



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

**Tuesday, January 21, 2025
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, JANUARY 21, 2025 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Special Meeting of December 6, 2024 (Pages 1 – 2)
 - b. Minutes of the Regular Meeting of December 17, 2024 (Pages 3 – 12)
7. Public Comments on Agenda Items
8. Police Report - Chief Dixon (Pages 13 – 15)
9. Inspections Department Report – Inspections Director Evans (Pages 16 – 18)
10. Finance Department Report – Finance Director McRainey (Pages 19 – 21)
11. Interim Town Manager's Report – Interim Town Manager Ferguson (Pages 22 – 23)
12. Discussion and Possible Action on Removing the Pier Building – Mayor Pro Tem Myers and Commissioner Thomas (Pages 24 – 53)
13. Consideration and Possible Action to Award the Contract for Pier Engineering Services to HDR – Interim Town Manager Ferguson (Pages 54 – 61)
14. Consideration and Possible Action to Engage in an Agreement with the NC Department of Transportation Regarding Bike Lane Maintenance – Interim Town Manager Ferguson (Pages 62 – 72)
 - a. Ordinance 25-01, An Ordinance Amending Ordinance 24-11, The Revenues and Appropriations Ordinance for Fiscal Year 2024 – 2025 (Amendment No. 6)

15. Discussion and Possible Action on Small Town ADA Assessment – Inspections Director Evans
(Interim Town Manager Ferguson) (Pages 73- 81)
16. Audit Committee Items – Town Clerk Finnell (Interim Town Manager Ferguson)
(Pages 82 – 93)
 - a. Discussion and Appointment of Commissioner to Serve on the Audit Committee
 - b. Discussion and Possible Selection of Members to Fill Vacancies on the Audit Committee
17. Consideration and Possible Action to Formulate Federal Priorities for the Upcoming Year -
Interim Town Manager Ferguson (Pages 94 – 95)
18. Discussion and Possible Action on Resolution 25-01, Resolution Prohibiting Viewing of
Pornography on Town Networks and Devices – Town Clerk Finnell (Interim Town Manager
Ferguson) (Pages 96 – 97)
19. Discussion and Possible Action on Police Department Items – Chief Dixon (Interim Town
Manager Ferguson) (Pages 98 – 105)
 - a. Modification of Police Officer Pay Grades
 - b. Implement Police Cadet Program
 - c. Implement Fitness Program
20. Public Comments on General Items
21. Mayor's Comments
22. Board of Commissioners' Comments
23. Adjournment

* Visit <https://www.facebook.com/holdenbeachtownhall/> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on January 21, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, DECEMBER 6, 2024 – 8:30 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Friday, December 6, 2024 at 8:30 a.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Public Works Director Chris Clemmons; Inspections Director Tim Evans; Sergeant Adam Milligan; and Town Attorney Sydnee Moore.

PUBLIC COMMENTS

Anne Arnold said she has seen many town managers come and go and it wasn't until David Hewett came on board that she realized what town management was all about. She charged the Board to get someone who will possibly fill his shoes.

Keith Smith expressed his concerns that the Town has lost its ability to share a collective concern through the HBPOA and with the timing of the meeting. He said the Town should put the manager back in the hands of the mayor and make it a strong mayor government.

Sylvia Pate summarized her written comments. She suggested the Board seek external assistance from a group, like the Cape Fear Council of Governments, with hiring a manager. That is a way it could be done inexpensively without hiring an external consulting firm. She applauded the Board's efforts for appointing an interim.

EXECUTIVE SESSION PURSUANT TO NCGS 143-318.11(A)(6), PERSONNEL

Town Clerk Finnell read the reason to enter into closed session.

Motion by Commissioner Paarfus to go into closed session at 8:37 a.m.; second by Commissioner Thomas; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 10:08 a.m.

Motion by Commissioner Paarfus to hire our assistant town manager as our interim town manager, Christy Ferguson, at the annual salary of \$140,000 a year, effective immediately; second by Commissioner Thomas.

Commissioner Smith said he thinks the Board collectively made a good decision and hopes we can move forward as quickly as possible. He thinks Assistant Town Manager Ferguson can make that happen for the Town and the staff.

The motion passed unanimously.

ADJOURNMENT

Motion to adjourn at 10:09 a.m. by Commissioner Smith; approved by Commissioner Paarfus; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, DECEMBER 17, 2024 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, December 17, 2024 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, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Police Chief Jeremy Dixon; Public Works Director Chris Clemmons; Inspections Director Tim Evans; Finance Officer Daniel McRainey; and Town Attorney Sydnee Moore.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Paarfus to approve the agenda; second by Commissioner Thomas; approved by unanimous vote.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Paarfus to approve (minutes of the Regular Meeting of November 19, 2024); second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer said he applauds the item on terminating the current agreement for the pier design. He said to ask the town what they would like to do with the pier property.

Will Carter said there is a gang problem. They want to have a retirement community, not a vacation resort. He talked about his concerns with current and previous topics that he said have been dragged out to prevent people from coming to the island.

CONSIDERATION AND POSSIBLE ACTION ON THE TERMINATION OF THE COASTAL STORM RISK MANAGEMENT GENERAL REVALUATION CORPS OF ENGINEERS STUDY

Interim Town Manager Ferguson introduced the Corps. The slides point to the fact that modeling doesn't show it is in the national interest to have a beach project or a project for the waterway side. Brennan Dooley explained they were required to do economic analysis to see if it is in the federal interest from the Corps' perspective. Their recommendation at this time, since it doesn't seem to be in the federal interest, is to take all of the data and reporting completed to date, finalize it and put it in a format the Town can use for its nourishment program moving forward. At this point, they have looked at the alternatives that they could. None of them could be carried forward at this point, however they have done a lot of good research that could be used for future nourishments. Michael Castner went over the Corps' federal methodology. They look over a 50-year period of analysis. They use the tools of Beach-FX and G2CRM to account for damages in the study area. Benefits are determined by damages prevented and they look at cost estimates. Net benefits are the damages prevented versus the cost estimates. If the cost is higher than the damages, you will not have a net beneficial plan. Mr. Castner said that is what they are finding in this study. Recreation benefits were estimated but are considered incidental per the Corps' policy. He went over Beach-FX and G2CRM information and showed graphs with Corps' alternatives and study details. Mr. Dooley went over study products, which will include the summary of the analysis, Geotech, coastal modeling and economic results. The cultural resources survey is still in progress. The final product is expected in 2025. They will also be handing over a detailed accounting summary. The conclusion is right now the study has not proven to identify a cost shareable project in the federal interest either on the beach side or the back bay damages. The management plan the Town has in place right now is doing a great job. They recommend wrapping up the products and transferring the data to the Town.

Commissioner Paarfus said his understanding is the Corps already has the money in hand to complete the closeout. Mr. Dooley agreed. Mayor Pro Tem Myers said he was at the conference in Wilmington where Mr. Dooley spoke about the sand wars. He asked if there is anything the Town could do to protect the borrow areas for our use. Mr. Dooley explained that to his knowledge it is on a first come first served basis. Interim Town Manager Ferguson said she wanted to highlight that the way the Town views risk is different than what the Corps can figure into their economic model. It doesn't take the tourism economy into account.

Motion by Commissioner Thomas to receive the report and initiate termination of the study; second by Mayor Pro Tem Myers; approved by unanimous vote.

POLICE REPORT – CHIEF DIXON

- Report looks good. Animal control calls are a little high. There is a stray dog in the 1300 block that they are trying to trap.
- Had a good turnout for the Turkey Trot.
- Will be in the 20s and 40s again this weekend. Bundle up.
- Merry Christmas.

Commissioner Smith asked Chief Dixon if he had any luck with recruiting new officers. Chief Dixon responded no, but staff is working on suggestions to bring back to the Board.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Nothing stands out. The report looks normal. Went over numbers. Active permits are a little out of sync. Lower inspection numbers are attributed to complicated construction and cold weather. Have an uptick in dune markings, which is usually an indication we are ready to get an influx of construction.

FINANCE DEPARTMENT REPORT – FINANCE OFFICER MCRAINEY

- Report looks very similar to last month's. Ad valorem is still behind, but it is not a concern since tax bills went out a little later.
- Parking and occupancy tax are tracking a little higher. Parking revenue should go up next month because it will be the first month captured of offseason paid parking.

INTERIM TOWN MANAGER'S REPORT – INTERIM TOWN MANAGER FERGUSON

- Greensboro Street Lift Station – the DEQ offer to fund the Board passed at the last meeting was returned to the state on November 22nd. A copy of insurance and Exhibit B were executed by the contractor, which is what we were waiting on to issue the Notice to Proceed. The Notice to Proceed was processed on December 10th. Public Works Director Clemmons met onsite with the contractor last week.
- Key Bridge Items – The contractor started work onsite at Avenue E on November 25th. 801 OBW had its final inspection as of December 4th. We held a quarterly meeting on December 4th.
- CSRM Study – The Board just heard the update. That will now require action on the federal level as a follow-up.
- Recycling Program – in the agenda packets for tonight. Be mindful with your intent to renew for the upcoming year.
- Congressionally Directed Spending (Senate)/Community Project Funding (House) – The Board should start to consider what the requests will be. It could potentially be a January agenda topic depending on how the federal budget schedule is coming together. The timing of the form's release from the legislators is unknown, but the Board will need to consider things like the 5113 funding, Lockwood Folly Inlet and policies. Will be in D.C. the last week of March to work on that.
- Employee Updates – Public Works Department gained an employee in mid-November. That replaces the vacancy left when Scott Cunningham retired. Margaret Lancaster, who has been with the Town for 28 years will be retiring.
- Holden Beach Harbor CAMA permit renewal has come through. Still working on the paperwork for the Corps and DWR. Heritage Harbor's permit is up in February. We are currently working on that for renewal; Harbor Acres is in September.
- Bike Lanes – they will try to get paperwork by the January meeting. It looks promising that we will have a maintenance agreement and it looks promising that they will agree to pay for

quarterly maintenance through the DOT's budget. We will need to pay the vendor and they would reimburse us.

- Went over details on Objectives Timeline.

Commissioner Thomas asked what the projected start date is for the Greensboro lift station. Interim Town Manager Ferguson answered that the contractor should be refining a timeline. She thinks January, but will let the Board know when she receives the timeline. Commissioner Thomas asked if Avenue E is the last Key Bridge item. Interim Town Manager Ferguson responded it is the last one, but we still need to add mats at 801 OBW. Inspections Director Evan said the maps are an add-on. We have gone forward with matting and hope to add some additional areas, but it is not part of the agreement. The project deadline for Avenue E is February 14th which is under the agreement deadline. The agreement deadline could be extended if necessary, but he is pretty sure we will meet the deadline. Mayor Pro Tem Myers asked about policies under the Congressionally directed spending line. Interim Town Manager Ferguson explained it seems the WRDA bill is going to get passed. Congressman Rouzer made sure language was included that would help the canal subdivisions with dredge spoil disposal. Policy items are certain items just related to Holden Beach that we can advocate for on the federal level.

DISCUSSION AND POSSIBLE APPROVAL OF 2025 BOARD OF COMMISSIONERS' MEETING SCHEDULE

Motion by Commissioner Paarfus to approve (2025 Meeting Schedule); second by Commissioner Thomas; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON SELECTION OF MAYOR PRO TEM

Commissioner Smith nominated Commissioner Dyer. Commissioner Thomas nominated Mayor Pro Tem Myers.

The Board voted by ballot. Mayor Pro Tem Myers was selected to continue as mayor pro tem. Votes were as follows – Mayor Pro Tem Myers – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus, Commissioner Dyer – Commissioners Smith and Dyer.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 24-10, RESOLUTION APPROVING TRUIST SIGNATURE CARD

Town Clerk Finnell explained Resolution 24-10 would update the Truist Signature Card by designating Mayor Holden, Mayor Pro Tem Myers, Interim Town Manager Ferguson and Finance Officer McRaney as the official signatories.

Motion by Commissioner Paarfus to approve (Resolution 24-10; second by Commissioner Thomas; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON REVISED JOB DESCRIPTIONS FOR THE FINANCE DEPARTMENT

Town Clerk Finnell explained our current fiscal operations supervisor is retiring. Staff is proposing to remove the supervisory duties from the position and realigning the duties to the finance officer. No changes to the salary ranges are recommended at this time.

Motion by Commissioner Thomas to approve the proposed job descriptions; second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 24-11, RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE

Town Clerk Finnell said we have received the updated fees from GFL Environmental for people who utilize the voluntary curbside recycling program. The annual cost for people participating in the program for 2025 will be \$119.35 per bin. The fee schedule needs to be updated to reflect the amount.

Motion by Commissioner Thomas to approve Resolution 24-11; second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE 24-19, AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024 – 2025 (AMENDMENT NO. 4, BEACH AND INLET CAPITAL RESERVE FUND TRANSFER)

Finance Officer McRainey said the Board's policy states that the Town transfers Fund Balance over 70%. Fund Balance for the audit this year was at 146% so that would be a 76% transfer. The transfer does not need to be done right now if the Board would like to wait to see what comes up throughout the year.

Motion by Commissioner Thomas to approve the ordinance as is, 24-19, to move the \$2,783,382 from the General Fund to the Beach Inlet (Capital Reserve Fund); second by Mayor Pro Tem Myers.

Commissioner Paarfus said Finance Officer McRainey suggested that the Board not transfer the entire balance, which he thinks could be a good idea. We do have an approved Stormwater Master Plan. The engineering work for the plans and specs to do any of those projects has not been done yet. We are currently in the process of trying to get some grant funds, but it may be prudent to hold some funds back to do some plans and specs. He suggested holding back \$300,000. He said there is also another stormwater issue on the agenda tonight and that has a price tag of \$76,000. He would like the Board to consider holding some money back to get some stormwater work done. Commissioner Thomas said we have \$5.3 million in extra from the audit. If we take the \$2.7 million, we still will have an additional \$2.5 million that has not been appropriated. In the budget we have \$223,000 that is available for reappropriation so we can use that money. On top of that we have \$6.7 million in the BPART Fund. She said if you look at the policy, it says you shall transfer to the capital reserve fund, which means must. She said this is the policy and we should follow it and we have plenty of money to do a \$300,000 project if we need to within the next six months. In six

months, we will start our new budget. Commissioner Thomas said now that the Corps is saying they will not be supporting us in beach nourishment, we have to start filling that bucket so we can do it ourselves or we will be in sorry shape if we do get a storm. Mayor Pro Tem Myers stated this is from the 23-24 budget because we had to wait until we received the results of the audit. To him that is money that is earned then and we shall submit it. We will have money this year. We are about to start the budget process. He doesn't think we will get much done with the stormwater in the next six months. We do have money to do some of it. He said the key will be to budget that in next year's budget. This is money that has already been earned and the policy states it should go to the sand fund. Finance Officer McRainey said it is the pleasure of the Board, but his recommendation would be to at least wait until later in the year in case something comes up. You do not have the option to take it once it is moved. Commissioner Dyer thinks the Board should go with the recommendation of our finance officer. We are not saying we are not going to put the money in there, but once it is tied up, we can't use it. There is no reason why the Board can't put the money in the fund in six months. She would go with his recommendation. It is his job and what he is here for. Interim Town Manager Ferguson explained her recommendation in the packet should have been to transfer per the finance officer's comments. If the Board decided to make a partial transfer, it would not keep the Board from doing more later in the year. There are some expenses you don't know what you will encounter yet. For example, there is a Request for Proposals on the agenda; there were some things that weren't planned in the budget that are going to come up. If you did some now and some later, she doesn't think it could hurt, but it is the pleasure of the Board. She stated when you put it in the fund, it doesn't give any flexibility, even in an emergency. Commissioner Thomas went over her numbers from earlier and said that is a lot of emergency money. Interim Town Manager Ferguson said the Board may not want to plan on the Available to Appropriate number from before.

Commissioner Paarfus asked if \$300,000 is an appropriate number to consider holding back. Finance Officer McRainey replied he thinks so, this is not saying the Board would not transfer the rest of it, but it keeps the money available.

Commissioner Thomas revised her motion to make a recommendation that we do the \$2.483 (million) if that is your recommendation. Mayor Pro Tem Myers agreed with the amendment.

Town Clerk Finnell read the amended motion as approve the ordinance with the revised amount of \$2.483 (million) from the General Fund to the Beach Inlet Fund.

Commissioner Smith asked about the RFQ for the pier engineering. Commissioner Thomas said there is \$200,000 in the budget for that. Commissioner Smith said the finance officer made a suggestion to do it later in the year. Finance Officer McRainey said his recommendation on the sheet is a lesser amount, but either way. Commissioner Dyer said she doesn't understand why the Board would tie up money that we can't get a hold of. We could transfer it in a couple of months. Commissioner Paarfus said we are crossing funding lines. General Fund wouldn't be used to fund the pier, that is a BPART line, unless we transferred it. He is good with holding back \$300,000 for now.

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

DISCUSSION AND POSSIBLE ACTION ON PROPOSAL FOR ADDITIONAL AREAS OF CONCERN FOR STORMWATER FROM MCGILL ASSOCIATES

Commissioner Paarfus spoke with Public Works Director Clemmons about problems during king tides. Public Works Director Clemmons explained that the proposal involves survey work and analysis to add three streets at the east end of the island and the canal streets. It projects a six-month deliverable following a notice to proceed at a price of \$76,100. It would require a budget amendment if the Board chooses to proceed.

Motion by Mayor Pro Tem Myers that we accept it (proposal) and move forward; second by Commissioner Thomas.

Mayor Pro Tem Myers asked why we would not use Available to Appropriate instead of passing a budget amendment. Finance Officer McRainey said a lot of the Available to Appropriate has been used for staffing issues and various taskers from the Board. Interim Town Manager Ferguson added the Board made a directive that has been followed.

Mayor Pro Tem Myers added that the motion included the budget amendment. Commissioner Thomas agreed with the amendment.

Town Clerk Finnell read the motion as to accept it and move forward and to accept the budget amendment.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO TERMINATE THE AGREEMENT FOR HOLDEN BEACH PIER DESIGN BETWEEN THE TOWN AND BOWMAN MURRAY HEMINGWAY ARCHITECTS

Attorney Moore said the contract between the Town and Bowman Murray Hemingway Architects is still active. She spoke with the firm; it is questionable as to whether the completed portion rises to the substantial completion threshold that was needed to automatically terminate the contract. She advised the Board to terminate the contract so they could make whatever decision they would like with the Request for Qualifications. This decision would not affect the Board's ability to reselect this firm.

Motion by Commissioner Thomas to terminate the April 18, 2023 agreement for Holden Beach Pier Design between Town of Holden Beach and Bowman Murray Hemingway Architects, PC for convenience and direct the town attorney to send written notice informing architect of BOC decision to terminate as agreement requires; second by Mayor Pro Tem Myers.

Finance Officer McRainey asked if there is a monetary piece to this. Attorney Moore responded that the Town is paid up as far as she is aware. Commissioner Smith said so in other words we are terminating all the plans that were ready to go a year ago and we are terminating because we are maybe choosing another engineering group. Attorney Moore replied that there is an issue under the statutes as to selecting another engineer when one is already employed by the Town. This just

terminates that agreement specifically so that the Town is free to enter into a new agreement or go with whoever they please. Interim Town Manager Ferguson added she asked Attorney Moore to look into this because there did seem to be an issue due to the code of conduct for engineers so Attorney Moore did some research, contacted Mr. Hemingway and it seems to be the cleaner way before another firm is selected to complete the next part of the project. Commissioner Dyer asked how much money was involved with the first contract. Finance Officer McRainey was unsure. Mayor Holden asked if Mr. Hemingway is in agreement and understands what the Town is doing. Attorney Moore answered yes and this does not preclude the Board from choosing the firm again. Commissioner Smith asked if she recalled the amount of the original contract. Attorney Moore said she was not here for that. Interim Town Manager Ferguson said we would need to get that amount.

The motion passed unanimously.

RECEIVE REQUEST FOR QUALIFICATIONS FOR PIER AND DIRECT STAFF ON NEXT STEPS

Interim Town Manager Ferguson explained the Board received four Request for Qualifications (RFQ) back. She went over the information in the RFQ. The Board needs to decide who will rate the firms.

Motion by Commissioner Thomas that pending termination of the BMH contract, that we direct the staff to award the RFQ to HDR and to move forward as appropriate; second by Mayor Pro Tem Myers.

Commissioner Thomas said she has already done her rating and she feels that HDR was by far the number one firm. She has a problem with most of the other three because they already had a chance to do some work on the pier and their estimating was extremely poor across the board. She said she thinks the Town needs some fresh eyes on the project. The other three options do not provide that. They failed to come up with realistic estimates in the past. Mayor Pro Tem Myers said he went through them very thoroughly and evaluated them against the criteria that was in the RFQ. Based on his analysis he reached the conclusion on who he thinks is best qualified; he thinks it is HDR. He doesn't want to delay the project any more than it has been delayed and thinks the Board can make the selection at this time. Commissioner Smith said the Board had a plan a year ago and it has taken a year to get to this point, so if this is what it is going to take to move forward, he thinks they should agree as a Board to move forward.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION ON ISSUING REQUEST FOR PROPOSALS FOR EXECUTIVE SEARCH FIRM

Mayor Pro Tem Myers stated the Town could benefit from engaging with an executive search firm to help with the process of evaluating and selecting a town manager. He thinks it is the most efficient way to move forward. He has compiled a list of what is typically involved with those services and the League has provided a list of potential search firms and an example Request for Proposals (RFP).

Motion by Mayor Pro Tem Myers that we direct town staff to 1) develop a RFP for the services that were listed using the materials from the League of Municipalities as a template and 2) provide a copy of the RFP to Commissioners as soon as it is available and if we don't contact the town clerk with any concerns by January 3rd, to go ahead and issue it; second by Commissioner Thomas.

Commissioner Paarfus asked if staff is able to meet the schedule. Interim Town Manager Ferguson and Town Clerk Finnell confirmed they could. Commissioner Dyer doesn't think the Town needs this expense. There are resources where the Town could advertise the job that won't cost the Town extra money.

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

PUBLIC COMMENTS ON GENERAL ITEMS

Phil Caldwell talked about the termination of David Hewett. He believes open discussion with colleagues is healthy. He suggested the charter be changed to six commissioners with the mayor being the deciding vote in the case of a tie. He talked about David Hewett and his staff and asked what the Board's problem with Mr. Hewett was. Mr. Caldwell talked about separation of church and state and said in his opinion it is one.

Will Carter suggested going back to two-year terms for commissioners and provided his reasons.

Martie Arrowood said the staff is phenomenal. We have had great turnout at events. She thanked the staff and volunteers.

Jim Bauer thinks we are now talking about having millions of dollars to be able to spend for the community, something that couldn't be said a few months ago. He would like people to be more civil to the Board.

Keith Smith stated he is pleased tonight, moving forward on the pier. He said if you cause the delay, you don't get credit for retrieving it back. He encouraged the Board to reestablish a working relationship with the HB Chapel.

MAYOR'S COMMENTS

- Merry Christmas to everybody and a happy New Year.
- Thanks to all for being here, being part of Holden Beach and sharing your ideas.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Thanks for coming and those participating online. Thanks for being involved.
- Excited about moving forward with the pier finally. Hopes we make good progress from here.

- Hopes everyone has a merry Christmas.

Commissioner Smith

- Thanked everyone for being here. Thanked staff. You guys do a great job of keeping the residents happy, as well as the people visiting our island.
- Wished everyone a happy and safe Christmas. We look forward to seeing everyone in a prosperous 2025.

Commissioner Thomas

- Thanked everyone for coming.
- Have a happy New Year and merry Christmas.

Commissioner Dyer

- Thanked staff. Been working very shorthanded. Our Police Department is overworked and they still are helping out with events and working hard to keep us safe. Public Works is keeping us flushing and drinking. We appreciate that. Thanked Interim Town Manager Ferguson for stepping in as interim manager.
- Everybody have a safe holiday.

Commissioner Paarfus

- Thanked everyone for coming out.
- Merry Christmas to everyone and happy New Year.

ADJOURNMENT

Motion by Commissioner Thomas to adjourn at 6:24 p.m.; second by Commissioner Smith; 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
hbp@hbtownhall.com



Calls For Service (Dec '24)

Printed on January 15, 2025

Descriptions	Totals	
911 Hang Up (911HU)	1	1
911 Open Line (OL)	1	1
Administrative Call	1	1
Alarm (SIG45 Signal 45)	13	13
Animal Control Call	6	6
Assist Other Agency (EMS); Disturbance or Disorderly Subject	1	1
Breaking and Entering in Progress (10-62 x62)	1	1
Call By Phone (10-21Law x21L)	17	17
Debris in Roadway	1	1
Disabled Motorist (10-87 x87)	2	2
Disturbance or Disorderly Subject	3	3
Extreme Fall [Delta, Superv]	1	1
Falls [Bravo]	1	1
Fuel Spill into Coastal Water [Delta]	1	1
Give Subject a Ride (10-5 x5)	1	1
Hit and Run (Property Damage Only 10-54 x54)	2	2
Improperly Parked Vehicle (10-70 x70)	19	19
Keys In Vehicle or Lockout	1	1
Lift Assist (No Injury) [Alpha]; Assist Other Agency (EMS)	1	1
Lost or Found Property	8	8

Descriptions	Totals	
Meet with Complainant (10-83 x83)	16	16
Meet with Subject or Officer (10-25 x25)	37	37
Missing or Abandoned Person	1	1
Noise Complaint	1	1
Odor (Strange / Unknown) [Alpha]	1	1
Open Door	5	5
Psychiatric or Abnormal Behavior (Violent) [Charlie]; Domestic Disturbance (10-82 x82)	1	1
Special Check - Business - Residence (10-79 x79)	349	349
Special Operations Assignment (Signal 55 SIG55)	3	3
Stopping Vehicle (10-61 x61)	6	6
Subject Locked in Vehicle [Bravo]	1	1
Suspicious Vehicle or Subject (10-60 x60)	5	5
Take Written Report (10-92 x92)	3	3
Traffic Control (10-58 x58)	1	1
Unconscious or Fainting [Delta]	1	1
Unit Busy at Location (10-6 x6)	1	1
Warrant Service (Signal 62 SIG62)	1	1
Water or Sewer Problems	10	10
Welfare Check	2	2
	1	1
Totals	528	528



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com
Phone: 910-842-6707
Fax: 910-846-6907
hbpdp@hbtownhall.com



HBPDP Monthly Report (Dec '24)

Printed on January 15, 2025

Reported	Case Number	Address	Offenses	Disposition
12/11/24 19:47	HBP24-00109	130 CHARLOTTE ST	LOST/FOUND PROPERTY	Closed - By Other Means
12/16/24 08:59	HBP24-00110	1224 OCEAN BLVD W	CALL FOR SERVICE	Unfounded
12/26/24 08:37	HBP24-00111	348 SERENITY LN	14-113 - IDENTITY THEFT	Closed - Leads Exhausted
12/30/24 14:54	HBP24-00112	216 OCEAN BLVD W	14-72(A) - FELONY LARCENY; 14-54(A) - BREAKING AND/OR ENTERING (F)	Investigator Requested

Total Records: 4

Permit Report

12/07/2024 - 01/10/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
1/9/2025	250016	Swimming Pool	46,000	\$689.00	
1/9/2025	250015	Zoning	25	\$25.00	\$25.00
1/9/2025	250014	Mechanical	9,925	\$100.00	\$100.00
1/9/2025	250013	Mechanical	15,500	\$200.00	\$200.00
1/8/2025	250012	Bulkhead	31,000	\$404.00	\$404.00
1/7/2025	250011	Electrical	625	\$175.00	\$175.00
1/6/2025	250010	Electrical	1,800	\$175.00	\$175.00
1/5/2025	250009	Repair	62,000	\$593.00	\$593.00
1/5/2025	250008	Boat Lift	32,000	\$413.00	\$413.00
1/3/2025	250007	Repair	40,000	\$385.00	\$385.00
1/3/2025	250006	Plumbing	256,094		
1/3/2025	250005	Mechanical	0		
1/3/2025	250004	Electrical	250,000		
1/3/2025	250003	Renovation	3,899,000		
1/3/2025	250002	Zoning	25	\$25.00	\$25.00
1/2/2025	250001	Electrical	200		
12/31/2024	241126	Renovation	82,368	\$1,376.31	\$1,376.31
12/31/2024	241125	Boat Lift	150,000	\$1,475.00	\$1,475.00
12/31/2024	241124	Zoning	50	\$50.00	\$50.00
12/31/2024	241123	Repair	5,000	\$225.00	\$225.00
12/31/2024	241122	No Permit Required	9,500		
12/31/2024	241121	Repair	38,500	\$371.50	\$371.50
12/30/2024	241120	No Permit Required	12,500		
12/27/2024	241119	Electrical	6,000	\$175.00	\$175.00
12/27/2024	241118	Mechanical	10,717	\$100.00	\$100.00
12/27/2024	241117	Zoning	25	\$25.00	\$25.00
12/27/2024	241116	Bulkhead	2,500	\$125.00	\$125.00
12/27/2024	241115	Mechanical	8,064	\$100.00	\$100.00
12/23/2024	241114	Bulkhead	8,500	\$125.00	\$125.00
12/23/2024	241113	Bulkhead	14,000	\$151.00	\$151.00
12/23/2024	241112	Renovation	30,000	\$2,345.00	\$2,345.00
12/23/2024	241111	Renovation	23,000	\$232.00	\$232.00
12/23/2024	241110	Renovation	110,000	\$1,225.00	
12/23/2024	241109	Renovation	12,000	\$283.00	
12/20/2024	241108	Zoning	50	\$50.00	\$50.00
12/20/2024	241107	Repair	8,500	\$225.00	\$225.00
12/19/2024	241106	Single Family Construction	817,000	\$11,590.75	\$11,590.75
12/19/2024	241105	Electrical	1,500	\$100.00	\$100.00
12/19/2024	241104	Plumbing	2,600	\$100.00	\$100.00

12/19/2024	241103	New Construction	170,000		
12/19/2024	241102	Mechanical	8,400	\$100.00	\$100.00
12/18/2024	241101	Mechanical	8,005	\$100.00	\$100.00
12/18/2024	241100	Bulkhead	22,000	\$223.00	\$223.00
12/18/2024	241099	Repair	20,000	\$205.00	\$205.00
12/18/2024	241098	Repair	21,200	\$265.80	\$265.80
12/17/2024	241097	Plumbing	3,500	\$100.00	\$100.00
12/17/2024	241096	Mechanical	8,700	\$100.00	\$100.00
12/17/2024	241095	Swimming Pool	46,000	\$639.00	\$639.00
12/17/2024	241094	Plumbing	3,500		
12/17/2024	241093	Gas	7,800	\$200.00	\$200.00
12/17/2024	241092	Repair	43,000	\$412.00	\$412.00
12/17/2024	241091	Repair	12,000	\$133.00	\$133.00
12/17/2024	241090	New Construction	19,200	\$197.80	
12/16/2024	241089	Swimming Pool	50,000	\$1,725.00	\$1,725.00
12/16/2024	241088	Zoning	25	\$25.00	\$25.00
12/12/2024	241087	Repair	65,000	\$720.00	\$720.00
12/12/2024	241086	Repair	50,000	\$725.00	\$725.00
12/12/2024	241085	Mechanical	15,748	\$200.00	\$200.00
12/12/2024	241084	Renovation	148,000	\$1,967.00	\$1,967.00
12/12/2024	241083	Renovation	200,000	\$2,335.00	\$2,335.00
12/11/2024	241082	Zoning	50	\$50.00	\$50.00
12/10/2024	241081	Bulkhead	25,000	\$250.00	\$250.00
12/10/2024	241080	Electrical	2,000	\$175.00	\$175.00
12/10/2024	241079	Electrical	3,500	\$100.00	\$100.00
12/10/2024	241078	Mechanical	13,295	\$200.00	\$200.00
12/9/2024	241077	Repair	45,000	\$530.00	\$530.00
12/9/2024	241076	Renovation	75,000	\$1,110.00	\$1,110.00
12/9/2024	241075	Swimming Pool	25,500	\$504.50	\$504.50
12/9/2024	241074	Gas	1,175	\$100.00	\$100.00
			\$7,109,166.00	\$37,025.66	\$34,630.86

PERMIT SUMMARY REPORT**COMMERCIAL**

Count	5
Total Fees	\$0
Fees Paid	\$0
Total Project Cost	\$4,575,094

RESIDENTIAL

Count	64
Total Fees	\$37,025.66
Fees Paid	\$35,319.86
Total Project Cost	\$3,263,572

TOTAL

Count	69
Total Fees	\$37,025.66
Fees Paid	\$35,319.86
Total Project Cost	\$7,109,166

ACTIVE NEW HOME PERMITS = 25

OTHER ACTIVE PERMITS= 445

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

PERMITS ISSUED OVER \$100,000 = 8 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS =0 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP = 19

TOTAL PERMITS= 489

PERMITS IN REVIEW= 4

CAMA ISSUED= 1

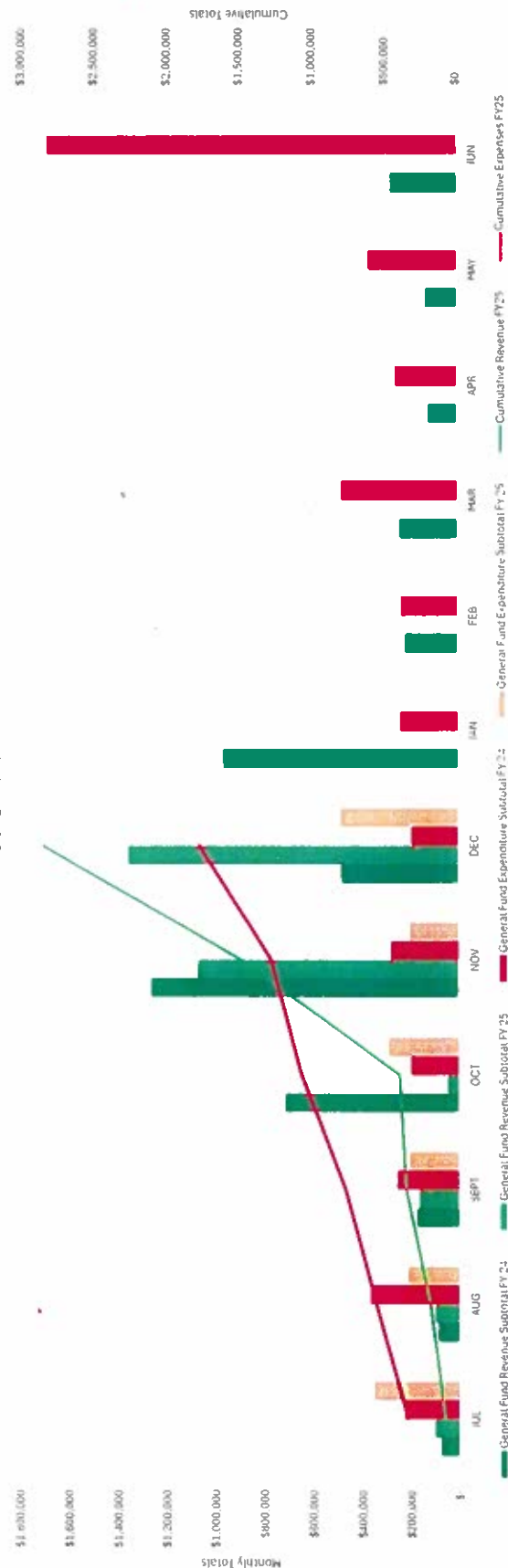
ZONING ISSUED =8

PERMITS SERVICED FOR INSPECTIONS FROM 12/7/24-1/10/25=105

TOTAL INSPECTIONS MADE= 211

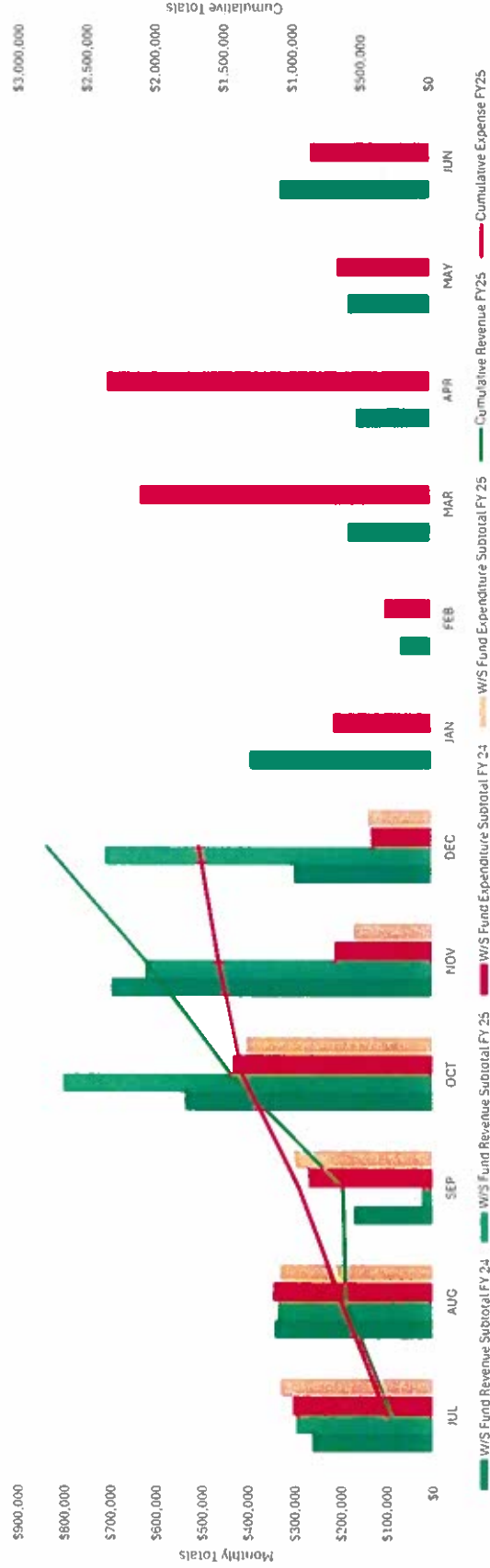
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 24	77,955.80	88,323.59	175,491.89	714,509.42	1,286,012.86	483,241.71	965,966.31	216,616.80	239,026.38	116,892.99	129,420.83	274,855.30
General Fund Revenue Subtotal FY 25	102,486.66	100,307.52	185,834.89	46,797.91	1,073,328.95	1,361,351.84	239,628.84	234,517.65	478,528.87	256,005.33	365,809.34	1,695,777.99
General Fund Expenditure Subtotal FY 24	230,025.99	368,957.71	257,566.86	198,109.20	281,027.05	193,096.66	239,628.84	234,517.65	478,528.87	256,005.33	365,809.34	1,695,777.99
General Fund Expenditure Subtotal FY 25	359,130.49	216,065.19	209,109.98	294,541.88	205,813.85	491,517.21	239,628.84	234,517.65	478,528.87	256,005.33	365,809.34	1,695,777.99
Cumulative Revenue FY25	102,486.66	202,774.18	388,609.07	415,406.98	1,488,735.83	2,850,087.67	965,966.31	216,616.80	239,026.38	116,892.99	129,420.83	274,855.30
Cumulative Expense FY25	359,130.49	575,195.68	784,305.66	1,078,847.54	1,284,661.39	1,776,178.60	965,966.31	216,616.80	239,026.38	116,892.99	129,420.83	274,855.30

GENERAL FUND

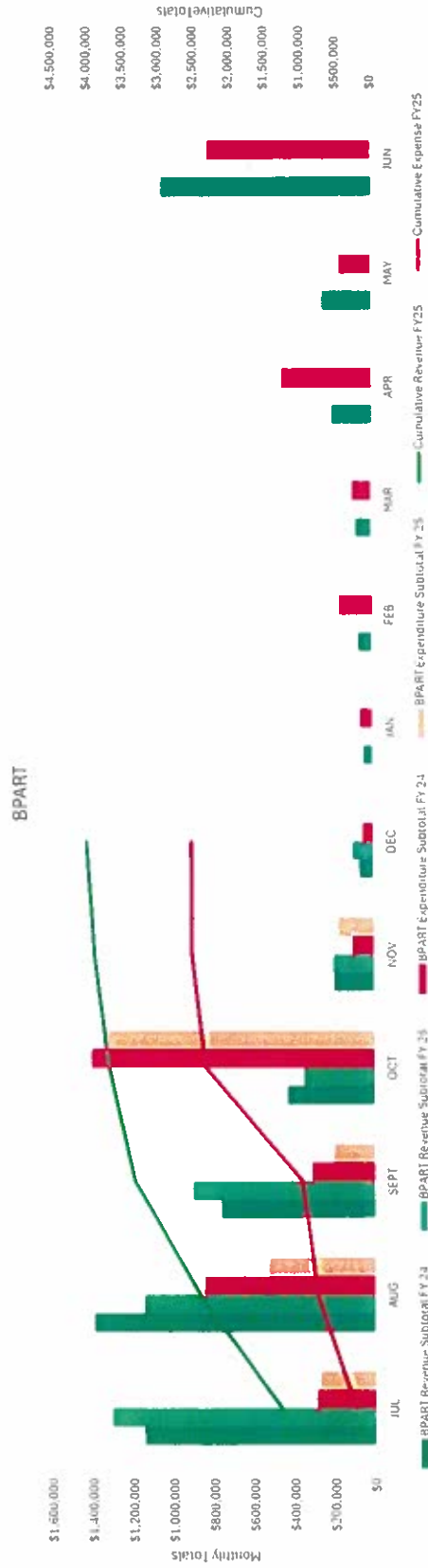


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 24	263,004.62	343,673.16	172,560.81	540,514.11	701,121.49	300,822.21	396,643.19	66,918.86	181,648.37	163,329.48	180,265.01	327,993.85
W/S Fund Revenue Subtotal FY 25	297,561.09	336,325.52	23,911.26	807,149.84	626,766.51	714,497.91	215,548.44	101,581.14	634,714.22	707,795.96	203,994.51	261,999.26
W/S Fund Expenditure Subtotal FY 24	305,078.12	346,879.52	270,331.82	435,808.99	213,907.46	132,021.75	141,836.20					
W/S Fund Expenditure Subtotal FY 25	334,838.36	334,172.45	304,793.95	406,180.53	174,251.34							
Cumulative Revenue FY25	297,561.09	633,886.61	657,797.87	1,464,947.71	2,091,714.22	2,806,212.13						
Cumulative Expense FY25	334,838.36	669,010.81	973,804.76	1,379,985.29	1,554,236.63	1,696,072.83						

Water/Sewer Fund



Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 24	1,147,494.56	1,393,486.58	766,819.88	433,921.27	199,314.32	70,760.95	48,128.60	69,378.38	80,303.97	197,142.96	244,229.60	1,050,017.77
BPART Revenue Subtotal FY 25	1,306,078.10	1,148,406.02	909,955.06	352,616.05	203,612.16	105,662.88	62,490.27	164,776.52	96,468.44	445,765.96	158,578.23	817,511.30
BPART Expenditure Subtotal FY 24	291,248.11	849,929.08	312,834.27	1,409,067.08	106,341.41	52,614.05						
BPART Expenditure Subtotal FY 25	278,616.16	532,711.26	207,062.56	1,352,761.92	183,443.61							
Cumulative Revenue FY25	1,306,078.10	2,454,484.12	3,364,439.18	3,717,055.23	3,920,667.39	4,026,330.27						
Cumulative Expense FY25	278,616.16	811,327.42	1,018,389.98	2,371,151.90	2,554,595.51	2,554,595.51						



Interim Town Manager's Report

Greensboro Street Lift Station

Permits applied for 12/20/24 and issued on 1/3/25

Mobilized onsite end of December and construction schedule anticipates completion in August

First disbursement applied for 12/20/24 NCDEQ

Final Keybridge Items

Ave E- walkway underway

The public is reminded to stay out of work zone

Recycling Program

Be mindful to get renewals in

Employee Updates

Announcement for Fiscal Operations Specialist on NCCCMA city job board ends 1/18/25

Interviews anticipated prior to the end of January

AIWW Crossing Underruns

Alerted by the Corps that we should be receiving funds back from Crossing Project underruns. Expect budget action item in February or March depending on funds timing to state and then to the Town.

Ocean Boulevard Stormwater

Additional areas of concern agreement executed with McGill per last meeting action

Survey completed with NC Division of Water Resources to show need for increased funding through the Water Resources Development Grant program. This program is for projects that reduce flooding and increase resiliency and is a source for potential state stormwater funding.

Block Q Restroom

Mandatory pre-bid held December 18th

Bid opening January 14th- inadequate number of bids

Second bid opening Jan 28th

Town Birthday Party

Please RSVP by January 31st for the Town's birthday party- Friday, February 14th- 11:30 a.m.

Rank	Objective	Status	Timeline	Area of Responsibility P&I Department
#2	ADA Self Assessment	In House Evaluation Planning and Inspections Dept working on outline and timeline	January agenda item	
#6	ADA Bathroom (Block Q)	Bid Announcement Out	Mandatory pre-bid December 18th Second bid opening date Jan. 28th	Staff/Architect
#7	Fire Station Upgrades	Fire Dept currently using EOC during mainland reno Planning and Inspections Director Evans met with dept	Fire Dept. focusing on other project currently Will reengage with Mr. Evans - TBD in future	Staff/ Fire Dept
#8	Audio/Video Upgrades	After benchmarking, working with vendor to move forward with quote	Quotes came in higher than expected; seeking additional	Staff
#14	Block Q site plan-concert venue	BOC consensus at November Meeting was for BOC to bring back in future	TBD by BOC members	BOC to put back on agenda
#18	Update Town Website	Update completed a few years ago; project page added Accessibility being evaluated as part of ADA assessment above	see ADA self assessment above	Staff
#19	Pier Repair/Replacement	HDR selected by board through RFQ process	Review contract as part of January agenda	BOC
#26	Investigate vacuum bypass system	Not in 24/25 budget/ PW recommendation/research needed	TBD	PW Dept



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tracey Thomas & Tom Myers

MEETING DATE: 1/21/25

DATE SUBMITTED: 1/10/25

ISSUE/ACTION REQUESTED: Discuss and Possible action on Removing the Pier Building

BACKGROUND/PURPOSE OF REQUEST:

The Pier Building was last inspected by Holden Beach Inspection Dept on Sept 17, 2021 (see attached). At that time the summary was "The structure itself is in disrepair, but the west end may have some potential for modifications, other portions are beyond repair."

The Engineering Report – Pier Building Assessment dated Sept 20, 2021 (see attached) concluded: "The original section of the building... could not be repaired and may be demolished. It follows that the smaller East side may also be demolished. The west side may be able to be salvaged but would require further assessment and analysis."

Since that time the cost of construction has increased and the building has continued to decline such that there is no longer any potential for repair under Holden Beach ordinances.

Potential Motion: Given the current situation and the fact that the Pier Building would be in the way of repairing or constructing a new pier, instruct staff to send out an RFP to remove the Pier Building.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

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

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Supports proposed motion

TOWN INSPECTION DIRECTOR RECOMMENDATION: Supports proposed motion

ATTACHMENT-

Systems evaluation dated Sept 17, 2021

Engineering Report – Pier Building Assessment – dated Sept 20,2021



Systems Evaluation: September 17,2021

Location: 441 Ocean Boulevard West, Pier Property

Holden Beach Inspections Department evaluated the following Items for current compliance, Safety and Usability.

- 1. Electrical**
- 2. Mechanical**
- 3. Plumbing**
- 4. Egress**
- 5. Fire Safety**

Structure was initially built in the 1960 and has been modified on three different Occasions, there is no known documents other than the Average Year Built listed on the Counties Tax Documents, (currently available at town Hall).

Structure is Pre-Firm, allowing for 50 percent value of work or upgrades without requiring structure to comply with current NFIP ordinance.

Structure is open air with Non-Bearing Partition walls added on west side of structure, Middle section of Structure has been built to accommodate A2 Occupancy or Business occupancy, depending on seats allowed. East end of Structure is an Office.

Electrical

Electrical has been modified over the years with the addition of offices and partitions. The electrical appears to be aged and in some cases while having met the legal requirements at time of construction, have fallen in such disrepair that it compromises the safety of the structure. There are obvious code violations with the modified sections with Non-Metallic Cable exposed in both the office as well as the A2 sections of the Structure, Kitchen Equipment met code requirements and Pass Fire inspection for exhaust and cooking equipment, but kitchen lacks minimum separation as required for structural safety. The Structure has several un-maintained electrical junction boxes the fixtures are combination of Rusty, Rusted beyond Repair, or missing. Newly added partition wiring will need to be removed, No permits for work.

Plumbing

The Following Items Have Fallen Into disrepair

1. Plumbing vents located on the exterior of the structure are broken at ground level.
2. Outside wash basin in disrepair and non-functional.
3. Interior restroom does not meet minimum Handicap requirements.
4. Interior restroom is nonfunctional and appears to have a broken building drain.
5. Bathroom Door has unapproved locking device and opens directly into the seating area.
6. Open Floor Drains don have minimum air gaps and are in disrepair.
7. No grease interceptor presents at location.
8. Employee sink appears to be aged and is loose on wall.
9. Electrical panel has aged and has illegal opening for wire access.
10. Non access to cleanouts or Building Drain under structure.
11. Staff could not find open ends of roof drains, but they are functional.

Mechanical

The mechanical systems within the structure have been replaced on several times due to Weathering the Unit that delivers air to those portions of the structure on the east was replaced 6 years ago and appears to have some degradation in the Outdoor unit. The outdoor section is currently in its pre firm position, below the DFE the exhaust fan for the Hod System in the Kitchen appears to be intact but has been out of service for two years, the ventilation fan between office and A2 Occupancy is missing,

1. Ducts are of Fiberglass design and are vented directly in the kitchen.
2. Aire handler hangs directly over patrons and Drain is by Mechanical Pump.
3. Outside Unit is at Pre -Firm Location.
4. HVAC is not installed though out structure.
5. No insulation in exterior walls at west end as presented.
6. Exterior window seal leaking and rotting east end of structure.

Egress

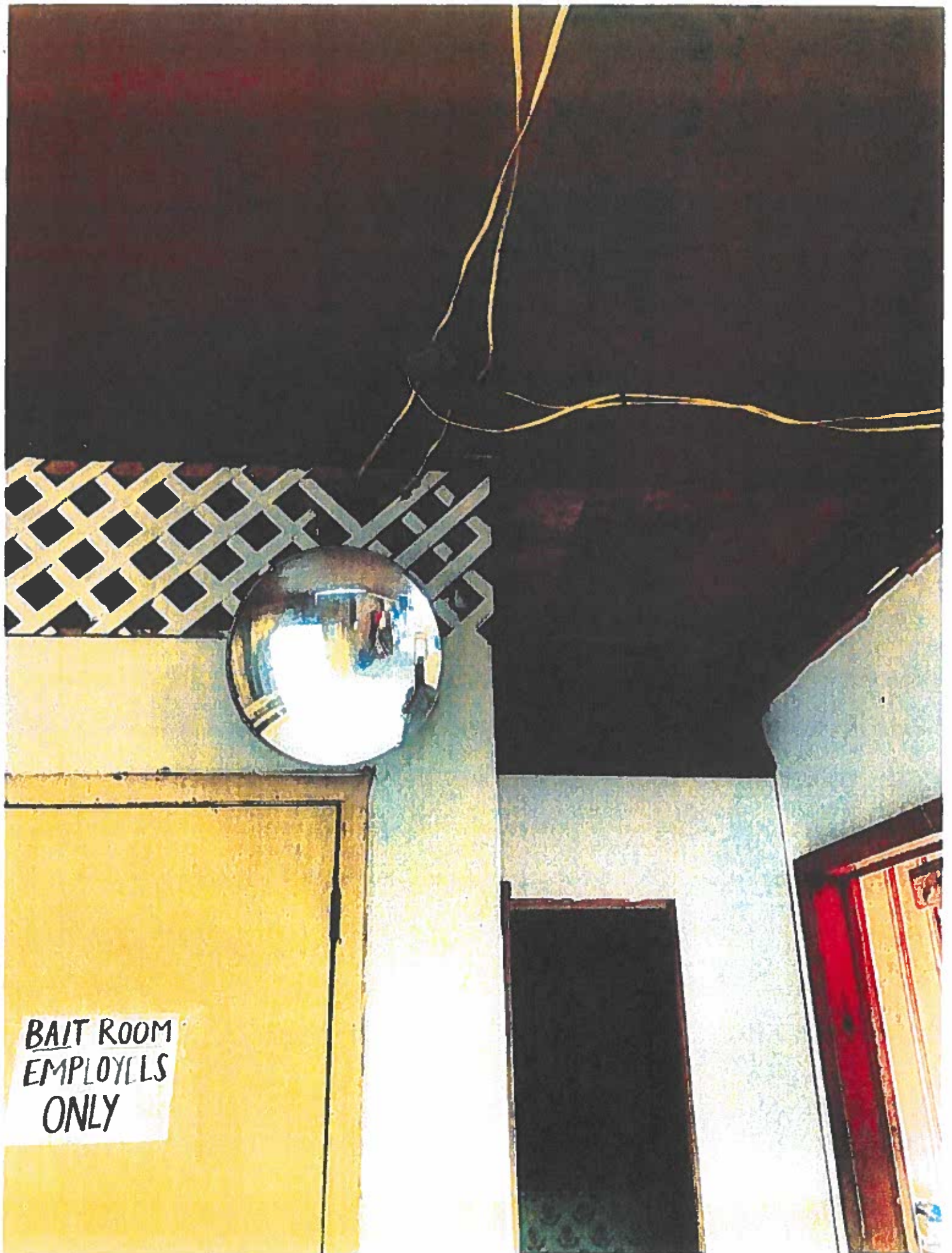
1. All exterior door will not meet current minimum egress requirements for Safety.
2. West end of structure travel distance is too far with no egress depending on use.
3. Kitchen does not maintain minimum 36 inches egress points for staff.
4. Illegal locking devices.
5. Hardware requires more force than allowed for Non handicapped Egress.
6. Doesn't meet any ADA requirements. Meets Pre-FIRM

Fire Safety:

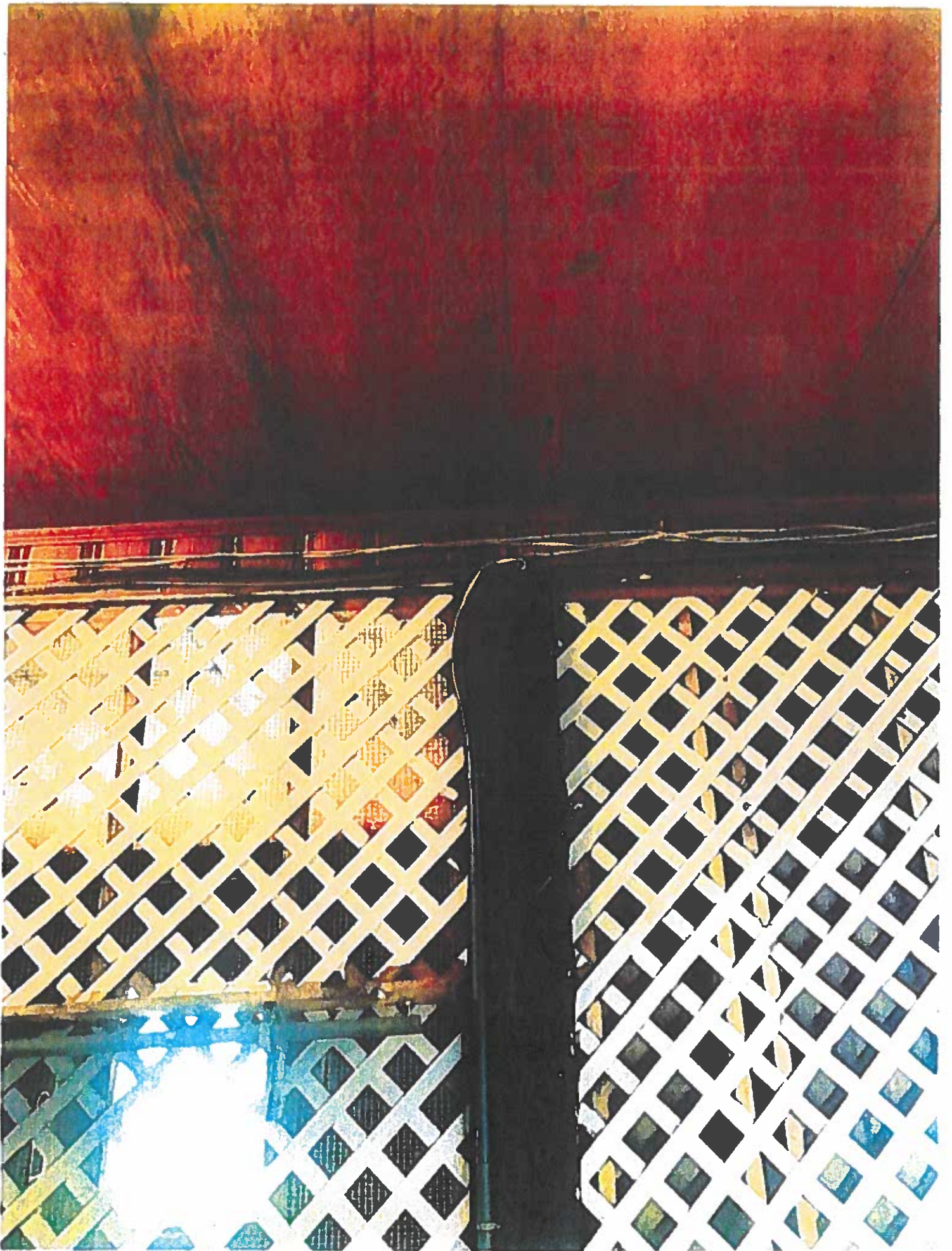
1. **Building Passed all Fire Inspections up to 2 years ago,**
2. **If west end of Structure is made open to the public then modifications will need to be made for the above mentioned defienbcies**

The Structure itself is in disrepair, but the west end of this structure may have some real potential and modifications, other portions are practically beyond Repair, But have monetary value for improvements.

It's the recommendation of Staff that the Commissioners take into account monetary value of the structure for improvements instead of the Overall condition of the Existing Structure. Structure Value can be achieved three different ways under the NFIP and the ultimate value of the structure is decided on one or all of these criteria by the local Building Office/planning Director.

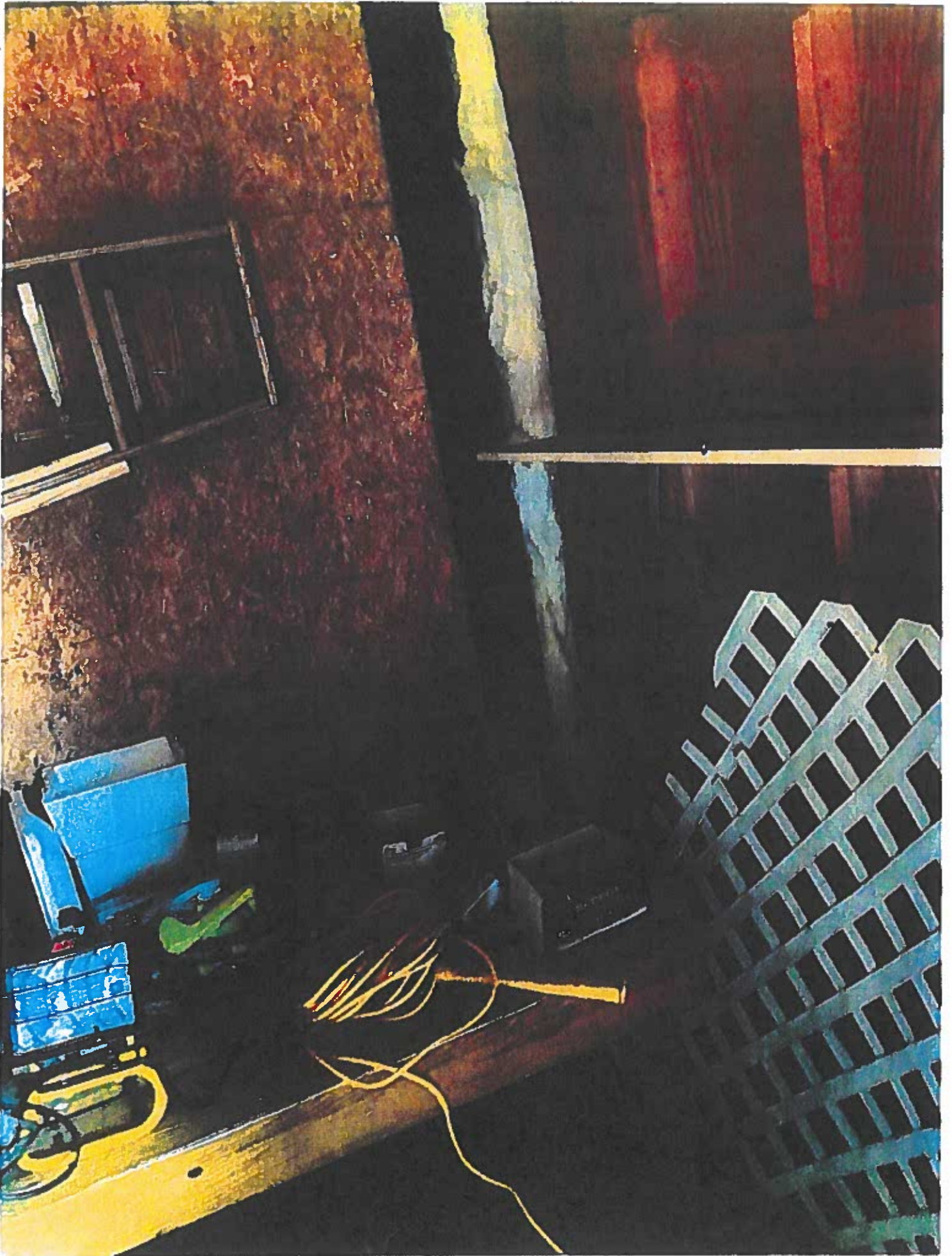




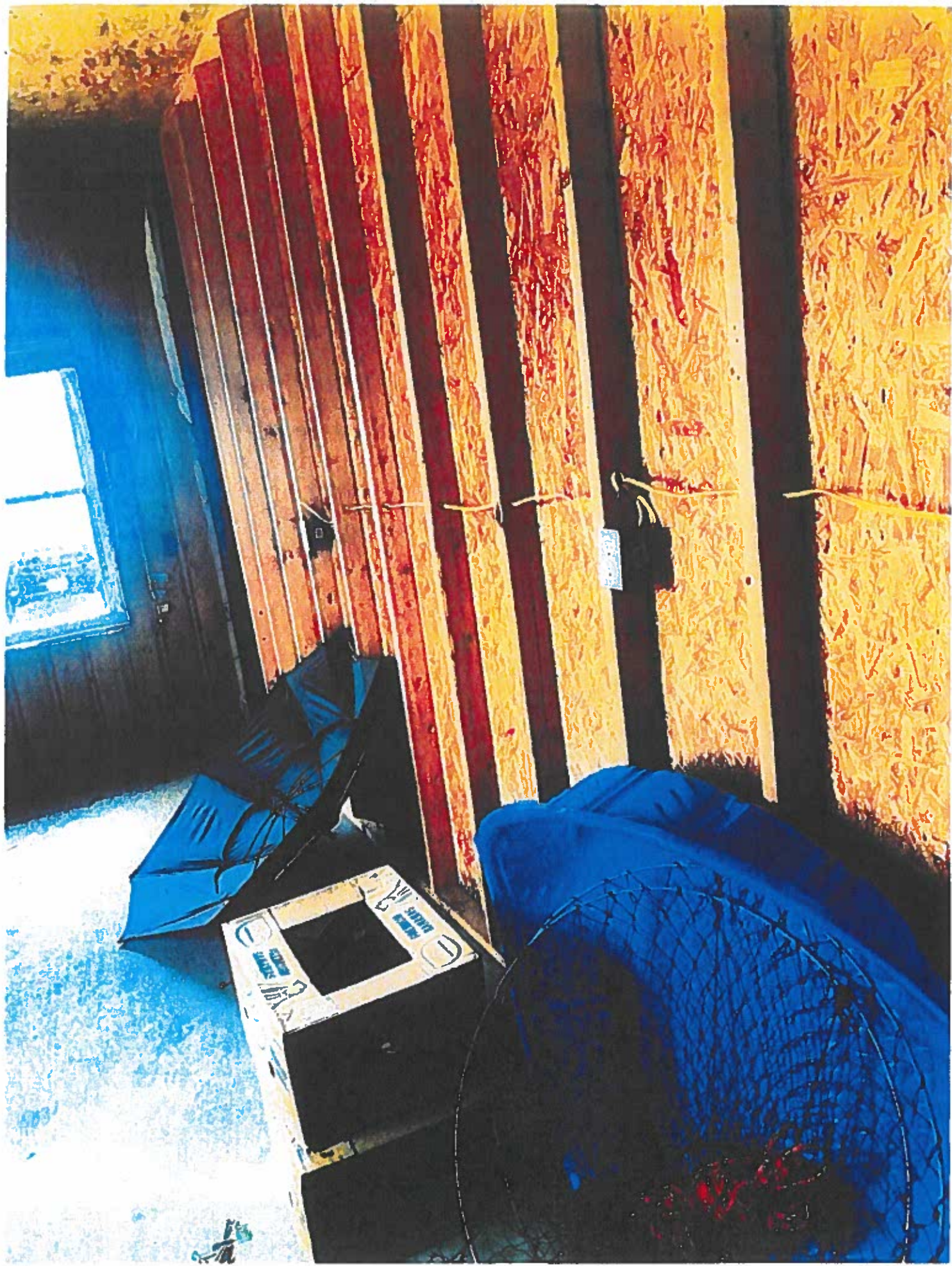


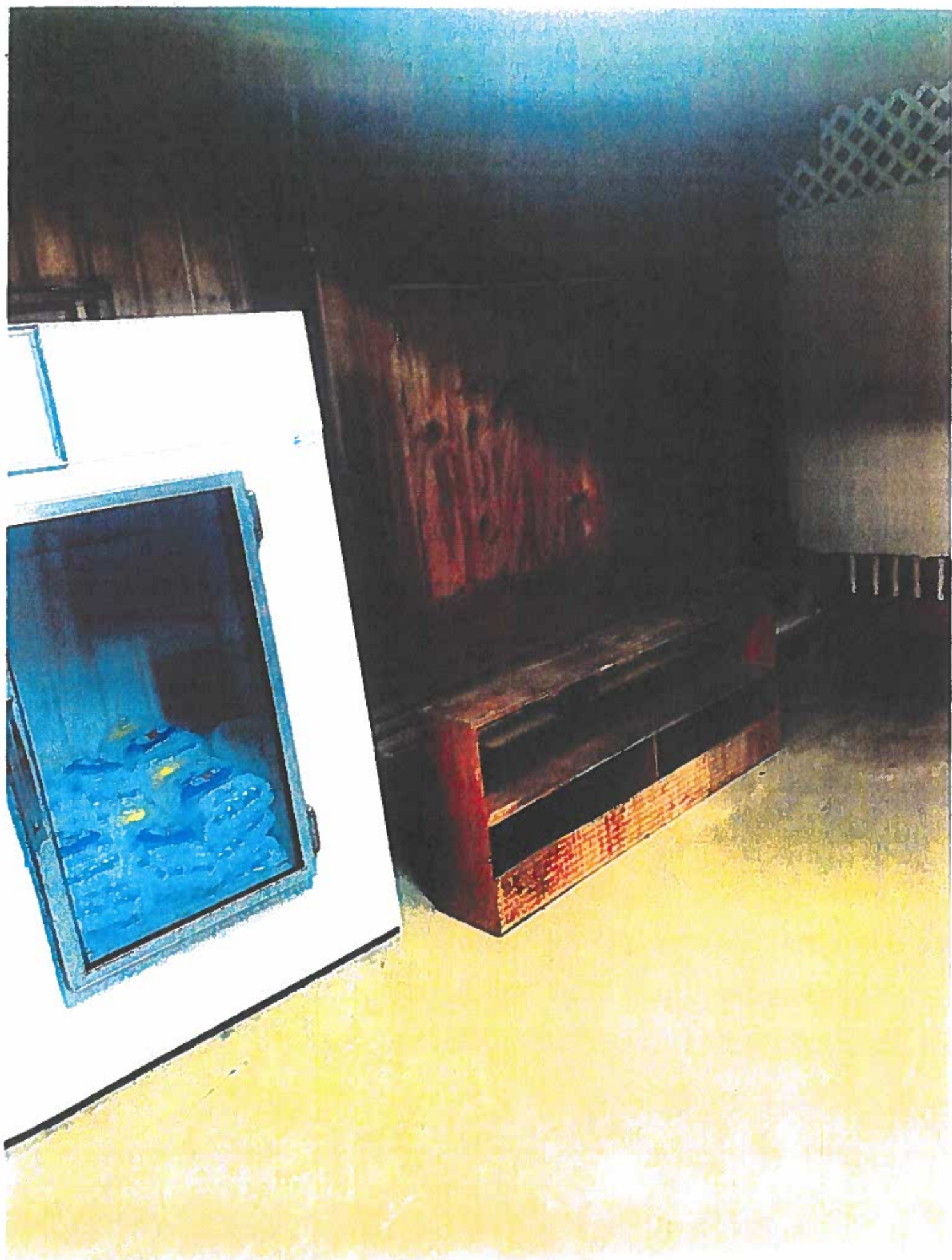


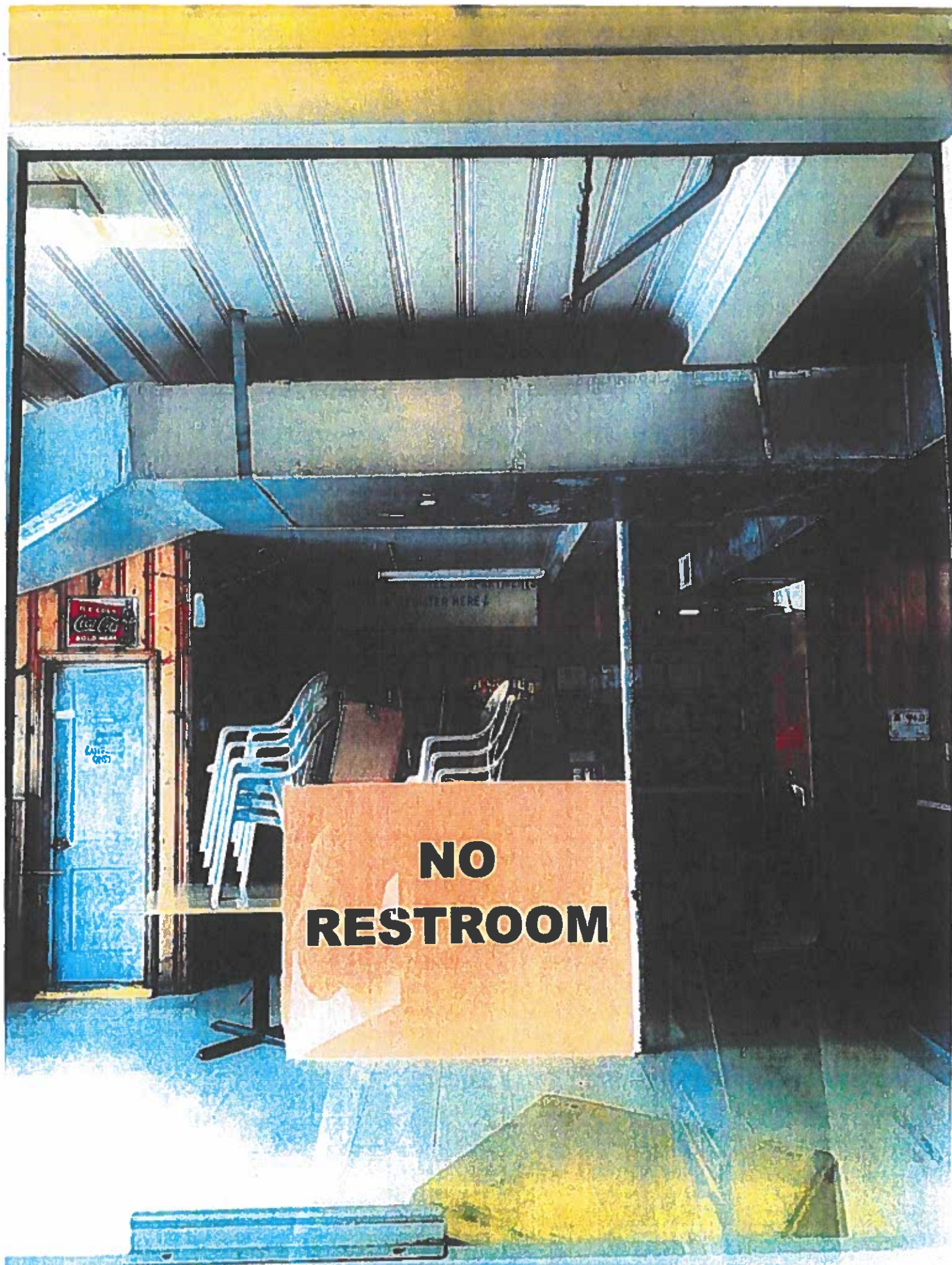




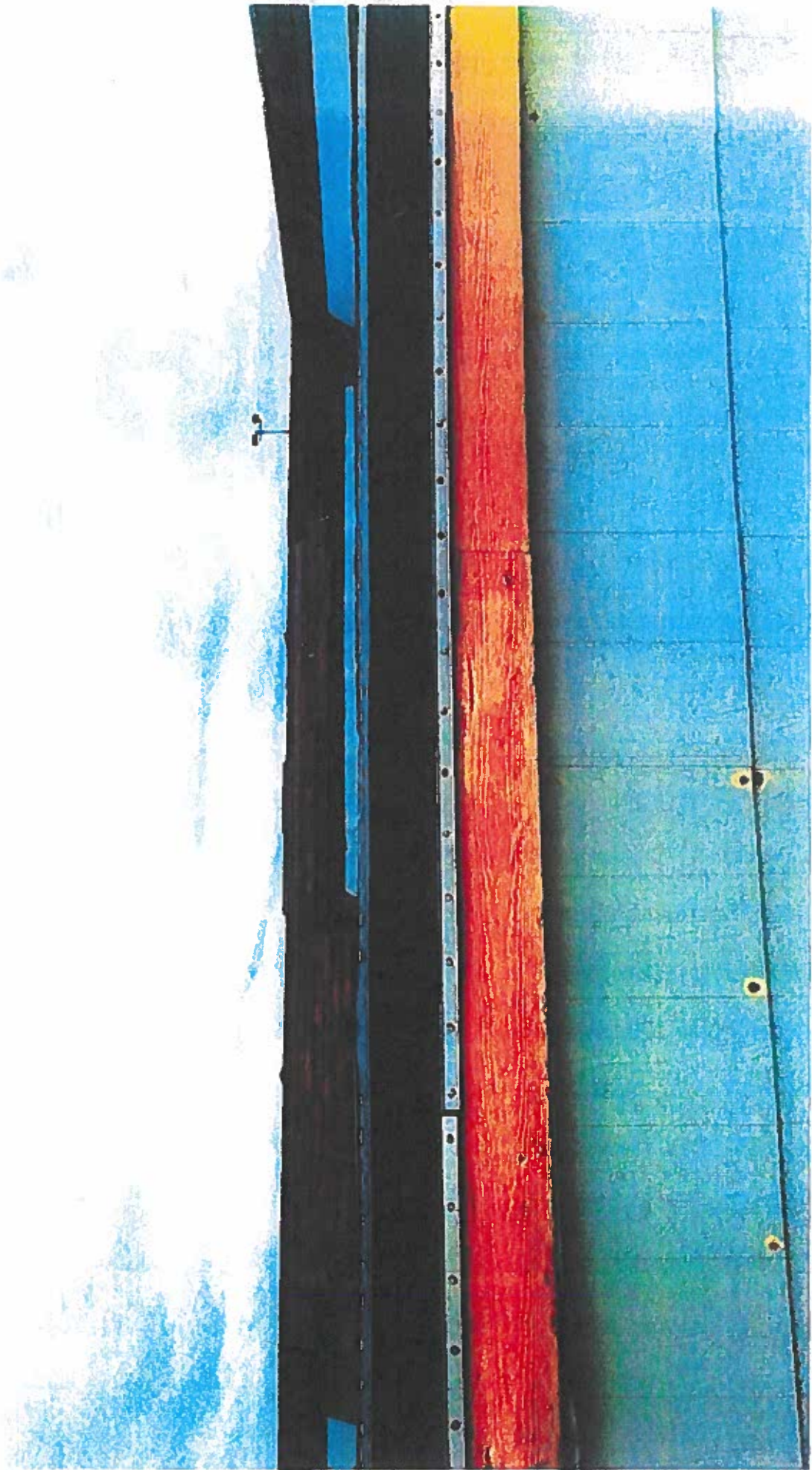


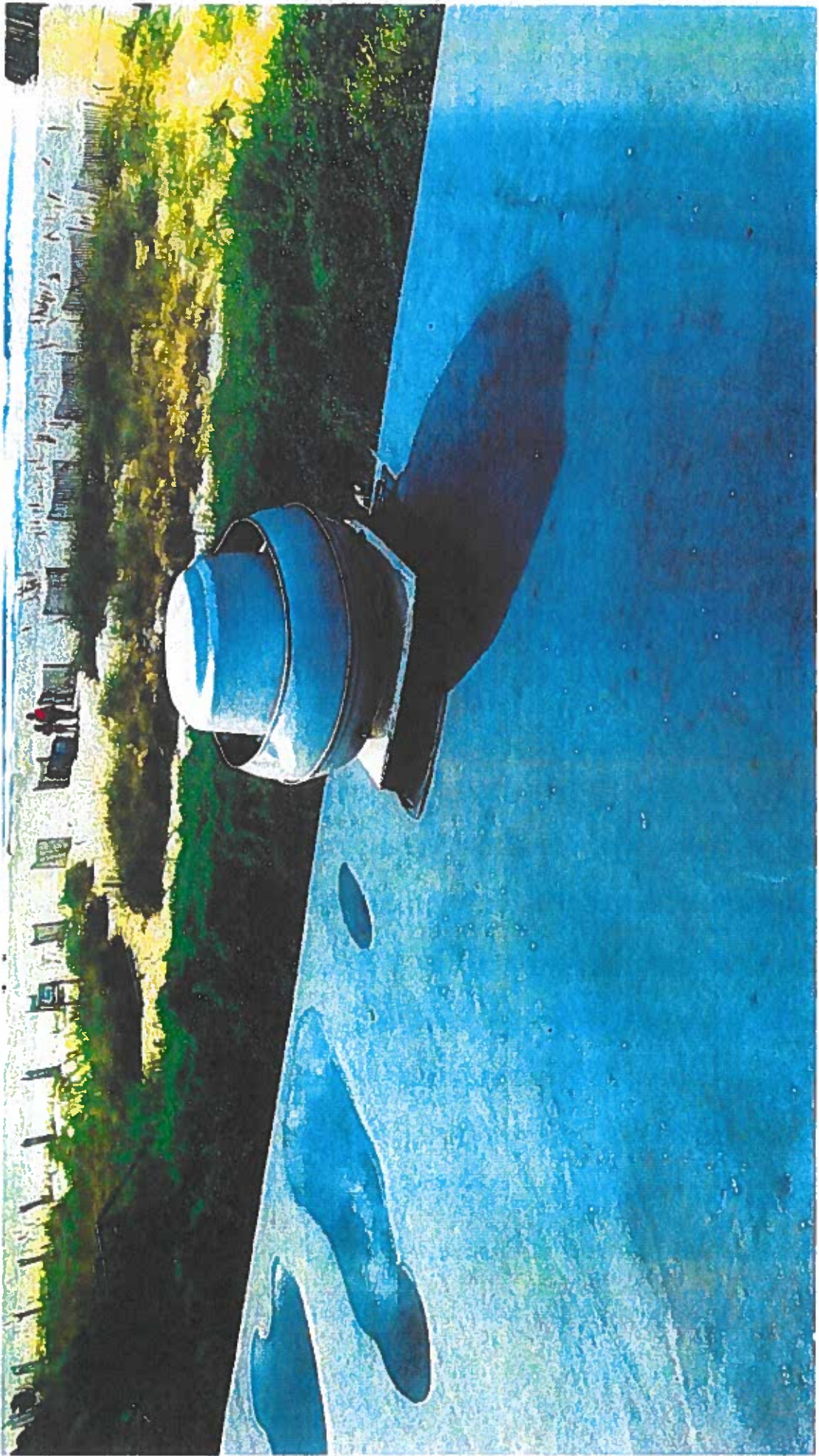


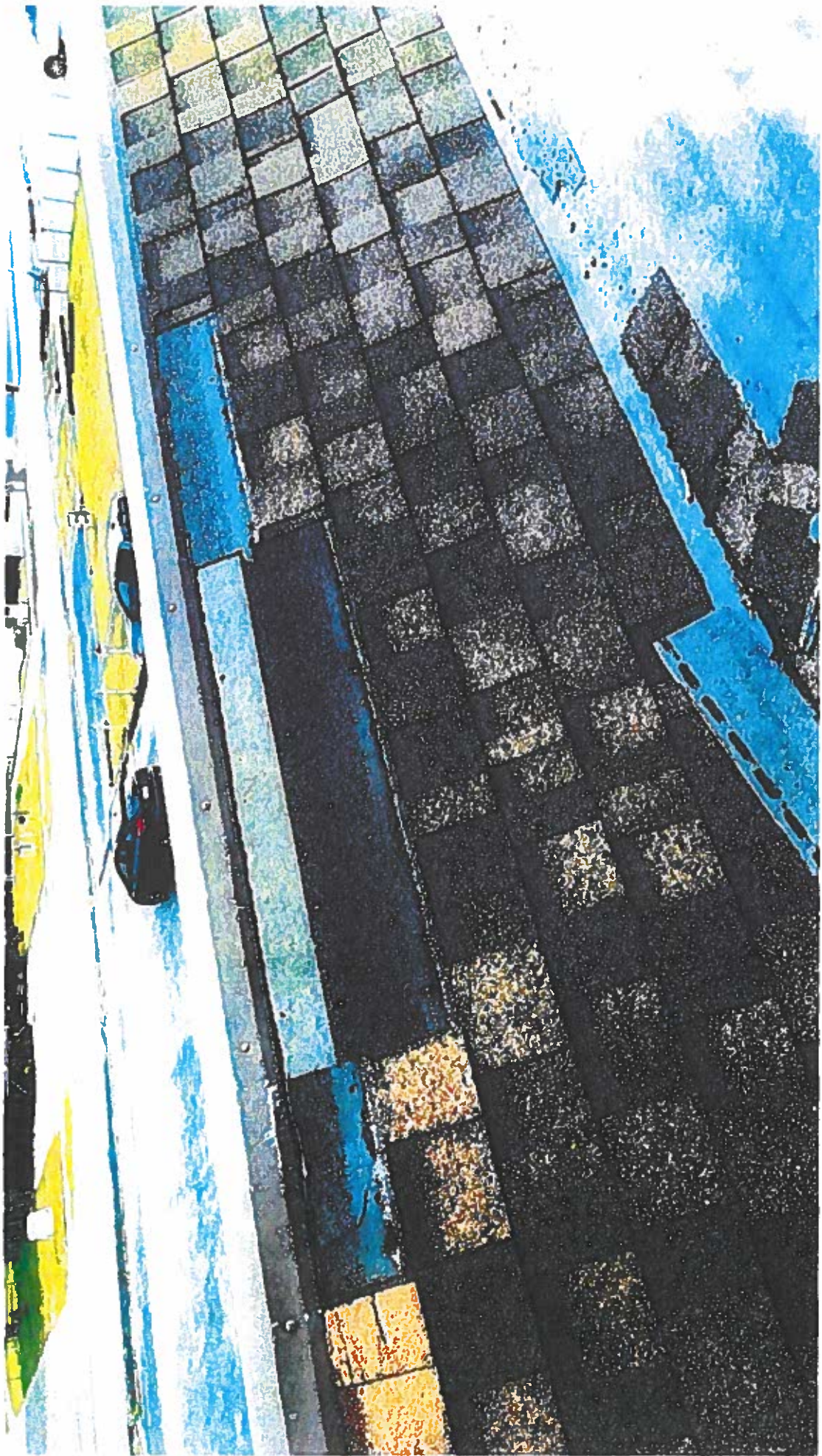


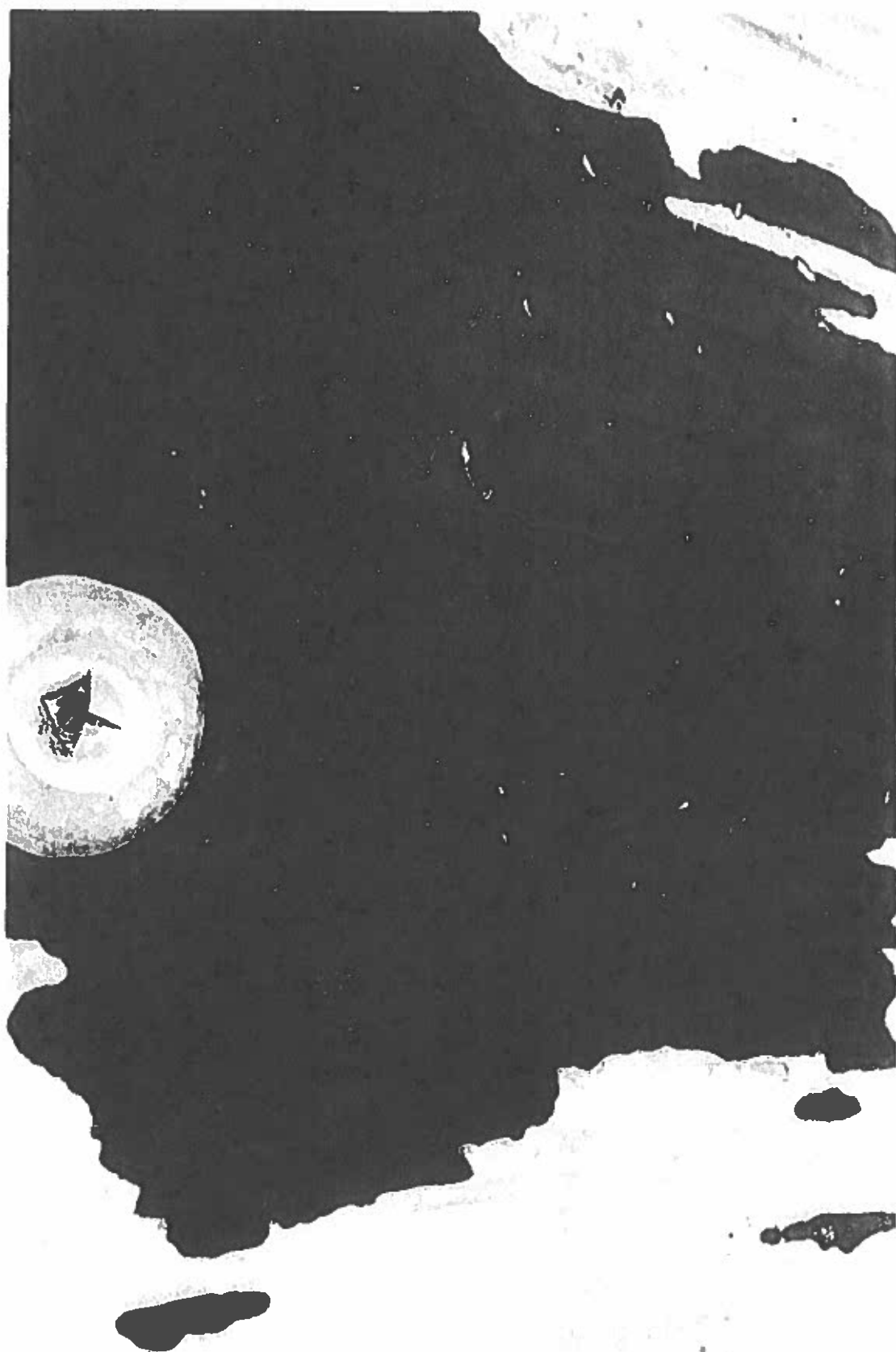


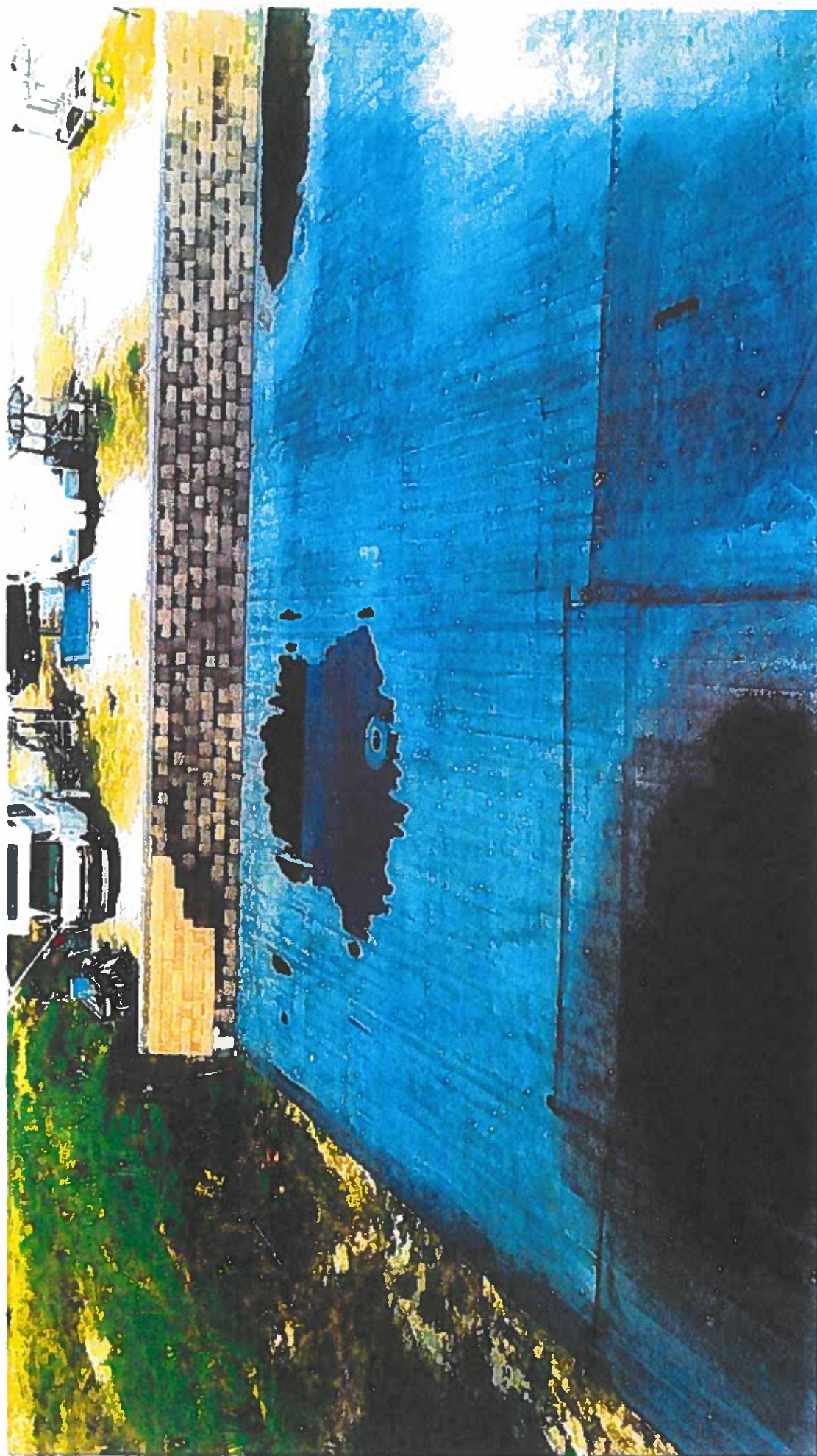




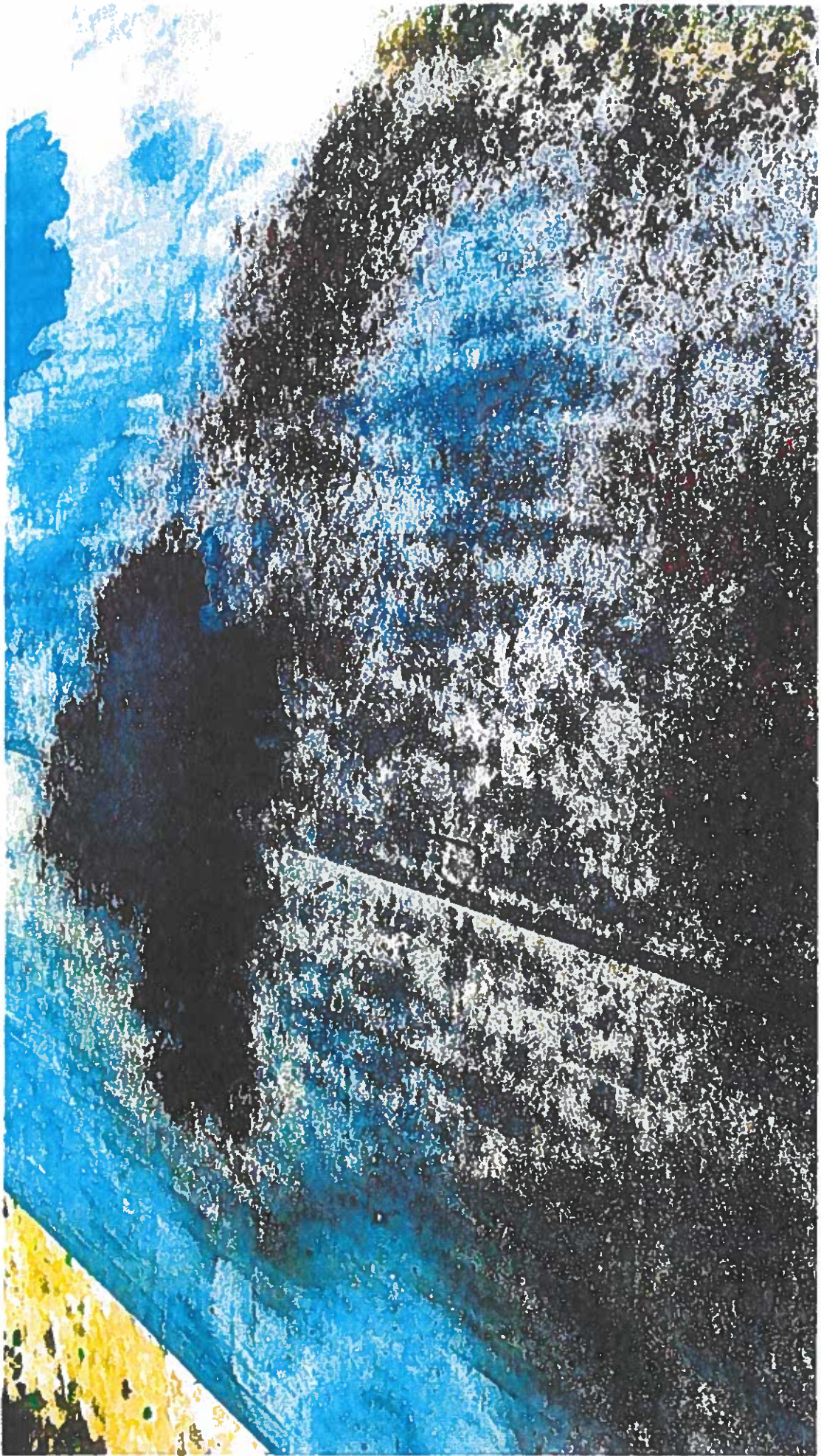














MCPHERSON

Engineering Design

September 20, 2021

Mr. Tim Evans
Planning and Inspections Director
Town of Holden Beach
110 Rothschild Street,
Holden Beach, NC 28462

RE: Report of Engineering Services - Building Assessment
Holden Beach Fishing Pier
441 Ocean Boulevard West, Holden Beach, NC 28462

Dear Mr. Evans,

I was on site September 17, 2021 to observe the existing building at the above mentioned address. The purpose of the visit was to perform visual observations to assess the building for possible future use.

The building was constructed in three sections at different times. The original structure was built in 1960 and is the center section of the building. This portion of the building was constructed on a low crawl space with a cmu foundation wall, wood framed floor, exterior load bearing wood walls, and wood roof system. The west end of the building was constructed later. The wood roof system is bearing on beams and round pilings and the walls are wood framed and appear to be non-load bearing curtain walls. The floor is concrete slab on grade. The exterior walls are supported by two or three courses of cmu. According to the owner, the west end may have been an open, covered pavilion at one time. The east end of the building was also added later and is constructed of a concrete slab on grade floor, low cmu wall, and load bearing wood framed wall and roof system.

According to Mr. Gil Bass, the current owner, the building has experienced 3 floods in it's 60-year lifetime. The building overall is in poor condition. The following observations are noted for each of the main building systems.

Foundation

The cmu foundation walls are damaged in multiple locations. Cracks in the mortar, misaligned blocks, and cracks in the concrete floor slab were observed. See Figure 1, Figure 2, and Figure 3. The crawl space foundation in the original section of the building was not accessible because sand has inundated the space below the building. Excavation was not within the scope of this report, therefore concrete footings were not observed, if present.

Floor

The condition of the wood framed floor system was not visually observed from the crawl space as noted above. However, the crawl space is not performing as intended, as sand has filled the space. The floor is not level, bowing in some locations, and soft spots were observed in at least one location that indicate the presence of deteriorated wood. See Figure 5. The concrete floor slab on grade is cracked and damaged in multiple locations. See Figure 4.

Walls

The wood framed walls are covered with various finish materials on the inside and outside and therefore the framing, foundation tie downs (if present), and condition of the wood were not observed. However, there are no flood vents in the building and the walls would likely not withstand the code required flood and wind loading without failure.

Roof

There is a small breach in the rear soffit of the building that shows the roof members in that location to be 2x wood framing (see Figure 6). The roof member attachment to the supporting beams is covered with finish materials and could not be observed. Further observation is needed to assess the structural integrity of the roof.

Conclusion

Based on my observations, the wood framed floor system in the original section of the building on the crawl space could not be repaired and may be demolished. It follows that the smaller east side addition may also be demolished.

The west side addition, which is supported by beams and pilings, may be able to be salvaged. This would require a pile study and further assessment and analysis of the beams and roof system to determine if the existing piles are adequate to support anticipated loading conditions.

Thank you for the opportunity to provide engineering services. If you require additional information, please feel free to contact me at (910)840-1444.

Sincerely,



Anna Rose McPherson, PE

MCPHERSON Engineering Design

PO Box 1381 • 295 Jack Hayes Road | Whiteville, NC 28472 | 910 840.1444 | License No. C-4699



Figure 1 Cracks in mortar at foundation wall



Figure 2 Misaligned blocks at foundation wall



Figure 3 Damaged foundation on wall

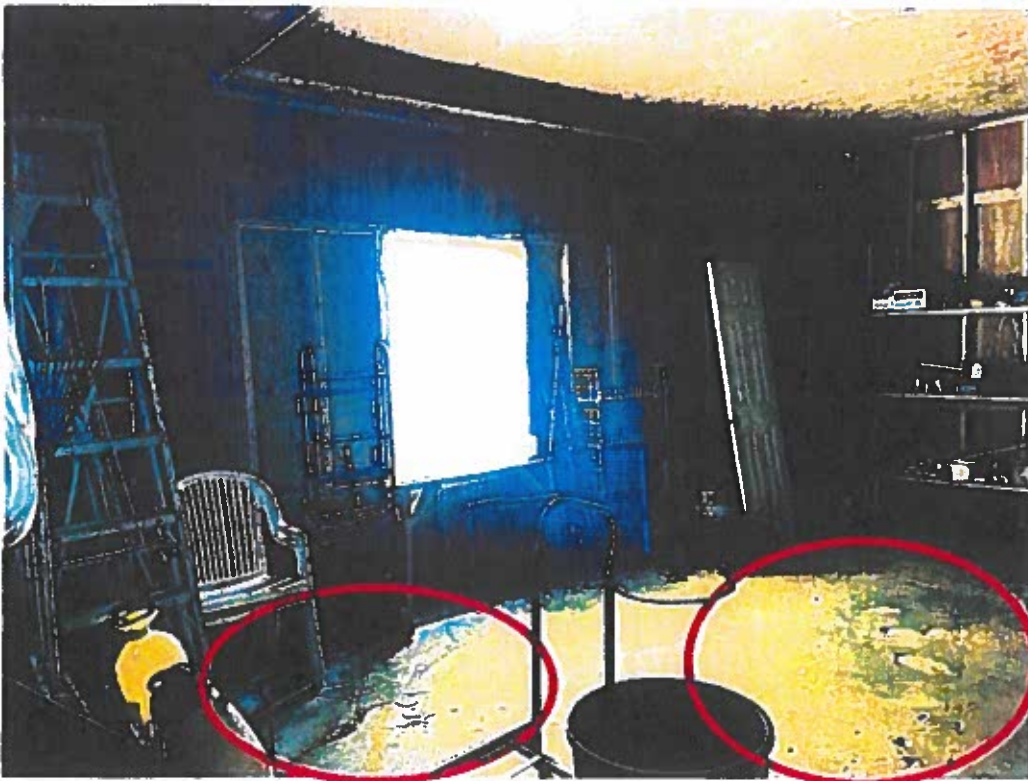


Figure 4 Cracks and damage to concrete slab on grade.

Report - Holden Beach Fishing Pier, Holden Beach, NC | 5



Figure 5 Bow in wood floor system.

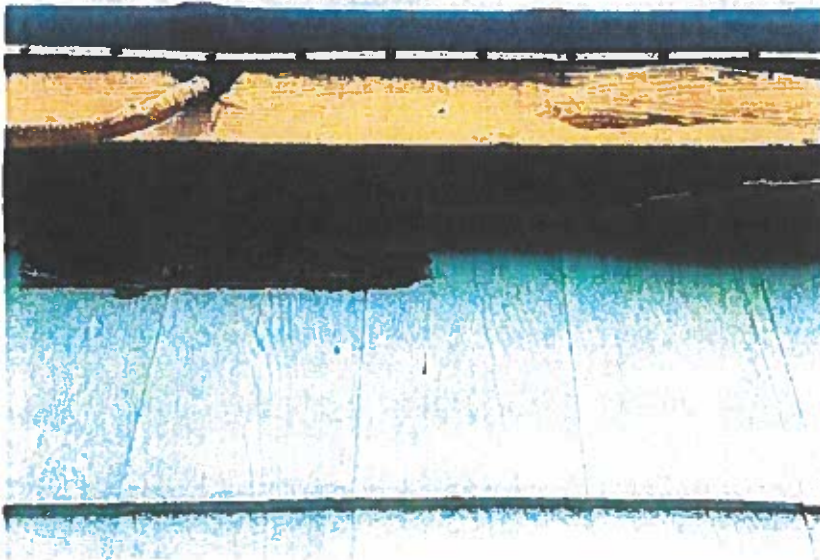


Figure 6: Damage to rear soffit

Report - Holden Beach Fishing Pier, Holden Beach, NC | 6



Figure 7: Wood piling and beam construction



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 1/21/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 1/8/25

ISSUE/ACTION REQUESTED: Consideration and possible action to award the contract for pier engineering services to HDR.

BACKGROUND/PURPOSE OF REQUEST: HDR was one of the companies who submitted proposals in response to the Town's RFQ for the pier. At the December meeting, the BOC selected HDR after reviewing those proposals. Representatives from the firm will attend the meeting in case the BOC has questions regarding the contract proposal attached.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

ASSISTANT TOWN MANAGER'S RECOMMENDATION: Receive contract and determine whether to award based on information obtained. Staff was asked to answer a few questions by phone from the firm. HDR representatives were encouraged during the call to illuminate for the board any hesitations they may have with outlined deliverables. (C4)



January 13, 2025

Christy Ferguson
Town Manager
110 Rothschild Street
Holden Beach, NC 28462
Christy.Ferguson@HBTownHall.com

SUBJECT: Holden Beach Pier Repair or Replacement Engineering Contract Scope

Dear Ms. Ferguson,

Thank you for the opportunity for HDR Engineering, Inc. of the Carolinas (HDR) to provide this scope and fee proposal to support the Town of Holden Beach (Town) with preliminary design and cost estimating services related to revitalizing the Town's historic fishing pier. HDR's scope of services for this preliminary design include project management and administration oversight, subconsultant management and oversight, a preliminary design and 30-year life cycle maintenance plan based on a repairs approach, a preliminary design and 30-year life cycle maintenance plan based on a full reconstruction approach, and comprehensive Class 3 cost estimations for both designs and life cycle maintenance plans.

HDR PROPOSED SCOPE OF WORK

Project Management and Administration

HDR will perform the following project administrative functions for the project:

- a) Create a detailed project schedule that covers receiving HDR's Notice to Proceed (NTP) through HDR's completion of services and final scoped deliverables.
- b) Record summaries of coordination meetings between HDR and the Town for the Town's records. The Town will be provided with a draft summary and have the opportunity to review and provide comments before the summaries are finalized.
- c) Coordinate and participate in a kickoff meeting with Town staff following NTP.
- d) Attend and participate in monthly progress meetings with the Town while the project remains active.
- e) Hold bi-weekly HDR internal project staff meetings to monitor and coordinate progress while the project remains active.
- f) Prepare monthly project invoices.

Administrative Assumptions

- 1) Local HDR staff will attend monthly in-person meetings with the Town. Additional HDR staff may attend virtual meetings on an as-needed basis. HDR anticipates seven (7) monthly meetings.
- 2) HDR internal meetings will only be attended by the project manager and the leads for each discipline who are actively involved in project design. Maximum of fourteen (14) meetings one-hour in duration.

Administrative Deliverables

- Complete project schedule following receipt of NTP
- Summaries from meetings and coordination with the Town or Town staff

Phase 1 – Repair Alternative Design

HDR will perform the following project tasks as part of the Phase 1 pier repair alternative design:

- a) Conduct a condition assessment of the pier structure according to *ASCE MOP 130 – Waterfront Facilities Inspection and Assessment* to identify the extent of required repairs above water. The assessment will be coordinated and overseen by the project's structural lead and will not include underwater components. A total of two (2) HDR staff will perform the assessment. The assessment will include:
 - i. Measuring sections for typical timber members
 - ii. Types of defects
 - iii. Size of defects
 - iv. Location of defects
- b) Provide updated project completion schedule based on condition assessment and subcontractor inspection findings.
- c) Create a preliminary design covering a full repair of the pier structure, including estimated construction timeline.
- d) Create a Class 3 cost estimate covering all components of the preliminary repair design based off results from the newly performed underwater structural inspection, above water structural inspection, and geotechnical borings.
- e) Develop a draft maintenance and repair plan that shall include annual life cycle cost estimates for a 30-year period. The maintenance plan shall include periodic inspections.

Phase 1 Repair Assumptions

- 1) An underwater structural investigation is necessary due to the previous investigation occurring in September 2021 was a Class 1 inspection and did not include any Class 3 inspections.
- 2) The extent of repairs estimated by HDR within this project scope was not based on current investigations nor inspection. To determine if the assumptions are accurate and additional steps are not necessary, inspections below waterline, below deck, and above deck need to occur. HDR assumes the repair scope of work:
 - i. Does not require additional cuts, braces, holes drilled, or additional supports below water level.
 - ii. Does not require the replacement of currently intact pilings.
 - iii. Does not require structural redesign and the current design is at minimum appropriate for any lateral loads due to non-extreme surf conditions (tides, waves, surges within standard design criteria, etc.).
- 3) All water/electrical utilities will need to be replaced.

Phase 1 Repair Deliverables

- Underwater and above water structural inspection reports
- Plans for a preliminary design level repair alternative
- 30-year draft lifecycle maintenance and repair plan
- Class 3 cost estimates for the preliminary repair design and draft maintenance plan

Phase 2 – Reconstruction Alternative Design

HDR will perform the following project tasks as part of the Phase 2 pier reconstruction alternative design:

- a) Create a preliminary design covering a full reconstruction of the pier structure, including estimated construction timeline.
- b) Create a Class 3 cost estimate covering all components of the preliminary reconstruction design.
- c) Develop a draft maintenance and repair plan that shall include annual life cycle cost estimates for a 30-year period. The maintenance plan shall include periodic inspections.

Phase 2 Reconstruction Deliverables

- Plans for a preliminary design level reconstruction alternative
- 30-year draft lifecycle maintenance and repair plan
- Class 3 cost estimates for the preliminary reconstruction design and draft maintenance plan

General Project Tasks

- a) HDR will coordinate subcontractor activities to include:
 - i. An underwater structural inspection, performed by the subconsultant Collins Engineers, Inc., from mudline to waterline for 30 submerged bents having 2 piles per bent. The inspection will involve Type 1 inspections on 100% of piles and Type 3 inspections (to include resistance testing) on 10% of piles.
 - ii. Geotechnical borings
 - iii. A beach profile survey
- b) HDR will provide geotechnical services to support both of the repair and reconstruction designs. The subconsultant, Catlin Engineers and Scientists, will provide drilling support services. The following services will be performed as part of this task:
 - i. HDR will develop a boring plan to assist with the field investigation.
 - ii. HDR will provide on-site personnel during field investigation operations.
 - iii. Subconsultant, Catlin Engineers and Scientists, will conduct subsurface drilling consisting of two (2) soil borings advanced to a depth of approximately 80 to 100 feet below existing mudline so to gather structural input for pile loads.
 - iv. HDR will provide select samples collected (up to 5) in the field for laboratory testing. These samples will be tested in a NCDOT approved materials and testing laboratory to verify visual field classification including grain size and soil index properties analyses.
 - v. All laboratory testing will be performed in accordance with the latest AASHTO and American Society for Testing and Materials (ASTM) specifications, NCDOT modified testing procedures, and classified according to the AASHTO classification system.
 - vi. HDR will provide the following discussions and/or design recommendations to the structural design team:
 - I. Stratigraphy and parameters for lateral analysis (one set of parameters for each terminal)
 - II. Pile Drivability Analysis (one analysis for each terminal)
 - vii. HDR will summarize the geotechnical results in a NCDOT Subsurface Investigation Inventory Report, consisting of title sheet, plan sheet(s) with boring

locations, final boring logs, and lab test results, and a Geotechnical Recommendation Letter.

- c) Six (6) beach profile transects are to be collected by the subconsultant McKim & Creed. The beach profiles will be collected such that:
 - i. Coverage in the cross-shore direction includes the start of the pier extending offshore to 500' beyond the ending location of the pier's full 1,000' length, at minimum
 - ii. Coverage in the alongshore direction includes three transects to each side of the pier, with the first occurring as close to the pier as possible, and the remaining transects separated by 100' spacings
 - iii. The hydrographic portion will be collected by a single-beam survey
- d) Perform a meteorological and oceanographic analysis to obtain, collate, and compile readily available information on tides, wind, storm surge, and wave conditions.
- e) Assess relative sea level rise (RSLR) based on the NOAA 2022 Sea Level Rise and Coastal Flood Hazard Scenarios and Tools Interagency Task Force report.
- f) Perform cursory wave analysis utilizing readily available information from U.S. Army Corps of Engineers (USACE), NOAA, and other entities. This proposal does not include numerical modeling which may be required in a later phase of design.
- g) Develop wave loadings based on the cursory wave analysis and proposed bridge geometry. Loadings will be developed based on the AASHTO Guidelines for Bridges Vulnerable to Coastal Storms with 2010 errata.
- h) Perform a scour analysis for the piers using the cursory wave analysis and methodology from HEC-18. Methods may also consider the USACE Coastal Engineering Manual.
- i) Review historical shoreline change values published by the NC Department of Environmental Quality Division of Coastal Management.

General Project Assumptions

- 1) This proposal does not include a beach morphology analysis. Beach morphology will be characterized at a conceptual level based on readily available historical information and previous studies by others.
- 2) Numerical modeling of waves, currents, and sediment transport are not included in this proposal. If a full pier replacement is pursued numerical modeling may be required to refine some of the design values.
- 3) The design plans for both options will be at the preliminary level and will include relevant drawings, standard details, and general design notes. Drawings will include typical:
 - i. Plan views
 - ii. Section views

iii. Elevation views

- 4) A CAMA permit or permit decision will be required by regulatory agencies and the Town is responsible for permit acquisition.
- 5) The maintenance plans for both design options will not include damage projections related to hurricane, storm, or other natural disaster events. Such events are unpredictable in both frequency and intensity so meaningful projections are not feasible.
- 6) Project recommendations and design criteria will take current sea level rise projects into consideration for both the repair and reconstruction design process.
- 7) The Town will issue a building permit for either the repair or reconstruction options.
- 8) The anchor building connected to the base of the pier is not included during considerations for either design plan.
- 9) Current applicable ADA standards and requirements will be implemented for both repair and reconstruction design plan options.
- 10) HDR Engineering staff will visit the site and perform or witness inspections as required.
- 11) If the necessary condition assessment and inspections are completed and a review determines that either:
 - i. The pier's current condition is substantially deteriorated such that structural integrity is seriously compromised;
 - ii. The current structural elevation of the pier is determined (by HDR) to not be sufficient for the projected lifetime of the structure following a projected sea level rise analysis,

in which case a recommendation will be made by HDR for the Town to cease further repair design efforts and only focus further efforts on the reconstruction design option. This recommendation would only be made in order to save the Town time and costs that would be unnecessarily incurred from pursuit of a repair scenario HDR has determined to be unfeasible. If the Town still requests completion of the preliminary repair design phase following HDR's recommendation, then HDR will still complete the preliminary repair design as otherwise outlined in this scope.

General Project Deliverables

- Geotechnical boring and subsurface investigation summary reports
- Beach profile survey (topographic and hydrographic)
- Coastal meteorological and oceanographic analysis report

PERFORMANCE SCHEDULE

The following tasks are planned to be completed within the timeline indicated below, counted forward from the date the Town issues the Notice to Proceed.

Task	Start (Months)	End (Months)
Data Gathering & Review	NTP	0.5
Structural Conditions Investigation & Assessment	0.5	2
Geotechnical Investigations & Reporting	0.5	2
Draft Preliminary Reconstruction Design & Cost Estimate	1	5
Draft Preliminary Repair Design & Cost Estimate	1.5	5
Draft Preliminary Design Maintenance & Repair Plans	2.5	5
Town Review & Comment	5	6
Finalize Draft Plans	6	7

Sincerely,

HDR Engineering, Inc. of the Carolinas


 Digitally signed by Kincannon, William
 DN:
 E=Bill.Kincannon@hdrinc.com,
 CN="Kincannon, William",
 OU=Users, OU=Wilmington-101 N
 3rd Street Suite 201, OU=North
 Carolina, OU=United States,
 OU=Offices, DC=intranet, OC=hdr
 Date: 2025.01.13 20:33:35-05'00'

Bill Kincannon, PE
Senior Project Manager



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 1/21/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 1/7/25

ISSUE/ACTION REQUESTED: Consideration and possible action to engage in an agreement with NCDOT regarding bike lane maintenance.

BACKGROUND/PURPOSE OF REQUEST: There has been some concern regarding care and maintenance of the bike lanes. NCDOT does not perform that service to the expectation of our needs and we do not have the capacity in-house to accomplish the task. This agreement allows NCDOT to reimburse the town for four events (quarterly) up to the total amount disclosed in the contract.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

ASSISTANT TOWN MANAGER'S RECOMMENDATION: Direct interim town manager to execute agreement.

(12)

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
SWEEPING
AGREEMENT ID # 13150**

AGREEMENT OVERVIEW

NORTH CAROLINA
BRUNSWICK COUNTY

DATE: 1/9/2025

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

WBS ELEMENTS: 3.201011

AND

TOWN OF HOLDEN BEACH

The purpose of this Agreement is to identify the participation in project costs, project delivery and/or maintenance, by the other party to this Agreement, as further defined in this Agreement.

SCOPE OF PROJECT ("Project"): The Project consists of sweeping services on SR 1116 (Ocean Boulevard / McCray Street) on the 6.15 miles of state maintained system within the Holden Beach municipal limits. The Municipality shall provide the personnel, equipment, labor, materials, and traffic control devices to perform sweeping services in accordance with Departmental standards and specifications as described in this agreement.

COSTS TO DEPARTMENT: \$31,480

PAYMENT TERMS: The Town of Holden Beach will invoice the Department upon completion of the Project.

MAINTENANCE: Town of Holden Beach

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: Five (5) years from the date of execution

This **Agreement** is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the **Department** and the **Town of Holden Beach**, hereinafter referred to as the **Municipality**; and collectively referred to as the **Parties**.

The **Parties** to this Agreement, listed above, intend that this Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Agreement and refer to this Agreement, represents the entire understanding between the **Parties**

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
SWEEPING
AGREEMENT ID # 13150**

with respect to its subject matter and supersedes any previous communication or agreements that may exist.

I. WHEREAS STATEMENTS

WHEREAS, this Agreement is made under the authority granted to the **Department** by NCGS 136-66.1, "Responsibilities for Streets inside Municipalities," and,

WHEREAS, the **Municipality** wishes to perform routine maintenance of sweeping, removal within its jurisdiction in the rights-of-way of certain State maintained routes; and,

WHEREAS, the **Municipality** has agreed to perform said work with reimbursement from the **Department** subject to the conditions hereinafter set forth; and,

NOW, THEREFORE, in consideration of the premises and the benefits accruing to the **Department** and the **Municipality** as the result of the construction of the Project it is agreed as follows:

II. SCOPE

A. MUNICIPALITY REQUIREMENTS

- i. The Project consists of performance of sweeping services on roads in the State highway System within the limits of the **Municipality**, as shown on the attached Exhibit A.
- ii. The **Municipality**, and/or its contractor, shall provide the personnel, equipment, labor, materials, and traffic control devices to perform routine sweeping services four (4) times per year (as shown on the attached Exhibit B) in accordance with Departmental standards and specifications. The routes and/or costs may be amended annually for five (5) years, with additions or changes as mutually agreed upon by both **Parties** in writing prior to performing the work for each year as described herein.
- iii. The **Municipality** agrees to provide traffic control devices, lane closures, road closures, positive protection and/or any other warning or positive protection devices necessary for the safety of road users during performance of the work, including any construction and subsequent maintenance. This work shall be performed in conformance with the latest NCDOT Roadway Standard Drawings and Standard Specifications for Road and Structures and Amendments of Supplements thereto. Information regarding these rules and regulations may be obtained from the **Department's** Division Engineer.

ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
SWEEPING
AGREEMENT ID # 13150

III. TIMEFRAME

A. DURATION

- i. This Agreement may be renewed every year for 5 years, subject to the provisions herein and upon written mutual consent. Yearly renewals are subject to the following termination conditions:
 1. At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the **Municipality**, this Agreement may be canceled by the Town Manager and/or Town Manager's designee. In the event such person is not available, the Agreement may be cancelled by written notice of decision to cancel by the Holden Beach Board of Commissioners, signed by the Mayor or other appropriate authority, if Mayor is unavailable or unable to sign.
 2. Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.

IV. REIMBURSEMENT

A. ALLOCATED FUNDS

- i. The maximum reimbursement per year is \$31,480, as shown on the attached Exhibit B.
- ii. The Division Engineer shall notify the **Municipality** at the beginning of the annual performance period or as soon thereafter, of the amount of allocated funds estimated to be available to the **Municipality** for sweeping maintenance on the locations identified. The available allocation shall be based upon and shall not exceed the estimated cost of the work as if performed by the **Department**.

B. CHANGES TO REIMBURSEMENT RATE

If the **Municipality** desires to continue the maintenance and sweeping services during the five-year period described in the Agreement, the **Municipality** and the **Department** may re-negotiate the costs and revise sweeping locations as described below:

- i. The **Municipality** shall notify the Division Engineer in writing through a letter or invoice at the beginning of the annual performance period to request the amount of allocated funds estimated to be available to the **Municipality** for mowing sweeping maintenance.
- ii. The **Department**, at its option, may elect to increase or decrease the reimbursement rates within a reasonable amount each year the Agreement is in force in consideration of

ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
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inflation rates, cost increases and decreases, changes in funding, etc., subject to the availability of funds and the performance of the **Municipality** under the requirements of the Agreement. If **Department** elects to change reimbursement rates, **Department** shall notify **Municipality** of such change at least sixty (60) days before the automatic contract renewal date, to be determined by the Effective Date of the Agreement (i.e. Effective Date January 3, 2025; notice required sixty (60) days prior to January 3, 2026).

C. INVOICING THE DEPARTMENT

The **Municipality** shall submit to the Brunswick County Maintenance Engineer a quarterly invoice for work completed under the terms of this agreement. Reimbursement shall be made upon approval of said invoice by the **Department's** Division Roadside Environmental Engineer and Financial Management Division.

- i. Invoices shall show the costs incurred in furnishing personnel, labor, equipment, and materials for the work performed, not to exceed \$31,480, unless written authorization is received from the **Department**.
- ii. The invoice shall be itemized by date and location of work, scope of routine maintenance and/or mowing performed, and the personnel, labor, equipment and materials utilized. The amount of work accomplished shall be included with the unit of measure (LFT, SHM, SQ FT, EA, HR, etc.).
- iii. For work performed by a contractor, the **Municipality** shall submit an invoice that includes the contractor's invoice to the **Municipality**. No advertisement shall be made, nor any contract be entered into for services to be performed as part of this Agreement without prior written approval of the advertisement or contents of the contract by the **Department**. Failure to comply with these requirements will result in funding being withheld until such time as these requirements are met.

D. ELIGIBILITY FOR REIMBURSEMENT

The **Municipality**, and or its agent, shall maintain adequate records and documentation to support the work performed under this Agreement and shall permit free access to its records by official representatives of the State of North Carolina. Furthermore, the **Municipality**, or its agent, shall maintain all pertinent records and documentation for a period of not less than five (5) years following the close of the calendar year during which the services were performed.

ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
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It is the policy of the **Department** not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the **Municipality** certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or **Department** and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

I. INDEMNIFICATION

To the extent authorized by state and federal claims statutes, the **Municipality** shall be responsible for its actions under the terms of this agreement and save harmless the FHWA (if applicable), the **Department**, and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claim for payment, damages and/or liabilities of any nature, asserted against the **Department** in connection with this Agreement. The **Department** shall not be liable and shall be held harmless from any and all third-party claims that might arise on account of the **Municipality's** negligence and/or responsibilities under the terms of this agreement.

J. AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

K. DOCUSIGN

The **Department** and the **Municipality** acknowledge and agree that the electronic signature application DocuSign may be used, at the sole election of the **Department** or the **Municipality**, to execute this Agreement. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the DocuSign application, the **Department** and the **Municipality** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes the **Department's** signature as if actually signed by the **Department** in writing or the **Municipality's** signature as if actually signed by the **Municipality** in writing. The **Department** and the **Municipality** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The **Department** and the **Municipality** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the DocuSign application, will have the same effect as physical delivery of the paper document bearing an original written signature.

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
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AGREEMENT ID # 13150**

L. GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Adult Corrections, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

VI. ADDITIONAL PROVISIONS

A. ENVIRONMENTAL REGULATIONS

The **Municipality** shall comply with all applicable federal, state, and local environmental regulations, and shall obtain all necessary federal, state and local environmental permits, including but not limited to, those related to sediment control, storm water, wetland, streams, endangered species, and historical sites.

B. PARTICIPATION BY DISADVANTAGED BUSINESSES

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Minority Businesses, Women Businesses, or Small Professional Services Firms (SPSF) as required by G.S. 136-28.4 and the North Carolina Administrative Code. The **Department** will provide the appropriate provisions to be contained in those contracts.

IT IS UNDERSTOOD AND AGREED that the approval of the project by the **Department** is subject to the conditions of this Agreement.

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
SWEEPING
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SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

Authorized Signer: _____

Print Name: _____

Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF HOLDEN BEACH

FED TAX ID NO: _____

REMITTANCE ADDRESS:

Finance Officer: _____

Print Name: _____

Date Signed: _____

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

**ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
SWEEPING
AGREEMENT ID # 13150**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(INK SIGNATURES ONLY)

ATTEST: _____ Authorized Signer: _____

BY: _____ Print Name: _____

TITLE: _____ Title: _____

Date Signed: _____

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF HOLDEN BEACH

FED TAX ID NO: _____ Finance Officer: _____

REMITTANCE ADDRESS: _____ Print Name: _____

_____ Date Signed: _____

DEPARTMENT OF TRANSPORTATION (DocuSign)

BY: _____

TITLE: _____

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (DATE)

ACCOUNTS PAYABLE
ROUTINE MAINTENANCE AGREEMENT
SWEEPING
AGREEMENT ID # 13150

Exhibit A

Holden Beach Sweeping NCDOT Routes - Location(s)			
Route Number	Route Name	Curb Miles	Center Lane Miles
SR 1116	Ocean Boulevard / McCray Street	6.15	12.3

Exhibit B

Holden Beach Sweeping NCDOT Routes - Cost Breakdown			
Line Item	Times Per Year	Unit Cost	Total Cost Per Year
Sweeping 6.15 center lane miles of SR 1116	4	\$ 7,870.00	\$ 31,480.00

TOWN OF HOLDEN BEACH

ORDINANCE NO.25-01

AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024-2025 (AMENDMENT NO. 6)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 24-12 appropriating funds for fiscal year 2024-2025 be amended as follows:

REVENUES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
DOT SWEEPING	10.0344.0000	15,740	INCREASE
	<u>TOTAL</u>	<u>15,740</u>	

EXPENDITURES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
MAINT & REP STREETS	10.0570.1800	15,740	INCREASE
	<u>TOTAL</u>	<u>15,740</u>	

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

This amendment is effective the 21st day of January 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 1/21/2025

FROM: Timothy D. Evans Planning and Inspections Director/ADA -Coordinator

DATE SUBMITTED: 1/10/2025

ISSUE/ACTION REQUESTED: Discussion and possible action- Small Town ADA Assessment

BACKGROUND/PURPOSE OF REQUEST: ADA compliance is a federal requirement under the American with Disabilities Act. Often, ADA compliance can be overlooked when considering activities, maintenance, and changing guidelines such as the ABA requirements for certain activities and locations. The town has indicated a desire to make the activities and structures located within the Town as accessible as possible and practical and to ensure compliance with the ADA guidelines.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Receive outline and timeline and provide feedback as necessary to staff.

ATTACHMENT: Yes



Town of Holden Beach

ADA Title II Assessment Outline/Timeline



Planning and Inspections

Thursday, December 5, 2024

Introduction

The Americans with Disabilities Act gives civil rights protections to individuals with disabilities like those provided to individuals because of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in employment, transportation, State and local government services, telecommunications, and in the goods and services provided by businesses.

1. Existing Facilities: Program Accessibility

- a. The Town of Holden Beach Existing Facilities will either be made ADA compliant or have a plan of relocation for the activity or a plan to temporarily bring the structure into compliance.
- b. All town facilities will be assessed by the ADA coordinator for compliance with the American with Disabilities Act for use and be brought into compliance with the required standards of time of construction.
- c. All structures not in compliance will be placed on a priority list for improvements to be prioritized for funding.

2. New Construction, Alterations, and Additions

- a. New construction, alterations and additions must be brought into compliance with A117.1-2009 application and administration guidelines for construction and the 2018 or newer version of the North Carolina Building Code

- b. The Town of Holden Beach must Consider ABA requirements for Federally Funded programs that would be qualified/subsidized for the construction of structures, activities or public use activities
- c. Each project should have an ADA/ABA checklist for compliance

3. Maintenance and Accessible Features

- a. All structures Located within The Town of Holden Beach must be maintained in an operatable manner to provide access to Services, programs, and activities
- b. The town should develop a list of activities and services. With locations and conditions for providing maintenance scheduling and testing for use.

4. Effective Communications,

- a. Town should take action to ensure that all aspects of its communications are as accessible as physically and financially possible
- b. Town of Holden Beach Should make a list of events and Locations of notifications and try to improve their Compliance with ADA, and ABA requirements.

5.Process for complying with ADA

- a. Town of Holden Beach Will Conduct a Self-Evaluation under the guidance Rehabilitation Act
- b. Identify all programs, activities, events physical barriers or policies, practices or procedures that may limit or exclude Participation by people with disabilities

- c. Bring any structures or occupancy use activities into compliance with the requirements established by the North Carolina Building Code, and the North Carolina Law and Administrative Code.

HB ADA Assessment

Project start: Mon, 2/3/2025

Display week 1

SIMPLE GANTT CHART by Vertex42.com
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

TASK	TASK DESCRIPTION	PROGRESS	START	END
Existing Facilities: Program Accessibility				
1	Policy written and initial assessment	10%	2/3/25	3/17/25
2	List of existing facilities	5%	2/3/25	3/17/25
3	List of non-compliances	5%	2/3/25	4/21/25
New Construction, Alterations, and Additions				
1	policy with ADA/ABA checklist for compliance	5%	4/21/25	5/18/25
Maintenance and Accessible Features				
1	Maintenance policy	5%	5/18/25	6/9/25
2	List of activities and services	5%	5/18/25	6/9/25
3	Maintenance cost schedule	5%	5/18/25	6/9/25
Communications				
1	Policy	5%	6/9/25	7/7/25
2	List of events and locations	5%	6/9/25	7/7/25
Process for Complying with ADA				
1	Cost analysis	5%	7/7/25	8/4/25
2	Policies to move forward - open ended	5%	7/7/25	8/4/25

Feb 3, 2025							Feb 10, 2025							Feb 17, 2025							Feb 24, 2025							Mar 3, 2025							Mar 10, 2025							Mar 17, 2025							Mar 24, 2025						
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

HB ADA Assessment

SIMPLE GANTT CHART by Vertex42.com
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

TASK	TASK DESCRIPTION	PROGRESS	START	END
Existing Facilities: Program Accessibility				
1	Policy written and initial assessment	10%	2/3/25	3/17/25
2	List of existing facilities	5%	2/3/25	3/17/25
3	List of non-compliances	6%	2/3/25	4/21/25
New Construction, Alterations, and Additions				
1	policy with ADA/ABA checklist for compliance	5%	4/21/25	5/19/25
Maintenance and Accessible Features				
1	Maintenance policy	5%	5/19/25	6/9/25
2	List of activities and services	5%	5/19/25	6/9/25
3	Maintenance cost schedule	5%	5/19/25	6/9/25
Communications				
1	Policy	6%	6/9/25	7/7/25
2	List of events and locations	5%	6/9/25	7/7/25
Process for Complying with ADA				
1	Cost analysis	5%	7/7/25	8/4/25
2	Policies to move forward - open ended	5%	7/7/25	8/4/25

Insert new rows ABOVE this one

Project start: Mon, 2/3/2025

Display week: 12

Apr 21, 2025							Apr 28, 2025							May 5, 2025							May 12, 2025							May 19, 2025							May 26, 2025							Jun 2, 2025							Jun 9, 2025						
21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		S	M	T	W	T	F	S		

HB ADA Assessment

Project start: Mon, 2/3/2025

VanArs Project lead

Display week: 20

SIMPLE GANTT CHART by Vertex42.com
<https://www.vertex42.com/ExcelTemplates/simple-gantt-chart.html>

Jun 16, 2025							Jun 23, 2025							Jun 30, 2025							Jul 7, 2025							Jul 14, 2025							Jul 21, 2025							Jul 28, 2025							Aug 4, 2025						
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S

TASK	TASK DESCRIPTION	PROGRESS	START	END
Existing Facilities: Program Accessibility				
1	Policy written and initial assessment	10%	2/3/25	3/17/25
2	List of existing facilities	5%	2/3/25	3/17/25
3	List of non-compliances	5%	2/3/25	4/21/25
New Construction, Alterations, and Additions				
1	policy with ADA/ABA checklist for compliance	5%	4/21/25	5/19/25
Maintenance and Accessible Features				
1	Maintenance policy	5%	5/19/25	6/9/25
2	List of activities and services	5%	5/19/25	6/9/25
3	Maintenance cost schedule	5%	5/19/25	6/9/25
Communications				
1	Policy	5%	6/9/25	7/7/25
2	List of events and locations	5%	6/9/25	7/7/25
Process for Complying with ADA				
1	Cost analysis	5%	7/7/25	8/4/25
2	Policies to move forward - open ended	5%	7/7/25	8/4/25



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: January 21, 2024

FROM: Heather Finnell, Town Clerk

DATE SUBMITTED: January 8, 2024

ISSUE/ACTION REQUESTED: Audit Committee Items

BACKGROUND/PURPOSE OF REQUEST:

Per Section 30.26 of the Code of Ordinances, the Audit Committee is 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 of Holden Beach as full members, plus one alternate member (Attachment 1).

The commissioner shall be appointed to the Audit Committee by the Board in January of each year. We have two full member vacancies and the alternate member's term is expiring (Attachment 2).

Grace Lam, Cedric Scott, David Shehdan, Kent Steeve and Mitchell Varner s have submitted their names to be considered for the vacancies (Attachment 3). The current alternate member, Mike Felmly is eligible and willing to serve if needed. Interviews are scheduled for January 21st at 4:30 p.m.

The Board can vote by ballot or verbally to fill the positions. If ballots are used, please make sure to sign your name on the ballot.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Attachment 1 - Section 30.26 Holden Beach Code of Ordinances

Attachment 2 – Terms

Attachment 3 - Applications

Attachment 1

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

Attachment 2

AUDIT COMMITTEE

MEMBER		TERM EXPIRES
Tom Myers	Appointed Member from Board of Commissioners	January 2025
Tony Chavonne	Appointed Regular Member 1/18/22	January 2025
May Vail Ware	Appointed Regular Member 1/23/24	January 2027
Vacant	Appointed Regular Member 1/18/22	January 2025
Tim Thronson	Appointed Regular Member 1/23/24	January 2027
Mike Felmlly	Appointed Alternate Member 1/18/22	January 2025

Attachment 3



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:Name: Grace LamAddress: 891 OBW Holden Beach Phone #: 626-234-5363Email: grace.k.lam@gmail.com Occupation: CPA**Interest & Ability:**Board or Committee you are interested in serving on: Audit CommitteeWhy are you interested in serving in this capacity? To be a contributing residentWhat do you feel you can contribute to the position? I have over 20 years in the accounting field as an senior executive.**Background:**

School(s)	Dates	Area of Study	Degree
<u>University of Texas at Aust.</u>	<u>1998</u>	<u>MBA (Business)</u>	<u>MBA</u>
<u>University of Texas at Austin</u>	<u>1998</u>	<u>Accounting</u>	<u>Master</u>

Previous Residences:101 OBW Holden Beach

Prior/ current involvement in Town Government or related activities:

N/A

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

Certified Public AccountantFinancial Management and Reporting**Certification of Eligibility:**

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: [Signature] Date: Jan 2, 2025



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Cedric L. L. Scott
Address: 1055 Tide Ridge Dr. Phone #: 704-606-1899
Email: cedscott76@gmail.com Occupation: Business Broker

Interest & Ability:

Board or Committee you are interested in serving on: Audit Committee

Why are you interested in serving in this capacity?
I have years of experience auditing business & personal financials.

What do you feel you can contribute to the position?
I'm practical, conservative & prudent.

Background:

School(s)	Dates	Area of Study	Degree
<u>Mans Hill University</u>	<u>1995-1999</u>	<u>Political Science</u>	<u>B.A.</u>

Previous Residences: Norwood, NC & Charlotte, NC

Prior/ current involvement in Town Government or related activities: Currently
Point West POA President

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: I have an extensive background in economic development. Former board member Pisgah Legal Services & YMA Cultural Center Asheville, NC. Former Asst. Treasurer WNC Economic Development Commission.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof, or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Cedric L. L. Scott Date: 12-26-2024



TOWN OF HOLDEN BEACH

Application for Town Board Membership

Personal Information:

Name: David Shehdan

Address: 2013 Petworth Ct. Raleigh, NC 27615 Phone #: 919 889-7707

Email: dshehdan@yahoo.com Occupation: Human Resources Consulting

Interest & Ability:

Board or Committee you are interested in serving on: Audit Committee

Why are you interested in serving in this capacity? I believe I can add value to the process by assisting the BOC

What do you feel you can contribute to the position?

I have served as the HR Director for several prominent state government departments. With this experience, I believe I can apply a fair and balanced approach to the audit process, maintain or improve internal controls, and assist the BOC in its responsibilities.

Background:

School(s)	Dates	Area of Study	Degree
<u>UNC - W</u>	<u>1984</u>	<u>Human Resources</u>	<u>BS</u>

Previous Residences:

Property at 132 Lions Paw and 374 Ocean Blvd West

Prior/ current involvement in Town Government or related activities:

Please see above. At the local level, I recently served as Interim HR Director for a Community College and Interim HR Director for the Health Department.

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: Please see above

Certification of Eligibility:

Property Owner
I am a ~~resident of the~~ Property Owner of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: David Shehdan Date: 12/31/2024



TOWN OF HOLDEN BEACH

Application for Town Board Membership

Personal Information:

Name: Kent Steeves

Address: 109 Clipper Ship Drive Phone #: 302-605-6473

Email: kts68734@gmail.com Occupation: Business Owner - Braeloch Brewing

Interest & Ability:

Board or Committee you are interested in serving on: Audit Committee

Why are you interested in serving in this capacity?

I believe it is important to be engaged in the community to which we are financially contributing. The Audit Committee is also a great way to a more clear understanding of how Holden Beach operates and fiscally drives decisions.

What do you feel you can contribute to the position?

I have a long corporate career running profitable global businesses and my wife and I now run our own business for the last five years. This experience, along with my college degrees, has afforded me the ability to develop and utilize a breadth of financial analysis and fiscal management.

Background:

School(s)	Dates	Area of Study	Degree
<u>Purdue University</u>	<u>1981 thru 1985</u>	<u>Engineering</u>	<u>Aeronautical & Astronautical Engineering (rocket science)</u>
<u>University of Delaware</u>	<u>Graduated 1993</u>	<u>Business</u>	<u>MBA - Finance concentration</u>

Previous Residences:

Newark, Delaware

Prior/ current involvement in Town Government or related activities:

No town government, engaged with Town council in Newark, DE and Kennett Square, PA for modifying zoning codes and laws to accommodate expanded business models/uses. Career at W.L. Gore & Associates (Gore-Tex company) leading global business of sizes up to \$200M revenue. USA Swimming certified Referee, State of DE High School swim/dive official and State Rules Interpreter, Member of Brewers of PA which is heavily engaged in State government interactions and legislation.

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee:

With experiences listed above, Fiscal management, Financial analysis, and Financial stewardship are essential for any business to survive; numbers tell a lot of the story. As a small business owner that survived two years of COVID, understanding our finances is a core life-blood to business. I feel my experience can bring this perspective to the Audit Committee.

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Kent Steeves Date: December 20, 2023



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: Mitchell Varner

Address: 192 Greensboro Street
Holden Beach, NC 28462 Phone #: 704.589.7314

Email: mitch.varner@gmail.com Occupation: retired - healthcare executive

Interest & Ability:

Board or Committee you are interested in serving on: audit

Why are you interested in serving in this capacity? A community's financial integrity is directly correlated to its quality of culture and growth.

What do you feel you can contribute to the position? Provide detail oriented review of people, processes, and finance insuring accuracy and accountability of those results to the standards established.

Background:

School(s)	Dates	Area of Study	Degree
<u>UNC - Chapel Hill</u>	<u>1980</u>	<u>Finance/Economics</u>	<u>M.S.</u>

Other

~~Previous~~ Residences: 4700 Cotton Creek Drive
Charlotte NC 28226

Prior/ current involvement in Town Government or related activities: no prior experience

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: see back of form

Certification of Eligibility:

I am a resident of the Town of Holden Beach. I am one of six families with an ownership interest in 192 Greensboro Street, Holden Beach, NC 28462

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: Mitchell Varner Date: 1-2-25

Extensive experience in the healthcare industry as sales executive. Includes 14 years with McKesson involving multi-million dollar hospital system contract negotiations with legal, financial, and operational analysis and implementation. P&L responsibility for 18 member sales team generating \$60 million in sales with ~~\$100M~~ \$10 million expenditures.

Responsible for forecasting, inventory management, margin management, and pricing analysis for country's largest physician office distributor.

Additionally, obtained the Certified Financial Planner degree and license in 1987 for use personal financial planning.



TOWN OF HOLDEN BEACH
Application for Town Board Membership

Personal Information:

Name: FELMLY, MIKE
 Address: 137 CAROLINA AVE Phone #: 401-562-0595
 Email: FELMLY@GMAIL.COM Occupation: U.S. NAVY (RET)

Interest & Ability:

Board or Committee you are interested in serving on: AUDIT

Why are you interested in serving in this capacity? SEVERAL PEOPLE OF H.B. +
LOOSE ACCOUNTABILITY OF FISCAL TAX \$\$\$

What do you feel you can contribute to the position? ACCOUNTABILITY

Background:

School(s)	Dates	Area of Study	Degree
SUNY PUTTSHURGH	70-74	BIOLOGY	B.A.
UNIV @ ALBANY	75-76	EDU. ADM	M.S.
NATIONAL UNIV	82-83	INST TECH	M.S.
Previous Residences:			
U.S. ARMY WAR COLL	96-97	NATIONAL SEC. CERTIFICATION	
U.C. TECH	13-14	MANAGE TECH	A.S.
Prior/ current involvement in Town Government or related activities:			
AUDITS IN NAVY FOR 30 YEARS			

Specific experiences, training or interests you have that you feel would be useful in the work of the Board/ Committee: ABOVE

Certification of Eligibility:

I am a resident of the Town of Holden Beach.

No person shall be appointed by the BOC or pursuant to any authority delegated by the BOC who is a member of the BOC; the Town Manager, Town Attorney, Town Clerk, Police Chief or any full or part-time employee of the Town who reports to any of the foregoing; a contractor, consultant or other person providing goods or services to the Town in consideration of cash or other thing valued at more than \$1,000 in any one year or an officer or material owner thereof; or the spouse, domestic partner, child, parent or sibling of any of the foregoing. I am not in conflict with this regulation.

Signature of Applicant: [Signature]

Date: 11/10/22

PREVIOUS RESIDENCES: THROUGHOUT THE COUNTRY



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 1/21/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 1/7/25

ISSUE/ACTION REQUESTED: Consideration and possible action to formulate federal priorities for the upcoming year.

BACKGROUND/PURPOSE OF REQUEST: In the early part of each calendar year, the BOC is tasked with formulating the Town's federal priorities that can be communicated for federal funding purposes and also to advocate for policy change. The attached memo outlines my recommendations for areas of attention that the board may want to pursue.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

ASSISTANT TOWN MANAGER'S RECOMMENDATION: Receive information and direct interim town manager on execution of priorities. *(Signature)*



Date: January 7, 2025

To: Mayor Holden and Board of Commissioners

From: Interim Town Manager Ferguson 

Re: Federal Priorities

After discussion with our federal advocates, Ward and Smith, the following are my recommendations for our federal priorities in this order.

Funding

1. Ocean Boulevard Stormwater-5113 program
2. Lockwood Folly (LWF) Dredging Funding
3. Exploring Additional Funding Opportunities for Projects- stormwater, pier, etc.

Policy

1. LWF Dredging Sand Placement
2. FEMA
 - a. Appropriate Funding Levels for Disaster Relief Fund
 - b. National Flood Insurance Program- follow developments and advocate for Holden Beach

While the board has an additional policy opportunity available, I would suggest leaving this open for other areas of concern that may surface during the year.



**Town of Holden Beach
AGENDA TOPIC COVER SHEET**

TO: Holden Beach BOC

MEETING DATE: January 21, 2025

FROM: Heather Finnell, Town Clerk

DATE SUBMITTED: January 10, 2025

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Resolution 25-01, Resolution Prohibiting Viewing of Pornography on Town Networks and Devices

BACKGROUND/PURPOSE OF REQUEST: NCGS §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of Holden Beach. Staff's proposed usage policy is attached.

The suggested motion is approval of Resolution 25-01.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Approve policy

ATTACHMENT: Attachment A - Resolution 25-01

Attachment A

**RESOLUTION 25-01
PROHIBITING VIEWING OF PORNOGRAPHY
ON TOWN NETWORKS AND DEVICES**

WHEREAS, NCGS §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of Holden Beach; and

WHEREAS, the Town of Holden Beach prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.

NOW, THEREFORE, be it resolved that the following policies shall apply in the Town of Holden Beach:

1. No employees of the Town of Holden Beach shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1st, the Town shall report information required in NCGS §143-805 to the State Chief Information Officer.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purposes; identifying potential security or cyber security threats, establishing, testing and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall immediately remove, delete or uninstall the pornography.
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Board.
9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.

This the 21st day of January, 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: Jan 21, 2025

FROM: Jeremy Dixon, Police Chief

DATE SUBMITTED: Jan 9, 2025

ISSUE/ACTION REQUESTED:

Modification of Police Officer Pay Grades / Implement Police Cadet Program / Implement Fitness Program

BACKGROUND/PURPOSE OF REQUEST:

Implementation of proposed programs could help with recruitment and retention of law enforcement personnel.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

Concur with chief's assessment of current circumstances and recommend evaluating these avenues. (CP)

ATTACHMENT: PowerPoint Presentation - Chief Dixon



Holden Beach Police Department

Chief Jeremy Dixon

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

Phone: 910-842-8747
Fax: 910-846-6907
jeremy.dixon@hbtownhall.com

Jan 9, 2025

To: Holden Beach Board of Commissioners

CC: Christy Ferguson, Acting Town Manager

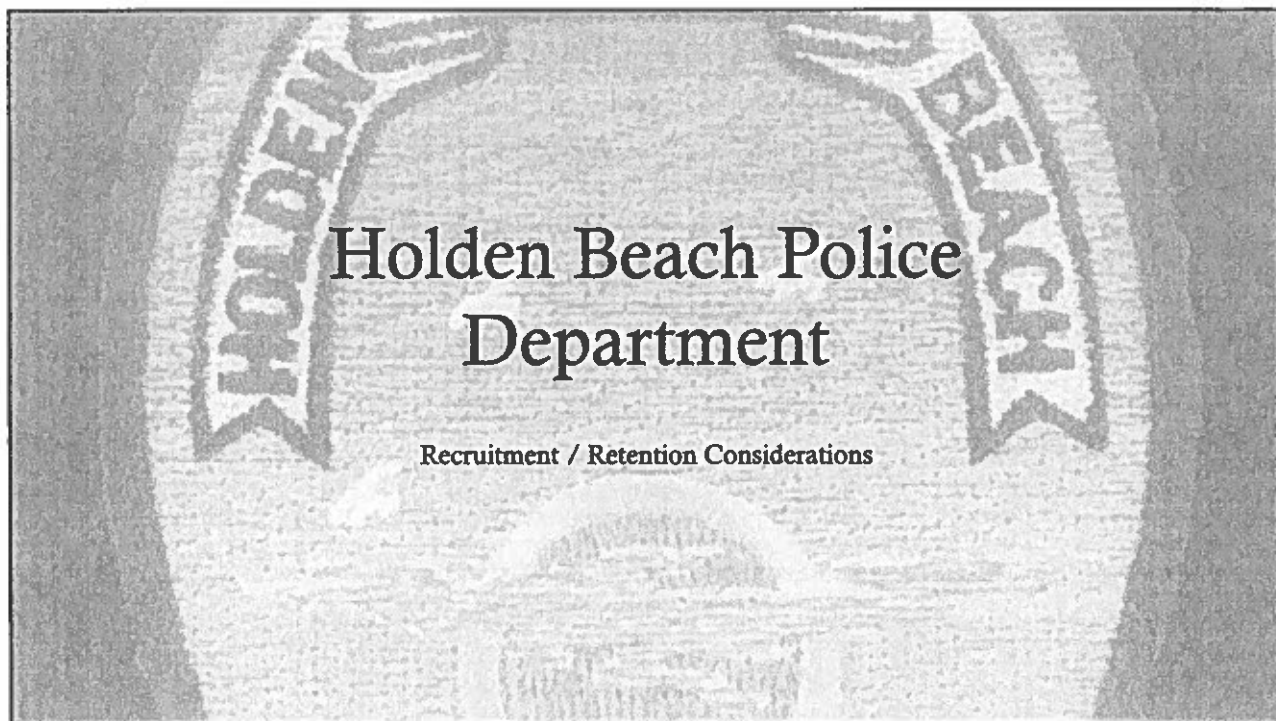
Ref: Holden Beach Law Enforcement Recruitment & Retention

Nationwide challenges have presented growing issues for recruitment and retention of law enforcement officers. From political divides across our nation to growing concerns across all workforce areas, we as a nation have a shortage of workers, and an increased demand for work. Occupations from nursing to teaching to the food service industry and even the military are all experiencing labor shortages. "The number of job openings in the United States has reached 7.1 million, which exceeds the number of unemployed people by 1.3 million" (IACP, *A Crisis for Law Enforcement*, pg. 2).

Law enforcement studies have found that about 78% of law enforcement agencies report difficulty in recruitment and retention, and on average, nearly every agency indicates a 10% staffing deficiency. "In New York City, nearly 4,000 officers quit the force in 2022, representing the highest number of resignations since the September 11, 2001 attacks on the World Trade Center" (IACP, *A Continuing Crisis for Policing*, pg. 1).

Recruitment efforts across the nation represent a variety of relaxing policies, including relaxed grooming standards, relaxed fitness requirements, and even relaxed drug use policies. Other agencies are offering significant sign-on bonuses. Currently, police departments across Maryland and DC are offering sign-on bonuses of up to \$25,000. Gastonia, NC is offering a \$15,000 sign-on bonus with \$7,500 paid upon hire and the balance of \$7,500 paid upon completion of a 1-year probationary period. These sign-on bonuses and relaxed law enforcement standards are happening across our nation, but still, we maintain a shortage of qualified applicants.

Based upon my research over the last several months, and in the interest of continuing the tradition of exceptional law enforcement service to our community, I do not believe Holden Beach should lower its standards or attempt to overcompensate new hires with significant sign-on bonuses. Contrary to some of these efforts, I believe incorporating the new ideas from the following PowerPoint will prove to enhance officer moral and retain the exceptional staff we currently have and ideally result in the recruitment of new officers who carry on our tradition of extraordinary law enforcement service.



1

2022 Police Employment Statistics

National Average

- ◆ 1.2 Million Officers in America
 - ◆ ~ 10,000 less than 2012
 - ◆ US Population has risen ~ 7% in that time
- ◆ Louisiana highest ratio of officers
 - ◆ 4.78 officers per 1,000 residents
- ◆ Washington lowest ratio of officers
 - ◆ 2.21 officers per 1,000 residents
- ◆ NC ranked 14th at 3.74 officers per 1,000

Average Wages

- ◆ Average wage among all workers has increased 6% - Police wages have increased ~ 3%
- ◆ Alaska average police \$93,780 compared to all other workers at \$70,658
 - ◆ 33% higher
- ◆ NC average police \$53,137 compared to all other workers at \$61,394
 - ◆ 13% lower
- ◆ NC ranked 47th in the Nation (GA -14%; AR -16%; MS -18%)

SafeHome.org Gabriele, Rob (Sept 9, 2024)

2

2023 US Census Bureau

North Carolina

- ◆ 10.8 Million Residents
 - ◆ + 3.8% since 2020
- ◆ Median Housing Value = \$259,400
- ◆ Median Household Income = \$69,904
 - ◆ Poverty Rate = 12.8%
- ◆ Percent of Population in workforce age 16+
 - ◆ 61.4%

Brunswick County

- ◆ 159,964 Residents
 - ◆ + 17% since 2020
- ◆ Median Housing Value = \$314,700
- ◆ Median Household Income = \$74,034
 - ◆ Poverty Rate = 10.3
- ◆ Percent of Population in workforce age 16+
 - ◆ 48.7%

Census.gov/quickfacts

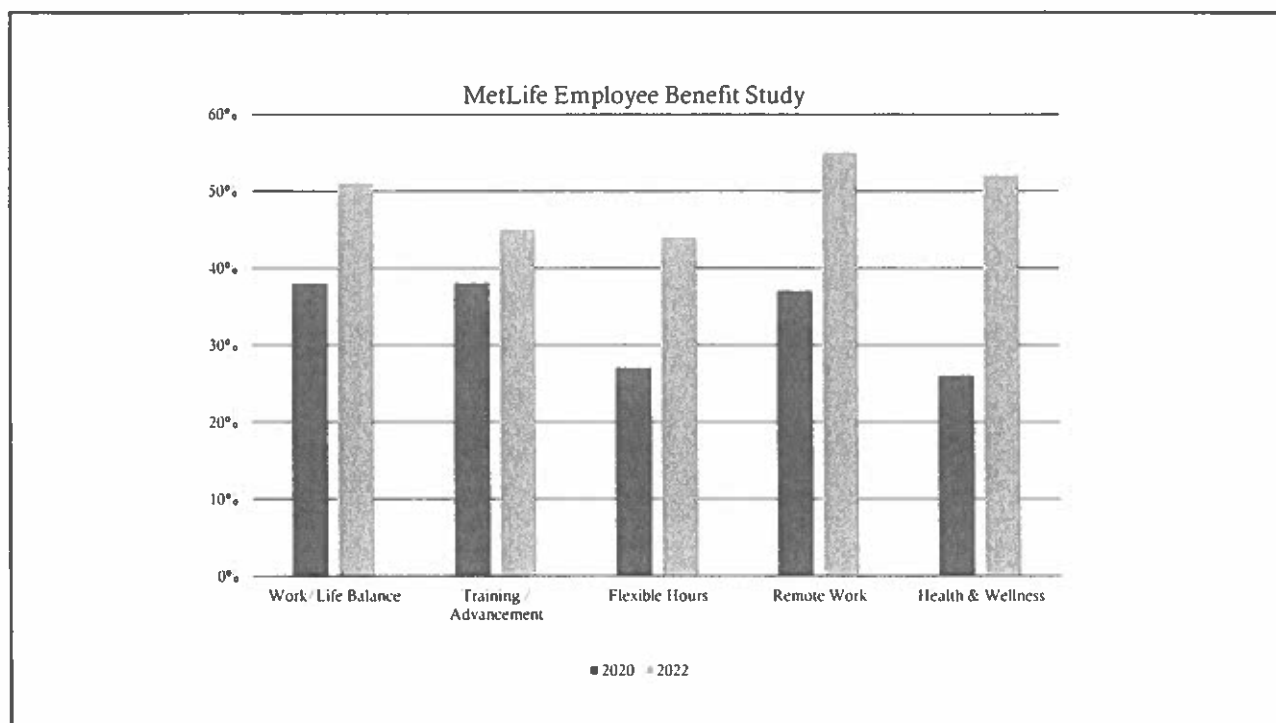
3

International Association of Chiefs of Police

- ◆ Gen Y - Z
 - ◆ Detachment from institutions
 - ◆ More concerned with work/life balance
 - ◆ Need to be involved in decision making
 - ◆ Participation is enough to be rewarded
- ◆ Lack of career advancement opportunities is one of the leading causes for leaving employer
- ◆ Money is not a motivator – however the absence of money is a de-motivator
- ◆ Equipment is directly related to how an employee feels valued



4



5

Who are we recruiting?

BLET



**BASIC LAW
ENFORCEMENT TRAINING**

- ◆ BLET Graduates
 - ◆ Young Adults / First "Real" Job
 - ◆ How do we keep them engaged?
- ◆ Lateral Transfers
 - ◆ NC Certified / Prior Experience
 - ◆ Ready for a more relaxed environment / Cannot afford pay cut
- ◆ Out-of-State Transfers
 - ◆ Prior Experience / NC Training Required
 - ◆ Relocating to NC / Cost of moving/living

6

Recruitment / Retention Considerations

- ◆ Salary / Benefits
 - ◆ < 35 greater concern with salary
 - ◆ > 35 greater concern with benefits
- ◆ Career Advancement Opportunities
 - ◆ No Specialized Units
 - ◆ Implement Patrol Officer Ranks (PO 1; PO 2; Senior PO)
 - ◆ Training / Experience / Longevity
- ◆ Need "Hiring Range" Options
- ◆ Commendation Ribbons
- ◆ Cadet Program



7

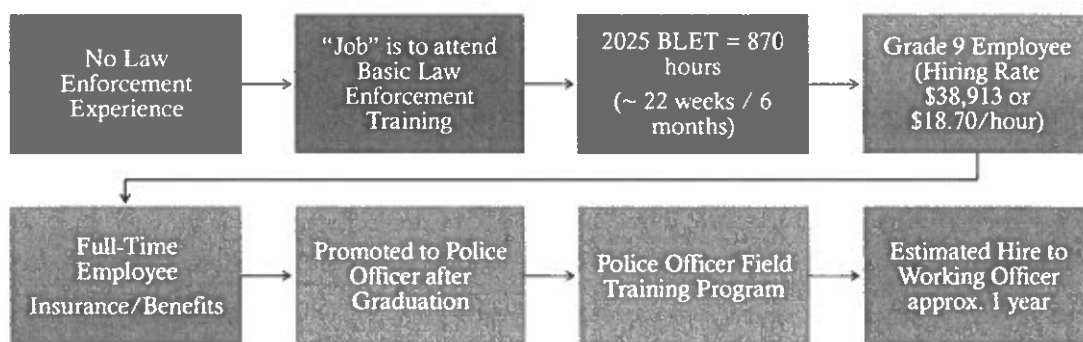
Career Advancement

- ◆ Police Officer I
 - ◆ < 5 years law enforcement experience
- ◆ Police Officer II
 - ◆ 5 years law enforcement experience + Intermediate Law Enforcement Certification
- ◆ Senior Police Officer
 - ◆ 10 years law enforcement experience (minimum 5 @ HB) + Advanced Law Enforcement Certification

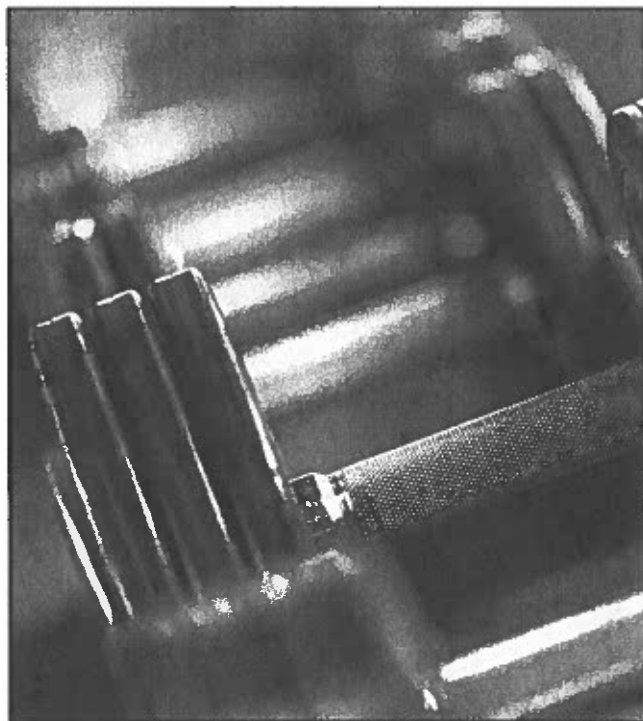


8

Cadet Program



9



Health & Wellness

- ◆ Town provided benefit (Stipend)
 - ◆ Average cost of gym membership in Brunswick County is \$30 / month
 - ◆ \$360 / employee / year
 - ◆ < \$4,000 / year for all officers
 - ◆ Proof of attendance required to receive stipend
- ◆ Yearly Fitness Testing
 - ◆ Maintains officers' health and fitness levels
 - ◆ Validates fitness program usage and ability to perform law enforcement functions

10

Commendation Awards

- ◆ Medal of Honor
- ◆ Medal of Valor
- ◆ Distinguished Service
- ◆ Life Saving
- ◆ Purple Heart
- ◆ Medal of Merit
- ◆ Military Service Medal
- ◆ Training Achievement Medal
- ◆ Special Service Medal



11

Suggested Implementation Priority

Police Officer Ranks (PO 1 to Senior PO)

Cadet Program

Health & Wellness Program

Commendation Medals

12