



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, NOVEMBER 8, 2022 – 5:30 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, November 8, 2022 at 5:30 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Rick Smith; Commissioners Brian Murdock, Page Dyer, Pat Kwiatkowski and Gerald Arnold; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Public Works Director Chris Clemmons; Inspections Director Tim Evans; and Town Attorney Rick Green.

PUBLIC COMMENT

Nobody signed up, but the Board agreed to let Will Carter speak. Mr. Carter talked about the pier. He said the Town doesn't need to patch the pier or building; we need to build a new one.

DISCUSSION AND POSSIBLE ACTION ON PIER PROPERTY AND BLOCK Q INITIAL PROPOSALS FROM SELECTED ENGINEERING FIRMS

Commissioner Kwiatkowski said we have two proposals in front of the Board, one from Pinnacle on the Block Q design proposal and the second from BMH (Bowman Murray Hemingway) on the pier project site planning proposal.

Commissioner Kwiatkowski said one of the things that isn't laid out in the Block Q proposal is the time expected for each of the two phases. Randy Baker from Pinnacle said the two phases depends on when they can get the TIA (Transportation Impact Assessment) Study done. To do to the engineering work, layout and things like that you would be looking at three – four weeks. With the closing of Carolina, they want to make sure all of the setbacks, things like that are taken care of. When they do the drawing, they want to make sure it is representative of what the Town would get. To actually do the documents, it would probably take two – three months. Mr. Baker explained the process for the TIA Study. Commissioner Murdock asked if the study will be impacted since the traffic is lighter now than in July. Mr. Baker thinks with the Town, DOT and things like that there is enough record. He doesn't think it will impact it that much. Town Manager Hewett added we can probably synchronize their efforts with the Grand Strand MPO, which Holden Beach is part of, to get some data that could compliment that effort. Mayor Pro Tem Smith said his vision is to aid the Wildlife ramp with boat parking on the north side and a green area, with perimeter parking around it. He said the green area could be changed to parking in the future if it is required by the Corps. Mr. Baker said they need to speak to the inspector about the toilet facilities. Commissioner Dyer asked if the bathroom would be an area that the Town

can consider adding some showers. Mr. Baker replied absolutely. Commissioner Dyer also inquired if there would be room for a dog park in that area. She talked about the trouble with having it in residential areas. Mr. Baker agreed you could. Commissioner Kwiatkowski said the way she understands it would be three – four weeks to get a drawing, but two to three months to get all of the documents finalized. That will be mostly driven by the TIA. Mr. Baker agreed and added they will also need to get the Corps involved and things like that.

Motion by Commissioner Kwiatkowski to approve the budget amendment specifically for Block Q, which is represented in Ordinance 22-23, The Ordinance Amending 22-14, Revenues and Appropriations for Fiscal Year 22 – 23, (Amendment No. 2), approve the budget amendment and the ordinance; second by Mayor Pro Tem Smith; approved by unanimous vote.

Commissioner Kwiatkowski said we also need to approve the proposal as put forward with the time that has been indicated for three to four weeks for an initial rendering and two to three months for the full document.

Motion by Commissioner Kwiatkowski to approve the proposal with those times indicated; second by Mayor Pro Tem Smith. Town Clerk Finnell repeated the motion. The motion passed unanimously.

Commissioner Kwiatkowski asked for an estimated time that BMH anticipates for completing the schematic master planning phase for the pier. Chip Hemingway said based on the proposed reworking of the existing building and some added features to the pier associated with the new building, they do need a detailed site survey, so two months from when the survey is delivered. He talked about meeting during the process. Commissioner Kwiatkowski suggested that when the survey is done, the Board can get with them to find the appropriate time to schedule a meeting. Mr. Hemingway said his initial statement was that the Board should maybe think about replacing the building. The original Request for Qualifications mentioned a new facility. The proposal at this point is for rehab of the existing facility. Mayor Pro Tem Smith said before we can request grants, we need to have a master plan. He inquired if that is something that could be done in tandem. Mr. Hemingway replied when and if any grants are identified, they can go after them. Typically, an owner goes to them with a grant and they help satisfy the requirements of a grant application. They don't know what type of grants the Town may get building it below flood level, but they can investigate. He confirmed Commissioner Kwiatkowski's statement that if the building is taken down, an elevated building would need to be built. Mr. Hemingway explained the CAMA line would determine where the building could be located. They need the survey. At this point they are not pursuing a new building. He explained what the process will be. Commissioner Murdock said the Board needs to think about doing a comparison of the cost to build a new building and to fix the existing. He asked Mr. Hemingway to keep them informed when they get in there. Commissioner Murdock said he is assuming the pier would be fixed to a standard to where it would last. It could be added to. He would like to see a comparison and would like BMH to tell the Board if what they are thinking is not the right direction. How to move forward was discussed. Mr. Hemingway said once they get the survey and see where the CAMA line is, they can do a quick assessment.

Motion by Commissioner Kwiatkowski to approve the pier project site planning proposal that has been provided with the added information that the schematic master planning stage will take approximately

two months from the time of receipt of a detailed site survey; second by Commissioner Murdock; approved by unanimous vote.

Motion by Commissioner Kwiatkowski to approve the budget amendment authorizing town manager to execute the contract and to approve Ordinance 22-24, which is the ordinance amending our revenues and appropriations ordinance for the fiscal year, Amendment No. 3; second by Commissioner Murdock; approved by unanimous vote.

STATUS OF STORMWATER AND WATER TOWER REQUEST FOR QUALIFICATIONS PREPARATIONS AND AGREEMENT ON DESIRED TIMEFRAME FOR BOARD REVIEW OF DRAFTS

Commissioner Kwiatkowski said the draft in the packet from staff for stormwater is very similar to a Surf City RFQ that she sent to the Town as an example. She read information listed under Department Profile. She inquired if the Town's system dates back to the 1950s or if that was left in from the Surf City RFQ. Public Works Director Clemmons replied that he will doublecheck that. Commissioner Kwiatkowski asked if it is appropriate to add having the vendor assist in identifying, applying for and securing grants and any other types of funding available under the Initial Scope of Work. Town Manager Hewett explained why he thinks it should be added. Commissioner Kwiatkowski asked if it would be appropriate to add the vendor will assist in identifying, applying for and securing grants and other types of available funding as the fourth task under the Scope of Work. She suggested under the Submittal of Qualifications, it be added that the vendor submit information on stormwater infrastructure grant money that has been obtained.

Commissioner Kwiatkowski asked about the proposed timeline and where it will be advertised. Town Manager Hewett responded that the Town would follow the Surf City timeline. It will be advertised in the newspaper, the North Carolina City and County Manager Association's website, and the League of Municipalities. If there are suggestions from the Board for specific firms to solicit, we will include those. Commissioner Kwiatkowski said there is a website called bid.com and another website that bids go up on. She said she will forward the information. She said if Public Works Director Clemmons researches the question on the dates and the two additions just discussed about grant funding and making sure that grant money obtained is part of submittal qualifications, she would think it could be done fairly quick.

Motion by Commissioner Kwiatkowski to approve the RFQ with the indicated changes/corrections; second by Commissioner Murdock; approved by unanimous vote.

Commissioner Kwiatkowski wanted to discuss what is being done for the water tower. Town Manager Hewett said we need a water capacity study. At the last Board meeting, the Board directed him to assemble and put forth an RFQ to that affect. He has not refined the draft, but is working on it and will send it out. He would like to get it together before Thanksgiving if possible and get it out.

ADJOURNMENT

Motion by Mayor Pro Tem Smith to adjourn at 6:25 p.m.; second by Commissioner Arnold; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk