



**Town of Holden Beach
Board of Commissioners
Public Hearing/Regular Meeting**

**Tuesday, June 16, 2026
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' PUBLIC HEARING/REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, JUNE 16, 2026 - 5:00 P.M.**

PUBLIC HEARING: Proposed Budget for Fiscal Year 2026 – 2027 – Town Manager Chadwick

REGULAR MEETING:

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Public Comments on Agenda Items
6. Consent Agenda Items
 - a. Approval of Minutes
 - i. Minutes of the Regular Meeting of May 19, 2026 (Pages 1 – 7)
 - b. Police Report (Pages 8 – 14)
 - c. Inspections Department Report (Pages 15 – 18)
 - d. Finance Department Report (Pages 19 – 24)
 - e. Public Works Department Report (Pages 25 – 26)
7. Discussion and Possible Action on Ordinance 26-03, The Revenues and Appropriations Ordinance for Fiscal Year 2026 – 2027 – Town Manager Chadwick (Pages 27 – 56)
8. Discussion and Possible Approval of Resolution 26-06, Resolution Amending the Town of Holden Beach Fee Schedule– Town Clerk Finnell (Pages 57 – 59)

9. Discussion and Possible Approval of Ordinance 26-04, An Ordinance Amending the Holden Beach Code of Ordinances, Title VII: Traffic Code – Town Manager Chadwick
(Pages 60 – 68)
10. Discussion and Possible Scheduling of a Date to Hold Interviews for Vacancies on Town Boards – Town Clerk Finnell
(Pages 69 – 73)
11. Discussion and Possible Approval of Memorandum of Understanding Between the Town and Brough Law Firm – Town Clerk Finnell
(Pages 74 – 79)
12. Discussion and Possible Action on Responses for an Engineering Firm to Perform an Underwater Study for the Holden Beach Pier - Town Manager Chadwick
(Page 80, separate packets)
13. Discussion and Possible Approval of Resolution 26-07, Resolution Approving Conveyance of Personal Property to a Nonprofit Organization Pursuant to North Carolina General Statute 160A-280 – Town Manager Chadwick
(Pages 81 – 82)
14. Town Manager’s Report – Town Manager Chadwick
15. Public Comments on General Items
16. Mayor’s Comments
17. Board of Commissioners’ Comments
18. 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 June 16, 2026.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
PUBLIC HEARING/REGULAR MEETING
TUESDAY, MAY 19, 2026 – 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, May 19, 2026 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate; Keith Smith and Tom Myers; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Finance Director Daniel McRainey; Police Chief Steve Barger; Lieutenant Frank Dilworth; and Town Attorney Sydnee Moore.

PUBLIC HEARING – ORDINANCE 26-02, AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, SECTION 30.15 VOTING AND QUORUMS

Mayor Holden called the public hearing to order. Town Clerk Finnell explained this is the last step in the process if the Board would like to adopt the ordinance to make the quorum consistent with the Rules of Procedure the Board currently has in place and the general statute.

John Hunter said he hopes the change in voting has nothing to do with the AI data centers being proposed for the area.

Mayor Holden closed the public hearing at 5:05 p.m.

REGULAR MEETING

Mayor Holden called the regular meeting to order and asked for a moment of silence.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Smith to approve (the agenda); second by Mayor Pro Tem Dyer; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

No comments were made.

CONSENT AGENDA

Minutes of the Special Meeting of April 10, 2026, Minutes of the Regular Meeting of April 21, 2026, Minutes of the Special Meeting of May 1, 2026, Police Report, Inspections Department Report, Finance Department Report and Public Works Department Report

Motion by Commissioner Pate to approve (consent agenda items); second by Mayor Pro Tem Dyer; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON WARD AND SMITH CONTRACT FOR FISCAL YEAR BEGINNING JULY 1, 2026

Assistant Town Manager Ferguson explained each year the Ward and Smith contract comes before the Board and is effective July 1st. They did not increase their prices. The engagement letter outlines what they are working on. They are currently working on a dredge spoil issue as related to canal dredging and the upcoming dredging planned for the fall. A part of the contract will be paid from the canal dredging fund and the majority will be paid from BPART.

Motion by Mayor Pro Tem Dyer to approve the contract with Ward and Smith; second by Commissioner Pate.

Assistant Town Manager Ferguson reviewed the items listed in the engagement letter and answered questions on grant funding in response to Commissioner Smith's questions. The contract also includes work performed by the Ferguson Group.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF ORDINANCE 26-02, AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, SECTION 30.15 VOTING AND QUORUMS

Town Clerk Finnell stated the Board held the public hearing at the start of the meeting. This is the final step to make the Town's quorum definition consistent with the general statute.

Motion by Mayor Pro Tem Dyer to accept Resolution 26-05 and Ordinance 26-02; second by Commissioner Pate.

Commissioner Myers said he is still opposed to this. He doesn't think there is a problem that needs to be solved and it will make it more difficult to get a quorum if one is needed. Commissioner Smith stated we are always constantly improving our processes and procedures in what we do in life. He provided examples and said he sees this as refining what we have and making progress. Commissioner Pate explained they are trying to make the quorum consistent with the general statute.

The motion passed by a 3 – 1 vote with Mayor Pro Tem Dyer and Commissioners Pate and Smith voting for the motion and Commissioner Myers voting in the negative.

DISCUSSION AND POSSIBLE ACTION ON THE BOARD OF COMMISSIONERS' VACANCY

The Board voted by ballot and selected Robert Brown. Votes were as follows: Robert Brown – Mayor Pro Tem Dyer and Commissioners Pate and Smith; Maria Surprise – Commissioner Myers.

Town Clerk Finnell presented the oath of office to Robert Brown.

DISCUSSION AND POSSIBLE ACTION ON AGREEMENT BETWEEN THE TOWN AND MCGILL ASSOCIATES FOR PROFESSIONAL SERVICES (COMPREHENSIVE DESIGN PLAN FOR BLOCK Q, JORDAN BOULEVARD AND BRIDGE AREA)

Assistant Town Manager Ferguson stated last month the Board had a draft contract in their packets. The cost has been added for the Board's review tonight. Based on budget discussions, they are estimating that about \$8,000 worth of work will be completed this fiscal year and the rest will fall in next fiscal year.

Commissioner Smith asked about the Board's involvement in the process. Assistant Town Manager Ferguson detailed the process.

Motion by Mayor Pro Tem Dyer to approve McGill Associates' contract; second by Commissioner Smith; approved by unanimous vote.

PROPOSAL AND POSSIBLE ACTION TO INITIATE REQUEST FOR QUALIFICATIONS (RFQ)/REQUEST FOR PROPOSALS (RFP) PROCESS FOR ECONOMIC AND BUSINESS PLANNING SERVICES RELATED TO THE PIER PROPERTIES

Commissioner Smith said there are a lot of questions surrounding the pier and the financial portion. He said the Town needs to have something if we are going to try to obtain federal or state funding. He said this would be an opportunity to create an economic impact study that can be used to ask for assistance.

Motion by Commissioner Smith to initiate the RFP/RFQ process for the economic and business planning services. The Town could do one of three things or all three – an economic impact study, a long-term economic plan and/or a business and operations plan for the entire pier property.

The Board discussed if they are able to take action based on the wording of the agenda item.

Commissioner Smith removed his motion.

Motion by Commissioner Myers to change item 11 agenda topic to say proposal and possible action to initiate request for qualifications/request for proposals process for economic and

business planning services related to the pier property located at 441 Ocean Boulevard West; second by Commissioner Smith; approved by unanimous vote.

Motion by Commissioner Smith for the Board to initiate a RFQ/RFP process for economic and business planning services related to the pier property located at 441 Ocean Boulevard West, Holden Beach, otherwise known as the Holden Beach Fishing Pier; second by Commissioner Brown.

The Board discussed if it would be a RFQ or RFP. Town Manager Chadwick said it would be a RFQ. The Board discussed how to proceed. Commissioner Pate said they need clarification on exactly what they would want someone to do. She thinks the Town needs a plan. Mayor Pro Tem Dyer isn't opposed to the idea, she thinks it is premature at this time. She thinks there is too much up in the air until the Town receives the results of the underwater inspection. Commissioner Smith said this could be working in the background while the Board determines what the pier would look like. He provided details on how his proposal could assist the process of moving forward with the pier. The budget process was discussed. Commissioner Pate agreed there needs to be an economic impact study; she is just questioning the timing. Commissioner Smith said he spoke with Representative Miller and he indicated something like this would help the Town. He doesn't want to lose the opportunity for state funding by waiting to start the process. Commissioner Myers said the Town did have specifications for a pier. He said we had an engineering preliminary design for a pier, a not to exceed cost estimate and a funding plan. He said there seems to be a pivot and the Town is going down the path of repairing the pier. He said they have been told by the engineer that is a more expensive path. Commissioner Smith said this would be needed if it is repaired or replaced. Commissioner Pate said you need a business plan to know what you going to do. Commissioner Smith stated they can push back the economic impact study and work on the other two items. Town Manager Chadwick explained in order to create a plan you would need to know what kind of business the Board is looking at. How to move forward and the need to turn the Board's discussion into clear directions before moving forward was discussed. Waiting on the underwater survey results before moving forward was also discussed.

Commissioner Smith with Commissioner Brown in agreement withdrew his motion.

UPDATES AND DISCUSSION ON PROPOSED BUDGET FOR NEXT FISCAL YEAR

Town Manager Chadwick said he has a few updates since the last budget workshop. The Board tasked staff to research what increase would be needed for water fees for capital improvement needs. Staff is proposing an increase of \$3.50 on the base rate. Finance Director McRaney said the sewer capital fee will go down \$204 from last year. \$3.50 over 12 months is \$42 so it is still a net cost decrease, but it will do what we need operationally.

Town Manager Chadwick explained the Police Department would like to add four part time police officer positions. There won't be any extra costs from what is proposed in the current budget. He provided the reasons for this recommendation. Chief Barger provided additional information on how the part time positions would assist his department. He explained how vehicles would be accommodated within existing resources. Town Manager Chadwick said he

would like to discuss this at the June 4th meeting so we could move forward before the budget is approved. The Board was 100% in agreement to move forward with starting the process.

Town Manager Chadwick said we have discussed that next fiscal year will be the last payment for the Central Reach Project. Once the project is completed, we would be due back \$1.21 million. Assistant Town Manager Feguson explained that was for the county to hold in case the Town defaulted on our payments. Town Manager Chadwick stated we received word that we may receive the funds back sooner than anticipated. The Board needs to discuss what they would want to do. He reviewed options to move forward. The Board would prefer to wait until the check is in the hand before making a decision. Commissioner Myers wants to make sure we comply with the occupancy tax law when we receive the money back. Commissioner Smith would like to know if the \$1.2 million is restricted to the 2% or if those obligations have already been met. Town Manager Chadwick answered that we will need to investigate.

Commissioner Myers asked about the \$2.8 million that is proposed to be paid to the county for the biosolids project. Finance Director McRainey explained the amount is coming from the capital fund balance.

TOWN MANAGER'S REPORT – TOWN MANAGER CHADWICK

- Ocean Boulevard Stormwater – meeting is being coordinated between the Town, McGill and the Corps.
- Block Q Restrooms – restrooms are open.
- Block Q Stage Area – work is continuing, with the flooring being installed this week and hopefully the roofing next week.
- Halstead – work is completed and open to the public.
- Lockwood Folly Bend Widener Project- dredging is completed.
- Resilient Coastal Communities Program – the survey is on the Town's website to help identify potential projects. A blast was sent out yesterday.
- Canal Dredging – plans are being made to dredge canals next winter. Staff is continuing to work with the Corps on the cost of dredge spoil disposal.
- Pier Property – RFQ will be sent out in the next couple of days.
- Inlet Hazard Area – staff attended the recent CRC meeting and are actively involved in discussing possible changes. More information will be coming out.
- Paving – work is completed.
- DA 293 – Corps is conducting maintenance.
- Restroom Maintenance and Cleaning – staff is analyzing and making changes. Had more damage to property over the weekend.
- Beach Access Trash Receptacles – staff continues to monitor the receptacles since the change and continues to monitor the beach strand for excess garbage.
- Tax Laws – staff continues to monitor proposed changes on the state level. Staff has composed letters to Senator Rabon and Representative Miller concerning this issue.
- Attorney Request for Proposals – had one response on the first round. We solicited responses twice. Board will discuss in the future.

PUBLIC COMMENTS ON GENERAL ITEMS

Will Carter provided feedback on moving forward with the pier.

Rick McInturf explained the HB Alliance is going to set up a free event July 4th weekend.

Rich Massey invited the Board and staff to get a free hotdog.

MAYOR'S COMMENTS

- This Sunday is the first concert of the year, Special Occasion Band.
- May 20th begins the day you can't have dogs on the beach between 9:00 a.m. – 5:00 p.m. Dogs always have to be on a leash.
- Chapel Services will be at 8:30 a.m. and 10:00 a.m. starting this Sunday.
- Public Safety Center ribbon cutting is June 11th at 1:00 p.m. Everyone is invited.
- Reminded property owners to make sure to have house numbers as required.

COMMISSIONERS' COMMENTS

Mayor Pro Tem Dyer

- Thanked everyone who interviewed for the open commissioner seat. It was pleasant to see that much interest and hard to pick. All candidates were well qualified. Please stay involved if you did not get picked. Wished Commissioner Brown good luck.
- Have a safe Memorial Day. Watch out for everyone.

Commissioner Pate

- The pier property is a concern and priority of hers. Said wouldn't do it at the expense of the Town's budget. Need to all get on the same page moving forward.
- Pleased to see the completion of the fire department on Sabbath Home Road. Looking forward to the day we have our own station on the island. It is a priority.
- Excited about the summer concert this Sunday and the progress of the new stage. Hoping this is the beginning of a lot of many projects we need to come to fruition.
- If in the inlet this weekend, be extra cautious. That is another issue we need to deal with. We are spending a lot of money for dredging. There has been a bill introduced for opening it up for hardened structures. If you have an interest in that, reach out to Senator Rabon or Representative Miller and tell them how you feel about that.
- Hopes you and your family have a safe and enjoyable Memorial Day. Keep in mind the real reason for celebrating it.

Commissioner Smith

- Thanked God for where he lives. Can't believe he lives at this beach every day.
- Is pleasantly surprised with the amount of citizens that live here and the ones who own houses here and live in other parts of North Carolina that are becoming engaged. People are lending their ears and providing opinions. Most of it is positive. Would love to hear from property owners.

- Explained that people can utilize 911 for emergencies and non-emergencies.
- Welcomed Commissioner Brown.

Commissioner Myers

- Welcomed Commissioner Brown.
- Thanked everyone for participating and getting involved.
- Hopes you have a wonderful Memorial Day weekend.

Commissioner Brown

- Thanked the Board for their support. Will need their guidance in the upcoming months and hopefully years. It is a wonderful opportunity to be able to serve.

ADJOURNMENT

Motion to adjourn at 6:46 p.m. by Mayor Pro Tem Dyer; second by Commissioner Myers; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com

Phone: 910-842-6707
Fax: 910-846-6907
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Calls For Service (May 2026)

Printed on June 4, 2026

Descriptions	Totals	
911 Hang Up (911HU)	2	2
Abandoned Vehicle	1	1
Alarm (SIG45 Signal 45)	10	10
Animal Bites or Attacks [Bravo]	1	1
Animal Carcass in the Roadway (10-86 x86)	1	1
Animal Control Call	11	11
Animal Control Call; Call By Phone (10-21Law x21L)	1	1
Assist Other Agency (Fire); Traffic Accident (Property Damage Only 10-50PD x50PD)	1	1
Attempt to Locate (ATL)	12	12
Call By Phone (10-21Law x21L)	20	20
Call By Phone (10-21Law x21L); Traffic Incident (Rollover) [Delta, HeavyR]	1	1
Call By Phone (10-21Law x21L); Welfare Check	1	1
Careless & Reckless (C&R)	3	3
Convulsions or Seizures [Charlie]	1	1
Crime in Progress (10-64 x64)	1	1
Debris in Roadway	1	1
Disabled Motorist (10-87 x87)	8	8
Disturbance or Disorderly Subject	4	4
Domestic Disturbance (10-82 x82)	1	1
Domestic Disturbance (10-82 x82); Missing or Abandoned Person	1	1

Descriptions	Totals	
Escort or Convoy (10-59 x59)	2	2
Falls [Alpha]; Welfare Check	1	1
Falls [Bravo]	2	2
Fireworks	1	1
Fireworks; Noise Complaint	1	1
Give Subject a Ride (10-5 x5)	2	2
Good Intent Call (Lift Assist)	1	1
Heart or AICD Problems [Charlie]	1	1
Hit and Run (Property Damage Only 10-54 x54)	2	2
Improperly Parked Vehicle (10-70 x70)	13	13
Investigation (Law)	1	1
Keys In Vehicle or Lockout	1	1
Lift Assist (No Injury) [Alpha]; Assist Other Agency (Law) (10-77 x77)	1	1
Lost or Found Property	6	6
Meet with Complainant (10-83 x83)	12	12
Meet with Subject or Officer (10-25 x25)	6	6
Missing or Abandoned Person	1	1
Noise Complaint	9	9
Noise Complaint; Call By Phone (10-21Law x21L)	1	1
Open Door	2	2
Open Door; Special Check - Business - Residence (10-79 x79)	1	1
Sick Person [Alpha]	1	1
Single Residential Fire Alarm [Bravo]	3	3

Descriptions	Totals	
Special Check - Business - Residence (10-79 x79)	417	417
Special Check - Business - Residence (10-79 x79); Alarm (SIG45 Signal 45); Open Door	1	1
Special Operations Assignment (Signal 55 SIG55)	2	2
Stopping Vehicle (10-61 x61)	57	57
Stroke or TIA [Charlie]	2	2
Structure Fire (Odor of Smoke Only) [Delta]	1	1
Suspicious Vehicle or Subject (10-60 x60)	11	11
Suspicious Vehicle or Subject (10-60 x60); Call By Phone (10-21Law x21L)	1	1
Take Written Report (10-92 x92)	2	2
Take Written Report (10-92 x92); Special Check - Business - Residence (10-79 x79)	1	1
Traffic Incident [Bravo]	1	1
Trespassers	3	3
Unconscious or Fainting [Charlie]	2	2
Unit Busy at Location (10-6 x6)	2	2
Unknown Problem [Bravo]	1	1
Water or Sewer Problems	1	1
Welfare Check	2	2
	2	2
Totals	662	662



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State Citation (May 2026)

Printed on June 4, 2026

Date	Ticket #	Statutes/Charges	Style
05/01/26	J612254	20-111(2) - EXPIRED REGISTRATION CARD/TAG	SUV
05/02/26	J612255	20-7(A) - NO OPERATORS LICENSE	SUV
05/05/26	47J6786	20-154 - FAIL TO SIGNAL WHEN TURNING	Car
05/10/26	731J759	20-111(2) - CANCL/REVOK/SUSP CERTIF/TAG	SUV
05/19/26		20-183.2 - INSPECTION VIOLATION; 20-111(2) - EXPIRED REGISTRATION CARD/TAG	
05/21/26	J612256	20-7(A) - NO OPERATORS LICENSE	Truck
05/22/26	J262103	20-111(2) - CANCL/REVOK/SUSP CERTIF/TAG	SUV
05/23/26	J779154	20-138.7(A) - OPEN CONT AFTER CONS ALC 1ST	Low Speed Vehicle
05/23/26	J779153	20-141(M) - FAILURE TO REDUCE SPEED	Car
05/23/26	96J5909	20-7(A) - NO OPERATORS LICENSE	SW - Station Wagon
05/23/26	96J5911	20-141(A) - SPEED FASTER THAN REASONABLE	Truck
05/23/26	J779152	20-135.4(d) - Alter Suspension of Motor Vehicle	SW - Station Wagon
05/23/26	96J5910	20-135.4(d) - Alter Suspension of Motor Vehicle	Truck
05/24/26	96J5913	20-127(D) - WINDOW TINTING VIOL; 20-140.2 - OVERLOADED/OVERCROWDED VEHICLE; 20-137.1 - FAIL TO SECURE PASSENGER UNDER 16	Car
05/24/26	96J5912	20-135.4(d) - Alter Suspension of Motor Vehicle	SW - Station Wagon
05/24/26	47J6787	20-141(J1) - SPEEDING	SUV
05/28/26	731J761	20-111(1) - DRIVE/ALLOW MV NO REGISTRATION	

Date

Ticket #

Statutes/Charges

Style

Total Records: 17



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Ordinance Violations (May 2026)

Printed on June 4, 2026

Date	Citation/Warning	Ordinance	Style
05/22/26	Warning	Parking - Within 40ft of Intersection/Cul-De-Sac	SUV
05/23/26	Warning-Compliant	Parking - Roadway/Travel Lane	
05/27/26	Citation	Parking - No Parking Zones (All Other)	Van

Total Records: 3



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HBPD Monthly Report (May 2026)

Reported	Case Number	Address	Offenses
05/05/26 07:48	HBP26-00030	629 OCEAN BLVD W	14-54(B) - BREAKING OR ENTERING (M)
05/07/26 12:58	HBP26-00031	384 OCEAN BLVD W	14-72(A) - MISDEMEANOR LARCENY; 14-159.13 - SECOND DEGREE TRESPASS; 14-127 - INJURY TO REAL PROPERTY
05/19/26 10:22	HBP26-00032	147 OCEAN BLVD W	WARRANT SERVICE; 20-183.2 - INSPECTION VIOLATION; 20-111(2) - EXPIRED REGISTRATION CARD/TAG
05/20/26 09:08	HBP26-00033	HIGHPOINT ST /	Dog Bite
05/23/26 10:35	HBP26-00034	1096 OCEAN BLVD W	LOST/FOUND PROPERTY
05/25/26 01:42	HBP26-00035	441 OCEAN BLVD W	WARRANT SERVICE; WARRANT SERVICE
05/25/26 10:36	HBP26-00036	893 OCEAN BLVD W	Dog Bite
05/28/26 11:54	HBP26-00037	FERRY RD / OCEAN	14-160 - INJURY TO PERSONAL PROPERTY

Total Records: 8

Permit Report

05/01/2026 - 05/31/2026

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
5/1/2026	260318	Mechanical	7,790	\$100.00	\$100.00
5/1/2026	260319	Mechanical	9,410	\$100.00	\$100.00
5/1/2026	260320	Mechanical	7,230	\$100.00	\$100.00
5/1/2026	260321	Mechanical	10,000	\$100.00	\$100.00
5/1/2026	260322	Zoning	25	\$25.00	\$25.00
	260323	Zoning	50	\$50.00	\$50.00
5/4/2026	260324	Electrical	1,700	\$175.00	\$175.00
5/4/2026	260325	Repair	12,000	\$133.00	\$133.00
5/4/2026	260326	Swimming Pool	75,000	\$1,950.00	\$1,950.00
5/5/2026	260327	Zoning	50	\$50.00	\$50.00
5/5/2026	260328	Zoning	10,296	\$50.00	\$50.00
5/5/2026	260329	Electrical	1,000	\$175.00	\$175.00
5/5/2026	260330	Mechanical	23,940	\$200.00	\$200.00
5/5/2026	260331	Mechanical	8,430	\$100.00	\$100.00
5/5/2026	260332	Walkway	39,140	\$377.26	\$377.26
5/6/2026	260333	Repair	358,200	\$3,698.80	\$3,698.80
5/6/2026	260334	Mechanical	16,956	\$200.00	
5/6/2026	260335	Zoning	50	\$50.00	\$50.00
5/6/2026	260336	Zoning	50	\$50.00	\$50.00
5/7/2026	260337	Single Family Construction	1,367,000	\$8,723.89	\$8,723.89
5/7/2026	260338	Swimming Pool	63,870	\$799.83	\$799.83
5/7/2026	260339	Zoning	50	\$50.00	\$50.00
5/7/2026	260340	Electrical	1,023	\$100.00	\$100.00
5/7/2026	260341	Zoning	25	\$25.00	\$25.00
5/7/2026	260342	Swimming Pool	60,160	\$766.44	\$766.44
5/7/2026	260343	Repair	10,000	\$125.00	\$125.00
5/8/2026	260344	Bulkhead	24,230	\$243.07	\$243.07
5/8/2026	260345	Bulkhead	38,000	\$367.00	\$367.00
5/8/2026	260346	Repair	8,000	\$175.00	\$175.00
5/8/2026	260347	Mechanical	7,276	\$100.00	\$100.00
5/11/2026	260348	Zoning	50	\$50.00	\$50.00
5/11/2026	260349	Mechanical	15,000	\$100.00	\$100.00
5/11/2026	260350	Mechanical	9,250	\$100.00	\$100.00
5/11/2026	260351	Repair	6,000	\$125.00	\$125.00
5/12/2026	260352	Renovation	300,000	\$7,206.93	\$7,206.93
5/12/2026	260353	Bulkhead	23,600	\$237.40	\$237.40
5/12/2026	260354	No Permit Required	34,060		
5/12/2026	260355	Mechanical	9,290	\$100.00	\$100.00

5/12/2026	260356	Mechanical	8,590	\$100.00	\$100.00
5/13/2026	260357	Repair	32,000	\$313.00	\$313.00
5/13/2026	260358	Electrical	15,000	\$100.00	\$100.00
5/13/2026	260359	Repair	31,897	\$312.07	\$312.07
5/13/2026	260360	Addition	5,000	\$125.00	\$125.00
5/13/2026	260361	Single Family Construction	1,499,800	\$12,766.88	\$12,766.88
5/13/2026	260362	Electrical	1,500	\$175.00	\$175.00
5/13/2026	260363	Electrical	3,700	\$175.00	\$175.00
5/14/2026	260364	Repair	2,100	\$125.00	\$125.00
5/14/2026	260365	Repair	15,000	\$160.00	\$160.00
5/14/2026	260366	Repair	15,000	\$360.00	\$360.00
5/15/2026	260367	Repair	8,000	\$125.00	\$125.00
5/15/2026	260368	Walkway	15,000	\$160.00	\$160.00
5/18/2026	260369	Mechanical	18,360	\$200.00	\$200.00
5/18/2026	260370	Mechanical	7,470	\$100.00	\$100.00
5/19/2026	260371	Walkway	3,000	\$125.00	\$125.00
5/19/2026	260372	Zoning	0		
5/19/2026	260373	Addition	20,000	\$205.00	\$205.00
5/19/2026	260374	Zoning	25	\$25.00	\$25.00
5/19/2026	260375	Zoning	25	\$25.00	\$25.00
5/19/2026	260376	Zoning	25	\$25.00	\$25.00
5/20/2026	260377	Zoning	0	\$50.00	\$50.00
5/20/2026	260378	Electrical	4,000	\$100.00	
5/20/2026	260379	Mechanical	11,000	\$100.00	\$100.00
5/20/2026	260380	Mechanical	9,160	\$100.00	\$100.00
5/20/2026	260381	Mechanical	7,990	\$100.00	\$100.00
5/20/2026	260382	Mechanical	12,900	\$100.00	\$100.00
5/21/2026	260383	Zoning	50	\$50.00	\$50.00
5/21/2026	260384	Mechanical	8,885	\$100.00	\$100.00
5/21/2026	260385	Mechanical	8,000	\$100.00	\$100.00
5/21/2026	260386	Mechanical	5,950	\$100.00	\$100.00
5/21/2026	260387	Mechanical	10,635	\$100.00	
5/27/2026	260388	Swimming Pool	75,000	\$1,960.00	\$1,960.00
5/27/2026	260389	Repair	8,220	\$125.00	\$125.00
5/27/2026	260390	Mechanical	15,000	\$200.00	
5/28/2026	260391	Mechanical	8,000	\$300.00	\$300.00
5/29/2026	260392	Zoning	0	\$50.00	\$50.00
5/29/2026	260393	Repair	35,650	\$345.85	\$345.85
5/29/2026	260394	Mechanical	13,300	\$200.00	\$200.00
5/29/2026	260395	Addition	21,000	\$264.00	
5/29/2026	260396	Bulkhead	15,000	\$160.00	\$160.00
5/29/2026	260397	Cargo Lift	15,958	\$318.62	
5/31/2026	260398	Mechanical	9,000	\$100.00	
5/31/2026	260399	Mechanical	8,490	\$100.00	
5/31/2026	260400	Mechanical	9,940	\$100.00	
5/31/2026	260401	Mechanical	9,350	\$100.00	

5/31/2026	260402	Mechanical	8,920	\$100.00	
5/31/2026	260403	Mechanical	9,670	\$100.00	
			\$4,600,761.00	\$48,304.04	\$46,521.42

PERMIT SUMMARY REPORT

COMMERCIAL

Count 1
Total Fees \$100.00
Fees Paid \$100.00
Total Project Cost \$15,000.00

RESIDENTIAL

Count 85
Total Fees \$48,204.04
Fees Paid \$46,421.42
Total Project Cost \$4,585,761.00

TOTAL

Count 86
Total Fees \$48,304.04
Fees Paid \$46,521.42
Total Project Cost \$4,600,761.00

ACTIVE NEW HOME PERMITS = 22
OTHER ACTIVE PERMITS= 404
PERMITS ISSUED OVER \$30,000 = 89 (AMOUNT INCLUDED IN ACTIVE TOTAL)
PERMITS ISSUED OVER \$100,000 =5 (AMOUNT INCLUDED IN ACTIVE TOTAL)
PERMITS - SUBSTANTIAL IMPROVEMENTS = 2 (AMOUNT INCLUDED IN ACTIVE TOTAL)
PERMITS ISSUED WAITING PICK UP =40
TOTAL PERMITS= 466

PERMITS IN REVIEW= 6
CAMA ISSUED= 6
CAMA EXEMPTIONS= 5
ZONING ISSUED =17
NOTICE OF VIOLATIONS= 1
DELINEATIONS=4
CAMA SITE INPSECTIONS=12

PERMITS ISSUED THIS MONTH= 86
REINSPECTION FEES = \$675
PERMITS SERVICED FOR INSPECTIONS FROM 5/1/26-5/31/26= 118
TOTAL INSPECTIONS MADE= 398

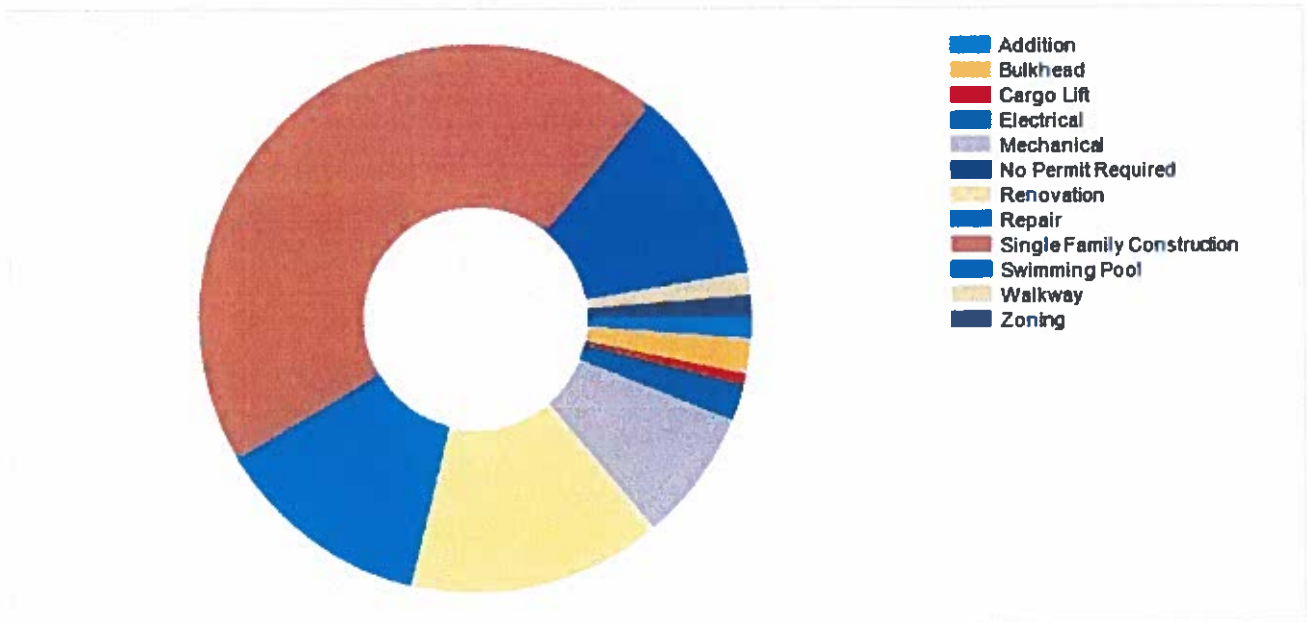


Permit Type Report

Permit Date
05/01/2026 to 05/31/2026

Description	Fees	Fees	Permits
Addition	\$594.00	594.00	3
Bulkhead	\$1,007.47	1,007.47	4
Cargo Lift	\$318.62	318.62	1
Electrical	\$1,000.00	1,000.00	7
Mechanical	\$3,800.00	3,800.00	31
No Permit Required	\$0.00	0.00	1
Renovation	\$7,206.93	7,206.93	1
Repair	\$6,122.72	6,122.72	13
Single Family Construction	\$21,490.77	21,490.77	2
Swimming Pool	\$5,476.27	5,476.27	4
Walkway	\$662.26	662.26	3
Zoning	\$625.00	625.00	16
Total	\$48,304.04	48,304.04	86

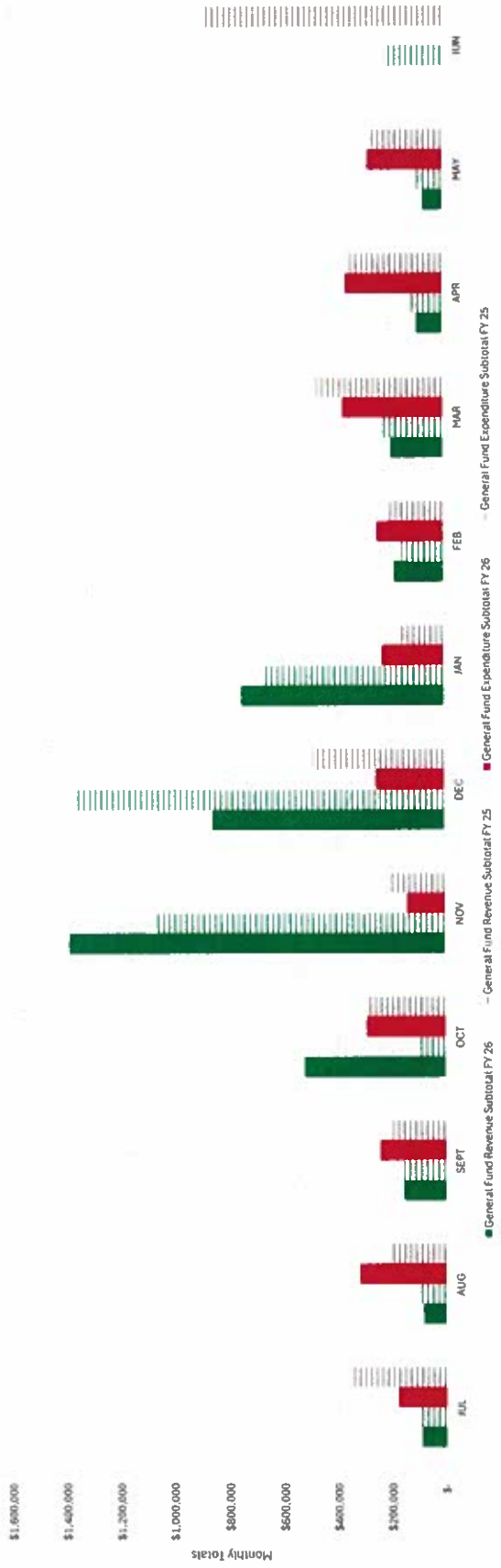
Fees Breakdown



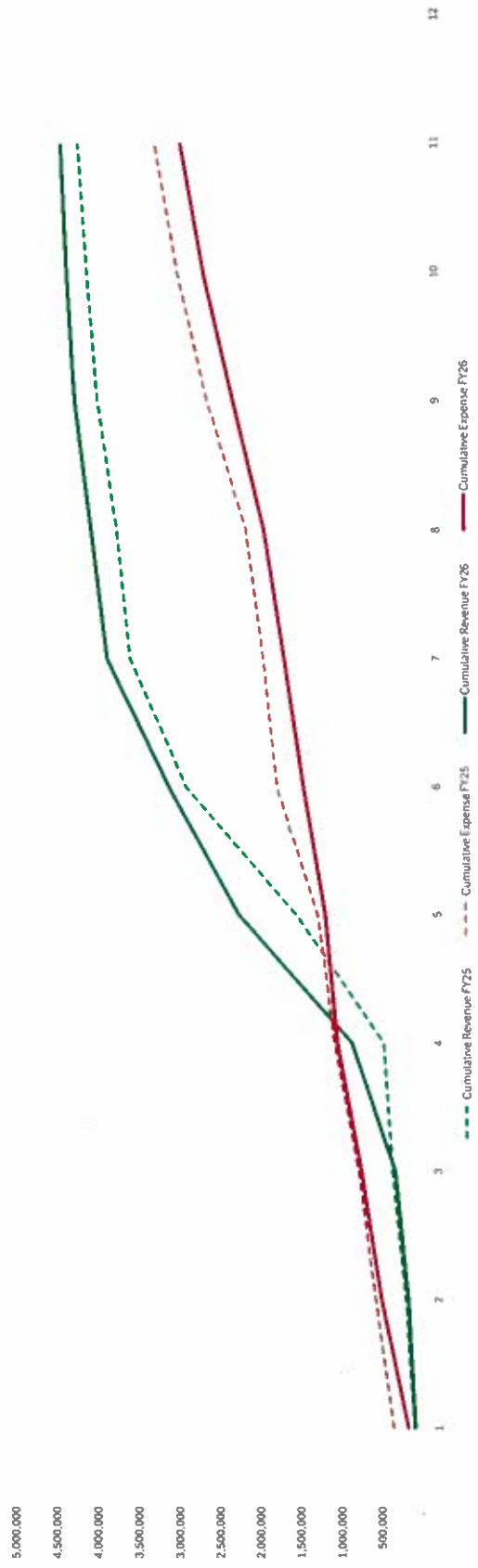
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Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	85,318	155,996	525,827	1,389,476	858,632	750,977	185,000	194,497	96,055	72,436	
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	100,037	1,073,329	1,361,352	677,885	156,355	229,150	125,464	107,649	216,414
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	293,810	141,605	255,842	229,972	247,207	375,385	363,211	280,797	
General Fund Expenditure Subtotal FY 25	399,130	216,065	209,110	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,829
Cumulative Revenue FY25	102,467	202,774	368,609	468,646	1,541,975	2,903,327	3,581,212	3,737,567	3,966,717	4,092,181	4,199,830	
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,294,661	1,776,179	1,940,214	2,146,340	2,617,662	2,979,595	3,256,312	
Cumulative Revenue FY26	92,175	177,483	333,489	859,316	2,248,792	3,107,424	3,858,401	4,043,401	4,237,898	4,333,953	4,406,389	
Cumulative Expense FY26	179,259	502,966	749,291	1,043,101	1,184,706	1,440,548	1,670,520	1,917,727	2,293,112	2,656,323	2,937,120	

GENERAL FUND



GENERAL FUND



Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	179,002	673,084	345,088	285,472	263,142	145,633	215,854	211,166	358,005
W/S Fund Revenue Subtotal FY 25	297,561	336,326	266,084	807,150	626,767	714,498	288,442	186,327	178,205	228,786	48,520	
W/S Fund Expenditure Subtotal FY 26	271,871	312,915	410,002	213,739	146,436	118,777	149,534	125,506	1,080,692	181,584	196,059	380,970
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,794	406,181	174,251	141,836	171,251	162,329	598,753	966,050	195,864	
Cumulative Revenue FY25	297,561	633,887	899,971	1,707,120	2,333,887	3,048,385	3,336,827	3,523,154	3,701,359	3,930,145	3,978,665	
Cumulative Expense FY25	334,838	669,011	973,805	1,379,985	1,554,237	1,896,073	1,867,324	2,029,653	2,628,406	3,594,456	3,790,320	
Cumulative Revenue FY26	333,945	684,655	954,687	1,133,689	1,806,773	2,151,860	2,437,332	2,700,474	2,846,107	3,061,961	3,273,127	
Cumulative Expense FY26	271,871	584,788	994,788	1,208,527	1,354,963	1,473,740	1,623,274	1,748,780	2,828,472	3,011,058	3,207,115	

