



**Town of Holden Beach
Board of Commissioners
Regular Meeting**

**Tuesday, November 18, 2025
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, NOVEMBER 18, 2025 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Public Hearing/Regular Meeting of October 21, 2025
(Pages 1 – 11)
7. Public Comments on Agenda Items
8. Presentation of Fiscal Year 2024 – 2025 Audit Results – Elsa Swenson, Martin Starnes and Associates – (Finance Director McRainey, Town Manager Chadwick)
(Pages 12 – 32, separate packet)
9. Annual Monitoring Report Results – Fran Way, Applied Technology and Management
(Assistant Town Manager Ferguson, Town Manager Chadwick) (Pages 33 – 48)
10. Police Report – Chief Dixon (Pages 49 – 56)
11. Inspections Department Report – Inspections Director Evans (Pages 57 – 59)
12. Finance Department Report – Finance Director McRainey (Pages 60 – 65)
13. Public Works Department Report – Public Works Director Benton (Pages 66 – 67)
14. Town Manager's Report – Town Manager Chadwick (Page 68)
15. Block Q, Jordan Boulevard and Bridge Area Update – Town Manager Chadwick (Page 69)

16. Discussion and Possible Approval of Resolution 25-08, Resolution Approving Truist Signature Card – Town Clerk Finnell (Town Manager Chadwick) (Pages 70 – 71)
17. Discussion and Possible Action on Moving Funds from the BPART Fund to the Beach and Inlet Fund – Commissioners Thomas and Paarfus (Pages 72 – 74)
 - a. Ordinance 25-16, An Ordinance Amending Ordinance 25-11, The Revenues and Appropriations Ordinance for Fiscal Year 2025 – 2026 (Amendment No. 4)
18. Public Comments on General Items
19. Mayor's Comments
20. Board of Commissioners' Comments
21. Adjournment

* Visit <https://www.youtube.com/@townofholdenbeach/streams> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on November 18, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
PUBLIC HEARING/REGULAR MEETING
TUESDAY, OCTOBER 21, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Public Hearing/Regular Meeting on Tuesday, October 21, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Page Dyer and Rick Paarfus; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Police Chief Jeremy Dixon; Finance Director Daniel McRainey; Public Works Director Chris Benton; Development Services Officer Janna Pigott; Permit Specialist Kymberly Bowman; and Town Attorney Sydnee Moore. Commissioner Tracey Thomas attended via telephone call.

PUBLIC HEARING: PROPOSED REVISIONS TO TOWN OF HOLDEN BEACH CODE OF ORDINANCES SECTION 157.087, BUILDING NUMBERS

Mayor Holden called the meeting to order. Inspections Director Evans provided background information. This amendment would require addresses be placed on the canal and waterway side of homes.

Keith Smith supports the proposed ordinance. He provided an example of when it would help.

Sylvia Pate also supports the proposed ordinance and provided another example.

Mayor Holden closed the Public Hearing at 5:09 p.m. and asked for a moment of silence before calling the Regular Meeting to order.

REGULAR MEETING

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Town Manager Chadwick said there is a request to add a closed session.

Mayor Holden asked if there was a motion to add an executive session to consult with the attorney as item 22a. Motion by Commissioner Paarfus to add the item; second by Mayor Pro Tem Mayors; approved by unanimous vote.

The Board agreed the rest of the agenda is okay.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion to approve (Minutes of the Regular Meeting of September 16, 2025) by Commissioner Paarfus; second by Mayor Pro Tem Myers; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Keith Smith spoke about the PARTF grant and suggested that the staff contact the representatives directly in the future to save resources. He thanked Mr. Varner from Otto Connect for his parking technology.

Sylvia Pate said the parking report looks good. She recommended looking at doing an analysis for the revenue and expenses for year-round parking and suggested that if the revenues do not outweigh the expenses by a lot, the Town could look at having a few months without paid parking. Ms. Pate would like to look at a temporary stage for the concerts and suggested looking at sponsorships to cover the cost.

Chad Hock thinks the Board should hold a special meeting or more information be added to the website so people understand the PARTF grant better. He suggested scheduling special meetings to discuss a stage for Block Q.

ANNUAL PARKING REPORT – JIM VARNER, OTTO CONNECT

Town Manager Chadwick introduced Jim Varner. Alyssa Irons and Dale Lyon. Mr. Varner went over revenue highlights. This is the first year with year-round parking so there was significantly more revenue in January and February. Year-to-date we are about \$60,000 ahead of the prior year. Ms. Irons went over the charts in their presentation. The Town has an almost 75% violation payment rate. She explained the information in the citation report. They do a signage audit every year.

Otto Connect answered questions from the Board. Ms. Irons explained how permits and upgrades work in their parking program. She provided information on the time period for annual passes and how they try to assist with those purchases. She detailed what their

parking enforcement officers can enforce. Chief Dixon explained how they work together on enforcement.

Mr. Varner explained every town is different regarding discounted permits for residents. He provided examples of what other towns do and what their system can do. Commissioner Dyer stated this discussion came up when the parking program started. At the time, the Board decided it would be complicated to offer discounts based on the inventory of spaces. It was not year-round parking at the time. She said offering a discounted rate to residents in the offseason could be discussed. Mr. Varner said they originally looked at the distance people had to walk or drive to the beach. Since everyone lives on the island, the answer at the time was to create low speed vehicle parking spaces. He provided more information on season passes. Mayor Pro Tem Myers asked about the process for discounted passes for homeowners. Mr. Varner explained how it could work.

Mr. Varner doesn't recommend any changes for 2026. If there is consideration for resident permits, they can work with staff and can usually get it turned on within a couple of weeks. The assessment is underway for signage. The markings in the pier lot have all faded. They recommend painting it as soon as possible. There is no signage at the Block Q restrooms for parking. The system can monitor for time limits if the Board chooses. Parking permits for next year will be available in December. All others would be effective January 1st.

Parking at the Block Q restroom was discussed.

PRESENTATION OF PLAQUE FOR SUCCESSFUL PARTICIPATION IN THE NATIONAL FLOOD INSURANCE (NFIP) AND COMMUNITY RATING SYSTEM (CRS)

Town Manager Chadwick provided information on the program. FEMA has determined the Town will increase to a Class 6 in the NFIP CRS. This determination qualifies our property owners for a 20% discount on flood insurance premiums for most NFIP policies. He commended the Inspections Department for guiding the Town to help obtain this. He presented the plaque to Mayor Holden and staff. Inspections Director Evans shared details of the program and how staff worked to achieve the designation.

POLICE REPORT – CHIEF DIXON

- Went over the report.
- Had some vehicle break-ins in September and then again in October. Lock your cars. Provided information on the suspect.
- Administrative Assistant Horne is working on expunctions.
- Festival by the Sea is this weekend. Be patient with parking.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Went over items in the report.
- They partner with the NC Department of Public Safety, who work with them on items pertaining to the NFIP or FEMA rules and regulations as they are applied. They complied 100% on the last Community Assistance Visit. That required coordination with staff on a regular basis. There are 1,937 flood insurance policies, for coverage in the amount of \$568,083,000. On the annual re-evaluation they got pretty much a perfect score. Inspector Redwine and Development Services Officer Pigott handled the re-evaluation and did a wonderful job.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- No major concerns. Not all General Fund revenues through September have been posted, so that's why it looks low.
- In the Water Sewer Fund, there is a mistake. The FY 2025 number should be \$266,000, much more comparable to this year.
- BPART expenses look higher because the central reach payment was made in September versus October.

PUBLIC WORKS DEPARTMENT REPORT – PUBLIC WORKS DIRECTOR BENTON

- Working on maintenance now that it is slowing down. Detailed work being completed. Trying to get caught up.

Mayor Pro Tem Myers asked if the number for meter re-reads is normal. Public Works Director Benton said they are working on that and trying to get the number down.

TOWN MANAGER'S REPORT

- Greensboro Street Lift Station – staff met on site. Contractor didn't meet the October 1st deadline. The new projected date is November 14th due to a flood door. Projected work is in the written report.
- Block Q Restrooms and Parking – have a meeting scheduled with the contractor next Monday. Hasn't been a pleasant situation. Every time we go over there, there is an issue.

Commissioner Paarfus asked if we will have any issues completing the grant on time. Town Manager Chadwick replied they did not meet the deadline they provided at a previous meeting. Assistant Town Manager Ferguson thinks the next path of recourse will be conversations with the state on how to proceed.

- Ocean Boulevard Stormwater – PPA has been executed on both sides. Have been discussing setting up a meeting with the Corps.

- Pier Site – scope of work discussion will be determined in the future.
- Bond Referendum – waiting on the results.
- NC Resilient Coastal Communities Program – engineer is going to contact staff once the contracts are signed with the state.
- LWF/Bend Widener Project – received approval from the county for \$131,250.
- Employee Update – Inspector Redwine received her Electrical Inspector Level I certification. Gives kudos to everyone taking the initiative for education.
- County Fire Services Update – attended a meeting with the county and other municipalities to discuss fire services. It is in the infancy stages. They are looking at all options. There still are a lot of questions that everyone has. The next step they are looking at is models. Assistant Town Manager Ferguson added the county indicated it would be a 30 – 45-day turnaround for the models to be provided to staff.
- Upcoming Town Events – Barktoberfest, Festival by the Sea, Trunk or Treat, Veterans Appreciation Luncheon, Volunteer Appreciation Luncheon and the Contractors Meeting.

DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 25-15, AN ORDINANCE AMENDING TOWN OF HOLDEN BEACH CODE OF ORDINANCES SECTION 157-087, BUILDING NUMBERS

Inspections Director Evans said the Board has met the public hearing requirements for the proposed change and explained how the Board can move forward.

Motion by Commissioner Paarfus to approve Ordinance 25-15 (An Ordinance Amending Town of Holden Beach Code of Ordinances Section 157.087, Building Numbers) and the corresponding statement of consistency; second by Mayor Pro Tem Myers, approved by unanimous vote.

ADA ASSESSMENT UPDATE

Inspections Director Evans explained the Inspections Department put together an ADA assessment that is a good start. The document is pretty comprehensive and he thinks it accomplishes what the Board requested. It doesn't meet all the Title II requirements. While they are lacking in some of the requirements, it exceeds some. He went over items from the report. They tried to add numbers for the Board in case they would like to undertake some of the projects. The report has recommendations and costs. We need to put this on the website and allow for public input. He provided information on the grievance procedure. The Board could adopt it as a policy that can be amended.

Commissioner Paarfus said it is an outstanding job. He hopes this stuff will be considered for the upcoming budget cycle. Mayor Pro Tem Myers said when this first came up he believed the Town needed to use outside resources to complete an assessment. The Inspections

Department did an outstanding job and he is starting to understand the advantages of doing this in-house with our unique situation and unique facilities.

Motion by Commissioner Paarfus to accept the ADA assessment; second by Mayor Pro Tem Myers.

Commissioner Smith asked if the motion needs to be changed to make the plan amendable. Inspections Director Evans said we need to post it on the website for public input. Commissioner Paarfus said the Board is accepting it and when the Board actually adopts it as a policy that would be added.

The motion passed by unanimous vote.

PRESENTATION AND DISCUSSION OF THE LEGAL RESPONSIBILITIES AND OBLIGATIONS FOR THE PIER PROPERTY UNDER THE PARTF GRANT AGREEMENT

Attorney Moore said she was asked to look into legal obligations regarding the PARTF grant. The only remaining legal obligation the Town has left is to develop the property. There is a five-year development requirement. Until development is complete, the Town must keep the property open to the greatest extent possible. She believes the property was purchased in 2023. She went over the grant requirements that include the property must be kept for public use and recreation in perpetuity; the Town may not discriminate; and parking fees for residents at the pier parking lot may be no less than half the amount charged to non-residents. Attorney Moore showed a slide with the deed restrictions. They were required from the grant. She reviewed the definition of conversion. Once triggered, the Town must repay the current fair market value of the property. She provided an example of when a conversion is triggered. Commissioner Paarfus recapped Attorney Moore's example. Assistant Town Manager Ferguson explained conversion is highly discouraged. Conversions are in the form of land. You need to find a property with equal recreational value to do a conversion and you will still owe the original loan. There has only been one occasion that she is aware of where there was a money transaction for a piece of a parcel. Attorney Moore said conversion is not recommended. She went over her slide on how conversion occurs. She explained conversion is not really an option.

Commissioner Paarfus said the intent of this discussion was to clarify what the Town's obligations and responsibilities are. He thinks it is important for people to be aware and be able to understand the restraints.

DIRECTION AND POSSIBLE ACTION ON REQUEST FOR QUALIFICATIONS (RFQ) FOR TECHNICAL SERVICES TO DEVELOP A COMPREHENSIVE DESIGN PLAN FOR JORDAN BOULEVARD, BLOCK Q, BRIDGE AREA AND FORMER PAVILION PROPERTIES

Assistant Town Manager Ferguson said at the September meeting the Board directed staff to bring back a RFQ for Jordan Boulevard, Block Q and the bridge area. The document is in the

packet for the Board's consideration. Commissioner Paarfus appreciates the work but would like to provide feedback on several items to the staff before it moves forward. He provided examples of changes he would like to see. Commissioner Dyer said her issue with this is the Block Q portion. They are basically tying up what the Board had planned on doing with the stage. By pushing this forward another meeting, it is pushing it even further. She stated it is in the budget and the site plan was agreed to. All they needed was a drawing. We have the funds to build a stage; she doesn't know why the Board would look at a temporary fix when the Board was moving ahead until the last meeting.

Motion by Commissioner Smith that we approve the distribution of a RFQ for a master plan that has been prepared by the staff; second by Commissioner Dyer.

Mayor Pro Tem Myers said this not perfect, but he is not happy with the current plan we have. He wishes there was a way to move forward with the concert venue without knowing if you will impact parking or the rest of the site. He would like to find a way to get this on the street quickly but with incorporating whatever Commissioner Paarfus thinks needs to be in it.

The vote was a 2 – 2 tie, with Commissioners Smith and Dyer voting for the motion and Mayor Pro Tem Myers and Commissioner Paarfus voting against it.

Mayor Holden would like to see the motion withdrawn. He would vote no because he would rather see this motion be defeated and go back to undo what was done to stop the project at a previous meeting.

Town Clerk Finnell read the motion from the previous meetings:

August 19, 2025 - Motion by Commissioner Smith to allow him to do some drawings on a stage for the concerts that in his opinion won't interfere with anything else we are going to put on that property.

Commissioner Smith amended his motion to ask Mr. Baker and his group to do some drawings on a concert venue that will not affect future development; second by Commissioner Dyer.

Interim Town Manager Ferguson said Mr. Baker's current scope of work is for a master plan. She asked that the motion be amended to request a proposal for the drawings.

Commissioner Smith agreed to add it. Town Clerk Finnell read the motion as to ask Mr. Baker and his group to do a proposal for the drawings for a concert venue that will not affect the other items on the site. Commissioners Smith and Dyer agreed with the language.

The motion failed.

September 16, 2025 – *Motion by Commissioner Paarfus to instruct staff to develop a RFQ for a comprehensive design for Block Q, Jordan Boulevard, bridge area and the site of the former pavilion to be reviewed by the BOC; second by Commissioner Thomas.*

Commissioner Thomas called a point of order and said that was not relevant to the agenda item being discussed. Town Clerk Finnell read the current motion on the floor. Mayor Pro Tem Myers called for the vote if there is no more discussion on this motion.

The motion failed by a 2 – 3 vote, with Commissioners Smith and Dyer voting for the motion and Mayor Holden, Mayor Pro Tem Myers and Commissioner Paarfus voting in the negative.

How to move forward was discussed.

Mayor Pro Tem Myers suggested Commissioner Paarfus work with Assistant Town Manager Ferguson to provide his feedback to be incorporated into the RFQ. Commissioner Smith would like to instruct Assistant Town Manager Ferguson to work on the concert venue. Commissioner Thomas said that is not the agenda item. Mayor Holden said the Board can provide input to the staff, otherwise he is moving to the next agenda item.

Motion by Commissioner Dyer that we instruct staff to revisit the stage with the architect to move forward with the drawings; second by Commissioner Smith.

Commissioner Thomas called a point of order because she said that is not relative to the agenda item.

Commissioner Dyer withdrew the motion and provided direction to the staff to reconsider the situation with just moving forward with the stage on the site plan that was already approved for Block Q with the architect. Commissioner Smith agreed. He said it was all ready to go, voted on and they kicked it back to where we were four years ago with a whole master plan for the entire area. He stated that is great, but we want the concert venue first. Commissioner Thomas thinks the Board should try to get the RFQ to a point where the Board can approve it and get a total site plan. Mayor Pro Tem Myers thinks the Board needs a site plan to move forward. He would like Commissioner Paarfus' feedback to be incorporated. He is fine with having a special meeting to approve it before the next meeting.

Town Manager Chadwick said Mayor Pro Tem Myers is looking at revising the RFQ and Commissioner Dyer is looking at moving forward on the concert venue. He will take input from the Board for the RFQ and will look at moving forward on the concert venue. He explained staff will work on both options to present to the Board so the Town can move forward. Assistant Town Manager Ferguson said the next step would have been for the Board to provide direction so that Mr. Baker could develop a scope of work. Staff could potentially present a fee proposal to the Board.

DISCUSSION AND POSSIBLE REQUEST FROM THE GENERAL FEDERATION WOMEN'S CLUB OF HOLDEN BEACH

Assistant Town Manager Ferguson explained that each year as part of the budget, there is a donations category. In the past, those items have been approved as part of the budget process. There was an expression from some commissioners that they wanted to see the applications. The Women's Club is the first to request funding from this fiscal year's budget. They laid out what they will do with the money.

Motion by Mayor Pro Tem Myers that we approve the donation request; second by Commissioner Paarfus; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

Rick McInturf welcomed Town Manager Chadwick on behalf of the Holden Beach Community Alliance. He went over what their organization has done. They are here and willing to help.

Chad Hock talked about the Ocean Isle terminal groin and the effect it is having on the west end of the island. He asked the Board to have a discussion regarding it. He thinks the Town needs to have information put out pertaining to the PARTF grant. He said the Board can do better.

Keith Smith said the Board can work on the master plan and the stage venue at one time. He said he was on the Parks & Recreation Advisory Board and there is no better spot for the stage. He explained the PARTF grant intent is for the property to stay recreational.

Leslie Williams asked about the date of the purchase Attorney Moore mentioned in her presentation. Attorney Moore said the deed restriction was recorded in 2023; she misspoke.

MAYOR'S COMMENTS

- Good Lord has spared us about hurricanes this year. There is a little disturbance in the Caribbean. Always said if there is not one on our doorstep by October 15th, we are safe. Understanding is even if the disturbance came this way it would remain offshore. Let's keep our fingers crossed and keep praying we make it through the year.
- Weekend will be special. Understands the weather will be good. Amazed at the amount of people on the island having come through the middle part of October. When he was growing up it was dead after Labor Day. Now our season is not just three months a year. Things are changing on Holden Beach. Some think that is a good thing, some are thinking otherwise.
- Most of us all spend time going up and down the island. One observation he is proud to make is that Holden Beach has never looked better than it does right now. People are taking care of their lawns, houses, the maintenance.

- Having been on the wrong side of many things looking back. Provided some examples including water, sewer and bike paths. Now we have the pier being the big subject matter. Whichever side you are on, time will prove if it was a good or bad idea. Thank goodness we have water, sewer, sidewalks and bike paths. Thank goodness the Town has never looked better. Is proud and hopes everyone who owns property here, lives here and visits here feels the same way.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Welcomed Town Manager Chadwick. Glad to have him at the table and looks forward to working with him.
- Thanks to everyone for attending either here, in person or virtually and for providing your input.

Commissioner Smith

- Thanks for everyone being here tonight.
- Thanks to the hard work of staff, Inspections Director Evans and his staff. They really do a good job of getting the permits out. Hasn't heard any negativity on that department in over a year so whatever he is doing he is doing it right. The rest of the staff does a great job. Chief Dixon and his staff do a great job. Maintenance does too. Everybody seems to work so well together. It is a blessing that we have people that are so dedicated. With Town Manager Chadwick here to make it cohesive, thinks we have it from top to bottom. Thinks we will move forward. Just hates that we can't move forward on stuff that we worked so hard for. Two years ago everything stopped. It is really disheartening. At one point we really were making Holden Beach move forward. We were taking some risks but they were within reason. Now every time we try to do something it gets pushed back again.
- This weekend will be a great weekend. It is the Festival by the Sea. There will be a lot of people here and a lot of kids. Be careful when you are in the area.
- Thanked everyone for being here and listening tonight.

Commissioner Thomas

- Apologized for not being able to attend in person tonight. Had some family issues that are keeping her in Virginia for a few days.
- Acknowledged Inspections Director Evans and his staff for all the hard work they did on our flood insurance and the ADA assessment. Appreciates all the hard work. Appreciates all the work staff does.
- Thanks everyone for coming. Have a good night.

Commissioner Dyer

- Everyone is speaking about the festival this weekend. What's near and dear to her heart is Barktoberfest. It is Friday night. Come out see the best dressed dogs. Chief Dixon's dog won last year. Make sure to get your dogs' best dressed costume and come out.
- Make sure you get out and vote.

Commissioner Paarfus

- Welcomed Town Manager Chadwick to Holden Beach. Wished him a lot of success while he is here. You have an outstanding staff to support you.
- Thanked everyone for coming and listening.

**CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STTUTE 143-318.11(A)(3),
CONSULT WITH THE ATTORNEY**

Motion by Commissioner Smith to go into Executive Session at 7:20 p.m.; second by Commissioner Dyer; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 7:54 p.m. No action was taken.

ADJOURNMENT

Motion to adjourn at 7:55 p.m. by Commissioner Smith; second by Commissioner Paarfus; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 11/18/25

FROM: Finance Director McRainey

DATE SUBMITTED: 11/7/25

ISSUE/ACTION REQUESTED: Martin Starnes and Associates to present the draft of the fiscal year 2025 audit.

BACKGROUND/PURPOSE OF REQUEST: The audit was presented to the audit committee on 11/6/25. This audit is a draft as it cannot be finalized until the government shutdown is over.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒ N/A
REVIEWED BY FINANCE DIRECTOR:	YES ☒	NO ☐ N/A

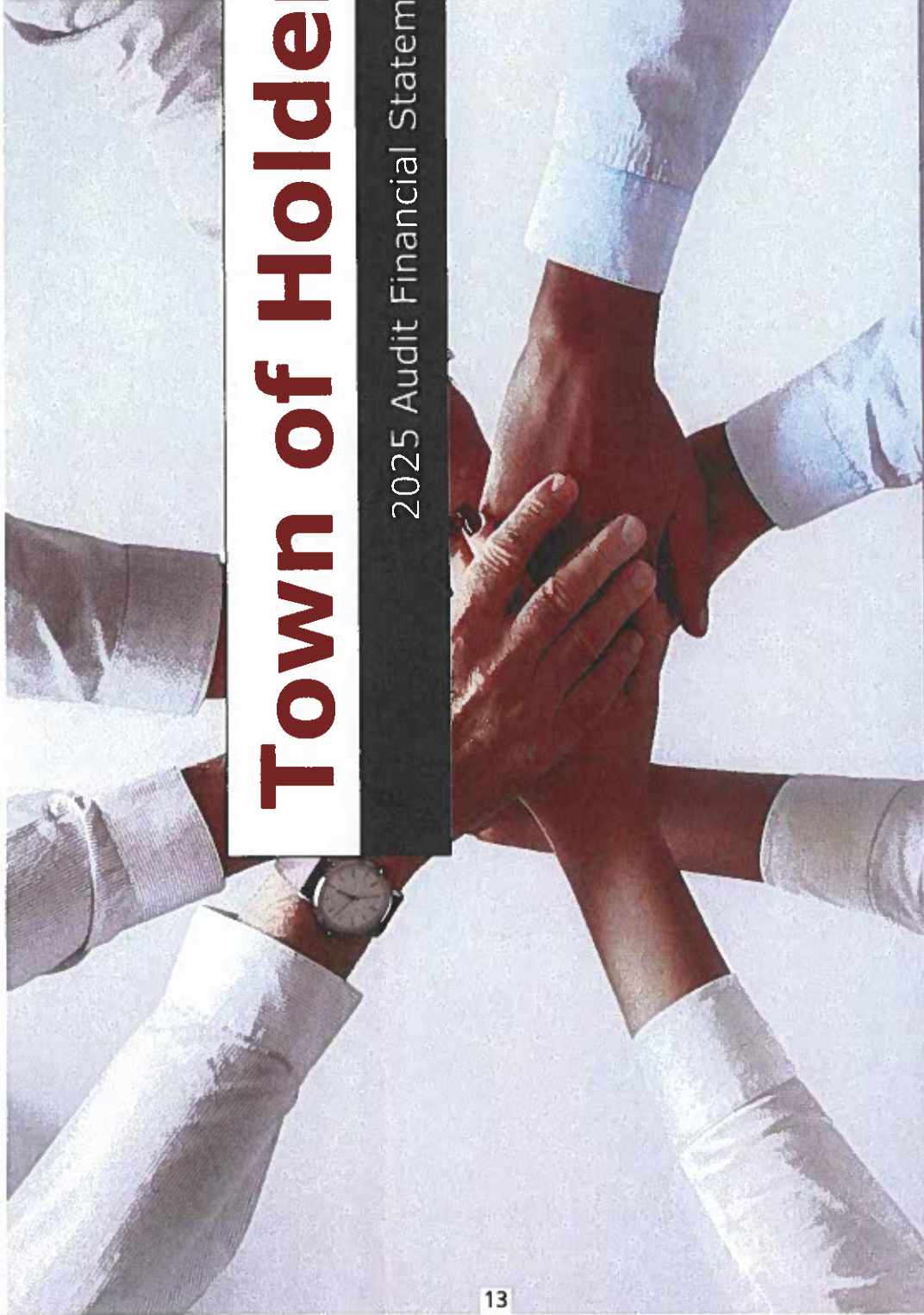
CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒ N/A
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ADVISORY BOARD RECOMMENDATION: Meeting is the day prior so recommendation will be relayed verbally.

FINANCE RECOMMENDATION: Recommend accepting the draft audit.

TOWN MANAGER'S RECOMMENDATION: Recommend accepting the draft audit.



Town of Holden Beach

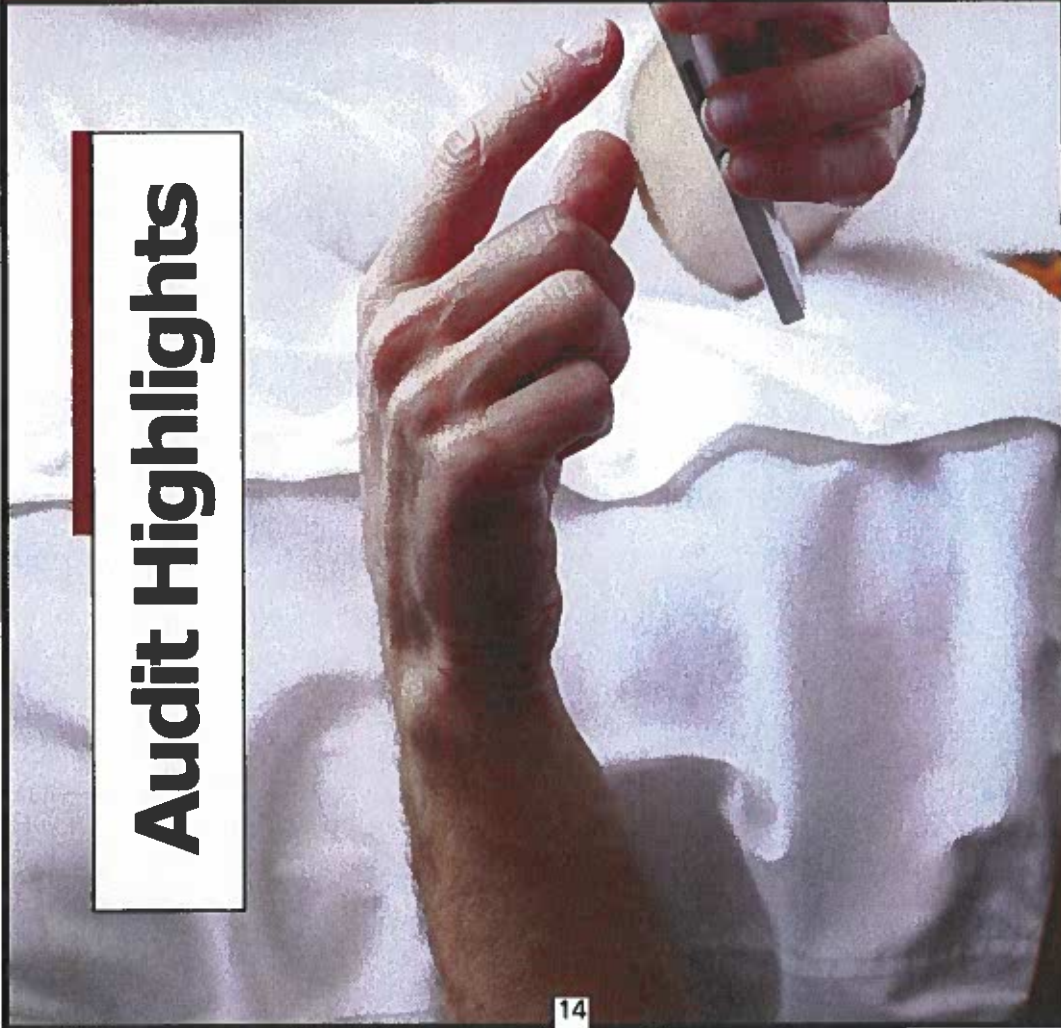
2025 Audit Financial Statements



MARTIN ♦ STARNES
& ASSOCIATES, CPAs, P.A.

Audit Highlights

- ☐ UNMODIFIED OPINION "CLEAN OPINION"
- ☐ COOPERATIVE STAFF
- ☐ NO INTERNAL CONTROL OR COMPLIANCE FINDINGS



FUND BALANCE

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

Available Fund Balance

This is the calculation utilized as the basis for comparing the Town to other units and calculating the fund balance percentages.

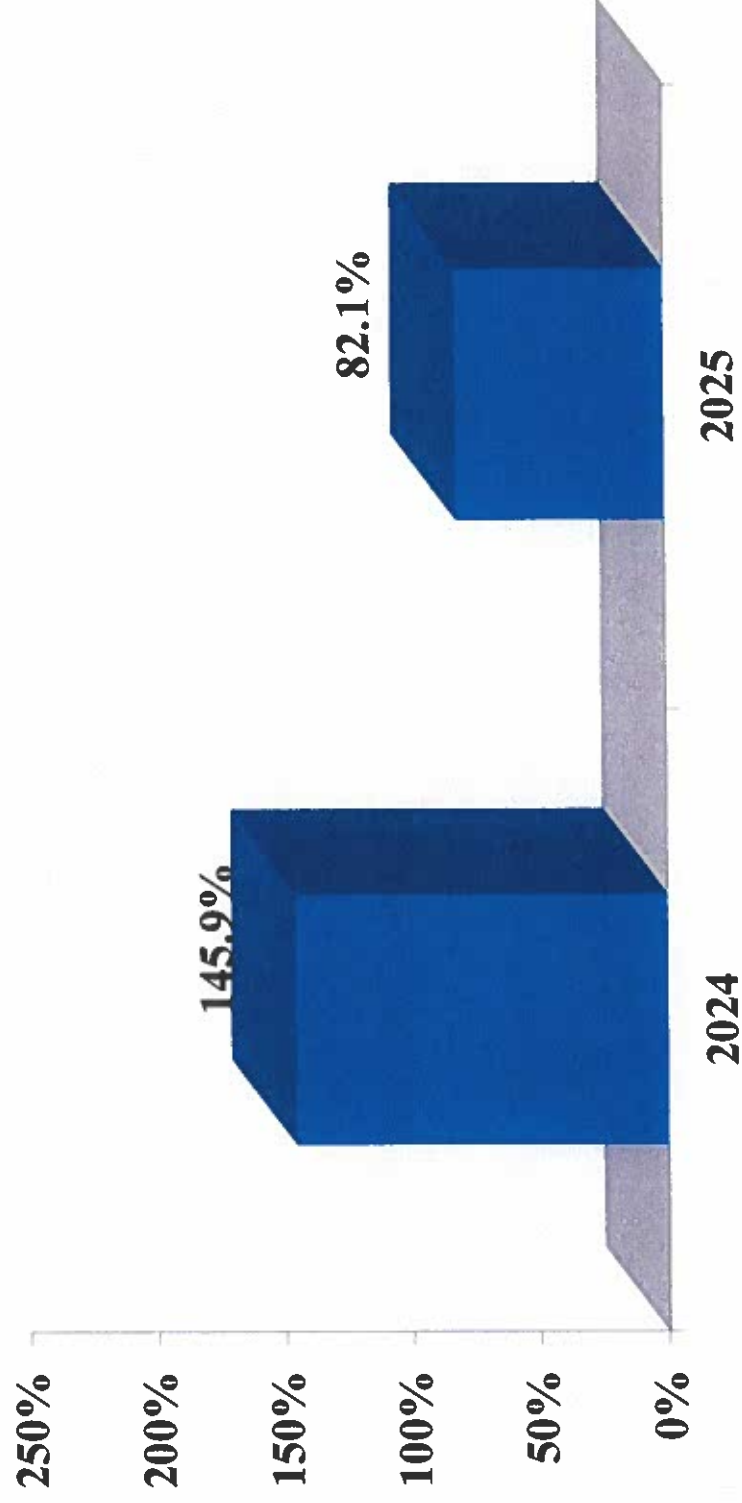


FUND BALANCE POSITION - GENERAL FUND

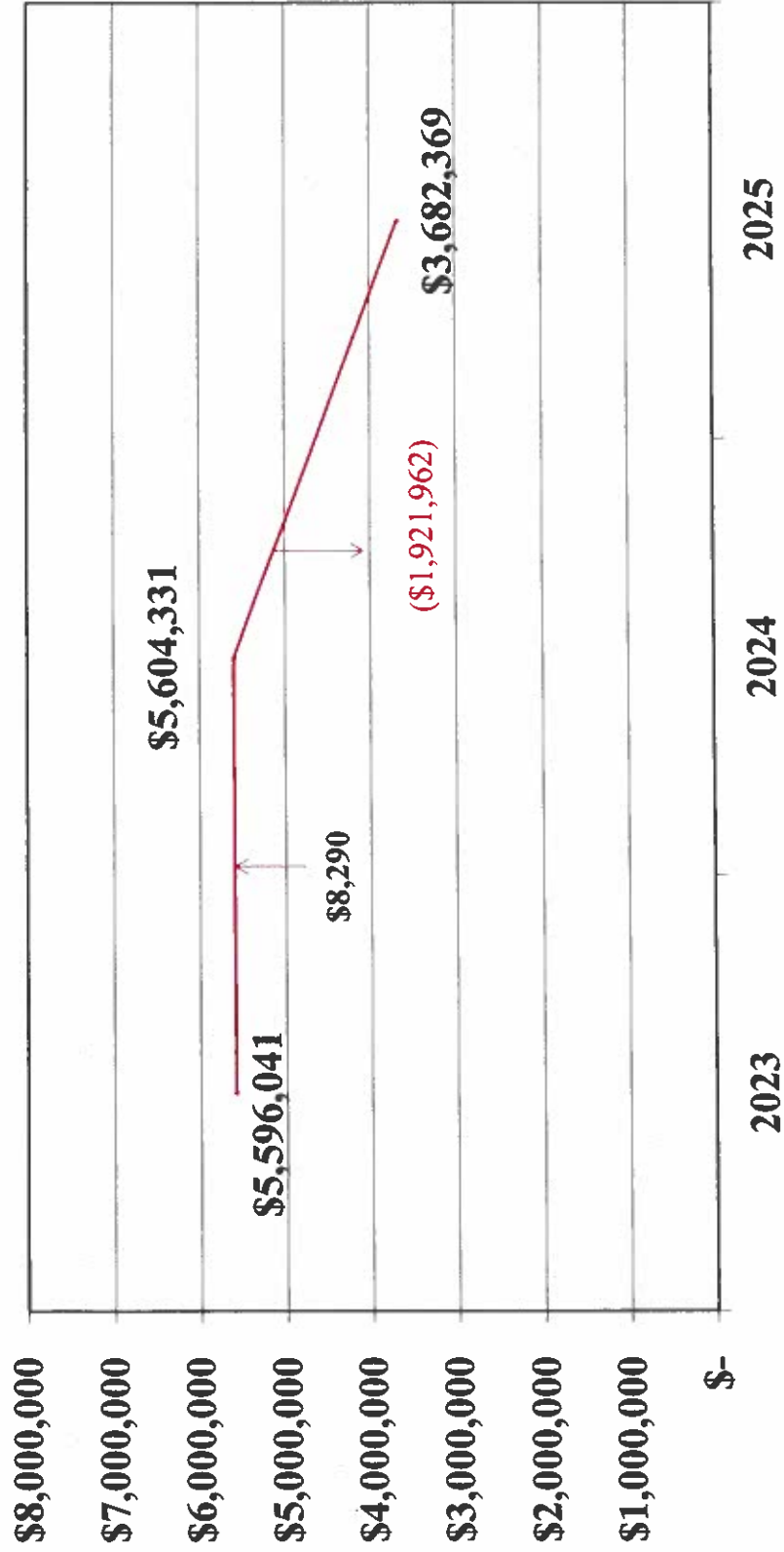
Total Fund Balance - 2025	\$ 3,682,369
Stabilization by State Statute	<u>(272,052)</u>
Available Fund Balance	<u>\$ 3,410,317</u>
Available Fund Balance - 2024	\$ 5,347,024
Decrease in available FB	\$ (1,936,707)



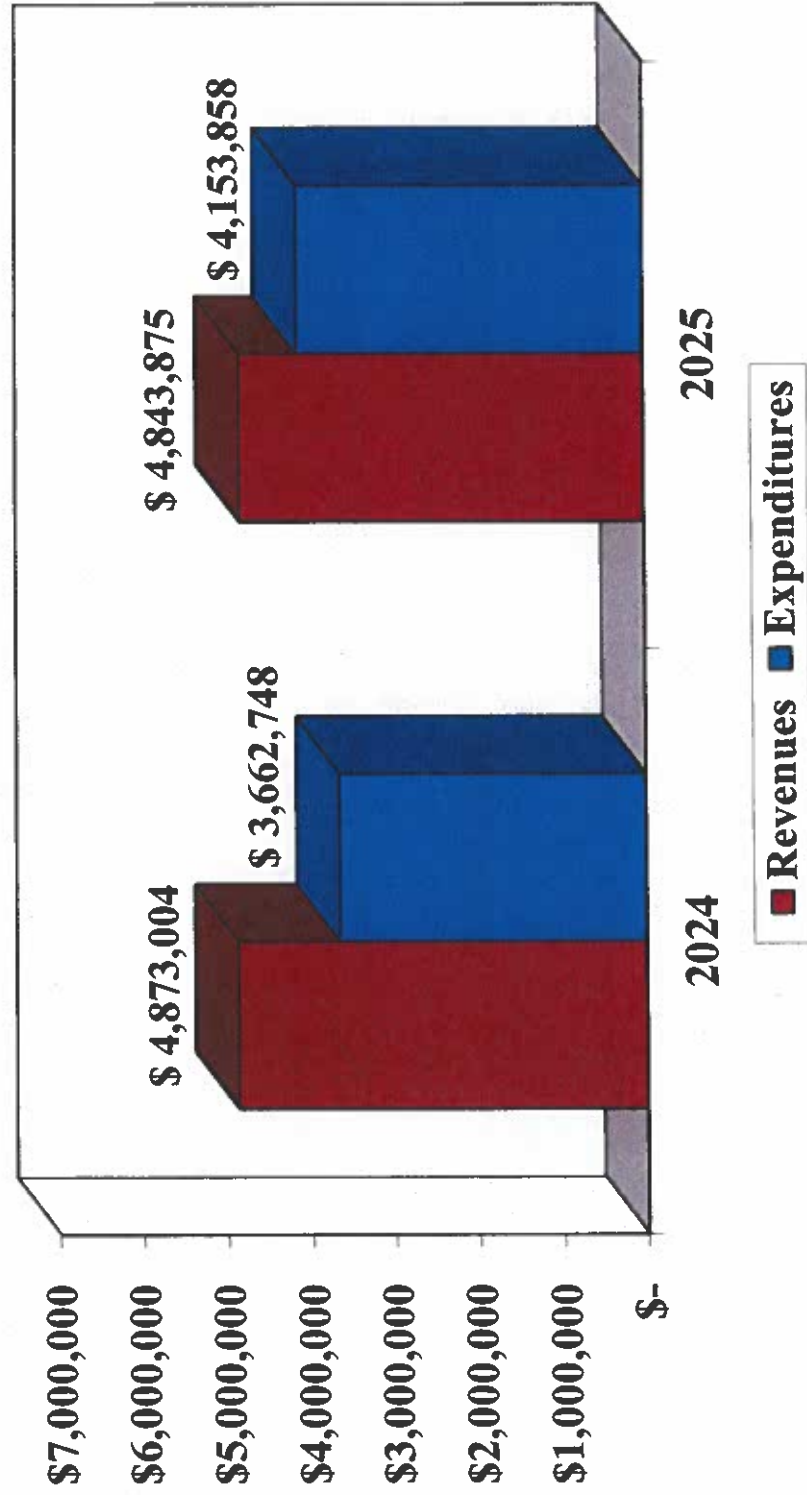
AVAILABLE FUND BALANCE AS A % OF EXPENDITURES – GENERAL FUND



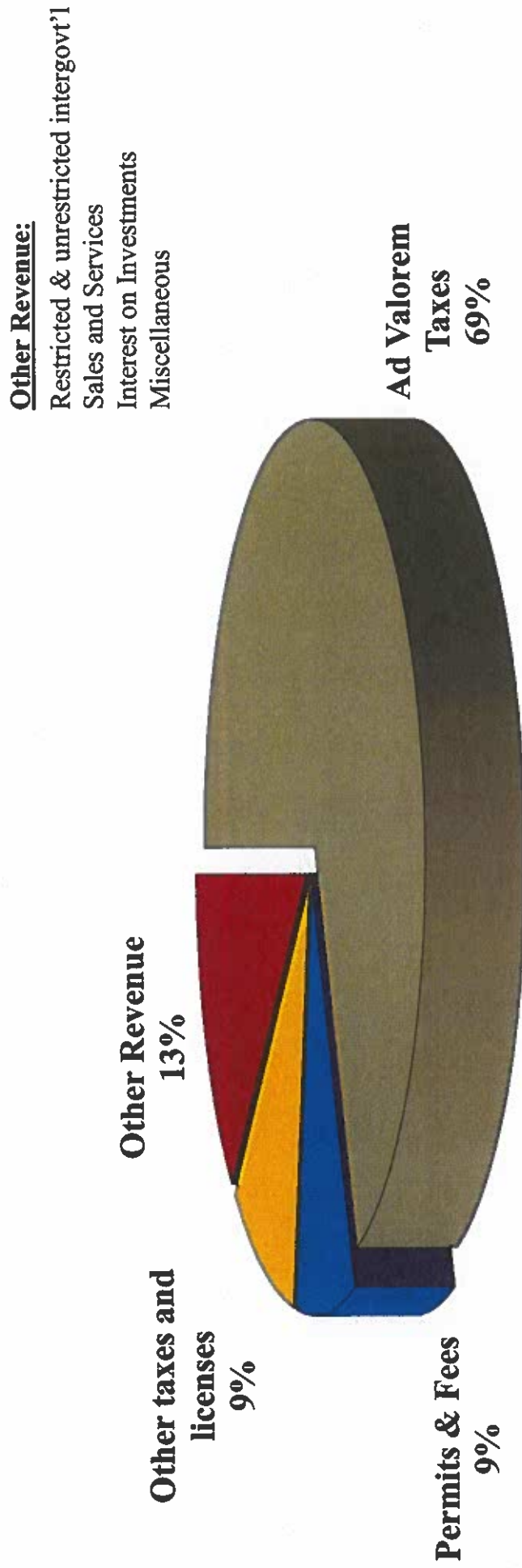
TOTAL FUND BALANCE: GENERAL FUND



GENERAL FUND SUMMARY

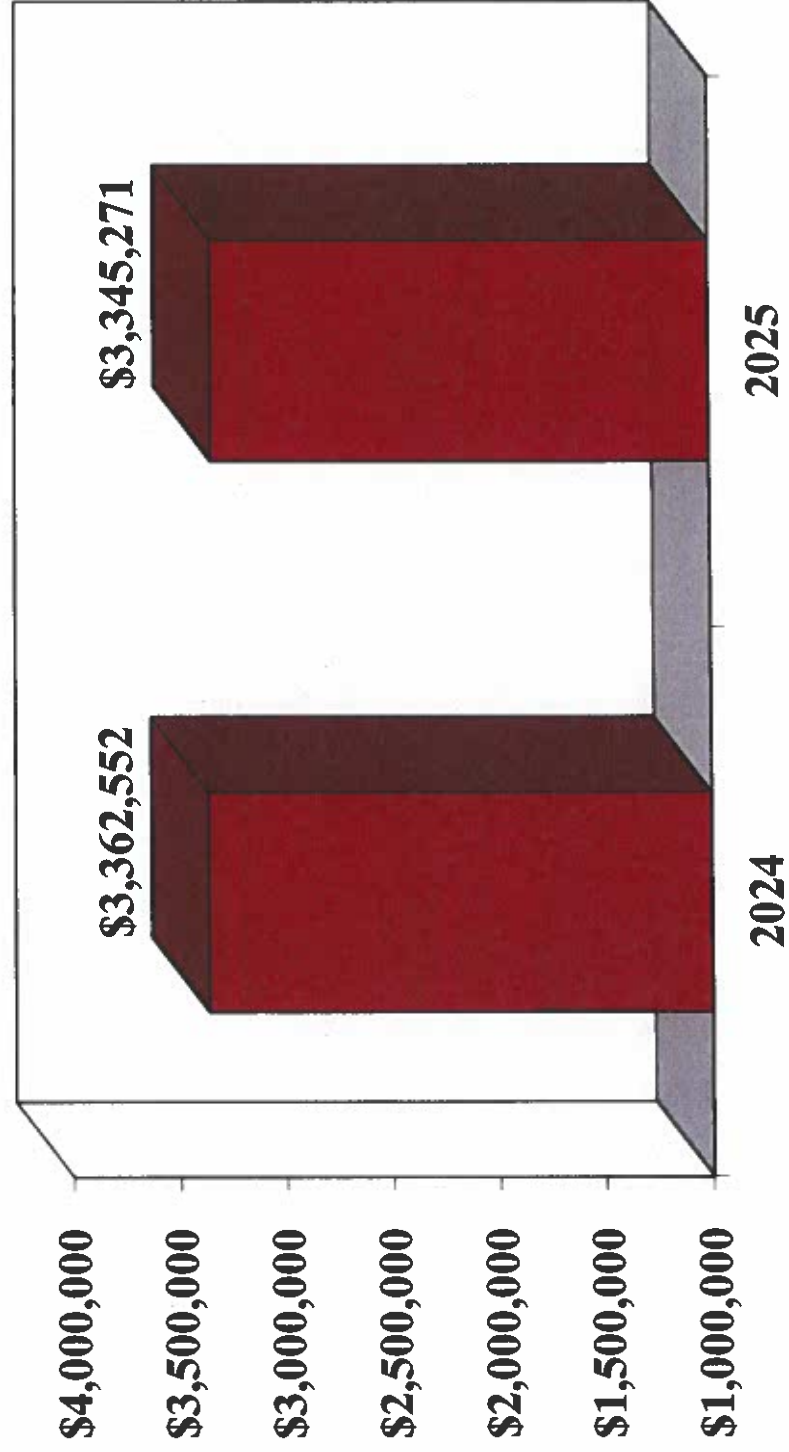


TOP 3 REVENUES: GENERAL FUND

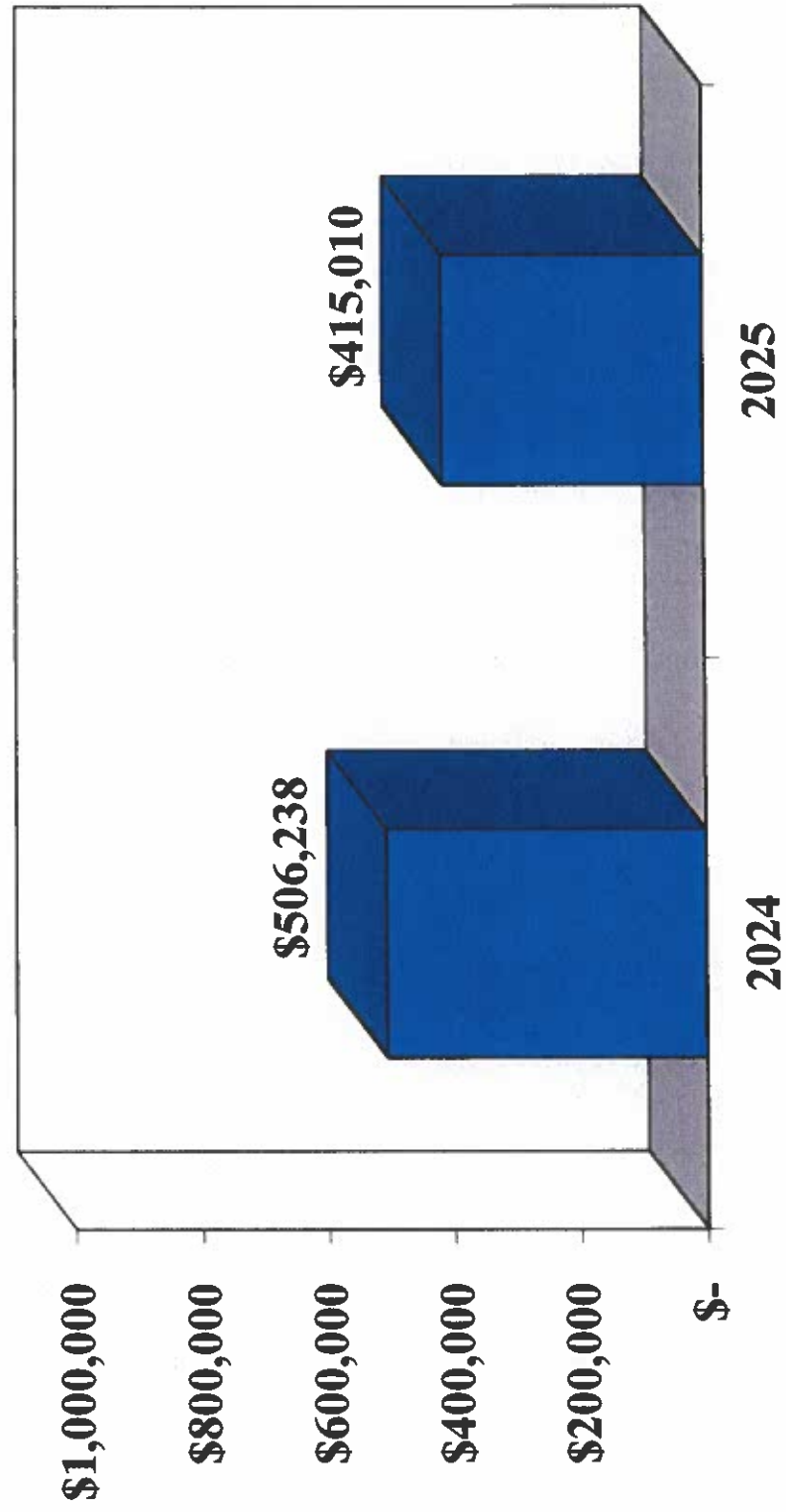


Top 3 comprise \$ 4,220,420 (87%) of revenues

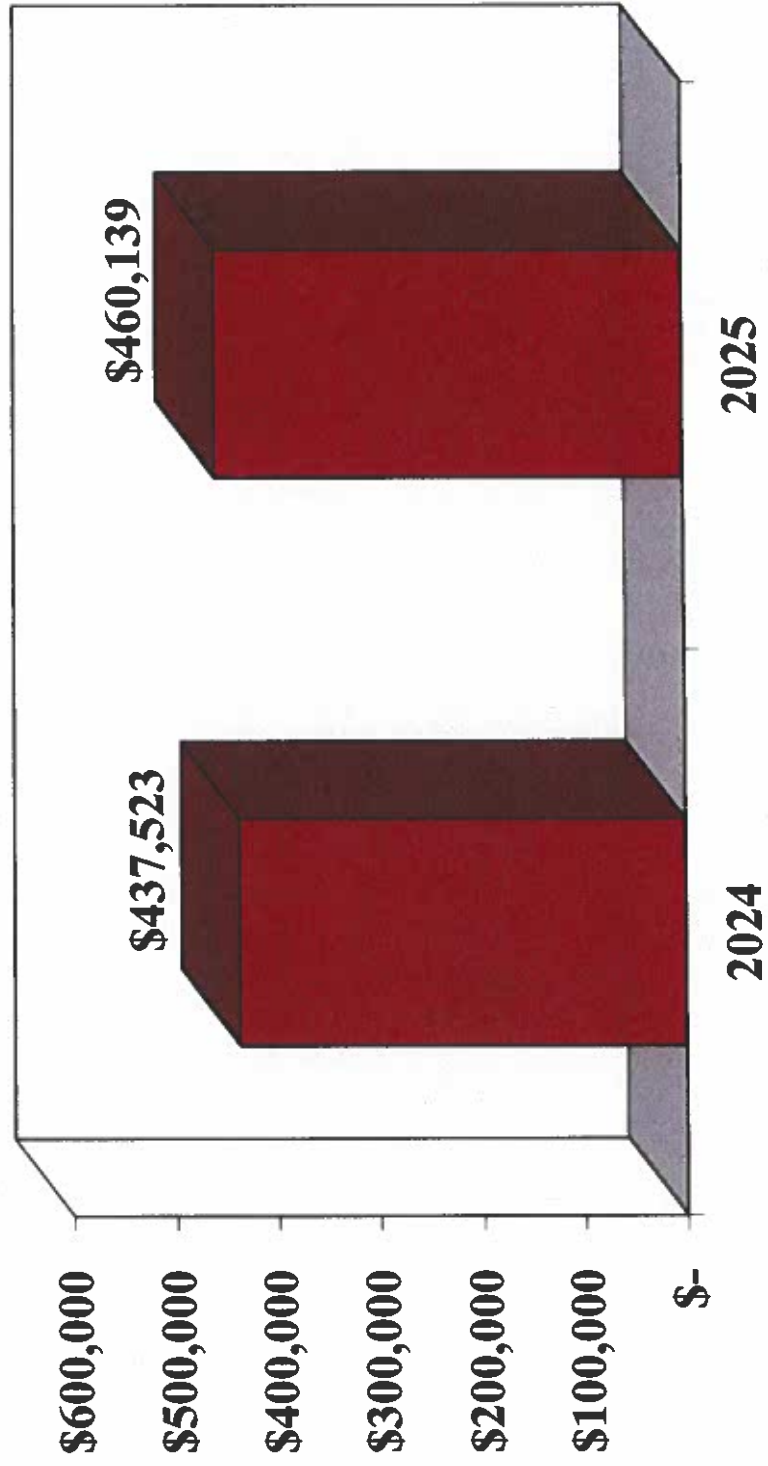
AD VALOREM TAXES



PERMITS & FEES



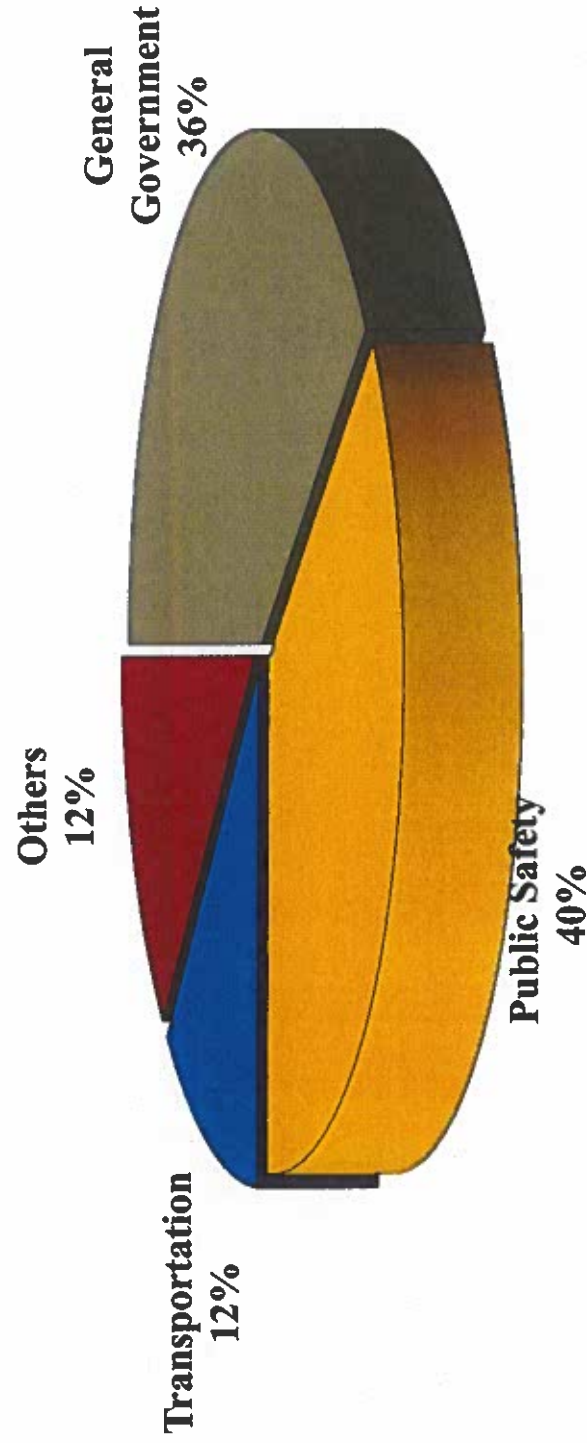
OTHER TAXES AND LICENSES



TOP 3 EXPENDITURES: GENERAL FUND

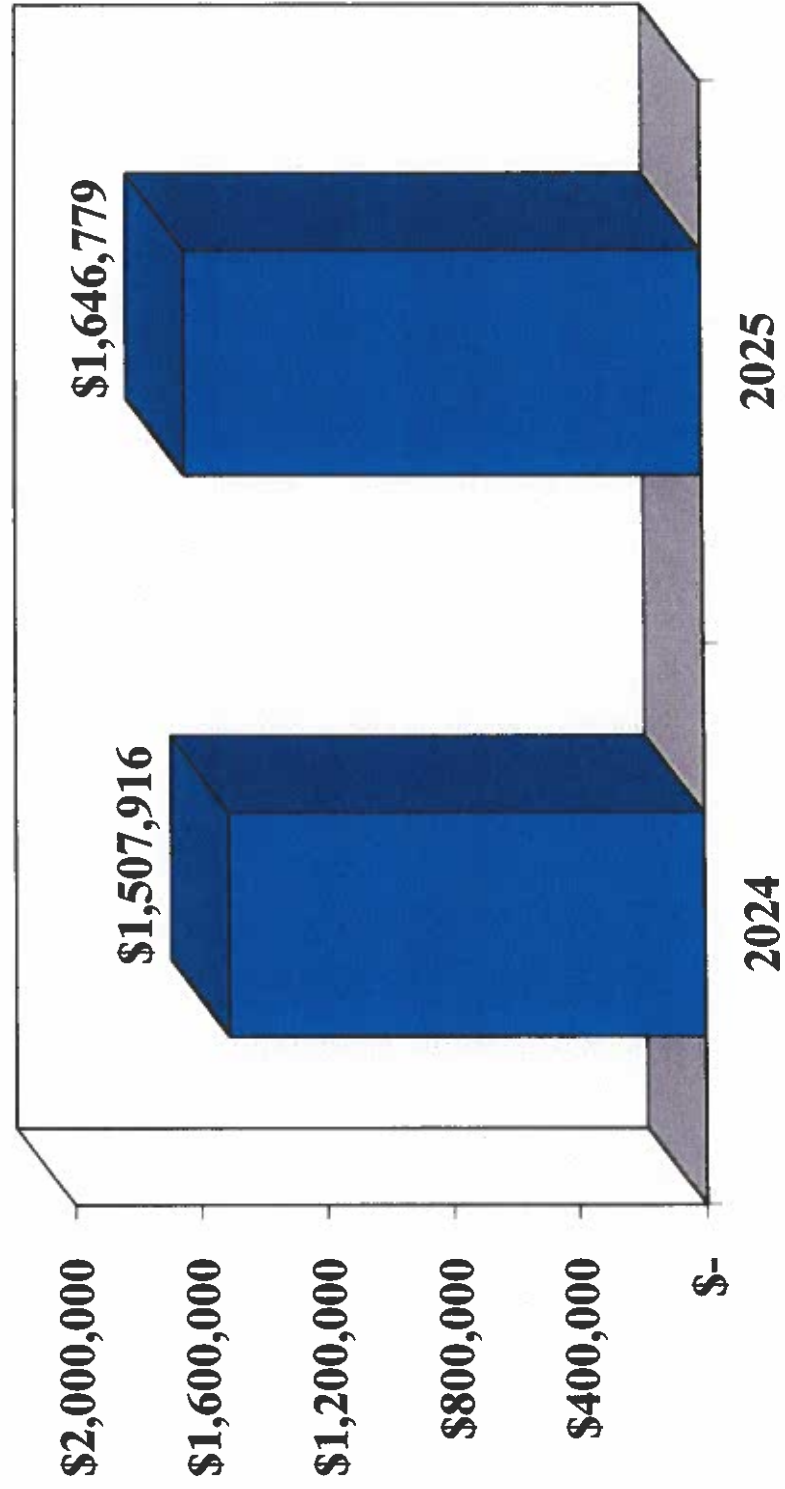
Other Expenditures:

Environmental Protection
Debt Service

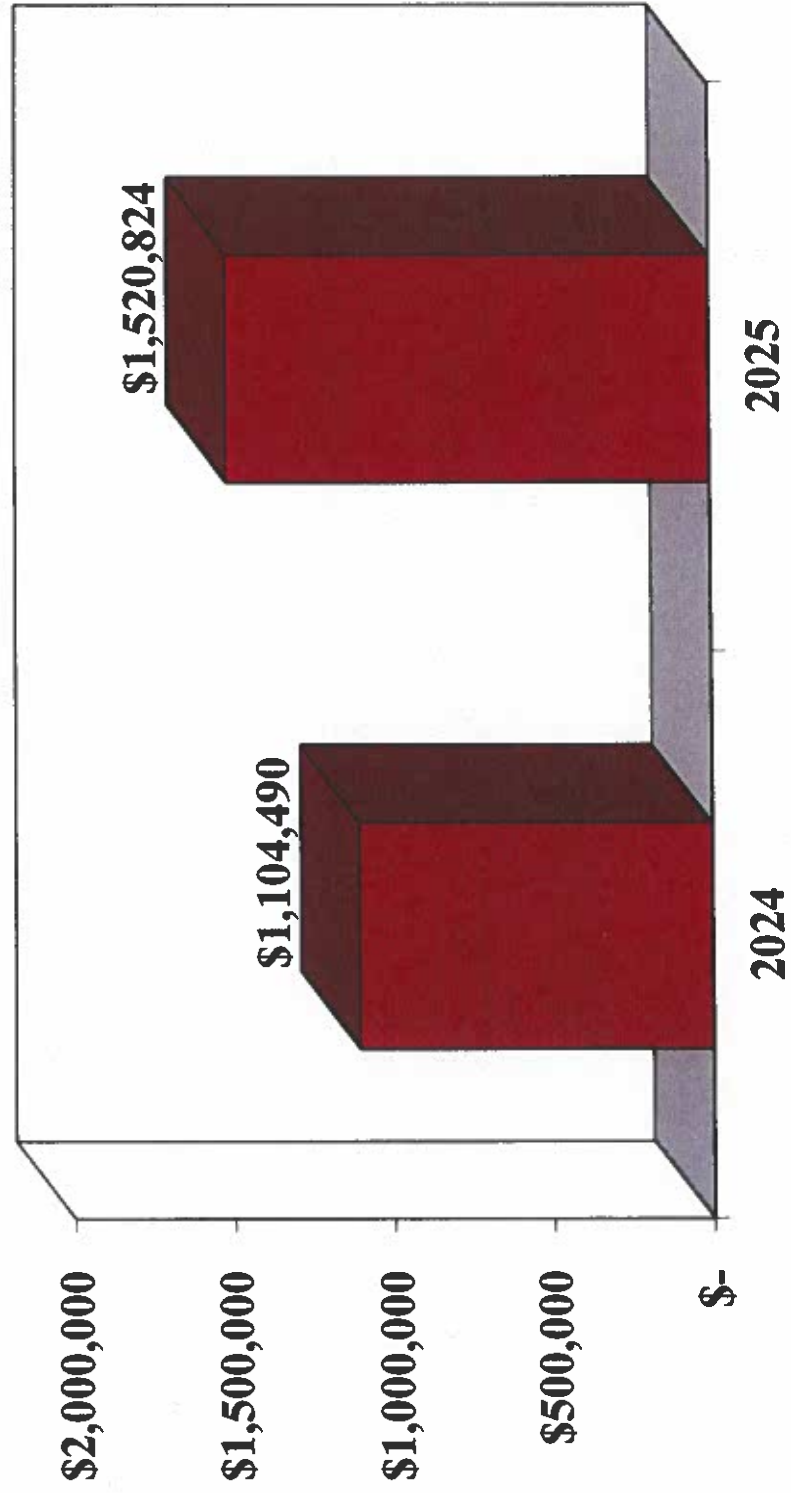


Top 3 comprise \$ 3,660,887 (88%) of expenditures

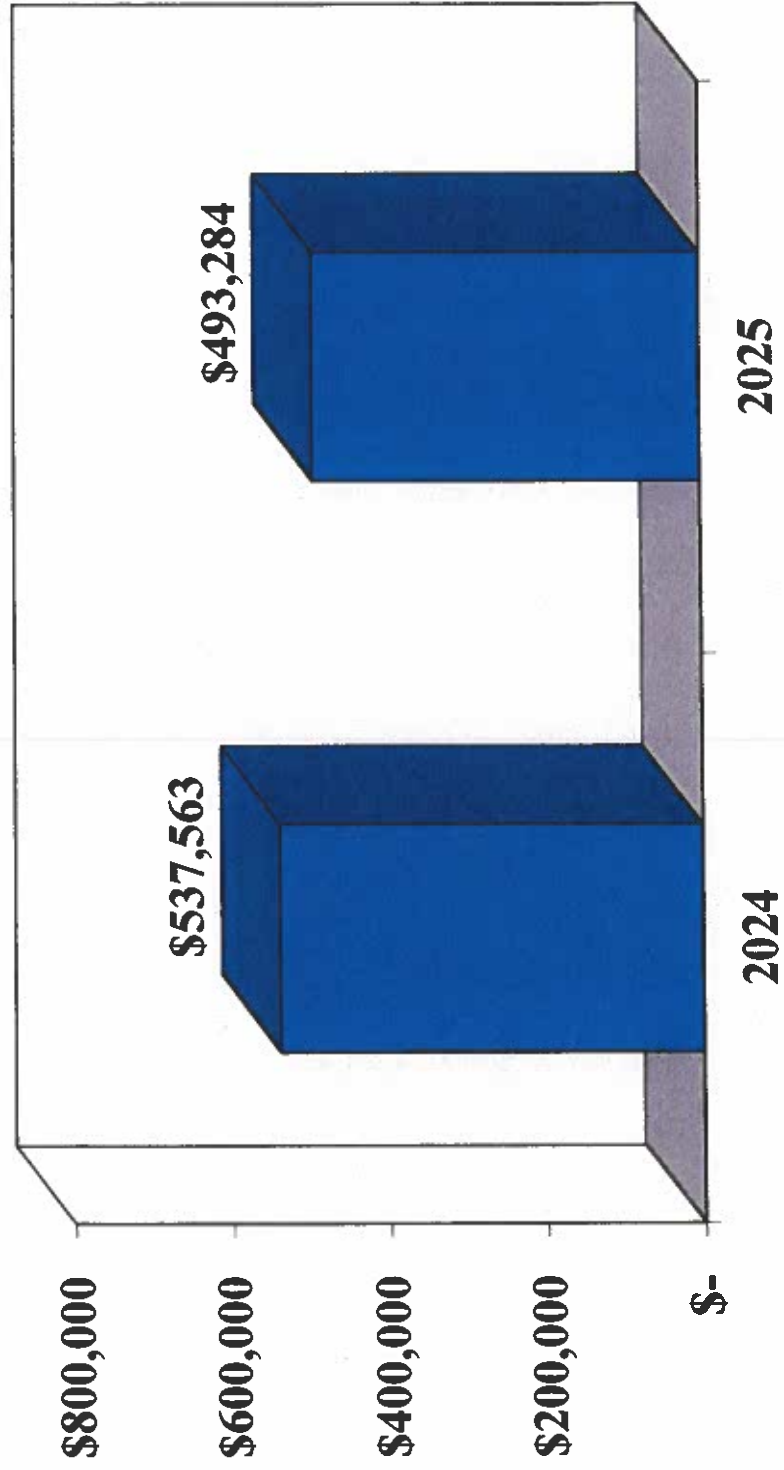
PUBLIC SAFETY EXPENDITURES



GENERAL GOVERNMENT



TRANSPORTATION

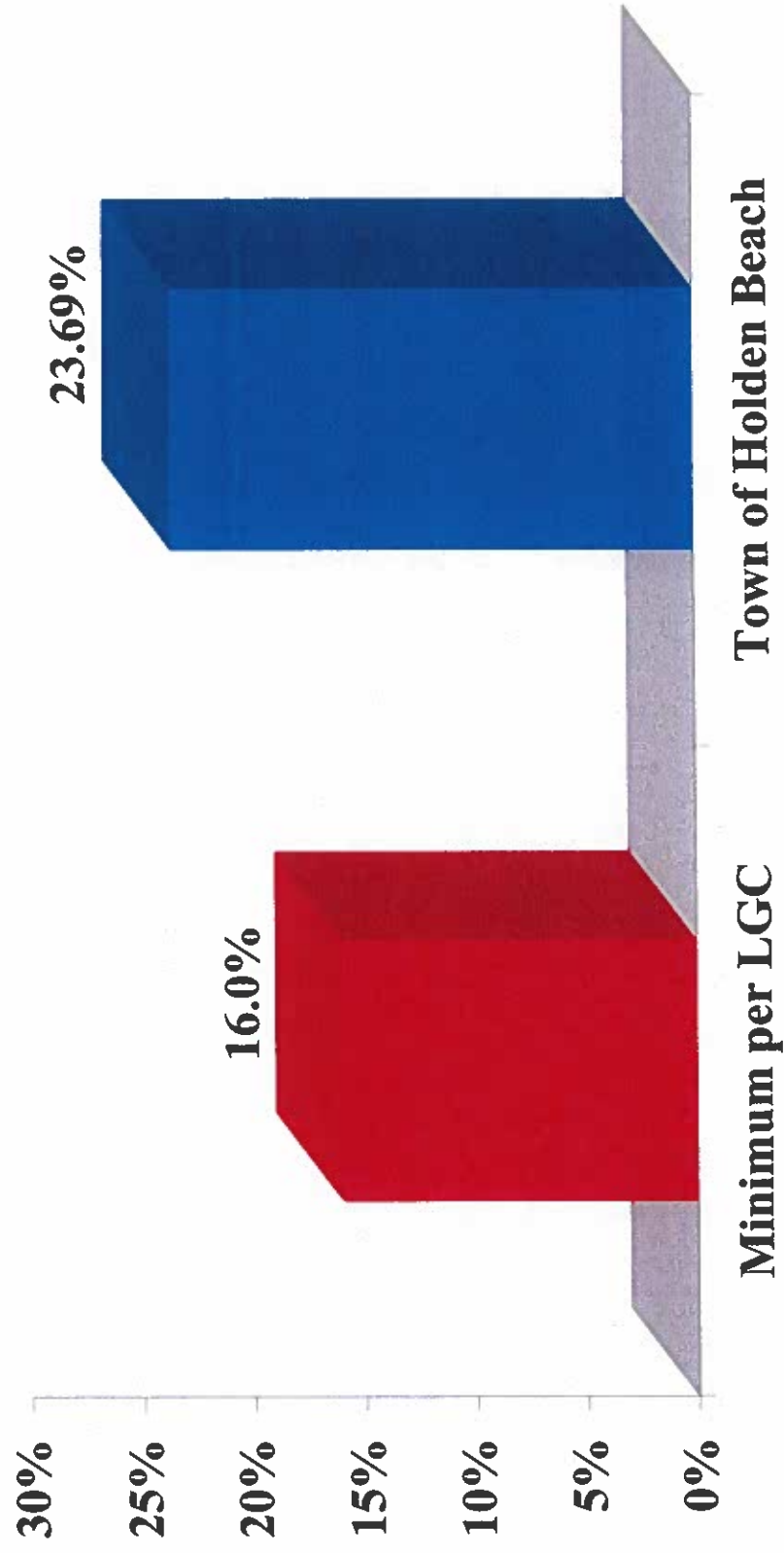


QUICK RATIO - WATER SEWER FUND

	<u>2024</u>	<u>2025</u>
Current Assets	\$ 1,197,035	\$ 1,908,699
Current Liabilities	\$ 380,892	\$ 300,549
Quick Ratio	3.14	6.35



PERFORMANCE INDICATOR



OPERATING INCOME PERFORMANCE – WATER AND SEWER

	<u>2024</u>	<u>2025</u>
Operating Income (Loss)	\$ (272,610)	\$ (512,686)
Add: Depreciation	640,691	640,516
Less: Debt Service	<u>(510,171)</u>	<u>(662,970)</u>
Operating Income Performance	<u>\$ (142,090)</u>	<u>\$ (535,140)</u>



PERFORMANCE INDICATOR

- ☐ Performance Indicator of Concern:
Water and Sewer- operating net loss (previous slide)
- ☐ Must provide letter to LGC within 60 days of audit presentation





Questions?

Elsa Swenson

828-327-2727

eswenson@msa.cpa

www.msa.cpa



MARTIN ♦ STARNES
& ASSOCIATES, CPAs, P.A.

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Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 11/18/25

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 11/03/25

ISSUE/ACTION REQUESTED: Fran Way (ATM) will attend the meeting to discuss the annual monitoring analysis.

BACKGROUND/PURPOSE OF REQUEST: The purpose of the presentation is to provide an overview of the status of the strand and dune system. Our beach engineer will cover accretion and erosion that occurred this year by different sections of the beach.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒ N/A
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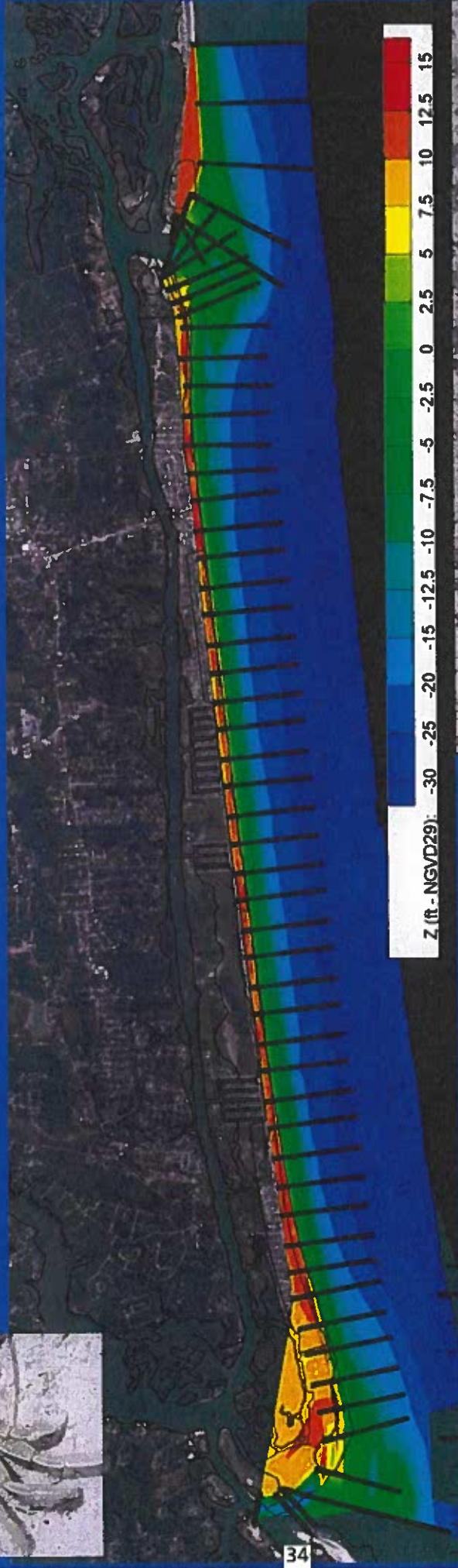
ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Accept report as given.

HOLDEN BEACH ANNUAL MONITORING

November 18, 2025



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Marina, Coastal, Environmental
& Water Resources Engineers



Annual Monitoring Analysis

- Volume Change
- Shoreline Change
- Has occurred annually since 2001
- Nourishment Planning & FEMA Eligibility

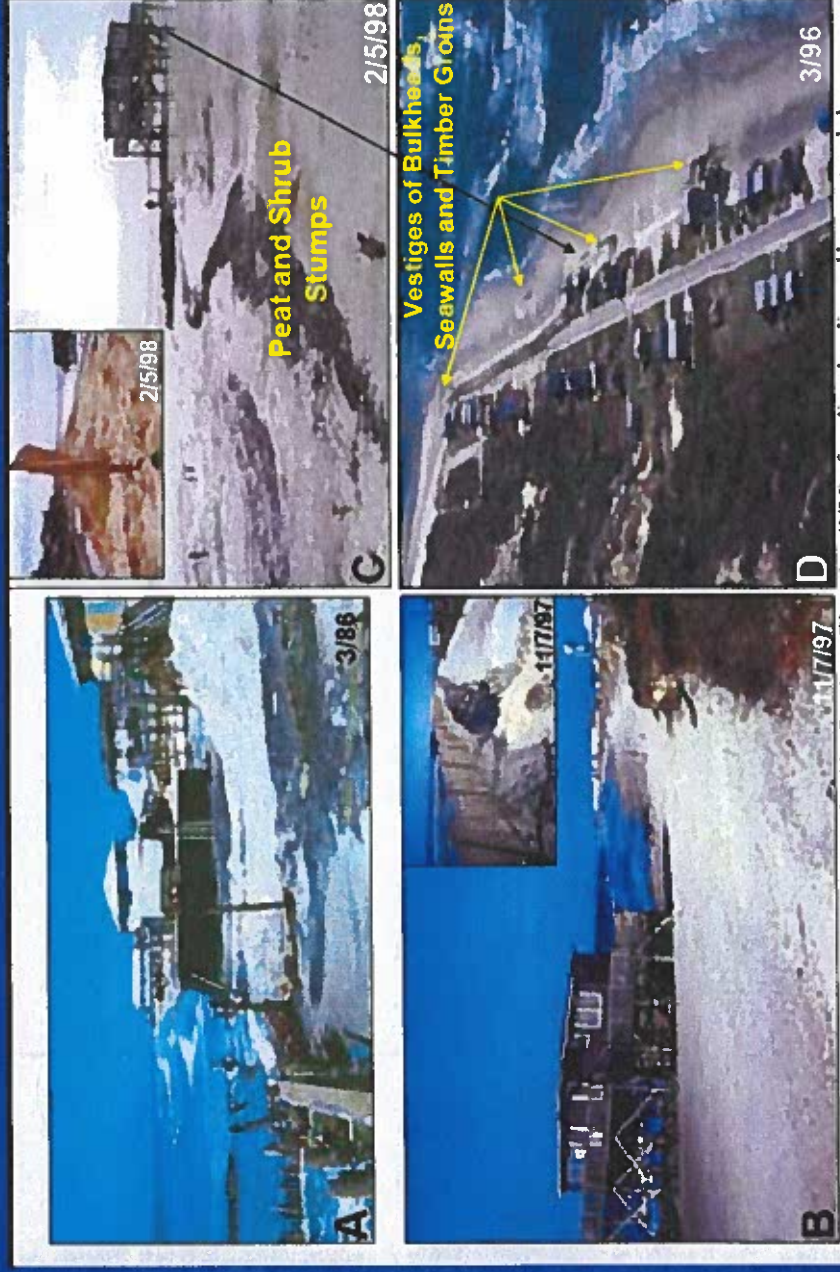
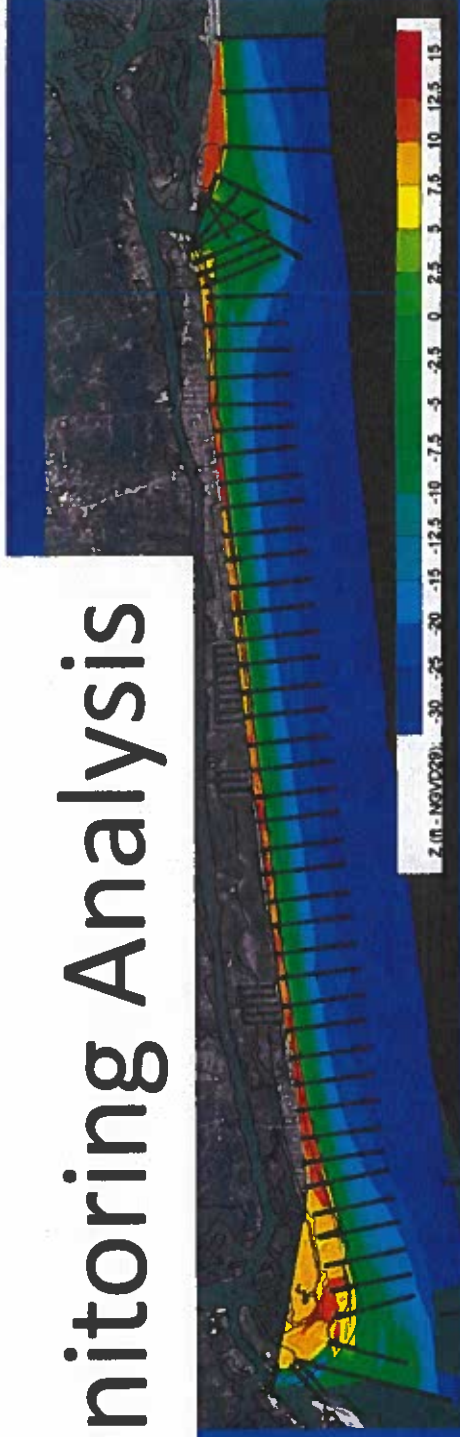
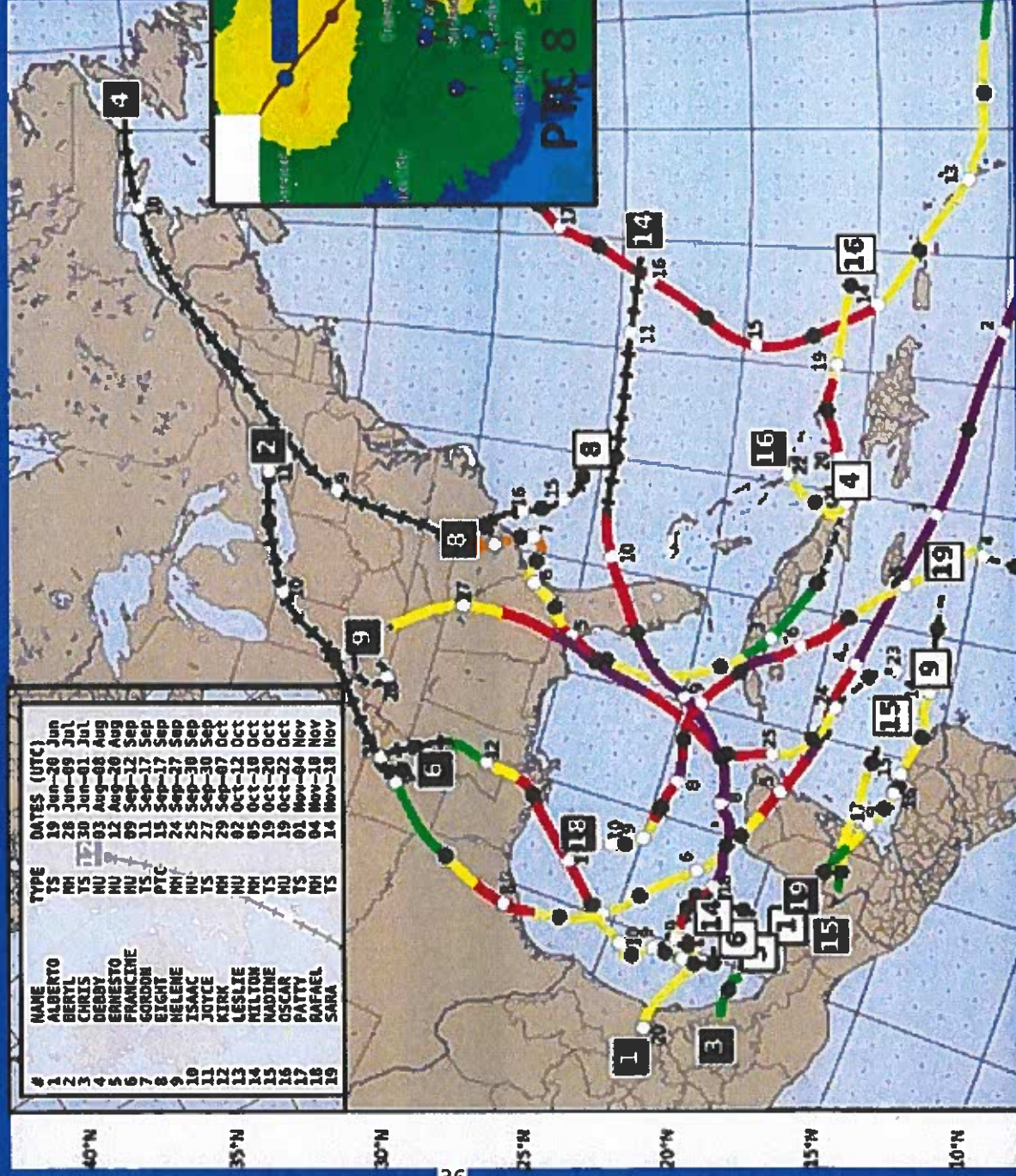


Figure 39. Photographs of the eastern portion of Holden Beach. A. West view (3/86) of eroding shoreline and houses stranded on recreational beach. Note bulkheads, timber groins and vestiges of seawalls that litter the beach. The eastern portion of Holden Beach shoreline near the inlet has been a chronic erosion zone since the late 1970s. B. West view (11/7/97) of same area in "A" retreat of the shoreline. removal of all but one home and a refurbished dune/dike composed of truck hauled sand. C. Aerial photograph of house on beach and peat exposure. Insert depict dike along road. D. Aerial photograph depicting shoreline and chronic erosion zone. Note the homes fronted by bulkheads and remnants of those destroyed.

2024 Hurricane Season

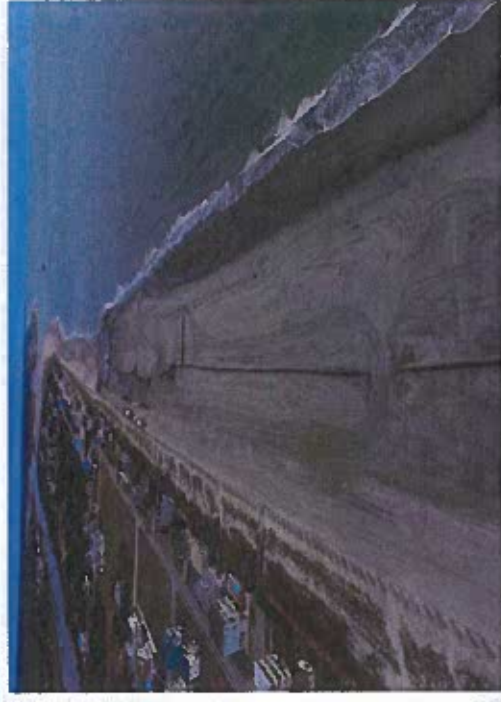
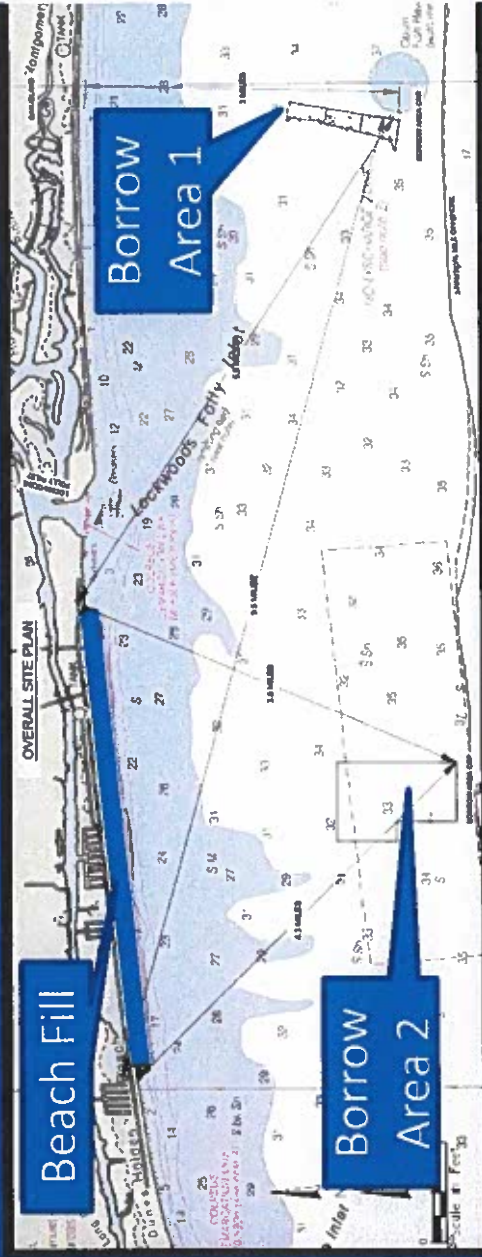
TS Debby, TS 8
(PTC-8)



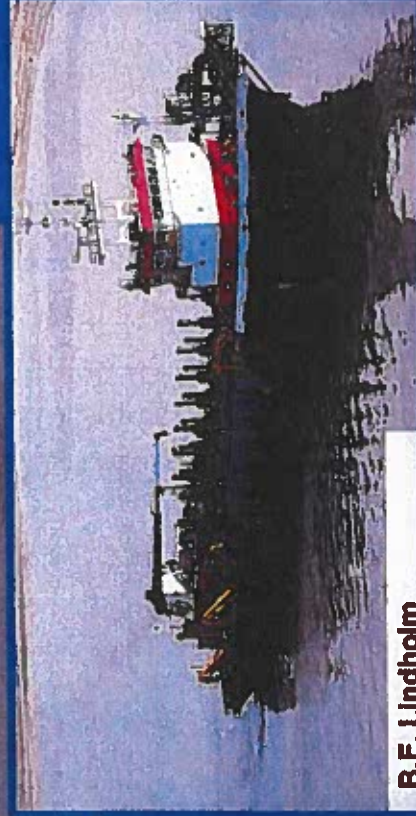
Several King Tide/High Water Events

- Major Hurricane
 - Hurricane
 - Tropical Storm
 - Tropical Depression
 - Subtropical Storm
 - Subtropical Depression
 - Extratropical
 - Wave/Low/Disturbance
 - Position at 0000 UTC*
 - Position/date at 1200 UTC
 - # Storm Number
 - ppp Minimum Pressure (mb)
- For readability, not all 00Z points are shown for all storms.

2022 Nourishment (Jan 7 to April 12)



R.N. Weeks

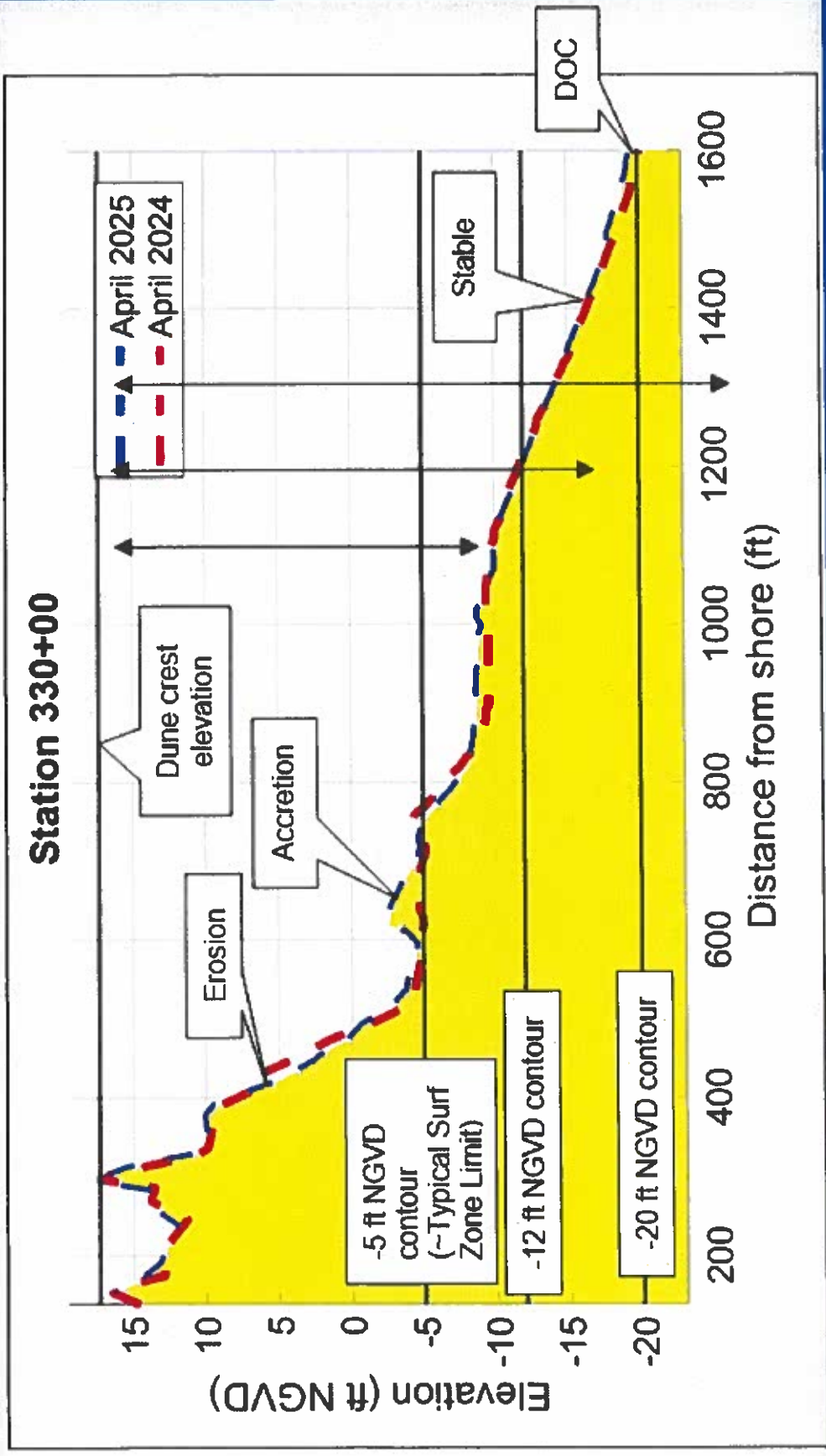


B.E. Lindholm



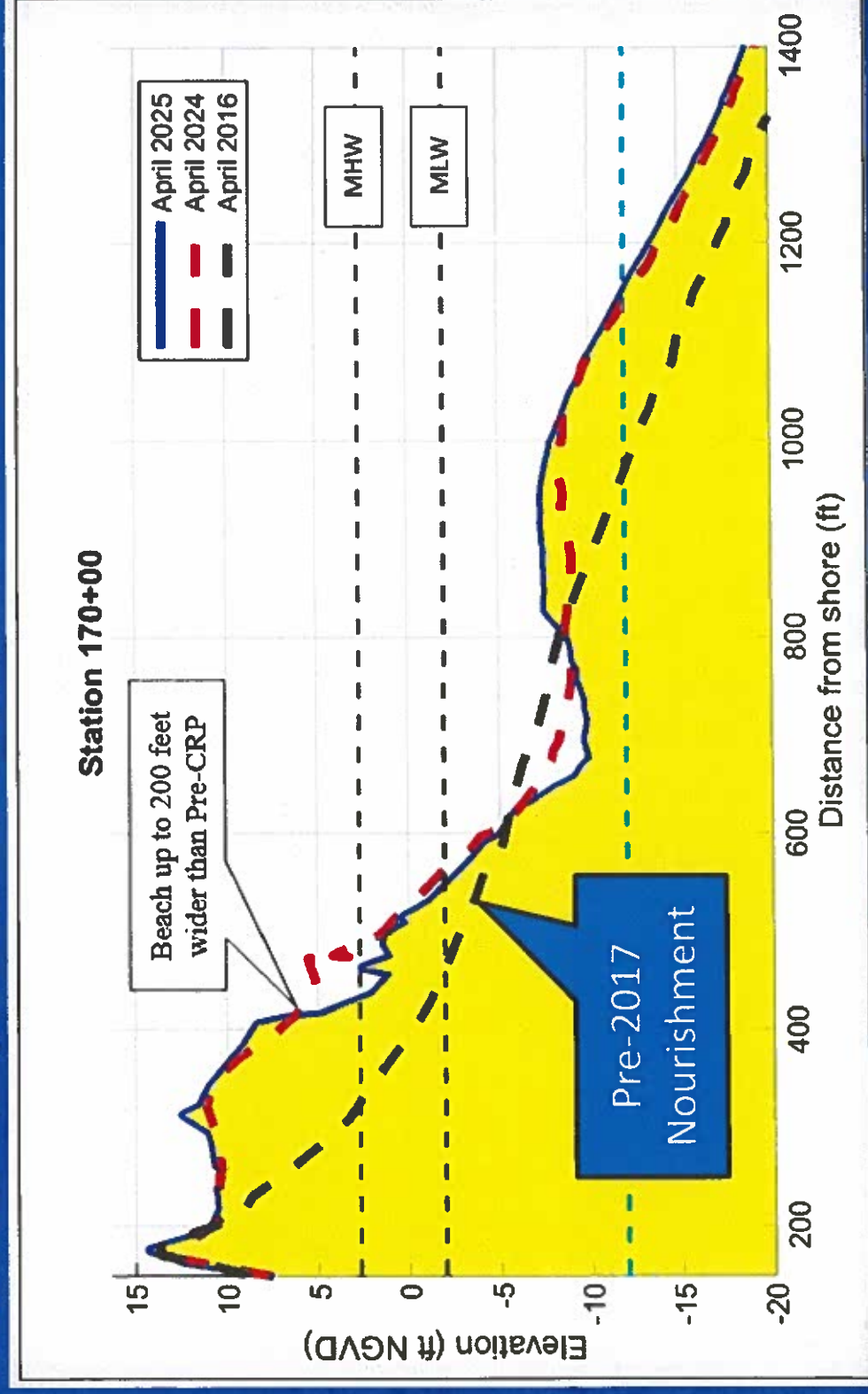
Now ~3.5 Yrs Post Project

Volume Analysis

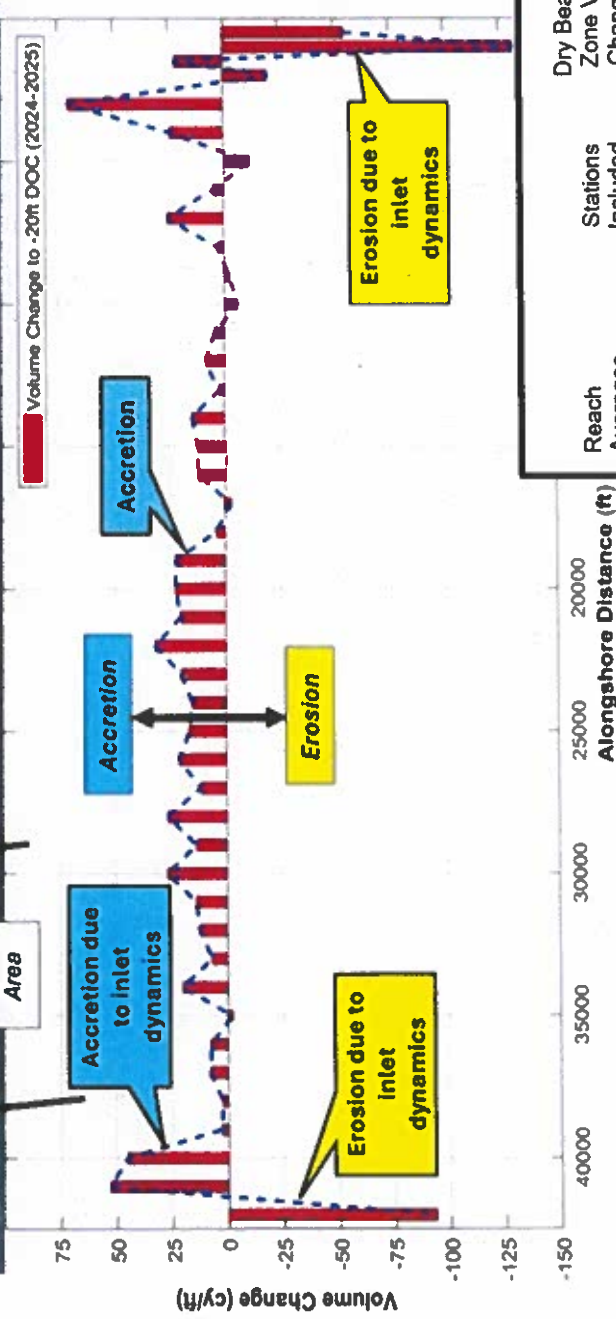


Three Volume Calcs. From Dune to
-5 ft, -12 ft and -20 ft

Cumulative Effect of 2017 (1.35 Million CY) and 2022 (1.55 Million CY) Nourishments



Still ~2.0 Million CY in Central Reach compared with Pre-2017 (Hurricane Matthew Conditions)



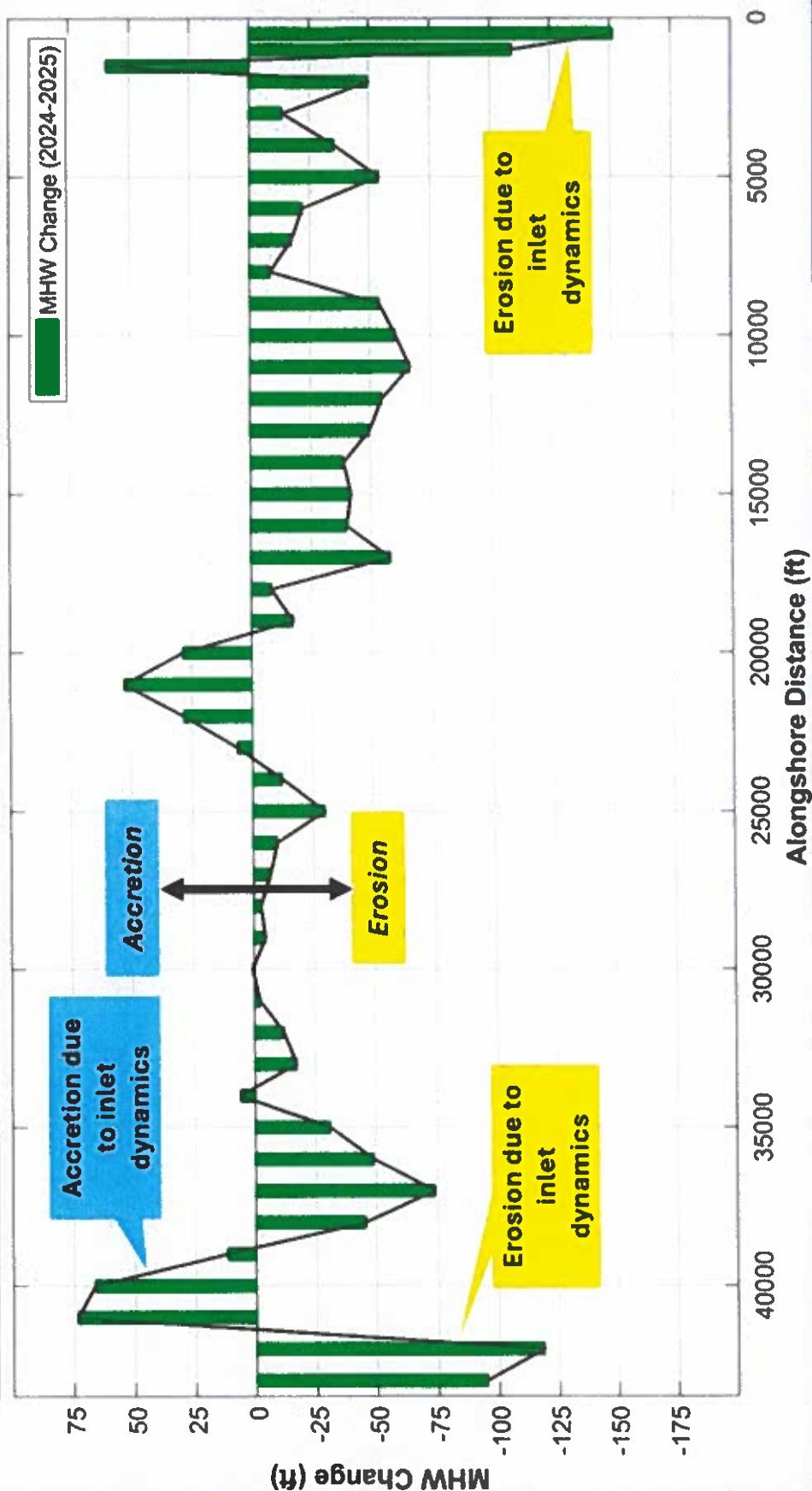
Volume Change (to -20 ft)

- ~ 3.5 Years Post Nourishment
- Fill Moving to Nearshore (5-20 ft Depths)

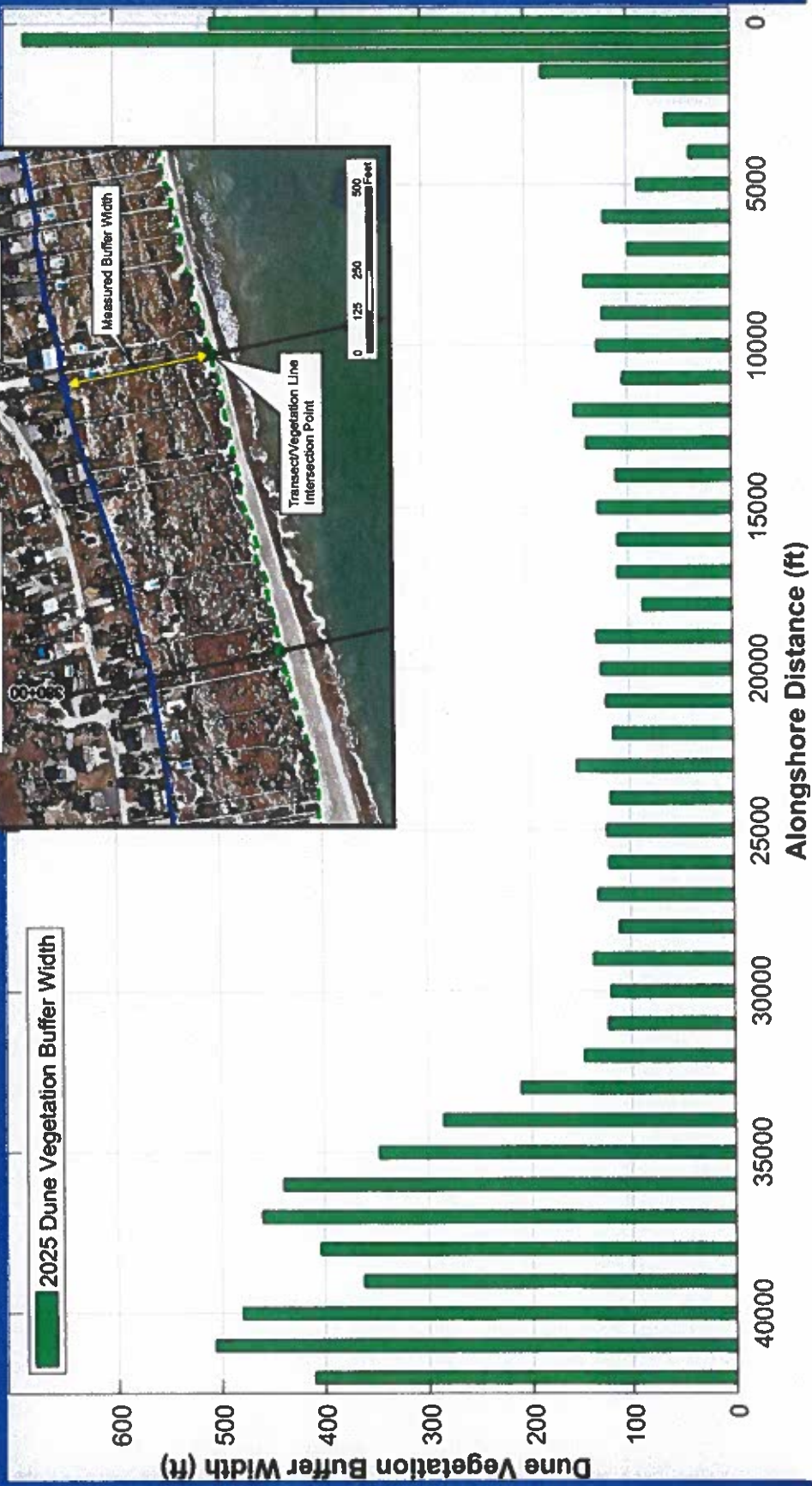
Reach Averages	Stations Included	Dry Beach/Surf Zone Volume Change (CY) (Dune to -5 ft)	Total Volume Change (CY) (Dune to -20 ft NGVD)	Surf Zone/DOC Volume Change (CY) (-5 ft to -20 ft NGVD)*	Offshore DOC Volume Change (CY) (-12 ft to -20 ft NGVD)
LWF Inlet	5 to 15	-45,000	-74,000	-29,000	-8,000
USACE East	15 to 40	2,000	72,000	70,000	14,000
Town East	40 to 150	-70,000	61,000	131,000	46,000
Pier	150 to 190	-5,000	30,000	35,000	10,000
Town West	190 to 290	69,000	204,000	135,000	22,000
West Area	290 to 380	9,000	100,000	91,000	30,000
Shallotte Inlet	380 to 420	67,000	55,000	-12,000	29,000
TOTAL		27,000	448,000	421,000	143,000

*Positive values represent accretion/gains and negative values indicate erosion/losses

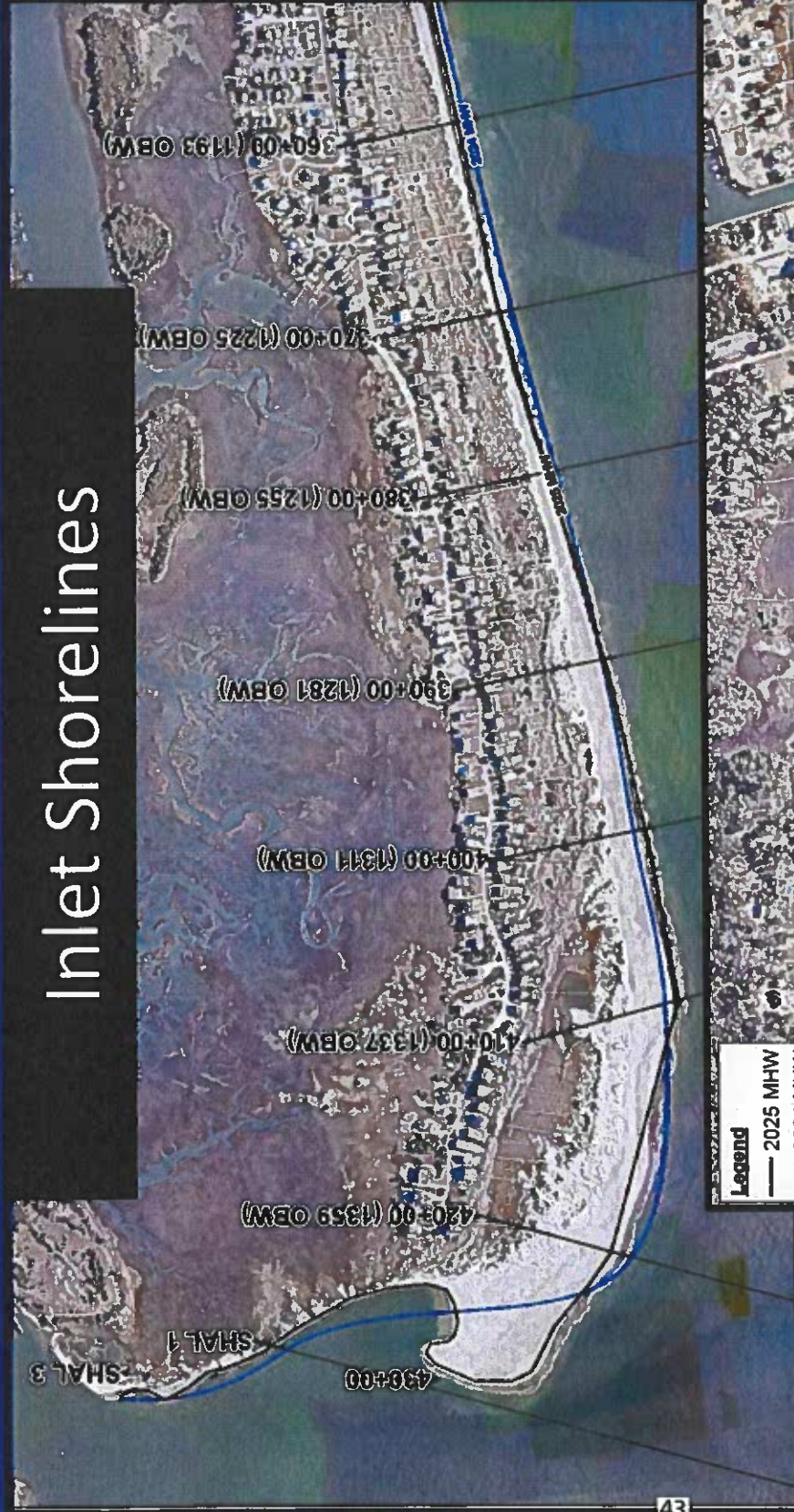
Mean High Water (MHW) Shoreline Change



DUNE VEGETATION WIDTH



Inlet Shorelines



Ocean Isle Terminal Groin Monitoring (April 2025)



Figure 11. Historical Inlet Shorelines - March 1999



Figure 23. Sediment Bypassing the Terminal Groin (August 12th, 2024).



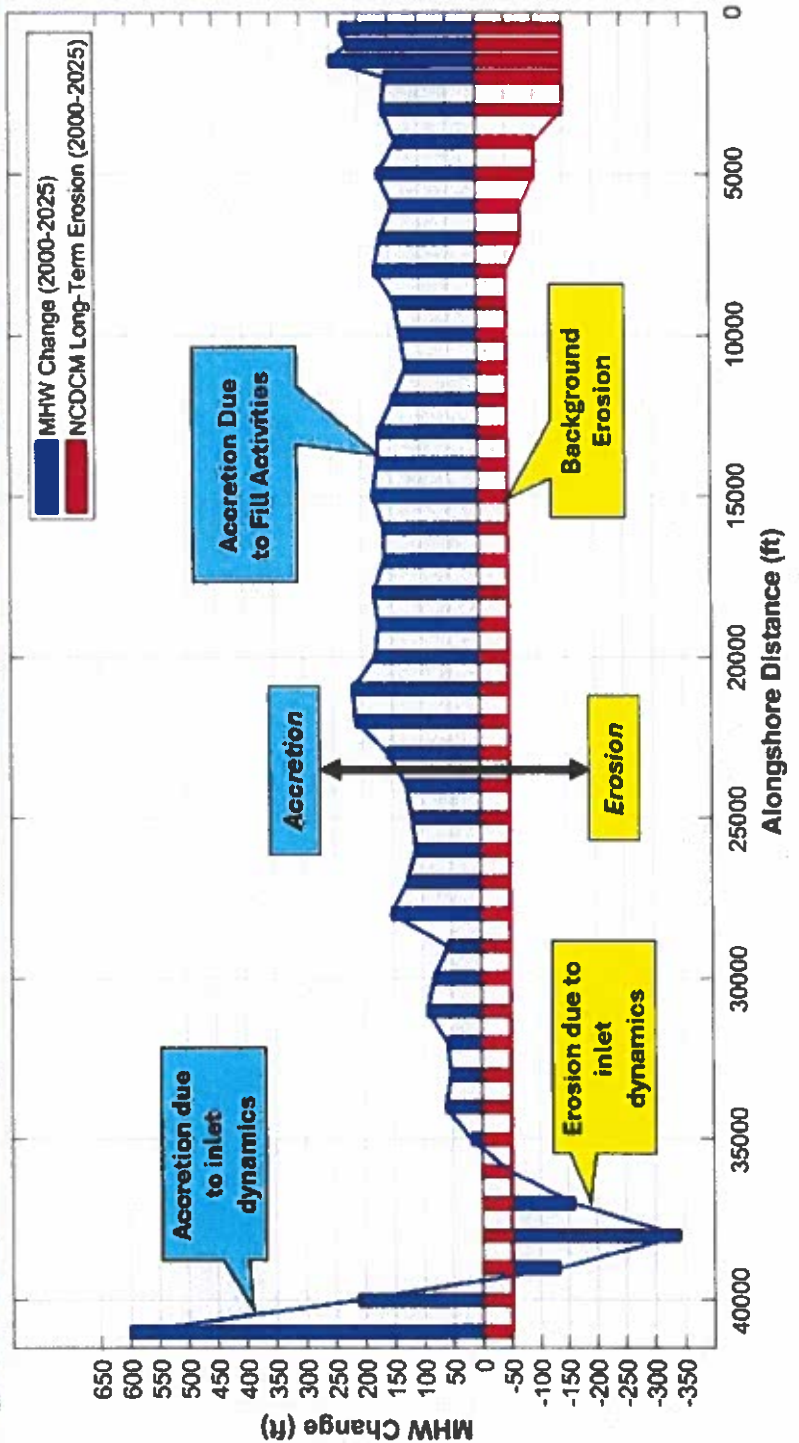
Figure 10. Shallotte Inlet Shoreline Thresholds.

2000 to 2025

Beach much healthier now

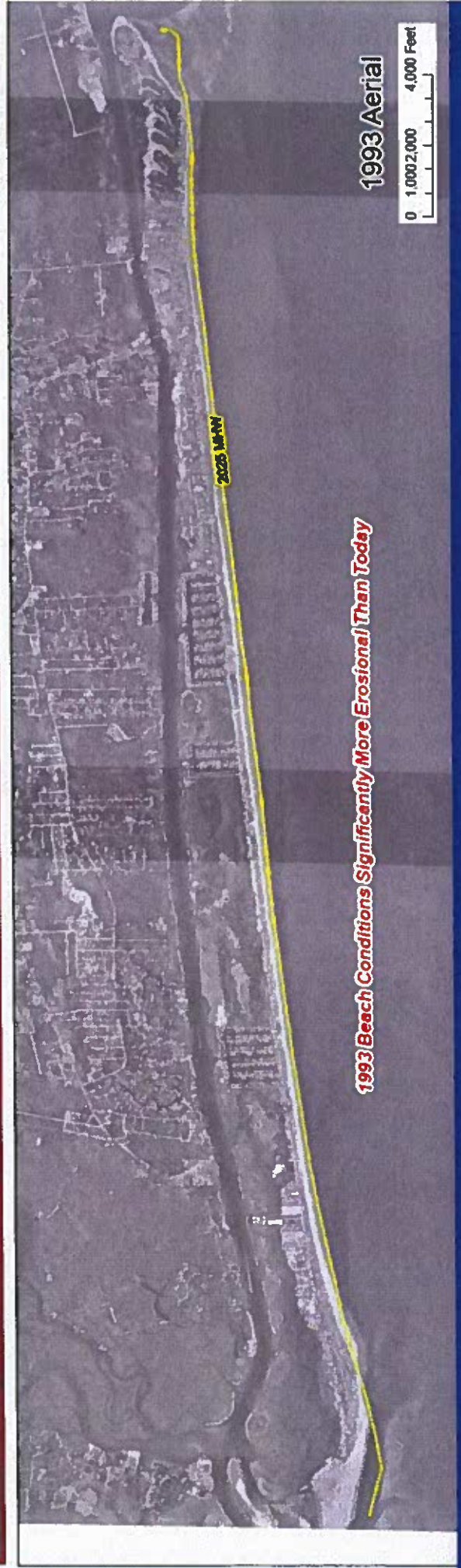
Table 3-4. Historical MHW Shoreline Change by Reach (2000 to 2025)

Reach Averages	Stations Included	Historical MHW Change (2000 to 2025) (ft)
LWF Inlet	5 to 15	+232.8
USACE East	15 to 40	+175.7
Town East	40 to 150	+154.6
Pier	150 to 190	+171.1
Town West	190 to 290	+147.5
West Area	290 to 380	-13.1
Shallotte Inlet	380 to 420	+84.3
Central Reach	40 to 290	153.1

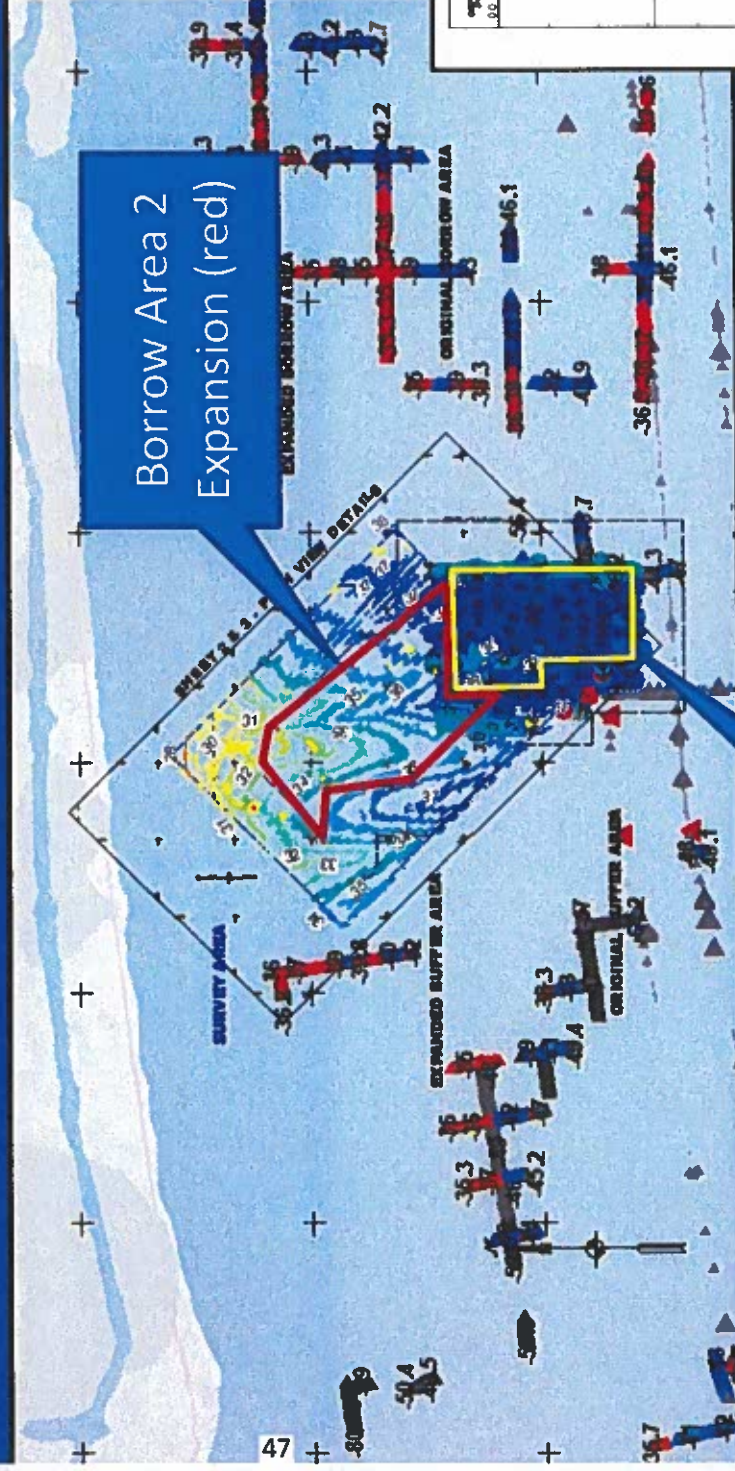


1993 to 2025

Beach much healthier now

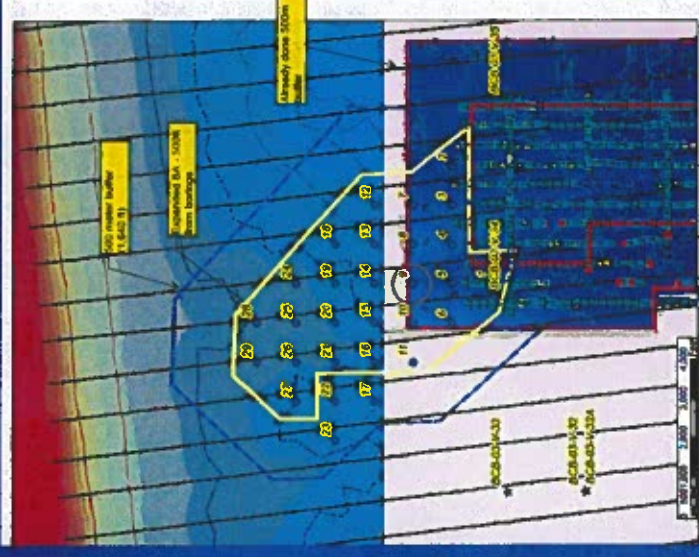


Offshore Borrow Area Permit Application Submittal



2022
Borrow
Area 2
(yellow)

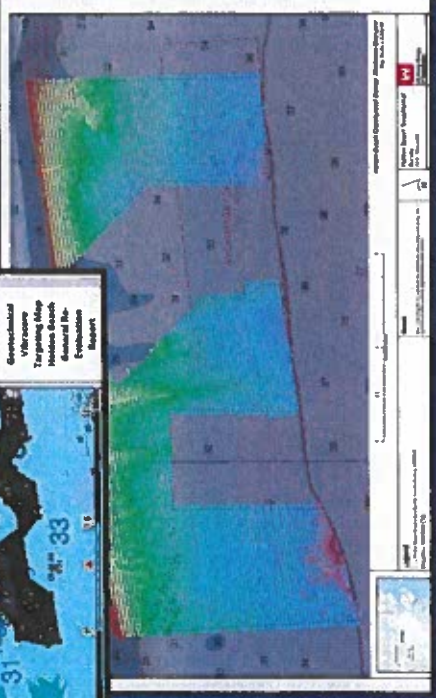
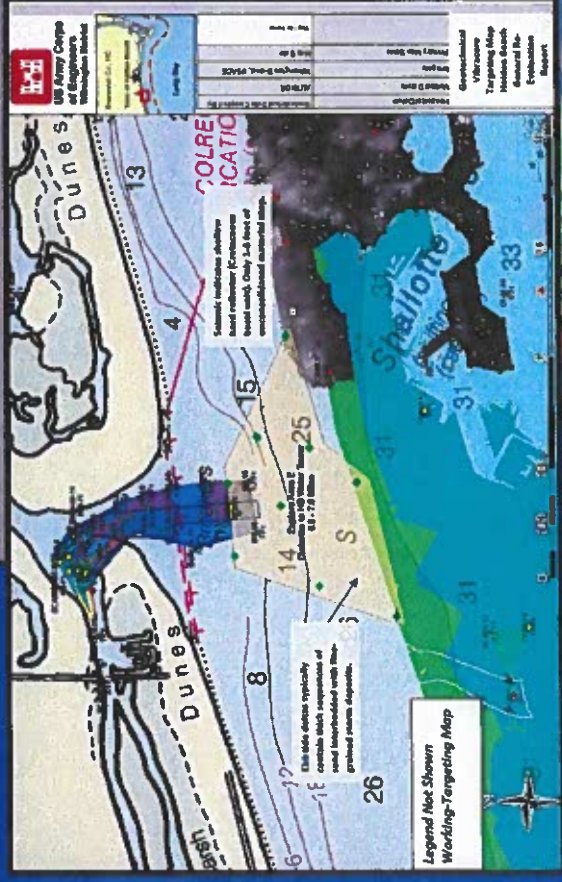
Borrow Area 2
Expansion (red)



DEPTH (ft)	CLASSIFICATION OF MATERIALS	REMARKS
0.0	Five SAND, trace carbonate, well graded, very fine sand (100-100), (SW-54)	Sample #10-15 Carb. Depth +4.02 Moist (100) 0.44, Pw. Surface 1.00 Carbonate (0-4) 13.4%
3.1	Silty fine SAND, trace carbonate, well graded, very fine sand (100-100), (SW-54)	Sample #10-16 Carb. Depth +4.02 Moist (100) 0.44, Pw. Surface 1.00 Carbonate (0-4) 13.4%
5.7	Silty fine SAND, trace carbonate, well graded, very fine sand (100-100), (SW-54)	Sample #10-17 Carb. Depth +4.02 Moist (100) 0.44, Pw. Surface 1.00 Carbonate (0-4) 13.4%
8.2	Silty fine SAND, trace carbonate, well graded, very fine sand (100-100), (SW-54)	Sample #10-18 Carb. Depth +4.02 Moist (100) 0.44, Pw. Surface 1.00 Carbonate (0-4) 13.4%
7.2	Silty fine SAND, trace carbonate, well graded, very fine sand (100-100), (SW-54)	Sample #10-19 Carb. Depth +4.02 Moist (100) 0.44, Pw. Surface 1.00 Carbonate (0-4) 13.4%
8.8	Silty fine SAND, trace carbonate, well graded, very fine sand (100-100), (SW-54)	Sample #10-20 Carb. Depth +4.02 Moist (100) 0.44, Pw. Surface 1.00 Carbonate (0-4) 13.4%

Figure 1: Example boring log and analysis. Typically 2-3 grain size sub-samples were analyzed per boring, within the upper layer of suitable sand.

ONGOING HB BEACH MANAGEMENT ACTIVITIES



- Corps 50-yr Study Data
- FEMA Coordination
- LWFIX & Bend-Widener
- LWF Outer Channel Dredging/Navigation
- West End Analysis (Ocean Isle Terminal Groin)
- Permit Application For Offshore Borrow Area
- Likely Next Offshore Borrow Located



Holden Beach Police Department

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Holden Beach, NC 28462
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Fax: 910-846-6907
hbp@hbtownhall.com



Calls For Service (October '2025)

Printed on November 3, 2025

Descriptions	Totals	
911 Hang Up (911HU)	2	2
911 Open Line (OL)	2	2
Abandoned Vehicle	1	1
Alarm (SIG45 Signal 45)	12	12
Animal Carcass in the Roadway (10-86 x86)	1	1
Animal Control Call	12	12
Animal Control Call; Disturbance or Disorderly Subject	1	1
Animal Rescue [Alpha]	1	1
Armed with Gun Knife or Other Weapon (10-84 x84)	1	1
Assist Other Agency (EMS); Stopping Vehicle (10-61 x61)	1	1
Assist Other Agency (Law) (10-77 x77)	1	1
Attempt to Locate (ATL)	7	7
Breathing Problems [Charlie]; Assist Other Agency (Fire)	1	1
Call By Phone (10-21Law x21L)	9	9
Careless & Reckless (C&R)	6	6
Coastal Flare Sighting [Delta]	1	1
Debris in Roadway	1	1
Disabled Motorist (10-87 x87)	2	2
Disturbance or Disorderly Subject	5	5
Domestic Disturbance (10-82 x82)	2	2

Descriptions**Totals**

Drunk Driver (10-55 x55)	1	1
Elevator Stuck or Problems [Alpha]	1	1
Escort or Convoy (10-59 x59)	2	2
Falls [Delta]	1	1
Good Intent Call (Lift Assist)	1	1
Heart or AICD Problems [Delta]	1	1
Hit and Run (Property Damage Only 10-54 x54)	1	1
Improperly Parked Vehicle (10-70 x70)	20	20
Intoxicated Person (10-56 x56)	1	1
Investigation (Law)	4	4
Keys In Vehicle or Lockout	2	2
Keys In Vehicle or Lockout; Assist Other Agency (Fire)	1	1
Lost or Found Property	8	8
Marine or Boat Fire in Coastal Water [Delta]	1	1
Medical Alarm [Bravo]	1	1
Meet with Complainant (10-83 x83)	24	24
Meet with Subject or Officer (10-25 x25)	1	1
Missing or Abandoned Person	1	1
Noise Complaint	4	4
Open Door	1	1
Outside Fire [Bravo]	1	1
Prowler (10-76 x76)	2	2
Psychiatric or Abnormal Behavior [Alpha]	1	1

Descriptions	Totals	
Psychiatric or Abnormal Behavior [Charlie]	2	2
Psychiatric or Abnormal Behavior or Suicidal (Violent) [Delta]	1	1
Psychiatric or Abnormal Behavior (Violent) [Alpha]	1	1
Psychiatric or Abnormal Behavior (Violent) [Charlie]	1	1
Sick Person [Alpha]	1	1
Sick Person [Charlie]	1	1
Single Residential Fire Alarm [Bravo]	1	1
Single Residential Structure Fire [Delta]	1	1
Special Check - Business - Residence (10-79 x79)	422	422
Special Check - Business - Residence (10-79 x79); Open Door	1	1
Special Operations Assignment (Signal 55 SIG55)	3	3
Stopping Vehicle (10-61 x61)	30	30
Suspicious Vehicle or Subject (10-60 x60)	4	4
Take Written Report (10-92 x92)	10	10
Traffic Accident (Property Damage Only 10-50PD x50PD)	2	2
Traffic Control (10-58 x58)	1	1
Traffic Incident ACN [Bravo]	1	1
Trespassers	2	2
Unconscious or Fainting [Alpha]	1	1
Unconscious or Fainting [Delta]	1	1
Water or Sewer Problems	6	6
Welfare Check	2	2
	2	2

Descriptions

Totals

Totals

647 647



Holden Beach Police Department



110 Rothschild St
Holden Beach, NC 28162
www.holdenbeachnc.com
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Fax: 910-846-6907
http://holdenbeachnc.com

HBPD Monthly Report (October '2025)

Printed on November 3, 2025

Reported	Case Number	Address	Offenses	Disposition
10/07/25 18:23	HBP25-00053	162 OCEAN BLVD E	14-160 - INJURY TO PERSONAL PROPERTY	Investigator Requested
10/09/25 14:52	HBP25-00054	103 OCEAN BLVD W	90-113.22 - POSS DRUG PARAPHERNALIA	Closed - Cleared By Arrest
10/10/25 09:36	HBP25-00055	140 TARPON DR	14-56 - ATTEMPT BREAK/ENTER MOTOR VEH	Investigator Requested
10/10/25 10:09	HBP25-00056	138 TARPON DR	14-72(A) - MISDEMEANOR LARCENY; 14-56 - BREAK OR ENTER A MOTOR VEHICLE (CONVEYANCE)	Investigator Requested
10/10/25 10:14	HBP25-00057	116 MARLIN DR	14-72(A) - FELONY LARCENY; 14-56 - BREAK OR ENTER A MOTOR VEHICLE (CONVEYANCE)	Investigator Requested
10/10/25 10:34	HBP25-00060	109 TUNA DR	14-56 - ATTEMPT BREAK/ENTER MOTOR VEH	Investigator Requested
10/10/25 10:57	HBP25-00058	117 JORDAN BLVD	14-33(A) - SIMPLE ASSAULT	Closed - Resolved by Parties
10/10/25 12:10	HBP25-00059	POINTE WEST DR /	14-127 - INJURY TO REAL PROPERTY; 20-166(C)(1) - HIT/RUN LEAVE SCENE PROP DAM	Further Investigation
10/10/25 13:30	HBP25-00062	151 BRUNSWICK AVE	14-159.13 - SECOND DEGREE TRESPASS; 14-56 - ATTEMPT BREAK/ENTER MOTOR VEH	Investigator Requested
10/10/25 13:43	HBP25-00061	117 HIGHPOINT ST	14-56 - ATTEMPT BREAK/ENTER MOTOR VEH	Investigator Requested
10/20/25 10:06	HBP25-00063	121 S SHORE DR	20-107 - TAMPERING WITH VEHICLE; 14-72(A) - MISDEMEANOR LARCENY	Closed - Leads Exhausted

Reported	Case Number	Address	Offenses	Disposition
10/26/25 08:26	HBP25-00064	111 JORDAN BLVD	14-72(A) - MISDEMEANOR LARCENY	Closed - Leads Exhausted
10/27/25 09:47	HBP25-00065	1074 OCEAN BLVD W	Larceny	Investigator Requested

Total Records: 13



Holden Beach Police Department

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Ordinance Violations (October '2025)

Printed on November 3, 2025

Date	Citation/Warning	Ordinance	Style
10/10/25	Warning	Parking - Public Area (2 a.m. to 5 a.m.)(Not-Applicable Jordon Blvd Area)	Car
10/14/25	Citation	Parking - Handicap Violation	Car
10/14/25	Warning	Parking - No Parking Zones (All Other)	Golf Cart
10/17/25	Citation	Parking - No Parking Zones (All Other)	SUV
10/18/25	Citation	Parking - Handicap Violation	Car

Total Records: 5



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State Citation (October '2025)

Printed on November 3, 2025

Date	Ticket #	Statutes/Charges	Style
10/04/25	J324250	20-111(2) - EXPIRED REGISTRATION CARD/TAG	Truck
10/04/25	J324251	20-150(E) - UNSAFE PASSING YELLOW LINE	Van
10/09/25	J612252	20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT; 90-113.22A - POSSESS MARIJ PARAPHERNALIA	Car
10/29/25	218J041	20-7(F) - EXPIRED OPERATORS LICENSE	Car

Total Records: 4

Permit Report

10/01/2025 - 10/31/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
10/1/2025	250740	Electrical	1,500	\$175.00	\$175.00
10/1/2025	250741	Addition	10,000	\$125.00	\$125.00
10/2/2025	250742	Walkway	70,000		
10/2/2025	250743	Repair	45,000	\$430.00	\$430.00
10/2/2025	250744	Mechanical	6,995	\$100.00	\$100.00
10/2/2025	250745	Mechanical	6,800	\$100.00	\$100.00
10/2/2025	250746	Zoning	25	\$25.00	\$25.00
10/2/2025	250747	Boat Lift	15,000	\$260.00	\$260.00
10/3/2025	250748	Zoning	25	\$25.00	\$25.00
10/5/2025	250749	Electrical	780	\$175.00	\$175.00
10/5/2025	250750	Cargo Lift	23,500	\$386.50	\$386.50
10/5/2025	250751	Repair	28,000	\$277.00	\$277.00
10/6/2025	250752	Repair	3,500	\$125.00	\$125.00
10/6/2025	250753	Bulkhead	70,000	\$655.00	\$655.00
10/6/2025	250754	Repair	13,835	\$149.52	\$149.52
10/7/2025	250755	Repair	25,000	\$250.00	\$250.00
10/7/2025	250756	Repair	152,482	\$1,397.34	\$1,397.34
10/7/2025	250757	Bulkhead	22,000		
10/8/2025	250758	Repair	10,500	\$214.00	\$214.00
10/8/2025	250759	Electrical	5,600	\$175.00	\$175.00
10/8/2025	250760	Zoning	25	\$25.00	\$25.00
10/8/2025	250761	Zoning	25	\$25.00	\$25.00
10/8/2025	250762	Zoning	25	\$25.00	\$25.00
10/8/2025	250763	Zoning	25	\$25.00	\$25.00
10/9/2025	250764	Repair	2,000	\$125.00	\$125.00
10/9/2025	250765	Repair	4,000	\$125.00	\$125.00
10/10/2025	250766	Single Family Construction	285,000	\$10,105.61	\$10,105.61
10/10/2025	250767	Cargo Lift	5,000	\$225.00	\$225.00
10/10/2025	250768	Mechanical	8,000	\$100.00	\$100.00
10/10/2025	250769	Electrical	1,700	\$175.00	\$175.00
10/10/2025	250770	Electrical	2,500	\$175.00	\$175.00
10/10/2025	250771	Repair	39,478	\$780.30	\$780.30
10/13/2025	250772	Zoning	25	\$25.00	\$25.00
10/13/2025	250773	Mechanical	16,400	\$200.00	\$200.00
10/13/2025	250774	Repair	38,000	\$417.00	\$417.00
10/13/2025	250775	Boat Lift	20,000	\$305.00	\$305.00
10/13/2025	250776	Boat Lift	25,000	\$350.00	\$350.00
10/13/2025	250777	Bulkhead	23,000	\$232.00	\$232.00
10/13/2025	250778	Electrical	2,000	\$175.00	\$175.00
10/14/2025	250779	Electrical	3,500	\$175.00	\$175.00
10/15/2025	250780	Mechanical	9,500	\$100.00	\$100.00
10/15/2025	250781	Mechanical	9,800	\$100.00	\$100.00

10/15/2025	250782	Repair	146,000	\$1,739.00	\$1,739.00
10/15/2025	250783	Repair	9,000	\$125.00	
10/15/2025	250784	Addition	7,000	\$175.00	\$175.00
10/15/2025	250785	Repair	120,000	\$1,105.00	\$1,105.00
10/15/2025	250786	Repair	15,000	\$160.00	\$160.00
10/16/2025	250787	Repair	83,139	\$1,073.25	\$1,073.25
10/16/2025	250788	Repair	20,000	\$205.00	\$205.00
10/17/2025	250789	Mechanical	2,700	\$100.00	\$100.00
10/17/2025	250790	Electrical	1,600	\$175.00	\$175.00
10/17/2025	250791	Electrical	4,217	\$175.00	\$175.00
10/17/2025	250792	Electrical	1,000	\$175.00	\$100.00
10/17/2025	250793	Mechanical	4,970	\$100.00	\$100.00
10/17/2025	250794	Mechanical	8,000	\$100.00	\$100.00
10/17/2025	250795	Repair	28,000	\$277.00	\$277.00
10/21/2025	250796	Electrical	1,500	\$175.00	\$175.00
10/21/2025	250797	Electrical	1,700	\$175.00	\$175.00
10/21/2025	250798	Mechanical	5,990	\$100.00	\$100.00
10/21/2025	250799	Mechanical	16,250	\$200.00	\$200.00
10/21/2025	250800	Mechanical	8,840	\$100.00	\$100.00
10/22/2025	250801	Zoning	50	\$50.00	\$50.00
10/22/2025	250802	Zoning	25	\$25.00	\$25.00
10/22/2025	250803	Single Family Construction	1,372,000	\$10,614.38	\$10,614.38
10/24/2025	250804	Repair	53,800	\$509.20	\$509.20
10/24/2025	250805	Repair	40,000	\$535.00	\$535.00
10/24/2025	250806	Zoning	50	\$50.00	\$50.00
10/24/2025	250807	Renovation	18,000	\$187.00	
10/24/2025	250808	Repair	22,000	\$223.00	\$223.00
10/24/2025	250809	Repair	72,000	\$1,073.00	
10/24/2025	250810	Swimming Pool	60,095	\$765.86	\$765.86
10/24/2025	250811	Repair	2,000	\$125.00	\$125.00
10/24/2025	250812	Repair	31,500	\$308.50	\$308.50
10/24/2025	250813	Fence	4,853	\$175.00	\$175.00
10/24/2025	250814	Mechanical	9,620	\$100.00	\$100.00
10/27/2025	250815	Electrical	2,500	\$175.00	\$175.00
10/27/2025	250816	Electrical	2,500	\$175.00	\$175.00
10/27/2025	250817	Repair	25,000	\$250.00	
10/27/2025	250818	Repair	14,500	\$155.50	\$155.50
10/27/2025	250819	Zoning	50	\$50.00	\$50.00
10/28/2025	250820	Repair	7,000	\$125.00	
10/28/2025	250821	Mechanical	7,763	\$100.00	\$100.00
10/30/2025	250822	Single Family Construction	805,500	\$20,914.82	\$20,914.82
10/30/2025	250823	Addition	31,400	\$407.60	\$407.60
10/30/2025	250824	Walkway	1,500	\$125.00	\$125.00
10/30/2025	250825	Swimming Pool	106,000	\$1,179.00	\$1,179.00

10/30/2025	250826	Mechanical	8,010	\$100.00	\$100.00
10/31/2025	250827	Zoning	25	\$25.00	\$25.00
10/31/2025	250828	Mechanical	3,870	\$100.00	\$100.00
10/31/2025	250829	Electrical	375	\$175.00	\$175.00
10/31/2025	250830	Electrical	12,000	\$200.00	\$200.00
			\$4,204,437.00	\$64,466.38	\$62,631.38

PERMIT SUMMARY REPORT

COMMERCIAL

Count 3
Total Fees \$417.00
Fees Paid \$417.00
Total Project Cost \$130,000.00

RESIDENTIAL

Count 88
Total Fees \$64,049.38
Fees Paid \$62,214.38
Total Project Cost \$4,074,437.00

TOTAL

Count 91
Total Fees \$64,466.38
Fees Paid \$62,631.38
Total Project Cost \$4,204,437.00

ACTIVE NEW HOME PERMITS = 30

OTHER ACTIVE PERMITS= 560

PERMITS ISSUED OVER \$30,000 = 66 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 =6 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS = 2 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP = 45

TOTAL PERMITS= 635

PERMITS IN REVIEW= 9

CAMA ISSUED= 2

CAMA EXEMPTIONS= 12

ZONING ISSUED =10

NOTICE OF VIOLATIONS= 6

DELINEATIONS=8

CAMA SITE INSPECTIONS=18

PERMITS ISSUED THIS MONTH= 91

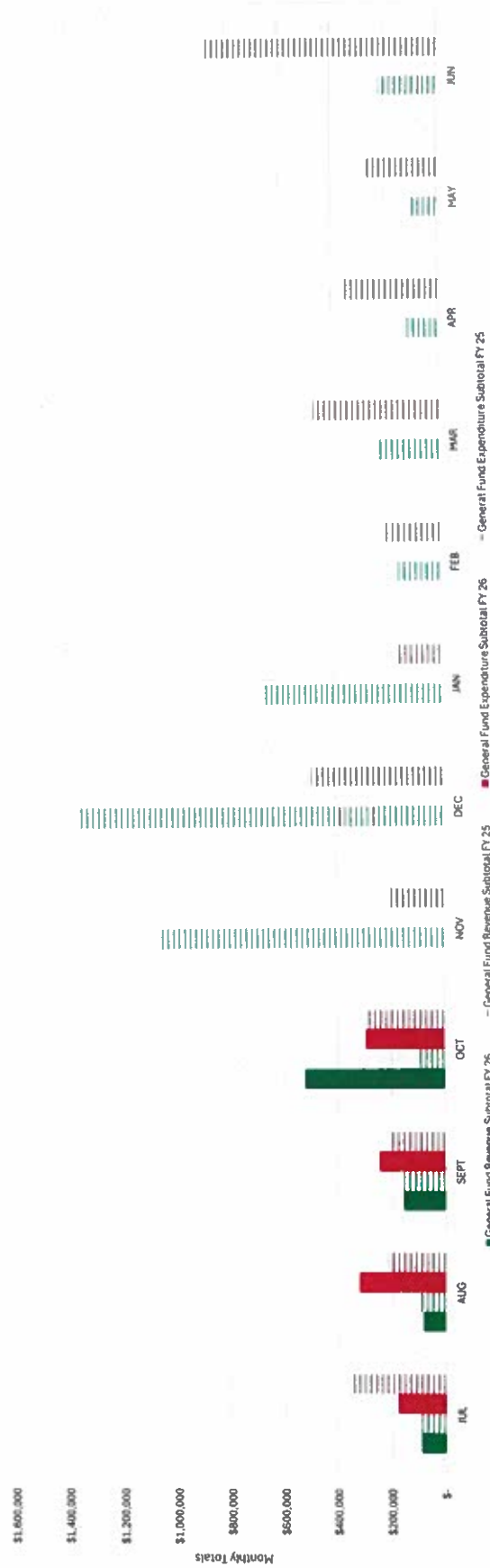
REINSPECTION FEES = \$1350

PERMITS SERVICED FOR INSPECTIONS FROM 10/1/25-10/31/25= 105

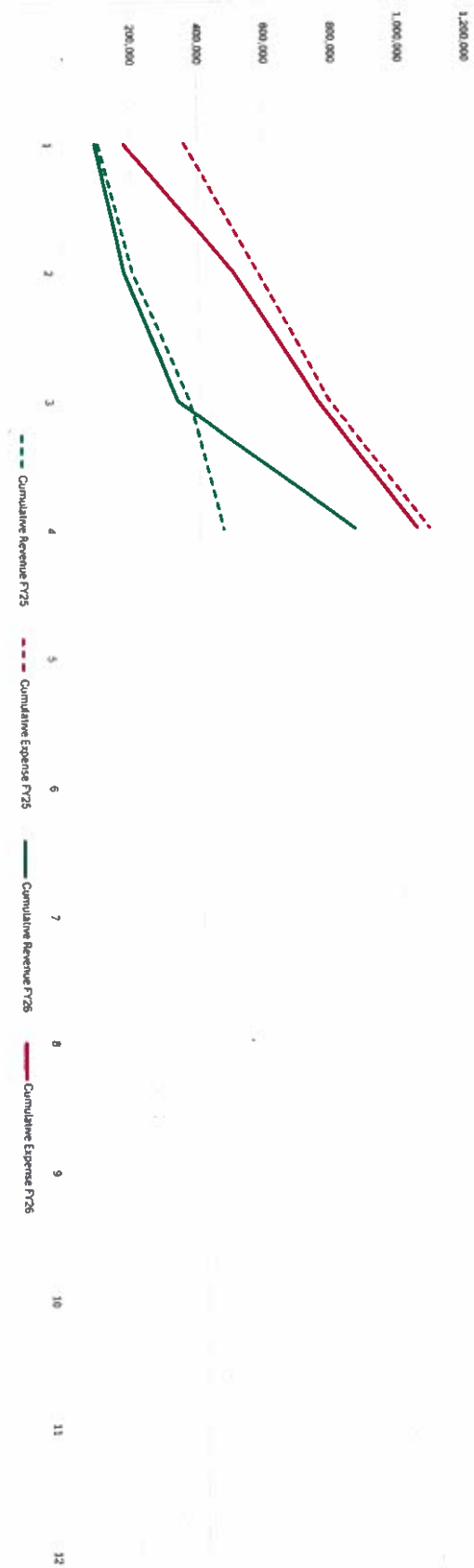
TOTAL INSPECTIONS MADE= 216

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	85,318	155,996	524,015	1,073,329	1,361,352	677,885	156,355	229,150	125,464	107,649	216,414
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	100,037	293,810	246,325	293,810	206,126	471,342	361,913	276,717	874,929
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	293,810	206,126	471,342	361,913	276,717	874,929	216,414	107,649	216,414
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	368,609	784,306	1,078,848	857,504	1,043,101	1,043,101	1,043,101	1,043,101	1,043,101
Cumulative Revenue FY25	102,467	202,774	368,609	892,624	1,965,953	3,327,305	4,005,190	4,161,545	4,390,695	4,516,159	4,623,808	4,840,222
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,863,154	2,941,496	3,735,306	3,941,651	4,413,043	4,774,956	4,951,673	5,826,592
Cumulative Revenue FY26	92,175	177,493	333,489	857,504	1,930,833	3,292,185	3,970,070	4,126,425	4,355,575	4,481,039	4,588,688	4,805,102
Cumulative Expense FY26	179,259	502,966	749,291	1,043,101	1,249,220	1,720,562	2,398,447	2,594,573	2,965,915	3,191,379	3,299,028	3,515,442

GENERAL FUND

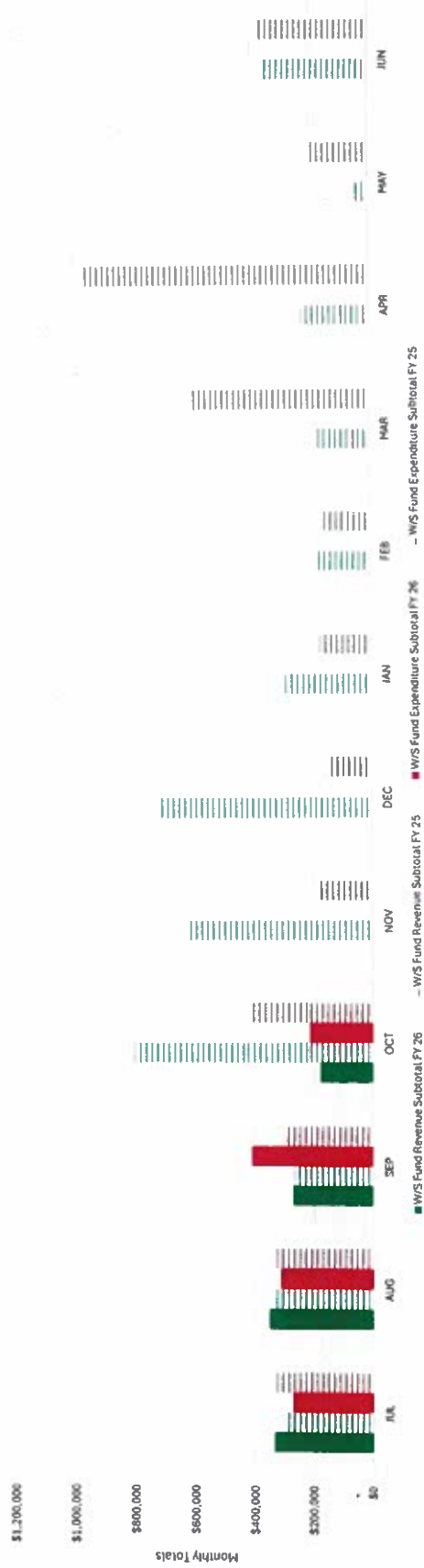


GENERAL FUND

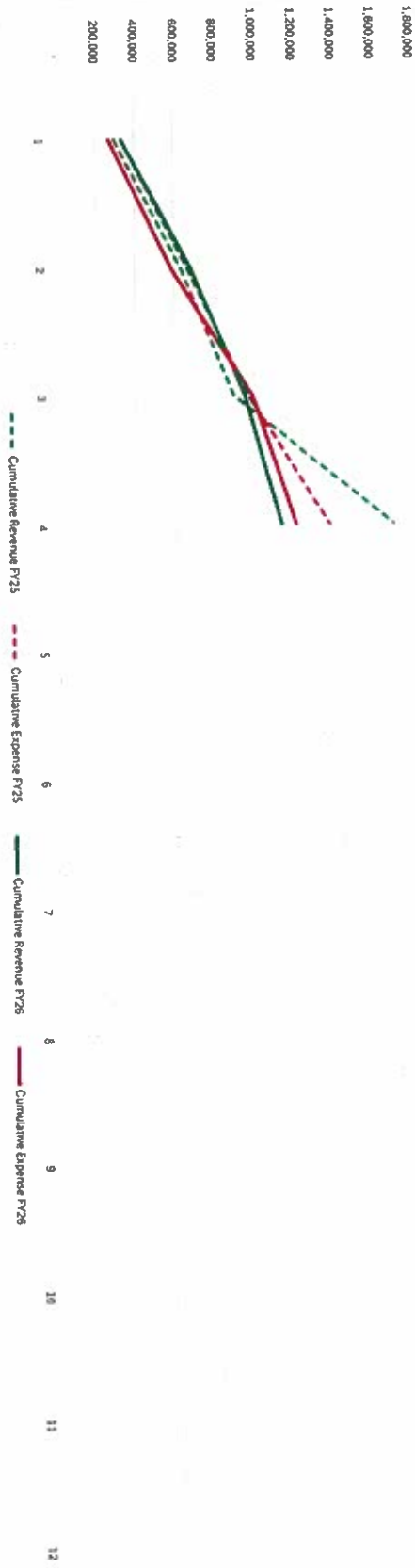


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 28	333,945	350,710	270,032	179,002	628,787	714,498	288,442	186,327	178,205	228,788	48,520	358,005
W/S Fund Revenue Subtotal FY 25	297,561	336,326	266,084	807,150	828,787	714,498	288,442	186,327	178,205	228,788	48,520	358,005
W/S Fund Expenditure Subtotal FY 28	271,871	312,915	410,002	213,739	174,251	141,838	171,251	162,329	598,753	986,050	195,884	380,970
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,794	408,181	174,251	141,838	171,251	162,329	598,753	986,050	195,884	380,970
Cumulative Revenue FY25	297,561	633,887	899,971	1,707,120								
Cumulative Expense FY25	334,838	668,011	973,805	1,379,985								
Cumulative Revenue FY28	333,945	684,655	954,687	1,133,689								
Cumulative Expense FY28	271,871	584,786	984,788	1,208,527								

Water/Sewer Fund



WATER/SEWER FUND



Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	203,612	106,517	91,553	127,945	124,089	199,054	287,529	478,731
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	909,955	352,616	395,097	1,352,762	35,007	228,562	100,385	145,428	607,028	657,700
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	207,063	71,478	183,444	35,007	228,562	100,385	145,428	607,028	657,700
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	3,717,055	2,371,152	3,778,981	2,856,087	927,076	76,488	850,588	1,929,011	207,063
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	2,371,152	3,778,981	2,856,087	927,076	76,488	850,588	1,929,011	207,063
Cumulative Expense FY25	278,616	811,327	1,018,390	3,297,819	3,778,981	2,856,087	927,076	76,488	850,588	1,929,011	207,063	3,717,055
Cumulative Revenue FY26	1152401	2413827	3297819	3778981	2856087	927076	76488	850588	1929011	207063	3717055	2371152
Cumulative Expense FY26	76488	927076	2856087	3717055	2371152	3778981	2856087	927076	76488	850588	1929011	207063

BPART

\$2,500,000

\$2,000,000

\$1,500,000

\$1,000,000

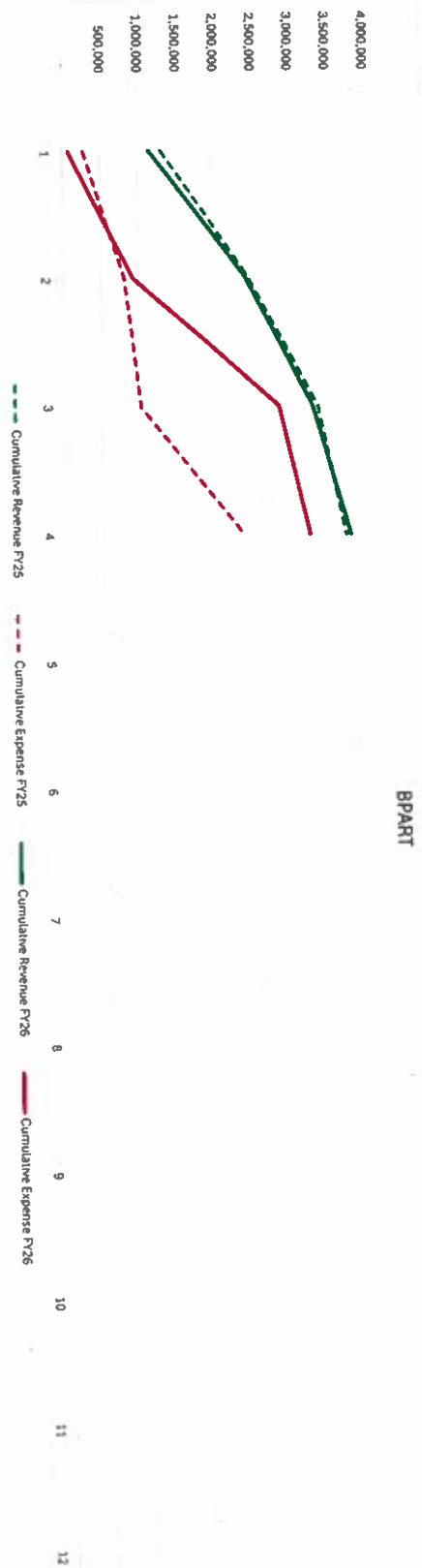
\$500,000

\$0

Monthly Totals



■ BPART Revenue Subtotal FY 26 ■ BPART Revenue Subtotal FY 25 ■ BPART Expenditure Subtotal FY 26 ■ BPART Expenditure Subtotal FY 25



Holden Beach Public Works Monthly Report

Date: 11/07/25

To: Board of Commissioners

From: Public Works Department

1. Department Overview

The Public Works Department continues to focus on maintaining the quality of life for residents and visitors to Holden Beach through consistent operations and upkeep of town infrastructure. Our activities this month included routine maintenance, repairs, and preparedness for weather events.

2. Key Activities and Accomplishments

a) Maintenance & Repairs

- **Boat dock:** Crew went and cleaned the kayak launches from all algae and debris.
- **Bridgeview Park:** Crew water sealed the picnic area.
- **Road repair:** Graded all dirt streets on east end of island.
- **Campground:** Brought in coquina and leveled camp sites and replaced timbers.
- **Jordan Blvd Access:** Crew trimmed the hedges and leveled dirt around the new access.
- **Grounds:** Mowed and trimmed entire island.

b) Festival and Holiday Prep

- **Maintenance:** Crew took blowers and our sweeper and swept roadways for festival
- **Barricades:** Placed out barricades and filled them with water.
- **Holiday Lights:** Crew has worked diligently getting all the snowflakes working and we are currently placing them out.

c) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
- **Water Leaks:** We had 4 water leaks. 2 of which were the little hydrants at the end of streets that had been hit with vehicles.
- **Water Meter Changeouts and Rereads:** Crew completed a list with around 186 meters that needed to be reread. Crew repaired 43 meters and changed out 10 meters.
- **Sewer Pits:** No new pits this month.

- **Service Calls:** Crew ran close to 50 service calls this month. This included calls just to speak with a customer or cut the water on and off, sewer pit calls, etc.(A lot slower than last month which is a good thing)
-

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Meter Maintenance:** We are continuing to repair and replace meters in an effort to get the reread numbers down.

b) Upcoming Projects

- **Fire Hydrants:** We are preparing to begin grinding and painting all of our hydrants. Our plan is to be finished early spring.
 - **Station 1:** We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.
-

4. Conclusion

The Public Works Department remains committed to serving the Holden Beach community with quality, timely services. Our team is focused on ensuring safety, cleanliness, and effective infrastructure. We continue to work diligently on ongoing projects and are prepared to tackle any issues that arise in the future.

Submitted by:
Chris Benton
Director of Public Works
Holden Beach

Town Manager's Report

Greensboro Street Lift Station

- Staff met with the contractor on 11/3/2025
- Flood door delivery issues and punch list completions still means projected delivery date of November 14th

Block Q Restrooms & Parking

- Contractor is now moving toward completion by of the middle of December
- Work to be completed: finish exterior painting, downspouts, install trench drains, final grade, wood outlookers, finish drywall, paint interior, install fixtures, connect water & wastewater lines, install air handling unit,

Block Q Master Plan RFQ

- TBD based on discussion with Board

Block Q Stage Area

- TBD based on discussion with Board

Ocean Boulevard Stormwater

- Staff has facilitated data flowing from the engineer to the Corps

Pier Site

- Future Scope of Work Discussion-TBD in the future

NC Resilient Coastal Communities Program

- Engineer contacted Tim with next steps which includes forming a working group

LWF/Bend Widener Project

- Funds have been sent to the USACE from the Town. The State has sent a check to them as well and they are awaiting confirmation of receipt.

Employee Updates

- Christy Ferguson is now a liaison with local engagement of the ASBPA Coastal Advocacy Network
- Korey Bishop is our new officer in the Police Department

Upcoming Town Events

- There are upcoming Town events. They are all listed on the Town website. If you have any questions, please contact Town staff for more information.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 11/18/25

FROM: Town Manager Chadwick

DATE SUBMITTED: 11/03/25

ISSUE/ACTION REQUESTED: The BOC reached a stalemate at the last meeting regarding the RFQ and a vote for moving forward. The staff offered to bring back a revised RFQ and path for moving forward to a stage for this budget year. After much discussion, the staff decided that it is more prudent to wait until the new board is seated to bring something forward so the board does not inherit a project and can discuss their thoughts and ideas on the topic.

BACKGROUND/PURPOSE OF REQUEST: This action item is to update the board on work that was completed on this and how staff reached the above decision.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒	N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: November 18, 2025

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: November 7, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Resolution 25-08,
Resolution Approving Truist Signature Card

BACKGROUND/PURPOSE OF REQUEST: Historically, the official signatories for the Town's Truist accounts are the mayor, mayor pro tem and staff. Resolution 25-08 updates the current signature card by designating Mayor Holden, Mayor Pro Tem Myers, Town Manager Chadwick, Assistant Town Manager Ferguson and Finance Director McRaney as the official signatories.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: Resolution 25-08

RESOLUTION 25-08
RESOLUTION APPROVING TRUIST SIGNATURE CARD

WHEREAS, the Town of Holden Beach currently holds accounts with Truist; and

WHEREAS, the Town of Holden Beach and Truist require approval of the signatures to be placed on the Truist Signature Card.

THEREFORE BE IT RESOLVED by the Holden Beach Board of Commissioners that Mayor J. Alan Holden, Mayor Pro Tem Tom Myers, Town Manager Bryan Chadwick, Assistant Town Manager Christy Ferguson and Finance Director Daniel McRainey be designated as the official signatories for the Town of Holden Beach's Truist accounts.

BE IT FURTHER RESOLVED that the official signatories selected visit the Holden Beach branch of Truist to sign the necessary official paperwork.

This the 18th day of November, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 11/18/2025

FROM: Tracey Thomas & Rick Paarfus

DATE SUBMITTED: 11/11/25

ISSUE/ACTION REQUESTED: Discussion and possible action on moving funds from the BPART fund to the Beach and Inlet Capital Reserve Fund

The Beach and Inlet Reserve fund is significantly underfunded relative to the "\$10M in 10-years" goal when it was established in 2018. The fund balance currently stands at just over \$5M. Transferring \$4M from the BPART fund will put the sand fund back on track to achieve its savings goal while still leaving a sufficient balance in the BPART fund.

BACKGROUND/PURPOSE OF REQUEST:

- Holden Beach collects an Occupancy Tax of 6% on the gross receipts from rentals (S.L. 1997-364 HOUSE BILL 859)
 - 1% of gross receipts from rentals is paid to Brunswick County monthly
 - 3% of gross receipts from rentals must be used for tourism development and other related programs within the town
 - 2% of gross receipts from rentals **must** be used for beach renourishment and protection
 - Up to half of our occupancy tax proceeds **can** be used for beach renourishment
- If the 2% of gross receipts had been escrowed in the reserve fund as originally planned, the balance would now be over \$7M.
- If half of gross receipts had been escrowed, the balance would now be over \$10M
- There is a shortfall in our savings plan
- Currently, the BPART fund has a balance of around \$8M. Transferring \$4M to the Beach & Inlet Reserve fund will allow the sand fund to achieve its savings goal while still leaving a sufficient balance in the BPART fund.

Possible Motion: Approve the \$3.3M budget amendment and execute the transfer of \$4M into the Beach & Inlet Capital Reserve fund.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: Yes

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: Yes

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO) N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT:

TOWN OF HOLDEN BEACH

ORDINANCE NO. 25-16

AN ORDINANCE AMENDING ORDINANCE 25-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2025-2026 (AMENDMENT NO. 4)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 25-11 appropriating funds for fiscal year 2025-2026 be amended as follows:

PART I

REVENUES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
FUND BALANCE APPROPRIATED	50.0399.0000	3,300,000.00	INCREASE
	<u>TOTAL</u>	<u>3,300,000.00</u>	
EXPENDITURES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
TRANSFER TO CAP RES BEACHES	50.0710.9301	3,300,000.00	INCREASE
	<u>TOTAL</u>	<u>3,300,000.00</u>	

PART II

REVENUES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
TRANSFER FROM BPART	90.0398.0000	3,300,000.00	INCREASE
	<u>TOTAL</u>	<u>3,300,000.00</u>	
EXPENDITURES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
MISC EXPENDITURE	90.0490.5700	3,300,000.00	INCREASE
	<u>TOTAL</u>	<u>3,300,000.00</u>	

The Finance Officer as may be appropriate is hereby authorized to effect such administrative actions as necessary to ensure compliance with the Local Government Fiscal Control Act and Governmental Accounting Standards Board.

This amendment is effective the 18th day of November, 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk