

# 801 Ocean Events Center

Date	Event Type
<b>2024:</b>	
February 3	Women's Expo
February 10	Birthday Party
February 16	Rehearsal Dinner
February 17	Wedding and Reception
February 19	HGTV
February 22	Business Meeting and Reception
February 27	Citizens Academy
<b>Event Count:</b>	<b>7</b>
March 9	Wedding and Reception
March 10	Celebration of Life
March 14	Wedding and Reception
March 16	Coast Guard Class
March 20	OKI Beautification Club Fundraiser
March 23	Wedding and Reception
March 30	Wedding and Reception
<b>Event Count:</b>	<b>7</b>
April 2	HGTV
April 5	Wedding Rehearsal Dinner
April 11	Library Volunteers Event
April 13	Wedding and Reception
April 18	Business Meeting
April 20	Wedding and Reception
April 27	Beach Preservation Society Fundraiser
<b>Event Count:</b>	<b>7</b>
May 4	Wedding and Reception
May 11	Wedding and Reception
May 17	Rehearsal Dinner
May 18	Wedding and Reception
May 24	Rehearsal Dinner
May 25	Wedding and Reception
<b>Event Count:</b>	<b>6</b>
June 1	Wedding and Reception
June 4	Sea Turtle Protection Group
June 5	Sea Turtle Protection Group
June 8	Wedding and Reception

June 9	Wedding and Reception
June 15	Wedding and Reception
June 21	Anniversary Party
June 22	Rehearsal Dinner
June 26	Wedding and Reception
June 28	Retirement Party
June 29	Wedding and Reception
<b>Event Count:</b>	<b>11</b>
July 1	Beach Day Event
July 6	Birthday Party
July 16	Wedding and Reception
July 22	Wedding and Reception
July 25	Rec Center Event
July 27	Wedding and Reception
<b>Event Count:</b>	<b>6</b>
August 1	Wedding and Reception
August 8	Wedding and Reception
August 23	Rehearsal Dinner
<b>Event Count:</b>	<b>3</b>
September 1	Wedding and Reception
September 7	Wedding and Reception
Septemer 13	Birthday Party
September 14	Wedding and Reception
September 15	Wedding and Reception
September 21	Wedding and Reception
September 28	Wedding and Reception
September 29	Wedding and Reception
<b>Event Count:</b>	<b>8</b>
October 1	Meeting
October 5	Wedding and Reception
October 6	Wedding and Reception
October 10	Community Event
October 11	Wedding and Reception
October 12	Wedding and Reception
October 13	Wedding and Reception
October 14	Wedding and Reception
October 17 - 18	Business Meeting
October 18	Rehearsal Dinner
October 19	Wedding and Reception
October 20-25	Operation North State

October 26	Wedding and Reception
October 27	Wedding and Reception
October 30	CS Training
<b>Event Count:</b>	<b>15</b>
November 2	Wedding and Reception
November 7-9	Arts by the Shore
November 10	Baby Shower
November 14	OKI Beautification Meeting
November 20	Rec Center Event
<b>Event Count:</b>	<b>5</b>
December 2	OKI FD Holiday Party
December 6	Bald Head Island Holiday Party
December 9	OKI PD Holiday Party
December 16	Contractor's Luncheon
December 20	Town Holiday Party
December 28	Wedding and Reception
<b>Event Count:</b>	<b>6</b>
<b>2025:</b>	
January 27	Troon/St. James Holiday Party
<b>Event Count:</b>	<b>1</b>
Feb 1	USCG Training Class
February 27	OKI Citizen's Academy
<b>Event Count:</b>	<b>2</b>
March 1	Musical Bingo
March 7	Rehearsal Dinner
March 8	Wedding and Reception
March 15	USCG Training Class
March 19	OKI Beautification Club Fundraiser
March 29	Beach Preservation Fundraiser
<b>Event Count:</b>	<b>6</b>
April 5	Wedding and Reception
April 12	Wedding and Reception
April 26	Wedding and Reception
<b>Event Count:</b>	<b>3</b>
May 3	Wedding and Reception
May 10	Wedding and Reception

May 17	Wedding and Reception
May 18	Wedding and Reception
May 23	Wedding and Reception
May 30	Wedding and Reception
May 31	Wedding and Reception
<b>Event Count:</b>	<b>7</b>
June 6	Wedding and Reception
June 7	Wedding and Reception
June 14	Wedding and Reception
June 15	Wedding and Reception
June 20	Wedding and Reception
June 21	Wedding and Reception
June 24	Wedding and Reception
June 28	Wedding and Reception
<b>Event Count:</b>	<b>8</b>
July 1	Beach Day
July 17	Wedding and Reception
July 24	Wedding and Reception
<b>Event Count:</b>	<b>3</b>
August 3rd	Birthday Party
<b>Event Count:</b>	<b>1</b>
Septebmer 6	Wedding and Reception
September 13	Wedding and Reception
September 20	Wedding and Reception
September 26	Art Auction - Rec Center
Septebmer 27	Wedding and Reception
<b>Event Count:</b>	<b>5</b>
October 4	Wedding and Reception
October 11	Wedding and Reception
October 16	Wedding and Reception
October 18	Wedding and Reception
Oct 20 - 24	Operation North State
October 25	Wedding and Reception
<b>Event Count:</b>	<b>5</b>
November 8	Wedding and Reception
November 15	Wedding and Reception
November 22	Wedding and Reception
<b>Event Count:</b>	<b>3</b>

December 6	Wedding and Reception
<b>Event Count:</b>	<b>1</b>
Wedding and Reception	75
Business Meeting	11
Rehearsal Dinner	8
Fundraiser	7
Social	14
Other	13
<b>Total Events</b>	<b>128</b>

## PERMIT FEES REPORT DEC. 2024

<u>PERMITS</u>	<u>DESCRIPTIONS</u>	<u>VALUES</u>	<u>FEES</u>	<u>FEES</u>
			Dec-25	Nov-25
11	Residences	\$ 4,377,000.00	\$ 20,622.00	\$ 18,682.00
0	Commercial Buildings		\$ -	\$ 460.00
3	Commercial Repairs/ Additions	\$ 908,430.00	\$ 4,405.00	
0	Modular Homes		\$ -	\$ -
0	Mobile Homes		\$ -	\$ -
9	Repairs/ Additions/ Alterations	\$ 637,790.00	\$ 4,298.50	\$ 1,890.00
2	Docks/Piers/Bulkheads/Lifts	\$ 68,000.00	\$ 320.00	\$ 800.00
3	Demolition		\$ 705.00	\$ 235.00
0	Relocation of House		\$ -	\$ -
33	Trade Building Permits	\$ 777,944.66	\$ 5,530.00	\$ 3,145.00
8	Pool Permits	\$ 681,669.35	\$ 1,480.00	\$ 1,825.00
120	Trade Permits (Elect - Mech - Plbg)		\$ 13,002.00	\$ 14,300.00
0	Fire Inspection Permits		\$ -	\$ -
0	Reinspection Fees		\$ -	\$ 160.00
15	Homeowner's Recovery Fund		\$ 150.00	\$ 110.00
<b>204</b>	<b>TOTAL</b>	<b>\$ 7,450,834.01</b>	<b>\$ 50,512.50</b>	<b>\$ 41,607.00</b>
	<b>OTHER FEES COLLECTED</b>			
0	Real Estate Sign Collection		\$ -	\$ -
12	Development (E&G)		\$ 1,200.00	\$ 1,200.00
46	Zoning		\$ 4,740.00	\$ 3,630.00
3	CAMA Permit Fees		\$ 300.00	\$ 900.00
0	Planning BOA/PB		\$ -	
55	Storm Water plan fees		\$ 9,905.00	\$ 10,810.00
60	Water/Sewer fees		\$ 95,585.00	\$ 58,754.00
<b>176</b>	<b>TOTAL</b>	<b>\$ 111,730.00</b>		<b>\$ 75,294.00</b>
	<b>TOTAL FEES COLLECTED</b>		<b>\$ 162,242.50</b>	<b>\$ 116,901.00</b>

The Inspectors completed 708 building ,CAMA and zoning inspections (excludes code violations) during the month of DEC 2024.

Credit Charge Offset Fees

Respectfully submitted,

Beth Wentzel

Development Services Department



Law, Oak Island PD - Monthly CFS Totals

Printed on January 1, 2025

Code	Totals	
10-D-CHEST PAIN	5	5
12-A-SEIZURE	2	2
12-C-SEIZURE	2	2
12-D-SEIZURE	1	1
17-A-FALLS	5	5
17-A-GOOD INTENT	8	8
17-B-FALLS	13	13
17-B-FALLS ACCESS ISSUE	1	1
17-D-FALLS	2	2
18-C-HEADACHE	1	1
19-A-HEART PROBLEM	1	1
19-C-HEART PROBLEM	1	1
1-C-ABDOMINAL	3	3
21-B-HEMORRHAGE	2	2
23-C-OD POISON ACCIDENT	1	1
25-A-PSYCH	1	1
25-A-PSYCH VIOLENT	1	1
25-B-PSYCH SUICIDAL	1	1
25-B-SUICIDAL	2	2
25-C-PSYCH VIOLENT	2	2
25-D-PSYCH SUICIDAL	1	1
25-D-PSYCH SUICIDAL VIOLENT	1	1
26-A-SICK	13	13
26-C-SICK	7	7
26-SICK	1	1
28-C-STROKE	3	3
29-A-MVA	1	1
29-B-MVA MULTIP	1	1
29-D-MVA ROLLOVER	1	1
2-D-ALLERGIES	1	1
31-C-UNCONS FAINT	1	1
31-D-UNCONS FAINT	10	10
32-B-MEDICAL ALARM	3	3
32-B-UNK PROBLEM	1	1
32-D-UNK PROBLEM	2	2
34-B-ACN	1	1
52-B-SINGLE RESD FIRE ALARM	6	6
52-C-COMM IND FIRE ALARM	2	2
52-C-MULTI RESD FIRE ALARM	2	2

Code	Totals	
53-A-LIFT ASSIST	6	6
53-A-SERVICE CALL	2	2
59-B-FUEL ODOR	1	1
5-A-BACK PAIN	1	1
69-D-SINGLE RESD STRUCTURE FIRE	1	1
6-C-BREATH PROBLEM	3	3
6-C-COPD PROBLEM	1	1
6-D-BREATH PROBLEM	2	2
6-D-COPD PROBLEM	1	1
82-C-BRUSH FIRE	1	1
911 HANG UP	7	7
9-ARREST	1	1
9-E-ARREST	1	1
ABANDONED VEHICLE	1	1
ALARM	30	30
ANIMAL CARCASS	2	2
ANIMAL CONTROL	15	15
ARMED SUBJECT	1	1
ASSIST OTHER - EMS	1	1
ASSIST OTHER - FIRE	1	1
ASSIST OTHER - LAW	3	3
ATTEMPT TO LOCATE	15	15
B&E IN PROGRESS	3	3
CALL BY PHONE - LAW	50	50
CARELESS & RECKLESS	5	5
CRIME IN PROGRESS	3	3
DEBRIS IN ROAD	3	3
DISABLED MOTORIST	9	9
DISTURBANCE	3	3
DOMESTIC	13	13
DRUNK DRIVER	4	4
ESCORT	6	6
FIGHT IN PROGRESS	3	3
FIREWORKS	1	1
GIVE SUBJECT RIDE	1	1
HIT AND RUN NON-INJURY	4	4
IMPROPERLY PARKED VEHICLE	7	7
INTOXICATED SUBJECT	1	1
INVESTIGATION - LAW	8	8
LOST FOUND PROP	3	3
MEET WITH COMPLAINANT	18	18
MENTAL PATIENT	2	2
MESSAGE DELIVERY	3	3
MVA NON-INJURY	9	9
NOISE	5	5
OC SPRAY	1	1

<b>Code</b>	<b>Totals</b>	
OPEN DOOR	10	10
PROWLER	1	1
SHOPLIFTER	1	1
SHOTS FIRED	1	1
SPECIAL CHECK	1452	1452
SPECIAL OPERATIONS	3	3
SUSPICIOUS VEHICLE OR SUBJECT	25	25
TAKE WRITTEN REPORT	22	22
TRAFFIC CONTROL	2	2
TRAFFIC STOP	291	291
TRESPASSERS	3	3
WARRANT SERVICE	3	3
WATER PROBLEMS	2	2
WELFARE CHECK	25	25
	14	14
<b>Totals</b>	<b>2230</b>	<b>2230</b>



# Oak Island Police Department



4621 East Oak Island Drive • Oak Island, N.C. 28465

Charles A. Morris II, Chief

**Date:** December 1, 2024 – December 31, 2024  
**To:** Chief C. Morris  
**Subject:** Community Policing Involvement Report  
**From:** Record's Specialist Edge

The Oak Island Police Department has been busy the month of December and looking forward to all the new activities in 2025.

**December 3, 2024, Christmas Bingo:** Officer Trahey played good Old Fashioned Christmas Bingo with the seniors at the Oak Island Senior Center. He was able to socialize and listen to any of the issues that are going on in the community while getting to play a fun game of Bingo.

**December 6, 2024, Christmas Tree Lighting Ceremony:** The Oak Island Police Department escorted Santa Claus and Mrs. Claus on the Fire truck to see all the good boys and girls as they gathered around the Town's Christmas Tree waiting for the lighting ceremony to begin.



**December 7, 2024, Breakfast with Santa:** Children got to sit down to breakfast with Santa as he read them a story to get them all excited for the Christmas season.

**December 7, 2024. VFW Pearl Harbor Ceremony:** The VFW hosted their Annual VFW Pearl Harbor Ceremony -- officers attended to pay their respects for all fallen soldiers.

**December 7, 2024, Christmas by the Sea Parade:** All hands were on deck to participate in the annual Oak Island Christmas by the Sea Parade. There were numerous float entries for businesses, organizations, and groups. This is the one time of year that everyone can come together and for businesses to say thank you for a year of valued support.



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Charles A. Morris II, Chief



**December 8, 2024, Christmas Season Local Business Market:** SGT Birchfield and his squad paid the local business market a visit and were able to see what our town has to offer. The different vendors had each of their tables and shops set up for the community at Middleton Park.

**December 9, 2024, Oak Island Police Department Christmas Party:** All members of the police department with their families joined together for fellowship and fun at the 801 Ocean Event Center. The officers got to enjoy a delicious meal from Kai Joe's, games, trivia, and a slideshow with the year's highlights.

**December 10, 2024, Santa Paws:** Lt. Loyd Hames attended the Annual Santa Paws event. Local pet owners got to have their picture taken with Santa Claus at Middleton Park. Everyone gets together with their fur babies and get ready to have their photos taken for the year's Christmas Cards.

**December 11, 2024, Southport Cookie Contest:** *The State Port Pilot* requested that the Oak Island Police Department join them at the Southport Community Building for the Cookie Contest. Assistant Chief Cooke, Lt. Hames, Administrative Assistant Tickle, and Detective O'Brien attended the event and got to taste and judge some delicious cookies that were baked by members of the community.



**December 13, 2024, Candy Cane Hunt:** SGT DeMello's squad attended the Annual Candy Cane Flash Light Hunt. Children of all ages used flashlights to find candy canes in the fields at Bill Smith Park. If certain types of candy canes were discovered, then they got to win a prize.

**December 13, 2024, Southport Christmas Parade:** Lt. Loyd Hames attended the Southport Christmas Parade in the evening. All the participants line their car with lights and go show off to the town. Santa gets to ride in the fire truck and lead the parade while the community enjoys laughter, games, fun, and food.

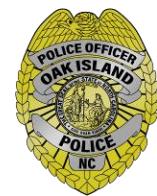
**December 19, 2024, Senior Center Christmas Party:** The Senior Center invited the Police Department to join them in their end of the year Christmas Party where they had delicious food, presents and desserts.



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Charles A. Morris II, Chief



**December 18, 2024, The Christmas Wish List:** Sara and Theresa coordinated with members of the church community to get names of individuals who might need additional assistance this holiday season. The names were provided to Deanna Eddinger, the organizer of the Christmas Wish List, who went out with the donations that she was provided with and bought gifts for the families for Christmas. The Christmas Wish List adopted 10 children and 2 seniors. The families began to pick up their donations starting on December 18 until Christmas.



**December 21, 2024, Wrapping Party.** Administrative Assistant Tickle and Edge wrapped all the presents for The Claus for Cause foundation -- 225 presents were wrapped in 5 hours!



**December 23, 2024, Claus for Cause Present Delivery:** Santa and Mrs. Claus (Heather and Phillip Kinlaw) adopt families for Christmas to provide them with the full Christmas experience. This is the third year that they have adopted families. The Police Department gets the name from



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*Charles A. Morris II, Chief*



the churches of the families who are in need, and we then call each family and get the names of the children and their interests. Mr. and Mrs. Claus adopted five families and one senior this year. The Claus Foundation provides each member in the family with an outfit and toys and the family an event to do and a Christmas meal. The Police Department had the honor of delivering gifts to each of the houses this year with Mr. and Mrs. Claus. The children were so excited to get to see Santa Claus that their eyes would just light up.