Water/Sewer Fund

\$1,200,000

\$1,000,000

\$800,000

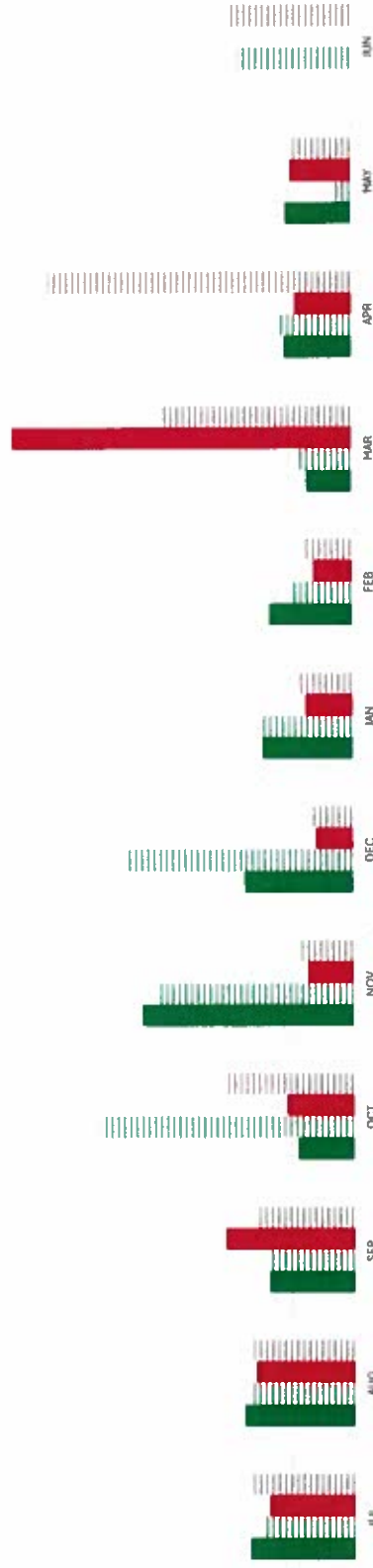
\$600,000

\$400,000

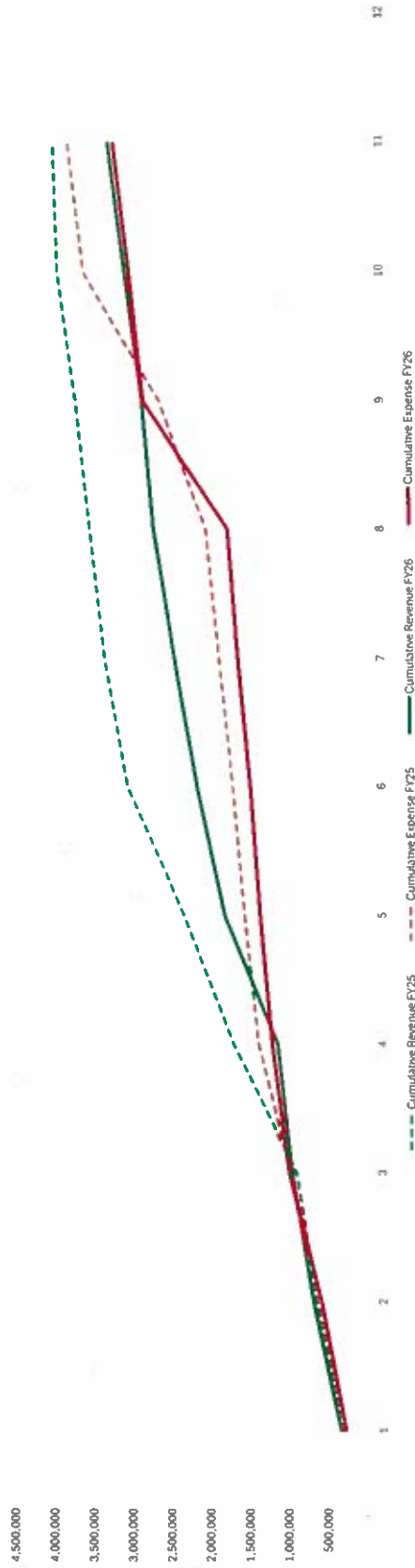
\$200,000

\$0

Monthly Totals

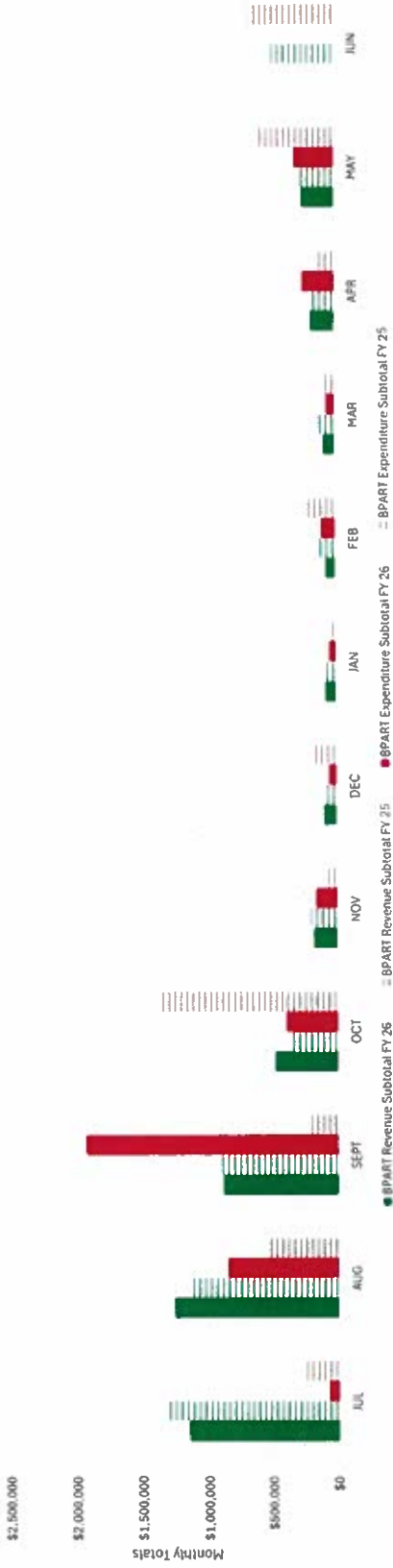


WATER/SEWER FUND

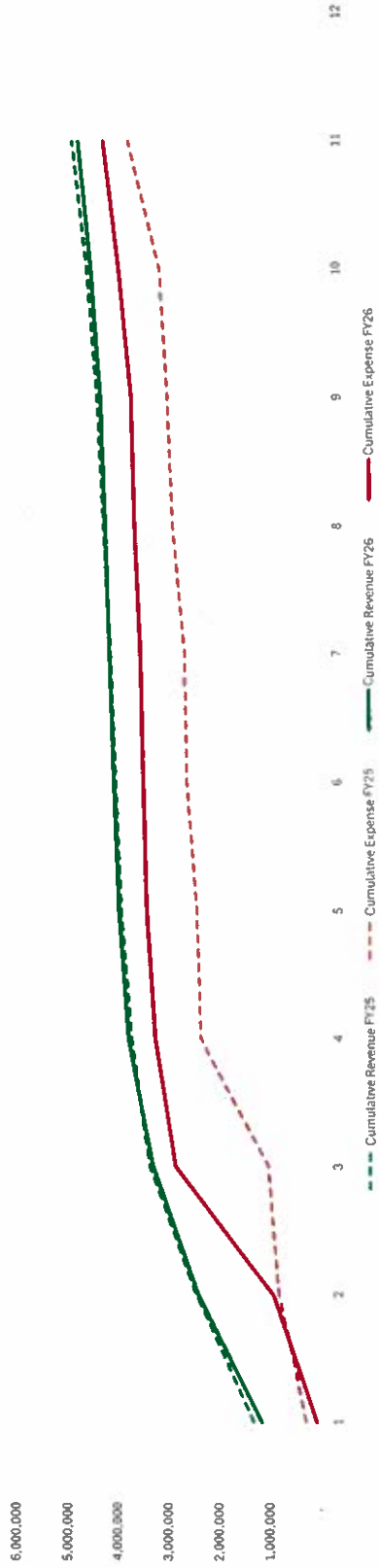


Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	182,860	96,170	79,750	74,442	87,167	184,375	251,857	479,731
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	908,955	352,816	203,612	106,517	91,553	127,945	124,089	199,054	287,529	
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	395,087	160,330	55,713	50,680	105,256	62,654	246,867	308,417	657,700
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	1,352,762	71,478	183,444	35,007	228,562	100,385	145,428	607,028	
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	3,920,667	4,027,184	4,118,737	4,246,682	4,370,771	4,569,825	4,857,354	
Cumulative Expense FY25	278,616	811,327	1,018,390	2,371,152	2,442,630	2,626,074	2,661,081	2,889,643	2,990,028	3,135,456	3,742,484	
Cumulative Revenue FY26	1,152,401	2,413,827	3,297,819	3,778,981	3,961,841	4,058,011	4,137,761	4,212,203	4,299,370	4,483,745	4,735,602	
Cumulative Expense FY26	76,488	927,076	2,856,087	3,251,184	3,411,514	3,467,227	3,517,907	3,623,163	3,685,817	3,932,684	4,241,101	

BPART



BPART



Holden Beach Public Works Monthly Report

Date: 06/05/26

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

- **Access Showers:** Crew had two that we just repaired due to vandalism.
- **Vac Station repair:** Crew has been walking the island and identifying problem vac pits and making the necessary repairs.
- **Dirt streets:** Crew is going through and adding material and grading dirt streets.
- **Big Rock Fountain:** Crew repaired wiring and replaced the receptacle for the fountain and plan to install new lights in the coming days.
- **Mowing:** Mowing season is here; crew is mowing the island on a 3-week schedule right now. If we ever see some rain, we will do biweekly. Crew has been bushhogging overgrown areas blocking our view of the roadways.
- **Flushing:** Crew installed auto flushers at a couple of dead-end streets to help keep our chlorine levels in check.

b) Seasonal Prep

- **Mosquito Truck:** We had our sprayer calibrated and will begin spraying our complaint areas this week.

c) Water and Sewer

- **Water Meters:** Crew is actively going through a zero-consumption list and making sure meters are working properly and switching out bad meters.
- **Water Leaks:** We had only 1 water leak although it was a bad one under the Blvd. Crew got it done and repairs made in a timely manner.
- **Sewer Pits:** 0 new sewer service installed.

- **Service Calls:** Crew ran close to 55 service calls this month. This included calls just to speak with a customer or cut the water on and off, sewer pit calls, etc.
 - **Vac Stations:** Crew walked, visually inspected, and manually fired every pit on Station 1 area
 - **Meter rereads:** We only had 39 rereads this is the lowest I've seen it since being here.
-

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Meter Maintenance:** We are continuing to repair and replace meters in effort to get the reread numbers down.
- **Station 3:** There are still a few repairs needed at station 3 due to the car crashing into the transformer.

b) Upcoming Projects

- **Station 1:** We are looking to replace vacuum pumps in Station 1 (2 down @ to go) and re plumb the station as we go.
 - **We are currently in the process of getting air conditioning installed at Station 1, Contractor is about to begin and is hoping to be completed by the end of the month.**
-

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 of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 6/16/2026
FROM: Town Manager Chadwick

SUBMITTED 06/5/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Ordinance 26-03, The Revenues and Appropriations Ordinance for Fiscal Year 2026 – 2027

BACKGROUND/PURPOSE OF REQUEST: Ordinance 26-03 is presented for the Board's consideration. Highlights of the proposed budget include an ad valorem tax rate of fourteen cents per one hundred dollars; a part time officer program for the Police Department; and a \$3.50 increase on the water base rate to plan for future needs. The budget also takes into account a reduction in parking revenue predicated on the Board's discussion of allowing two months of free parking. An amendment to the fee schedule and a contract amendment with Otto Connect will be presented at a future meeting for the Board's consideration.

The suggested motion is to approve Ordinance 26-03.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: Approve ordinance.

TOWN MANAGER'S RECOMMENDATION: Approve ordinance.

ATTACHMENT: Ordinance 26-03

Ordinance 26-03
Town of Holden Beach Fiscal Year 2026/2027 Budget Ordinance

An Ordinance to appropriate revenues and authorize expenses for the Fiscal Year beginning 1 July 2026 and ending 30 June 2027. BE IT ORDAINED by the Board of Commissioners of the Town of Holden Beach North Carolina that revenues and expenses for the Fiscal Year 2026/2027 are authorized as set out below:

Part I: General Fund

REVENUES

An Ad Valorem Tax Rate of fourteen cents (\$.14) per one hundred dollars (\$100) at full valuation is levied for Fiscal Year 2026/2027.

CREDIT CARD SITE FEE GENERAL	5,000
AD VAL TAXES – CURRENT	3,421,653
AD VAL TAXES – PRIOR	20,000
VEHICLE TAXES	30,000
PNLTY & INT - AD VAL TAX	10,000
VEHICLE STICKERS	1,000
INTRST ON SAV & INVEST	100,000
TAX PMTS TO BE REFUNDED	100
MISCELLANEOUS	3,000
SIDEWALK DEPOSIT	500
HOUSE MOVING SECURITY DEP	2,000
BRIDGE FEE	200
PLUMBING SCREEN SALES	300
BLUE CAN HOME RECYCLING	65,854
DONATIONS	500
UTILITIES FRANCHISE TAX	230,000

SALES ON TELECOMM-UTIL FR	4,000
SALES TAX ON VIDEO PROGRM	37,000
BEER &/OR WINE TAX	3,000
POWELL BILL	50,000
DOT SWEEPING	31,480
LOCAL SALES & USE TAX	425,000
CAMA CONTRACT	2,800
COURT COSTS	200
PARKING VIOLATIONS	3,000
ORDINANCE VIOLATIONS	1,200
Mosquito Contract	4,000
BUILDING PERMITS	249,615
CAMA PERMITS	6,043
ZONING FEES	9,290
ELECTRICAL INSPECTION	35,382
MECHANICAL INSPECTION	35,550
PLUMBING INSPECTIONS	17,647
ADMINISTRATIVE FEE-INSP	5,000
HOMEOWNERS RECOVERY FUND	1,500
REINSPECTION FEE	9,148
SALES TAX REFUND	7,500
DEMOLISH PERMIT	2,000

SALE OF FIXED ASSETS	5,000
Transfers from SRF Canal Dredging	92,507
Fund Balance Appropriated	297,757
Direct Fed Stormwater Corps	1,125,000
Total for Revenue	6,350,726

EXPENSES

Governing Body

SALARIES - MAYOR AND COMMISSIONERS	7,800
PROFESSIONAL SERVICES	185,000
GOVERNING BODY - FICA	599
COMMUNICATIONS	7,644
PUBLIC RELATIONS	4,500
COMMUNITY EVENTS	1,500
TRAVEL	20,000
HURRICANE PREPARATION	2,600
ADVERTISING	2,500
AB-ADVERTISING MEETINGS	500
HOLDEN BEACH FLAG	500
AB-SUPPLIES & MATERIALS	5,000
NEW TOWN HALL DEBT SERVICE	191,954
New Town Hall Ops, Maint and Repair	100,000
CONTRIBUTIONS	8,750
Total	538,847

Administration Expenses

SALARIES	459,036
SALARIES - OVERTIME	5,291
FICA	35,521
GROUP INSURANCE	87,697
RETIREMENT	70,113
401K EMPLOYERS MATCH	20,716
COMMUNICATIONS	52,000
SOFTWARE	25,000
TRAVEL & TRAINING	10,000
ADVERTISING	1,000
DEPT SUPPLIES & MATERIALS	8,000
UNIFORMS	1,000
REWARDS AND WELLNESS PRGR	2,000
SAFETY PROGRAMS ALL DEPTS	1,500
CONTRACTED SERVICES	26,000
DUES & SUBSCRIPTIONS	4,000
INSURANCE & BONDS	155,000
EQUIPMENT	28,500
DEBT INTEREST	7,313
Total	999,687

Police Expenses

SALARIES	875,300
SALARIES - OVERTIME	65,000
FICA	72,953
GROUP INSURANCE	174,751
RETIREMENT	160,791
PD EMPLOYER'S 401K CONTRIBUTION	47,015
COMMUNICATIONS	15,000
DUES & SUBSCRIPTIONS	41,000
TRAVEL & TRAINING	30,000
COMMUNITY WATCH	3,500
M & R - EQUIPMENT	8,500
M & R - VEHICLES	10,000
Federal L.E.S.S.	10,000
GAS, OIL & TIRES	40,000
DEPT SUPPLIES & MATERIALS	6,000
UNIFORMS	20,000
POLICE INOCULATIONS/HEALTH	10,000
EQUIPMENT	20,000
CAP OUTLAY- VEHICLES&EQUIP	231,155
Total	1,840,965

