\$65.93
7822	PADRICK, SANDRA M	135206285462	171 SHADY SHORES CIR	\$137.81
7418	REMSNYDER, MARSHA U & UTTERBACK, MARSHA	135206285407	74 SHADY SHORES CIR	\$159.19
7399	LONG, DOUGLAS R JR ETUX RUSS-LONG, NATASHA	135206600715	WOODLIEF DR	\$28.67
7399	LONG, DOUGLAS R JR ETUX RUSS-LONG, NATASHA	135206375416	505 WHITE LAKE DR	\$32.05
7397	RLM PROPERTIES LLC	135214438650	1498 WHITE LAKE DR	\$2,118.12
7038	BDBR, PROPERTIES LLC	135210461847	736 WHITE LAKE DR	\$151.12
6656	SUTTON, TILDA MARIE BRISSON	135205093838	US 701 HWY N	\$127.76
6592	LONG, BETTY CRUMPLER	134220914755	95 MAPLE AVE	\$226.15
6592	LONG, BETTY CRUMPLER	134220915800	93 MAPLE AVE	\$86.40
6563	ISLEY, JIMMIE & SUDIE LLC	135218414858	26 TOWN HALL ST	\$147.91
6563	ISLEY, JIMMIE & SUDIE LLC	135206296626	64 RUSS ST	\$208.58
6150	RYGIEL, KAMILA	135206392131	E OAK ST	\$17.55
6023	BELLAMY, ANNE MARIE	135211552239	1127 WHITE LAKE DR	\$183.65
5809	WILLIAMS, CHARLES L ETUX WILLIAMS, BARBARA	135217101148	2091 NC 53 HWY E	\$394.88
5756	WARREN, JOHN ETUX WARREN, PATRICIA	135206285328	161 SHADY SHORES CIR	\$146.21
4533	PLUMMER, RONALD D ETUX PLUMMER, BARBARA	134220914823	118 CLARKLAND VILLAGE	\$312.07
4101	BDBR, PROPERTIES LLC	135210474096	769 WHITE LAKE DR	\$196.07
4100	BDBR, PROPERTEIS LLC	135211560482	POOLE AVE	\$4.54
4023	KEITH, TOM J	134207687758	GRAYS LN	\$81.00
4023	KEITH, TOM J	134207687718	GRAYS LN	\$81.00
4023	KEITH, TOM J	134207686759	GRAYS LN	\$81.00
4023	KEITH, TOM J	134207686670	GRAYS LN	\$81.00
4023	KEITH, TOM J	134207687548	330 GRAYS LN	\$24.30
3956	FLYNT, JAMES E	135206373839	10 GODWIN RD	\$107.22
3868	HYLTON, MILDRED S	135217110132	WOODBURY RD	\$36.45
3868	HYLTON, MILDRED S	135217111020	WOODBURY RD	\$60.75
3765	MCKEEL, ROBERT WARD	134220908904C	NC 53 HWY E	\$7.75
3765	MCKEEL, ROBERT WARD	135217014132	102 LAKE DR	\$67.50
3332	BONOMO, JERI L AVERITT	134207693402	GRAYS LN	\$81.00
3328	BONOMO, RICHARD ETUX BONOMO, JERI L	135211550701	1025 WHITE LAKE DR	\$45.58
2933	TOWNES, NORMA JEAN	135211550837	WHITE LAKE DR	\$56.94
2933	TOWNES, NORMA JEAN	135211550912	37 E CAROLINA AVE	\$51.41
2657	BONOMO, RICHARD ETUX BONOMO, JERI L	135211550745	34 E CAROLINA AVE	\$26.57
1760	WARD, JAMES & WARD, ROBERTA	134220908904F	NC 53 HWY E	\$7.75
1760	WARD, JAMES & WARD, ROBERTA	135217015109	118 LAKE DR	\$72.87
1561	SMITH, SYLVIA ELIZABETH COBLE	135210461459	798 WHITE LAKE DR	\$1,134.51
1551	SMITH, MATTHEW M JR	135214448717	1194 WHITE LAKE DR	\$1,483.95
1363	TONI, W PURYEAR- TOMMIE, & JAMES	134320909034	6810 US 701 HWY N	\$2,120.85
1347	POWELL, DOSIER JR & POWELL, BERNICE	134220909900	20 TALL PINE ST	\$50.63
1104	MCGOUGAN, JAMES D & MCGOUGAN, CAROLYN	134220825157	62 MYRTLE AVE	\$214.38
849	HYLTON MILDRED,SCOTT, BRANTLEY,	135217110094	LOUISE AVE	\$1.51
849	HYLTON MILDRED,SCOTT, BRANTLEY,	135217111169	176 WOODBURY RD	\$951.13
838	HUNT, KENNETH B & WIFE- HUNT, STACI S	134215741426	130 LAKE SHORE DR	\$1,186.46
588	FRYE, FREDERICK ROYCE & FRYE, SHEILA	135210458303	77 FRYE LANDING	\$1,054.84

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382	COOK, SARAH B	135205292107	33 LEE ST	\$653.48
286	CANNON, MICHAEL LINDSAY	135215537612	77 AQUAMARINE DR	\$14.77
263	CAIN, HAROLD P & CAIN, JANET W	135218417835	1775 WHITE LAKE DR	\$327.83
246	BUNCE, WILLIAM D & BUNCE, JOANNE	135217017066	WOODBURY RD	\$60.75
210	BRITT, MITCHELL	134220910582	35 CLARKLAND VILLAGE	\$217.94
176	BONOMO, JERI LYNN	135211550623	1035 WHITE LAKE DR	\$150.17
				\$36,019.35
	I, Tina Merritt-Smith, certify the above list is true and correct to the best of my knowledge.			
	Tina Merritt-Smith, Revenue Collection Specialist/Tax Collector 			

## AGREEMENT FOR ENGINEERING SERVICES

This agreement, made this 12th day of February, 2025, by and between the Town of White Lake, North Carolina, hereafter referred to as the OWNER, and Engineering Services, P.A., hereinafter referred to as the ENGINEER.

The OWNER intends to utilize both surveying and engineering services to be provided by the ENGINEER for the Sandy Ridge Campground Water Line Extension Project for the Town of White Lake. These improvements are as funded by the Town of White Lake. The scope of work and budget for this project is as described in the Project Budget (see attached budget). The ENGINEER agrees to perform the various professional services as described in the Project Budget.

### WITNESSETH:

That for and in consideration of the mutual covenants and promises between the parties hereto, the following is hereby agreed:

### SECTION A - ENGINEERING SERVICES

The ENGINEER shall furnish engineering services as follows:

1. The ENGINEER will conduct preliminary investigations, prepare preliminary drawings, and provide a preliminary itemized list of probable construction costs effective as of the date of the preliminary design (attached). Note that such probable construction costs will be ENGINEER'S professional opinion, but that such costs are an estimate only and subject to change.
2. The ENGINEER will furnish one copy of the final design plans and specifications to the OWNER in PDF format.
3. The ENGINEER will attend conferences with the OWNER or other interested parties as may be reasonably necessary, but not to exceed more than 2 such conferences per calendar month. Conferences over 2 per month will be chargeable to OWNER at ENGINEER'S rates as set forth in Section D.
4. After the preliminary facilities plan has been reviewed and approved by the OWNER and the necessary State approval agencies, the OWNER will direct the ENGINEER to proceed. The ENGINEER will perform the necessary design surveys, accomplish the detailed design of the project, prepare construction drawings, specifications and contract documents, and prepare a final cost estimate based on the final design for the entire system. It is also, understood that if subsurface explorations (such as borings, soil tests, rock soundings and the like) are required, the ENGINEER will furnish coordination of said explorations without additional charge, but the costs incident to such explorations shall be paid for by the OWNER as set out herein.

5. Prior to the advertisement for bids, the ENGINEER will provide for each construction contract, not to exceed 5 copies of detailed drawings, specifications, and contract documents for use by the OWNER, appropriate Federal, State, and local agencies from whom approval of the project must be obtained. The cost of such drawings, specifications, and contract documents shall be included in the basic compensation paid to the ENGINEER.
6. The ENGINEER will furnish additional copies of the drawings, specifications and contract documents as required by prospective bidders, material suppliers, and other interested parties, but may charge them a reasonable cost of such copies. Upon award of each contract, the ENGINEER will furnish to the OWNER five sets of the drawings, specifications and contract documents for execution. The cost of these sets shall be included in the basic compensation paid to the ENGINEER. Original documents, survey notes, tracings, and the like, except those furnished to the ENGINEER by the OWNER, are and shall remain the property of the ENGINEER.
7. The drawings prepared by the ENGINEER under the provisions of Section A-4 above shall be in sufficient detail to permit the location of the proposed improvements on the ground. The ENGINEER shall prepare and furnish to the OWNER three (3) copies of a map(s) showing the general location of needed construction easements. The ENGINEER shall be additionally compensated at rates set out in Section D for the preparation of easement maps for any acquired property. Property surveys, property plats, property descriptions, abstracting and negotiations for land rights shall be furnished by the OWNER, unless the OWNER requests, and the ENGINEER agrees to provide those services as an amendment to this Agreement. In the event the ENGINEER is requested to provide such services, the ENGINEER shall be additionally compensated as set in Section D hereof.
8. The ENGINEER will attend one bid opening and tabulate the bid proposals, make an analysis of the bids, and make recommendations for awarding contracts for construction. If re-bidding is requested or required, such will be at ENGINEER's rates set out in Section D.
9. The ENGINEER will review and approve, only for general conformance with the design concept, any necessary shop and working drawings furnished by contractors.
10. The ENGINEER will interpret the intent of the drawings and specifications to endeavor to protect the OWNER against defects and deficiencies in construction on the part of the contractors. The ENGINEER will not, however, guarantee the performance by any contractor.
11. The ENGINEER will establish baselines for locating the work together with a suitable number of benchmarks adjacent to the work as shown in the contract documents. Construction layout for any project will be the responsibility of the successful Contractor.
12. The ENGINEER will provide general engineering review of the work of the contractors as construction progresses to ascertain that the contractor is, in general, conforming to the design concept. Such review is not exhaustive, nor does such review guarantee Contractor's performance.



13. Unless notified by the OWNER in writing that the OWNER will provide for construction observation, the ENGINEER will provide construction observation under this Agreement. In the event that the Owner does provide construction observation, additional compensation to the ENGINEER will be required to accommodate the final inspection and sign-off required by the necessary regulatory agencies. The ENGINEER'S undertaking hereunder shall not relieve the contractor of contractor's obligation to perform the work in conformity with the drawings and specifications and in a workmanlike manner; shall not make the ENGINEER an insurer of the contractor's performance; and shall not impose upon the ENGINEER any obligation to see that the work is performed in a safe manner.
14. The ENGINEER will review the contractor's applications for progress and final payment and, when approved, submit to the OWNER for payment.
15. The ENGINEER will prepare necessary contract change orders for approval of the OWNER and others on a timely basis.
16. The ENGINEER will make a final review prior to the issuance of the statement of substantial completion of all construction and submit a written report to the OWNER. Prior to submitting the final pay estimate, the ENGINEER shall submit a statement of completion to and obtain the written acceptance of the facility from the OWNER.
17. The ENGINEER will provide the OWNER with one set of record (as-built) drawings at no additional cost to the OWNER. Such drawings will be based upon construction records provided by the Contractor during construction and reviewed by the resident construction observer and from the resident observer's construction data. ENGINEER will also provide OWNER with the record drawings in digital (.pdf) format.
18. The ENGINEER will be available to furnish engineering services and consultations necessary to correct unforeseen project operation difficulties for a period of one year after the date of statement of substantial completion of the facility. This service will include instruction of the OWNER in initial project operation and maintenance but will not include supervision of normal operation of the system. Such consultation and advice shall be furnished without additional charge except for travel and subsistence costs.
19. The ENGINEER further agrees to obtain and maintain, at the ENGINEER'S expense, such insurance as will protect the ENGINEER from claims under the Workman's Compensation Act and such comprehensive general liability insurance and professional liability as will protect the OWNER and the ENGINEER from all claims for bodily injury, death, or property damage which may arise from the performance by the ENGINEER or by the ENGINEER'S employees of the ENGINEER'S functions and services required under this Agreement.
20. The services called for in the Section A-1 of this Agreement are complete. Upon authorization from the OWNER, the ENGINEER will complete final plans, specifications and contract documents and submit for approval of the OWNER and all State regulatory agencies.

**SECTION B - COMPENSATION FOR SURVEYING, PLANNING, DESIGN & BIDDING ASSISTANCE SERVICES AS SET FORTH IN SECTION A-1 through A11**

The OWNER shall compensate the ENGINEER for surveying services in the Lump Sum amount of Five Thousand, Five Hundred dollars (\$5,500). The OWNER shall compensate the ENGINEER for Preliminary and Final Engineering Design services in the Lump Sum amount of Twenty-Two Thousand, Five Hundred dollars (\$22,500.00). The OWNER shall compensate the ENGINEER for Bidding Assistance services in the Lump Sum amount of Two Thousand Five Hundred dollars (\$2,500.00).

The ENGINEER will render to OWNER for such services an itemized bill, once each month, for compensation for such services performed hereunder during such period, based on the ENGINEER'S estimate of the percentage complete of the design process, the same to be due and payable by the OWNER to the ENGINEER on or before the 15th day of the following period.

If the Project is suspended for more than three months or abandoned in whole or in part, the Engineer shall be paid for services performed prior to receipt of such notice from the OWNER. If the Project is resumed after being suspended for more than three months, the Engineer's compensation shall be subject to renegotiations.

**Not Included:**

- Environmental Studies or Wetland Delineations
- Easement Survey

**SECTION C - COMPENSATION FOR CONSTRUCTION ADMINISTRATION and CONSTRUCTION OBSERVATION AS SET FORTH IN SECTION A-13 thru A-18 –**

The ENGINEER shall provide resident construction observation and construction administration. Construction observation shall consist of one full-time employee to maintain a physical presence on the Project as needed, typically during the times the contractor is on-site working. The construction observation and construction administration services shall be to generally observe the work to see that it is progressing in general compliance with the design intent of the documents; it is not, however, to supervise any trade's work or to otherwise guarantee the work of any trade.

The ENGINEER will, prior to the preconstruction conference, submit a resume of the resident construction observer's qualifications, anticipated duties for approval by the OWNER. The OWNER agrees to compensate the ENGINEER for such services in the Lump Sum amount of Thirteen Thousand and Seventy-Nine dollars (\$13,079.00) for Construction Observation, and Five Thousand, Six Hundred, and Thirty-Seven dollars (\$5,637.00) for Construction Administration. The ENGINEER will render a bill to OWNER for such services based on the dollar percentage complete of the construction contract, once each month, for compensation for such services performed hereunder during such period, the same to be due and payable by the OWNER to the ENGINEER on or before the 15th day of the following period.

## SECTION D - COMPENSATION FOR ADDITIONAL ENGINEERING SERVICES

In addition to the foregoing being performed, the following services may be provided UPON PRIOR AUTHORIZATION OF THE OWNER, subject to compensation as set forth below.

1. Site surveys for water treatment plants, sewage treatment works, dams, reservoirs, ponds, and other similar special surveys as may be required.
2. Laboratory tests, well tests, borings, specialized geological, soils, hydraulic, or other studies recommended by the ENGINEER.
3. Property surveys, easement surveys, detailed description of sites, maps, drawings, or estimates related thereto; assistance in negotiating for land and easement rights.
4. Necessary data and filing maps for water rights, water adjudication, and litigation.
5. Redesigns ordered by the OWNER after the OWNER has accepted final plans.
6. Appearances before courts or boards on matters of litigation or hearings related to the project.
7. Preparation of environmental impact assessments or environmental impact statements.
8. Performance of detailed staking necessary for construction of the project in excess of the control staking set forth in Section A-11.
9. Provide maintenance and operation manuals or shop drawings, where appropriate.
10. Provide additional electrical or structural engineering services for changes or additions to the Contract as requested by the Owner.

Payment for extra services specified herein shall be as agreed to between the OWNER and ENGINEER prior to the commencement of work. The ENGINEER will render to OWNER for such extra services an itemized bill, separate from any other billing, once each month, for compensation for services performed hereunder during such period, the same to be due and payable by OWNER to the ENGINEER on or before the 15th day of the following period.

The following rates apply to these extra services:

Principal Engineer	\$100/per hour
Managing Engineer	\$100/per hour
Project Engineer	\$100/per hour
CADD Operations	\$75/per hour
Computations	\$75/per hour
Engineering Technician	\$75/per hour
Construction Observer	\$75/per hour
Grant/Loan Administrator	\$75/per hour
Office Manager/Secretary	\$50/per hour

## **SECTION E - PAYMENT AND INTEREST ON UNPAID SUMS**

All invoices are due and payable 30 calendar days from the date of the invoice. If an OWNER fails to make any payment due ENGINEER within the allowable 30 days for services and expenses, and funds are available for the projects, then the ENGINEER shall be entitled to interest at the rate of 12 percent per annum from said 30th day, not to exceed an annual rate of 12 percent. If the invoice is not paid within 30 days, the ENGINEER may, without waiving any claim or right against the OWNER, and without liability whatsoever to the OWNER, terminate the performance of the service. In the event that any portion or all of an account remains unpaid 60 days after billing, the OWNER shall pay all costs of collections, including reasonable attorney's fees.

