



AGENDA | BOARD OF COMMISSIONERS REGULAR MEETING

November 18, 2025 at 4:30 PM

Burgaw Town Center
108 E Wilmington St

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Approval of Agenda

5. Approval of Consent Agenda

*Items under Consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.

A. Approval of the October 14, 2025 Regular Meeting Minutes

B. Approval of the October 14, 2025 Closed Session Minutes

C. Master List of Street Closures for Public Events

6. Special Requests/Presentations

A. Employee Recognitions

B. Mayor's Proclamation - National Hospice and Palliative Care Month

C. Angela Blake - Request closure of parking spaces for event

D. Burgaw Rotary Club - Request usage of Burgaw Community House

E. FY 2024-2025 Audit Presentation - Lee Grissom, S. Preston Douglas & Associates

F. Water Main Replacements Project (Areas 1, 2, & 3)

7. Departmental Items

A. Building Inspections Department

Louis Hesse, Building Code Administrator

B. Finance Department

Tiffany Byrd, Finance Officer

C. Fire Department

Johnathan Prevatte, Fire Chief

D. Human Resources Department

Kimberly Rivenbark, Human Resources Director/Deputy Town Clerk

E. Information Technology Department

Dustin McCullen, IT Director

F. Parks, Recreation & Tourism Department

Cody Suggs, Parks & Recreation Director

G. Planning Department

Ron Meredith, Planning Director

- I. Ordinance 2025-22 Amending the Town of Burgaw Code of Ordinances Chapter 34, Trees and Shrubs, Article II, Tree Board

H. Police Department

James Rowell, Police Chief

I. Public Services Department

Chris Medlin, Public Services Director

- I. Public Works Division Manager Update - Alan Moore

- II. Facilities & Grounds Division Manager Update - Damon Stanley

8. Public Forum

9. Items from Manager

- A. License Agreement with Cape Fear Council Boy Scouts of America (Pack 247 / Troop 242)

- B. Resolution 2025-24 Supporting Project R-5701 for Traffic Signal Installation

- C. Resolution 2025-25 Supporting Traffic Signal Installation US Hwy 117 Bypass & Wilmington St
- D. Updates on current projects

10. Items from Attorney

11. Items from Mayor and Board of Commissioners

- A. Resolution 2025-23 In support to retain and use the full six percent occupancy tax revenue collected within the Town of Burgaw
- B. Other items to be announced

12. Closed Session

- A. Pursuant to NC GS 143-318.11(a)(3) Attorney/Client Privilege and NC GS 143-318.11(a)(6) Personnel

13. Adjournment