Planning and Inspections Expenses

SALARIES	295,490
SALARIES OVERTIME	6,500
FICA	23,102
GROUP INSURANCE	63,546
RETIREMENT	45,601
401K EMPLOYERS MATCH	14,138
COMMUNICATIONS	17,580
PRINTING	3,000
TRAVEL & TRAINING	10,000
M & R - VEHICLES	4,000
ADVERTISING	2,000
GAS, OIL & TIRES	8,000
DEPT SUPPLIES & MATERIALS	7,000
BUILDING INSP - UNIFORMS	2,500
CONTRACTED SERVICES	16,000
DUES & SUBSCRIPTIONS	2,500
HOMEOWNERS' RECOVERY FUND	1,300
EQUIPMENT PURCHASE	7,500
Total	529,757

Public Works, Buildings, Grounds and Streets Expenses

SALARIES	98,635
SALARIES OVERTIME	3,500
PROFESSIONAL SERVICES	10,000
FICA	7,813
GROUP INSURANCE	23,830
RETIREMENT	15,422
401K EMPLOYERS MATCH	4,791
UTILITY - STREET LIGHTS	50,000
BUILDINGS UTILITY PAYMENT	1,250
TRAVEL	500
BLDINGS&GROUNDS MAINT/SUP	33,572
M & R EQUIPMENT	15,000
M & R VEHICLES	4,000
MAINT & REP STREETS	59,480
MAINT & REPAIR BULKHEADS	70,000
STREET DRAINAGE PROJECTS	1,500,000
STREET SIGN REPLACEMENT	3,500
ADVERTISING	150
GAS, OIL & TIRES	12,500
DEPT SUPPLIES & MATERIALS	5,000
UNIFORMS	800
STREET PAVING PROJECTS	95,580

SIDEWALK MAINTENANCE 12,000

CAPITAL OUTLAY VEH&EQU 172,000

Total 2,199,323

Sanitation Expenses

SALARIES	64,387
SALARIES OVERTIME	5,600
FICA	5,354
GROUP INSURANCE	19,858
RETIREMENT	10,568
401K EMPLOYERS MATCH	3,573
TRAVEL & TRAINING	2500
MAINT & REPAIRS EQUIPMENT	300
DEPT SUPPLIES & MATERIALS	23,000
SANITATION UNIFORMS	1500
CONTRACTED SERVICES	40,049
BLUE CAN RECYCLING	64,958
SOLID WASTE TIPPING FEES	500

Total	242,147
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PART II. WATER & SEWER FUND

Revenues

CREDIT CARD SITE FEE WATER	2,500
INTEREST ON INVESTMENTS	7,000
RENTS & CONCESSIONS	118,000
ADMINISTRATIVE FEES WATER	10,000
SEWER CAPACITY CHARGE	130,000
SALES TAX REFUND WATER	35,000
WATER CAPACITY CHARGE	60,000
WATER USE CHARGES	1,401,818
SPECIAL CHARGES FOR UTIL	300
Irrigation Meter Reinspection	26,000
SEWER USE CHARGES	1,014,157
TAP & CONNECTION FEES	110,000
RECONNECTION FEES	500
PNLTY & INTRST - BILLINGS	14,000
Total for Revenue	2,929,275

Water & Sewer Administration Expenses

SALARIES	51,537
SALARIES- OVERTIME	805
FICA	4,004
GROUP INSURANCE	15,886
RETIREMENT	7,904
401K EMPLOYERS MATCH	2,200
COMMUNICATIONS	67,363
PRINTING	4,000
TRAVEL & TRAINING	5,000
M & R - EQUIPMENT	4,000
DEPT SUPPLIES & MATERIALS	1,200
CONTRACTED SERVICES	6,000
DUES & SUBSCRIPTIONS	6,400
TOTAL	176,299

Water & Sewer Operation Expenses

SALARIES	215,551
SALARIES-OVERTIME	10,388
PROFESSIONAL SERVICES	42,500
Professional Services Irrigation Inspect	25,900
FICA	17,284
GROUP INSURANCE	55,603
RETIREMENT	34,117
401K EMPLOYERS MATCH	4,811
COMMUNICATIONS	4,250
UTILITIES	4,000
UTILITIES-PUMPING STATION	77,000
TRAVEL	2,000
M & R WATER TANK	22,400
M & R EQUIPMENT	15,000
OPERATION & MAINT VAC SYS	49,500
M & R VEHICLES	5,000
M & R WATER SYSTEM	120,000
GAS, OIL & TIRES	15,000
DEPT SUPPLIES & MATERIALS	5,000
O&M VACUUM STATIONS	235,036

METERS (NEW CONSTRUCTION)	70,000
UNIFORMS	4,000
CONTRACTED SERVICES	50,000
PURCHASES FOR RESALE	962,625
COUNTY O&M CHARGE SEWER	318,511
CAPITAL OUTLAY-VALVE PITS	65,000
CAPITAL OUTLAY_Vehicles	55,000
AVAILABLE FOR APPROPRIATION	15,000
CONTRIBUTION TO CRF WATER	60,000
CONTRIBUTION TO CRF SEWER	130,000
EOC Ops, Maint and Repair	62,500
Ops TOTAL	2,752,976
Total expenditure	2,929,275

PART III. Water and Sewer Capital Charge Fund

A sewer capital fee of \$218 per developable property within the corporate limits of the Town of Holden Beach is authorized for the payment of debt service to fulfill the Town's sewer capital obligations. Said fee is to be billed concurrently with ad valorem property taxes and collected in accordance with applicable North Carolina General Statutes.

REVENUES

CAPITAL CHARGES CTY-SEWER	699,098
Fund Balance Appropriated	2,830,013
Total for Revenue	3,529,111

EXPENSES

CTY CAPITAL COSTS SEWER	481,786
DEBT INTEREST	68,798
DEBT SERVICE SEWER	148,514
BIOSOLIDS PROJECT	2,830,013
Total for EXPENSE	3,529,111

PART IV. BEACH, PARKS, ACCESS, RECREATION, TOURISM (BPART) FUND

REVENUES

CREDIT CARD SITE FEE BPART	250
ACCOM TAX	4,100,000
BRUNSWICK CO REFUND CRP	39,240
ACCOMMODATIONS TAX PENLTY	500
INTEREST ON INVESTMENTS	60,000
BPART CAP RES INTEREST	100
441 OBW RENTS	22,000
MISCELLANEOUS BPART	15,000
RECREATION PROGRAMS	14,000
SALES TAX REFUND	2,000
PARKING REVENUE	725,000
OFF STREET PARKING	101,500
Total for Revenue	5,079,590

EXPENSES

TRANSFER COUNTY ACCOM TAX	673,084
DEBT SERVICE CENTRAL REACH	1,200,000
SALARIES - RECREATION	126,386
FICA - RECREATION	9,669
Group Insurance	15,886
RETIREMENT REC	19,084
401K EMPLOYERS CONTRIBUTION	3,020
INTERNSHIP	6,240
PROFESSIONAL SERVICES	71,000
WARD & SMITH	98,000
PROFESSIONAL SRV-MAINLAND	2,000
PROFESSIONAL SERVICES- BEACH	30,000
Recreation Programs	12,500
Beautification Club	13,300
Jordan Blvd Ops, Mx and Repair	42,000
Park and Rec Utilities	1,750
Dog Park	750
COMMUNICATIONS	12,500
Gas Oil and Tires	12,000
Starfish Fire Substation Ops, Mx, Rpr	308,000
TRAVEL & TRAINING	22,000
PUBLIC REST ROOMS	63,500

BEACH EQUIPMENT MAINTENAN	1,000
BEACH VEGETATION	30,000
SHORELINE MONITORING	30,000
DEBRIS REMOVAL	10,000
FESTIVAL & SECURITY	3,000
CONCERTS	45,000
HOLDEN BEACH PROMOTION	50,000
CONTRIBUTIONS BPART	5,000
ACCESS & RECREATION	191,000
ADA PROJECTS	50,000
WASTE IND 2ND PICK-UP	142,944
SAND FENCE PROJECT	30,000
POCKET PARK 628OBW	500
HALSTEAD PARK	5,000
Rothschild Davis Park	75,000
CONCERT VENUE	10,000
BLOCK Q PROJECTS	20,000
BLOCK Q PROFESSIONAL SERVICES	65,000
441 PROFESSIONAL SERVICES	250,000
441 UTILITIES & INSURANCE	47,000
DEBT SERVICE 441 OBW	191,072
DEBT INTEREST	82,955
SALARIES BEACH PROJECT	85,310

OVERTIME - BEACH PROJECT	6,853
FICA BEACH PROJECT	7,050
RETIREMENT BEACH PROJECT	13,917
401K EMPLOYERS BEACH PRJT	4,364
Group Insurance Beach Project	27,801
CONTRACT SERVICES SANITATION	118,000
BEACH RANGER SALARIES	22,000
BEACH RANGER SUPPLIES & EQUIPMENT & MAINTENANCE	30,000
BEACH RANGER GAS, OIL, TIRES	5,000
FICA	1,500
transfer to beach inlet crf	500,000
Available to Appropriate	180,655
Total	5,079,590

PART V. CANAL DREDGING FUND

In accordance with North Carolina General Assembly Session Laws 2004-104 as amended and 2005-90; as such, a canal dredging fee of \$400 per lot (per the Fiscal Year 2008/2009 assessment district resolution) for Holden Beach Harbor is hereby established for the Fiscal Year beginning 1 July 2026 and ending 30 June 2027.

HOLDEN BEACH HARBOR REVENUES

SRF HBH ASSESSMENTS	140,070
BALANCE FORWARD HBH	2,094,064
<hr/>	
Total	2,234,134
<hr/>	

HOLDEN BEACH HARBOR EXPENSES

SRF Administration - HBH	22,033
SRF Legal Fees - HBH	33,049
SRF Construction - HBH	1,652,474
SRF Surveying - HBH	110,165
SRF Permitting CAMA - HBH	55,082
SRF Permitting ACE & Other Agencies	44,066
SRF Designs - HBH	66,099
SRF Construct Docs, Plans, Specs - HBH	110,165
SRF Construct Management, Insp, Close - HBH	110,165
SRF Transfer to General Fund- HBH	30,836
<hr/>	
Total	2,234,134
<hr/>	

In accordance with North Carolina General Assembly Session Laws 2004-104 as amended and 2005-90; as such, a canal dredging fee of \$400 per lot (per the Fiscal Year 2008/2009 assessment district resolution) for Heritage Harbor is hereby established for the Fiscal Year beginning 1 July 2026 and ending 30 June 2027.

HERITAGE HARBOR REVENUES

SRF HH ASSESSMENTS	137,293
BALANCE FORWARD HH	1,476,641
<hr/>	
Total	1,613,934

HERITAGE HARBOR EXPENSES

SRF Administration - HH	15,831
SRF Legal Fees - HH	23,746
SRF Construction - HH	1,187,324
SRF Surveying - HH	79,155
SRF Permitting ACE & Other Agencies HH	31,662
SRF Permitting CAMA - HH	39,577
SRF Designs - HH	47,493
SRF Contract Docs, Plans, Specs - HH	79,155
SRF Construct Management, Insp, Closet - HH	79,155
SRF Transfer to General Fund- HH	30,836
<hr/>	
Total	1,613,934

In accordance with North Carolina General Assembly Session Laws 2004-104 as amended and 2005-90; as such, a canal dredging fee of \$390 per lot (per the Fiscal Year 2008/2009 assessment district resolution) for Harbor Acres is hereby established for the Fiscal Year beginning 1 July 2026 and ending 30 June 2027.

HARBOR ACRES REVENUES

SRF HA ASSESSMENTS	113,743
BALANCE FORWARD	1,290,663
<hr/>	
TOTAL	1,404,406

HARBOR ACRES EXPENSES

SRF Administration - HA	13,736
SRF Legal Fees - HA	20,604
SRF Construction - HA	1,030,179
SRF Surveying - HA	68,679
SRF Permitting CAMA - HA	34,339
SRF Permitting ACE & Other Agencies - HA	27,471
SRF Designs - HA	41,207
SRF Contract Docs, Plans, Specs - HA	68,679
SRF Construct Management, Insp, Close - HA	68,679
SRF Transfer to General Fund- HA	30,833
<hr/>	
Total	1,404,406

PART VI. CAPITAL RESERVE FUNDS

A. WATER CAPITAL RESERVE FUND

REVENUES

TRANSFER FROM CRF WATER	60,000
CRF WATER INTEREST	303,056
TOTAL FOR FUND	363,056

EXPENSES

CAP RES MISCELLANEOUS EXP	363,056
TOTAL FOR FUND	363,056

B. SEWER CAPITAL RESERVE FUND

REVENUES

TRANSFER FROM CRF SEWER	130,000
CRF SEWER INTEREST	675,440
TOTAL FOR FUND	805,440

EXPENSES

CAP RES MISCELLANEOUS EXP	805,440
TOTAL FOR FUND	805,440

C. BEACH AND INLET MANAGEMENT CAPITAL RESERVE FUND

REVENUES

CRF BEACH INTEREST	200,000
TRANSFER FROM OTHER FUNDS	500,000
BALANCE FORWARD	8,756,538
TOTAL FOR FUND	9,456,538

EXPENSES

CAP RES MISCELLANEOUS EXP	9,456,538
TOTAL FOR FUND	9,456,538

PART VII. TAX RATE

An Ad Valorem Tax Rate of fourteen cents (\$.14) per one hundred dollars (\$100) at full valuation is levied for Fiscal Year 2026/2027.

PART VIII. BUDGET ADMINISTRATION

This Budget Ordinance shall be the financial plan for the Holden Beach Municipal Government during the fiscal year beginning 1 July 2026 and ending 30 June 2027. The Board of Commissioners shall approve all reallocations of budgeted funds between Funds and may amend the Budget Ordinance at any time so long as the Budget Ordinance, as amended, satisfies the requirements of North Carolina General Statutes 159-8 and 159-13. The Budget Officer shall administer and shall insure operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. In accordance with North Carolina General Statute 159-15 and 26, the Budget Officer may reallocate budgeted funds within a Fund without limitation and shall establish/maintain an accounting system designed to show in detail the Town's assets, liabilities, equities, revenues and expenditures. The Town of Holden Beach ten-year Capital Improvement Plan is hereby incorporated and approved as presented at Attachment 1 and the Beach and Inlet Capital Improvement Plan at Attachment 2.

Effective Date and Approval.