## **SECTION F - INDEMNIFICATION**

To the fullest extent allowed by law, the OWNER/ENGINEER shall indemnify and hold harmless each other, and each other's personnel from and against any and all claims, damages losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of any obligations contained in this Agreement, provided that any such claim, damage, loss or expense is caused by the negligent act, omission, and/or strict liability of the OWNER/ENGINEER, anyone directly or indirectly employed by the OWNER/ENGINEER, or anyone for whose acts any of them may be liable. In no event, however, shall any party be indemnified for its own negligence. Claims and disputes under this Section are subjected to arbitration as defined by this Contract in Section H.

## **SECTION G - TERMINATION OF AGREEMENT**

This Agreement may be terminated by either party upon thirty (30) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. It is furthermore understood and agreed upon that the OWNER may decide not to complete the design or enter into the construction mode should the applied for grant/loan not be made available. In the event of termination due to the fault of parties other than the Engineer, the Engineer shall be paid his compensation for services performed to termination date, including Reimbursable Expenses.

## **SECTION H - ARBITRATION**

All claims, disputes and other matters in question between the parties to this Agreement, arising out of, or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect unless the parties mutually agree otherwise. No arbitration arising out of, or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional party not parties to this

Agreement except by written consent containing a specific reference to this Agreement and signed by all the parties hereto. Any consent to arbitration involving an additional party or parties shall not constitute consent to arbitration of any dispute not described therein or with any party not named or described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional party or parties duly consented to by the parties hereto shall be specifically enforceable under the prevailing arbitration law. In no event shall the demand for arbitration be made after the date when such dispute would be barred by the applicable statute of limitations or statute of repose. All arbitration shall be carried out in the City of Raleigh, North Carolina, and the arbitration shall be held pursuant to the laws of the State of North Carolina. The award rendered by the arbitrators shall be final and binding, and subject to enforcement by the Superior Courts of North Carolina. The prevailing party shall be entitled to its attorney fees in the discretion of the arbitration panel.

## **SECTION I - CIVIL RIGHTS ASSURANCES**

During and in connection with the associated loan and/or grant agreement between the United States Government and the OWNER, relating to the Federally assisted program, the Engineer, its successors and assigns; (i) will comply, to the extent applicable as contractors, subcontractors, lessees, suppliers, or in any other capacity, with the applicable provisions of the Regulations of the United States Department of Commerce (Part 8 of Subtitle A of Title 15 of the Code of Federal Regulations) issued pursuant to Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and will not thereby discriminate against any person on the ground of race, color, or national origin in their employment practices, in any of their own contractual arrangements, in all services or other business operations, (ii) they will provide the information required by or pursuant to said Regulations to ascertain compliance with the Regulations and these assurances, and (iii) their noncompliance with the nondiscrimination requirements of said Regulations and these assurances shall constitute a breach of their contractual arrangements with the Recipient of Federal financial assistance whereby said arrangements may be canceled, terminated or suspended in whole or in part or may be subject to enforcement otherwise by appropriate legal proceedings.

## **SECTION J – E-VERIFY REQUIREMENTS**

Engineer shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Engineer utilizes a subcontractor, Engineer shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

**SECTION K - EXTENT OF AGREEMENT**

This Agreement represents the entire and integrated agreement between the Owner and the Engineer and supersedes all prior negotiations, representations or agreements. This Agreement may be amended only by written instrument signed by both Owner and Engineer.

In WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below. This Agreement is entered into the day and year first written above.

(SEAL)

OWNER: Town of White Lake, NC

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Type

Name: H. Goldston Womble, Jr.

Type

Name: \_\_\_\_\_

Title: Mayor, Town of White Lake

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(SEAL)

ENGINEER: Engineering Services, PA

By: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Type Name: Todd S. Steele, PE

Type Name: Brian G. Cox, PE

Title: President

Title: Vice-President

Date: February 12, 2025

**Town of White Lake**  
**Budget Ordinance Amendment**  
**№ 2025-18**  
**February 11, 2025**

**Be it ordained** by the Governing Board of the Town of White Lake, North Carolina, that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30, 2025.

**Section 1.** To amend the expenses for the General Fund as follows:

<u>Code</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
35 - 810 - 0680	Water: Departmental Supplies	\$ 55,275	_____
		\$ 55,275	\$ -

To amend the revenues for the General Fund as follows:

<u>Code</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
35 - 500 - 0329	Water: Miscellaneous Revenue	\$ 55,275	\$ -
		\$ 55,275	\$ -

**Section 2.** This amendment is necessary to increase miscellaneous revenue and to increase departmental supplies expense for the purchase of 201 meters for the Sandy Ridge Project.

**Section 3.** Copies of this budget amendment shall be furnished to the Town Clerk, the Governing Board, the Budget Officer, and the Finance Officer for their direction.

**Adopted** this 11<sup>th</sup> day of February, 2025 by an affirmative vote of \_\_\_\_\_ and a nay vote of \_\_\_\_\_.

\_\_\_\_\_  
 H. Goldston Womble, Jr., Mayor

ATTEST:

\_\_\_\_\_  
 Tina G. Merritt-Smith, Town Clerk



## Memorandum

To: Mayor Womble / Board of Commissioners

From: Sean Martin

Re: Administrator's Report

Date: February 11<sup>th</sup>, 2025

### 1. Lake Update

Dr. Diane Lauritsen has not yet provided her monthly update to the Board. I have shared several documents on the sewer project with her and she is reviewing the information, but does not have things finished up yet at the time of this publication. Dr. Lauritsen has expressed a goal of relating water quality and groundwater flow to underscore the importance of the work, but also suggest that alternatives for funding, including cash funding, and breaking up the phase 3 work, should be explored. I will provide the Board with a digital copy of the update when I receive it, as well as a paper copy of the update in advance of the meeting Tuesday night.

### 2. Lumber River Council of Governments Strategic Planning Workshop

At the end of last month, a list of "capital projects" was provided to you. Mr. Richardson has asked that you identify several projects on that list to focus on for our next strategic planning workshop. The possible date for that workshop is proposed as March 4<sup>th</sup>, with alternative dates taking place in April or May (due to scheduling conflicts).

### 3. Stormwater Ordinance Kick-Off Meeting

The Planning Board conducted their stormwater ordinance kick-off meeting at their January 16<sup>th</sup> meeting. In your board packet, you will find those materials for your information. In your packet you will also find a calendar outlining strategic dates for the project.

### 4. Mosley Space Needs Assessment Presentation

Josh Bennett with Mosley Architects will be presenting a space and conceptual design project for the Town of White Lake Police Department and Volunteer Fire Department. Mr. Bennett will present a plan that includes a new state of the art Police Department (in place of the old medical building). The plan will also suggest Fire Department improvements that include sleeping quarters, another apparatus bay, and a sprinkler system. Finally, the plan will utilize the existing Police Department as office space for Public Works, and a centralized location for lake management related task.

### 5. Engineering Services Water Line Extension Project

The engineering contract with Engineering Services is included in this month's agenda packet to extend the Town's water line infrastructure from the Wam Squam Minuteman Store to the Sandy Ridge Campground on HWY 701. The cost of this project is estimated at \$274,763 and staff is proposing make the investment utilizing water system improvement funds in the water system capital reserves.



