



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

**Tuesday, January 20, 2026
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, JANUARY 20, 2026 - 5:00 P.M.**

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 December 16, 2025 (Pages 1 – 8)
 - b. Police Report (Pages 9 – 14)
 - c. Inspections Department Report (Pages 15 – 17)
 - d. Finance Department Report (Pages 18 – 23)
 - e. Public Works Department Report (Pages 24 – 25)
7. Discussion and Appointment of Commissioner to the Audit Committee – Town Clerk Finnell
(Pages 26 – 29)
8. Discussion and Possible Action on Selecting an Engineering Firm for the Town's Stormwater Project – Assistant Town Manager Ferguson (Pages 30 – 46)
9. Discussion and Possible Action to Choose a Stage Design for Block Q – Town Manager Chadwick & Inspections Director Evans (Pages 47 – 51)
10. Discussion and Possible Approval of Resolution 26-01, Resolution Recognizing the 100th Anniversary of the American Shore and Beach Preservation Association – Assistant Town Manager Ferguson (Pages 52 – 54)

11. Discussion and Possible Approval of Resolution 26-02, Resolution Amending the Holden Beach Fee Schedule (2026 Recycling Fee) – Town Clerk Finnell (Pages 55 – 57)
12. Discussion and Possible Action to Change Paid Parking Enforcement Dates – Mayor Holden (Page 58)
13. Public Comments on General Items
14. Town Manager's Report – Town Manager Chadwick (Page 59)
15. Mayor's Comments
16. Board of Commissioners' Comments
17. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), Consult with Attorney and North Carolina General Statute 143-318.11(a)(6), Personnel – Town Manager Chadwick
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 January 20, 2026.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, DECEMBER 16, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, December 16, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas and Page Dyer; Commissioner-Elects Sylvia Pate and Keith Smith; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Police Chief Jeremy Dixon; Inspections Director Tim Evans; Finance Director Daniel McRainey; Public Works Director Chris Benton; and Town Attorney Sydnee Moore. Commissioner Rick Paarfus was not in attendance.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Town Manager Chadwick asked to remove item 25, the audit contract extension.

Motion by Commissioner Smith to approve the amended agenda; second by Commissioner Dyer; approved by unanimous vote.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Smith to approve (minutes of the November 18, 2025 Regular Meeting); second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer provided feedback on the referendum results and the pier property. He suggested tearing the pier down.

PRESENTATION OF PLAQUE TO THE OUTGOING BOARD OF COMMISSIONERS BY TOWN MANAGER CHADWICK

Town Manager Chadwick presented a plaque to the outgoing Board.

PRESENTATION OF PLAQUES TO COMMISSIONERS SMITH AND PAARFUS OF THE OUTGOING BOARD OF COMMISSIONERS

Mayor Holden presented a plaque to Commissioner Smith. Commissioner Paarfus was unable to attend the meeting.

BOARD OF COMMISSIONERS' COMMENTS

Commissioner Smith provided his outgoing commissioner comments.

JUDGE ARNOLD WILL PRESENT THE OATH OF OFFICE TO THE INCOMING BOARD OF COMMISSIONERS

Judge Arnold administered the Oath of Office to Mayor Holden and Commissioners Pate and Smith.

ELECTION OF MAYOR PRO TEMPORE

Mayor Pro Tem Myers nominated Commissioner Pate; second by Commissioner Thomas.

Commissioner Smith nominated Commissioner Dyer; second by Commissioner Pate.

Commissioner Pate withdrew her name from being considered.

Commissioner Dyer was unanimously nominated to serve as mayor pro tempore.

ELECTION OF EXECUTIVE SECRETARY

Motion by Commissioner Smith to move it (election of executive secretary) to 15a; second by Mayor Pro Tem Dyer; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF 2026 BOARD OF COMMISSIONERS' MEETING SCHEDULE

Motion by Mayor Pro Tem Dyer to approve the schedule; second by Commissioner Pate; approved by unanimous vote.

DISCUSSION AND POSSIBLE DIRECTION ON RULES OF PROCEDURE FOR THE BOARD OF COMMISSIONERS

Town Clerk Finnell explained she provided the Board with a couple of versions of the rules. Attachment 1 is the current version, Attachment 2 is the previous version and Attachment 3 is the standard School of Government version.

Motion by Mayor Pro Tem Dyer to utilize Attachment 2. No second was made.

Commissioner Thomas suggested the Board take the current version and mark it up for the next meeting for discussion.

Motion by Commissioner Smith that we look at the current version, but we suggest changes tonight and implement them in January.

Commissioner Thomas would like the changes to be brought back in January and then adopt them in January. Commissioner Myers agreed it would be good to see the proposed changes before taking action. Commissioner Smith would like to revisit the power of the mayor to be part of quorum, which would also have to be addressed in the ordinance, and his duties. He also would like to look at the rule requiring two Board members to sponsor an item to be added to the agenda. Commissioner Dyer would like to look at Attachment 2 since those items are already addressed in that version. Commissioner Thomas said she believes there are items that are critical in the current version, like the cover sheet and executive session rules. She said the quorum is directly from the ordinance. She said the executive secretary can wait until January. The Board discussed how to move forward.

Motion by Mayor Pro Tem Dyer to accept Attachment 2 and proceed with that and any changes we can bring to the next meeting; second by Commissioner Smith.

Commissioner Pate asked about the quorum definition since Attachment 2 matches the state statute, not the Town ordinance. Town Clerk Finnell explained if Attachment 2 is adopted, the quorum would need to be changed to match the Town's Code of Ordinances. Commissioner Myers said there are good additions in Attachment 1, like the quorum and the cover sheet and the conflict-of-interest. Commissioner Smith asked if the Board could take Mayor Pro Tem Dyer's motion and add some of these items in. Town Clerk Finnell replied if the Board would like to take one of the versions and make changes to it, they can do that. They could also adopt Attachment 2 now, fix the quorum and then make changes in the future. They are the Board's rules and can be changed however they choose. Using a cover

sheet for agenda items was discussed. Commissioner Thomas would like to start with the current version and make changes. How to proceed was discussed.

Town Clerk Finnell read the current motion. Commissioner Smith called for the vote.

The motion passed by a 3 – 2 vote, with Mayor Pro Tem Dyer and Commissioners Pate and Smith voting for the motion and Commissioners Myers and Thomas voting in the negative.

POLICE REPORT – CHIEF DIXON

- We are fully staffed.
- Provided information on Sergeant Milligan's Advanced Law Enforcement Certificate.
- Have a merry Christmas and happy New Year.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Reviewed the numbers in the report.
- Provided information on substantial improvements.

Commissioner Smith asked about the report. Inspections Director Evans will look at amending the report to see if he can include the value of construction.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- The audit was submitted on December 11th. Will be getting final copies. The report is the same as the draft.
- Went over highlights from each fund.

Finance Director McRaine answered questions from Commissioner Smith about the budget posted online.

PUBLIC WORKS DEPARTMENT REPORT – PUBLIC WORKS DIRECTOR BENTON

- Went over current work.
- Re-read number is going down.

TOWN MANAGER'S REPORT

- Greensboro Lift Station – work is completed.
- Ocean Boulevard Stormwater – staff met with the Corps for an initial meeting. Staff is working with them on next steps and to finalize the timeline.
- LWF/Bend Widener Project – staff met with the Corps. They have received all funding. The current timeline has the Corps beginning the project around the end of March.

- Canal Dredging – Harbor Acres CAMA permit has been renewed.
- Employee Updates – Ryleigh Gleason obtained her public notary. Gage Garcia was hired as a Public Works technician. John Trudeau rejoined the Police Department fulltime. Congratulated Sergeant Milligan on his certification.
- Provided information on shag.
- Next month will have some recommendations to move things. One is moving the manager's report to a different area in the agenda.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-09, RESOLUTION APPROVING TRUIST SIGNATURE CARD

Town Clerk Finnell said this would be updating the Truist Signature Card to include Mayor Pro Tem Dyer.

Motion by Mayor Pro Tem Dyer to accept Resolution 25-09; second by Commissioner Pate; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON CLOSEOUT ITEMS FOR THE REFERENDUM

Assistant Town Manager Ferguson explained the referendum process doesn't end when the polls close. We have some housekeeping items that are required. The Board would need to adopt the resolution. Attachment 2 shows the required advertisement.

Motion by Commissioner Myers to approve Resolution 25-10; second by Commissioner Thomas; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON BLOCK Q ITEMS

Town Manager Chadwick explained over the coming months, staff will analyze options for the stage area and will come back to the Board with one or two options. At that point, we will do design specs and move forward with a contractor.

Motion by Mayor Pro Tem Dyer to recommend the Board approve a path forward to complete the above-mentioned project; second by Commissioner Smith approved by unanimous vote.

Town Manager Chadwick said the Request for Qualifications (RFQ) will be sent out for design proposals for the Block Q Master Plan. In the future staff will send out RFQs internally.

DISCUSSION AND POSSIBLE ACTION ON PLAYGROUND EQUIPMENT

Assistant Town Manager Ferguson said three companies submitted proposals. After considering this with the Parks & Recreation Advisory Board (PRAB), the one that is selected is marked PRAB choice. This year's budget included phasing the equipment over two years. We have learned it will be better timewise and financially to do this as one construction this

fiscal year. There is a budget amendment in the packets to accomplish that. We would need to take funds from fund balance if the Board wants to do it this fiscal year. It is not the lowest bid. She reviewed budget numbers. The PRAB looked at this for several months. If the Board doesn't approve the budget amendment, the project would be phased.

Motion by Mayor Pro Tem Dyer that we recommend approval of design and purchase of equipment and approval of the budget amendment (Ordinance 25-17); second by Commissioner Smith.

Commissioner Smith explained the reason for his support. Assistant Town Manager Ferguson explained the timeline. The hope is to have it all in before Easter. Mayor Holden asked if the palm trees can be removed easily for a storm. Assistant Town Manager Ferguson answered they are to the same wind strength as everything else we have. She explained we are not getting the mulch shown in the picture.

The motion was approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON FIFTH AMENDMENT TO SOLID WASTE AND RECYCLABLES COLLECTION, TRANSPORTATION AND DISPOSAL AGREEMENT BETWEEN THE TOWN AND GFL ENVIRONMENTAL

Public Works Director Benton stated GFL will go up on their current rate by 3% effective January 2026. He reviewed the new fees. Town Clerk Finnell said staff will recommend the 2026 recycling rate for homeowners at the next meeting. The 2nd pickup is in the BPART Fund.

Motion by Commissioner Smith to accept; second by Mayor Pro Tem Dyer.

Commissioner Smith asked if a budget amendment is needed. Town Clerk Finnell replied this is a standard increase and would have been included in the budget.

The motion was approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 25-11, RESOLUTION OPPOSING THE FUQUAY-VARINA INTERBASIN TRANSFER AND REQUEST FOR ADDITIONAL COMMENT

Public Works Director Benton reviewed the background and explained how it could harm the Town. Town Manager Chadwick added the resolution is requesting additional public comment. The Board discussed the proposed resolution.

Motion by Commissioner Pate that we adopt Resolution 25-11, Opposing the Fuquay-Varina Interbasin Transfer and Request for Additional Comment; second by Mayor Pro Tem Dyer; approved by unanimous vote.

PUBLIC COMMENTS ON GENERAL ITEMS

No comments were made.

MAYOR'S COMMENTS

- Hopes everyone has been good boys and good girls. Have a good Christmas. Thinks staff and participants in our Christmas events has been excellent. Mentioned local nautical lights.
- Thanked everyone for being here.

BOARD OF COMMISSIONERS' COMMENTS

Commissioner Myers

- Thanks for coming and getting involved. Hopes everyone has a merry Christmas.

Commissioner Pate

- Expressed appreciation for everyone who has voted for her. Would appreciate input and encouraged people to come to meetings. Anxious to get started and work with everyone.
- Wished everyone a merry Christmas and Happy New Year.

Commissioner Thomas

- Thanks for coming. Hope you have a safe and happy holiday.

Mayor Pro Tem Dyer

- Thanked Rick Smith and Rick Paarfus for their service. Welcomed Commissioners Pate and Smith.
- Thanked staff for the holiday events.
- Have a very joyous holiday season.

Commissioner Smith

- Understands we are public body, but he is an individual. Acknowledged his relationship with Jesus.
- Thanked staff for amount of time spent this week. Found we have some of the best staff.
- Is about transparency and explained why he called the vote.
- Would like to look at doing work sessions.
- Has not forgotten the pier. Went over facts concerning the pier. Need to discuss how to move forward together.

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

Town Clerk Finnell read the reason to enter Closed Session.

Motion by Commissioner Smith that we go into Closed Session at 6:26 p.m.; second by Mayor Pro Tem Dyer; approved by unanimous vote.

OPEN SESSION

No action was taken.

ADJOURNMENT

Motion to adjourn at 8:00 p.m. by Commissioner Myers; second by Commissioner Thomas; 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
hbtpl@hbtownhall.com



Calls For Service (December '25)

Printed on January 9, 2026

Descriptions	Totals	
Alarm (SIG45 Signal 45)	22	22
Animal Carcass in the Roadway (10-86 x86)	1	1
Animal Control Call	4	4
Armed with Gun Knife or Other Weapon (10-84 x84)	2	2
Armed with Gun Knife or Other Weapon (10-84 x84); Psychiatric or Abnormal Behavior [Charlie]	1	1
Armed with Gun Knife or Other Weapon (10-84 x84); Shots Fired (10-96 x96)	1	1
Assist Other Agency (EMS); Domestic Disturbance (10-82 x82)	1	1
Attempt to Locate (ATL)	5	5
Breaking and Entering in Progress (10-62 x62)	1	1
Call By Phone (10-21Law x21L)	24	24
Convulsions or Seizures [Delta]	1	1
Debris in Roadway	3	3
Disabled Motorist (10-87 x87)	1	1
Disturbance or Disorderly Subject	4	4
Domestic Disturbance (10-82 x82)	2	2
Drunk Driver (10-55 x55)	2	2
Elevator Stuck or Problems [Alpha]	1	1
Escort or Convoy (10-59 x59)	5	5
Falls [Alpha]	1	1
Hemorrhage [Delta]	1	1

Descriptions	Totals	
Improperly Parked Vehicle (10-70 x70)	16	16
Information or Message Delivery (10-14 x14)	1	1
Investigate Narcotics Activity (Signal 49 SIG49 10-98 x98)	1	1
Investigation (Law)	5	5
Lost or Found Property	3	3
Meet with Complainant (10-83 x83)	19	19
Meet with Subject or Officer (10-25 x25)	5	5
Missing or Abandoned Person	1	1
Open Door	6	6
Prowler (10-76 x76)	3	3
Psychiatric or Abnormal Behavior [Charlie]	1	1
Psychiatric or Abnormal Behavior or Suicidal (Violent) [Bravo]	1	1
Psychiatric or Abnormal Behavior (Violent) [Charlie]	1	1
Service Call [Alpha]	1	1
Shots Fired (10-96 x96)	1	1
Sick Person [Charlie]	1	1
Single Residential Fire Alarm - Carbon Monoxide [Bravo]	1	1
Special Check - Business - Residence (10-79 x79)	655	655
Special Operations Assignment (Signal 55 SIG55)	1	1
Stopping Vehicle (10-61 x61)	27	27
Suspicious Vehicle or Subject (10-60 x60)	7	7
Take Written Report (10-92 x92)	3	3
Traffic Control (10-58 x58)	1	1

Descriptions	Totals	
Traffic Incident ACN [Bravo]	1	1
Traffic Incident [Bravo]	2	2
Traffic Incident (vs Building) [Delta, HeavyR]	1	1
Unconscious or Fainting [Charlie]	1	1
Unknown Problem [Bravo]	1	1
Water or Sewer Problems	14	14
Water or Sewer Problems; Service Call [Alpha]	1	1
Welfare Check	4	4
	4	4
Totals	873	873



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HBPD Monthly Report (December '25)

Printed on January 9, 2026

Reported	Case Number	Address	Offenses	Disposition
12/02/25 13:51	HBP25-00077	1194 OCEAN BLVD W	14-127 - INJURY TO REAL PROPERTY	Further Investigation
12/05/25 20:41	HBP25-00078	337 OCEAN BLVD E	14-32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE	Closed - Cleared By Arrest
12/10/25 11:55	HBP25-00079	124 DAVIS ST	14-160 - INJURY TO PERSONAL PROPERTY	Closed - Leads Exhausted
12/18/25 10:59	HBP25-00080	110 ROTHSCHILD ST	14-72(B) - LARCENY OF A FIREARM - KEEP	Closed - Unfounded

Total Records: 4



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Ordinance Violations (December '25)

Printed on January 9, 2026

Date	Citation/Warning	Ordinance	Style
12/03/25	Warning	Parking - Roadway/Travel Lane	4H - Hatchback
12/09/25	Warning-Compliant	Parking - Roadway/Travel Lane	Car
12/16/25	Warning-Compliant	Parking - Block Crosswalk/Sidewalk/Pedestrian Accessway	PK - Pickup

Total Records: 3



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State Citation (December '25)

Printed on January 9, 2026

Date	Ticket #	Statutes/Charges	Style
12/12/25	J260213	20-183.2 - INSPECTION VIOLATION; 20-111(2) - EXPIRED REGISTRATION CARD/TAG	Truck
12/13/25	J260214	20-183.8(A)(1) - EXPIRED/NO INSPECTION; 20-127(D) - WINDOW TINTING VIOL	Car
12/27/25	J260215	20-7(A) - NO OPERATORS LICENSE	Car

Total Records: 3

Permit Report

12/01/2025 - 12/31/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
12/1/2025	250897	Zoning	25	\$25.00	\$25.00
12/2/2025	250898	Mechanical	20,000	\$300.00	\$300.00
12/3/2025	250899	Substantial Improvement	312,000	\$3,493.00	\$3,493.00
12/3/2025	250900	Zoning	50	\$50.00	\$50.00
12/3/2025	250901	Single Family Construction	647,000	\$11,347.83	\$11,347.83
12/3/2025	250902	Swimming Pool	88,000	\$1,017.00	\$1,017.00
12/4/2025	250903	Electrical	1,800	\$175.00	\$175.00
	250904	Repair	15,000	\$160.00	\$160.00
12/4/2025	250905	Mechanical	24,741	\$200.00	\$200.00
12/4/2025	250906	Repair	5,000	\$125.00	\$125.00
12/5/2025	250907	Swimming Pool	103,650	\$1,207.85	\$1,207.85
12/5/2025	250908	Addition	20,000	\$205.00	\$205.00
12/7/2025	250909	Repair	15,000	\$360.00	\$360.00
12/7/2025	250910	Repair	30,000	\$495.00	\$495.00
12/7/2025	250911	Repair	31,850	\$311.65	\$311.65
12/7/2025	250912	Repair	6,000	\$125.00	\$125.00
12/7/2025	250913	Boat Lift	20,000	\$305.00	
12/8/2025	250914	Repair	27,875	\$475.88	\$475.88
12/8/2025	250915	Mechanical	10,990	\$100.00	\$100.00
12/8/2025	250916	Mechanical	10,480	\$100.00	\$100.00
12/8/2025	250917	Electrical	1,000	\$175.00	
12/9/2025	250918	Repair	10,500	\$125.00	\$125.00
12/9/2025	250919	Repair	27,450	\$272.05	\$272.05
12/9/2025	250920	Repair	23,400	\$235.60	\$235.60
12/10/2025	250921	Gas	1,211	\$100.00	\$100.00
12/11/2025	250922	Repair	3,500	\$125.00	\$125.00
12/11/2025	250923	Boat Lift	46,700	\$545.30	\$545.30
12/12/2025	250924	Repair	40,000	\$685.00	
12/12/2025	250925	Electrical	2,500	\$175.00	\$175.00
12/12/2025	250926	Zoning	50	\$50.00	\$50.00
12/15/2025	250928	Repair	45,000	\$430.00	
12/15/2025	250929	Mechanical	6,200	\$100.00	\$100.00
12/15/2025	250930	Mechanical	15,250	\$200.00	\$200.00
12/15/2025	250931	No Permit Required	6,000		
12/15/2025	250932	Walkway	33,925	\$330.33	
12/17/2025	250933	Repair	7,000	\$125.00	\$125.00
12/17/2025	250934	Repair	38,374	\$370.36	\$370.36

12/17/2025	250935	No Permit Required	22,530		
12/17/2025	250936	Repair	31,123	\$305.10	\$305.10
12/17/2025	250937	Zoning	50	\$50.00	\$50.00
12/18/2025	250938	Repair	6,400	\$125.00	
12/18/2025	250939	Bulkhead	85,000	\$890.00	
12/18/2025	250940	Repair	82,850	\$870.65	
12/18/2025	250941	Repair	21,000	\$214.00	\$214.00
12/19/2025	250942	Repair	25,000	\$250.00	\$250.00
12/19/2025	250943	Mechanical	21,601	\$200.00	\$200.00
12/23/2025	250944	Repair	31,875	\$311.88	\$311.88
12/23/2025	250945	No Permit Required	4,285		
12/23/2025	250946	Repair	5,000	\$125.00	
12/23/2025	250947	Mechanical	8,750	\$100.00	\$100.00
12/23/2025	250948	Mechanical	8,490	\$100.00	\$100.00
12/23/2025	250949	Mechanical	10,205	\$100.00	\$100.00
12/23/2025	250950	Mechanical	10,170	\$100.00	\$100.00
12/23/2025	250951	Mechanical	4,800	\$100.00	\$100.00
12/23/2025	250952	Mechanical	9,400	\$100.00	
12/29/2025	250953	Zoning	50	\$50.00	
12/29/2025	250954	Repair	45,000	\$630.00	
12/30/2025	250955	Electrical	2,000	\$175.00	\$175.00
12/30/2025	250956	Electrical	3,000	\$175.00	
12/30/2025	250957	Electrical	4,000	\$175.00	
12/30/2025	250958	Mechanical	8,209		
12/30/2025	250959	Swimming Pool	62,000	\$1,833.00	\$1,833.00
12/30/2025	250960	Swimming Pool	78,000	\$977.00	\$977.00
12/30/2025	250961	Swimming Pool	68,000	\$1,887.00	\$1,887.00
12/31/2025	250962	Repair	12,440	\$186.96	\$186.96
12/31/2025	250963	Electrical	12,440	\$175.00	
12/31/2025	250964	Repair	100,000	\$1,425.00	\$1,425.00
12/31/2025	250965	Single Family Construction	1,359,000	\$18,857.09	
			\$3,840,189.00	\$55,109.53	\$31,011.46

PERMIT SUMMARY REPORT**COMMERCIAL**

Count	0
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	\$8,209.00

RESIDENTIAL

Count	67
Total Fees	\$55,109.53
Fees Paid	\$31,011.46
Total Project Cost	\$3,831,980.00

TOTAL

Count	68
Total Fees	\$55,109.53
Fees Paid	\$31,011.46
Total Project Cost	\$3,840,189.00

ACTIVE NEW HOME PERMITS = 34

OTHER ACTIVE PERMITS= 522

PERMITS ISSUED OVER \$30,000 = 82 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS - SUBSTANTIAL IMPROVEMENTS = 3 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP =38

TOTAL PERMITS= 594

PERMITS IN REVIEW= 7

CAMA ISSUED= 3

CAMA EXEMPTIONS= 9

ZONING ISSUED =10

NOTICE OF VIOLATIONS= 1

DELINEATIONS=1

CAMA SITE INSPECTIONS=12

PERMITS ISSUED THIS MONTH= 68

REINSPECTION FEES = \$1350

PERMITS SERVICED FOR INSPECTIONS FROM 11/1/25-11/30/25= 101

TOTAL INSPECTIONS MADE= 220

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	677,885	156,355	229,150	125,484	107,649	216,414
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	100,037	1,073,329	1,381,352	677,885	156,355	229,150	125,484	107,649	216,414
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	293,810	141,605	255,842	164,035	206,126	471,342	361,913	276,717	874,929
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,929

Cumulative Revenue FY25	102,467	202,774	368,609	468,646	1,541,975	2,903,327						
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,284,661	1,776,179						
Cumulative Revenue FY26	92,175	177,493	333,489	859,316	2,248,792	3,107,424						
Cumulative Expense FY26	179,259	502,966	749,291	1,043,101	1,184,706	1,440,548						