This Ordinance is effective 1 July 2026 as adopted this 16th day of June 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

1 Atch: Town of Holden Beach Ten Year Capital Improvement Plan

2 Atch: Beach and Inlet Capital Improvement Plan

Attachment A

Capital Improvement Plan

	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35	Total Expenses
General Fund Expenses										
Streets Resurfacing:										
Swordfish, Tuna										
Lois, Lumberton	95,580									95,580
Charlotte, Heron Landing Wynd		112,482								112,482
Burlington, Gerda, Fayetteville			158,814							158,814
Greensboro				179,820						179,820
Cole S. Cole, Clippership					83,629					83,629
Ferry						120,344				120,344
UT Marker 55, Shell							86,400			86,400
Golden /Dune/Roger								120,000		120,000
Brunswick east									170,000	170,000
Stormwater Programs	1,500,000									1,500,000
Inspection Vehicle				55,000	55,000					110,000
Police Vehicle	232,000	189,000	189,000	199,000	199,000	209,000	209,000	220,000	220,000	1,866,000
Sanitation Dump Truck										
Excavator & Trailer		100,000								100,000
Backhoe	120,000									120,000
Streets/Sanitation truck		55,000								55,000
General Fund Expense Total	1,947,580	456,482	347,814	433,820	337,629	384,344	295,400	340,000	390,000	4,933,069
General Fund Revenue										
General Fund - Operating Revenues	822,580	456,482	347,814	433,820	337,629	384,344	295,400	340,000	390,000	3,808,069
Streets Assessment										
Direct Appropriations Fed/State	1,125,000									1,125,000
Stormwater FB Appropriation										
General Fund Revenue Total	1,947,580	456,482	347,814	433,820	337,629	384,344	295,400	340,000	390,000	4,933,069

Capital Improvement Plan

	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	FY 34/35	Total Expenses
Water and Sewer Expenses										
Lift Station 2 (Greensboro) Hazard Mitigation	200,000									200,000
Lift Station 1 Cooling	55,000		55,000		55,000		55,000		55,000	275,000
Truck				75,000	75,000	75,000	75,000	75,000		375,000
vac truck				25,150	25,200	25,250	25,300	25,350	25,400	226,800
FIRE HYDRANT REPLACEMENT										
Lift Station Genset replacement Program	25,000	25,050	25,100	25,150	25,200	25,250	25,300	25,350	25,400	340,000
Lift Station Genset replacement Program		85,000		85,000		85,000		85,000		340,000
Water and Sewer Fund Expense Total	280,000	110,050	80,100	185,150	155,200	185,250	155,300	185,350	80,400	1,416,800
Water and Sewer Revenue										
Water Sewer Fund - Operating Revenues	280,000	110,050	80,100	185,150	155,200	185,250	155,300	185,350	80,400	1,416,800
Fund Balance										
54 DEBT PROCEEDS										
EPA STAG										
STATE APPROPRIATION										
Water Capital Reserve Funds										
Water Sewer Fund - Revenues total	280,000	110,050	80,100	185,150	155,200	185,250	155,300	185,350	80,400	1,416,800

Beach Parks Access Rec Tourism Expenses												
Playground Equip./ Parks&rec facilities	85,000	175,000	70,000	85,000	70,000	75,000	50,000	50,000	25,000			685,000
Partf												
Walkways	150,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000	185,000			1,630,000
Public restroom				75,000								75,000
Sand Search	10,000											10,000
Block Q Development		200,000	100,000									300,000
concert venue	10,000											10,000
BPART vehicle			55,000									110,000
FIRE STATION	300,000											300,000
441 proffessional services	250,000											250,000
Lockwood Folly (Maintenance&Crossing)		383,096	83,096	250,000	83,096	383,096	83,096	250,000	83,096			1,598,576
BPART Total	805,000	943,096	493,096	595,000	393,096	643,096	318,096	485,000	293,096			4,968,576
Utah Parks Access Rec Tourism Revenue												
CAMA grant												
BPART Fund balance												
BPART Operating revenues	805,000	943,096	493,096	595,000	393,096	643,096	318,096	485,000	293,096			4,968,576
Beach&Inlet Management fund												
BPART TOTAL	805,000	943,096	493,096	595,000	393,096	643,096	318,096	485,000	293,096			4,968,576

Attachment B

BEACH INLET CIP	
PROJECT COST/15 YEARS	51,000,000
TOWNS SHARE=1/2 OF PROJECT COST	25,500,000

YEAR	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36	36/37	37/38	38/39	39/39
BEACH INLET CRF BALANCE	8,756,538	9,431,669	10,820,302	11,886,708	12,974,442	14,083,931	15,215,610	16,369,922	17,547,320	18,748,267	19,973,232	21,222,697	22,497,151	23,797,094
TRANSFER FROM GENERAL FUND														
TRANSFER FROM BPART	500,000													
CENTRAL REACH REFUND		1,200,000												
IN LIEU OF DEBT SERVICE			850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000	850,000
INTEREST 2%	175,131	188,633	216,406	237,734	259,489	281,679	304,312	327,398	350,946	374,965	399,465	424,454	449,943	475,942
TOTAL	9,431,669	10,820,302	11,886,708	12,974,442	14,083,931	15,215,610	16,369,922	17,547,320	18,748,267	19,973,232	21,222,697	22,497,151	23,797,094	25,123,036



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 6/16/2026

SUBMITTED 06/5/2026

FROM: Town Clerk Finnell (Chris Benton, Public Works Director & Daniel McRainey, Finance Director)

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Resolution 26-06, Resolution Amending the Holden Beach Fee Schedule (Water Base Rate and other fees)

BACKGROUND/PURPOSE OF REQUEST: Increased water revenues are needed to offset increased expenses. Based on research, comparative analysis of neighboring municipalities and feedback from the Board, an increase of \$3.50 is proposed, increasing the water base charge to \$26.22 per month. Other service fees as attached are proposed to be amended. The Holden Beach Fee Schedule needs to be updated to reflect the proposed changes.

The suggested motion is to approve Resolution 26-06.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: Approve resolution.

TOWN MANAGER'S RECOMMENDATION: Approve resolution.

ATTACHMENT: Resolution 26-06, Proposed Service Fees

RESOLUTION 26-06
RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE

WHEREAS, increased water revenues are needed to offset increased expenses; and

WHEREAS, based on research and comparative analysis of neighboring municipalities, an increase of \$3.50, increasing the water base charge to \$26.22 per month and the service fees as listed in the attached chart are proposed; and

WHEREAS, the Holden Beach Fee Schedule needs to be updated to reflect the proposed fees.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Town of Holden Beach, North Carolina does hereby amend the fee schedule to reflect the new water base charge of \$26.22 per month and other attached fees.

BE IT FURTHER RESOLVED, that these fees be effective beginning on July 1, 2026.

This the 16th day of June, 2026

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

SERVICE FEES		
	OLD	NEW
RETURNED PAYMENT FEE	\$0	\$35
APPLICATION FEE	\$0	\$50
LATE FEE	10%	10% OR \$10 MINIMUM
NON-PAYMENT OR CUT OFF FEE	\$50	\$50
RECONNECT	\$50	\$50/\$75 AFTER HOURS
RE-READ FEE (ONLY CHARGED IF ORIGINAL READ WAS CORRECT)	\$5	\$25
PREMISE VISIT FEE (INSPECTION ON CUSTOMER SIDE OF METER)	\$0	\$75
SUSPENSION OF SERVICE FEE	\$100	\$100



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 6/16/26

FROM: Town Manager Chadwick
Police Chief Barger

DATE SUBMITTED: 6/3/26

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Ordinance 26-04, An Ordinance Amending the Holden Beach Code of Ordinances, Title VII: Traffic Code

BACKGROUND/PURPOSE OF REQUEST:

- 1) To address concerns received from Otto Connect and observed by the police department about individuals taking advantage of the new parking spaces at the Block Q restroom for beach access.
- 2) To make a change in the ordinance to accommodate Board of Commissioners' future actions on when paid parking is required, based on an annual calendar.
- 3) In preparing this update, additional items were identified that should also be updated. Explanations are included in line with each recommendation.

The suggested motion is approve Ordinance 26-04.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY: YES NO N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Approve ordinance.

ORDINANCE 26-04
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
TITLE VII: TRAFFIC CODE

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Title VII: Traffic Code be amended as follows.

Section One: Replace Chapter 72 with the following:

Section

- 72.01 Definitions
- 72.02 Parking prohibited on public streets and rights-of-way
- 72.03 Parking authorized by permit only
- 72.04 Tow-away zones
- 72.99 Penalty

§ 72.01 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONSTRUCTION OR MAINTENANCE VEHICLE. Any vehicle, as defined herein, that is being used for any legitimate service to a private or public facility or residence. Private contractors' vehicles, delivery vehicles, animal assistance organization vehicles (excluding spectators) and any other vehicle with pre-authorization from the town or police, on a case-by-case basis, shall be considered construction or maintenance vehicles.

DAWN. A time one-half hour before sunrise.

DRIVEWAY. An area of the public right-of-way intended for ingress and egress to private residences and the parking thereof, or an area of the public right-of-way allowing ingress and egress to businesses and commercial properties open to public vehicular traffic.

DUSK. A time one-half hour after sunset.

FEE SCHEDULE. A separate document associated with this ordinance adopted by the Board of Commissioners which outlines the fees and annual calendar associated with the purchase of a parking permit. This document shall be available in the office of the Clerk.

FIRE LANE and/or EMERGENCY VEHICLE ACCESS. Any area marked with signage and/or other markings indicating the area is restricted to emergency vehicle parking and/or access only.

FULL-SIZE VEHICLE. Any registered vehicle as defined in this Chapter excluding those vehicles defined as low-speed vehicles herein. (The term/phrase is used later in the document)

HANDICAPPED AND/OR DISABLED VETERAN. Individuals with disabilities as determined by a medical practitioner in accordance with the Americans with Disability Act and all current federal guidelines and State laws.

HANDICAPPED PARKING SPACE. A parking space designated by signage for the exclusive use of individuals with disabilities as defined above. N.C.G.S. 20-36(e)(1) authorized vehicles displaying disabled veteran registration plates to utilize these spaces without a handicap placard.

LOADING ZONE. A specific area designated by signage for temporary parking to load or unload passengers and/or equipment.

LOW SPEED VEHICLE. A registered motor conveyance as defined in G.S. § 20-4.01(27)(g), a four-wheeled vehicle that is either electrically powered or propelled by a gasoline engine whose top speed is greater than 20 miles per hour but less than 25 miles per hour. (N.C.G.S. was updated to include electric and gas LSVs)

PARK or PARKING. The act of leaving any vehicle standing, whether attended or unattended, in a stationary position for any period of time, except when in obedience to traffic control devices when in the normal flow of vehicular traffic.

PEDESTRIAN CROSSWALK. Any area marked with signage and/or other markings designed to safety allow pedestrian foot traffic to cross the roadway.

PARKING PERMIT. An instrument, either physical or digital, authorizing the holder to park and/or occupy a designated parking area.

PUBLIC RIGHT-OF-WAY. An area or piece of land located on Town or State property reserved for unhindered public use or access. This area extends from the edge of the pavement or roadbed or travel lane to the edge of the property line.

SHORT-TERM PARKING AREA. A parking lot, space or other area designated by the Town as a location for short-term fee free parking. A designation for these purposes shall be indicated with installation of official signage indicating the allowed term and/or time restriction. (Allows designation of parking areas fee free for restroom facilities, etc.)

STREET or HIGHWAY. G.S. § 20-4.01(13) and (46) define a street and/or highway as the entire width between property or right-of-way lines of every way or place of whatever nature, when any part thereof is open to the use of the public as a matter of right for the purposes of vehicular traffic. The terms *highway* and *street*, and their cognates, are synonymous.

STREET INTERSECTION. The physical location in which two streets connect. A measurement from this location shall be from the right-of-way connection point of the streets closet to the adjacent private property line.

TRAILER. Any trailer required to be registered in accordance with North Carolina General Statutes shall be consider a vehicle as defined herein. Whether attached or not to a towing vehicle, for the purposes of parking, trailers shall be considered a separate vehicle.

VEHICLE. Any registered motor conveyance as defined in G.S. § 20-4.01, including but not limited to: passenger motor vehicles, commercial motor vehicles, recreational vehicles, electric vehicles, low speed vehicles, motorcycles, utility vehicles and mopeds.

§ 72.02 PARKING PROHIBITED ON PUBLIC STREETS AND RIGHTS-OF-WAY.

- (A) Parking shall be prohibited at all times within the corporate limits of the Town on all public streets, rights-of-way, and on Town owned property unless specifically authorized in this chapter.
- (B) Parking shall not be authorized in any of the following locations or the adjacent rights-of-way,
 - (1) Street intersections or adjacent right-of-way, within 40 feet.
 - (2) Any portion of the roadway, pavement or travel lane.
 - (3) Pedestrian crosswalks, sidewalks, or pedestrian access ways.
 - (4) Blocking access to driveways or mailboxes.
 - (5) Facing opposing traffic.
 - (6) Blocking or adjacent to fire hydrants and emergency beach accessways, within 15 feet, and blocking or within fire lanes.
 - (7) Designated handicapped or disabled veteran space without placard or registration plate.

(8) Designated electric vehicle charging space:

(a) With a vehicle other than one which is capable of being charged by the installed charging station for that space; or

(b) With any electric vehicle when not actively charging the vehicle. (It was identified through prior complaints that no enforcement authority was granted for this violation)

~~(8)~~**(9)** From 2:00 a.m. to 5:00 a.m. in all public authorized parking areas included in the table below.

PARKING PROHIBITED FROM 2:00 A.M. TO 5:00 A.M.	
Location	Parking Zone
792-788 Ocean Blvd. West	H20
441 Ocean Blvd. West	H28
Davis St.	H39
120 Davis St.	H40
Ferry St. (South)	H55
Holden St.	H55
Ranger St.	H56
Elizabeth St.	H58
220 Ocean Blvd. East	H60
Bendigo St.	H61

McCray St. (all zones)	H69, H70
Ocean Blvd. East	H64
Ave. A	H66
Ave. B	H67
Dunescape Dr.	H68
Ave. D	H71

- (C) When an authorized or permitted parking area's access is conspicuously and obviously restricted or blocked by signs, barricades, barrier tape or any other traffic control device(s), parking shall be prohibited for the duration of the time that area remains blocked.
- (D) Exceptions.
- (1) The prohibitions in subsection (A) (B) or (C) shall not apply to the temporary parking of any of the following:
- (a) Emergency or government vehicles.
 - (b) Public and private utility vehicles.
 - (c) Private vehicles, when being used during the provision of an emergency.
 - (d) Private vehicles, when being used for any other bona fide governmental purpose.
- (2) The prohibitions in subsection (A) shall not apply to the temporary parking of any of the following:
- (a) Private contractor or maintenance service vehicles while performing legitimate services on a specific permitted location, except:
- (1) No vehicle may be left parked overnight (from dusk to dawn); and
 - (2) All vehicles must be as far off the public street rights-of-way as possible; and
 - (3) No vehicle may be left parked on any portion of any roadway; and
 - (4) No vehicle may be parked on any portion of the sidewalk.
- (3) The prohibitions in subsection (A) shall not apply to the temporary parking of any of the following, but shall still require a valid Parking Permit as defined in this Chapter:
- (a) Parking shall be permitted in the rights of way for customers of businesses immediately adjacent to such location, except:
- (1) Shall not be within 25 feet of any intersection in any direction; and
 - (2) Shall not be on any portion of the sidewalk; and

- (3) Shall not impede the flow of traffic.
- (4) Parking is authorized without a permit in Bridgeview Park for direct use of the park and its facilities only. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the park on Davis St, Rothschild St, and Brunswick Avenue West.
- (5) Parking is authorized without a permit at the Holden Beach Town Hall when conducting official business in the Town Hall. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the Town Hall on Davis St, Rothschild St, and Brunswick Avenue West.
- (6) Parking is authorized without a permit at the Halstead Park for direct use of the park and its facilities only. This applies to the parking area on the lot located at 125 South Shore Drive only.
- (7) Parking is authorized without a permit at Sailfish Dr. Park for direct use of the park and its facilities only. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the park on Sailfish Dr. only.
- (8) Parking is authorized without a permit at Sand Dollar Dr. Park for direct use of the park and its facilities only. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the park on Sand Dollar Dr. only.
- (9) Parking is authorized without a permit in any designated handicap space in accordance with the definition(s) in 72.01, when said vehicle displays a valid placard or registration plate.
- (10) Parking is authorized without a permit on street rights-of-way in accordance with the following:
- (a) In accordance with all of the provisions of divisions (B) and (C) above, and
 - (b) Only between 5:00 p.m. and 9:00 a.m., and
 - (c) On all streets except Ocean Boulevard West ~~and~~ ,Ocean Boulevard East between Jordan Boulevard and the intersection ~~with McCray Street.~~ with Blockade Runner and McCray Street between Blockade Runner and Dunescape Drive.
- (11) Parking is authorized without a permit island wide during town events at the discretion of the town manager.
- (12) Parking is authorized without a permit in any Short-Term Parking Area in accordance with the time restrictions indicated in that area.

§ 72.03 PARKING AUTHORIZED BY PERMIT ONLY.

- (A) No person shall park a vehicle in any designated parking area or location without first obtaining a valid parking permit in accordance with the following, unless a specific exemption exists in 72.02:
- (1) Parking permits will be required between the hours of 9 a.m. and 5 p.m. each day.

(2) Parking permits will be required in accordance with the annual calendar included in the Fee Schedule.

(3) Separate rates will be available for hourly, daily, weekly, and annual permits.

- (a) Hourly Permits. Per hour rate, up to four (4) hours.
- (b) Daily Permits. Per day rate, valid for the date of purchase only.
- (c) Weekly Permits. Per week rate, valid for seven consecutive days including the date of purchase.
- (d) Annual Permits. annual rate covers one or two vehicles. Valid for the calendar year of purchase only.

(4) All rates associated with parking permits are listed in the Fee Schedule ~~adopted by the Board of Commissioners, which shall be available at the office of the Town Clerk.~~

(5) Permits are valid only for the specific vehicle assigned during initial purchase and are non-refundable.

(6) Hourly, Daily and Weekly permits are non-transferable.

(7) Transferring of an annual permit is authorized only under the following circumstances:

- (a) When the assigned vehicle is sold; and
- (b) Only once per calendar year; and
- (c) Only to the original purchaser; and
- (d) Proof of sale documentation shall be required.

(B) Signage.

(1) Proper signage may be installed and maintained by the town or its authorized agent to:

- (a) Designate authorized parking areas in accordance with the table in division (E) below.
- (b) Designate parking for low-speed vehicles in accordance with the table in division (E) below.
- (c) Designate loading/unloading zones and stop locations for mass transit vehicles.
- (d) Designated handicap parking spaces.
- (e) Indicate no parking areas.
- (f) Provide the manner of obtaining a parking permit:

(1) At each designated parking area; and

(2) Including the required hours.

(g) Designate Short-Term Parking Areas.

(2) Signage will only be placed in accordance with the provisions of this Chapter.

(C) No person may park or cause to be parked, any full-size vehicle in any space designated for low-speed vehicle parking.

(D) Parking is authorized without a permit outside the specified hours in division (A)(1) above, but only in designated authorized parking areas pursuant to this chapter unless otherwise exempted in § 72.02(D).

(E) The following table includes the specific locations in which parking is authorized. Parking in these areas shall be in accordance with all the provisions of this Chapter.

{ Insert Completed Table Here – No Change }

§ 72.04 TOW-AWAY ZONES.

Vehicles may be towed at the discretion of any law enforcement officer in accordance with all current North Carolina State Laws covered under Chapter 14, Chapter 20 or other applicable statute of the North Carolina General Statutes.

§ 72.99 PENALTY.

(A) Criminal. In accordance with NCGS 14-4(b), SL 2021-138 (effective December 1, 2021), violation of a parking ordinance is an infraction and may carry a maximum fine of fifty (\$50.00) dollars.

(B) Civil. In accordance with § 10.99(B), Any person who violates any provision of this traffic code shall be subject to a civil fine of \$50 per offense, unless a different amount is specifically stated herein.

(C) When a civil fine is assessed in accordance with 72.99(B) above, and the violation is for parking in a lawful parking area, and the fine is paid by mid-night of the same date it was assessed, it shall be \$25 per offense, for the first 3 offenses per vehicle, per calendar year. All subsequent violations shall be \$50 per offense unless a higher amount is required in this Chapter. This subsection, 72.99(C), shall not apply to violations of 72.02(A)(6) or (7).

(D) Civil. In accordance with § 10.99(B), Any person who violates § 72.02(A)(6) or (7) of this traffic code shall be subject to a civil fine of \$250 per offense.

(E) A late fee in the amount of \$25 shall be assessed when all fines levied by 72.99(B) or (C) of this section are not paid in full within 30 days of the issuance of a citation for a violation.

Section 2: Modify Chapter 70, Section 70.99, Remove D. (NOTE: Current text in 70.99 D is contradictive to the penalties applied in 72.99. *(This was overlooked during a previous update corrects a contradiction in the two sections).*)

70.99 PENALTY.

(A) Any person who violates any provision of this traffic code for which no penalty is otherwise provided shall be responsible for an infraction and shall be required to pay a penalty of \$50, as authorized by G.S. § 14-4(b).

(B) Civil. In accordance with § 10.99(B) of this code of ordinances, any person who violates any provision of §§ 70.03, 70.05, or Chapter 71 of this traffic code shall be subject to a civil fine of \$50 per offense.

('85 Code, §§ 3-10.2, 7-4.2, 7-6.2) (Ord. 11-86, passed 8-4-86; Am. Ord. 6-90, passed 4-2-90; Am. Ord. 93-11, passed 9-7-93; Am. Ord. 14-09, passed 8-12-14)

(C) (1) Criminal. There shall be no criminal penalty for violation of § 70.04 of this chapter.

(2) Civil. In accordance with § 10.99(B) of this code of ordinances, any person who violates any provision of § 70.04 of this chapter shall be subject to a civil fine of \$50 per offense.

('85 Code, § 3-9.2) (Ord. 93-11, passed 9-7-93; Am. Ord. 14-09, passed 8-12-14)

~~—(D) Civil. In accordance with § 10.99(B), with the exception of § 72.02(f) and (h), any person who violates any provision of Chapter 72 of this traffic code shall be subject to a civil fine of \$75 per offense. Any person who violates § 72.02(f) or (h) of this traffic code shall be subject to a civil fine of \$250 per offense.~~

Section Three: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

Section Four: This ordinance shall be effective the 17th day of June, 2026.

This the 16th day of June, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 6/16/2026
FROM: Town Clerk Finnell

SUBMITTED 06/5/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Scheduling of a Date to Hold Interviews for Town Boards

BACKGROUND/PURPOSE OF REQUEST: There are terms expiring on Town boards in July. I recommend the Board hold interviews on Tuesday, July 21st at 4:45 p.m. for people interested in filling the vacant terms. Attached are the lists of current members and their terms.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Current Terms

PLANNING AND ZONING		TERM EXPIRES	TERM
Ashley Royal	Appointed to Aldo Rovito's Alternate Position 7/18/23 Appointed Regular Member on 08/20/24	7/1/2027	1st
Kate Day	Appointed to John Cain's Regular Member on 08/20/24 Reappointed Regular Member 07/15/25	7/1/2028	1st
Chad Hock	Appointed Regular Member on 08/20/24	7/1/2027	1st
Maria Surprise	Appointed Regular Member on 08/20/24	7/1/2027	1st
Aldo Rovito	Appointed to John Cain's Alternate Position 7/19/22 Appointed to Greg Shue's Regular Position 7/18/23	7/1/2026	1st
Mark Francis	Appointed to Stu Atwell's Alternate Position 07/20/21 Reappointed Alternate Position 7/19/22 Reappointed Alternate Position 7/18/23 Reappointed Alternate Position 08/20/24 Reappointed Alternate Position 07/15/25	7/1/2026	
Tina Page	Appointed to Pete Pallas' Alternate Position 07/15/25	7/1/2026	

Parks & Recreation Advisory Board		Term	Term Expires
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Grace Bannerman	Appointment to Becky Willis' Position 07/20/21 Reappointed 07/18/23	2nd	2026
Melanie Champion	Appointed to Karen Fleischhauer's Vacant Position 06/20/21 Reappointed 07/18/23	2nd	2026
Ray Edwards	Appointed to Suzannah Tucker's Position 08/20/24	1st	2027
Peggy Schiavone	Appointed to John McEntire Vacant Position 7/17/22 Reappointed 07/15/25	2nd	2028
Mike Pearson	Appointed to Dolly Mitchell's Position 07/20/21 Reappointed 07/18/23	2nd	2026
Suzannah Tucker	Appointed to Keith Smith's Position 7/15/25	1st	2028
Candace Vick	Appointed to Nick Payne's Position February 19, 2019 Reappointed 07/21/20 Reappointed 07/18/23	1st	2026

BOARD OF ADJUSTMENT APPOINTMENT & EXPIRATION DATES

NAME	SUMMARY	TERM EXPIRES	Term
Richard Roberts	Appointed to MaryLou's Alternate Position 7/20/2021 Reappointed Alternate Position July 18, 2023 Appointed to Richard Griffin's Regular Position 7/15/25	Jul-28	2nd
David Yarasheski	Appointed to Jack Lohman's Vacant Position on August 20, 2024	Jul-27	1st
Anne Arnold	Anne Arnold's Alternate Member Position Vacant as a result of Resolution 15-10 Reinstated March 8, 2016 Reappointed Alternate Member 07/18/17 Appointed to Larry Reinhart's vacant Regular Member position on August 20, 2019 Reappointed Regular Member July 21, 2020 Reappointed Regular Member July 18, 2023	Jul-26	2nd
MaryLou Lahren	Appointed to Cheryl Dellinger's vacant Alternate Position 10/15/19 Appointed to Ben Baker's Regular Position July 21, 2020 Reappointed Regular Member July 18, 2023	Jul-26	2nd
Phil Caldwell	Appointed to Anne Arnold's vacant Alternate Position 10/15/19 Appointed to Larry Blume's Vacant Postion July 21, 2020 Reappointed Regular Member July 18, 2023	Jul-26	2nd
Rick McInturf	Appointed to Aldo Rovito's Vacant Alternate Position 7/19/22	Jul-26	1st

Reappointed Alternate Posiiton July 18,
2023

Vacant	Richard Robert's Alternate Position	26-Jul
Vacant	Gerald Arnold's Vacant Alternate Position	26-Jul



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 6/16/2026
FROM: Town Clerk Finnell

SUBMITTED 06/5/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Memorandum of Understanding Between the Town and Brough Law Firm

BACKGROUND/PURPOSE OF REQUEST: The Brough Law Firm has provided a Memorandum of Understanding as a result of their interview with the Board at the June 4th meeting. They are proposing that Brady Herman will serve as Deputy Town Attorney, rather than Bob Hornik, who was originally identified as the Deputy Town Attorney in their initial RFP response. If the Board would like to select the Brough Law Firm as the Town's attorney, the suggested motion is to approve the Memorandum of Understanding.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Memorandum of Understanding



NORTH CAROLINA
BRUNSWICK COUNTY

MEMORANDUM OF UNDERSTANDING

1. **Parties.** The parties to this Memorandum of Understanding (the “Memorandum”) are the Town of Holden Beach (the “Town”) and The Brough Law Firm, PLLC (“Law Firm”). The Law Firm does not represent any individual elected officials, board members, employees, volunteers, committees, advisory boards, or affiliated organizations unless the Town and the Law Firm has expressly agreed in writing to such representation.

2. **Purpose.** The purpose of this Memorandum is to set forth the understanding between the parties concerning the nature of the relationship under which the Law Firm shall serve as the Town Attorney.

3. **Scope of Service.** In consideration of the compensation set forth below, the Law Firm shall perform for the Town all of the legal services required by the Town as set forth herein. Such services shall include, without limitation, consultation with the Board of Commissioners and Town staff; attendance at the Board of Commissioners monthly meetings; upon request, attendance at the meetings of other Town boards; drafting and/or review of ordinances, contracts, and other documents; and representation of the Town in litigation or other proceedings. The Law Firm cannot and does not guarantee any particular result in any matter. Not included within the scope of covered services are services customarily performed by outside bond counsel and real estate title work requiring a formal opinion of title.

4. **Services Performed Principally by Lydia E. Lavelle & Brady N. Herman.** The parties acknowledge and agree that the services covered under this Memorandum shall generally be performed by Lydia E. Lavelle and Brady N. Herman, with Ms. Lavelle serving as the primary Town Attorney and Mr. Herman serving as the Deputy Town Attorney. However, the full resources of the Law Firm shall be available to the Town and other members of the Law Firm may assist the Town when requested to do so by the Town or by Ms. Lavelle or Mr. Herman. In addition, the Law Firm may subcontract with other firms or individuals to have certain services performed for the Town, such as title searches or bond work, but the Law Firm shall remain responsible to the Town for the quality and timeliness of these services. Payment for these subcontracted services shall be made by the Law Firm and shall be charged to the Town on the Law Firm's monthly invoice. Nothing in this Memorandum shall be construed to prevent or prohibit the Law Firm from designating another attorney employed by the Law Firm as the Town Attorney or Deputy Town Attorney.

5. **Separate Engagements for Special Matters.** It may be advantageous to enter into separate engagement agreements for certain matters, including major litigation, appellate matters, bond counsel services, condemnation proceedings, complex employment matters, federal regulatory proceedings, and other specialized legal services. The Town may request separate engagements for special matters. Otherwise, all services performed by the Law Firm will be performed subject to the terms and conditions of this Memorandum and will be billed on a single monthly statement.

6. **Compensation.** The Town shall pay the Law Firm for legal services rendered on a monthly basis, according to the services performed during each month. All work performed by the Law Firm shall be billed on an hourly basis and charged at the rates indicated on the attached Compensation for Services form, except as otherwise specified therein. The Law Firm shall not commence any project which the Law Firm reasonably believes will cost the Town Five Thousand Dollars and No Cents (\$5,000.00) or more without first notifying the Town Manager. Notwithstanding the foregoing, the Law Firm may immediately commence

such projects if the Law Firm reasonably believes that waiting to commence the project until after informing the Town Manager will prejudice the Town's interests, provided that the Law Firm informs the Town Manager as soon as reasonably practicable.

7. **Duration, Termination.** This Memorandum shall govern the relationship between the parties for the period beginning upon the execution of this Memorandum (the "Effective Date") and continuing through June 30, 2029, following which date this Memorandum shall automatically renew for successive one (1) year terms. The relationship established under this Memorandum may be terminated upon ten (10) days written notice by either party. Payment shall be made for services rendered through the date of termination. The Law Firm reserves the right to update or amend the Compensation for Services form applicable within any term of this Memorandum by providing a copy of the updated form to the Town not less than sixty (60) days before the end of the then-current term.

8. **Amendment.** This Memorandum, including the attached Compensation for Services form, may be amended from time to time by written agreement between the Law Firm and the Town and consented to by majority vote of the Board of Commissioners. Nothing in this Memorandum shall be construed to prevent the Board of Commissioners from delegating to the Mayor, Town Manager, or other duly authorized Town official, the authority to consent to amendments to this Memorandum or the attached Compensation for Services form on behalf of the Town.

9. **Artificial Intelligence (AI) Use Disclosure.** To enhance the efficiency, accuracy, and cost-effectiveness of our legal services, the Firm may employ reputable artificial intelligence (AI) technologies—including generative AI—to assist with document review, legal research, and initial drafting. We are committed to maintaining the confidentiality of your information in accordance with North Carolina Rules of Professional Conduct. All AI Systems used by the Firm are implemented with security measures to ensure confidential information is not shared with public, unsecured platforms. Please be advised that all AI use is under the strict supervision of our attorneys and AI tools do not replace their professional judgment and expertise. All Firm work product shall be reviewed and verified by a licensed attorney before being used in your matter.

10. **Town's Obligations.** The Town acknowledges that efficient and cost-effective legal representation requires centralized communication, timely decision-making, accurate information, and cooperation among elected officials, employees, consultants, and the Firm. The Town agrees to take reasonable steps to facilitate such cooperation throughout the engagement, including:

a. **Cooperation.** The Town shall cooperate fully with the Law Firm in connection with all matters for which legal services are requested and shall provide timely access to information, records, personnel, and other resources reasonably necessary for the Firm to perform its services. The Town shall make decisions, provide instructions, and respond to requests for information in a timely manner so as not to delay legal services, negotiations, regulatory compliance, hearings, litigation, or other matters.

b. **Accuracy and Completeness of Information.** The Town shall provide information to the Law Firm that is complete and accurate to the best of its knowledge and shall promptly supplement or correct information if it becomes aware that previously provided information is incomplete, inaccurate, or misleading. In addition, the Town shall retain and manage engineers, planners, surveyors, accountants, auditors, environmental consultants, and other experts when their services are reasonably necessary. The Firm may rely upon information and opinions provided by such professionals.

c. **Designation of Authorized Representatives.** The Town shall designate those officials, employees, or representatives authorized to communicate with the Law Firm, request legal services, provide instructions, and make decisions on behalf of the Town. The Town shall coordinate communications with the Firm through its designated representatives and shall make reasonable efforts to avoid duplicative, conflicting, or unauthorized instructions from individual elected officials, board members, employees, committees, or advisory boards.

d. **Notice of Legal Questions.** The Town shall make reasonable efforts to provide 24 hours' notice to the Law Firm of questions of legal significance that are reasonably expected to arise during any meeting of one of the Town's public bodies. This notice period affords the Law Firm a reasonable opportunity to review the question and conduct any factual or legal research necessary to provide a response. Further, this notice period provides the Law Firm and the Town an adequate opportunity to determine whether the Law Firm's response and any related discussion is appropriate for open session or whether such response and discussion should be held in closed session. This helps to shield the Town from potential liability, waiver of the attorney-client privilege, or other adverse effects, and helps to ensure that the Town is provided with reliable and accurate legal advice. The Law Firm retains the right to waive this provision on a case-by-case basis, and any waiver of this provision, in any one or more instances, shall not be deemed to be or be construed as a further or continuing waiver of this provision.

e. **Preservation of Records.** The Town shall remain responsible for maintaining its public records, records retention practices, and compliance with applicable public records laws. Unless otherwise agreed, the Town shall remain the custodian of its records and responsible for responding to public records requests. In addition, the Town shall preserve records, electronically stored information, communications, and other evidence relevant to pending or reasonably anticipated legal matters and shall implement litigation holds when appropriate.

f. **Notification of Claims and Delivery of Documents.** The Town shall promptly notify the Law Firm of threatened claims, lawsuits, administrative proceedings, subpoenas, investigations, ethics complaints, public records disputes, employment disputes, regulatory actions, and other matters that may require legal services. The Town shall also promptly notify the Law Firm regarding personnel complaints, disciplinary actions, discrimination allegations, workplace investigations, separation decisions, and other employment matters for which legal advice may be necessary. In addition, the Town shall promptly forward all pleadings, correspondence, notices, subpoenas, service of process documents, administrative filings, and other legal documents upon receipt.

g. **Protection of Confidential & Privileged Information.** The Town shall make reasonable efforts to preserve the confidentiality of attorney-client communications and attorney work product and shall limit dissemination of privileged communications to individuals with a legitimate governmental need to know. In addition, the Town shall not distribute or rely upon legal advice provided by the Law Firm for purposes materially different from those for which the advice was requested without consulting the Law Firm.

h. **Conflict Disclosures.** The Town shall promptly disclose to the Law Firm circumstances that may create conflicts among elected officials, employees, boards, committees, or other persons involved in matters for which legal services are requested.

i. **Compliance with Law Firm Procedures.** The Town shall comply with any procedures established by the Firm for requesting legal services, scheduling meetings, providing documents,

designating contacts, approving major projects, and managing litigation matters.

11. **General Waiver of Conflicts.** The Law Firm represents many local governments, companies, organizations, and individuals. The Town's execution of this Memorandum constitutes the Town's agreement that the Law Firm may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to the Law Firm's work for the Town, even if the interests of such clients in those other matters may be directly or indirectly adverse to the Town's. The Law Firm agrees, however, that the Town's prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of the Law Firm's representation of the Town, the Law Firm has obtained proprietary or other confidential information of a non-public nature, that, if known to such other client(s), could be used in any such other matter by such client to the Town's material disadvantage. Moreover, the Law Firm shall make reasonable efforts to address potential, reasonably foreseeable conflicts of interest between the Town and other Law Firm clients before they arise.

This Memorandum of understanding is executed by the parties this ____ day of _____, 2026.

TOWN OF HOLDEN BEACH
BY: _____

Print Name, Title

THE BROUGH LAW FIRM, PLLC
BY: Lydia E. Lavelle
Lydia E. Lavelle

ATTEST:

Heather Finnell, Town Clerk

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Print Name, Title

Date

COMPENSATION FOR SERVICES

Statements for services rendered by The Brough Law Firm, PLLC (the "Firm") will be prepared at the end of each calendar month for the work performed during the previous month. Your monthly statement will consist of two parts: (i) an itemized breakdown of professional services and (ii) a list of expenses and advanced costs. The professional services portion of your statement will be based upon the following Hourly Rates and Flat-Fee Meeting Rates for the attorneys and other staff who work on your case:

Hourly Rates				
Attorney	Effective Upon Execution	Effective 07/01/2026	Effective 07/01/2027	Effective 07/01/2028
Senior Attorney	\$265.00	\$275.00	\$290.00	\$300.00
Associate	\$245.00	\$255.00	\$270.00	\$275.00
Legal Assistant	\$150.00	\$160.00	\$175.00	\$180.00

Flat-Fee Meeting Rates				
Means of Attendance	Effective Upon Execution	Effective 07/01/2026	Effective 07/01/2027	Effective 07/01/2028
In-Person	\$1,250.00	\$1,350.00	\$1,500.00	\$1,650.00
Telephone or Video	\$650.00	\$750.00	\$850.00	\$950.00

The above-listed Flat-Fee Meeting Rates are charged for travel to and from and attendance at meetings of the Board of Commissioners, Planning Board, Board of Adjustment, and any other appointed or advisory boards established by the Board of Commissioners. For meetings of the Board of Commissioners, Planning Board, and Board of Adjustment, which the attorney is expected to attend regularly, either in-person or by alternative means, the Firm will charge a reservation fee equal to one (1) hour of work billed at the Senior Attorney rate. If the attorney attends the meeting, either in-person or by alternative means, the reservation fee will be credited against the attorney's fee for that meeting. If the attorney is not asked to attend the meeting, the fee will be charged to reserve time on the attorney's calendar. All other work performed by the Firm will be billed in increments of one tenth (1/10th) of an hour at the Hourly Rates described above. For meetings of the Board of Commissioners and any other boards, which are charged at a Flat-Fee Meeting Rate, the Firm will not charge for travel time. For all other travel associated with the Firm's work on behalf of the Town, the Firm will charge its regular Hourly Rates. However, the Firm will provide a 50% courtesy credit to the Town for all charges associated with travel on the Town's behalf. The Firm reserves the right to charge a reasonable administrative fee for work involving significant administrative time related, but not limited, to: printing, copying, collating, and document preparation performed by the Firm's administrative staff using the Firm's resources.

Your statement will indicate the services performed and the date, the attorney performing the services, the hourly rate, and the total. It will also include an itemized list of additional expenses and advanced costs. These include:

- Photocopy charges for non-routine copying done for the client outside the office.
- Private express mail carriers such as Federal Express.
- Mileage and travel expenses outside Brunswick, Cabarrus, Chatham, Davie, Durham, Duplin, Forsyth, Granville, Guilford, Lee, Moore, Orange, Person, Union, Wake, and Wayne counties.
- Filing, service of process, and other fees associated with litigation.
- Fees for recording deeds and other instruments.

Statements will be mailed by the 10th of each month and are overdue if payment is not received by the end of that month. Interest at the rate of 1 ½% per month shall accumulate on balances not paid within thirty days after the date such balances become overdue. Any retainer received from you will be deposited in our trust account and used to pay your monthly statements. To the extent our statements exceed the retainer amount, payment will be expected as indicated above. If payment in full is not received by the 15th of the month following the month in which a statement is issued, no additional services will be performed on your behalf, and thereafter services will be performed only if and to the extent that additional funds are deposited in our trust account to ensure payment of our statements as they become due.

Payments can be made by check, credit card, or "e-check." We will add a processing fee of 1.95% for Visa, Mastercard, and Discover payments and a processing fee of 2.95% for other cards, including American Express. E-check payments are limited to \$5,000 per payment.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 6/16/2026
FROM: Town Manager Chadwick

SUBMITTED 06/5/2026

ISSUE/ACTION REQUESTED: Discussion and possible action on responses for an engineering firm to perform an underwater study for the pier.

BACKGROUND/PURPOSE OF REQUEST: The Town issued an RFQ for engineering services to perform an underwater inspection of the below substructure elements of the Town pier. The RFQs were submitted on June 10, 2026 and are included with the agenda packet. Staff will review and have a recommendation at the meeting.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: RFQ response submissions



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 6/16/2026

SUBMITTED 06/5/2026

FROM: Town Manager Chadwick (Chief Barger & Public Works Director Benton)

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Resolution 26-07, Resolution Approving Conveyance of Personal Property to a Nonprofit Organization Pursuant to North Carolina General Statute 160A-280.

BACKGROUND/PURPOSE OF REQUEST: The Town would like to donate a 2014 Dodge Ram 1500 truck and a Coleman light tower that are no longer in use to the Tri-Beach Fire Department. The fire department will use the items to further their response capabilities for beach rescue and other emergency operations. The donation is allowed per NCGS 160A-280.

The suggested motion is to approve Resolution 26-07.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: Approve resolution.

TOWN MANAGER'S RECOMMENDATION: Approve resolution.

ATTACHMENT: Resolution 26-07

Resolution 26-07
Resolution Approving Conveyance of Personal Property to
A Nonprofit Organization
Pursuant to G.S. 160A-280

WHEREAS, the Town of Holden Beach owns a 2014 Dodge Ram 1500 truck, VIN 1C6RR7XT1ES444240 and a Coleman light tower, serial number C049312/31; and

WHEREAS, North Carolina General Statute § 160A-280 authorizes a city or county to convey personal property for nonmonetary consideration to a nonprofit corporation if the governing board deems the property to be surplus, obsolete, or unused; and

WHEREAS, the Town of Holden Beach has determined that the personal property described above is surplus, obsolete, or unused; and

WHEREAS, the Town of Holden Beach finds that the public will benefit from the conveyance of the property described above by furthering the response capabilities of the Tri-Beach Volunteer Fire Department's beach rescue and other emergency operations.

THEREFORE, THE TOWN OF HOLDEN BEACH BOARD OF COMMISSIONERS RESOLVE THAT:

1. The town manager of Holden Beach is authorized to execute all documents necessary to convey title to the 2014 Dodge Ram (VIN V1C6RR7XT1ES444240) and the Coleman light tower (serial number C049312/31 to the Tri-Beach Volunteer Fire Department Inc.
2. The consideration for the conveyance is to further response capabilities of the beach rescue and other emergency operations.
3. In accordance with the notice requirements of N.C.G.S. § 160A-280, public notice of this resolution was given by posting on the Town of Holden Beach, North Carolina website, <https://hbtownhall.com/> on the 9th day of June 2026.

Adopted this the 16th day of June 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk