



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

**Tuesday, August 18, 2026
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, AUGUST 18, 2026 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Public Comments on Agenda Items
6. Consent Agenda Items
 - a. Approval of Minutes
 - i. Special Meeting of July 21, 2026 (Page 1)
 - ii. Regular Meeting of July 21, 2026 (Pages 2 – 9)
 - iii. Special Meeting of July 24, 2026 (Pages 10 – 11)
 - iv. Special Meeting of July 28, 2026 (Recessed from July 24, 2026) (Page 12)
 - b. Police Report (Pages 13 – 21)
 - c. Inspections Department Report (Pages 22 – 25)
 - d. Finance Department Report (Pages 26 – 28)
 - e. Public Works Department Report (Pages 29 – 30)
7. Discussion and Possible Action on Amended Fund Balance Policy – Town Manager Chadwick (Pages 31 – 35)
 - a. Resolution 26-09, Resolution Amending the Fund Balance Policy
8. Discussion and Possible Approval of Amended Board of Commissioners' Meeting Schedule – Town Clerk Finnell (Pages 36 – 37)

9. Discussion and Possible Action on Audit Committee Vacancies – Town Clerk Finnell
(Pages 38 – 40)
10. Town Manager's Report – Town Manager Chadwick
11. Public Comments on General Items
12. Mayor's Comments
13. Board of Commissioners' Comments
14. Adjournment

* Visit <https://www.youtube.com/@townofholdenbeach/streams> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on August 18, 2026.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, JULY 21, 2026 – 4:45 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, July 21, 2026 at 4:45 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Keith Smith, Tom Myers and Robert Brown; Assistant Town Manager Christy Ferguson; Town Clerk Heather Finnell; Inspections Director Tim Evans; Finance Director Daniel McRaney; Police Chief Steve Barger; and Town Attorney Lydia Lavelle.

PUBLIC COMMENT

No comments were made.

INTERVIEWS FOR VACANCIES ON TOWN BOARDS AND COMMITTEES

The Board interviewed the following people for vacancies on boards.

Parks & Rec

Martie Arrowood, Julie Lopez (also offered to serve on Board of Adjustment or Planning & Zoning), Steve O'Brien, Martha Spires

Board of Adjustment

Mike Pearson, Marvin Rollins, Michael Williams (also applied for Audit Committee)

ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, JULY 21, 2026 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, July 21, 2026 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Keith Smith, Tom Myers and Robert Brown; Assistant Town Manager Christy Ferguson; Town Clerk Heather Finnell; Inspections Director Tim Evans; Finance Director Daniel McRaney; Police Chief Steve Barger; Lieutenant Frank Dilworth; and Town Attorney Lydia Lavelle. Town Manager Bryan Chadwick attended via telephone call.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

PUBLIC COMMENTS ON AGENDA ITEMS

Mike Lopez is in favor of implementing a no wake zone.

David Keech would like the no wake zone application to be extended one block to Boyd.

Jim Bauer said it is ridiculous to throw more money at the pier. He approves of putting more money into sand.

Carlton Pittman said hats off to Inspections Director Evans and staff for getting the concert venue done and complimented Assistant Town Manager Ferguson for her dancing at the concert. He agreed with a no wake zone application. He provided feedback regarding the proposed water shortage response plan.

Chuck Hess agrees with establishing a no wake zone.

CONSENT AGENDA ITEMS

Minutes of the Special Meeting of June 4, 2026 (Budget), Special Meeting of June 4, 2026 (Attorney Interview), Public Hearing/Regular Meeting of June 16, 2026, Police Report, Inspections Department Report, Finance Department Report and Public Works Department Report

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

DISCUSSION AND POSSIBLE APPROVAL OF THE CONTRACT WITH MIDATLANTIC ENGINEERING PARTNERS TO PERFORM AN UNDERWATER STUDY FOR THE HOLDEN BEACH PIER

Assistant Town Manager Ferguson said the contract from MidAtlantic Engineering Partners for engineering services to perform an underwater inspection of the below substructure elements of the pier is before the Board. The proposed amount is \$47,144.50. Assistant Town Manager Ferguson reviewed Attorney Lavelle's proposed edits concerning location for litigation and language regarding restitution. Attorney Lavelle added her reasoning for the edits.

Motion by Mayor Pro Tem Dyer to accept the contract from MidAtlantic with the edits from the Town attorney; second by Commissioner Pate.

Commissioner Myers doesn't want to go down the path of repair. He explained the Board has been told it will cost more to repair the pier and the Town will end up with something not as tall, strong or long. He provided details on his reasoning to not want to move forward on this path. He also hopes the contractor will submit an updated certificate. Commissioner Smith said the Board still doesn't know the cost. If repair is an option, this step is needed. He explained why he is in favor of moving forward. Commissioner Pate said HDR said an underwater study is one of the things that needed to be completed so the Board could decide what direction they would like to go.

The motion passed by a 4 – 1 vote with Mayor Pro Tem Dyer and Commissioners Pate, Smith and Brown voting for the motion and Commissioner Myers voting in the negative.

DISCUSSION AND POSSIBLE SELECTION OF MEMBERS TO SERVE ON TOWN BOARDS

Allowing candidates to serve on multiple boards was discussed.

Candace Vick, Martie Arrowood, Julie Lopez and Martha Spires were announced as the members to serve on the Parks & Recreation Advisory Board. Votes were as follows: Candace Vick – Mayor Pro Tem Dyer, Commissioners Pate, Smith, Myers and Brown; Martie Arrowood – Mayor Pro Tem Dyer, Commissioners Pate, Smith, Myers and Brown; Julie Lopez - Mayor Pro Tem Dyer, Commissioners Pate, Smith and Brown; Martha Spires – Mayor Pro Tem Dyer,

Commissioners Pate, Smith and Brown, Fordham Britt – Commissioner Myers, Steve O'Brien – Commissioner Myers.

Aldo Rovito was unanimously selected to serve as the Regular Member to the Planning & Zoning Board.

Tina Page was unanimously selected to serve as an Alternate Member to the Planning and Zoning Board. Steve O'Brien and Fordham Britt both received one vote (Fordham Britt – Commissioner Pate and Steve O'Brien – Mayor Pro Tem Dyer). Fordham Britt was announced as an Alternate Member to the Planning & Zoning Board after a vote to break the tie. Votes were as follows: Fordham Britt – Commissioner Pate, Myers and Brown, Steve O'Brien – Mayor Pro Tem Dyer and Commissioner Smith.

Rick McInturf, Mike Pearson and Marvin Rollins were unanimously selected to serve as Regular Members to the Board of Adjustment.

Michael Williams, Steve O'Brien and David Wood were selected to serve as Alternate Members to the Board of Adjustment. Votes were as follows: Michael Williams – Mayor Pro Tem Dyer, Commissioners Pate, Smith, Myers and Brown; David Wood – Mayor Pro Tem Dyer, Commissioners Smith and Brown; Stephen O'Brien – Mayor Pro Tem Dyer and Commissioner Smith.

Ronald Bristol was selected to serve on the Audit Committee with four votes. (Mayor Pro Tem Dyer and Commissioners Pate, Smith and Brown).

Town Clerk Finnell explained if Mr. Bristol doesn't accept his nomination, the Audit Committee will not have enough members so the Board would need to discuss the committee at a future meeting.

DISCUSSION AND POSSIBLE ACTION ON APPROVING A TRANSFER FROM THE GENERAL FUND BALANCE TO THE BEACH AND INLET CAPITAL RESERVE FUND

Assistant Town Manager Ferguson explained it has been the policy of the Town that after the audit report, anything over 70% is transferred to the Beach and Inlet Capital Reserve Fund. It is currently at about 82% fund balance so the Board will be considering transferring \$499,070.

Commissioner Smith went over some of questions that he asked staff. He said this is a policy, which the Board can change at any time. Town Manager Chadwick put in the memo that he will be recommending a change in the policy. He talked about timing, the current policy and details on what other municipalities have in place. He said the advantage of leaving it in the fund is the flexibility. Commissioner Smith thinks the Board needs to get more answers before making a decision. Commissioner Myers said the policy has been in place for eight years and provided details on the policy. If the Board doesn't want to follow the policy, they should change it. He said the Town would need to be really clear in communicating why the Town would need to set

aside that much money. He thinks following a policy is important. He suggested moving the money per the policy and the Board can look at changing the policy for next year.

Motion by Commissioner Myers that we accept this transfer from the General Fund to the beach nourishment fund. No second was made.

Mayor Pro Tem Dyer said there is a recommendation from the town manager to change the policy so she thinks there needs to be more discussion. She is not opposed to moving money. The Board did just moved \$4 million so she thinks letting it sit there until the Board has a discussion is the right thing to do.

Motion by Mayor Pro Tem Dyer to have the staff visit the recommended discussion and change in policy for the fund balance and bring it back to us next month; second by Commissioner Myers.

Commissioner Myers would like to revise the motion to include the General Fund Balance and the BPART Fund Balance. Commissioner Smith would also like to add something.

Town Clerk Finnell read the motion. She confirmed it was for the General Fund Policy only, no amendment to the original motion was made.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON SUBMISSION OF AN APPLICATION TO THE NC WILDLIFE RESOURCES COMMISSION TO CREATE A NO WAKE ZONE IN THE INTRACOASTAL WATERWAY FROM BLOCKADE RUNNER DRIVE TO ROGER STREET

Mayor Holden provided history on the subject. Former Congressman McIntyre worked to implement a no wake zone and legislation was put in place. The question is enforcement. He provided details on the reasons the proposed zone is needed. If the Board agrees and gets the paperwork to NC Wildlife, the request will be on their next agenda. He provided information about enforcement and the required buoys.

Commissioner Bown asked about expanding the length of the request. Mayor Holden said Wildlife made it clear that damage to private property is not grounds for a no wake zone. He detailed the proposed area and why the expansion idea will not work. He explained why the Corps didn't support a no wake zone in the area in the past. Commissioner Pate said she was confused why the Town needs to submit another application when regulations were approved. She provided information on legislation and enforcement. She asked if signage was ever put up. Mayor Holden said not officially. Mayor Pro Tem Dyer inquired if the volunteers on the waterway could help slow people down. Chief Barger said he could reach out to the sheriff if this is approved and ask for increased marine patrols. Commissioner Smith reviewed the information he found during his research on the topic. He said this would be establishing the enforcement arm. Assistant Town Manager Ferguson said she doesn't foresee a budget amendment being needed because there is Available to Appropriate in the BPART Fund.

Motion by Mayor Pro Tem Dyer to approve Resolution 26-08 and to make affirmation that the Town will agree to purchase and place markers to implement the rule; second by Commissioner Smith; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON A WATER SHORTAGE RESPONSE PLAN

Assistant Town Manager Ferguson explained at the county's July meeting, they passed their new water shortage response plan. Each municipality needs to have a plan. Our 2021 Wholesale Bulk Water Service Agreement with the county says the Town needs to be as stringent or more than the county. In the Town's proposed plan, the Town references the county's fee schedule. The fee schedule would automatically change if the county changes their fee schedule. The Town intends to follow the proposed policy if it is approved based on where we are with the stage restrictions. She explained the Town will respond to what needs to happen to help Holden Beach.

Commissioner Smith thinks for the long term, this is one of the things to discuss during strategic planning. Mayor Pro Tem Dyer asked if there is a way to reach out to rental companies to help with education and inquired if it is the homeowners that would be fined. Assistant Town Manager Ferguson responded when we went to stage 3, the Town reached out to the rental companies. We respond to the homeowner because that is who is in the system. Messaging was discussed. Mayor Holden said a second water tank has been a topic of discussion for years. He talked about the importance of having water stored for emergencies. Commissioner Smith agreed and provided information to help alleviate concerns.

Motion by Mayor Pro Tem Dyer to approve the Water Shortage Response Plan; second by Commissioner Pate; approved by unanimous vote.

TOWN MANAGER'S REPORT – ASSISTANT TOWN MANAGER FERGUSON

- July is Parks & Rec Month. There will be an ice cream social on Friday. McGill will have community feedback sessions next week for Block Q. There is a survey online, focus groups you can join and a community input session.
- Ocean Boulevard Stormwater – environmental evaluations and design level activities for both project areas continue. Field assessments are heading toward regulatory confirmation. The survey team will pick environmental flag locations to add to the base map by month's end. Internal construction sheet reviews will begin over the next several days. They have been coordinating with NCDOT.
- Block Q Master Plan – the Board will be having another meeting with them in September.
- Block Q Stage Area – the building is completed and in full use. The staff worked diligently with the contractor to get this complete. All involved need to be commended on the work, including the contractor AW Babson, architect David Wood, Inspections Director Evans and his team, the Parks & Recreation Department and Public Works.

- Resilient Coastal Communities Program – survey is on the website to help identify potential projects.
- Canal Dredging – working towards an event this winter. Gained a little headway with the Corps, they will look at the price again. Working that at the federal level. Will default to an alternate location for the permit if needed.
- Pier Property – the contract was considered tonight.
- Inlet Hazard Area & Hardened Structures – following discussions at the CRC. There will be another meeting at the end of August.
- Work did begin on DA 293.
- Restrooms – still continuing to have an issue with people not behaving well. Will continue to monitor.
- Monitoring tents, chairs and other items left overnight on the beach.
- Attended the state's MOA Meeting. We have talked about the Beach and Inlet Management Plan at the state level. The budget did fund that. DEQ will be doing that. They got a little over \$300,000 and that will be completed by 2027. The Shallow Draft Inlet Navigation and Aquatic Weed Fund did see cuts in the amount of about \$3 million for this budget. Also, the Coastal Storm Damage Mitigation Fund did not receive any funding. It appears that potentially Oak Island may not want to partake in the bend widener this year. We do have a standing resolution which states Holden Beach should always get that sand. If Oak Island doesn't follow through, you may be called for a special meeting to see what the numbers look like for the Town to get the sand. The Merritt is planning to be here September 2nd – 13th.
- We plan to have a meeting with the county on July 27th to continue to monitor the water issue.

Commissioner Smith asked when residents can expect work for the Ocean Boulevard stormwater. Assistant Town Manager Ferguson replied she was told the environmental flags should be put up by the end of the month, but she doesn't have an exact date.

PUBLIC COMMENTS ON GENERAL ITEMS

Carlton Pittman suggested putting an ordinance on the books so the police can enforce water violations.

MAYOR'S COMMENTS

- There is a little activity in the gulf. We are entering the most hazardous storm part of the year. Make your plans and be prepared.
- It is his understanding that the Lockwood Folly Inlet is really shallow. Dredge should give relief. In meantime, be cautious, especially at low tide.
- Has had the least complaints over the last several months about the Town and its services. Thanked all staff.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Dyer

- Thanked all the volunteers who came out for interviews. You're essential.
- Thanked all first responders. The fire in Ocean Isle could have been worse than what it was.
- Don't burn. The winds have been worse than has seen in a while. With little water to put fires out, that is the last thing we need.
- Thanked staff for their part on the water plan. Knows it is frustrating because most residents are conserving water and when someone rents a house, they don't expect to have to restrict water. We need to be nice, be kind and educate people.
- Restrooms - it is really concerning that we are having vandalism to something we promised to our visitors. Everybody has worked hard to provide a nice, air-conditioned place. Please be respectful.

Mayor Holden explained the Town does have a ban on open fires.

Commissioner Pate

- Was excited about the completion of the new stage. Knows everyone worked hard to get it done. For the most part, everything she has heard has been positive comments. Bands were excited.
- Looking forward to getting the report back on Block Q. Please attend sessions and give your feedback.
- Excited about getting the underwater survey done for the pier.
- Seen lots of comments about the trash can situation. The cans were moved from a safety perspective.
- Thanked individuals who applied to be on the various boards and committees. Thanked the ones who have been serving.
- Thanked those attending and those online. Available if you want to reach out.

Commissioner Smith

- Thanked God he gets to spend the 250th celebration of Monkey Junction as a Holden Beach resident.
- Looking forward to strategic planning, especially when dealing with the water crisis.
- Agreed complaints are down. Thinks everybody is enjoying what the Town is doing.
- Trash cans were moved to create a more efficient method.
- We need to maintain open lanes so emergency vehicles can get through.

Commissioner Myers

- Thanked volunteers for stepping up and getting involved.
- Thanked those who attended.
- Have a good evening.

Commissioner Brown

- Thanked new town attorney.

- Thanked volunteers for taking time out of their day and stepping up to help the Town.
- Thanked team that made it possible for the new venue. It is a great place for everyone to be together.
- Thanked people who reached out via email over the last couple of months. Emails have been very informative.

ADJOURNMENT

Motion to adjourn by Mayor Pro Tem Dyer at 6:51 p.m.; second by Commissioner Pate; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
FRIDAY, JULY 24, 2026 – 2:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Friday, July 24, 2026 at 2:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Keith Smith and Robert Brown; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; and Assistant Town Manager Christy Ferguson. Commissioner Tom Myers attended a portion of Closed Session via telephone call.

Mayor Holden called the meeting to order.

PUBLIC COMMENTS

Carlton Pittman said the property has a lot of potential. He provided feedback on the potential purchase.

Martie Arrowood spoke about the need to preserve the property for green space and provide her feedback.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(5), TO ESTABLISH OR INSTRUCT STAFF OR AGENT CONCERNING THE NEGOTIATION OF THE PRICE AND TERMS OF A CONTRACT CONCERNING THE ACQUISITION OF REAL PROPERTY LOCATED AT 101 SOUTH SHORE DRIVE, OWNED BY CAPTAIN PETE'S SEAFOOD INC.

Motion to go into Closed Session at 2:08 p.m. by Mayor Pro Tem Dyer; second by Commissioner Smith; approved by unanimous vote.

OPEN SESSION

Town Manager Chadwick said the Board gave direction to the agent.

RECESS

Motion by Mayor Pro Tem Dyer at 4:01 p.m. to recess until Tuesday, July 28th at 5:30 p.m., second by Commissioner Smith; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, JULY 28, 2026 – 5:30 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina reconvened their Special Meeting of Friday, July 24, 2026 on Tuesday, July 28, 2026 at 5:30 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Tom Myers and Robert Brown; Town Manager Bryan Chadwick; and Town Clerk Heather Finnell. Town Attorney Lydia Lavelle attended via Zoom. Commissioner Keith Smith was unable to attend the meeting.

Mayor Holden reconvened the meeting.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(5), TO ESTABLISH OR INSTRUCT STAFF OR AGENT CONCERNING THE NEGOTIATION OF THE PRICE AND TERMS OF A CONTRACT CONCERNING THE ACQUISITION OF REAL PROPERTY LOCATED AT 101 SOUTH SHORE DRIVE, OWNED BY CAPTAIN PETE'S SEAFOOD INC.

Motion to go into Closed Session at 5:32 p.m. by Mayor Pro Tem Dyer; second by Commissioner Brown; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 7:00 p.m.

No action was taken.

ADJOURN

Motion by Commissioner Myers to adjourn at 7:00 p.m.; second by Commissioner Pate; 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
hbpd@hbtownhall.com



Calls For Service (July 2026)

Printed on August 6, 2026

Descriptions

	T
911 Hang Up (911HU)	1
Abdominal Pain or Problems [Alpha]	1
Administrative Call	2
Alarm (SIG45 Signal 45)	10
Allergies or Envenomations [Alpha]	2
Allergies or Envenomations [Charlie]	1
Animal Carcass in the Roadway (10-86 x86)	1
Animal Control Call	5
Assault [Bravo]; Domestic Disturbance (10-82 x82)	1
Assist Other Agency (EMS); Attempt to Locate (ATL)	1
Assist Other Agency (EMS); Stopping Vehicle (10-61 x61)	1
Assist Other Agency (Fire); Falls [Alpha]	1
Assist Other Agency (Fire); Missing or Abandoned Person	1
Assist Other Agency (Fire); Take Written Report (10-92 x92); Hit and Run (Property Damage Only 10-54 x54)	1
Attempt to Locate (ATL)	11
Attempt to Locate (ATL); Drunk Driver (10-55 x55)	1
Back Pain [Alpha]	1
Breaking and Entering in Progress (10-62 x62)	1
Breathing Problems [Delta]	1
Breathing Problems [Echo]	1

Descriptions	T
Call By Phone (10-21Fire x21F)	1
Call By Phone (10-21Law x21L)	30
Call By Phone (10-21Law x21L); Lost or Found Property	1
Call By Phone (10-21Law x21L); Trespassers	1
Careless & Reckless (C&R)	5
Chest Pain or Discomfort [Charlie]	1
Chest Pain or Discomfort [Delta]	2
Coastal Watercraft Issue [Alpha]	1
Coastal Watercraft Issue [Bravo]	1
Coastal Water Rescue [Delta]	3
Commercial or Industrial Fire Alarm [Charlie]	1
Convulsions or Seizures [Alpha]	1
Convulsions or Seizures [Delta]	1
Crime in Progress (10-64 x64)	1
Debris in Roadway	1
Diabetic Problems [Alpha]	2
Disabled Motorist (10-87 x87)	7
Disturbance or Disorderly Subject	8
Disturbance or Disorderly Subject; Fight in Progress (10-40 x40)	1
Domestic Disturbance (10-82 x82)	3
Falls [Alpha]	2
Falls [Delta]	2
Fight in Progress (10-40 x40); Domestic Disturbance (10-82 x82)	1

Descriptions	T
Fireworks	6
Gas Leak or Odor [Bravo]	1
Give Subject a Ride (10-5 x5)	3
Headache [Charlie]	1
Heat Exposure [Charlie]	1
Hemorrhage [Bravo]	1
Hemorrhage [Bravo]; Assist Other Agency (Fire)	1
Hit and Run (Property Damage Only 10-54 x54)	2
Improperly Parked Vehicle (10-70 x70)	14
Information or Message Delivery (10-14 x14)	4
Investigate Narcotics Activity (Signal 49 SIG49 10-98 x98)	2
Investigation (Law)	2
Keys In Vehicle or Lockout	4
Lost or Found Property	11
Lost Person(s) [Charlie]	1
Medical Alarm [Bravo]	2
Medical Alarm [Bravo]; Alarm (SIG45 Signal 45)	1
Meet with Complainant (10-83 x83)	7
Meet with Subject or Officer (10-25 x25)	3
Missing or Abandoned Person	4
Near Drowning [Charlie]	1
Noise Complaint	4
Overdose or Poisoning (Accidental) [Charlie]	1

Descriptions

	T
Prowler (10-76 x76)	3
Psychiatric or Abnormal Behavior or Suicidal [Delta]	1
Service Call [Alpha]; Attempt to Locate (ATL)	1
Sick Person [Charlie]	2
Single Residential Fire Alarm [Bravo]	6
Single Residential Structure Fire [Delta]	1
Special Check - Business - Residence (10-79 x79)	427
Special Operations Assignment (Signal 55 SIG55)	4
Stopping Vehicle (10-61 x61)	70
Stroke or TIA [Charlie]	1
Structure Fire (Odor of Smoke Only) [Delta]	1
Suspicious Vehicle or Subject (10-60 x60)	10
Suspicious Vehicle or Subject (10-60 x60); Information or Message Delivery (10-14 x14)	1
Take Written Report (10-92 x92)	7
Take Written Report (10-92 x92); 911 Cell Hang-Up or Open Line	1
Traffic Accident (Property Damage Only 10-50PD x50PD)	4
Traffic Accident (Property Damage Only 10-50PD x50PD); Good Intent Call (Fire); Assist Other Agency (EMS)	1
Traffic Control (10-58 x58)	1
Traffic Incident ACN [Bravo]	1
Traffic Incident [Bravo]	1
Traumatic Injuries [Alpha]	1
Traumatic Injuries [Bravo]	1
Traumatic Injuries [Delta]; Assist Other Agency (EMS)	1

Descriptions	T
Trespassers	9
Unconscious or Fainting [Charlie]	1
Unit Busy at Location (10-6 x6)	3
Unknown Problem [Bravo]	1
Water or Sewer Problems	6
Welfare Check	2
	1
Totals	769



Holden Beach Police Department

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

Phone: 910-842-6707
Fax: 910-846-6907
hbpd@hbtownhall.com



Ordinance Violations (July 2026)

Printed on August 6, 2026

Date	Citation/Warning	Ordinance	Style
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Total Records: 0



Holden Beach Police Department

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

Phone: 910-842-6707
Fax: 910-846-6907
help@holdenbeachnc.com



HBPD Monthly Report (July 2026)

Printed on August 6, 2026

Reported	Case Number	Address	Offenses	Disposition
07/02/26 23:26	HBP26-00052	123 OCEAN BLVD W	20-138.7(A) - OPEN CONT AFTER CONS ALC 1ST; 20-138.1(A) - DWI - LEVEL 1	Closed - Cleared By Arrest
07/03/26 08:42	HBP26-00054	242 BRUNSWICK AVE	20-166(C)(1) - HIT/RUN LEAVE SCENE PROP DAM	Case Report Created
07/04/26 22:45	HBP26-00055	132 CANAL DR	14-72(A) - MISDEMEANOR LARCENY	Closed - Unfounded
07/10/26 21:09	HBP26-00057	OCEAN BLVD W /	14-127 - INJURY TO REAL PROPERTY	Case Report Created
07/16/26 08:25	HBP26-00058	1194 OCEAN BLVD W	20-166(C)(1) - HIT/RUN LEAVE SCENE PROP DAM; 14-127 - INJURY TO REAL PROPERTY	Case Report Created
07/18/26 14:59	HBP26-00059	133 TARPON DR	Found Property	Case Report Created
07/18/26 21:22	HBP26-00060	374 OCEAN BLVD W	20-140(A) - RECKLESS DRVG-WANTON DISREGARD; 14-223 - RESIST/OBSTRUCT PUBLIC OFFICER	Case Report Created
07/20/26 13:29	HBP26-00061	1364 OCEAN BLVD W	14-72(A) - FELONY LARCENY	Closed - Located
07/22/26 09:41	HBP26-00063	121 BRUNSWICK AVE	14-160 - INJURY TO PERSONAL PROPERTY	Closed - Leads Exhausted
07/23/26 09:13	HBP26-00064	148 SAND DOLLAR DR	14-160 - INJURY TO PERSONAL PROPERTY	Closed - Leads Exhausted

Total Records: 10



Holden Beach Police Department

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

Phone: 910-842-6707
Fax: 910-846-6907
hbpsd@hbtownhall.com



State Citation (July 2026)

Printed on August 6, 2026

Date	Ticket #	Statutes/Charges	Style
07/01/26	J924187	20-154 - UNSAFE MOVEMENT	SUV
07/02/26	J612257	20-28(A) - DWLR	SUV
07/02/26	J612260	20-7(A) - NO OPERATORS LICENSE	4D - SEDAN, 4 DOOR
07/02/26	J2612258	20-28(A1) - DWLR IMPAIRED REV	Truck
07/02/26	731J764	20-111(2) - EXPIRED REGISTRATION CARD/TAG	SUV
07/02/26	731J763	20-111(2) - EXPIRED REGISTRATION CARD/TAG	4D - SEDAN, 4 DOOR
07/02/26	96J5914	20-135.2A - FAIL TO WEAR SEAT BELT-DRIVER	PK - Pickup
07/02/26	J612259	20-111(2) - EXPIRED REGISTRATION CARD/TAG	Truck
07/02/26	96J5915	20-28(A) - DWLR	SUV
07/03/26	J612261	20-111(2) - EXPIRED REGISTRATION CARD/TAG	PK - Pickup
07/03/26	218J047	20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT	SUV
07/03/26	96J5916	20-28(A) - DWLR	Car
07/04/26	731J765	20-309 - NO LIABILITY INSURANCE; 20-111(2) - EXPIRED REGISTRATION CARD/TAG	Truck
07/04/26	47J6797	20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT	SW - Station Wagon
07/04/26	96J5917	20-135.4(d) - Alter Suspension of Motor Vehicle	SUV
07/04/26	47J6798	20-111(1) - DRIVE/ALLOW MV NO REGISTRATION; 20-7(A) - NO OPERATORS LICENSE; 20-309 - NO LIABILITY INSURANCE	Car

Date	Ticket #	Statutes/Charges	Style
07/05/26	47J6799	20-111(2) - CANCL/REVOK/SUSP CERTIF/TAG	PC
07/08/26	47J6800	20-111(2) - EXPIRED REGISTRATION CARD/TAG; 20-183.8(A)(1) - EXPIRED/NO INSPECTION	4D - SEDAN, 4 DOOR
07/15/26	J285658	20-313(A) - OPERATE VEH NO INS; 20-111(1) - DRIVE/ALLOW MV NO REGISTRATION; 20-28(A) - DWLR	Truck
07/17/26	J285659	20-313(A) - OPERATE VEH NO INS; 20-111(1) - DRIVE/ALLOW MV NO REGISTRATION; 20-111(3) - GIVE/LEND/BORROW LIC PLATE; 20-28(A) - DWLR	Trailer
07/18/26	J285660	20-140(A) - RECKLESS DRVG-WANTON DISREGARD	Truck
07/20/26	J924188	20-141(M) - FAILURE TO REDUCE SPEED	Truck
07/21/26	J612262	20-141(M) - FAILURE TO REDUCE SPEED	4D - SEDAN, 4 DOOR
07/24/26	96J5918	20-155(A) - FAILURE TO YIELD	Car

Total Records: 24

Permit Report

07/01/2026 - 07/31/2026

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
7/2/2026	260482	Mechanical	8,760		
7/2/2026	260483	Renovation	24,829	\$648.46	\$648.46
7/6/2026	260484	Mechanical	11,481	\$100.00	\$100.00
7/6/2026	260485	No Permit Required	5,848		
7/7/2026	260486	Bulkhead	21,200	\$215.80	\$215.80
7/8/2026	260487	Mechanical	5,176	\$300.00	\$300.00
7/8/2026	260488	Mechanical	8,100	\$100.00	\$100.00
7/8/2026	260489	Mechanical	7,569	\$100.00	\$100.00
7/8/2026	260490	Mechanical	5,890	\$100.00	\$100.00
7/8/2026	260491	Mechanical	7,585	\$100.00	\$100.00
7/8/2026	260492	Mechanical	10,100	\$100.00	\$100.00
7/9/2026	260493	Mechanical	56,475		
7/9/2026	260494	Mechanical	8,930	\$100.00	\$100.00
7/9/2026	260495	Electrical	0	\$100.00	\$100.00
7/10/2026	260496	Repair	6,000	\$125.00	\$125.00
7/10/2026	260497	Addition	19,500	\$200.50	\$200.50
7/10/2026	260498	Mechanical	9,800	\$100.00	\$100.00
7/10/2026	260499	Mechanical	8,690	\$100.00	\$100.00
7/13/2026	260500	Repair	32,000	\$363.00	\$363.00
7/13/2026	260501	Renovation	75,000	\$750.00	\$750.00
7/13/2026	260502	Repair	30,000	\$295.00	\$295.00
7/13/2026	260503	Mechanical	7,000	\$100.00	\$100.00
7/14/2026	260504	Mechanical	10,240	\$100.00	\$100.00
7/14/2026	260505	Mechanical	8,700	\$100.00	\$100.00
7/14/2026	260506	Plumbing	2,500	\$100.00	\$100.00
7/15/2026	260507	Zoning	25	\$25.00	\$25.00
7/15/2026	260508	Zoning	25	\$25.00	\$25.00
7/15/2026	260509	Mechanical	8,901	\$100.00	\$100.00
7/15/2026	260510	Mechanical	9,000	\$100.00	\$100.00
7/15/2026	260511	Mechanical	9,000	\$100.00	\$100.00
7/15/2026	260512	Mechanical	9,000	\$100.00	\$100.00
7/15/2026	260513	Mechanical	10,040	\$100.00	\$100.00
7/16/2026	260514	Mechanical	8,500	\$100.00	\$100.00
7/17/2026	260515	Mechanical	7,550	\$100.00	\$100.00
7/17/2026	260516	Mechanical	20,199	\$200.00	\$200.00
7/17/2026	260517	Mechanical	14,539	\$100.00	\$100.00
7/17/2026	260518	Mechanical	7,450	\$100.00	\$100.00
7/17/2026	260519	Mechanical	9,865	\$100.00	\$100.00
7/20/2026	260520	Zoning	25	\$25.00	\$25.00
7/20/2026	260521	Mechanical	3,850	\$100.00	\$100.00
7/20/2026	260522	Zoning	25	\$25.00	\$25.00
7/20/2026	260523	Zoning	50	\$50.00	\$50.00

7/21/2026	260524	Fence	4,700	\$175.00	\$175.00
7/22/2026	260525	Mechanical	9,000	\$100.00	\$100.00
7/22/2026	260526	Repair	20,000	\$205.00	\$205.00
7/22/2026	260527	Bulkhead	25,000	\$250.00	\$250.00
7/22/2026	260528	Bulkhead	20,000	\$205.00	\$205.00
7/22/2026	260529	Addition	147,000	\$2,008.00	\$2,008.00
7/22/2026	260530	Zoning	25	\$25.00	\$25.00
7/24/2026	260531	Mechanical	15,800	\$200.00	\$200.00
7/27/2026	260532	Electrical	400		
7/27/2026	260533	Mechanical	9,790	\$100.00	\$100.00
7/27/2026	260534	Mechanical	9,000	\$100.00	\$100.00
7/27/2026	260535	Mechanical	14,991	\$200.00	\$200.00
7/28/2026	260536	Mechanical	10,835	\$100.00	\$100.00
7/29/2026	260537	Boat Lift	3,000	\$100.00	\$100.00
7/29/2026	260538	Repair	16,000	\$169.00	\$169.00
7/29/2026	260539	Repair	11,100	\$125.00	\$125.00
7/29/2026	260540	Repair	19,500	\$200.50	\$200.50
7/30/2026	260541	Repair	28,000	\$327.00	\$327.00
7/30/2026	260542	Mechanical	8,350	\$100.00	\$100.00
7/31/2026	260543	Electrical	800		
7/31/2026	260544	Zoning	50	\$50.00	\$50.00
7/31/2026	260545	Gas	1,200	\$100.00	\$100.00
			\$883,958.00	\$10,587.26	\$10,587.26

PERMIT SUMMARY REPORT

COMMERCIAL

Count	1
Total Fees	\$0.00
Fees Paid	\$0.00
Total Project Cost	\$56,475.00

RESIDENTIAL

Count	63
Total Fees	\$10,587.26
Fees Paid	\$10,587.26
Total Project Cost	\$827,483.00

TOTAL

Count	64
Total Fees	\$10,587.26
Fees Paid	\$10,587.26
<u>Total Project Cost</u>	<u>\$883,958.00</u>

ACTIVE NEW HOME PERMITS = 17

OTHER ACTIVE PERMITS= 353

PERMITS ISSUED OVER \$30,000 = 65 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 =17 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS ISSUED WAITING PICK UP =20

TOTAL PERMITS= 390

PERMITS IN REVIEW= 5

CAMA ISSUED= 2

CAMA EXEMPTIONS= 1

ZONING ISSUED =9

NOTICE OF VIOLATIONS= 18

DELINEATIONS=4

CAMA SITE INSPECTIONS=23

PERMITS ISSUED THIS MONTH= 64

REINSPECTION FEES = \$1200

PERMITS SERVICED FOR INSPECTIONS FROM 7/1/26-7/31/26= 104

TOTAL INSPECTIONS MADE= 259

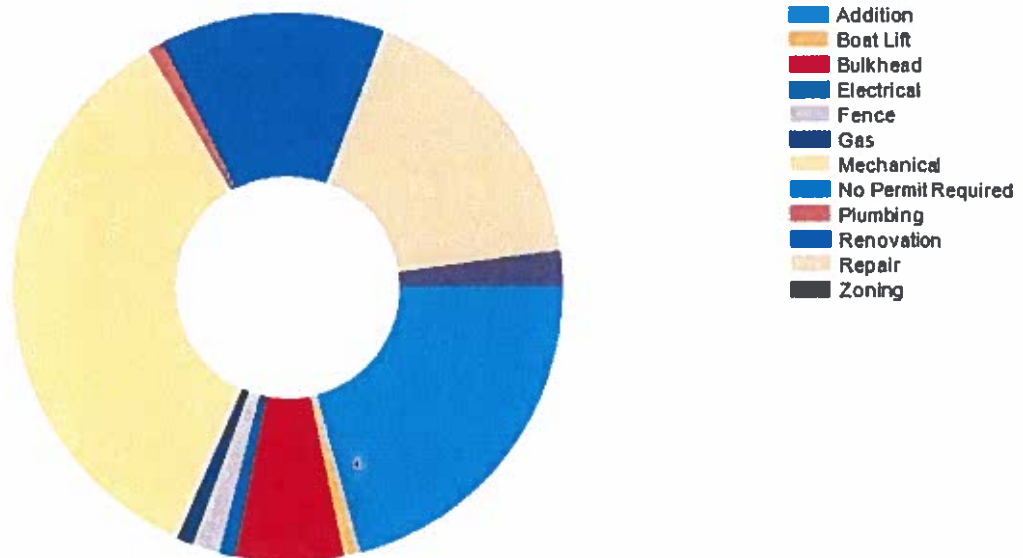


Permit Type Report

Permit Date
07/01/2026 to 07/31/2026

Description	Fees	Fees	Permits
Addition	\$2,208.50	2,208.50	2
Boat Lift	\$100.00	100.00	1
Bulkhead	\$670.80	670.80	3
Electrical	\$100.00	100.00	3
Fence	\$175.00	175.00	1
Gas	\$100.00	100.00	1
Mechanical	\$3,700.00	3,700.00	34
No Permit Required	\$0.00	0.00	1
Plumbing	\$100.00	100.00	1
Renovation	\$1,398.46	1,398.46	2
Repair	\$1,809.50	1,809.50	8
Zoning	\$225.00	225.00	7
Total	\$10,587.26	10,587.26	64

Fees Breakdown

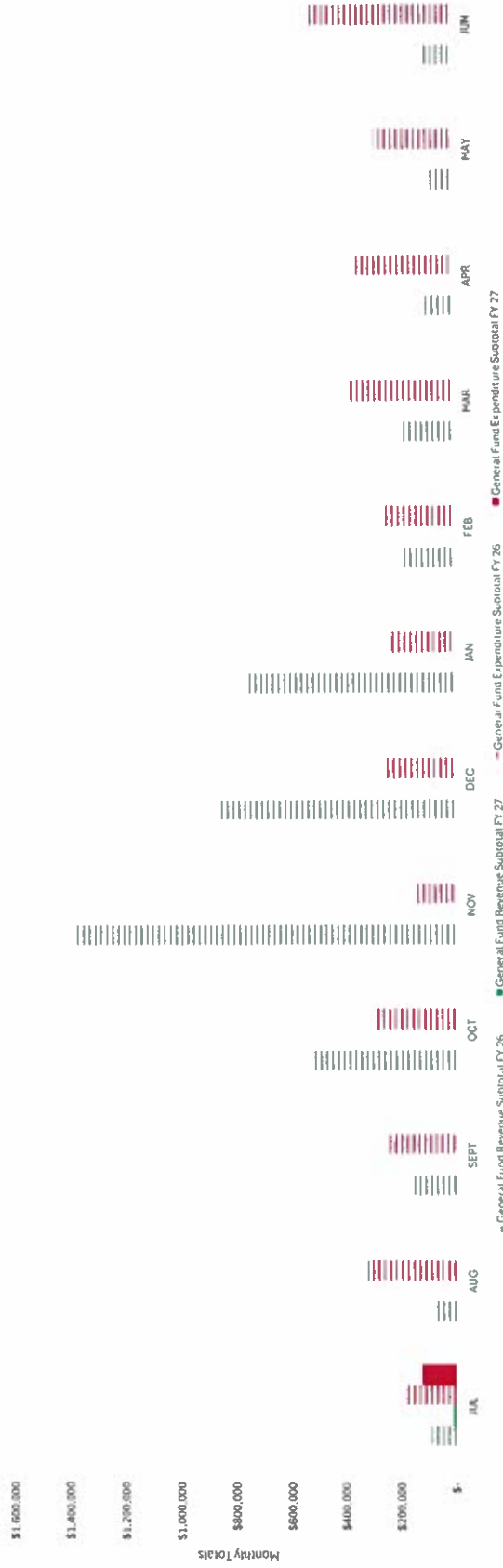


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Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	85,318	155,996	525,827	1,389,476	858,632	750,377	185,000	194,497	96,055	72,436	106,476
General Fund Revenue Subtotal FY 27	14,806	323,707	246,325	293,810	141,605	255,842	229,972	247,207	375,365	363,211	280,797	515,627
General Fund Expenditure Subtotal FY 26	179,259											
General Fund Expenditure Subtotal FY 27	125,882											