GENERAL FUND

\$1,600,000

\$1,400,000

\$1,200,000

\$1,000,000

\$800,000

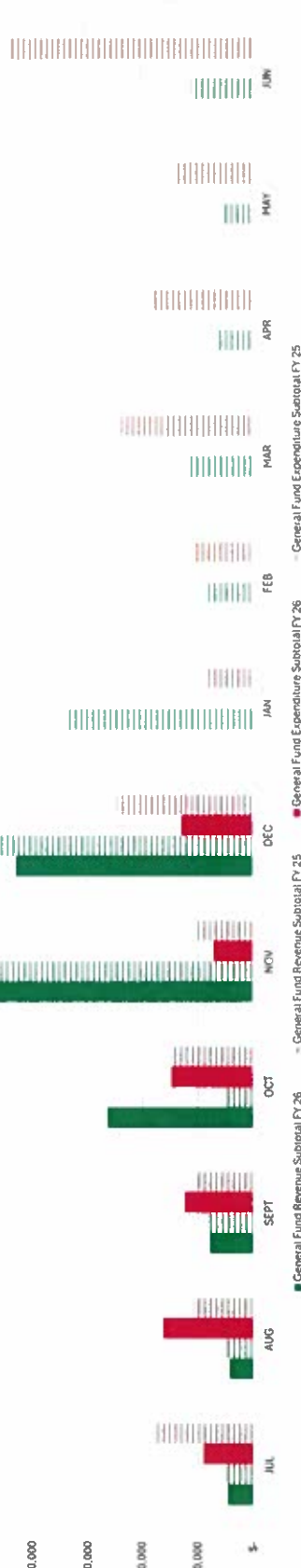
\$600,000

\$400,000

\$200,000

\$0

Monthly Totals



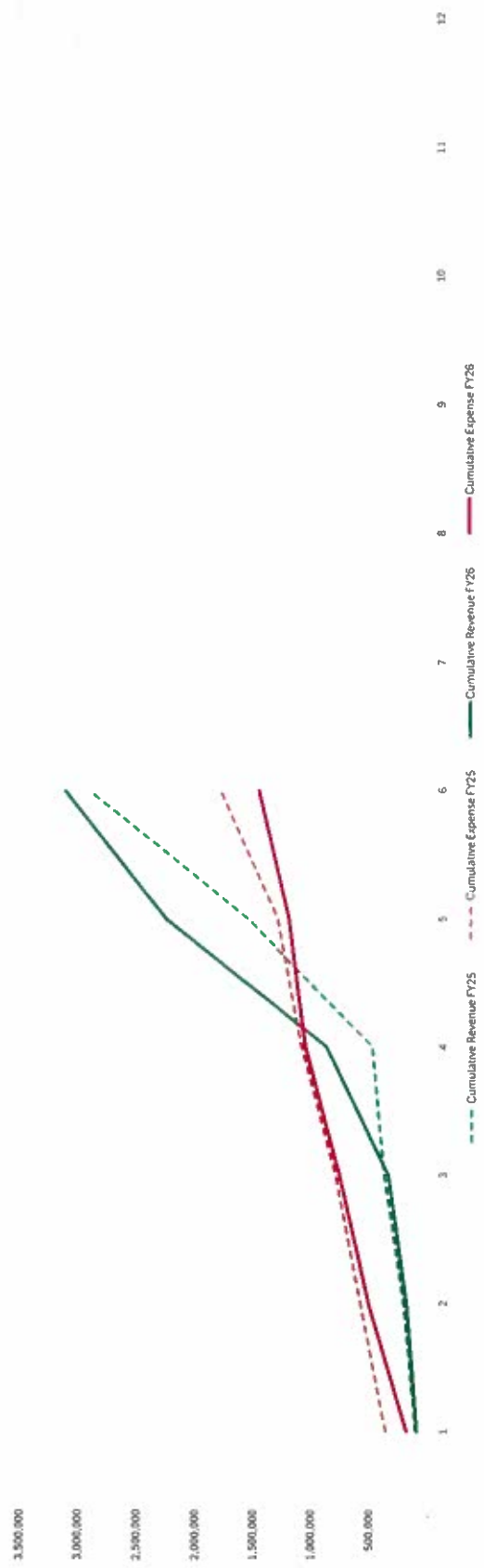
General Fund Revenue Subtotal FY 25

General Fund Revenue Subtotal FY 26

General Fund Expenditure Subtotal FY 25

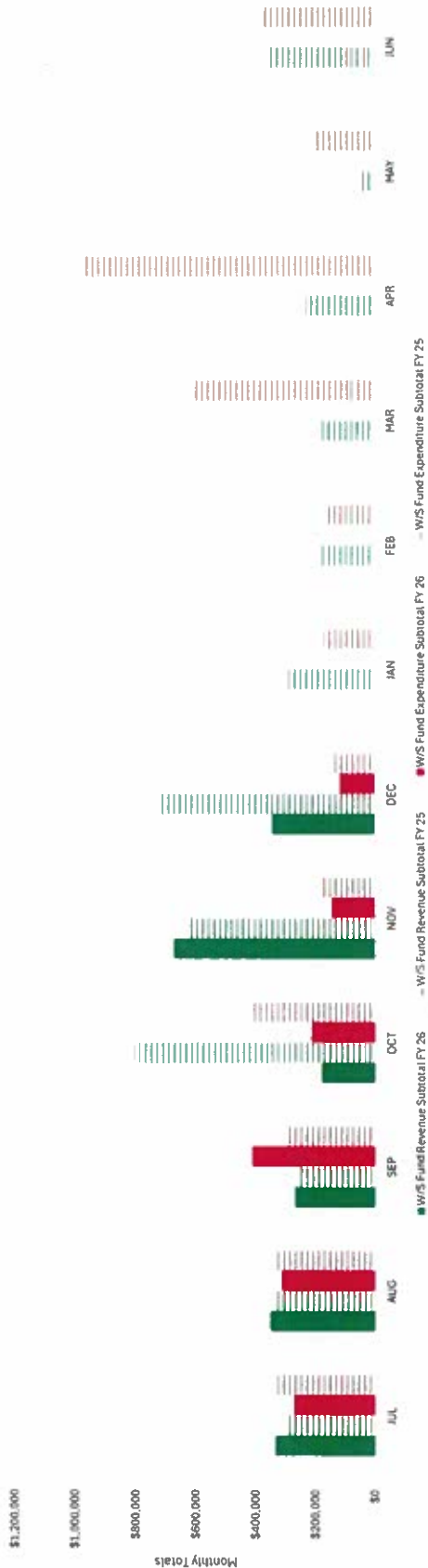
General Fund Expenditure Subtotal FY 26

GENERAL FUND

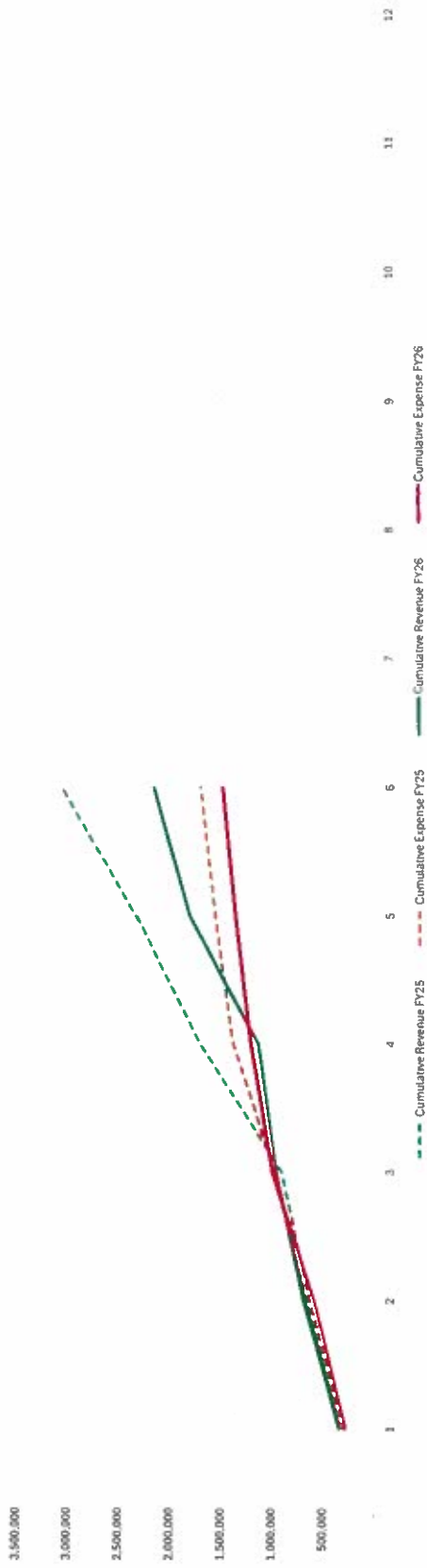


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	179,002	873,084	345,088	288,442	186,327	178,205	228,788	48,520	358,005
W/S Fund Revenue Subtotal FY 25	297,561	338,326	268,084	807,150	828,767	714,498						
W/S Fund Expenditure Subtotal FY 26	271,871	312,915	410,002	213,739	146,436	118,777						
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,794	408,181	174,251	141,836	171,251	182,329	588,753	968,050	195,864	380,870
Cumulative Revenue FY25	297,561	633,887	899,871	1,707,120	2,333,887	3,048,385						
Cumulative Expense FY25	334,838	669,011	973,805	1,379,985	1,554,237	1,698,073						
Cumulative Revenue FY26	333,945	684,855	954,687	1,133,889	1,806,773	2,151,860						
Cumulative Expense FY26	271,871	584,786	894,788	1,208,527	1,354,963	1,473,740						

Water/Sewer Fund

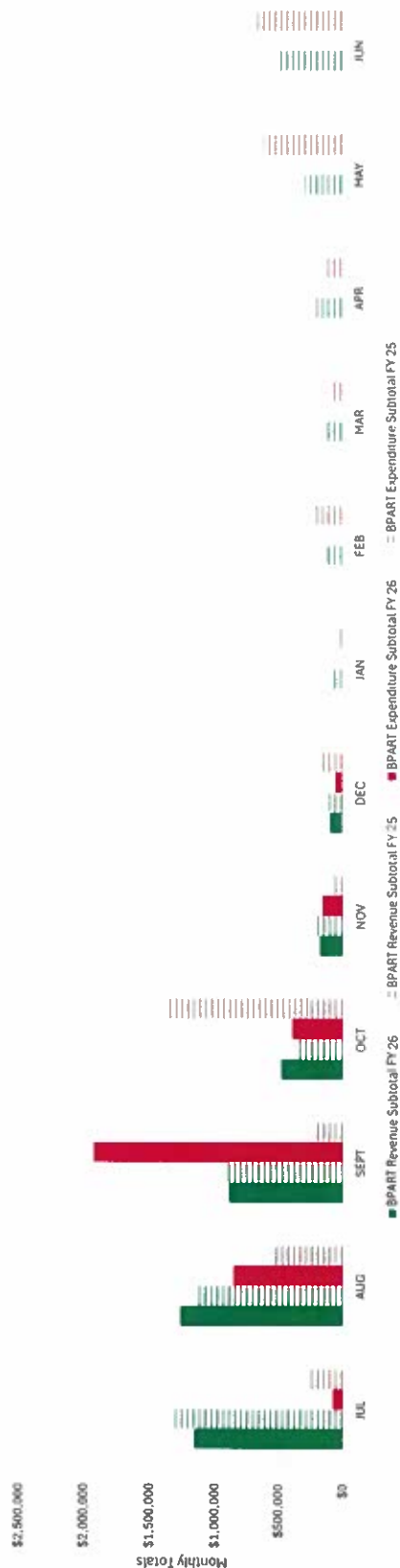


WATER/SEWER FUND

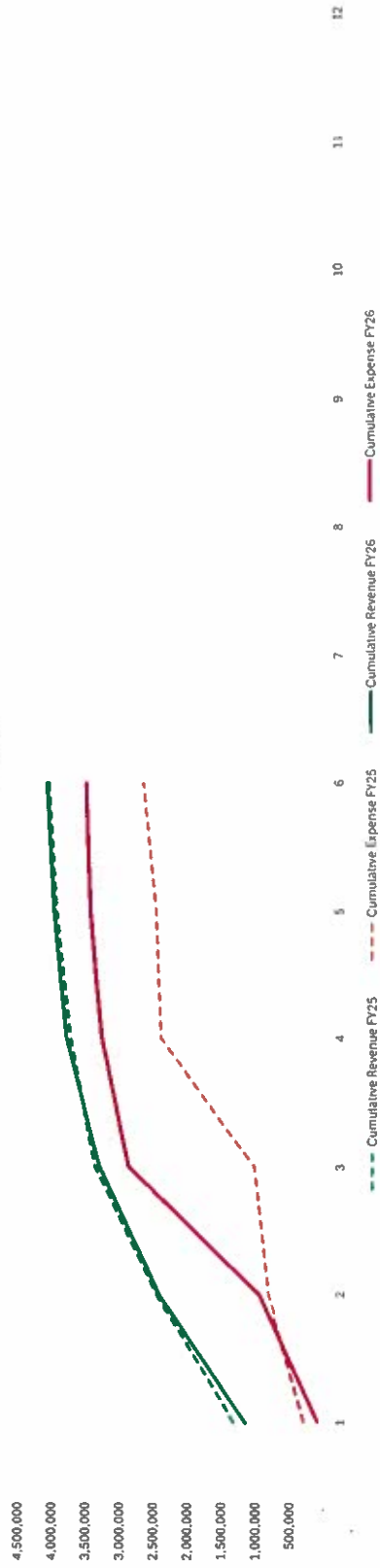


Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	182,860	96,170	91,553	127,945	124,089	199,054	287,529	479,731
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	909,955	352,616	203,612	106,517	91,553	127,945	124,089	199,054	287,529	479,731
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	395,097	160,330	55,713	35,007	228,562	100,385	145,428	607,028	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	657,700
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	3,920,867	4,027,184						
Cumulative Expense FY25	278,616	811,327	1,018,390	2,371,152	2,442,630	2,626,074						
Cumulative Revenue FY26	1,152,401	2,413,827	3,297,819	3,778,981	3,961,841	4,058,011						
Cumulative Expense FY26	76,488	927,076	2,856,087	3,251,184	3,411,514	3,467,227						

BPART



BPART



Holden Beach Public Works Monthly Report

Date: 1/08/26

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

- **Christmas Decorations:** Crew took down and stowed all Christmas decorations.
- **Road repair:** Graded all dirt streets on east end of island.
- **Storm Drain Repair:** Crew dug down and made an extensive repair on the storm drain in between 274/276 Brunswick Ave West.
- **Inventory:** Crew has been taking inventory on all spare parts we have and documenting it.

b) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
- **Water Leaks:** We had 2 water leaks both caused by cable contractors.
- **Water Meter Changeouts and Rereads:** Crew completed a list with around 220 meters that needed to be reread. Crew repaired 43 meters and changed out 10 meters.
- **Sewer Pits:** Crew installed 1 new vacuum pit.
- **Service Calls:** Crew ran close to 70 service calls this month. This included calls just to speak with a customer or cut the water on and off, sewer pit calls, etc. (Most of which came from that little freeze we had)

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

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

b) Upcoming Projects

- **Fire Hydrants:** We are preparing to begin grinding and painting all our hydrants. Our plan is to be finished early spring.
- **Station 1:** We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.
- **Pier Parking lot:** Crew is looking into adding a drain which would clear up the ponding issue at the entrance to the lot.

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: January 20, 2026

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: January 7, 2026

ISSUE/ACTION REQUESTED: Discussion and Appointment of Commissioner to Serve on the Audit Committee

BACKGROUND/PURPOSE OF REQUEST: Per §30.27 of the Holden Beach Code of Ordinances, a commissioner shall be appointed to the Audit Committee in January of each year. The Board can vote by ballot or verbally to fill the position. If ballots are used, please make sure to sign your name on the ballot.

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: §30.27

Holden Beach Code of Ordinances

§ 30.27 AUDIT COMMITTEE.

(A) *Creation, name and number of members.* There is hereby established an Audit Committee which shall be comprised of a member of the Board of Commissioners and not less than two or more than four residents or property owners of the town as full members, plus one alternate.

(B) *Powers and duties.* The Audit Committee shall:

(1) Serve as an advisory committee for the town's Board of Commissioners (BOC);

(2) Assist and advise the BOC in its oversight responsibilities for the town's financial reporting process, systems of internal financial controls and the external audit process;

(3) Recommend to the BOC each year the selection of the independent external audit firm to conduct the annual external audit, using a request for proposals selection process when deemed necessary by the Audit Committee;

(4) Monitor the performance of the commercial public accounting firms providing audit services to the town;

(5) Monitor the performance of the external audit firm as it relates to the annual audit of the town;

(6) Review the annual audit report with the external auditor and provide a written opinion to the BOC;

(7) Periodically confirm the suitability of the town's internal control systems and/or policies, including information technology security and control;

(8) Receive confirmation that audit report recommendations have been acted upon in advance of the commencement of the next external audit;

(9) Perform other functions from time to time as shall be delegated or assigned to it by the BOC.

(C) *Appointment; terms.* The Commissioner shall be appointed by the BOC in January of each year. Other members of the Audit Committee shall be appointed by the BOC for three-year terms, with the exception of 2022 when two members shall be appointed for three years and two members for two years. Appointments shall normally be made in January. Each member of the Audit Committee shall serve at the pleasure

Holden Beach Code of Ordinances

of the Board during their appointment.

(D) *Meetings and attendance.*

(1) The Audit Committee shall meet quarterly and in addition at least one time per year to review the final audits with the external audit firm. Additional meetings may be called by the Chair as deemed necessary in fulfillment of the duties of the Committee. An appointed member of the Audit Committee who misses three consecutive regular meetings loses their status as a member.

(2) The Audit Committee shall comply with the provisions of the North Carolina Open Meetings Law, G.S. §§ 143-318.9 *et seq.* A quorum shall be in attendance before any action of an official nature can be taken. A **QUORUM** is defined as at least one more than the number absent of the appointed members.

(3) The Town Manager or his or her designee shall also be in attendance in addition to staff that he or she invites to provide pertinent information on agenda items. Auditors or other outside specialists may also be invited by the Committee or the Town Manager as appropriate.

(4) An appointed member of the Audit Committee who misses three consecutive regular meetings loses his or her status as a member.

(E) *Officers.*

(1) There shall be a Chair and Vice Chair of the Audit Committee. An annual election of the Chair and Vice Chair shall occur at the first regular meeting of the year.

(2) The Town Manager or his or her designee shall serve as Secretary to the Audit Committee.

(F) *Officers' duties.*

(1) The Chair of the Audit Committee shall preside at all meetings and shall appoint all committees.

(2) When the Chair is absent, the Vice Chair shall perform the duties of the Chair. When both the Chair and Vice Chair are absent, a temporary Chair shall be selected by those members who are present.

(3) The Chair shall assemble and provide an agenda to the Secretary at least one week in advance of a scheduled meeting.

(4) The Secretary shall provide to all members copies of agendas, official reports, information relevant to the Committee's duties provided to the Secretary by an Committee member and the official minutes of all regular and special meetings at

Holden Beach Code of Ordinances

least three working days prior to the next scheduled meeting.

(Ord. 16-02, passed 1-12-16; Am. Ord. 18-18, passed 12-18-18; Am. Ord. 21-32, passed 11-16-21)



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 1/20/26

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 1/12/26

ISSUE/ACTION REQUESTED: Consideration and possible action on an engineering firm for the Town's stormwater project.

BACKGROUND/PURPOSE OF REQUEST: The Town issued an RFQ for engineering services for the current stormwater projects. The RFQ was sent to several engineering firms and we spoke to some of them over the last couple weeks. Staff recommends McGill for these services as their submission was thorough and they have a vital understanding of the project areas from completing the stormwater masterplan. Staff suggests that a contract be brought back for consideration as soon as possible.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input checked="" type="checkbox"/>	NO <input 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: Accept qualifications of McGill and direct the Manager to secure a contract for consideration.

Town of Holden Beach

Stormwater Improvements

Table of Contents

01	Cover Letter	1
02	Firm Approach	2-7
03	Timeline	8
04	Comparable Project History	9-13
05	References	14



January 12, 2025

Heather Finnell
Town Clerk, Town of Holden Beach
110 Rothshild Street
Holden Beach, NC 28462

RE: Statement of Qualifications
Stormwater Engineering Services

Dear Ms. Finnell:

Through our previous partnership with the Town of Holden Beach in the development of the stormwater master plan and select project area analyses, McGill Associates, PA (McGill) understands the work completed to date and the desired path forward for implementing proposed improvements. We seek to continue working with the Town by building on this prior analysis and collaboration to deliver practical solutions that reduce flooding while respecting the coastal environment and the Town's budget.



Trusted Continuity with a Focused Approach: Having partnered with the Town on prior phases, McGill can move directly from analysis to action — delivering targeted improvements without revisiting completed work or expanding the scope unnecessarily.



Familiarity and Proximity: Our team is uniquely familiar with the Town and this project through past assignments and lifelong residency in the immediate area. We have worked closely with the Town in coordination with the U.S. Army Corps of Engineers (USACE) and assisted in securing funding to advance stormwater improvements. With our office located a short drive from the project area, McGill offers quick access to project sites and the ability to meet face to face with Town staff, as needed, to maintain momentum and support efficient project delivery.



Coastal Stormwater Management Expertise: Our experience working in coastal environments will help ensure solutions are both permissible and resilient, balancing performance, constructability, and environmental stewardship.

McGill values our partnership and past work with the Town of Holden Beach, and we remain hopeful our work together can continue with the design and permitting of these stormwater projects. Our team is happy to discuss any questions you may have. You may contact me directly at michael.norton@mcgillassociates.com or 910.755.5872 if I can be of help during your evaluation of our Statement of Qualifications (SOQ). Thank you for your consideration.

Sincerely,
MCGILL ASSOCIATES, PA

Michael Norton, PE
Principal / Shallotte Office Manager

Contact

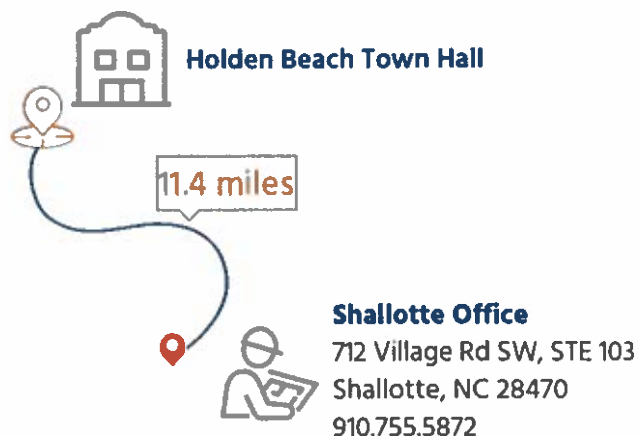
Michael Norton, PE

Principal / Shallotte Office Manager
micheal.norton@mcgillassociates.com

Michael Hanson, PE

Principal / Vice President / Regional Manager
micheal.hanson@mcgillassociates.com

Proximity



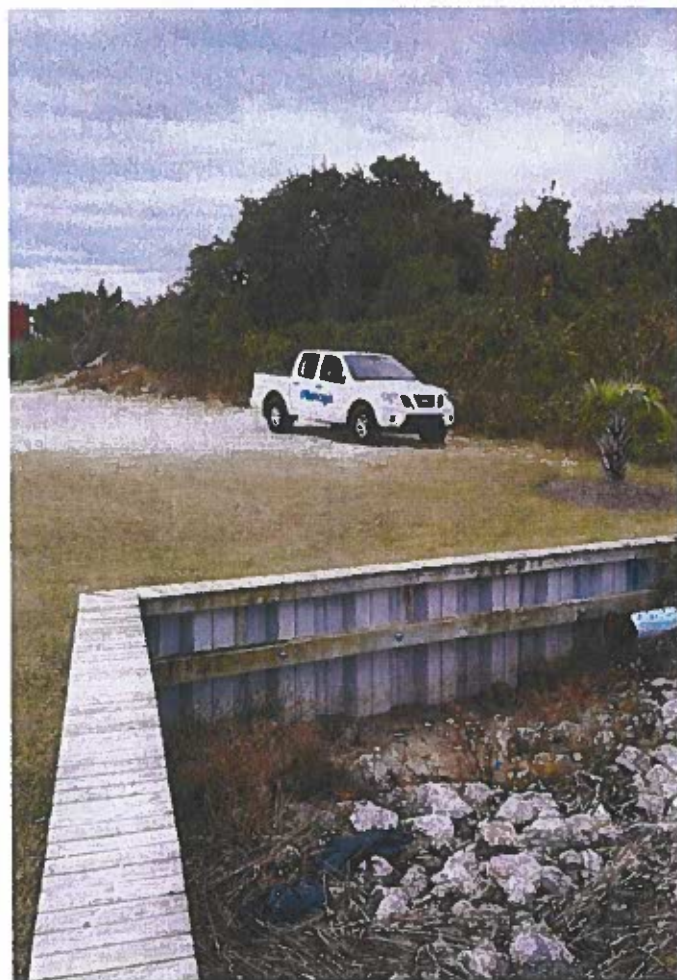
02 | Firm Approach

Understanding

The Town of Holden Beach is continuing targeted stormwater improvements along Ocean Boulevard East and West to address recurring roadway flooding. Previous phases of this effort, led by McGill, identified system limitations, evaluated alternatives, and established a clear path forward. This phase focuses on translating that work into practical, constructible solutions at locations where stormwater capacity, outfall performance, and roadway ponding remain concerns.

McGill understands the Town's priorities and constraints through our continued partnership on this project, including coordination with USACE and assistance securing funding. The project emphasizes right-sized improvements to reduce flood depths during frequent and major storm events, protect critical transportation infrastructure, and improve long-term reliability — without unnecessary redesign or duplication of prior efforts.

A balanced approach includes measurable flood reduction, cost-conscious project management and design, and compliance with Coastal Area Management Act (CAMA) requirements and other applicable coastal regulations. Success will deliver meaningful improvements and added peace of mind for the Town, its residents, and its visitors.





Approach

McGill will progress the proposed stormwater improvements using a targeted, location-specific design approach. The work is informed by prior analyses and field observations from earlier project phases, allowing the team to move efficiently into design without revisiting completed work.