We know that January 2025 will be slower for events, but we will meet with the Recreation Department to plan the events of 2025. Administrative Assistant Tickle and Chief Morris will also coordinate with Lowes Hardware and other businesses in the community next year to strengthen our relationships.



# Oak Island Fire Department



## Monthly Report

**December 2024**

<b>Total Responses</b>	<b>187</b>
Structure Fires	11
Medical Calls	85
Lift Assist/Service Calls	26
Ocean Rescue/Mud	0
Cardiac Arrest	1
Average Response Time	
5 min 45 seconds	

<b>Unit Response</b>	
Chief 180	18
Chief 181	8
Engine 171	67
Engine 173	56
Tower 161	19
QRV 191	19

## Heat Map of calls



December 2024		
<b>Department Reach Via Facebook</b>		
	New Followers	57
	Overall Followers	15.3k
	Photos Views	209,410
	Post Engagement	2,577
	Link Clicks From Individual Profiles	79
	Shares	341
	Reactions	1,367
	New Page Likes	51
	Post Reach	35,301
	Comments	142
<b>Department Reach Via Instagram</b>		
	Post Reach	2.2k
	content interactions	617
	Profile visits	123
	New followers	30
	Over all followers	2.6k
<b>Community Resource Center Programs</b>		
	Nutrition Lunch	284
	Bingo	45
	Bingo in Shallotte	5
	Bingo with Police Officer	20
	Craft Day	11
	Hat/Headband day	12
	Wear red and green	19
	Bingo with Santa	23
	Brain Teasers	18
	Bells Christmas Concert	26
	Christmas Party	36
	Excursions	13
<b>Island activites all ages</b>		
	Strides walking Club	2
	Between the lines book club	5

	Free Art History Presintation	6
<b>Seasonal Sites</b>	Oak Island Ocean Ed Center Visitors	0
	Oak Island Nature Center Visitors	0
<b>Recreation Center Programs</b>		
<b>Fitness classes</b>	Community Yoga	25
	Senior Yoga	124
	Yoga For Balance	21
	Chair yoga	21
	Slow Flow Yoga	9
	Quigong	16
	Total Body Blast	6
	Silver Sneakers Stability w/ Mary Beth	66
	Silver Sneakers w/ Susan	46
	Sculpt & Flow Yoga	24
	Mature Aerobics	145
	Silver Sneakers Circuit w/ Maggie	109
	Cardio & Weight Rooms	1,772
	Silver Sneakers Members	149
<b>Rentals</b>		
	Kayak Rental	1
	Picnic Shelters	0
	Room rentals at rec center	2
	Room rentals at Community Center	0
	Wheelchair Rental	6
<b>Clubs</b>		
	Quilting Club	74
	Feral Cat Blub	0
	Oak Island Art Guild	29
	Girl Scout Troup	0
	Table Tennis	12
<b>Market, festivals, Special events</b>		
	Tree Lighting	279

	Tree Lighting Vendors	16
	Breakfast with Santa	45
	Holiday Market	1,237
	Holiday Market vendors	99
	Christmas Craft	8
	Ugly Sweatr Contest	8
	Santa Paws	40
	Snow Ball Dance	40
	Gingerbread House Decorating	4
	Christmas Bingo	36
	Flashlight Candy Cane Hunt	83
<b>Excursions</b>		
<b>Sports</b>		

# Public Utilities

## Water and Sewer Depts.

### COMPLETED SERVICE ORDERS AND OTHER WORK

#### December 2024 - Completed Work Orders

3	Replace meter box
2	Busted water line
1	Raiser or lower water meter
2	Remove meter
1	Repair hydrant
18	Check meter malfunction
120	Check for leaks
35	Unlock
18	Turn on or off
364	Locates (water and sewer)
1	Meter cover damage
1	Move water service
154	Need read to bill - manual or not reading on SA
17	Install irrigation
16	Install new tap and meter
5	Place well points
9	Sewer maintenance
2	Install valve pit and tap
12	Public utility water review
12	Sewer review
43	Replace/program transmitter
2	Miscellaneous
10	Replace meter

**848**

**Completed Work Orders**

Admin for water and sewer - fielded approximately 259 calls and 22 office visits.

Admin checked sewer tap info and cost for approximately 4 properties per customer requests.