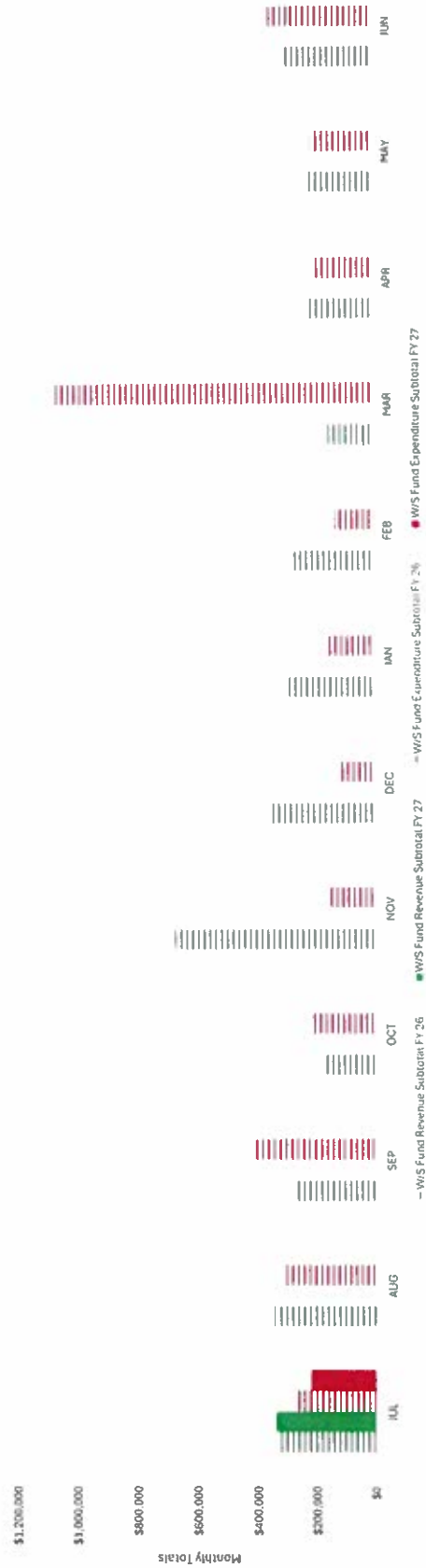
Cumulative Revenue FY27	14,806
Cumulative Expense FY27	125,882
Cumulative Revenue FY26	92,175
Cumulative Expense FY26	179,259

GENERAL FUND



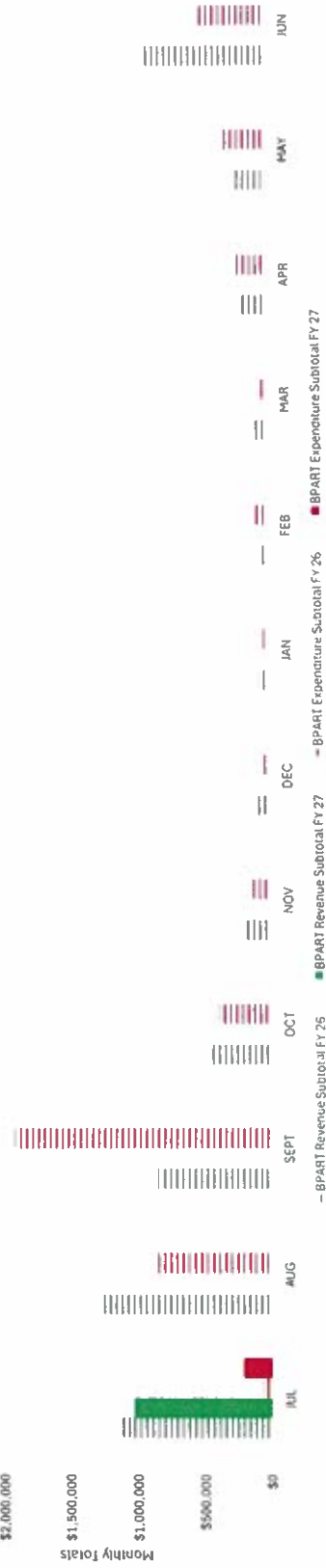
Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	179,002	673,084	345,088	285,472	263,142	145,633	215,854	211,186	284,577
W/S Fund Revenue Subtotal FY 27	337,604											
W/S Fund Expenditure Subtotal FY 26	271,871	312,915	410,002	213,739	146,436	118,777	149,534	125,506	1,080,692	185,879	201,442	347,103
W/S Fund Expenditure Subtotal FY 27	220,644											
Cumulative Revenue FY27	337,604											
Cumulative Expense FY27	220,644											
Cumulative Revenue FY26	333,945											
Cumulative Expense FY26	271,871											

Water/Sewer Fund



Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	182,860	96,170	79,750	74,442	87,167	184,375	251,857	928,977
BPART Revenue Subtotal FY 27	1,033,528											
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	395,097	180,330	55,713	50,680	105,256	62,654	249,370	311,706	512,548
BPART Expenditure Subtotal FY 27	216,967											
Cumulative Revenue FY27	1,033,528											
Cumulative Expense FY27	216,967											
Cumulative Revenue FY28	1,152,401											
Cumulative Expense FY28	76,488											

BPART



Holden Beach Public Works Monthly Report

Date: 08/10/26

To: Board of Commissioners

From: Public Works Department

1. Department Overview

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

2. Key Activities and Accomplishments

a) Maintenance & Repairs

- **Trash Runs:** Crew works very diligently every week gathering trash from our beach and parking areas and parks. (Doesn't matter how close the cans are people are still lazy.)
- **Mowing:** Crew mowed the island twice this month
- **Tide Dye:** Crew assisted with setup and breakdown.
- **Storm Prep:** As storm season approaches crew is doing maintenance on our pumps.
- **Dewater log:** During summer months crew must go to the ends of the vac stations areas to introduce air into it weekly to clear out material and maintain vac levels. (We are looking into a permanent fix we have done this to station 1 and 2 already.)
- **Beach Access Mats:** Crew has been assisting Sean with keeping the access mats clear. Constant battle with the wind.

b) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
 - **Water Leaks:** We had 6 main line water leaks this month. (Expected a few with the
 - **Water Meter Changeouts and Rereads:** Crew completed a list with around 50 meters that needed to be reread. Crew has been working very diligently repairing and replacing old meters.
 - **Sewer Pits:** 0
 - **Service Calls:** Crew ran 90 service calls this month. This is about where we should be this time of year.
-

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Meter Maintenance:** We are continuing to repair and replace meters to get the reread numbers down.
- **Station 1 AC:** NC Heating and Air is currently installing ac into pump station 1.

b) Upcoming Projects

- **Bike Rack:** We are preparing to install a bike rack at Block Q this week.
- **Permanent Auto Flushers:** Crew has identified dead spot of water and will install automatic flushers to keep Chlorine residuals up.(Pretty much where our two intakes meet on the island the water will sit static and chlorine will drop. This prevents that.)
- **Repair Vac Pump:** With the help of Mr. John Woods crew has been learning how to break down and repair vac pumps.

Submitted by:

Chris Benton
Director of Public Works
Holden Beach



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 8/18/2026
FROM: Town Manager Chadwick

SUBMITTED 8/7/2026

ISSUE/ACTION REQUESTED: Discussion and possible action approving an update to the Fund Balance Policy.

BACKGROUND/PURPOSE OF REQUEST: The current general fund balance policy states the fund balance will be maintained with a balance of 40 to 70 percent. If the audited fund balance is more than 70 percent and the BOC chooses to continue this policy, the funds over 70 percent will be transferred to the Beach & Inlet Capital Reserve Fund.

At the last meeting, I recommended a transfer and explained in the cover sheet that I would be recommending updates to the current fund balance policy.

With an increase in capital needs being discussed, funding trends making it more difficult for federal and state funding to be obtained and some longer wait times to receive reimbursement, there is a definite need to increase fund balance if those needs arise.

I am recommending the following updates to the current policy:

- Increase the amount to be maintained in the General Fund Balance at a minimum of 50 percent and a maximum of 100 percent fund balance. Anything over 100 percent will continue to be transferred to the Beach & Inlet Capital Reserve Fund with Board approval.
- Remove section "c" in the policy. This has been discussed with the commissioners and you will be deciding once it is refunded. Either way it will be sunset and doesn't need to remain in the policy.
- Remove "Administrative Authorization" section. Any authorizations should come from the Board of Commissioners.
- Change highlighted portions to maintain consistency throughout the document.

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 ☒

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER’S RECOMMENDATION:

ATTACHMENT: Fund Balance Policy, Resolution 26-09

FUND BALANCE POLICY

PURPOSE

- I: Prescribe a General Fund Balance policy; specifically by establishing an acceptable range of Unassigned Fund Balance available for appropriation at the Town of Holden Beach's discretion and;
- II: Prescribe the considerations for dedicating funds for the Beach Nourishment & Inlet Capital Reserve Fund and;
- III: Authorize the administrative actions required to escrow funds for the Beach Nourishment & Inlet Capital Reserve Fund.

POLICY

It shall be the policy of the Town of Holden Beach to maintain a minimum of 4050% and a maximum of 70100% of unassigned fund balance in the General Fund.

DEDICATION OF BEACH NOURISHMENT FUNDS

Annually as part of the Budget Development and Approval process, the Board of Commissioners shall:

- a. Evaluate the estimated Unassigned General Fund revenues available at year end for appropriation in the subsequent year in order to ascertain compliance with the aforementioned desired minimum Unassigned General Fund Balance of 4050%.
- b. Consider contributing an appropriation equivalent to 5% of the occupancy tax collected under the authority of SL 1997-364 Section 9 to a Capital Reserve Account to be used solely for Beach Nourishmentthe Beach & Inlet Capital Reserve Fund.
- ~~c. Annually, beginning with the adoption and implementation of the 1 July 2019 budget, the refunded PNC surety monies remitted to the Town of Holden Beach from Brunswick County shall be escrowed in the Beach Re-nourishment and Inlet Management Fund. *Refunded monies includes interest earned and refunded to the Town of Holden Beach by Brunswick County.~~

Upon closeout of the annual fiscal year financial statements and as detailed in the approved annual audit; the Board shall consider any and all amounts resulting in a General Fund Balance greater than the maximum of 70100% ~~shall to be transferred to a Capital Reserve Account to be used solely for Beach NourishmentThe Beach & Inlet Capital Reserve Fund with Board approval.~~

ADMINISTRATIVE AUTHORIZATION

~~The Town Manager acting in his capacity as Budget Officer or Finance Director as may be appropriate is authorized to effect such administrative actions as necessary to implement the policy and guidance contained herewith.~~

~~*In accordance with Board of Commissioners' consensus as briefed by Town Manager David Hewett at the March 21, 2019 Board of Commissioners' Special Meeting.~~

**RESOLUTION 26-09
AMENDING FUND BALANCE POLICY**

WHEREAS, the Board of Commissioners at the 21 July Regular Meeting requested the Town Manager present recommended changes to the Fund Balance Policy; and

WHEREAS, the Board of Commissioners has supported and maintained a healthy fund balance; and

WHEREAS, the Board of Commissioners has identified a number of capital projects and needs to fund in future years; and

WHEREAS, the uncertainty of future grants funds available from federal and state agencies may require more reliance of the use of local funds and other alternatives.

NOW THEREFORE BE IT RESOLVED, the Holden Beach Fund Balance Policy is hereby amended as attached.

This the 18th day of August, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 8/18/2026
FROM: Town Clerk Finnell

SUBMITTED 08/7/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Approval of Amended Board of Commissioners' Meeting Schedule

BACKGROUND/PURPOSE OF REQUEST: Due to scheduling conflicts with the October regular meeting date, it is recommended that the Board of Commissioners' Meeting Schedule be updated. The proposed new date for the regular meeting is October 27th.

The suggested motion is to approve the amended Board of Commissioners' Meeting Schedule.

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: Proposed Board of Commissioners' Meeting Schedule



**TOWN OF HOLDEN BEACH
2026 BOARD OF COMMISSIONERS' MEETING SCHEDULE
5:00 P.M.
LOCATION –TOWN HALL PUBLIC ASSEMBLY**

January 20th

February 17th

March 17th

April 21st

May 19th

June 16th

July 21st

August 18th

September 15th

***October 27th**

November 17th

December 15th

***All meetings are held on the third Tuesday of the month with the exception of the October meeting.**



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
MEETING DATE: 8/18/2026
FROM: Town Clerk Finnell

SUBMITTED 08/7/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Audit Committee Vacancies

BACKGROUND/PURPOSE OF REQUEST: Section 30.27 of the Code of Ordinance requires the Audit Committee to be comprised of a minimum of three full members. The applicant selected at the July meeting did not accept the appointment so currently there are only two members serving on the committee. There are no remaining applicants from the last round of interviews the Board conducted. If the Board agrees, staff can solicit interest from the community and schedule a special meeting for September 15th at 4:45 p.m. to interview applicants.

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: Section 30.27 Audit Committee

§ 30.27 AUDIT COMMITTEE.

(A) *Creation, name and number of members.* There is hereby established an Audit Committee which shall be comprised of not less than three 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) Review the annual audit report with the external auditor and provide a written opinion to the BOC;
- (5) Periodically confirm the suitability of the town's internal control systems and/or policies, including information technology security and control;
- (6) Receive confirmation that audit report recommendations have been acted upon in advance of the commencement of the next external audit;
- (7) Perform other functions from time to time as shall be delegated or assigned to it by the BOC.

(C) *Appointment; terms.* Members of the Audit Committee shall be appointed by the BOC for three-year terms. Appointments shall normally be made in January. Each member of the Audit Committee shall serve at the pleasure of the Board during their appointment.

(D) *Meetings and attendance.*

(1) The Audit Committee shall meet quarterly with at least one meeting 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.

(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 a Committee member and the official minutes of all regular and special meetings at least three working days prior to the next scheduled meeting.