The approach is intended to reduce roadway ponding and flood depths during both 2-year and 10-year storm events while remaining constructible within regulatory and project boundary constraints. Disciplined project management, coordination across service areas, and established quality assurance / quality control (QA / QC) procedures will integrate water resources expertise to support design decisions without expanding the scope or extending the project schedule. We will:

- **Leverage Prior Work**

Build on completed analyses and field observations to confirm existing infrastructure, drainage constraints, and outfall conditions — focusing on validation rather than re-evaluation

- **Confirm Performance Objectives**

Implement established performance goals for flood reduction and roadway drainage in the identified priority areas

- **Design Targeted, Right-Sized Improvements**

- Apply focused solutions at known system constraints, including selective pipe upsizing, localized storage, roadway grading adjustments, and channel modifications within existing rights-of-way
- Improve system reliability through increased conveyance capacity, supplemental storage, and improved outfall performance, accounting for tidal influences

- **Complete Constructability and Regulatory Compliance Reviews**

Detail designs that are feasible, permittable, and compliant with CAMA and other applicable coastal regulations, emphasizing minimizing disturbance

- **Integrate Project Management**

Coordinate to support clear communication, schedule control, and efficient decision-making

- **QA / QC**

Apply established QA / QC procedures to ensure technical accuracy, consistency with prior phases, and alignment with project objectives before moving deliverables forward

Area 1

Ocean Boulevard West (OBW) / Brunswick Avenue

The following improvements apply the project approach to Area 1, addressing OBW 300 Block and Brunswick Avenue.

Objectives

Reduce roadway ponding and the duration of post-storm standing water along OBW / Brunswick Avenue by improving stormwater collection, storage, conveyance, and outfall performance

Design

- Convert the existing ROW at 317 Brunswick Avenue West into an approximately 2.5-foot-deep storage depression to detain runoff and reduce peak flows
- Install new catch basins along the north side of OBW, including at the roadway low point and at the High Point Street / Brunswick Avenue intersection, with minor roadway grading to promote positive drainage
- Connect inlets with 15-inch high-performance polypropylene pipe (HPPP) to establish dual drainage paths routing flow through the storage depression and along OBW / High Point Street
- Lower and regrade the Brunswick Avenue channel by approximately 1.5 feet to maintain positive outfall conditions
- Upsize the Marker Fifty-Five Drive culvert and the outlet pipe along High Point Street to 18-inch reinforced concrete pipe (RCP) and replace the existing tide gate

- Provide additional detention through a second approximately 1.5-foot-deep storage depression at 339 Brunswick Avenue

Permitting and Bidding

- Prepare permit documentation and coordinate with applicable coastal and environmental agencies to support compliance with CAMA and other regulatory requirements
- Develop construction plans, technical specifications, and bid documents that clearly define scope, phasing, and constructability considerations within the public right-of-way
- Support the Town during bidding by responding to contractor questions and issuing addenda, as needed

Construction Administration

- Provide construction administration services to support implementation, including submittal review, responses to requests for information (RFIs), and coordination with Town staff and contractors
- Conduct periodic site visits to observe construction progress and conformance with design intent
- Assist with evaluation of field conditions and recommend solutions for unforeseen conditions without expanding the scope or schedule

Closeout

- Support project closeout activities, including review of record drawings and final documentation
- Assist the Town with final inspections and confirmation that improvements function as intended
- Provide documentation to support long-term operation and maintenance of stormwater features



Area 2

Ocean Boulevard East (OBE) / East End of Avenue A

The following improvements apply the project approach to Area 2, addressing OBE between Ferry Road and Dunescape Drive.

Objectives

Continue stormwater improvements to achieve a two-year level of service east of Mullet Street and eliminate roadway flooding during ten-year storms in priority segments

Design

- Upsize existing stormwater pipes east of Mullet Street to 24-inch RCP, with the terminal segment upsized to 30-inch RCP, to improve conveyance capacity
- Improve the existing system west of Mullet Street with selective invert adjustments to establish and maintain positive drainage
- Modify the upstream channel as needed to accommodate increased pipe burial while maintaining stable side slopes and positive flow
- Upsize pipes under Blockade Runner Drive and along Mullet Street, and install a tide gate at the final outlet to improve performance under tidal conditions
- Incorporate shallow roadside swales along the north ROW between McCray Street and Dunescape Drive, connected with 12-inch HDPE culverts for supplemental conveyance and storage

Permitting and Bidding

- Coordinate with regulatory agencies to advance permits in compliance with CAMA and other coastal requirements
- Prepare construction drawings, technical specifications, and bid documents reflecting constructible, right-sized improvements
- Provide bidding-phase support, including responses to contractor inquiries and preparation of addenda as required

Construction Administration

- Provide construction administration services, including submittal and RFI review, coordination meetings, and periodic site observations
- Support the Town in addressing field conditions and construction sequencing challenges to maintain schedule and performance objectives
- Coordinate across disciplines to ensure design intent is maintained throughout construction

Closeout

- Assist with final inspections, review of record drawings, and confirmation that performance objectives have been met
- Provide final documentation to support long-term operation and maintenance of the system
- Support Town staff through project closeout and transition to ongoing system management

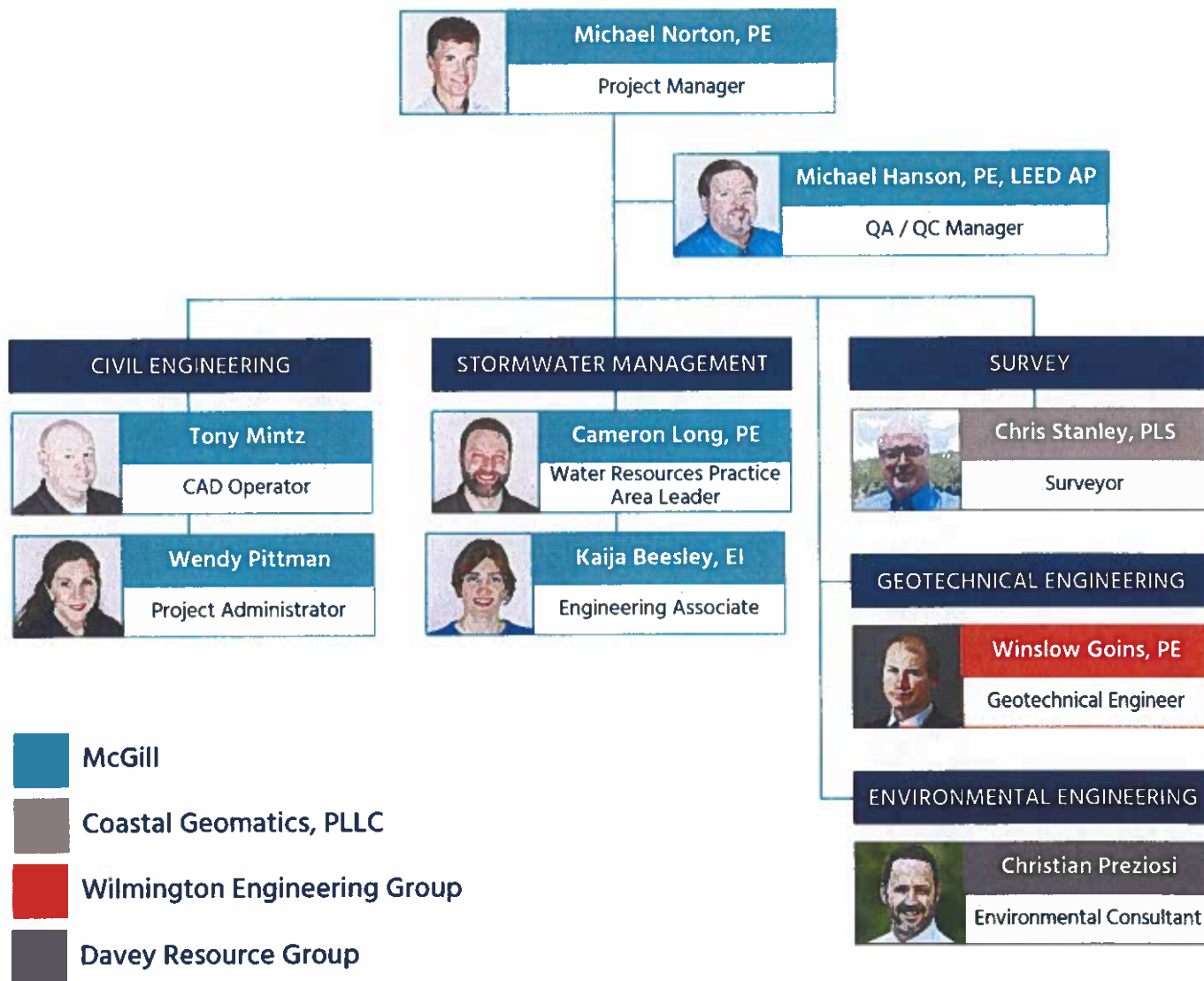


Key Personnel

Team Overview

The following organizational chart details the roles each team member will serve for this project. The proposed team matches individual and team qualifications with the expertise and experience appropriate for this project.

Our Shallotte office professionals are uniquely familiar with the Town of Holden Beach and can respond to site investigative needs with a 15-minute drive. Our team leaders and design professionals have worked in North Carolina (NC) coastal regions for decades and have an excellent understanding of unique stormwater permitting needs and CAMA-related requirements.





Education

MBA, East Carolina University
BS, Mechanical Engineering,
North Carolina State University

Professional Association

- SESWA

Specializations

- Project management
- Permitting
- Design and implementation

Michael Norton, PE

Principal / Shallotte Office Manager (Project Manager)

Michael Norton is a lifelong resident of Brunswick County, with 33 years of professional engineering experience along the Carolina coast in both the public utilities and private consulting. He has extensive experience in project management, business planning, employee and contractor oversight, and cooperative efforts with regulatory, public, and private entities. Michael has been involved in coastal stormwater and erosion control project oversight since the mid-1990s. Throughout this time, he has worked closely with North Carolina Department of Environmental Quality (NCDEQ) staff to ensure projects not only function effectively but also comply with regulatory intent and environmental protection requirements.

Professional Licensure

PE: NC #025856, SC #23041

Related Experience

- Stormwater Master Plan, Town of Holden Beach
- Pointe West Stormwater, Town of Holden Beach
- Marker 55 Stormwater, Town of Holden Beach
- Stormwater Management Plan and Capital Improvements Plan (CIP), Town of Sunset Beach
- 3rd and 4th Street Extension Stormwater, Town of Ocean Isle Beach



Education

BS, Civil Engineering,
University of Florida
AAS, Pre-Engineering, Polk
Community College

Specializations

- Coastal stormwater design and permitting
- Water resources engineering
- Grant administration
- Regional flood control
- Stormwater pumping systems

Michael Hanson, PE, LEED AP

Principal / Vice President / Regional Manager (QA / QC Manager)

Michael Hanson brings 35 years of civil / water resources engineering experience to the team. His expertise includes grant acquisition, administration, and compliance assistance. Michael has directly assisted communities in managing federal grants totaling over \$40 million, and state grants totaling \$2.5 million. His planning experience includes watershed assessments, stormwater master planning, flood mapping, and hydrologic and hydraulic (H&H) modeling. Michael's design experience includes wetland creation, regional flood control, stormwater pumping, and roadway drainage.

Professional Licensure

PE: NC #030624 (plus 8 states); LEED AP: National #10445033

Related Experience

- Stormwater Master Plan, Town of Holden Beach
- Pirate Cove Stormwater Study, City of Wilmington
- On-Call Stormwater Services, City of Boiling Spring Lakes
- Stormwater Management Plan, Town of St. Pauls
- Stormwater Management and Master Plan, Village of Pinehurst

03 | Timeline

Schedule

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Task																			
Area 1																			
Design and Permitting																			
Bidding																			
Construction Administration																			
Closeout																			
Area 2																			
Design Documents																			
Bidding																			
Construction Administration																			
Closeout																			



04 | Comparable Project History



Stormwater and Drainage

The McGill stormwater team has many years of experience with a broad range of stormwater issues. Stormwater and drainage improvements to increase the capture and carrying capacity of existing infrastructure are among the most often requested projects for local governments. Whether these are flood-driven, nuisance, or localized ponding, these issues are at the forefront and generate repeated complaints.

Our team is well versed in stormwater management and treatment, including erosion control, stormwater best management practices (BMPs), field monitoring, plans review, and reporting requirements. Our staff includes certified professionals in stormwater quality and erosion or sediment control.

Design and Permitting

Engineering design drawings, specifications, and engineer's opinion of probable construction costs will be prepared and submitted to the Town at design milestones, as applicable, depending on the complexity of the project.

The design work will be performed in accordance with the Town's current AutoCAD standards and will be reviewed in accordance with McGill's QA / QC procedures.

The key to the successful completion of drainage projects is to eliminate (or at least minimize) environmental, right-of-way, and utilities impacts.



Technical
Expertise



Project
Management



Results



Stormwater Master Plan

Town of Holden Beach

Stormwater management on a barrier island presents distinct challenges, including limited discharge opportunities and recurring roadway ponding that cannot always be addressed through conventional piping. While temporary pumping can be used during major storm events, frequent rain events require long-term, system-based solutions.

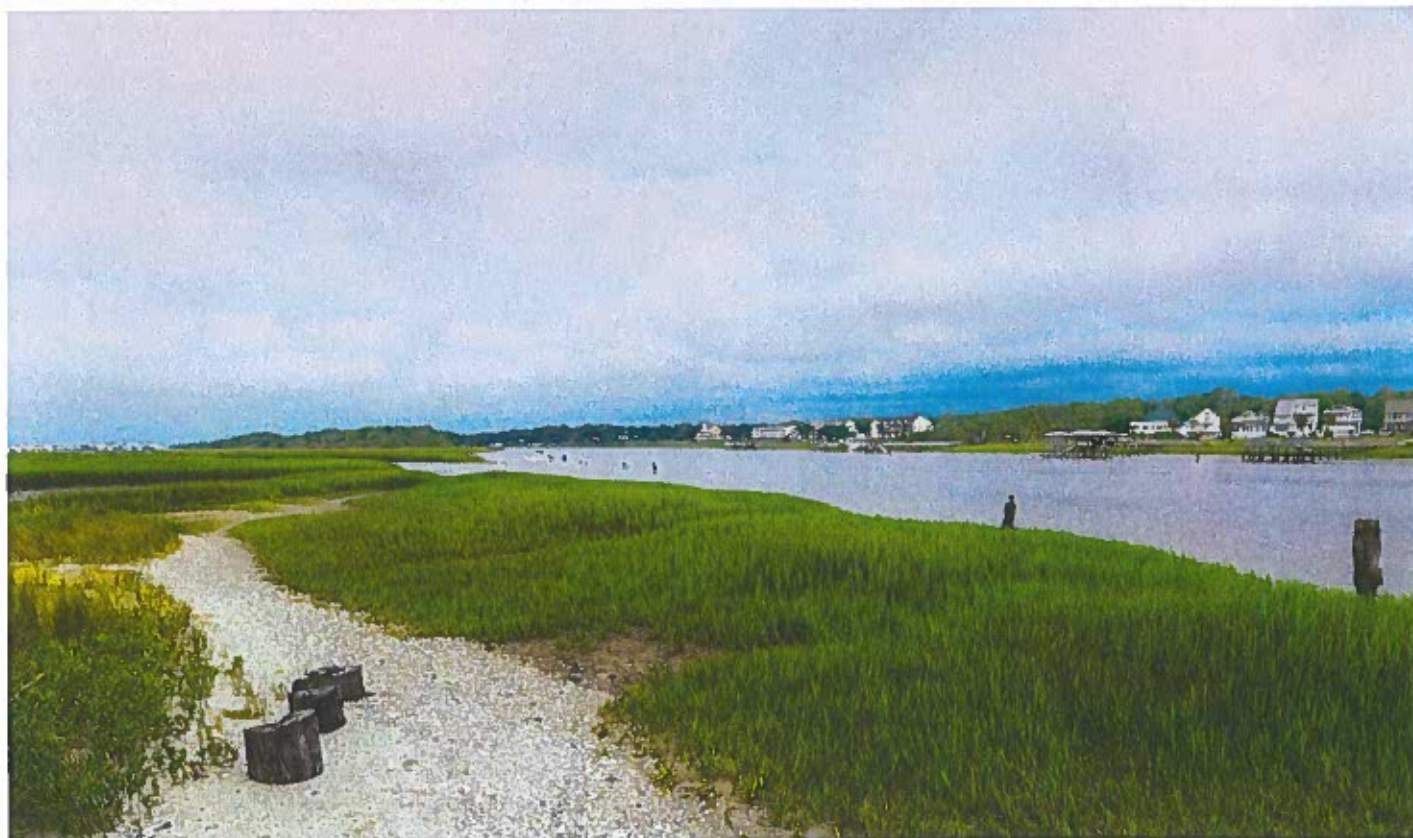
For this project, McGill has:

- Mapped and assessed the existing stormwater system, including infrastructure location, condition, and materials
- Evaluated conveyance capacity throughout the system
- Identified existing and potential problem areas
- Analyzed alternatives and recommended solutions for each area
- Prepared a stormwater management plan and cleared defined and prioritized recommended improvements
- Evaluated the feasibility of a stormwater utility

McGill's stormwater master plan includes detailed methodologies, data and results tables, geographic information system (GIS) and modeling files, alternatives analyses, and planning-level cost estimates for each recommended project. This document provides a strong foundation for capital improvements planning and supports future consideration of a stormwater utility.

Client Reference

Christy Ferguson
Assistant Town Manager
110 Rothschild Street
Holden Beach, NC 28462
910.842.6488
christy.ferguson@hbtownhall.com



Stormwater Management Plan and CIP

Town of Sunset Beach

The Town of Sunset Beach spans more than 4,000 acres, across mainland and a barrier island, creating a complex stormwater environment influenced by coastal conditions and varied drainage systems. To better manage stormwater infrastructure and address water quality concerns, the Town engaged McGill to develop a comprehensive Stormwater Management Plan.

For this project, McGill has:

- Conducted a field survey and assessment of the existing stormwater system to document locations, dimensions, capacity, and conditions
- Compiled system data into a centralized GIS database, including photos and inspection reports, with a field-update capability via tablets
- Evaluated stormwater-related water quality issues and potential mitigation strategies
- Developed a stormwater management plan with clearly defined, prioritized recommendations
- Prepared a CIP identifying drainage improvement projects for near- and long-term implementation

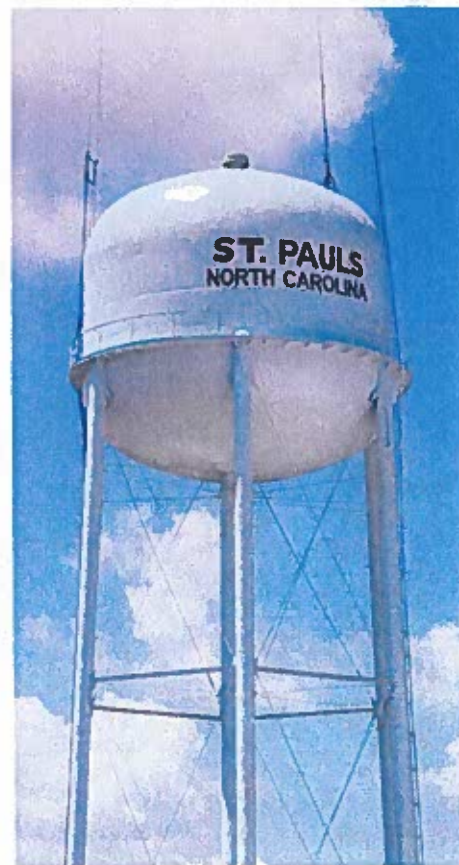
The stormwater management plan and CIP provided the Town with an actionable roadmap for managing stormwater infrastructure, several elements of which have already advanced into implementation.

Client Reference

Matt Sorrells
Public Works Director
700 Sunset Boulevard North
Sunset Beach, NC 28468
910.579.6297
bsorrells@sunsetbeachnc.gov

Resulting Projects

- 29th / 30th Street Stormwater Improvements
- 32nd Street Southwest Outfall Permit
- Stormwater Permit Renewal for Fire Station #2
- Fiscal Year (FY) 2020 — 2021 Stormwater Projects
- FY 2019 — 2020 Stormwater Projects
- 2017 CIP Supplement



Elizabeth / Johnson Street Storm Drainage Project

Town of St. Paul's

This project addressed recurring flooding in a closed basin area and improved drainage along South Johnson Street due to limited downstream conveyance.

McGill previously prepared the Town's stormwater master plan, evaluating system deficiencies and prioritizing mitigation. McGill advanced the project by designing a new stormwater conveyance system primarily within public rights-of-way, with limited easement impacts to adjacent properties.

For this project, McGill:

- Evaluated stormwater deficiencies and identified a positive-outfall solution through the stormwater master plan
- Completed survey, design, and permitting for a 48-inch stormwater conveyance system serving the closed basin area
- Coordinated easements and minimized property impacts by working largely within public rights-of-way
- Prepared construction documents and supported bidding and construction through implementation

This project demonstrates McGill's ability to translate stormwater planning into construction-ready design and deliver the project through construction.

Client Reference

Stephanie Dollinger
Town Administrator
Post Office Box 362
St. Pauls, NC 28384
910.865.5164
stephanie.dollinger@stpaulsnc.gov



Pirate Cove Stormwater Study

City of Wilmington

This drainage outfall improvement addressed flooding within a 110-acre residential watershed in coastal Wilmington, primarily serving the Pirate Cove subdivision east of Masonboro Sound Road. The project evaluated and improved stormwater conveyance through a network of open channels, piped systems, and roadway crossings, advancing planning-level recommendations into a construction-ready solution.

For this project, McGill:

- Evaluated existing and proposed stormwater systems, including three open channels, receiving pipes, and culverts at Masonboro Sound Road and Buccaneer Road
- Performed H&H analyses for 10- and 25-year storm events using EPA SWMM
- Identified capacity deficiencies and designed improvements to increase pipe and channel conveyance
- Prepared environmental documentation, CAMA permitting, easements, and bid documents
- Designed improvements including approximately 600 linear feet (LF) of open channel and over 1,000 LF of 48-inch RCP, with associated traffic maintenance and roadway restoration

Client Reference

Zach Roman
Project Manager
102 North Third Street
Wilmington, NC 28412
910.341.5818
zach.roman@wilmingtonnc.gov

05 | References

References from Similar Projects

Town of Ocean Isle Beach

Justin Whiteside
Planning Director and
Assistant Town Administrator
111 Causeway Drive
Ocean Isle, NC 28469
910.579.3469
justin@oibgov.com

Town of Sunset Beach

Matt Sorrells
Public Works Director
700 Sunset Boulevard N
Sunset Beach, NC 28468
910.579.6297
bsorrells@sunsetbeachnc.gov

Brunswick County Schools

Larry Smith
Chief Operations Officer
35 Referendum Drive
Bolivia, NC 28422
910.252.1062
ljsmith@bcswan.net

Town of Calabash

Michael Price
Town Administrator
882 Persimmon Road
Calabash, NC 28467
910.579.6747
mprice@townofcalabash.net





McGill Associates, PA

712 Village Road SW, Suite 103, Shallotte, NC 28470

910.755.5872 | mcgillassociates.com



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: January 20, 2026

FROM: Town Manager Chadwick/
Planning Director Evans

DATE SUBMITTED: January 8, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action to Choose a Stage Design for Block Q

BACKGROUND/PURPOSE OF REQUEST: Staff has worked with Architect David Wood for 2 stage designs for Block Q. Staff recommends choosing one of the designs. For the next phase, staff will produce a request for proposals to construct the facility.

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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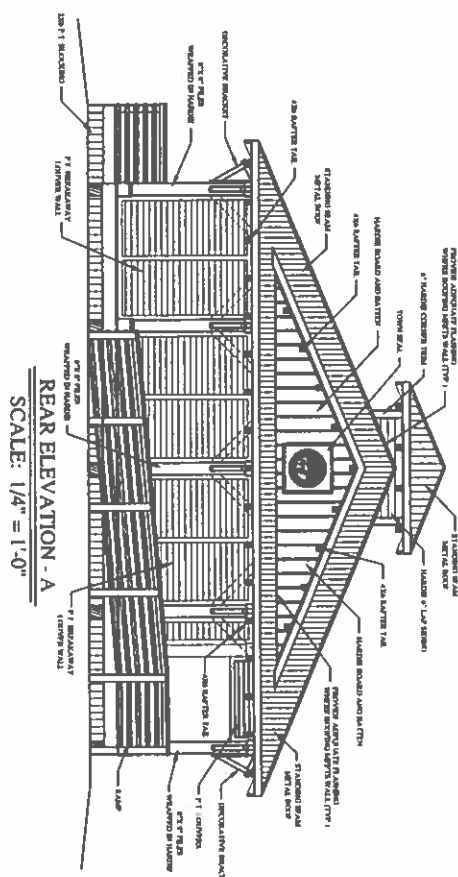
ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

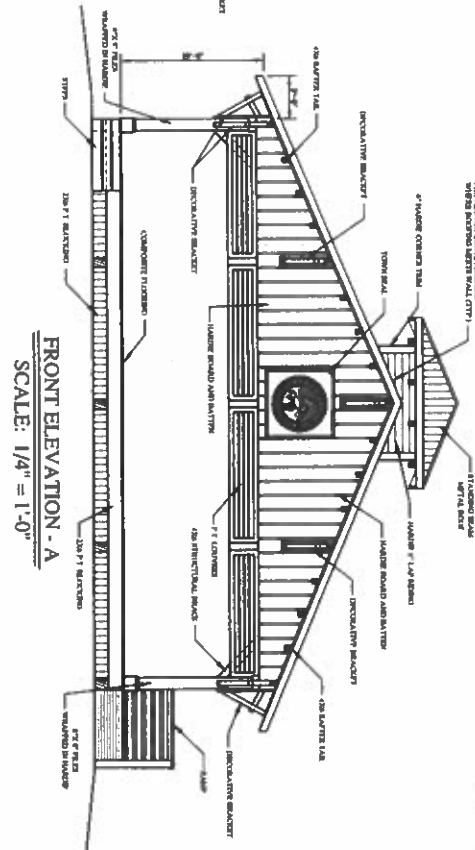
TOWN MANAGER'S RECOMMENDATION: Choose one of the designs presented.

ATTACHMENT:

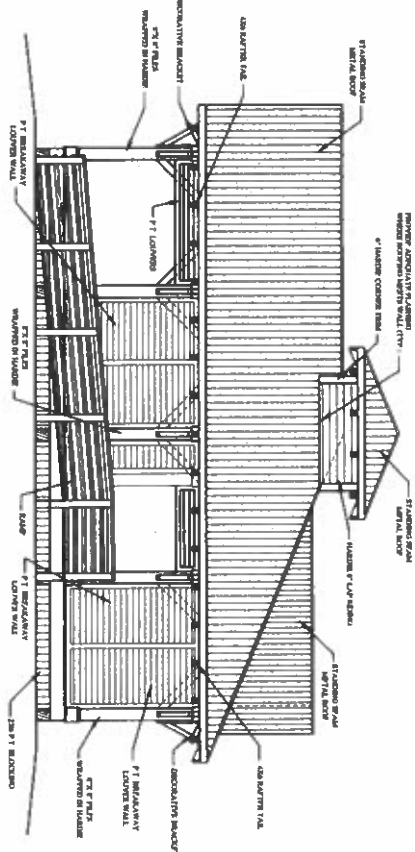
ELEVATION - A



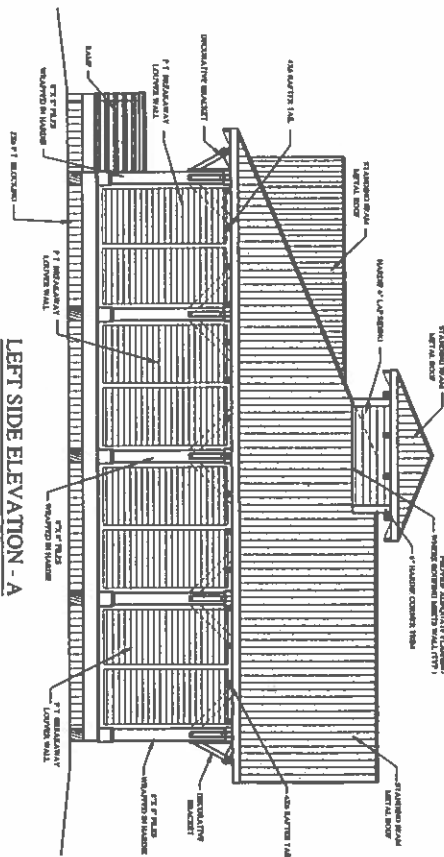
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FRONT ELEVATION - A
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION - A
SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION - A
SCALE: 1/4" = 1'-0"



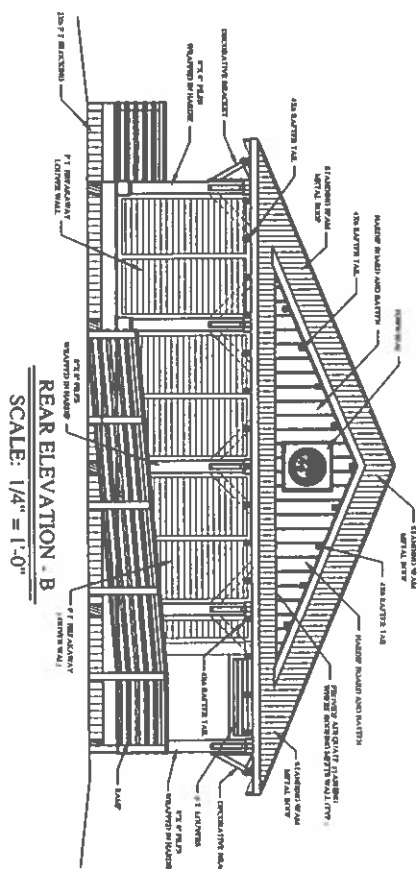
David A. Wood Inc.
HOME DESIGNS
Drawn/Printed by David Wood
764-262-2887
www.davidawoodhome.com

**HOLDEN BEACH
PAVILION**

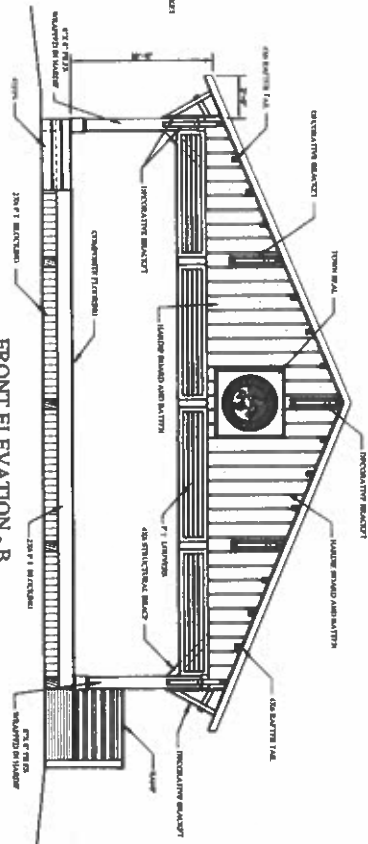
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HOLDEN BEACH, NORTH CAROLINA
SCALE: AS NOTED
DATE: 1/20/20
SIZE: 48'-0" X 40'-0"
DRAWN BY: DAVID A. WOOD
PLAN #: 2020-000
FIRST FLOOR PLAN

SHEET #
1 OF 2

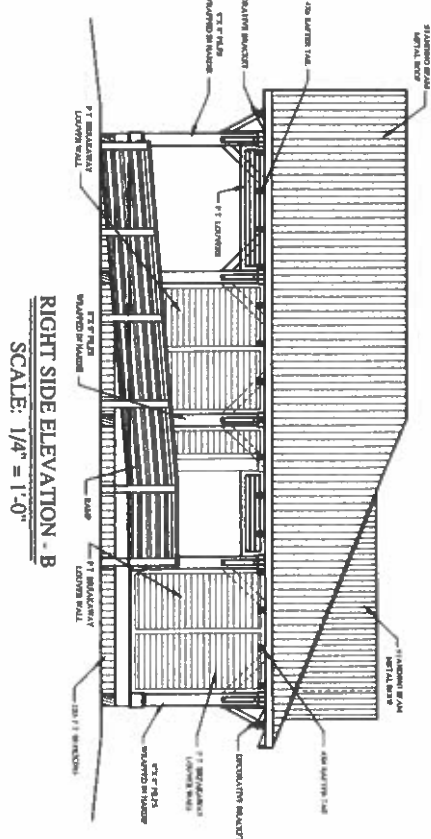
ELEVATION - B



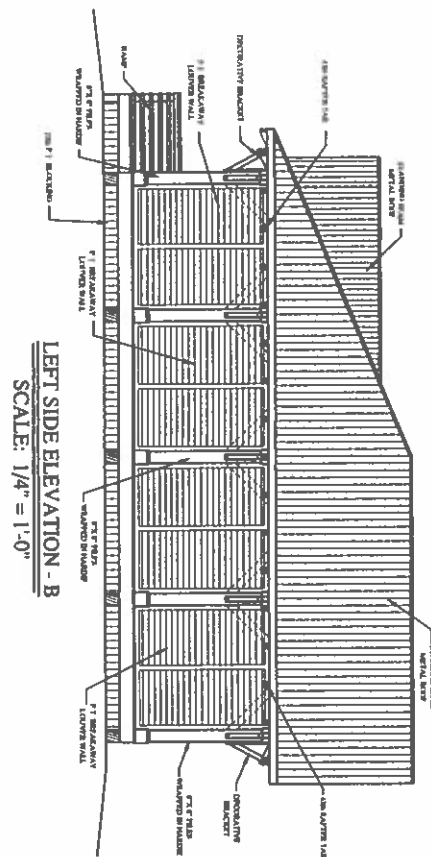
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SCALE: 1/4" = 1'-0"



FRONT ELEVATION - B
SCALE: 1/4" = 1'-0"



RIGHT SIDE ELEVATION - B
SCALE: 1/4" = 1'-0"



LEFT SIDE ELEVATION - B
SCALE: 1/4" = 1'-0"



David A. Wood Inc.
HOME DESIGNS
Drawn: David A. Wood
Rev: 03/20/00
WWW.DavidWoodDesigns.com

HOLDEN BEACH
PAVILION

THE TOWN OF HOLDEN BEACH
HOLDEN BEACH, NORTH CAROLINA
SCALE: AS NOTED
DATE: 10/08
SIZE: 40'-0" x 40'-0"
DRAWN BY: DAVID A. WOOD
PLAN #: 2008-000
FIRST FLOOR PLAN

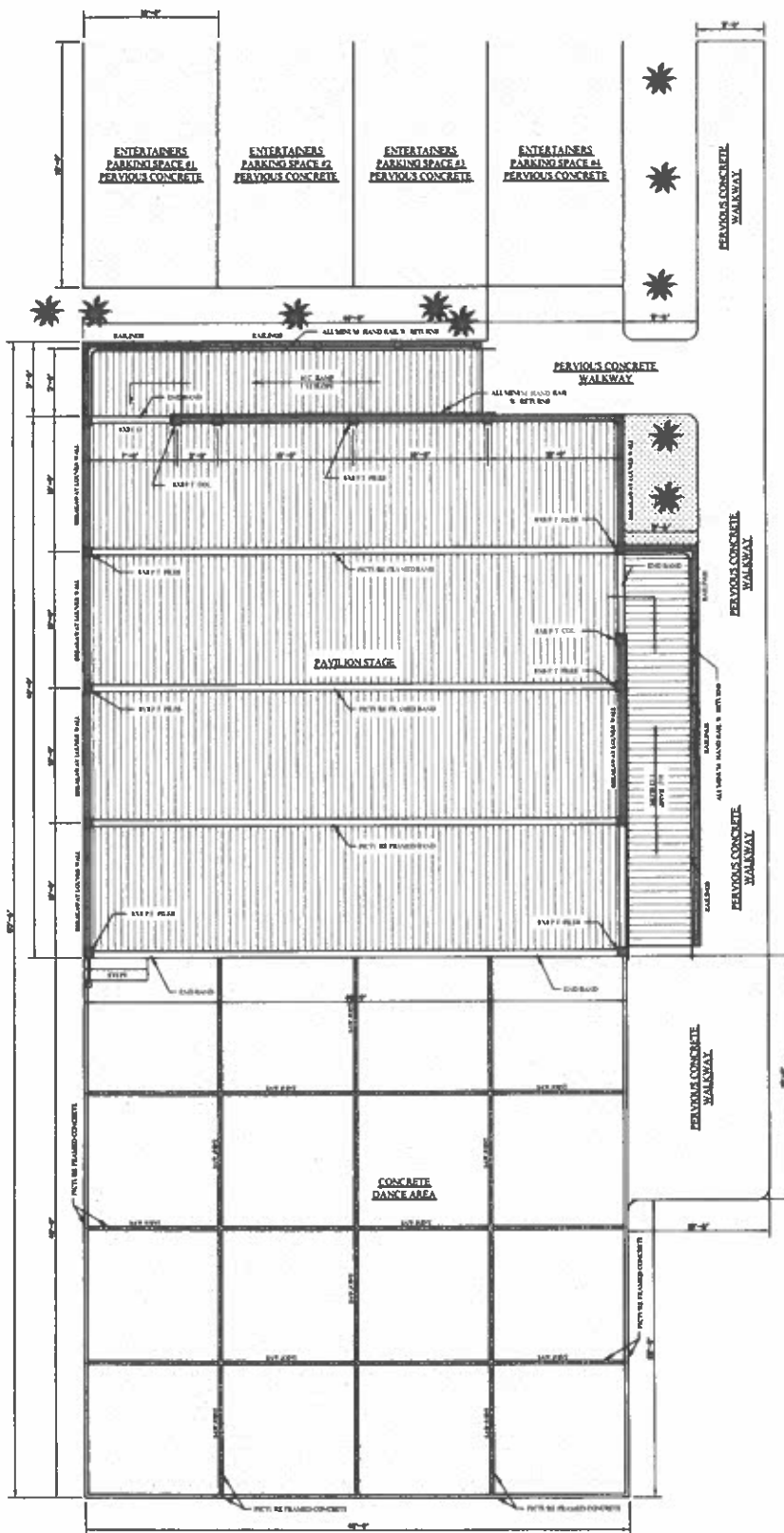
SHEET #
2 OF 2

DAVID WOOD HOME DESIGNS INC. IS A PROFESSIONAL ARCHITECTURAL FIRM LOCATED IN HOLDEN BEACH, N.C. THIS PLAN MAY NEED TO BE ADAPTED TO COMPLY WITH LOCAL AND STATE CODES. THE PURCHASER OF THIS SET OF PLANS SHOULD CONSULT A LOCAL BUILDING PROFESSIONAL PRIOR TO CONSTRUCTION. CONTRACTOR SHALL OBTAIN AND VERIFY ALL REQUIREMENTS BEFORE BEGINNING CONSTRUCTION AND COORDINATE ANY CONFLICTS WITH OTHERS AND ADJUSTMENTS. DAVID WOOD HOME DESIGNS INC. WILL ASSUME NO LIABILITY FOR ANY ERRORS OR OMISSIONS.

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DAVID WOOD HOME DESIGNS INC. IS A PROFESSIONAL RESIDENTIAL DESIGN FIRM LOCATED IN HOLDEN BEACH, N.C. THIS PLAN MAY NEED TO BE ADAPTED TO COMPLY WITH LOCAL AND STATE CODES. THE PURCHASER OF THIS SET OF PLANS SHOULD CONSULT A LOCAL BUILDING PROFESSIONAL PRIOR TO CONSTRUCTION.

BRUNSWICK AVE. EAST



JORDAN BLVD.

QUINTON ST.



THIS IS A CONCEPT PLAN
AND NOT TO SCALE

DAVID WOOD HOME DESIGNS INC. IS A PROFESSIONAL RESIDENTIAL DESIGN FIRM LOCATED IN HOLDEN BEACH, N.C. THIS PLAN MAY NEED TO BE ADAPTED TO COMPLY WITH LOCAL AND STATE CODES. THE PURCHASER OF THIS SET OF PLANS SHOULD CONSULT A LOCAL BUILDING PROFESSIONAL PRIOR TO CONSTRUCTION. CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS BEFORE BEGINNING CONSTRUCTION AND CORRECT ANY CONSTRUCTION VITE ERRORS AND REWORK. DAVID WOOD HOME DESIGNS INC. WILL ASSUME NO LIABILITY FOR ANY ERRORS SINCE CONSTRUCTION BEGINS.

SHEET #
1 OF 1

THE TOWN OF HOLDEN BEACH
HOLDEN BEACH, NORTH CAROLINA
SCALE: AS NOTED
DATE: 1/1/20
DRAWN BY: OYAD A. WOOD
PLAN #: 2020-000
SIZE: 10'-0" x 10'-0"

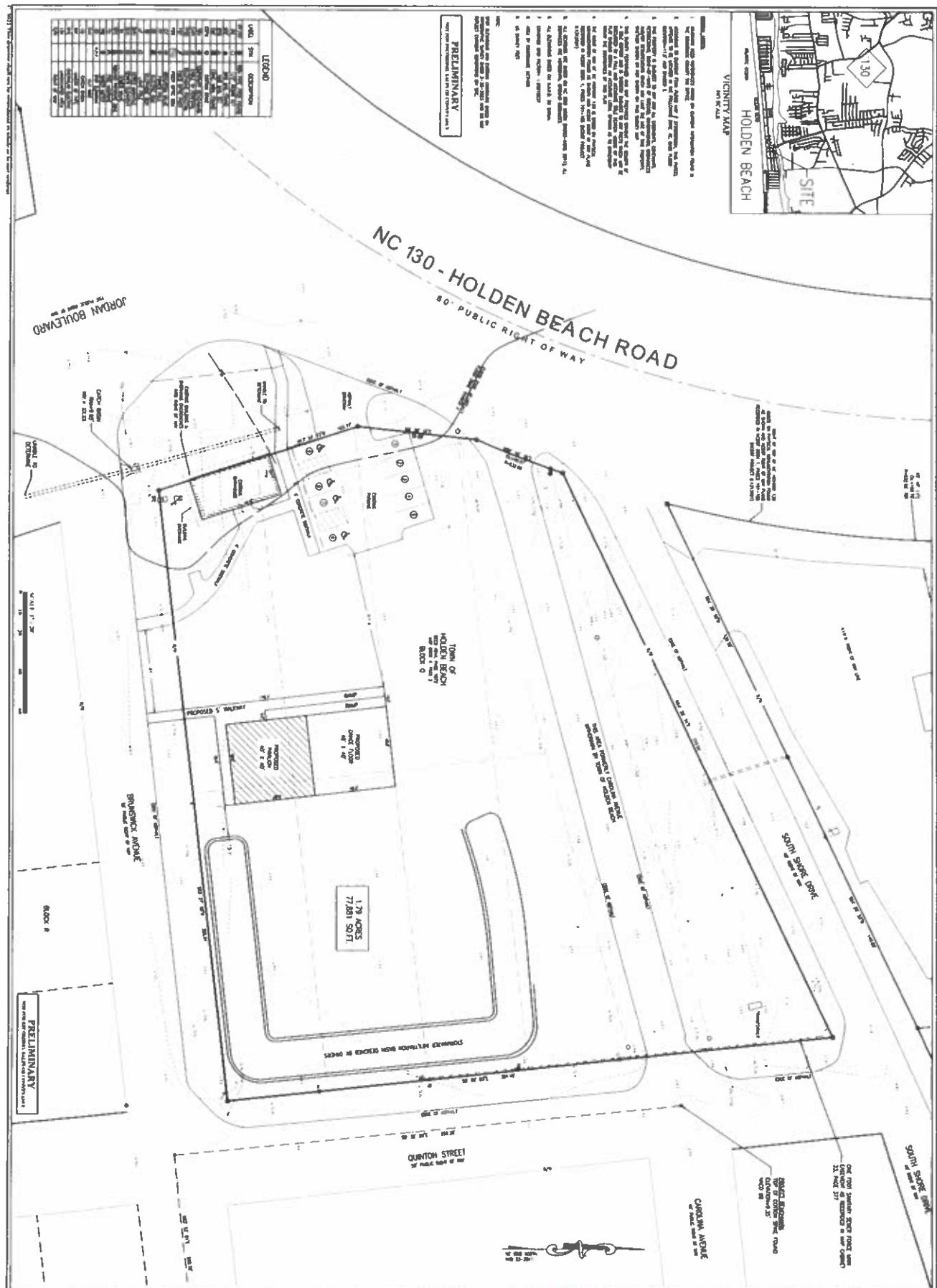
HOLDEN BEACH
PAVILION

David Wood Home
DESIGNS
DavidWood@Gmail.com
754-352-3887
www.DavidWoodHomeDesigns.com

HOLDEN BEACH

1. **What is the purpose of the study?**
2. **What is the research question?**
3. **What is the hypothesis?**
4. **What is the study design?**
5. **What is the sample size?**
6. **What is the data collection method?**
7. **What is the data analysis method?**
8. **What is the conclusion?**
9. **What are the limitations of the study?**
10. **What are the implications of the study?**

PRELIMINARY

[illegible]

PRELIMINARY SITE PLAN FOR:

TOWN OF HOLDEN BEACH
CAROLINA AVENUE PARK



COASTALGEOMATICS
LAND SURVEYING • MAPPING • PLANNING

Physical Address: 5041-3 4th Street, Staebitz, NC 28439
 Mailing Address: Post Office Box 1560, Staebitz, NC 28438
 Telephone: 910-356-1820 • www.coastalgenomics.com

Ann. Entomol. Soc. Am. 45: 224-225, 1952.

SITE PLAN



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 1/20/26

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 1/7/26

ISSUE/ACTION REQUESTED: Consideration and possible action on a resolution commemorating the 100th anniversary of the American Shore and Beach Preservation Association (ASBPA).

BACKGROUND/PURPOSE OF REQUEST: The Town works in collaboration with ASBPA and is a member of its Coastal Advocacy Network. The attached resolution presents the commissioners with the opportunity to formally celebrate this milestone with the organization. We look forward to the many ASBPA events planned surrounding the anniversary, which will also draw national attention to the importance of the coast.

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"/> N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Adopt resolution.



Resolution 26-01

Commemorating the 100th Anniversary of the American Shore & Beach Preservation Association

Whereas

- The year 2026 marks the Centennial of the American Shore & Beach Preservation Association (ASBPA), which has for a century advanced a science-guided commitment to coastal restoration and protection;
- Founded in 1926, the Association's visionary leaders sought to establish a forum “where the novice and he who has long wrestled with these problems can seek more light; where the man of science and the statesman can exchange ideas and collaborate together; where idealist and lover of Nature and the economist can arrive at a mutual understanding; where landscape artist and philanthropist can find an outlet for their activities,” thereby fostering collaboration and innovation for coastal stewardship;
- The critical issues of shore and beach preservation—promoting community protection, a strong economy, ecological health, and recreation—remain as vital in 2026 as they were at the Association’s founding;
- North Carolina’s coastal communities and natural resources have benefited from ASBPA’s work in translating coastal science and engineering, guiding policy, and advocating for resilient shores and beaches over the past century;
- The Town of Holden Beach aims to collaborate with ASBPA to build upon its century of experience in coastal resilience to advocate for solutions that adapt shore and beach projects to future coastal challenges.

Now, Therefore, Be It Resolved

- The Town of Holden Beach (Town) by and through its Board of Commissioners, commends the American Shore & Beach Preservation Association for its foresight 100 years ago, and its continuing leadership today toward future challenges of coastal science and policy;

- The Town endorses and reaffirms the ASBPA's founding purpose: to promote the health and physical well-being of the people of this nation through the careful stewardship of our coasts and shores;
- The Town celebrates the Centennial of the ASBPA, honoring a century of shore and beach advocacy and progress;
- The Town renews its commitment to work collaboratively with the ASBPA and all stakeholders for the betterment and preservation of the American coast—for current and future generations;
- The Town extends best wishes to the ASBPA on its 100th Anniversary and recognizes the enduring importance of its mission.

Adopted this 20th day of January, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: January 20, 2026

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: January 7, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Resolution 26-02, Resolution Amending the Holden Beach Fee Schedule (Recycling).

BACKGROUND/PURPOSE OF REQUEST: We have received the updated fees assessed by GFL Environmental for people who utilize the voluntary curbside recycling program. The annual 2026 cost for people participating in the program will be \$122.93 per bin. The fee schedule needs to be amended to reflect the new amount.

Staff recommends the Board approve Resolution 26-02, Resolution Amending the Holden Beach Fee Schedule, if you wish to continue the curbside recycling program.

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: Recommend approval.

TOWN MANAGER'S RECOMMENDATION: Recommend approval of the resolution to update the recycling fee.

ATTACHMENT: Attachment 1 - Resolution 25-02

RESOLUTION 26-02
RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE

WHEREAS, As reflected in the Solid Waste and Recyclables Collection, Transportation and Disposal Agreement between the Town and GFL Environmental, GFL Environmental will provide a 95-gallon container for the voluntary curbside recycling program for a fee that includes the base charge and a processing fee; and

WHEREAS, it has been determined that the annual amount assessed per bin for 2026 will be \$122.93; and

WHEREAS, the Holden Beach Fee Schedule needs to be updated to reflect the 2026 fee.

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 recycling fee of \$122.93 per bin.

BE IT FURTHER RESOLVED, that this fee should be effective for recycling services beginning on January 1, 2026.

This the 20th day of January, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: January 20, 2026

FROM: Mayor Holden

DATE SUBMITTED: January 8, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action to Change Paid Parking Enforcement Dates

BACKGROUND/PURPOSE OF REQUEST: Several commissioners have requested to discuss the dates paid parking is enforced within Town limits.

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:

Town Manager's Report

Ocean Boulevard Stormwater

- Considering RFQ's for engineering services on the January agenda

Block Q Restroom and Parking

- In process

Block Q Master Plan RFQ

- Proposals due back January 30th by noon
- Recommendation for a firm planned for the February agenda

Block Q Stage Area

- BOC to consider two designs at the January meeting

NC Resilient Coastal Communities Program

- Information has been sent to organizations for dissemination of possible projects for community engagement

Southeastern Regional Hazard Mitigation Plan

- Planning and Inspections have been working with Brunswick and Other Counties in the region to update the hazard mitigation plan
- Commissioners will be presented a resolution to adopt the updated plan in the coming months

Halstead Park

- Scope of work that was previously advertised needs to be changed to include new piles
- Pier is closed due to safety until further notice as previously advertised

Employee Updates

- Chief Dixon will be leaving at the end of February to take the place of the retiring chief in Shallotte
- Megan Hegadore will be leaving to pursue flight school

Upcoming Town Events

- The Town will celebrate its birthday on Friday, February 13th at noon. Contact Christy via email to pre-register