Admin added approximately 12 new accounts for new home construction.

Admin answered approximately 46 emails via the website or town email.

**Public Works Department Monthly Report**  
**DECEMBER 2024**  
**102 TOTAL RECORDED WORK ORDERS FOR DECEMBER**

**SOLID WASTE**

12-2-2024 THRU 12-15-2024.

BRUSH COUNT 562 LOADS – 14,050 YDS

LEAF COUNT 261 LOADS – 6,525 YDS

LAST TUB GRINDING 5/27/2024 – 5/31/2024.

LEAVES IN ZONE 3, BRUSH IN ZONE, FINISHING ON FRIDAY 12/13/2024.

BRUSH & LEAVES ON SCHEDULE.

WEEKLEY DUTIES: CONVENINECE SITE CLEANUP, VEHICLE MAINTENANCE & SPECIAL HAULING FOR TOWN PROJECTS.

EQUIPMENT:

MAINTENANCE ON LOADER ST12 & SW1 & SW2 & SW7 & SW8 & SW10 & SW9 & SW10 FLIPPED LEAF PILE WITH THE LOADER

SPECIAL PICK UP'S:

EIGHT LOADS OF TRASH TO THE LANDFILL.

HAULED FOUR LOADS OF MULCH TO NE 52<sup>ND</sup> STREET.

OPERATIONS DEPARTMENT HAD ONE LOAD OF DOWN TREES AT BILL SMITH PARK.

PICK UP ALONG OAK ISLAND DRIVE JUST BEFORE THE PARADE.

RAN THE NEW JOHN DEERE TRACTOR & MOWER FOR SERVERAL DAYS CUTTING, FISH FACTORY SEWER PONDS & AIRPORT SHOP & AIRPORT ROAD & OAKWOOD GLEN COMMUNITY.

STARTED TO SEPARATE BRUSH & LEAVES FOR THE UP COMING TUB GRINDING BY AMERICAN PROPERTY EXPERTS.

BRUSH - 75 LOADS – 1,875 YDS

LEAVES – 27 LOADS – 675 YDS

12-16-2024 THRU 12-29-2024.

BRUSH COUNT 562 LOADS – 14,050 YDS

LEAF COUNT 261 LOADS – 6,525 YDS

LAST TUB GRINDING 5/27/2024 – 5/31/2024.

LEAVES IN ZONE 4, BRUSH IN ZONE 4, FINISHING ON FRIDAY 12/27/2024.

BRUSH & LEAVES ON SCHEDULE, STARTING ZONE 1 - 12/30/24

WEEKLEY DUTIES: CONVENINECE SITE CLEANUP, VEHICLE MAINTENANCE & SPECIAL HAULING FOR TOWN PROJECTS.

EQUIPMENT:

MAINTENANCE ON LOADER ST12 & SW1 & SW2 & SW7 & SW8 & SW10 & SW9 & SW10 FLIPPED LEAF PILE WITH THE LOADER

SPECIAL PICK UP'S:

FIVE LOADS OF TRASH TO THE LANDFILL.

HAULED ONE LOADS OF MULCH TO NE 52<sup>ND</sup> STREET.

OPERATIONS DEPARTMENT HAD ONE LOAD OF DOWN TREES AT BILL SMITH PARK. PICK UP 5 DIFFERENT TIMES.

PICK UP ALONG OAK ISLAND DRIVE JUST BEFORE THE CHRISTMAS BREAK.  
RAN THE NEW JOHN DEERE TRACTOR & AIRPORT SHOP & AIRPORT ROAD.

STARTED TO SEPARATE BRUSH & LEAVES FOR THE UP COMING TUB GRINDING BY  
AMERICAN PROPERTY EXPERTS.

BRUSH - 89 LOADS - 2,225 YDS

LEAVES - 32 LOADS - 800 YDS

### FACILITIES

Dec 1-31

Winterized outdoor water at pier

Middleton Park ladies room fan repair

Mouse control at Town Hall 2<sup>nd</sup> floor

Winterize access amenities

Checking PD for bad smell

Fabricated switch for Xmas tree lighting

Comm Cntr soap disp., dehu check in PW bldg., oil doors at Town Hall

SW Yacht stair check (damaged in storm, will be repaired with other storm damages)

Mercer access stair check

PD sally port door – contract to Overhead Door

Picture hanging

Pub Svcs building front door malfunction – repaired twice

Re-hanging sunshades @ Middleton Park

### OPERATIONS

12-2-2024 THRU 12-15-2024

*DAILY DUTIES – GENERAL GROUNDS MAINTENANCE; TRASH PICKUP AT PARKS; TRIMMING; TREATING; MOWING.*

*WEEKLY DUTIES – CLEARING HANDICAP MATS/WALKWAYS; CONVENIENCE SITE MANAGEMENT; BALLFIELD PREP FOR PLAY; 46<sup>TH</sup> ST. PARK TRASH CANS EMPTYING; BLOW OFF AROUND THE NATURE CENTER & MALCOLM REGISTER PARK.*

WINTERIZE BOTH TRAILER BATHROOMS & CABANA BATHROOMS FOR THE WINTER & LOCK UP. PRUNING TREES ON LIVE OAK. CLEAN UP OAK ISLAND DRIVE FOR THE CHRISTMAS PARADE, ASSEMBLED THE TOWN CHRISTMAS TREE. PRUNE PALM TREES ON MIDDLETON PARK. DRAIN THE WATER & SHUT DOWN FOUR BATHROOMS FOR THE WINTER. SHOVEL A LOT OF SAND OFF ALL THE MOBI MATS, SOME HAD 2 FEET OF SAND. HELP DECORATE THE TOWN'S PARADE FLOAT. MOVED FOUR GOLF CARTS FROM THE GOLF COURSE TO THE POLICE DEPARTMENT FOR THE PARADE. AFTER THE PARADE WAS OVER ON MONDAY MORNING, MOVE ALL FOUR GOLF CARTS BACK TO THE GOLF COURSE. INSTALLED BANNERS BEFORE THE PARADE STARTED MIDDLETON & OAK ISLAND DRIVE. BILL SMITH PARK ENTRANCE CUT 19 DEAD PINE TREES DOWN AND CLEANED UP ALL THE WOOD AFTER CUTTING IT UP. GRAPPLE TRUCK CAME BY TWICE TO PICK UP THE WOOD. TRIMMED OFF LOW HANGING TREE LIMBS ON EAST YACHT AND HAULED TO THE AIRPORT SHOP. BUILD A WOODEN BIKE RACK FOR INVENTORY.

*WORK ORDER COMPLETION – Work Order #PW-02071 BIRD SIGNS - WO #PW-02090 - 4255 LNG BCH RD -XMAS LT - WO #PW-02101 - TH – MENSRM -*

12-16-2024 THRU 12-29-2024

*DAILY DUTIES – GENERAL GROUNDS MAINTENANCE; TRASH PICKUP AT PARKS; TRIMMING; TREATING; MOWING.*

*WEEKLY DUTIES – CLEARING HANDICAP MATS/WALKWAYS; CONVENIENCE SITE MANAGEMENT; BALLFIELD PREP FOR PLAY; 46<sup>TH</sup> ST. PARK TRASH CANS EMPTYING; BLOW OFF AROUND THE NATURE CENTER & MALCOLM REGISTER PARK.*

BILL SMITH PARK ENTRANCE & FRISBEE GOLF AREAS - CUT 18 DEAD PINE TREES DOWN AND CLEANED UP ALL THE WOOD AFTER CUTTING IT UP 12/17/2024. GRAPPLE TRUCK CAME BY TWICE TO PICK UP THE WOOD. CUT 4 DEAD PINE TREES DOWN AND CLEANED UP ALL THE WOOD AFTER CUTTING IT UP 12/18/2024. GRAPPLE TRUCK CAME BY ONCE TO PICK UP THE WOOD. TRIMMED MANY DEAD LIMBS AS WELL AROUND THE WALKING TRAIL.

TRIMMED OFF LOW HANGING TREE LIMBS ON EAST YACHT AND HAULED TO THE AIRPORT SHOP. CLEAN UP BEACH ACCESSES FROM THE POINT TO MIDDLETON (SIGNS & BUMPERS & FIX BUMPERS). REPAIRED THE LIGHTS ON THE CHRISTMAS TREE, MANY BURNED OUT!

*WORK ORDER COMPLETION – WO #PW-02111 - BILL SMITH – TREES - WO #PW-02112 - MAY MOORE - CLEAN UP – STARTED PROJECT ONLY!*

#### **DIRECTOR/ADMINISTRATIVE**

*DIRECTOR DUTIES – ATTENDANCE OF MEETINGS (BI-WEEKLY STAFF, MONTHLY PARKS ADVISORY, MONTHLY BEACH PRESERVATION & MONTHLY COUNCIL MEETINGS)*

*ADMIN DUTIES – 56 PHONE CALLS TAKEN; 12 VISITORS IN OFFICE; 56 REGULAR WORK ORDERS; 46 FLEET WORK ORDERS.*

*BOTH ADMIN & DIRECTOR – WORKING WITH ANDY ON FINALIZING TROP. STORM 8 BIDS/REPAIRS AND HIGHLAND PAVING INCOMPLETE WORK*

#### **STREET DIVISION**

12-16-24 THRU 12-22-24

801 DUTIES

ASPHALT @ RADIIUSES ON OKI DR.

CHECKING BUMPERS & SIGNS IN ACCESSES

DOA POSSUM ON 40<sup>TH</sup>

12-23-24 THRU 12-29-24

801 DUTIES

CHECKING BUMPERS & SIGNS IN ACCESSES

TRIMMING @ E. & W. YACHT DR.

TRIMMING @ NE.57<sup>TH</sup>,NE 63,NE 55,NE 38,NE 76TH

MERRY CHRISTMAS !!

#### **STORMWATER**

NOV FOR DEC REPORT

11/18-11/29

NW23 WASHOUT

SE44 #108 DITCH

NE75 JETTER AT E. YACHT  
NE67 DEAD DEER  
PALLET OF WATER  
SHOP (MULTI. DAYS)  
YACHT DITCHES (MULTI. DAYS)  
2600 SWAINS DR. INSPECT  
STW5 OIL CHANGE  
MINNESOTA INSPECTION  
MARK OUT OAKWOOD GLEN  
NE29 BASINS CHECKED  
3102 DITCHES CHECKED ON E. YACHT  
MEETING 9AM GOLF COURSE  
NE57 #326 SEED & FILL  
VEHICLE MAINT.  
INTERVIEWS ON 11/22  
#228 W. YACHT INSPECT  
LANDFILL (MULTI. DAYS)  
HOLIDAY (11/28-11/29)

12/2 – 12/13/24

LANDFILL (MULTIPLE DAYS)  
SHOP (MULTIPLE DAYS)  
ELEC. SHUT OFF SWITCH FOR CHRISTMAS TREE LIGHTING (MULTIPLE DAYS)  
811 FOR HERON CR. SE  
YACHT DRIVE DITCHES (MULTIPLE DAYS)  
VEHICLE MAINT. (MULTIPLE DAYS)  
DELIVERED TRAILER TO STREETS FOR CHRISTMAS PARADE  
PARADE FLOAT ON SATURDAY  
MOVE EXCAVATOR TO NE76 FOR PIPE REPLACEMENT  
RAIN DETAIL  
NE38 SCISSOR JACK COLLASPED PIPE  
REPAIR JETTER TOOLBOXES  
NE76 CLEAN UP AND SEED AREA  
NE76 REPLACED TWO GRAVEL DRIVEWAYS

12/16-12/27/24

NE76 CLEAN UP  
LANDFILL  
STRIP EQUIPMENT TRAILER (MULTIPLE DAYS)  
MOVE EXCAVATOR TO OAKWOOD GLEN AREA  
HERON CIRCLE DITCHES (MULTIPLE DAYS)  
SHOP (MULTIPLE DAYS)  
DISTRIBUTED UNIFORMS  
MOVE JETTER IN SHOP  
VEHICLE MAINTENCE  
BROUGHT EXCAVATOR TO SHOP FOR HOLIDAY BREAK  
811 FOR OTHER SIDE OF HERON CIRCLE

## FLEET

17 – SERVICES

11 – TIRES

2 – FUEL TRIPS

3 – BATTERIES

3 – NC STATE INSPECTIONS

2 – SETS WIPER BLADES

2 – BRAKE JOBS

1 – LIGHT BULB

REPLACED FRONT WHEEL BEARINGS ON ST-24

REPAIRED LEAK AT HYDRAULIC CYLINDER ON SW-6

INSTALLED COMPUTER STAND IN P-714

REPLACED SIDE VIEW MIRROR ON ST-26

PAINT BED AND RIMS ON SW 2

REPLACED FRONT WHEEL BEARINGS ON WA-22

REPAIRED VAC TUBE HANGER ON SW 9