

BRUNSWICK COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
December 1, 2025
3:00 PM

I. Call to Order

II. Invocation/Pledge of Allegiance

III. Adjustments/Approval of Agenda

IV. Election of the Board Chair

1. Clerk to the Board - (Bryan Batton) Election of the Board Chair

The County Attorney will temporarily preside over the meeting to oversee the Board's annual selection of one member to Chair the Board.

V. Election of the Vice - Chair

1. Clerk to the Board - (Board Chair) Election of the Vice - Chair

The Chair shall preside over the annual selection of a Vice - Chair of the Board of Commissioners.

VI. Approval of the Bonds

1. Clerk to the Board - Approval of the Bonds for County Officials

Request the Board adopt a resolution approving the bonding of the following County Officials: Tax Collector, Finance Director
Register of Deeds and Sheriff.

VII. Public Comments

VIII. Approval of Consent Agenda

1. Administration - County Manager Temporary Contract and Purchase Authority

Request that the County Manager be authorized to approve any time-sensitive purchases or contracts during the time interval between December 2, 2025, and January 20, 2026, so long as there are funds budgeted for the items.

2. Clerk to the Board - Meeting Minutes - November 17, 2025, Regular Meeting

Request the Board approve the Regular Meeting Minutes of November 17, 2025.

3. County Attorney - Extension of Time for Subdivision Bond

To grant a four year extension for the bonds on the Seawatch subdivision Phases 7B through 10 and authorize the County Manager to execute an agreement subject to approval from the County Attorney

4. County Attorney - Hall Trach, Ph. 1 Deed of Dedication

Consider accepting the Deed of Dedication for water and sewer infrastructure for Hall Tract, Phase 1.

5. County Attorney - Osprey Isle Phase 2 & 3 Deed of Dedication

Consider accepting the Deed of Dedication for water and sewer infrastructure for Osprey Isle, Phase 2 & 3.

6. County Attorney - Pelican Cove, Phase 1 Deed of Dedication

Consider accepting the Deed of Dedication for water and sewer infrastructure for Pelican Cove, Phase 1.

7. Finance - Fiscal Items

Request that the Board of Commissioners approve Budget Amendments, Capital Project Ordinances, and Fiscal Items of a routine nature on the consent agenda.

8. Governing Board - Resolution — NC Coastal Counties Fisheries Coalition Position (Blue Crab Harvest Limit Changes)

Request the Board consider approval of the NC Coastal Counties Fisheries Coalition position regarding the harvesting of blue crabs

9. Governing Board - Resolution Opposing the Expansion of the Chemours Fayetteville Works Facility

Request the Board consider adopting the resolution to oppose the expansion of the Chemours Fayetteville Works Facility

10. Governing Board - Resolution Requesting Kratom Legislation and Regulation

Request that the Board of Commissioner approve a resolution to request legislation and regulation of the over-the-counter herbal substance Kratom.

11. Library - ARP-Enabled Funding for Bookmobile Supplies

Request the Board approve ARP-enabled funds for Bookmobile supplies and computer in the amount of \$4,200.

12. Library - Ingram Content Group Contract for Books

Request the Board approve a contract with Ingram Content Group to supply physical books with value-added services to Brunswick County Library.

13. Operation Services - Electronics Recycling Services Agreement

Request that the Board of Commissioners award a service agreement for electronics recycling services to Southern Environmental Solutions of the Carolinas, LLC.

14. Planning - Split Jurisdiction Resolution

Request to consider approving a resolution assigning planning and development services for Tax Parcels 240KB041 & 2400000202 to Brunswick County and authorizing the County Manager to enter into a Memorandum of Understanding (MOU) with the Town of Carolina Shores.

15. Tax - Bi-Tek LLC - Tax Software - Multi-Year Contract Renewal

Approval is requested for the renewal of the multi-year contract with Bi-Tek, LLC, the County's current tax office software provider.

16. Utilities - Mulberry Branch Water Reclamation Facility - Harper Corporation GC - Change Order #3 -Time Only

Request that the Board of Commissioners approve Change Order No. 3 for the 0.75 MGD Mulberry Branch Water Reclamation Facility project, extending the contract time by 72 days with no change to the contract amount.

17. Utilities - Sewer Collections Budget Amendment

Request that the Board of Commissioners approve additional funds in the amount of \$100,000 to adequately support ongoing repair and maintenance of transmission main air release valves and associated infrastructure.

18. Utilities - Dewberry - US 74-76 Industrial Parks Water Tank - PSA Amendment No. 3

Request that the Board of Commissioners authorize the Chairperson and Clerk to the Board to approve Contract Amendment No. 3 with Dewberry Engineers Inc. and the associated budget amendment in the amount of \$39,340 and extending the contract for continued construction administration services associated with the US 74/76 Industrial Parks Water Tank Project.

IX. Presentations

1. Utilities - (John Nichols) 2025 NC One Water Disaster Preparedness Award

Request that the Board of Commissioners receive the NC One Water Disaster Preparedness Award from the NC One Water combined organization of the North Carolina Chapter of the American Water Works Association and the North Carolina Water Environment Association (NC AWWA- WEA).

2. Utilities - (John Nichols) 2025 NC One Water Golden Manhole Society Award

Request that the Board of Commissioners recognize Donald Dixon as the NC One Water Golden Manhole Society Award Recipient.

3. Utilities - (John Nichols) 2025 NC One Water Meter Madness Operations Challenge & Hydrant Hysteria Competition

Request that the Board of Commissioners recognize Trevor Page in his third-place finish in the NC One Water Meter Madness Operations Challenge and recognize our NC One Water Hydrant Hysteria team. The competition is hosted by the NC One Water combined organization of the North Carolina Chapter of the American Water Works Association and the North Carolina Water Environment Association (NC AWWA- WEA).

4. Utilities - (John Nichols) 2025 NC One Water Raymond E. "Red" Ebert Award

Request that the Board of Commissioners recognize Mickey Thompson as the NC One Water Raymond E. "Red" Ebert Award Recipient.

5. Utilities - (John Nichols) 2025 NC One Water Wastewater Collections Operator of the Year

Request that the Board of Commissioners recognize Jake Elliott as the NC One Water Wastewater Collections Operator of the Year.

X. Administrative Report

1. Administration - (Steve Stone) Brunswick Community College Property Request
Request that the Board consider transferring approximately 17.5 acres of parcel 1530000121 to Brunswick Community College for the Fire Service and Driving Pad training facilities.
2. Administration - (Steve Stone) Fire Service Funding and Contract Revisions
Request that the Board receive information with regard to County funding of the fire service for FY 2027.
3. Utilities - (John Nichols) Adjustment of PTE Utility Dispatcher to FTE
Request the Board of Commissioners approve replacing PTE Utilities Dispatcher with FTE Utilities Dispatch position

XI. Board Appointments

1. Clerk to the Board - (Daralyn Spivey) Board Re-Appointment Ocean Isle Beach Board of Adjustments ETJ
Request the Board consider the re-appointment of Mr. Ron Austin as the ETJ Appointee and Mr. Ed Miller as the ETJ Alternate.
2. Clerk to the Board - (Daralyn Spivey) Calendar Year 2026 Annual Commissioner Seat Assignments
Request the Board appoint/re-appoint to the various Boards the Commissioners are assigned to annually.

XII. Other Business/Informal Discussion

XIII. Closed Session

1. County Attorney - Closed Session
Request the Board enter closed session pursuant to N.C.G.S. 143-318.11(a)(1) and (3) to approve Closed Session Minutes of November 17, 2025 and consult with its attorney in order to preserve the attorney-client privilege.

XIV. Adjournment