**TOWN OF WHITE LAKE**  
**FINANCE REPORT**  
AS OF  
**JANUARY 31, 2025**

**TOWN OF WHITE LAKE**  
**BOARD OF COMMISSIONER'S MEETING**  
**FEBRUARY 11, 2025**  
**ITEM #5.A2**

FISCAL YEAR 2024-2025 REVENUES						
Revenue Source	Fiscal Year Budget	Actual YTD as of 01/31/2025	58.33% % of The Year Completed		Prior Year Actual to Date	Dollar Change from Prior Fiscal Year
			% of Budget Exhausted	%		
<b>GENERAL FUND</b>						
Ad Valorem & BID Taxes	829,737.00	781,394.61	94.17%		788,565.52	(7,170.91)
Motor Vehicle Taxes	50,158.00	32,468.57	64.73%		32,617.51	(148.94)
Interest Income	88,741.00	54,370.80	61.27%		54,267.27	103.53
Postal Sales	25,335.00	14,371.17	56.72%		17,606.21	(3,235.04)
Utility Franchise Tax	123,718.00	70,903.31	57.31%		65,426.91	5,476.40
ABC Revenue	3,940.00	-	0.00%		-	-
Powell Bill	28,159.00	30,857.11	109.58%		28,159.49	2,697.62
Local Option Sales & Use Tax	371,771.00	222,979.40	59.98%		188,294.44	34,684.96
Fire District	32,474.00	18,765.80	57.79%		18,765.72	0.08
Zoning Revenues	12,000.00	3,600.00	30.00%		8,425.00	(4,825.00)
Solid Waste Fees	405,792.00	228,971.98	56.43%		223,401.90	5,570.08
Lake Water Management Fees	66,500.00	39,472.50	59.36%		39,230.50	242.00
Miscellaneous Fire Department Revenues & Grants	23,924.00	23,415.13	97.87%		51,534.38	(28,119.25)
General Fund Grants	56,890.00	56,890.00	0.00%		38,924.00	17,966.00
WF Administration Cost	350,786.00	-	0.00%		-	-
General Fund Appropriation	155,376.00	155,376.00	0.00%		-	155,376.00
Miscellaneous Revenues	58,066.00	57,526.09	99.07%		19,044.56	38,481.53
Transfers In	-	-	0.00%		-	-
<b>TOTAL GENERAL FUND</b>	<b>2,683,367.00</b>	<b>1,791,362.47</b>	<b>66.76%</b>		<b>1,574,263.41</b>	<b>217,099.06</b>
<b>WATER/WASTEWATER FUND</b>						
Water Fees	718,578.00	413,776.26	57.58%		393,470.74	20,305.52
Waste Water Fees	1,067,951.00	644,005.73	60.30%		647,639.90	(3,634.17)
Interest Income	155,961.00	120,575.91	77.31%		106,288.29	14,287.62
Miscellaneous Revenues	201,352.00	156,249.93	77.60%		121,528.61	34,721.32
Proceeds from Notes Payables	-	-			-	-
Grant Revenue	-	-			-	-
Utility Fund Balance Appropriation	67,167.00	67,167.00			-	67,167.00
<b>TOTAL WATER/WASTEWATER FUND</b>	<b>2,211,009.00</b>	<b>1,401,774.83</b>	<b>63.40%</b>		<b>1,268,927.54</b>	<b>132,847.29</b>

FISCAL YEAR 2024-2025 EXPENDITURES						
Revenue Source	Fiscal Year Budget	Actual YTD as of 01/31/2025	58.33% % of The Year Completed		Prior Year Actual to Date 01/31/2024	Dollar Change from Prior Fiscal Year
			% of Budget Exhausted	%		
<b>GENERAL FUND</b>						
Administration	737,759.00	419,957.79	56.92%		364,183.41	55,774.38
Aquatic Control	119,682.00	14,374.00	12.01%		18,301.82	(3,927.82)
Fire Department	358,104.00	200,980.92	56.12%		187,463.18	13,517.74
Mosquito Control	5,052.00	8,442.61	167.11%		179.95	8,262.66
Police Department	921,137.00	568,085.07	61.67%		412,524.86	155,560.21
Post Office	24,227.00	12,399.18	51.18%		12,116.78	282.40
Powell Fund	28,159.00	-	0.00%		541.31	(541.31)
Public Officials	51,228.00	28,129.31	54.91%		29,390.14	(1,260.83)
Sanitation Department	308,657.00	169,577.26	54.94%		146,217.51	23,359.75
Street Department	63,772.00	37,786.26	59.25%		60,403.27	(22,617.01)
Zoning	60,590.00	350.02	0.58%		84,580.81	(84,230.79)
Contingency	5,000.00	-	0.00%		-	-
<b>TOTAL GENERAL FUND</b>	<b>2,683,367.00</b>	<b>1,460,082.42</b>	<b>54.41%</b>		<b>1,315,903.04</b>	<b>144,179.38</b>
<b>WATER/WASTEWATER FUND</b>						
Wastewater Department	1,202,743.00	454,464.46	37.79%		357,538.07	96,926.39
Water Department	1,008,266.00	431,719.92	42.82%		360,839.43	70,880.49
<b>TOTAL WATER/WASTEWATER FUND</b>	<b>2,211,009.00</b>	<b>886,184.38</b>	<b>40.08%</b>		<b>718,377.50</b>	<b>167,806.88</b>

**REVENUE OVER/(UNDER) EXPENDITURES**

GENERAL FUND	-	331,280.05	Over (Under) Funded	258,360.37	Over (Under) Funded
WATER/WASTEWATER FUND	-	515,590.45	Over (Under) Funded	550,550.04	Over (Under) Funded
<b>TOTAL COMBINED FUNDS</b>	<b>\$ -</b>	<b>\$ 846,870.50</b>	Over (Under) Funded	<b>\$ 808,910.41</b>	Over (Under) Funded

CASH BALANCES		
FIRST BANK BALANCE	(Balanced as of 01/31/2025)	604,508.47
NCCMT Includes Capital Res	(Balanced as of 01/31/2025)	6,801,864.08
CASH	(Balanced as of 01/31/2025)	3,094.96
<b>TOTAL CASH</b>		<b>\$7,409,468</b>

CAPITAL RESERVES		
GENERAL FUND	(Balanced as of 01/31/2025)	532,097
POWELL FUND	(Balanced as of 01/31/2025)	144,766
WATER/WASTEWATER FUND	(Balanced as of 01/31/2025)	2,451,213
<b>TOTAL CAPITAL RESERVES</b>		<b>\$3,128,076</b>

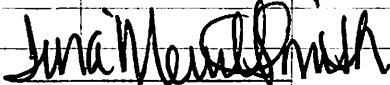
\*AMENDMENT TO FINANCE REPORT PRESENTATION: NCCMT CASH BALANCE - CAPITAL RESERVES = EST UNAPP CASH BALANCE

The financial information provided for the fiscal year 6/2025 remain unaudited as of report date.

The financial information provided for the fiscal year ended 06/30/2025 have pending budget amendments.

**TAX COLLECTION RATE REPORT**

1/31/2025

Tax Year	Charges	Collections	Collection Percentage	Balance Owed
2024	\$ 829,181.47	\$ 776,553.63	93.65%	\$ 52,627.84
2023	\$ 827,676.33	\$ 809,671.54	97.83%	\$ 18,004.79
2022	\$ -	\$ -		\$ 12,085.78
2021	\$ -	\$ -		\$ 7,078.71
2020	\$ -	\$ -		\$ 4,712.30
2019	\$ -	\$ -		\$ 4,727.79
2018	\$ -	\$ -		\$ 3,523.73
2017	\$ -	\$ -		\$ 2,980.60
2016	\$ -	\$ -		\$ 2,854.99
2015	\$ -	\$ -		\$ 2,243.25
				\$ -
<b>Totals</b>		\$ -		\$ <b>110,839.78</b>
Vehicle Tax Collected by Bladen Co/VTS in January 2025-----				\$ <b>3,840.73</b>
Debt Setoff Payments for January 2025-----				
			TAXES	\$ -
			WATER	\$ -
			TOTAL	\$ -
PSN Payments for January 2025-----				
			TAXES	\$ 20,097.44
			WATER	\$ 43,649.49
			MISC	\$ 375.98
			TOTAL	\$ <b>64,122.91</b>
Tax Collector's Statement for January 2025				
			Tina Merritt-Smith	
			Tax Collector	

# POST OFFICE MONTHLY REPORT

MONTH: JANUARY 2025

NUMBER OF BOXES:	Small	180	
	Medium	64	
	Large	<u>8</u>	
TOTAL NUMBER OF BOXES:		252	

<u>Box Size</u>	<u>Beginning Balance</u>	<u>Rented</u>	<u>Closed</u>	<u>Ending Balance</u>
Small	<u>120</u>	<u>2</u>	<u>1</u>	<u>121</u>
Medium	<u>26</u>	<u>0</u>	<u>1</u>	<u>25</u>
Large	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
	<u>150</u>			
<b>Total Boxes Rented</b>				<u>150</u>

Submitted by: *11. Jalk*

Date: 1/31/2025



## White Lake Police Department Monthly Report January 2025

White Lake police responded to **54** calls for service during the month of January while patrolling 2495 miles. There were **08** traffic stops made, **04** uniformed citations issued, **00** warning citations issued, **02** motor vehicle crash(s), and **01** on view arrest.

Thank you,

*Mike Salmon*

Lt. Mike Salmon

**BLADEN COUNTY COMMUNICATIONS**  
**299 SMITH CIRCLE ELIZABETHTOWN , NC 28337**

TOWN OF WHITE LAKE  
 BOARD OF COMMISSIONER'S MEETING  
 FEBRUARY 11, 2025  
 ITEM #5A.5

CFS List By Dept/Date  
 01/01/2025 - 01/31/2025

**WHITE LAKE PD**

CFS #	Primary OCA	Call When	Close When	Location	CallType	CFS Disposition	Units
2025-000004		01/01/2025 00:34:20	01/01/2025 00:35:59	WHITE LAKE MARINE   6485 US 701 HWY N, ELIZABETHTOWN	TRAFFIC STOP	VERBAL WARNING	207
2025-000011		01/01/2025 02:12:28	01/01/2025 02:29:06	194 LENNONDALE BLVD 194, White Lake	NOISE COMPLAINT	AC	207
2025-000019		01/01/2025 05:12:26	01/01/2025 09:01:52	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	SIGNAL 92 BUSINESS	AC	202
2025-000091		01/01/2025 22:05:48	01/01/2025 22:51:34	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	ESCORT BUSINESS-BANK 59B	AC	204
2025-000112		01/02/2025 05:26:58	01/02/2025 10:47:24	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	SIGNAL 92 BUSINESS	AC	202
2025-000182		01/02/2025 17:18:37	01/02/2025 18:15:40	US 701 HWY N / NC 53 HWY E E	SPECIAL ASSIGNMENT	AC	202
2025-000194		01/02/2025 19:58:19	01/02/2025 20:00:10	WHITE LAKE MARINE   6485 US 701 HWY N, ELIZABETHTOWN	TRAFFIC STOP	AC	204
2025-000208		01/02/2025 21:57:23	01/02/2025 22:11:28	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	ESCORT BUSINESS-BANK 59B	AC	204
2025-000217		01/02/2025 22:41:34	01/02/2025 22:53:45	BARKING LOT   5054 US 701 HWY N, ELIZABETHTOWN	TRAFFIC STOP	WW	204
2025-000243	2025W-0001	01/03/2025 07:56:17	01/03/2025 07:59:20	25 JOHNSON ST, White Lake	RETRIEVAL OF PROPERTY	AC	201
2025-000256		01/03/2025 09:33:06	01/03/2025 09:33:49	TURTLE COVE   6058 US 701 HWY N, ELIZABETHTOWN	OTHER INFORMATION	AC	201
2025-000286		01/03/2025 14:14:32	01/03/2025 14:41:29	TRUIST BANK ETOWN   215 W BROAD ST, Elizabethtown	INVESTIGATE	AC	201
2025-000296		01/03/2025 16:14:41	01/03/2025 17:07:41	37 DUKE ST, White Lake	WARRANT SERVICE 29	AC	201
2025-000311		01/03/2025 18:52:30	01/03/2025 19:01:53	WHITE LAKE POLICE DEPARTMENT   1823 WHITE LAKE DR, WHITE LAKE	CALL BY PHONE 21	AC	207
2025-000358		01/04/2025 05:26:18	01/04/2025 08:01:00	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	SIGNAL 92 BUSINESS	AC	202
2025-000389		01/04/2025 14:04:14	01/04/2025 14:34:22	190 AMETHYST CIR, White Lake	CALL BY PHONE 21	AC	202
2025-000443	2025W-0002	01/04/2025 23:55:13	01/05/2025 01:47:57	THE GLASS BOTTOM BAR   1592 WHITE LAKE DR, White Lake	CFS LAW	RM	202,207
2025-000486		01/05/2025 12:56:37	01/05/2025 13:47:09	68 TOWN HALL ST, White Lake	911 HANGUP	AC	202

WHITE LAKE PD

CFS #	Primary OCA	Call When	Close When	Location	CallType	CFS Disposition	Units
2025-000575		01/06/2025 09:10:43	01/06/2025 09:21:58	BARKING LOT   5054 US 701 HWY N, ELIZABETHTOWN	TRAFFIC STOP	AC	204
2025-000657		01/06/2025 18:13:36	01/06/2025 20:10:32	71 SANDY COVE, White Lake	PATROL	AC	205
2025-000957		01/09/2025 08:08:37	01/09/2025 08:22:00	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	ASSIST MOTORIST	AC	210
2025-000994		01/09/2025 13:33:20	01/09/2025 13:41:05	US 701 HWY N / GRAYS LN	TRAFFIC STOP	VERBAL WARNING	210
2025-001064		01/10/2025 05:00:17	01/10/2025 05:13:10	40 RUSS ST, White Lake	KEYS LOCKED	AC	207
2025-001156		01/11/2025 00:38:45	01/11/2025 01:13:26	121 WOMACK WAY, White Lake	CFS LAW	AC	205
2025-001182		01/11/2025 14:32:45	01/11/2025 15:13:10	CAMP CLEARWATER   2038 WHITE LAKE DR, WHITE LAKE	COMMUNICATE THREATS 11	AC	204
2025-001199	2025W-0003	01/11/2025 16:55:45	01/11/2025 19:51:47	126 LUMINA DR, White Lake	MOTOR VEHICLE ACCIDENT 50	RM	204,205
2025-001289		01/13/2025 05:10:02	01/13/2025 07:46:16	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	SIGNAL 92 BUSINESS	AC	202
2025-001410		01/14/2025 05:15:47	01/14/2025 07:31:25	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	SIGNAL 92 BUSINESS	AC	202
2025-001582	2025W-0004	01/15/2025 10:59:31	01/15/2025 14:57:43	NC 41 HWY E / US 701 HWY N N	C29 MOTOR VEHICLE CRASH W/INJ	RM	204
2025-001776		01/16/2025 20:23:19	01/16/2025 20:36:26	34 ALFORD DR, White Lake	ASSIST DSS	AC	205
2025-001780		01/16/2025 20:45:04	01/16/2025 21:15:50	EAST COAST VAPES   2078 US 701 HWY N, Elizabethtown	ASSIST MOTORIST	AC	205
2025-001796		01/17/2025 00:29:20	01/17/2025 01:01:19	49 WHITLEY ST, White Lake	STRUCTURE FIRE RESIDENCE	AC	205
2025-001801		01/17/2025 05:20:58	01/17/2025 08:50:06	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	SIGNAL 92 BUSINESS	AC	202
2025-001891		01/17/2025 16:41:16	01/17/2025 16:58:26	114 ALEXANDER ST 204, White Lake	DOMESTIC NO WEAPONS 78N	AC	202
2025-001946		01/18/2025 10:08:33	01/18/2025 11:39:00	68 TGIF ST, White Lake	C12 SEIZURES	AC	202
2025-001953		01/18/2025 11:20:29	01/18/2025 12:44:25	174 LENNONDALE BLVD, White Lake	CFS LAW	AC	202
2025-002011		01/18/2025 21:53:38	01/18/2025 21:55:17	LENNONDALE BLVD / WHITE LAKE DR	SUSPICIOUS VEHICLE 60V	AC	207
2025-002316		01/21/2025 22:17:09	01/21/2025 22:33:01	GOLDSTONS BEACH / MOTEL OFFICE   1608 WHITE LAKE DR, WHITE LAKE	CFS LAW	AC	204
2025-002317		01/21/2025 22:18:45	01/21/2025 22:20:45	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	ESCORT BUSINESS-BANK 59B	AC	204
2025-002347		01/22/2025 05:16:35	01/22/2025 06:16:12	SCOTCHMAN 701 N   7204 US 701 HWY N, ELIZABETHTOWN	CFS LAW	AC	202,204

**WHITE LAKE PD**

CFS #	Primary OCA	Call When	Close When	Location	CallType	CFS Disposition	Units
2025-002399		01/22/2025 13:42:21	01/22/2025 13:49:39	AQUAMARINE DR, White Lake	CALL BY PHONE 21	AC	202
2025-002415		01/22/2025 16:16:16	01/22/2025 16:30:54	158 TURTLE COVE DR, White Lake	CALL BY PHONE 21	AC	201
2025-002460		01/23/2025 02:52:27	01/23/2025 03:01:26	STRICKLAND GOLF CARTS   30 NC 53 HWY E, ELIZABETHTOWN	BANK-BUSINESS ALARM 46B	CAN	207
2025-002490	2025W-0005	01/23/2025 10:19:14	01/23/2025 11:04:34	SCOTCHMAN 701 N   7204 US 701 HWY N, ELIZABETHTOWN	SHOPLIFTER DELAY	RM	205
2025-002645	2025W-0008	01/24/2025 13:25:36	01/24/2025 13:39:33	158 TURTLE COVE DR, White Lake	TRESPASSING 86	RM	205
2025-002693		01/24/2025 21:59:36	01/24/2025 22:25:43	WAM SQUAM   5392 US 701 HWY N, ELIZABETHTOWN	ESCORT BUSINESS-BANK 59B	AC	204
2025-002733		01/25/2025 10:54:16	01/25/2025 11:03:04	LAKE DR / NC 53 HWY E E	ASSIST CITIZEN	AC	205
2025-002772	2025W-0009	01/25/2025 21:09:53	01/25/2025 21:46:36	55 TOWN HALL ST, White Lake	FIRE ALARM	RM	204
2025-002856		01/26/2025 15:25:50	01/26/2025 16:05:25	323 WHITE LAKE DR a, White Lake	SUSPICIOUS PERSON 60P	AC	207
2025-003098	2025W-0010	01/28/2025 18:02:39	01/28/2025 18:03:43	624 WHITE LAKE DR, White Lake	FOUND PROPERTY	RM	207
2025-003224		01/29/2025 16:23:45	01/29/2025 16:37:49	STRICKLAND GOLF CARTS   30 NC 53 HWY E, ELIZABETHTOWN	BANK-BUSINESS ALARM 46B	AC	201
2025-003229		01/29/2025 17:28:28	01/29/2025 19:01:10	WHITE LAKE POLICE DEPARTMENT   1823 WHITE LAKE DR, WHITE LAKE	CALL BY PHONE 21	AC	204
2025-003275		01/30/2025 02:07:54	01/30/2025 02:18:14	60 TEAL RD, Elizabethtown	DISTURBANCE W-WEAPONS	AC	204
2025-003276		01/30/2025 02:15:48	01/30/2025 03:08:20	HOME PLACE APARTMENTS   7614 NC 41 HWY E 1G, ELIZABETHTOWN	STRUCTURE FIRE RESIDENCE	AC	204

**Dept Total: 54**

**Report Total: 54**

# Citation Charge Totals by Officer

White Lake Police Department

(01/01/2025 - 01/31/2025)

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## 1150 - O. Peavy

7 - Driving While License Revoked	1
10 - Unsafe Movement	1
16B - Other (Infraction)	1
17B - Other (2nd Charge - Infraction)	1
Total:	4



# Arrest Details (Arrestee/Location/Officer/Offense)

## White Lake Police Department

(01/01/2025 - 01/31/2025)

Incident - Arr. #:	Arrest Date:	Arrest Address/Location:	Arrestee:	Age:	Arresting Officer:	Offense:
2025W-0002 - 1	01/04/2025	1608 WHITE LAKE DR	Douglas, Jason Michael	48	1151 - Patrolman Kenneth L. Mote Jr.	90J - TRESPASS-SECOND DEGREE

Total Arrests: 1

# FLEET MANAGEMENT REPORT

WHITE LAKE POLICE DEPT  
 1879 WHITE LAKE DR PMB 7258  
 WHITE LAKE, NC 28337-6280

Account #

## FLEET MANAGEMENT REPORT FOR : 1/1/2025 - 1/31/2025 11:59:00 PM

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT NAME	QUANTITY	BASE PRICE	FEDERAL TAX	STATE TAX	OTHER	TOTAL
Regular Unleaded	328.912	\$911.80	\$0.00	\$0.00	\$0.00	\$911.80
<b>TOTAL</b>	<b>328.912</b>	<b>\$911.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$911.80</b>

### Transaction Detail for Customer: - White Lake Police Dept

DATE	TIME	LOCATION	DRIVER	ODOMETER	MPG	PRODUCT	QTY	NET PRICE	TAXES	TOTAL AMOUNT
<b>619796 - 2017 Dodge Charger 0218</b>										
01/15	11:08	Minuteman #32-		37080	0.0	Regular Unleaded	15.058	2.74900	0.00000	\$ 41.39
01/24	09:13	Minuteman #32-		37306	15.2	Regular Unleaded	14.911	2.79900	0.00000	\$ 41.74
<b>Miles:</b>				<b>226.0</b>	<b>7.6</b>		<b>29.969</b>			<b>\$ 83.13</b>
<b>619797 - 2022 Ford Explorer 8685</b>										
01/02	20:08	Minuteman #32-		32142	0.0	Regular Unleaded	9.757	2.74900	0.00000	\$ 26.82
01/07	09:24	Minuteman #32-		32252	9.8	Regular Unleaded	11.176	2.74900	0.00000	\$ 30.72
01/12	05:42	Minuteman #32-		32397	10.3	Regular Unleaded	14.050	2.74900	0.00000	\$ 38.62
01/16	07:45	Minuteman #32-		32507	9.3	Regular Unleaded	11.838	2.74900	0.00000	\$ 32.54
01/21	22:09	Minuteman #32-		32602	10.4	Regular Unleaded	9.107	2.79900	0.00000	\$ 25.49
01/26	19:11	Minuteman #32-		32724	10.7	Regular Unleaded	11.403	2.79900	0.00000	\$ 31.92
<b>Miles:</b>				<b>582.0</b>	<b>8.4</b>		<b>67.331</b>			<b>\$ 186.11</b>
<b>619798 - 2020 Jeep Cherokee 7225</b>										
01/08	14:15	Minuteman #32-		54781	0.0	Regular Unleaded	22.477	2.74900	0.00000	\$ 61.79
01/19	14:33	Minuteman #32-		55127	16.0	Regular Unleaded	21.608	2.79900	0.00000	\$ 60.48
<b>Miles:</b>				<b>346.0</b>	<b>8.0</b>		<b>44.085</b>			<b>\$ 122.27</b>
<b>619800 - 2015 Ford Police Utility 8266</b>										
01/09	11:02	Minuteman #32-		131461	0.0	Regular Unleaded	10.484	2.74900	0.00000	\$ 28.82
<b>Miles:</b>				<b>0.0</b>	<b>0.0</b>		<b>10.484</b>			<b>\$ 28.82</b>
<b>644294 - 2024 Ford F-150 132</b>										
01/07	22:22	Minuteman #32-		1527	0.0	Regular Unleaded	13.459	2.74900	0.00000	\$ 37.00
01/11	02:26	Minuteman #32-		1636	11.1	Regular Unleaded	9.823	2.74900	0.00000	\$ 27.00
01/13	02:40	Minuteman #32-		1810	12.4	Regular Unleaded	14.005	2.74900	0.00000	\$ 38.50
01/17	02:26	Minuteman #32-		1986	10.9	Regular Unleaded	16.076	2.79900	0.00000	\$ 45.00
01/21	12:41	Minuteman #32-		2166	11.7	Regular Unleaded	15.373	2.79900	0.00000	\$ 43.03
01/24	05:50	Minuteman #32-		2354	12.4	Regular Unleaded	15.185	2.79900	0.00000	\$ 42.50
<b>Miles:</b>				<b>827.0</b>	<b>9.8</b>		<b>83.921</b>			<b>\$ 233.03</b>

# FLEET MANAGEMENT REPORT

WHITE LAKE POLICE DEPT  
 1879 WHITE LAKE DR PMB 7258  
 WHITE LAKE, NC 28337-6280

Account #

## FLEET MANAGEMENT REPORT FOR : 1/1/2025 - 1/31/2025 11:59:00 PM

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT NAME	QUANTITY	BASE PRICE	FEDERAL TAX	STATE TAX	OTHER	TOTAL
Regular Unleaded	328.912	\$911.80	\$0.00	\$0.00	\$0.00	\$911.80
<b>TOTAL</b>	<b>328.912</b>	<b>\$911.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$911.80</b>

### Transaction Detail for Customer: - White Lake Police Dept

DATE	TIME	LOCATION	DRIVER	ODOMETER	MPG	PRODUCT	QTY	NET PRICE	TAXES	TOTAL AMOUNT
<b>644295 - 2024 Ford F-150 438</b>										
01/04	20:39	Minuteman #32-		1702	0.0	Regular Unleaded	12.935	2.74900	0.00000	\$ 35.56
01/08	17:45	Minuteman #32-		1782	6.9	Regular Unleaded	11.516	2.74900	0.00000	\$ 31.66
01/09	21:52	Minuteman #32-		1830	5.6	Regular Unleaded	8.630	2.74900	0.00000	\$ 23.72
01/14	18:36	Minuteman #32-		1886	6.2	Regular Unleaded	8.966	2.74900	0.00000	\$ 24.65
01/18	18:22	Minuteman #32-		1964	5.9	Regular Unleaded	13.212	2.79900	0.00000	\$ 36.98
01/19	21:58	Minuteman #32-		2011	6.3	Regular Unleaded	7.517	2.79900	0.00000	\$ 21.04
01/22	18:17	Minuteman #32-		2103	8.8	Regular Unleaded	10.449	2.79900	0.00000	\$ 29.25
01/23	21:48	Minuteman #32-		2161	6.2	Regular Unleaded	9.329	2.79900	0.00000	\$ 26.11
01/27	18:52	Minuteman #32-		2216	5.2	Regular Unleaded	10.568	2.78900	0.00000	\$ 29.47
<b>Miles:</b>				<b>514.0</b>	<b>5.7</b>		<b>93.122</b>			<b>\$ 258.44</b>

# FLEET MANAGEMENT REPORT

WHITE LAKE FIRE DEPT  
 1879 WHITE LAKE DR PMB 7258  
 WHITE LAKE, NC 28337-6280

Account #

## FLEET MANAGEMENT REPORT FOR : 1/1/2025 - 1/31/2025 11:59:00 PM

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT NAME	QUANTITY	BASE PRICE	FEDERAL TAX	STATE TAX	OTHER	TOTAL
Diesel - Hwy	26.117	\$90.06	\$0.00	\$0.00	\$0.00	\$90.06
Regular Unleaded	35.043	\$97.16	\$0.00	\$0.00	\$0.00	\$97.16
<b>TOTAL</b>	<b>61.160</b>	<b>\$187.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$187.22</b>

### Transaction Detail for Customer: - White Lake Fire Dept

DATE	TIME	LOCATION	DRIVER	ODOMETER	MPG	PRODUCT	QTY	NET PRICE	TAXES	TOTAL AMOUNT
<b>588 - 1993 International #588</b>										
01/03	10:01	Minuteman #32-		4172	0.0	Diesel - Hwy	14.739	3.40900	0.00000	\$ 50.25
			<b>Miles:</b>	<b>0.0</b>	<b>0.0</b>		<b>14.739</b>			<b>\$ 50.25</b>
<b>582 - 2001 Mini Pumper #582</b>										
01/29	09:22	Minuteman #32-		21992	0.0	Diesel - Hwy	11.378	3.49900	0.00000	\$ 39.81
			<b>Miles:</b>	<b>0.0</b>	<b>0.0</b>		<b>11.378</b>			<b>\$ 39.81</b>
<b>619786 - Ford F-350</b>										
01/31	14:10	Minuteman #32-		4075	0.0	Regular Unleaded	20.494	2.78900	0.00000	\$ 57.16
			<b>Miles:</b>	<b>0.0</b>	<b>0.0</b>		<b>20.494</b>			<b>\$ 57.16</b>
<b>619788 - 2011 Dodge Ram</b>										
01/10	10:30	Minuteman #32-		138003	0.0	Regular Unleaded	14.549	2.74900	0.00000	\$ 40.00
			<b>Miles:</b>	<b>0.0</b>	<b>0.0</b>		<b>14.549</b>			<b>\$ 40.00</b>

# FLEET MANAGEMENT REPORT

TOWN OF WHITE LAKE  
 BOARD OF COMMISSIONER'S MEETING  
 FEBRUARY 11, 2025  
 ITEM #5A.8

WHITE LAKE PUBLIC WORKS DEPT  
 1879 WHITE LAKE DR PMB 7258  
 WHITE LAKE, NC 28337-6280

Account #

## FLEET MANAGEMENT REPORT FOR : 1/1/2025 - 1/31/2025 11:59:00 PM

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT NAME	QUANTITY	BASE PRICE	FEDERAL TAX	STATE TAX	OTHER	TOTAL
Diesel - Hwy	11.288	\$38.80	\$0.00	\$0.00	\$0.00	\$38.80
Regular Unleaded	201.625	\$559.36	\$0.00	\$0.00	\$0.00	\$559.36
<b>TOTAL</b>	<b>212.913</b>	<b>\$598.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$598.16</b>

### Transaction Detail for Customer: - White Lake Public Works Dept

DATE	TIME	LOCATION	DRIVER	ODOMETER	MPG	PRODUCT	QTY	NET PRICE	TAXES	TOTAL AMOUNT
<b>619806 - 2017 Dodge Ram 2500</b>										
01/07	13:06	Minuteman #32-		64943	0.0	Regular Unleaded	24.665	2.74900	0.00000	\$ 67.80
01/17	08:18	Minuteman #32-		65145	8.7	Regular Unleaded	23.223	2.79900	0.00000	\$ 65.00
01/30	07:40	Minuteman #32-		65324	6.7	Regular Unleaded	26.893	2.78900	0.00000	\$ 75.00
			<b>Miles:</b>	<b>381.0</b>	<b>5.1</b>		<b>74.781</b>			<b>\$ 207.80</b>
<b>16 - #16 2022 Ford Truck</b>										
01/08	06:42	Minuteman #32-		37094	0.0	Regular Unleaded	16.370	2.74900	0.00000	\$ 45.00
01/10	15:23	Minuteman #16		37651	64.0	Regular Unleaded	8.697	2.75900	0.00000	\$ 24.00
01/17	06:50	Minuteman #32-		37598	0.0	Regular Unleaded	17.863	2.79900	0.00000	\$ 50.00
01/29	06:58	Minuteman #32-		37363	0.0	Regular Unleaded	16.134	2.78900	0.00000	\$ 45.00
			<b>Miles:</b>	<b>557.0</b>	<b>16.0</b>		<b>59.064</b>			<b>\$ 164.00</b>
<b>17 - #17 20222 Ford Truck</b>										
01/10	07:32	Minuteman #32-		7072	0.0	Regular Unleaded	11.991	2.74900	0.00000	\$ 32.96
			<b>Miles:</b>	<b>0.0</b>	<b>0.0</b>		<b>11.991</b>			<b>\$ 32.96</b>
<b>18 - #18 2022 Ford Truck</b>										
01/10	09:15	Minuteman #32-		17162	0.0	Regular Unleaded	15.498	2.74900	0.00000	\$ 42.60
01/28	14:01	Minuteman #32-		17489	15.0	Regular Unleaded	21.873	2.78900	0.00000	\$ 61.00
			<b>Miles:</b>	<b>327.0</b>	<b>7.5</b>		<b>37.371</b>			<b>\$ 103.60</b>
<b>20 - 2023 Kabota Side by Side</b>										
01/06	07:36	Minuteman #32-		3357	0.0	Diesel - Hwy	3.693	3.40900	0.00000	\$ 12.59
01/13	07:36	Minuteman #32-		3403	11.5	Diesel - Hwy	3.996	3.40900	0.00000	\$ 13.62
01/27	07:37	Minuteman #32-		3454	14.2	Diesel - Hwy	3.599	3.49900	0.00000	\$ 12.59
			<b>Miles:</b>	<b>97.0</b>	<b>8.6</b>		<b>11.288</b>			<b>\$ 38.80</b>
<b>19 - #19 2022 Ford F-150</b>										
01/24	12:07	Minuteman #32-		12956	0.0	Regular Unleaded	18.418	2.76900	0.00000	\$ 51.00
			<b>Miles:</b>	<b>0.0</b>	<b>0.0</b>		<b>18.418</b>			<b>\$ 51.00</b>

**TOWN OF WHITE LAKE  
 BOARD OF COMMISSIONER'S MEETING  
 FEBRUARY 11, 2025  
 ITEM #5A.9**

MINUTEMAN FOOD MARTS  
 P O BOX 39  
 ELIZABETHTOWN, NC 28337

<b>INVOICE #</b>	9693225
<b>INVOICE DATE</b>	01/31/2025
<b>DUE DATE</b>	03/02/2025
<b>TOTAL DUE</b>	\$ 61.96
<b>TERMS</b>	Net 30 Days
<b>ACCOUNT #</b>	

WHITE LAKE ADMINISTRATION  
 1879 WHITE LAKE DR PMB 7258  
 WHITE LAKE, NC 28337-6280

**CONTAINS TRANSACTIONS FOR THIS REPORTING PERIOD: 01/01/2025 - 01/31/2025**

PRODUCT	QUANTITY	BASE PRICE	FEDERAL TAX	STATE TAX	OTHER TAXES	TOTAL
Regular Unleaded	22.539	\$61.96	\$0.00	\$0.00	\$0.00	\$61.96
<b>Total</b>	<b>22.539</b>	<b>\$61.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$61.96</b>

**Transaction Detail for Customer: - White Lake Administration**

DATE	TIME	AUTH#	LOCATION	DRIVER	MISC PROMPTS	ODOM	MILES	MPG	PRODUCT	QTY	NET PRICE	TAXES	TOTAL AMOUNT
<b>00779 -</b>													
01/10	10:55	10704385503	Minuteman #32-Wam	Sean Martin	2021	61972	0		Regular Unleaded	22.539	2.749000	0.000000	\$61.96
						<b>Miles:</b>	<b>0</b>		<b>Total Fuel:</b>	<b>22.539</b>			<b>\$61.96</b>
									<b>Total Non-Fuel:</b>	<b>0.000</b>			<b>\$0.00</b>
											<b>Card Total:</b>		<b>\$61.96</b>
											<b>Total Transaction Charges:</b>		<b>\$61.96</b>



[Amy Hudson](#)  
[Sean Martin](#); [Mary Jo Lennon](#)

Award winners letter to Dale Brennan and Kevin Taylor  
Monday, January 13, 2025 8:47:41 AM  
[Outlook-oquktcg.png](#)

January 13, 2025

Dale Brennan and Kevin Taylor

Town Of White Lake

Dear Mr. Dale Brennan and Mr. Kevin Taylor,

We are pleased to announce you both have been chosen to receive the 2024 Caring Person Award at the Elizabethtown-White Lake Area Chamber of Commerce Annual Gala and Awards program on Saturday, February 1, 2025, at Cape Fear Vineyard and Winery.



TOWN OF WHITE LAKE  
BOARD OF COMMISSIONER'S  
MEETING  
FEBRUARY 11, 2025  
ITEM #58



### CARING PERSON AWARD

The Caring Person Award is given to an individual (who may or may not be a Chamber Member) for meritorious service to the community. This award is presented to the individual who understands and demonstrates how the public, business community, and government work together to provide service to the community. The individual receiving this award has played an important and sustained role in numerous community activities, often behind the scenes. He/she may have also received prestigious awards for the various activities in which he/she has been involved. This individual has given not only his/her time to these activities but also donated needed resources.



# Retirement Award



**Awarded to Thomas Rigsbee**

**for 19 years of service to the Town of White Lake**

**Presented at the 2024 Town of White Lake Luncheon on December 20, 2024**



# Years of Service Award



**Awarded to Dale Brennan**  
**for 30 years of service to the Town of White Lake**  
**Presented at the 2024 Town of White Lake Luncheon on December 20, 2024**



**BRIAN TAYLOR**  
STATE FIRE MARSHAL

January 21, 2025

Dale Brennan  
Fire Chief  
1879 White Lake Dr.,PMB 7250  
White Lake, NC 28337

Re: White Lake Fire Department, Inc.

Dear Chief Brennan:

Congratulations on recently completing your fire suppression rating survey!

I commend you and your department for your dedication and commitment to making your community a safer place to live.

I know you are proud of your department's achievement and would like to share this news with the members of your community. I also know that the majority of citizens may not be aware that the rating of their responding fire department directly impacts their property insurance calculations.

It was the pleasure of my staff to work with you and members of your staff during the recent survey of your department. Chief Brennan, I hope that you will take a few minutes to review our rating process and offer any suggestions that you feel may help us to improve our inspections program. Working together, we can continue to make North Carolina a safer place to live and work.

Respectfully,

Brian Taylor  
State Fire Marshal

BT/sh



**BRIAN TAYLOR**  
STATE FIRE MARSHAL

For Immediate Release

Contact: Shannon Bullock

(919) 647-0000

January 21, 2025

## Fire District Receives Rating After Inspection

### State Officials Award District Rating

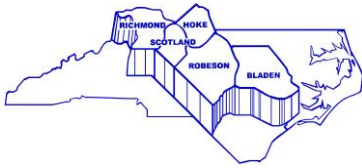
RALEIGH - State Fire Marshal Brian Taylor announced today that the following Fire Districts completed its routine inspection and received listed rating on listed effective dates. The inspection, conducted by officials with the Office of State Fire Marshal (OSFM), is required on a regular basis as part of the North Carolina Response Rating System (NCRRS). Among other things, the routine inspections look for proper staffing levels, sufficient equipment, proper maintenance of equipment, communications capabilities and availability of a water source.

District =====	Type =====	Rating =====	Effective =====
White Lake	Municipal	4	05/01/2025
White Lake Rural	Rural	4/9E	05/01/2025

The NCRRS rating system ranges from one (highest) to 10 (not recognized as a certified fire department by the state), with most rural departments falling into the 9S category. While lower ratings do not necessarily indicate poor service, a higher rating does suggest that a department is overall better equipped to respond to fires in its district. Higher ratings can also significantly lower homeowners insurance rates in that fire district.

State Fire Marshal Brian Taylor extends his congratulations to Dale Brennan for the commendable performance of the White Lake Fire Department, Inc. and the dedicated efforts of its team. "The residents of White Lake and White Lake Rural fire district(s) can take comfort in knowing this highly capable team of firefighters from the White Lake Fire Department, Inc. is safeguarding them and their belongings in the event of an emergency," Brian stated. OSFM inspections are designed to assess various aspects of fire departments, including equipment, training, and emergency response capabilities, contributing to the overall effectiveness of fire services in North Carolina. State law mandates inspections by OSFM officials for departments serving districts with 100,000 people or fewer.

-OSFM-



# LRCOG

*Dedicated to Regional Excellence*

TO

## MEMORANDUM

TO: Lumber River Council of Governments Board of Directors  
Region N Managers and Clerks

FROM: David Richardson, Executive Director

SUBJECT: 2025 LRCOG Advance

DATE: January 28, 2025

The yearly Lumber River Council of Governments' (LRCOG) Advance will take place on Friday, February 21, 2025 starting at 9:00 am in Raeford. This year our Hoke County members will serve as our host. Our theme is Building Resiliency.

As has historically been the case the LRCOG Advance will be open to not only the LRCOG Board, but all of the elected officials, managers, and clerks of our region.

In order to allow for an accurate headcount for planning purposes, including for lunch, we are asking that all individuals, please RSVP with Samantha James at [srj@lrcog.org](mailto:srj@lrcog.org) or 910-775-9768 no later than February 12, 2025 to confirm their attendance.

This year's Advance is designed as an in-person event.

A full schedule for the LRCOG Advance may be found on the following page.

Please feel free to contact David Richardson at [dr@lrcog.org](mailto:dr@lrcog.org) or 910-775-9752 or Samantha James at [srj@lrcog.org](mailto:srj@lrcog.org) or 910-775-9768 with any questions.

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### Member Governments

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#### BLADEN COUNTY

Bladenboro • Clarkton • Dublin  
East Arcadia • Elizabethtown  
Tar Heel • White Lake

#### HOKE COUNTY

Raeford

#### RICHMOND COUNTY

Dobbins Heights • Ellerbe • Hamlet  
Hoffman • Norman  
Rockingham

#### SCOTLAND COUNTY

Gibson • Laurinburg • Wagram

#### ROBESON COUNTY

Fairmont • Lumber Bridge • Lumberton  
Marietta • Maxton • McDonald  
Orrum • Parkton • Pembroke  
Proctorville • Red Springs • Rennert  
Rowland • St. Pauls

*Equal Opportunity Employer*

LRCOG Board Advance  
January 28, 2025

## **Lumber River Council of Governments 2025 Advance Friday, February 21, 2025**

**Theme:** Building Resiliency

**Meeting Location:** James A Leach Aquatic & Recreation Center  
5215 Fayetteville Road, Raeford, NC 28376

**Agenda:**

9:00 am  
Welcome  
Angeline David, LRCOG Board Chair

9:05 am  
Economic Development Administration  
Pam Bostic, SEDC Executive Director

9:45 am  
Local Government Financial Resiliency Opportunities,  
John Frye, Vice President/Registered Principal, Capital Management of  
the Carolinas, LLC

10:15 am  
Break

10:30 am  
What Local Governments Need to Know about Resiliency  
Amanda Martin, Chief Resiliency Office, NC Office of Recovery and  
Resiliency

11:30 am  
Southeast Crescent Regional Commission  
David Richardson, LRCOG Executive Director

12:00 pm  
Lunch

12:30 pm  
Lumber River Regional Economy  
Dr. Michael Walden, William Neal Reynolds Distinguished Professor  
Emeritus, NC State University

1:30 pm – 3:00 pm  
Hoke County Tours  
- James A Leach Aquatic & Recreation Center  
- Robbins Heights Park

**WHITE LAKE POSTAL SERVICE  
PUBLIC NOTICE**

**IN OBSERVATION OF FEDERAL HOLIDAY  
WASHINGTON'S BIRTHDAY**

**THE WHITE LAKE  
POST OFFICE**

**WILL BE CLOSED**

**MONDAY**

**FEBRUARY 17<sup>TH</sup>, 2025**



*The White Lake Post Office will reopen February 18, 2025, at 10:30am.*

*Town of White Lake Post Office Staff*

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