



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

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

**Holden Beach Town Hall
Public Assembly**



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

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Special Meeting of February 18, 2025 (Page 1)
 - b. Minutes of the Regular Meeting of February 18, 2025 (Pages 2 – 13)
7. Public Comments on Agenda Items
8. Discussion and Possible Action to Accept Recommendations from HDR Regarding the Condition Assessment of the Pier – Interim Town Manager Ferguson (Pages 14 – 19)
9. Police Report - Chief Dixon (Pages 20 – 24)
10. Inspections Department Report – Inspections Director Evans (Pages 25 – 28)
11. Finance Department Report – Finance Director McRaney (Pages 29 – 33)
 - a. Advertisement of Unpaid Tax Liens on Real Property
12. Fire Department Update – Fire Chief Doug Todd (Pages 34 – 47)
13. Interim Town Manager's Report – Interim Town Manager Ferguson (Pages 48 – 49)
14. Consideration and Possible Action to Award Bids for the Demolition of the Pier Building – Interim Town Manager Ferguson (Pages 50 – 66)

15. Consideration and Possible Action to Award Contract for the Construction of the Restroom Facility and Associated Parking/Sidewalks at Block Q – Interim Town Manager Ferguson
(Pages 67 – 68, Separate Packet)
16. Consideration and Possible Action to Accept the Parks & Recreation Advisory Board's Recommendation on Pickleball Courts – Interim Town Manager Ferguson (Pages 69 – 70)
17. Discussion and Possible Approval of Ordinance 25-02, An Ordinance Amending Ordinance 24-11, The Revenues and Appropriations Ordinance for Fiscal Year 2024 – 2025 (Amendment No. 7 – Professional Services) – Interim Town Manager Ferguson (Pages 71 – 72)
18. Discussion and Possible Approval of Audit Contract between the Town and Martin Starnes and Associates for Fiscal Year 2024/2025 – Finance Director McRaney (Interim Town Manager Ferguson)
(Page 73, Separate Packet)
19. Discussion and Possible Approval of Ordinance 25-03, An Ordinance Amending The Holden Beach Code of Ordinances, Chapter 154: Flood Damage Prevention – Inspections Director Evans (Interim Town Manager Ferguson)
(Pages 74 – 77)
20. Public Comments on General Items
21. Mayor's Comments
22. Board of Commissioners' Comments
23. 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 March 18, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, FEBRUARY 18, 2025 – 4:30 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, February 18, 2025 at 4:30 p.m. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Tracey Thomas, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; and Town Clerk Heather Finnell. Commissioner Rick Smith was unable to attend the meeting.

PUBLIC COMMENT

No comments were made.

INTERVIEWS FOR AUDIT COMMITTEE

The Board interviewed Cedric Scott and David Shehdan for the vacancies on the Audit Committee. Grace Lam, Kent Steeve and Mitchell Varner are also interested in serving, but were unable to attend the interview.

ADJOURNMENT

Motion to adjourn at 4:42 p.m. by Mayor Pro Tem Myers; second 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, FEBRUARY 18, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, February 18, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Tracey Thomas, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Inspections Director Tim Evans, Police Chief Jeremy Dixon; Lieutenant Frank Dilworth; and Attorney Sydnee Moore. Commissioner Rick Smith attended via telephone.

Mayor Holden presented the invocation and then called the meeting to order.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Thomas to add agenda discussion and possible action to ratify all motions passed at the January 28th BOC Special Meeting; second by Commissioner Paarfus.

Mayor Pro Tem Myers said it is unfortunate that we need to do this but thinks it is the best way to eliminate any uncertainty and to continue forward without delay on the decisions made. He said we made some important decisions and reviewed the decisions.

Commissioner Thomas would like to add it before the Police Report. Commissioner Paarfus agreed. The amended agenda passed by unanimous vote.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Paarfus to approve all minutes as written (a. Special Meeting of December 6, 2024, b. Regular Meeting of December 17, 2024, c. Special Meeting of January 14, 2025 and d. Special Meeting of January 28, 2025); second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Jim Bauer suggested looking into restroom mobile units for Block Q. He agreed with the items suggested in Chief Dixon's agenda item. Mr. Bauer recommended the Town look into a volunteer force.

Lisa Ragland asked the Board to push all of the items from the January 28th meeting to the next regular meeting considering there is a pending legal action against the Town. She provided feedback regarding the recruitment firms. Ms. Ragland disagrees with allocating funds for a firm, the Town should consider a qualified internal candidate is available.

Gina Martin doesn't see the need for using a recruitment firm when there are less expensive ways to recruit. She provided feedback from attending the meetings. She said the Town has a qualified internal candidate.

DISCUSSION AND POSSIBLE ACTION TO RATIFY MOTIONS FROM JANUARY 28, 2025 BOARD OF COMMISSIONERS' MEETING

Motion by Commissioner Thomas to ratify the following motions that were made on January 28th at the BOC Special Meeting:

Motion by Commissioner Paarfus that we move forward with the contract to approve option 2 pending a favorable review by the town attorney and that we fund the contract with the Available to Appropriate funds in BPART; second by Commissioner Thomas;

Motion by Commissioner Thomas to instruct the staff to send out a RFP to remove the pier building;

Motion by Commissioner Paarfus to accept the funding and policy priorities laid out in the memo with adding "or other Corps' funding" to item 1 and going ahead and issuing the letters;

Motion by Commissioner Thomas to approve Resolution 25-01.

The motion was seconded by Commissioner Paarfus.

Commissioner Thomas stated she doesn't think this is necessary, we are just doing it out of an abundance of caution. Attorney Moore explained why she doesn't see an issue with ratifying the motions. Commissioner Dyer inquired if the Board should wait until the March meeting after the hearing. Attorney Moore replied the hearing is for a preliminary injunction. The court denied the restraining order that was requested. If the court thought they needed to restrain the Board from acting at this meeting, they would have issued a restraining order last week. Commissioner Paarfus said the meeting on the 28th was called because the regular meeting was canceled due to weather. There were several items on the agenda that were time sensitive. By ratifying those decisions, it leaves the court case to resolve the issue, which is one of the quorum, not of the Town's business that was conducted. He doesn't think it is appropriate to hold up the Town's business until the quorum issue is settled. His understanding is that we think we are correct conducting business under the conditions at the meeting. Commissioner Thomas added since

the court did not do the restraining order, the Town is free to do business as we deem appropriate. She explained this is out of an abundance of caution. We are now making sure these things are ratified by a full Board and we can move forward regardless of what happens because the Town has not been told to stop business by the courts. Mayor Pro Tem Myers said the court can work out the rest, but he thinks it is important the Town moves forward and doesn't hold up these items any longer than they have already been held up. Mayor Holden asked if the Town has liability if the Town lets a contract and the Town runs into legalities of incorrectly validating the contract. Attorney Moore said the quorum decision was made on good faith of the Town based on the charter and on the interpretation of the statute. She will be filing her answer in couple of days, but if the court didn't want the Town to move forward, they would have gone through with a restraining order. Attorney Moore explained she and the town clerk after talking to several people, to include the School of Government and other municipal attorneys, came to the conclusion that the Town would follow the charter. On January 28th, there was discussion that the whole Board could ratify any decisions taken. That was before the lawsuit was filed. Commissioner Dyer asked if it is Attorney Moore's opinion that it is okay to ratify, without a reply being made to the lawsuit. Attorney Moore said she has 12 more days to file an answer. She explained lawsuits take a long time, if the Board would like to ratify the decisions, they can. As far as she is concerned, everything done at the meeting is completely legal based on the charter and her understanding of the law and statutes.

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

Commissioner Smith said he would have voted no if he could. Mayor Holden said let the record show that those three that were absent had provided the clerk with availability and were not available. Commissioner Thomas said the town clerk sent an email that four would be available that day.

POLICE REPORT

- Water calls were high for January. That was because of the freezing weather and broken pipes. As we approach next week, there is more cold weather coming so please take care of pipes before then.
- Provided information on the Police Department mobile app. Commissioner Paarfus provided feedback on the app.

INSPECTIONS DEPARTMENT REPORT

- They are busy. Went over numbers from his report.
- We are in a downward trend across the nation for housing. Right now, it is at a 25% dip. Holden Beach has always held steady and is doing the same thing now. There is a lot of work going on.

Commissioner Paarfus asked if we expect a big push before rental season. Inspections Director Evans explained the biggest factor is actually the holidays.

FINANCE DEPARTMENT REPORT

- Revenues are tracking really well. Went over the report.

Commissioner Paarfus asked about the water and sewer revenue. Finance Director McRainey explained it was a lapse in billing.

INTERIM TOWN MANAGER'S REPORT – INTERIM MANAGER FERGUSON

- Greensboro Street Lift Station – Permits were applied for by the contractor and issued on January 3rd. They mobilized onsite at the end of December and have a construction schedule that anticipates completion in August. The first disbursement was applied for with the state side of the grant funds on December 20th. We are still awaiting that. The scare with the federal funding freeze seems to be averted. The EPA project manager reached out last week. We submitted expenses to them as well.
- Avenue E – coming along well. Originally the contract would be over but we had all the bad weather days in January so we have been lenient.
- Recycling – be mindful to get your renewal in. The numbers are still trending a little lower than we would like to see.
- Fiscal Operations Specialist – interviews have been completed as of today. We anticipate a decision being made by next week.
- We will be getting some money back. The Corps had underruns on several fiscal years where we did the crossing project. We have been tracking it for months. Explained the project. The Board will have a budget amendment brought before them when we get that back.
- Ocean Boulevard Stormwater – the contract for additional areas of concern has been executed. They've had some substantial work on that. Completed a survey with the Division of Water Resources to show the need for increased funding. The Town received Disaster Relief Funding through the Corps. There will be a PPA that will require Board action. We are waiting on the Corps to get more information to us, but it is to the tune of \$2.2 million in funding.
- Block Q Restroom Facility – we went through two rounds of bids to meet the threshold.
- Upgrade to A/V has occurred.
- Fire Department - met with the Fire Department last week. They are scheduled to give the Board an update next month.

Commissioner Paarfus thanked Interim Town Manager Ferguson for jumping on the stormwater issue as quickly as she did. It seems like her quick action helped the Town get the \$2.2 million. Commissioner Thomas asked when the Board will get a report for Block Q from the Parks & Recreation Advisory Board. Assistant Town Manager Ferguson anticipates it will be March or April. Mayor Pro Tem Myers asked if the Town will meet the March deadline for ADA improvements. Interim Town Manager Ferguson replied the Town is in good shape. Inspections Director Evans stated he thinks the Town will beat the deadline. We are 99% close to being finished. The last portion we need to complete is Avenue E. The date is tentative and can be extended if necessary.

CONSIDERATION AND POSSIBLE ACTION TO ENGAGE IN AN AGREEMENT WITH THE NC DEPARTMENT OF TRANSPORTATION REGARDING BIKE LANE MAINTENANCE

Interim Town Manager Ferguson said we have heard from the public about the need to sweep the bike lanes. The Department of Transportation (DOT) has issued the Town a service agreement in which they will reimburse the Town for the sweeping of the bike lanes. We would pay the vendor up front and then be reimbursed by the DOT. We believe the cost should be \$7,870 per time. The DOT is willing to reimburse the Town for four events throughout the year. She explained the budget amendment is for two because she does not think we will get to four before the end of the fiscal year. If the Board would like to move forward, she would execute the agreement, which the attorney reviewed and then the vendor would be notified to move forward.

Motion by Commissioner Paarfus to direct the interim town manager to execute the contract and to approve Budget Ordinance 25-01; second by Commissioner Thomas.

Mayor Pro Tem Myers asked if we have someone lined up to perform the work. Interim Town Manager Ferguson replied we do have someone lined up. DOT has approved a cost estimate. Based on the amount, we should be able to move forward. Commissioner Dyer asked if it would be beneficial to ask homeowners to clean up rights-of-way. Interim Town Manager Ferguson responded the vendor did bid on the project as is. We may learn ways to educate the public after we execute the first one. Inspections Director Evans explained our ordinance limits our ability to stop it. We would need to look at changing the ordinance. The Board agreed to have Inspections Director Evans work on a text amendment.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON SMALL TOWN ADA ASSESSMENT

Inspections Director Evans said the Board asked him to bring an outline back. He took as much information as he could find and condensed it into something that would fit for the Town. The idea is that the Town identify where we have policy and physical problems and identify an amount it would take to remedy the problems. The plan has a definite outline of what the Inspections Department will be doing and when. He said they can report back to the Board. Inspections Director Evans said the biggest thing we need to do is make sure any facilities we build or have meet the requirements. He explained staff has already started working on this. By March he thinks the Town will not only have met the mediation agreement, but will have gone far beyond it. The Avenue E facility will be really nice and something the Town can be proud of.

Mayor Pro Tem Myers said the phrase "accessible as possible" caught his attention. Inspections Director Evans said when he says that phrase it means bringing it into compliance. Commissioner Paarfus said the requirement part is that we identify any areas that we don't meet state or federal regulations. Then there can be some good options to approve accessibility and those should be goals. Mayor Holden asked if emergency vehicles will be able to drive over the access at the east end. Inspections Director Evans responded that the lines haven't been laid out. They will make sure there is enough room for a truck and boat to have access.

DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE BID FOR CONSTRUCTION OF THE RESTROOM FACILITY AND ASSOCIATED PARKING/SIDEWALKS AT BLOCK Q

Interim Town Manager Ferguson said we went through two rounds of advertising for bids. The most responsive came back at \$543,200, with a projected calendar of 100 calendar days to completion after the Notice to Proceed is issued. She also would like the Board to authorize sending a letter to the state requesting an extension. The Town would ask for a six-month extension by letter, they would change the grant documents to reflect that. The contract would come back for the Board to review.

Motion by Commissioner Paarfus to approve the contract award to Kowen Construction and authorize the interim town manager to execute the associated paperwork, including a new signature on the grant contract regarding the date extension; second by Commissioner Dyer; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON REPAIR OF THE MULTIPURPOSE COURT

Interim Town Manager Ferguson explained she has been trying for multiple months to get three bids back for the multipurpose court at Bridgeview Park. We have two bids following an informal process for bidding. The lowest bid \$21,904. She provided information on both bids. She said based on the timeline and the lower amount, she would suggest awarding the bid to Net-Sourced, LLC. It would be sourced from Available to Appropriate.

Motion by Commissioner Paarfus to approve the award of the contract to Net-Sourced and fund the contract from the Available to Appropriate BPART line; second by Commissioner Thomas; approved by unanimous vote.

AUDIT COMMITTEE ITEMS

Mayor Pro Tem Myers was selected to serve as the Board representative to the Audit Committee. The Board voted by ballot and the votes were as follows: Mayor Pro Tem Myers – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus; Commissioner Smith – Commissioner Dyer.

Grace Lan and Kent Steeves were selected to serve as Regular Members to the Committee. Votes we made by ballot and were as follows: Grace Lam – Mayor Pro Tem Myers and Commissioners Thomas and Paarfus; Kent Steeves - Mayor Pro Tem Myers and Commissioners Thomas and Paarfus; Cedric Scott – Commissioner Dyer; and David Shehdan – Commissioner Dyer.

Cedric Scott was unanimously selected to serve as the Alternate Member to the Audit Committee.

DISCUSSION AND POSIBLE ACTION ON RESOLUTION 25-02, RESOLUTION IN SUPPORT OF AN UPDATED BEACH AND INLET MANAGEMENT PLAN (BIMP)

Interim Town Manager Ferguson explained the Town was contacted by Katheen Riely of the NC Beach Inlet and Waterway Association. They are advocating for a new BIMP at the state level. The last time it was updated was 2016.

Motion by Commissioner Thomas to support Resolution 25-02 (Resolution of Support); second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON RECRUITMENT OF TOWN MANAGER

Commissioner Dyer said of the seven proposals the Town received, the lowest base charge was around \$18,000 and the highest was around \$36,000. These are base charges and you can expect at minimum travel and per diem fees to be added. She asked the urgency to justify the additional unbudgeted expense. She said we have a qualified interim manager in the role now. She asked why the Town should hire a recruitment firm when we haven't advertised the position on the NC League of Municipalities' website, newspapers, the ICMA or others. She said it is possible the Town would receive submissions from qualified applicants. If we do need help in the future, we could request assistance from the Cape Fear Council of Governments. Our current staff is looking at 10-20 years of service. Commissioner Dyer said the staff are not here for the pay. We have a family concept, where our employees work together and care for each other. She doesn't know why the Town is not hiring from within. She doesn't think the Town needs to spend unbudgeted money to look further. Mayor Holden agreed.

Motion by Commissioner Dyer to have the staff advertise for the job on some of these other avenues. She reviewed potential costs. No second was made.

Mayor Pro Tem Myers said the search subcommittee met last Tuesday. They gave each of the seven firms time to present their proposals, ask any questions and describe their services. The search committee recommends selecting S. Renee Narloch and Associates.

Motion by Commissioner Paarfus to direct town staff to award the contract to S. Renee Narloch and Associates and to direct the subcommittee to continue their work in facilitating the recruitment process by serving as the point of contact on non-administrative matters; second by Commissioner Thomas.

Commissioner Paarfus explained the urgency for this was established in December. The committee is basically following the plan laid out by the School of Government for recruiting a town manager, which notes the hiring of a town manager is one of the most important duties of the Board. It also recommends that a search firm be engaged unless the Board has the time and expertise to do a proper search, which he does not think this Board does. He said this is not appropriate to delegate to staff, it is the Board's responsibility. Commissioner Paarfus said if you look at some of the proposals you will see many municipalities use search firms. It can also be seen in the proposals that a proper search is quite involved and a good outreach program goes beyond advertising it in a few forums. He said the Board voted on the action in December and he thinks we should continue down this road. He said we need to find the best fit for the Town and hire based on merit. Commissioner Dyer asked if there is a reason there are no property owners are on the committee. Commissioner Paarfus replied that is how it is outlined in the School of Government documents. Commissioner Thomas added it is a Board responsibility. Mayor Pro Tem Myers said they are using the book from the School of Government and read from it. If you follow the process, the key stakeholders will be involved. They will be involved; the search firm facilitates

those meetings. The decision itself is a Board decision. Commissioner Dyer doesn't understand why the public wasn't included. Including the public on the committee was further discussed. Commissioner Paarfus said the subcommittee was going through proposals to hire someone to do this work for us. As far as he knows, the Town normally doesn't involve property owners in selections for a RFP. If you read the proposals, they do have public engagement sessions. Commissioner Dyer said normally when the Town gets a RFP, it comes back to the Board. The Board would rank these and then send a couple to the committee. She said the RFPs came back and never were presented to the public or at a Board meeting before the committee decided on them. She thinks the public should have been able to make comments before picking a firm. Mayor Holden said a property owner asked him to inquire if any of the commissioners have experience in hiring a headhunter firm and following the process through the hiring of a person. Mayor Pro Tem Myers said he has in private industry and he is a strong advocate for it.

The motion passed by a 3-1 vote with Mayor Pro Tem Myers and Commissioners Thomas and Paarfus voting for the motion and Commissioner Dyer voting in the negative.

Commissioner Smith said he would have voted no.

DISCUSSION AND POSSIBLE ACTION ON POLICE DEPARTMENT ITEMS

Chief Dixon reviewed his presentation. He provided police employment, 2023 US Census Bureau and International Association of Chiefs of Police statistics. He provided information on recruitment and retention considerations. He would like to offer a rank structure, based on training experience and longevity. He suggested, Police Officer I, Police Officer II and Senior Police Officer and explained each suggested rank. He would like to provide commendation ribbons. Chief Dixon would like to establish a cadet program. He detailed the proposed process and estimated it would take one year to have a working officer. For health and wellness, he would like to offer a stipend for a gym membership. That would come attached with yearly fitness testing that would value the use of that program. Chief Dixon said his suggestions could be run simultaneously, but his implementation priority order would be Police Officer ranks, cadet program, health and wellness and then the commendation medals.

Chief Dixon explained BLET requirements and reviewed information from surrounding agencies that use a cadet program. Three agencies he has spoken to do not require contracts for their cadets. One does but doesn't enforce it. The investment for the cadet program includes salary and benefits, books and uniforms. It is about \$2,000 – \$2,500 to put them through school. There are no tuition costs.

Commissioner Paarfus said the Town needs to do something different to solve this chronic vacancy problem. He said based on their discussions, he fully endorses all four. He would like the budget numbers and details. Chief Dixon said if the Board supports this, he would like to create the job descriptions for the suggested ranks; and create a cadet program. He would then bring the information back for Board approval. Commissioner Thomas appreciates the work and supports this. She thinks it is a lot of great ideas. Commissioner Dyer asked if there are any tasks cadets can do at night while they are in school. Chief Dixon said there are but they need to focus on school. In talking to the other chiefs, you need to be cautious and not overutilize the resource.

Commissioner Dyer asked if there are any benefits/credits for our insurance concerning the gym membership. Town Clerk Finnell replied no. Mayor Pro Tem Myers said it seems like it is common for wellness benefits through insurance. He does support Chief Dixon's proposals.

Chief Dixon spoke with Finance Director McRainey concerning the budget. To implement the ranks this year, we would have one officer that would go to Senior Officer and another that would go to Officer II. He talked to him about showing the vacancies as Police Officer II in the budget. With those changes, the total for this year is less than \$14,000. There wouldn't need to be a budget amendment if we went that route because of the vacancies.

Commissioner Smith thanked Chief Dixon for his hard work for trying to find an alternative and Interim Town Manager Ferguson for her support. He supports this.

PUBLIC COMMENTS ON GENERAL ITEMS

Will Carter would like the Town to get a price and plan for a concrete pier.

David Bond said DOT patched Seaview Drive and it is terrible. He said he received two water bills and talked about the cost. He said the Town needs to go after government money for the pier. Mr. Bond said he doesn't understand why the Town needs a headhunter. He said someone needs to look at the erosion in the 1200 block.

Rick McInturf on behalf the Holden Beach Community Alliance thanked the Town for allowing access to the pier to identify items of historical significance. They identified 40 items that have historical value and should be preserved. Looks forward to the next step in the process.

Sylvia Pate said the Lockwood Folly Inlet has filled back up and boats have been stuck. She encouraged the Board to get that on the agenda. Interim Town Manager Ferguson said the Corps is anticipating dredging in the late April/early May timeframe. It is in their fund sourcing from where we lobbied for them to get funds for O&E maintenance.

Romana Chapin doesn't understand why the Board is spending taxpayer money on recruitment when there are people in this building who can handle the job. She knows two families who won't vacation here because there is not a pier.

Tracey Harris Rice said the reputation of the Town is being damaged and she can see how the downward trend of the Town's reputation could potentially harm tourism, small businesses and real estate values. She said the Board continues to make questionable decisions and reviewed her concerns.

Brent Shaver thanked staff and commissioners for the amount of time spent on the Town's issues. He thinks they are moving forward and making progress.

Brian Rice said he thinks the Town need to reflect on the circumstances of the termination of the town manager. He asked why the rush; if it was discussed with the whole Board and if the manager

was aware that his performance was being evaluated. He expressed his concerns with the termination and recruitment processes.

Lisa Ragland said people should express their concerns to everyone. She went over her concerns. She provided information on her complaint. Her concerns include the quorum statute and the Town's Rules of Procedure. Ms. Ragland talked about the recruitment process.

MAYOR'S COMMENTS

- Periodically goes from one end of the island to the other. The escarpment line in some places on the west end is over six feet. He provided information on the escarpment line moving and its effects. The western tip of the island continues to migrate westerly. We now have a harbor there where the boats can anchor next summer and enjoy beach activities. The erosion is migrating east. That property is owned by NC State University. For years he and Town Manager Hewett were working to try and get a vehicular access down there. That is something they will try to pursue. The escarpment line will round out and will be fine probably in June or July. It has damaged some of the walkways and steps, but overall it is in pretty good shape.
- Asked if the Town notified the chapel if they could use the pier for Easter service. He asked that somebody notify the chapel of the Town's intentions.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Thanked everyone for attending.
- We continue to try to improve our audio/visual broadcasting. This is the first time we are on YouTube, instead of Facebook. If you are listening online, please provide feedback.

Commissioner Smith

- Apologized for not being able to be there. Will do his best to be available as quickly as he can.
- Search for town manager -is surprised the Board didn't try to find something less expensive. As diligently as some of the commissioners wanted to scrutinize all the dollars spent, they didn't pick the cheapest. They picked the one they wanted. When it comes to anything else, even \$100 made a difference on who we hired for the job. Now they want to spend \$30,000 when we have the availability of a perfect candidate in-house
- Thanked everyone for coming. Have a good rest of the month.

Commissioner Thomas

- Thanked everyone for coming. Appreciates you being here. Have a good night.

Commissioner Dyer

- Was accused of not showing up to the January special meeting and was also asked why she wasn't there. The January Regular Meeting was canceled due to weather. Was under the impression that there were no time sensitive items so we could move the items to the February meeting. Was told that the demolition of the pier building was something that needed to be acted on immediately. What concerns her is that she tried for a year to have a RFP put out for

a private public partnership (PPP). The PPP would involve demolition, rebuilding of the building at no cost to the Town. Tried to bring this to the November meeting but was told it needed to be removed from the agenda because it was premature based on the plan adopted in April. Another commissioner said they were in favor of exploring it, but didn't feel it was the right time; we need to stick with the plan and not go off on a tangent; when we reach the point with specific plans for the project we can explore the potential of a PPP. She was told was a timing situation and there was no rush to do this and now we had to make the decision in a special meeting. She scheduled all her activities around the meetings that are scheduled a year in advance. She gave five dates of when she would be available after coming back into town. She was at a conference that she is required to attend for continuing education. Has been on the Board for three years and hasn't missed one scheduled meeting. In 2023, there were seven special meetings scheduled. She didn't miss a single one. In 2024, there were 16 special meetings scheduled. She told her constituents upfront she would not be able to attend that number of meetings. Some were scheduled in the morning. She did go back and listen to every single meeting. We already had one special meeting this year and she missed that one.

- Being a part of the Board that purchased the property that contains the pier – There was a campaign while the property was under contract to contact the LGC to let them know that property owners did not want that property. We were removed from the schedule. However, there are about 400 properties across from that property that use that access. Rental properties rely on that property so that people who rent their homes have access to the beach. There are people who own houses that want to get to the beach without walking all the way down to Starfish. Those people contacted the LGC and let them know that was not the wish of not purchasing the property. With that response, the LGC put us back on the schedule the next month at a cost of \$154,000 of interest on the contract. That property was purchased for an emergency access, an ADA compliant access and an access that allows those homeowners that have been using the property that the previous owner allowed the Town to use at no cost. That property was not considered just for the pier. The PARTF grant went towards the land purchase. The campground and the parking are paying the debt service down. We did not raise taxes to purchase that property. There is a misconception that the Town bought the land next to it, which is the other campground. We purchased the pier property at about \$486,000 a lot. We were offered the campground at the same price. She had just joined the Board and her suggestion was to buy the entire plot. We could have used it for camping, additional parking or possibly a fire station. We were told with the setback from buying the purchased property that we should let that go. The Town did not purchase that property. No one in the Town profited from the property. It was a private sale. It was at about \$886,000 a lot. So, for the \$3 million that we purchased the land, we now have land that is worth \$6 million. Wanted to clarify that since she was questioned.
- Thanked everyone for tuning in and being at the meeting.

Commissioner Paarfus

- Wished everyone a good night.

ADJOURNMENT

Motion to adjourn by Commissioner Paarfus at 7:32 p.m.; second by Commissioner Thomas; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 3/10/25

ISSUE/ACTION REQUESTED: Consideration and possible action to accept recommendations from HDR regarding the condition assessment of the pier.

BACKGROUND/PURPOSE OF REQUEST: HDR was hired to engage in engineering analysis of the pier. The condition assessment of the pier structure has been initiated by their structural lead. HDR will present the findings.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive report and provide direction to HDR for continued work.

(C2)



March 11, 2025

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

Dear Ms. Ferguson,

Attached is a preliminary executive summary from the in-progress structural assessment report. Please let us know if the Town has any questions between now and the upcoming regular Board meeting.

Sincerely,
HDR Engineering, Inc. of the Carolinas

A handwritten signature in blue ink that reads 'William Fuller'. The signature is written in a cursive, flowing style.

William Fuller, El
Project Manager



Structural Assessment

Preliminary Executive Summary

Disclaimer. Please note that this letter is not a substitute for the full investigation report which is scheduled to be completed after the March regular Board meeting. The intent of this letter is to present the Board with the investigation's key initial findings and clearly state HDR's preliminary impressions and recommendations based on those initial findings, so the Board may have an opportunity to make a defensible, informed decision on potential scope curtailment before major project progress occurs. The full investigation report will expand upon the findings and recommendations in greater detail.

The recreational fishing pier and entry building in Holden Beach, North Carolina are in disrepair and have been closed off to the public. The Town of Holden Beach (Town) has asked HDR to perform a site visit and condition assessment of their historic fishing pier, shown in Figure 1.

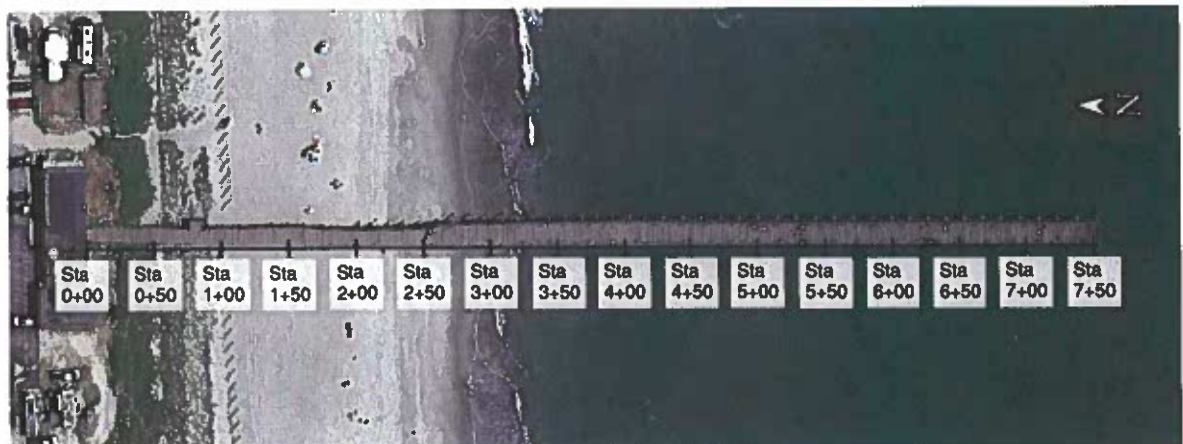


Figure 1 - Holden Beach Fishing Pier Plan View and Project Stationing

On March 3, 2025, HDR conducted a site investigation and condition assessment as defined in the "Waterfront Facilities Inspection and Assessment – Manuals and Reports on Engineering Practice No. 130" published by the American Society of Civil Engineers. The deficiencies recorded have been divided into the following condition assessment categories in line with ASCE's published condition assessment ratings:

1. Good (No repairs required)
2. Satisfactory (No repairs required)
3. Fair (Low priority repair)
4. Poor (Moderate priority repair)
5. Serious (High to very high priority repairs)

6. Critical (High to very high priority repairs)

After visiting the site and performing a level I and level II condition assessment of the pier, HDR does not recommend pursuing isolated repairs or relying on the existing substructure to restore the existing timber fishing pier. The following observations and general understanding of the existing pier were used to reach this conclusion:

- The condition of the existing timber superstructure (i.e. deck boards, support joist, handrails, etc.) are heavily deteriorated, warped and/or damaged with deficiencies consisting of checks, splits and gouges and therefore would require to be entirely replaced.
 - The handrails and rail post hardware connections are in **CRITICAL** condition, particularly the eastern rail. The hardware / rail posts are damaged / heavily corroded and therefore insufficient in transferring / supporting the required OSHA rail load standards.
 - There are numerous timber deck boards inadequately connected to the supporting joists as well as several locations where the deck boards deflect excessively under pedestrian loading.
 - The spacing between the existing primary timber support joists was field measured at approximately 30-in on center at several locations. The existing deck boards were observed to be 2x6 boards. Industry standard recommendations for joist spacing is 24-in on center for serviceability requirements for typical pedestrian loading on recreational piers (assuming 2x6 deck boards).
 - Timber rotting / cross-section loss of the primary timber support joists at multiple locations was observed and in **POOR** or **SERIOUS** condition.
 - The balcony or viewing pavilion located near station 0+85 was observed to be in **CRITICAL** condition with deficiencies including failed handrails, loose deck boards, corroded steel hardware, rotted supports, and hollowed timber piles.
- The condition of the existing substructure was observed with the following deficiencies and may not support a replacement of the superstructure (deck).
 - The overall condition of pilings that could be observed from shore or the pier topsides is FAIR. However, multiple pilings were observed to be in **POOR** or **SERIOUS** condition, including a cluster of pilings near the shoreline at low tide. About 20% of the total existing pile bents were observed to have some piling deficiencies. Note that investigations were limited to topsides and what was observable from underneath the structure along the shoreline. Piling and pile bents beyond Station 3+75 were not able to be completely investigated due to the water level. When only considering the pile bents that were observable from both topsides and underneath, over 30% of these pile bents were observed to have some piling deficiencies
 - The overall condition of pile caps that could be observed from shore or the pier topsides is FAIR. However, timber rot of the pile caps supporting the timber joists was observed at several locations and thus in **POOR** condition at these locations. Variations in the size of the pile caps (some 8x8 and some 10x10) was also

observed. When only considering the pile bents that were observable from both topsides and underneath, over 25% of these pile bents were observed to have some pile cap deficiencies

- Many existing cross-bracings were observed to be in **POOR** or **SERIOUS**. There are multiple locations where cross bracing has either split or separated at its connection to the piles in several locations, rendering the member ineffective. Some bracings are broken, snapped, or missing and need to be replaced. Some bracings were observed to be connected to non-structural elements. When only considering the pile bents that were observable from both topsides and underneath, over 40% of these pile bents were observed to have some cross-bracing deficiencies.
- The majority of the existing bolted hardware connections have experienced heavy corrosion, section loss, or failure and are classified in **POOR** to **SERIOUS** condition.
- There are numerous locations of deteriorated, missing and/or failed hardware connections between the existing timber piles and the timber pile cap.
- The existing pilings are a mix of replacement and original piles. The replacement piles were noted as marine treated timber with 2.5 CCA (Chromated Copper Arsenate). The lifespan of marine timber treated with 2.5 CCA is on the order of 20-40 years. These replacement piles were installed circa 2000 and approximately 25 years old. Therefore, they are effectively near the end of their recommended service life.
- The substructure and superstructure between stations 0+00 and around 0+75 will be required to be entirely replaced in order to meet federal ADA requirements for pedestrian access.
- Insufficient and/or minimal information is available regarding the design loadings for the existing timber pier structure. It shall be noted that during the course of our investigation, the existing pier was observed to noticeably sway under cross current and normal wave loads. Additionally, several areas along the timber pier deck were observed to noticeably deflect under the investigation team's pedestrian walking load.
- The anticipated construction means and methods that would be required to perform a large quantity of the localized repairs would be similar to those needed for new construction (i.e. construction from a work barge in the water OR building out a working jetty (sand or gravel deposit) parallel to the pier. It is HDR's recommendation that machinery and/or construction equipment shall NOT be utilized atop of the existing pier deck for operations in the structures present deteriorated state and overall design. HDR also determines that a top-down construction approach would require a full substructure redesign to safely and appropriately handle construction equipment loads.

In summary, the overall condition of the existing fishing pier was assessed to be in **POOR** condition and HDR recommends replacing the timber superstructure in its entirety. The pier approach (superstructure and substructure) will also be required to be replaced in its entirety to satisfy federal ADA requirements. The existing substructure has many structural deficiencies which would require

extensive repairs and is currently at the end of its useful service life. This coupled with the fact the recommended construction methods would be similar for both repair and replacement options supports the conclusion that repairing the existing pier would not be structurally cost effective, nor would it provide the longevity or service life that results from replacing the timber fishing pier. Therefore, it is HDR's recommendation that the Town of Holden Beach consider a pier replacement option only.



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



Calls For Service (February '25)

Printed on March 3, 2025

Descriptions	Totals	
911 Hang Up (911HU)	1	1
Alarm (SIG45 Signal 45)	4	4
Animal Control Call	6	6
Armed with Gun Knife or Other Weapon (10-84 x84)	1	1
Assist Other Agency (EMS); Traffic Accident (Property Damage Only 10-50PD x50PD)	1	1
Attempt to Locate (ATL)	1	1
Breaking and Entering in Progress (10-62 x62)	2	2
Call By Phone (10-21Law x21L)	7	7
Call By Phone (10-21Law x21L); Take Written Report (10-92 x92)	2	2
Careless & Reckless (C&R)	1	1
Chest Pain or Discomfort [Charlie]	1	1
Disturbance or Disorderly Subject	1	1
Disturbance or Disorderly Subject; 911 Cell Hang-Up or Open Line	1	1
Domestic Disturbance (10-82 x82)	1	1
Escort or Convoy (10-59 x59)	1	1
Falls [Alpha]	2	2
Improperly Parked Vehicle (10-70 x70)	6	6
Information or Message Delivery (10-14 x14)	2	2
Investigation (Law)	1	1
Lost or Found Property	1	1

Descriptions	Totals	
Meet with Complainant (10-83 x83)	5	5
Meet with Subject or Officer (10-25 x25)	17	17
Open Door	2	2
Prowler (10-76 x76)	1	1
Service Call [Alpha]	1	1
Sick Person [Alpha]	1	1
Special Check - Business - Residence (10-79 x79)	285	285
Stopping Vehicle (10-61 x61)	8	8
Suspicious Vehicle or Subject (10-60 x60)	8	8
Suspicious Vehicle or Subject (10-60 x60); Call By Phone (10-21Law x21L)	1	1
Suspicious Vehicle or Subject (10-60 x60); Improperly Parked Vehicle (10-70 x70)	1	1
Trespassers	1	1
Unit Busy at Location (10-6 x6)	2	2
Water or Sewer Problems	4	4
Welfare Check	2	2
	2	2
Totals	384	384



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HBPD Monthly Report (February '25)

Printed on March 3, 2025

Reported	Case Number	Address	Offenses	Disposition
02/03/25 16:25	HBP25-00001	244 OCEAN BLVD W	14-27.5(A) - SECOND DEGREE SEXUAL OFFENSE; 14-27.3(A) - SECOND DEGREE RAPE	Closed - Leads Exhausted

Total Records: 1



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Ordinance Violations

Printed on March 3, 2025

Date	Defendant	Citation/Warning	Ordinance
02/03/25	PARKER, MALCOLM	Citation	Parking - Roadway/Travel Lane
02/03/25	PARKER, MALCOLM	Citation	Parking - Non-LSV in LSV Only Area
02/08/25	VINSON, KAREN	Warning	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
02/17/25	MILOS, JOSEPH	Warning	Beach Strand - Frontal Dunes Violation

Total Records: 4

LSV = Ø



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State Citation (February '25)

Printed on March 3, 2025

Date	Defendant	Statutes/Charges
02/18/25	MORTON, PATRICIA SMITH	20-146(A) - DRIVE LEFT OF CENTER

Total Records: 1

LSV = Ø

Permit Report

02/07/2025 - 03/07/2025

Issued Date	Parcel Address	Permit Type	Project Cost	Total Fees	Total Payments
3/6/2025	000537 OCEAN BLVD	Repair	3,400	\$125.00	
3/6/2025	000136 CAROLINA AVE	No Permit Required	16,000		
3/5/2025	000150 OCEAN BLVD	Repair	5,000	\$125.00	
3/5/2025	000113 SUNSHINE LN	Repair	25,500	\$254.50	
3/5/2025	001360 OCEAN BLVD	Repair	90,000	\$835.00	\$835.00
3/4/2025	000973 OCEAN BLVD	No Permit Required	12,000		
3/4/2025	000887 OCEAN BLVD	No Permit Required	12,000		
3/4/2025	001104 OCEAN BLVD	Repair	5,000	\$125.00	
3/4/2025	000105 SOUTH SHORE DR	Repair	17,000	\$178.00	\$178.00
3/4/2025	000409 OCEAN BLVD	Repair	25,000	\$250.00	\$250.00
3/3/2025	000118 SAILFISH DR	Mechanical	8,600	\$100.00	\$100.00
3/3/2025	000214 OCEAN BLVD	Zoning	25	\$25.00	\$25.00
3/3/2025	000650 OCEAN BLVD	Mechanical	12,100	\$200.00	\$200.00
3/3/2025	000769 OCEAN BLVD	Mechanical	8,500	\$100.00	\$100.00
2/28/2025	000119 SCOTCH BONNET DR	Bulkhead	20,000	\$205.00	\$205.00
2/28/2025	000116 BY THE SEA DR	Repair	1,100	\$125.00	\$125.00
2/28/2025	000127 CONCH ST	Swimming Pool	72,908	\$931.17	\$931.17
2/28/2025	000987 OCEAN BLVD	Single Family Construction	1,268,000	\$9,099.98	\$9,099.98
2/27/2025	992 OCEAN BLVD WEST	Single Family Construction	1,026,789	\$14,459.07	
2/27/2025	000228 BRUNSWICK AVE	Mechanical	5,150	\$100.00	\$100.00
2/27/2025	001278 OCEAN BLVD	Electrical	1,600	\$175.00	\$175.00
2/27/2025	000204 OCEAN BLVD	Mechanical	8,800	\$100.00	\$100.00

2/27/2025	000847 OCEAN BLVD	Repair	79,000	\$746.00	\$746.00
2/26/2025	000781 OCEAN BLVD	Mechanical	14,650	\$100.00	\$100.00
2/26/2025	000130 LUMBERTON ST	Repair	18,000	\$587.00	\$587.00
2/26/2025	000997 OCEAN BLVD	Electrical	6,322	\$175.00	\$175.00
2/26/2025	000119 SOUTH SHORE DR	Zoning	50	\$50.00	\$50.00
2/25/2025	000112 SAILFISH DR	Repair	9,000	\$125.00	\$125.00
2/25/2025	001285 OCEAN BLVD	Repair	36,000	\$349.00	\$349.00
2/25/2025	000409 OCEAN BLVD	Swimming Pool	78,285	\$929.57	\$929.57
2/25/2025	000409 OCEAN BLVD	Walkway	11,500	\$128.50	\$128.50
2/25/2025	000287 BRUNSWICK AVE	Electrical	1,800	\$275.00	\$275.00
2/25/2025	000143 OCEAN BLVD	Repair	2,000	\$125.00	\$125.00
2/24/2025	000639 OCEAN BLVD	No Permit Required	30,000		
2/24/2025	000119 HALSTEAD ST	Repair	3,000	\$125.00	\$125.00
2/24/2025	001229 OCEAN BLVD	Repair	32,890	\$371.01	\$371.01
2/24/2025	000889 OCEAN BLVD	Repair	25,000	\$250.00	
	000579 OCEAN BLVD	Repair	5,500	\$125.00	\$125.00
2/24/2025	000111 SHELL DR	Mechanical	7,680	\$100.00	\$100.00
2/21/2025	000299 OCEAN BLVD	Swimming Pool	58,000	\$747.00	\$747.00
2/21/2025	000106 FAYETTEVILLE ST	Zoning	50	\$50.00	\$50.00
2/19/2025	000120 HALSTEAD ST	Mechanical	5,890	\$100.00	\$100.00
2/19/2025	000131 CHARLOTTE ST	Zoning	50	\$50.00	\$50.00
2/19/2025	000662 OCEAN BLVD	Mechanical	12,800	\$200.00	\$200.00
2/19/2025	000561 OCEAN BLVD	Zoning	25	\$25.00	\$25.00
2/18/2025	001187 OCEAN BLVD	Swimming Pool	93,500	\$1,066.50	\$1,066.50
2/18/2025	000106 SANFORD ST	Repair	9,200	\$125.00	\$125.00

2/17/2025	000111 SWORDFISH DR	Bulkhead	7,500	\$125.00	\$125.00
2/17/2025	000113 SWORDFISH DR	Bulkhead	7,500	\$125.00	\$125.00
2/17/2025	000110 CHARLOTTE ST	Repair	6,500	\$125.00	\$125.00
2/17/2025	673 OBW	Zoning	25	\$25.00	\$25.00
2/17/2025	000127 OCEAN BLVD	Electrical	2,000	\$175.00	\$175.00
2/17/2025	000349 BRUNSWICK AVE	Mechanical	12,681	\$100.00	\$100.00
2/14/2025	000679 OCEAN BLVD	Zoning	25	\$25.00	\$25.00
2/14/2025	000142 SAND DOLLAR DR	Mechanical	15,140	\$200.00	\$200.00
2/13/2025	000409 OCEAN BLVD	Zoning	50	\$50.00	\$50.00
	001317 OCEAN BLVD	Zoning	50	\$50.00	\$50.00
2/13/2025	000679 OCEAN BLVD	Electrical	3,000	\$175.00	\$175.00
2/13/2025	000156 TARPON DR	Electrical	3,500	\$100.00	\$100.00
2/12/2025	000135 TUNA DR	Mechanical	15,000	\$200.00	\$200.00
2/12/2025	000112 OCEAN BLVD	Mechanical	7,000	\$100.00	\$100.00
2/12/2025	000427 OCEAN BLVD	Mechanical	8,000	\$100.00	\$100.00
2/12/2025	000124 CAROLINA AVE	Repair	26,100	\$259.90	\$259.90
2/12/2025	000120 WINDJAMMER DR	Repair	10,000	\$275.00	\$275.00
2/11/2025	001167 OCEAN BLVD	Walkway	25,000	\$250.00	\$250.00
2/11/2025		Electrical	3,500		
2/11/2025	001183 OCEAN BLVD	No Permit Required	34,150		
2/11/2025	000299 OCEAN BLVD	Zoning	50	\$50.00	\$50.00
	001187 OCEAN BLVD	Zoning	50	\$50.00	\$50.00
2/10/2025	000111 SKIMMER CT	Repair	3,600	\$125.00	\$125.00
2/10/2025	000136 TARPON DR	Repair	5,000	\$125.00	\$125.00
2/7/2025	000122 BURLINGTON ST	Repair	8,000		
2/7/2025	000679 OCEAN BLVD	No Permit Required	22,000		

2/7/2025	000977 OCEAN BLVD	No Permit Required	31,500		
2/7/2025	000177 BRUNSWICK AVE	Mechanical	6,740	\$100.00	\$100.00
2/7/2025	000109 CONCH ST	Mechanical	7,930	\$100.00	\$100.00
2/7/2025	000763 OCEAN BLVD	Mechanical	5,997	\$100.00	\$100.00
2/7/2025	001113 OCEAN BLVD	Mechanical	8,380	\$100.00	\$100.00
			\$3,470,632.00	\$37,647.20	\$22,308.63

PERMIT SUMMARY REPORT

COMMERCIAL

Count 0
Total Fees \$0
Fees Paid \$0
Total Project Cost \$0

RESIDENTIAL

Count 78
Total Fees \$37,647.20
Fees Paid \$22,308.63
Total Project Cost \$3,470,632

TOTAL

Count 78
Total Fees \$37,647.20
Fees Paid \$22,308.63
Total Project Cost \$3,470,632

ACTIVE NEW HOME PERMITS = 21

OTHER ACTIVE PERMITS= 454

PERMITS ISSUED OVER \$30,000 = 79 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 5 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS ISSUED WAITING PICK UP = 27

TOTAL PERMITS= 502

PERMITS IN REVIEW= 6

CAMA ISSUED= 5

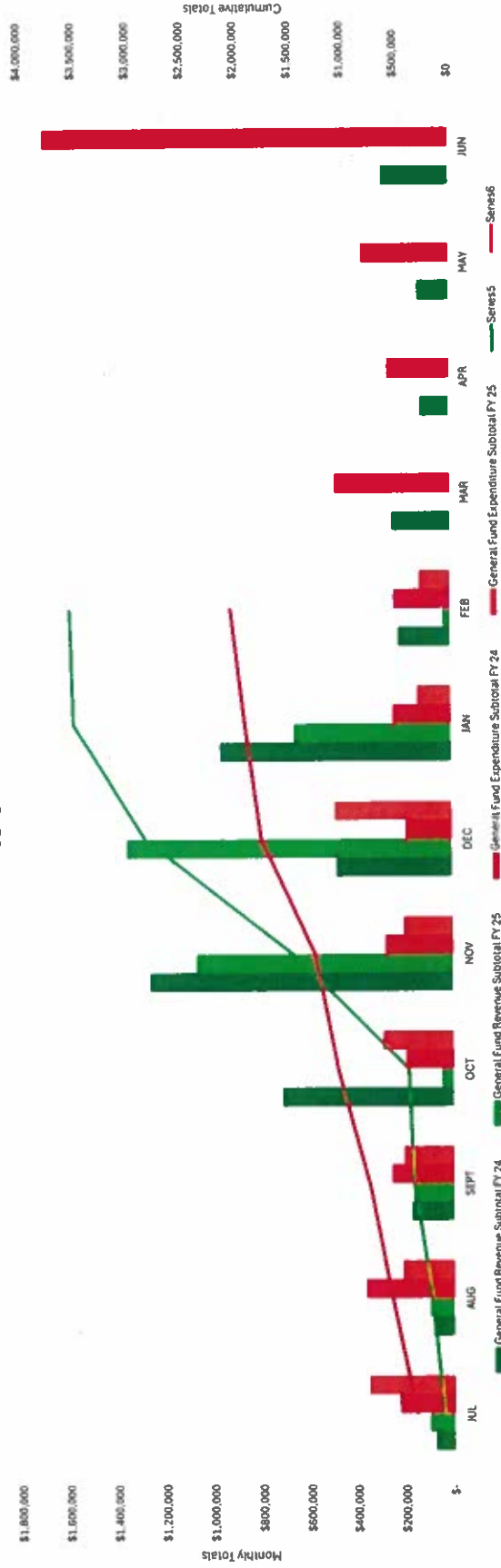
ZONING ISSUED =8

PERMITS SERVICED FOR INSPECTIONS FROM 2/7/25-3/7/25=94

TOTAL INSPECTIONS MADE= 175

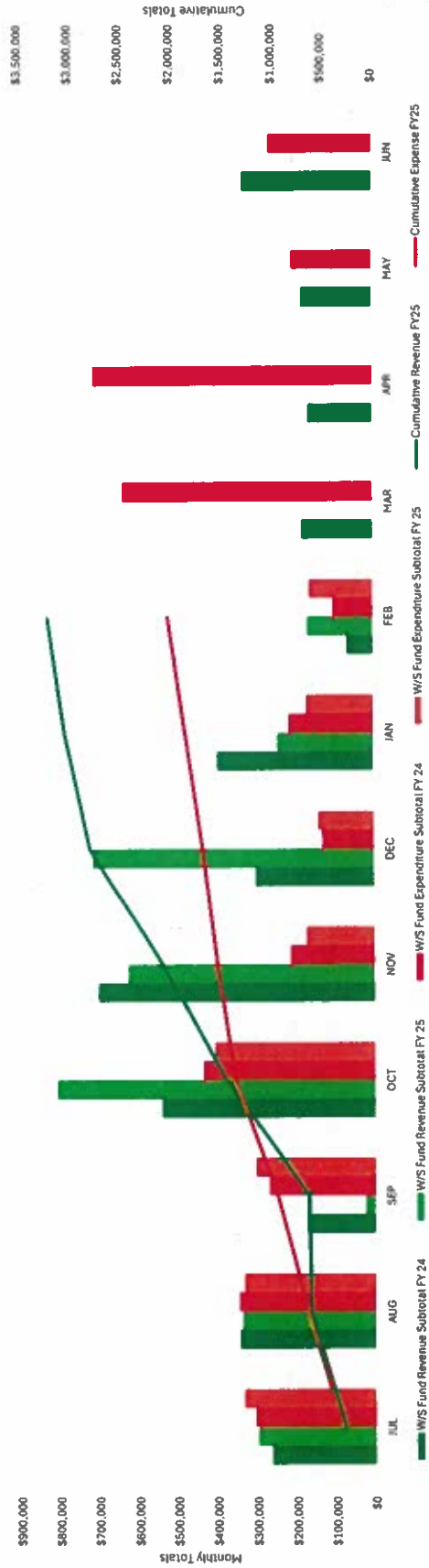
Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 24	77,956	88,324	175,492	714,509	1,266,013	483,242	966,968	216,617	239,026	116,893	129,421	274,855
General Fund Revenue Subtotal FY 25	102,467	100,308	185,835	46,798	1,073,329	1,361,352	655,810	28,674	478,529	256,005	365,809	1,695,778
General Fund Expenditure Subtotal FY 24	230,026	368,958	237,567	198,109	281,027	193,097	239,629	234,518				
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	294,542	205,814	491,317	141,856	128,584				
Cumulative Revenue FY25	102,467	202,774	368,609	415,407	1,488,736	2,850,088	3,505,898	3,534,572				
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,284,661	1,776,179	1,917,835	2,046,419				

GENERAL FUND

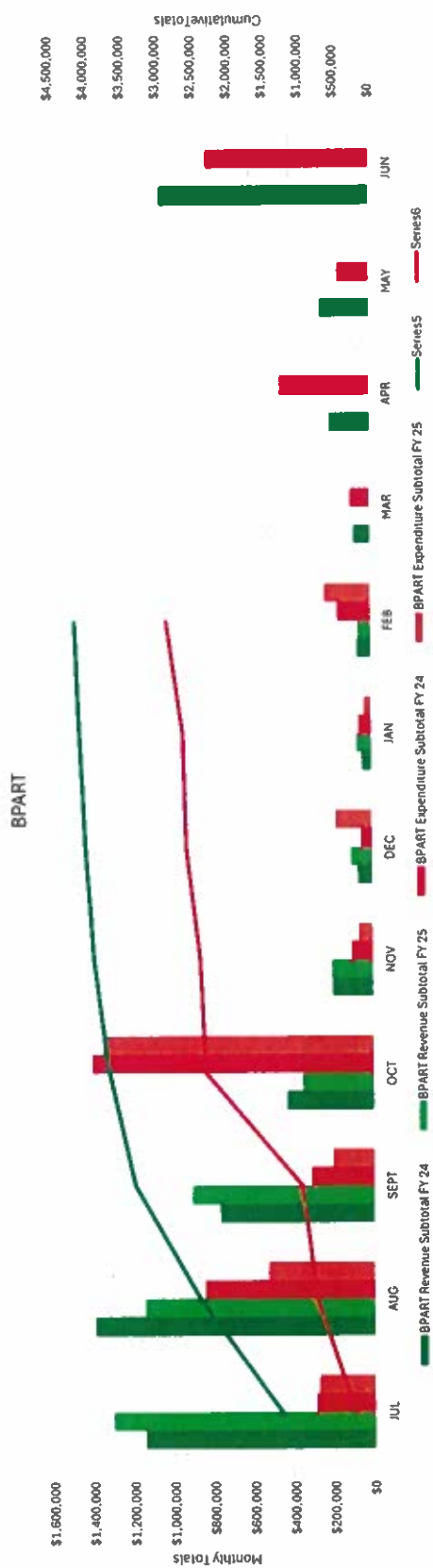


	Month											
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 24	263,005	343,673	172,581	540,514	701,121	300,822	398,643	66,919	181,848	183,329	180,265	327,984
W/S Fund Revenue Subtotal FY 25	287,561	336,326	23,911	807,150	626,767	714,488	243,337	167,297	834,714	707,796	203,995	281,999
W/S Fund Expenditure Subtotal FY 24	305,078	346,860	270,332	435,809	213,907	132,022	215,548	101,581				
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,794	406,181	174,251	141,636	171,251	162,329				
Cumulative Revenue FY25	267,561	633,887	657,798	1,484,948	2,091,714	2,806,212	3,049,549	3,216,848				
Cumulative Expense FY25	334,838	689,011	973,805	1,379,985	1,554,237	1,696,073	1,867,324	2,029,653				

Water/Sewer Fund



Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 24	1,147,495	1,393,487	788,820	433,921	199,314	70,761	73,329	69,378	80,304	197,143	244,230	1,050,018
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	908,955	352,616	203,612	105,663	62,490	62,345	96,466	445,766	158,578	817,511
BPART Expenditure Subtotal FY 24	291,248	849,929	312,834	1,409,087	106,341	52,814	62,490	164,777	96,466	445,766	158,578	817,511
BPART Expenditure Subtotal FY 25	278,816	532,711	207,083	1,352,782	71,478	183,444	35,007	228,562	96,466	445,766	158,578	817,511
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	3,920,667	4,026,330	4,098,659	4,162,004				
Cumulative Expense FY25	278,816	811,327	1,018,390	2,371,152	2,442,630	2,626,074	2,681,081	2,989,643				





Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Tax Collector Penny King

DATE SUBMITTED: 3/6/25

ISSUE/ACTION REQUESTED: Consideration and possible action to approve Order for Advertisement of 2024 Real Property for Failure to Pay Taxes.

BACKGROUND/PURPOSE OF REQUEST: According to GS 105-369, the governing body must order the tax collector to advertise the tax liens on real property.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: Approve advertisement.

INTERIM TOWN MANAGER'S RECOMMENDATION: Approve advertisement



**Order for Advertisement of
2024 Real Property for Failure to Pay Taxes
ADVERTISEMENT OF UNPAID TAX LIENS ON REAL PROPERTY**

As required by G.S. 105-369

It is hereby ordered that Penny King, Tax Collector for the Town of Holden Beach, will cause to have published once in the local newspaper all unpaid 2024 tax liens on real property including assessments prior to the end of the fiscal year.

Date

Alan Holden, Mayor



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 3/6/25

ISSUE/ACTION REQUESTED: Allow a presentation by the fire department.

BACKGROUND/PURPOSE OF REQUEST: The fire department periodically presents to the BOC about the status of the department, call volume, and future needs. A department representative prepared agenda packet material to aid in the discussion.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive the presentation

(M)

**Tri-Beach Volunteer Fire Department
Year-End Review and Request**

Budget History

2022-2023	\$1,965,338	
2023-2024	\$2,117,930	7.8% increase
2024-2025	\$2,251,598	6.3% increase

Current Staffing

Full-time	19 (1 Vacancy)
Part-Time	9
Volunteer	8 (6 Interior FF's)
Jr. Firefighter	2

Training Hours

Total Training Hours

2024	5464
2023	5876
2022	4144

Average Response Times (Across All Call Types)

Zones	2024	2023	2022
Station 1	5:52	5:43	5:35
Holden Beach	6:58	6:54	7:18
Station 3	5:24	5:15	5:14
Varnamtown	5:32	5:44	5:09

Holden Beach	2024	2023	2022
April	13:02	9:41	7:26
August	7:02	6:00	7:37

**Tri-Beach Volunteer Fire Department
Year-End Review and Request**

Call Data

	2024	2023	2022
Total Calls	1320	1291	1791
Overlapping Calls	15%	11.23%	22.07%

Calls by Zone

Station 1	601 (43%)	591 (46%)	689 (38%)
Holden Beach	211 (15%)	218 (17%)	276 (16%)
Station 3	387 (29%)	402 (31%)	697 (39%)
Varnamtown	63 (5%)	28 (2%)	65 (4%)
Mutual Aid	58 (4%)	52 (4%)	64 (4%)

Call History

	2024	2023	2022
Major Incidents			
Building Fires			
Station 1	7	2	5
Holden Beach	4	4	6
Station 3	10	2	2
Varnamtown	6	0	1
Mutual Aid	13	14	10

Water Rescues

Searches

Station 1	0	0	0
Holden Beach	9	7	9
Station 3	0	2	1
Varnamtown	0	0	0
Mutual Aid	3	1	2

**Tri-Beach Volunteer Fire Department
Year-End Review and Request**

- We would like to see the town continue working toward the upgrade/replacement of the fire station on the island.
- We request the town continue looking for ways to keep areas around emergency access and the pier open so that emergency vehicles can safely travel to and from incidents without endangering the public on the beach strand.
- We request that the town consider acquiring (through purchase or agreement) emergency access west of the 800 block. This is vital to our timely response to calls on the beach strand.
- We would like to deliver weekly public education to our visitors during the summer season. This would include fire safety and beach/water safety messages.
- We request that the town partner with us to provide water safety stations along the beach to aid in water rescues. Rip current information would be available via a QR code on the sign, which would display the rip current status through the National Weather Service.



Experimental Beach Forecast Webpage

[Weather.gov](#) > [Marine, Tropical and Tsunami Services Branch](#) > Experimental Beach Forecast Webpage

Marine, Tropical and Tsunami Services Branch
National Program

The map below is color-coded to indicate the forecast rip current risk level. Click on the beach area of your choice for more information, or click a beach umbrella for the detailed beach forecast.

View the [product description document](#) for more information on the rip current graphic. [Comments](#) are currently being accepted.



Risk Level

Description

Low

The risk of rip currents is low, however, life threatening rip currents may still occur especially near groins, jetties, reefs, and piers. Always swim near a lifeguard and remember to heed the advice of the local beach patrol and flag warning systems.

Moderate

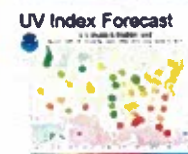
Life threatening rip currents are possible. Always swim near a lifeguard and remember to heed the advice of the local beach patrol and flag warning systems.

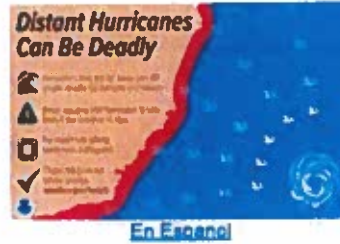
High

Life threatening rip currents are likely. The surf zone is dangerous for all levels of swimmers. Stay out of the water. Remember to heed the advice of the local beach patrol and flag warning systems.

The Danger of Rip Currents

Rip currents are powerful, channeled currents of water flowing away from the shore. They typically extend from the shoreline, through the surf zone, and past the line of breaking waves. Rip currents can occur at any beach with breaking waves. If you become caught in a rip current, yell for help and remain calm. Do not exhaust yourself and stay afloat while waiting for help. If you have to swim out of a rip current, swim parallel to the shore and back toward the beach when possible. Do not attempt to swim directly against a rip current as you will tire quickly. Never assume the ocean is safe, even if the weather is nice. Hurricanes that are far away can still create deadly rip currents and waves. For maximum safety, swim near a lifeguard.





lifeguard

YouTube View [rip current safety videos](#) at the National Weather Service YouTube channel

Additional Resources

UV Index Scale

2 or less	Low	Low danger from the sun's UV rays for the average person. Wear sunglasses on bright days. If you burn easily, cover up and use sunscreen.
3 - 5	Moderate	Moderate risk of harm from unprotected sun exposure. Take precautions, such as covering up, if you will be outside. Stay in shade near midday when the sun is strongest.
6 - 7	High	High risk of harm from unprotected sun exposure. Protection against sunburn is needed. Reduce time in the sun between 10 a.m. and 4 p.m. Cover up, wear a hat and sunglasses, and use sunscreen.
8 - 10	Very High	Very high risk of harm from unprotected sun exposure. Take extra precautions. Unprotected skin will be damaged and can burn quickly. Minimize sun exposure between 10 a.m. and 4 p.m. Otherwise, seek shade, cover up, wear a hat and sunglasses, and use sunscreen.
11+	Extreme	Extreme risk of harm from unprotected sun exposure. Take all precautions. Unprotected skin can burn in minutes. Beachgoers should know that white sand and other bright surfaces reflect UV and will increase UV exposure. Try to avoid sun exposure between 10 a.m. and 4 p.m. Seek shade, cover up, wear a hat and sunglasses, and use sunscreen.

Thunderstorm Potential (definition)

None	No thunderstorms are expected.
Low	Thunderstorms are only expected to be isolated in coverage.
Moderate	Thunderstorms are forecast to be scattered in coverage.
High	Thunderstorms are forecast to be numerous or widespread in coverage.

Waterspout Risk (definition)

None	No risk of waterspout development.
Low	Low risk of waterspout development.
Moderate	Moderate risk of waterspout development.
High	High risk of waterspout development.



SURF ZONE FATALITIES



RIP CURRENT SAFETY



BEACH SAFETY



BOATING SAFETY

support our response to the community, providing the most up-to-date equipment and resources to our year-round and visiting populations. Last year we responded to over 1,200 calls. In peak months, our daily population can exceed 27,000.

I encourage you to navigate the links in the left-hand sidebar for more information about our department and volunteer opportunities. We also invite you to stop by the station or the Summer Concerts to meet our dedicated team of trained and ready professionals and volunteers – "The Beach Boys."

Blue Born
Fire Chief



[Find us Facebook](#)



[Flag Warnings and Weather Conditions](#)

Beach Safety Information



Beach Warning Flag Forecast



Flag conditions are updated on this page daily throughout the months of **April - October**, using forecasts provided by the **National Weather Service (NWS)**.

***NOTE:** Local flag conditions may be different from the NWS forecast due to observed conditions.

- [CLICK HERE to view the NWS Beach Forecast in a separate window](#)
- [CLICK HERE to view the NWS Rip Current Awareness page](#)

Generally speaking, the beach is a safe, beautiful place to enjoy. However, as with any natural wonder, accidents can happen; and the ocean can pose potential risks if not respected or enjoyed properly. *The best way to make sure an experience remains good, is to know what to do if the circumstances turn bad.*

[CLICK HERE to view all Beach Rules](#)

Before setting out on your beach visit, please take a few moments to review the safety information provided below:

BEACH WARNING FLAG MEANINGS & LOCATIONS	1
BEACH WARNING LIGHT SIGNS	2
BEACH HOLES & DUNE SAFETY	3
EMERGENCY VEHICLE ACCESS	4
HURRICANES & SEVERE WEATHER PREPARATION	5
LIFE JACKETS & FLATATION DEVICES	6
OCEAN RISKS & EMERGENCY RESPONSE	7
RIP CURRENT SAFETY	8
SAFETY NEAR THE PIER	9
SWIMMING ADVISORY INFORMATION	10

[Home](#) > [News & Politics](#) > [Government](#)

Surf City expands water safety stations on beach

By Port City Daily Staff June 4, 2024



Water safety stations will be installed at 39 beach accesses along the 6 miles of Surf City coastline this summer.
(Courtesy photo)

SURF CITY – To strengthen measures that keep swimmers safe in the height of tourist season, Surf City is expanding water safety stations.

More on Port City



BEACH ACCESS #39



BEACH SAFETY INFORMATION

← DUNE BEGINS HERE KEEP OFF DUNES →

WARNING FLAGS

-  **Double Red**
Extreme hazard present.
Do not enter water area.
-  **Red**
High surf/rip risk.
Avoid water activity.
-  **Yellow**
Moderate surf conditions.
Use extreme caution.
-  **Purple**
Marine Pests: Jellyfish,
stingrays, dangerous fish
or marine life present.

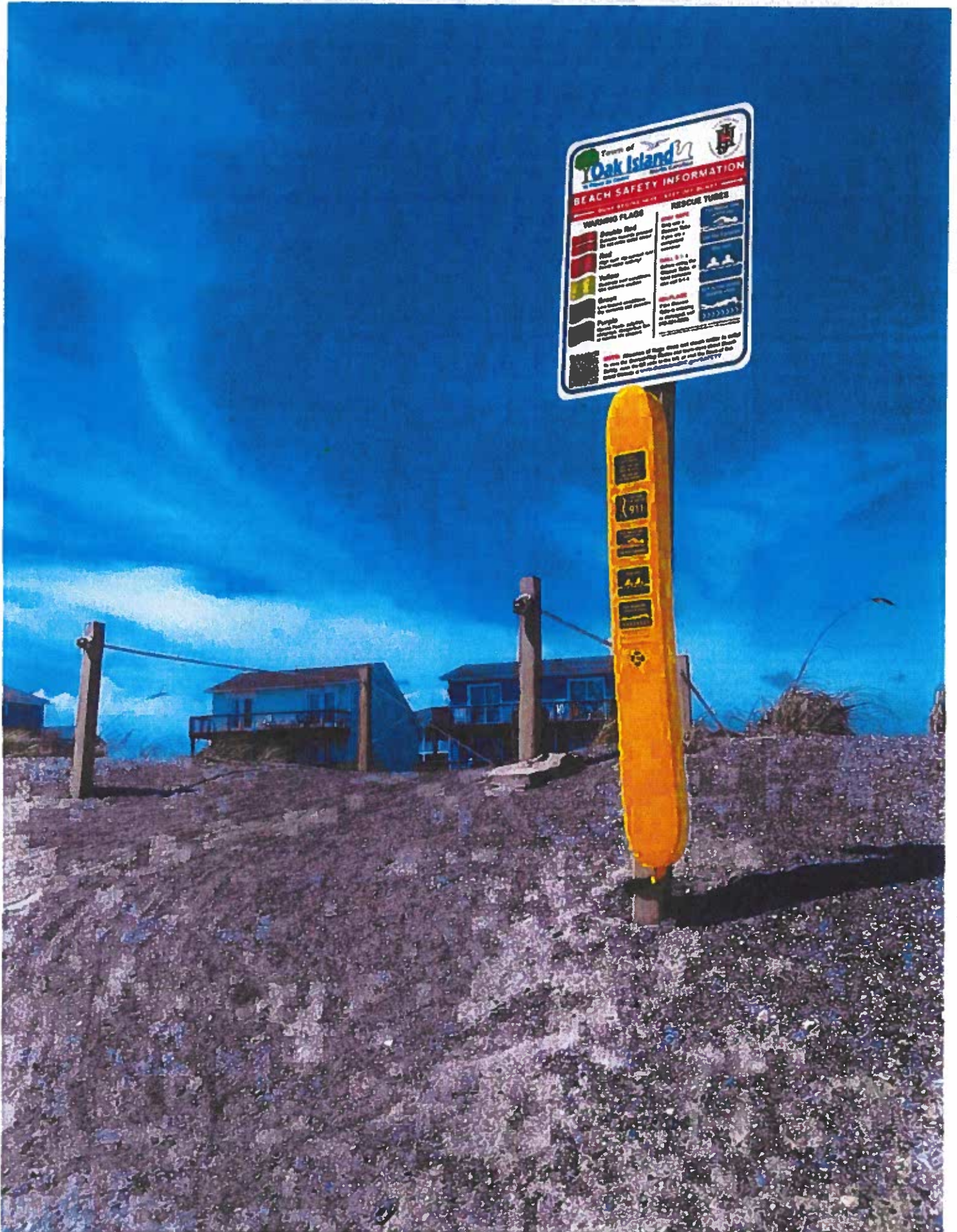
RESCUE FLotation CANS

- Stay Safe**
Only use a Rescue Can
in an Emergency and
if you are a competent
swimmer.
- Call 911**
Before using the Rescue
Can or have someone else
call 911.
- Replace**
If the Rescue Can is
missing or damaged,
Call 910-328-0175.



NOTE: Absence of flags does not mean water is safe!
Swimmers Should ALWAYS Use Caution When Swimming.
To view the Current Flag Status and learn more about Beach Safety,
Scan the QR Code to the left, or visit the Town of Surf City Website.

<https://www.surfcitync.gov/beachsafety>

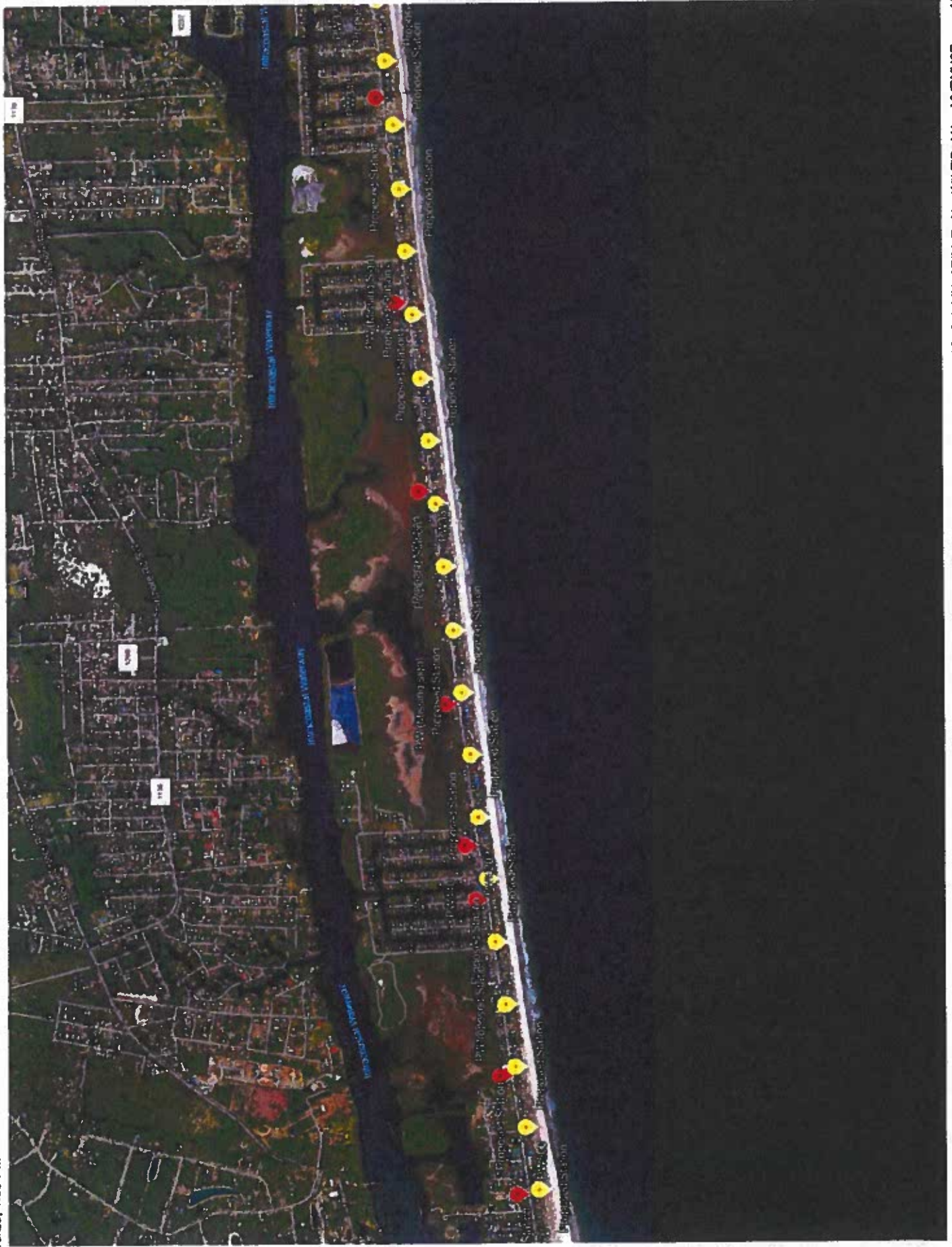


Holden Beach Beach Access Locations - Google Earth



3/5/25, 1:09 PM

Holden Beach Beach Access Locations - Google Earth





Interim Town Manager's Report

04

Greensboro Street Lift Station

First disbursement applied for 12/20/24 NCDEQ (state grant); received 3/3

Turnaround on funding request timeline is of concern

Buy America Build America waivers requested by engineer/contractor to EPA

Final Keybridge Items

Ave E- walkway and restroom complete; power to building remains

Mats ordered for all remaining locations needed

Recycling Program

Deadline to renew is April 1st. After that time, penalty costs will apply for can removal and return.

Employee Updates

Penny King hired for Fiscal Operations Specialist position

Now in the process of interviewing for the receptionist position

Ocean Boulevard Stormwater

Met with Ward and Smith on March 6th to navigate federal approach to funding

Received call from Wilmington District they want to meet regarding same

Met with Dept. of Natural and Cultural Resources regarding possible state assistance

Pier Site

HDR conducted structural inspections at pier -3/3/25

Staff kickoff meeting scheduled for 3/12

Canal Dredging Permit

Heritage Harbor CAMA permit renewed

Rank	Objective	Status	Timeline	Area of Responsibility
#2	ADA Self Assessment	In House Evaluation Planning and Inspections Dept working on outline and timeline	Work in progress based on Feb approval of plan	P&I Department
#6	ADA Bathroom (Block Q)	Contract for consideration March meeting	100 days from NTP	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	New camera system installed; Moved to YouTube broadcast	Currently testing upgrades	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 underway with inspections and staff meetings	7 months from NTP which was 2/14/25	BOC
#26	Investigate vacuum bypass system	Not in 24/25 budget/ PW recommendation/research needed	TBD	PW Dept

DA



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 3/3/25

ISSUE/ACTION REQUESTED: Consideration and possible action to award bids for the demolition of the pier building

BACKGROUND/PURPOSE OF REQUEST: The bids for the demolition of the pier building were received on February 21st. There were four companies that responded. Planning and Inspections Director Evans followed up on some bid specifics. Based on his review and follow up, his recommendation is for Jessie & Myers Construction Company based on price.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: If the board is choosing to move forward with this action item at this time, then award bids to most responsive bidder.



Date: March 3, 2025

To: Mayor Holden and Board of Commissioners

From: Christy Ferguson, Interim Town Manager

Re: Pier Building Demolition

The most responsive bid received after review of bid specifics by Planning and Inspection Director Evans is \$46,500 submitted by Jessie & Myers Construction Company, Inc. Ranking in order after follow- up discussion was as follows:

Jessie & Myers
Pinnacle Southeast Contracting Group
Cohen Construction
RHI

Suggested Motion: If the board is choosing to move forward with this action item at this time, then staff recommends approving the bid for Jessie & Myers and authorizing the interim manager to execute the associated paperwork. The funds will be sourced from Available to Appropriate in BPART

Attachments: 1. Bid Packages



Jessie & Myers Construction Company, Inc.
10 Causeway Dr.
Ocean Isle Beach, NC 28469
910-575-2800
office@jessieandmyers.com

February 20, 2025

TO:

Town of Holden Beach

SUBJECT: Sealed Demolition Bid for Town of Holden Beach Pier

Dear Town of Holden Beach,

We are pleased to submit our sealed bid proposal for the demolition of the Town-owned pier building structure located at 441 Ocean Boulevard West, Holden Beach N.C in response to your invitation to bid. Below are the details of our proposed scope of work, pricing, and project timeline.

1. Scope of Work

Our company, **Jessie and Myers Construction Company**, proposes to provide demolition services that include but are not limited to:

- Obtaining necessary permits and approvals
- Site preparation and securing work area
- Structural demolition of pier building
- Removal and disposal of debris per regulatory guidelines
- Environmental remediation (if applicable)
- Site grading and preparation for future development
- Meeting the requirements as established under the North Carolina Law and Administrative Code and the North Carolina Building Code

2. Project Timeline

- **Project Start Date:** Commencement within 2 weeks upon receiving a notice to proceed.
- **Estimated Completion Date:** within 2 weeks of commencement date.

3. Bid Pricing

We propose a total project cost of **\$46,500**.

5. Insurance and Licensing

- Jessie and Myers Construction Company is fully licensed, bonded, and insured.
- Copies of insurance certificates and licenses are provided with this bid.

6. Contact Information

For any questions or clarifications regarding this bid, please contact:

Bo Tate

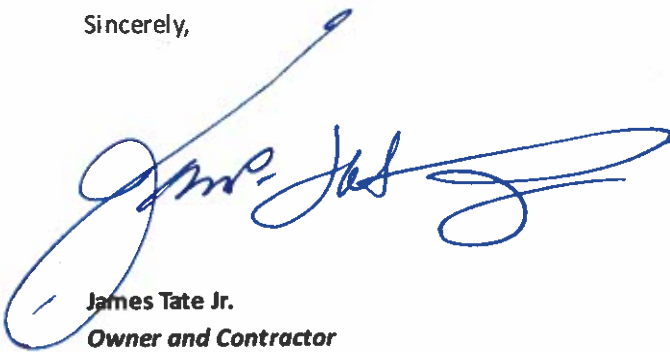
910-575-2800

office@jessieandmyers.com

7. Sealed Bid Submission

This bid is submitted as a **sealed proposal** and should only be opened in accordance with the bid process outlined in the invitation to bid. We appreciate the opportunity to bid on this project and look forward to your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Tate Jr.", with a large, stylized flourish extending from the end of the signature.

James Tate Jr.

Owner and Contractor

Jessie and Myers Construction Company, Inc.

Enclosures: proof of insurance, a copy of the general contractor's license, and estimated timeline for completion.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/8/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Coastal Insurance & Realty Inc P.O Box 2268 Shallotte NC 28459	CONTACT NAME: Debbie Duncan PHONE (A/C, No, Ext): 910-754-4326 E-MAIL ADDRESS: debbie@coastalinsurance.net INSURER(S) AFFORDING COVERAGE INSURER A: BUILDERS MUTUAL INSURANCE CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): 910-754-7622 NAIC #
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INSURED
JESSIE & MYERS CONSTRUCTION CO INC
PO BOX 5024
OCEAN ISLE BEACH NC 28469

COVERAGES**CERTIFICATE NUMBER:** 1375800898**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A A A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		CPP006726207 CPP006726208 CPP006726209	5/9/2022 5/9/2023 5/9/2024	5/9/2023 5/9/2024 5/9/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A A A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CAP003417807 CAP003417808 CAP003417809	5/9/2022 5/9/2023 5/9/2024	5/9/2023 5/9/2024 5/9/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A A A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		MUB000183608 MUB000183609 MUB000183610	5/9/2022 5/9/2023 5/9/2024	5/9/2023 5/9/2024 5/9/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
A A A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	WCP103958407 WCP103958408 WCP103958409	5/9/2022 5/9/2023 5/9/2024	5/9/2023 5/9/2024 5/9/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

JESSIE & MYERS CONST CO INC
PO BOX 5024
OCEAN ISLE BEACH NC 28469
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Expiration Date

2025

License No.

41444

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Jessie & Myers Construction Co.

Ocean Isle Beach, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Building

until

December 31, 2025

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/01/2025

This certificate may not be altered.



[Signature]

Chairman

[Signature]

Secretary-Treasurer

RHI LLC

BID PIER DEMO

BID To include demo of pier building , fencing around work area,Asbestos and led base paint testing and permit. Pump grease trap

36,000

Pricing figured on 4" concrete slab

Any test results that require additional precautions or handling will be an additional cost to the Town of Holden Beach

Pricing will be applied accordingly

RHI LLC

Arthur Robbins

910-540-0951

Verify License/Qualifier Search

Contact

Name	Robbins Home Improvement, LLC
Address	3350 Stone Chimney Rd. SW Supply, NC 28462
Phone	9108429359

License

License #	L.68910
Account Type	License
First Issued Date	02/04/2010
Expiration Date	12/31/2025
Status	Active
License Limitation	Unlimited

Active Classifications

Building

Qualifiers

Name	Qualifier #	Status
James Arthur Robbins, II	Q.22404	Active

© 2025 - ARL Systems, LLC

[Close Details](#)

CERTIFICATE OF LIABILITY INSURANCE

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INSURED ROBBINS HOME IMPROVEMENT LLC
NAME AND 3350 STONE CHIMNEY RD SW
ADDRESS SUPPLY NC 28462

CERTIFICATE TOWN OF HOLDEN BEACH
HOLDER 110 ROTHCHILD ST
HOLDEN BEACH NC 28462

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

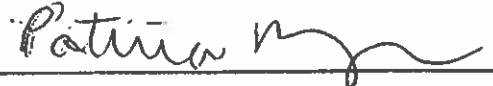
X	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY - OCCURRENCE GEN'L AGGREGATE APPLIES PER POLICY			GL 0453971	10/23/2024	10/23/2025	GENERAL AGGREGATE	\$500,000
							PRODUCTS - COM/POPS AGGREGATE	\$500,000
							PERSONAL & ADV INJURY	\$500,000
							EACH OCCURRENCE	\$500,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$100,000
							MED EXP (Any one person)	\$5,000
<input type="checkbox"/>	BUSINESSOWNERS						EACH OCCURRENCE	\$
							AGGREGATE	\$
<input type="checkbox"/>	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Each accident)	\$
<input type="checkbox"/>	SCHEDULED AUTOS						BODILY INJURY (Per person)	\$
<input type="checkbox"/>	HIRED AUTOS						BODILY INJURY (Per accident)	\$
<input type="checkbox"/>	NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
<input type="checkbox"/>	GARAGE LIABILITY							
<input type="checkbox"/>	(Other)							
<input type="checkbox"/>	EXCESS LIABILITY - OCCURRENCE						EACH OCCURRENCE	\$
							AGGREGATE	\$
<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY POLICY APPLIES TO THE WORKERS COMPENSATION LAW IN THE STATE OF NC	N/A		WC 0232426	9/7/2024	9/7/2025	WC STATUTORY LIMITS	
							E.L. EACH ACCIDENT	\$100,000
							E.L. DISEASE - EA EMPLOYEE	\$100,000
							E.L. DISEASE - POLICY LIMIT	\$500,000
<input type="checkbox"/>	OTHER:							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES:**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DATE 2/17/2025





**Pinnacle Southeast
Contracting Group**
Powered by RedTeam

FIXED PRICE

02/20/2025

Tim Evans
Town of Holden Beach
110 Rothschild St
Holden Beach, North Carolina 28462

Re: 1130001 for Hoden Beach Pierhouse demo

Facility Name: Town of Holden Beach

Town of Holden Beach, 110 Rothschild St, Holden Beach, North Carolina 28462

This Proposal is for the Project referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to furnish the following:

Pricing for demolition of Fishing Pier to include waste removal and removal of grease trap in center of property.

This proposal includes testing and remediation for any asbestos and lead containing materials. We have a \$3000 allowance for testing, abatement, and disposal. If abatement exceeds the allowance, then Pinnacle reserves the right to negotiate the additional cost associated with abatement. The only areas of concern are the VCT tile, restroom flooring, and FRP in the kitchen space. We will test all the painted surfaces for lead as required by NC. We do not anticipate the abatement to be beyond simple abatement. Testing will confirm. Project demo begins after testing is complete

Price: **\$ 54,000.00** *Fifty Four Thousand Dollars and Zero Cents*

Time: The duration of the Work to achieve Substantial Completion will be **20 calendar days**.

Terms: Upon Receipt, % Retainage
Proposed Start Date 03/03/2025

Expiration: This Proposal shall remain open for 30 calendar day(s).

Attachment(s): Additional Attachments

Please contact me at (910) 231-7425 or via e-mail rhewett@pinnaclesoutheast.com if you have any questions or require additional information.

Regards,

Pinnacle Southeast Contracting Group
Ricky Hewett
CEO

ACCEPTANCE OF PROPOSAL



Project: 1130001 - Hoden Beach Pierhouse demo

Date: 02/20/2025

Document: 1130001

Name

- 1 GC License 2025
<https://redteam.link/oqvcy5>
- 2 Town-of-Holden-Beac_Pinnacle-Southe_24-25_2-20-2025_1006438760
<https://redteam.link/31dqgv>

Pinnacle Southeast Contracting Group: _____

Customer: _____

Expiration Date

2025

License No.

102609

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Pinnacle Southeast Contracting Group, Corporation

Supply, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Building

until

December 31, 2025

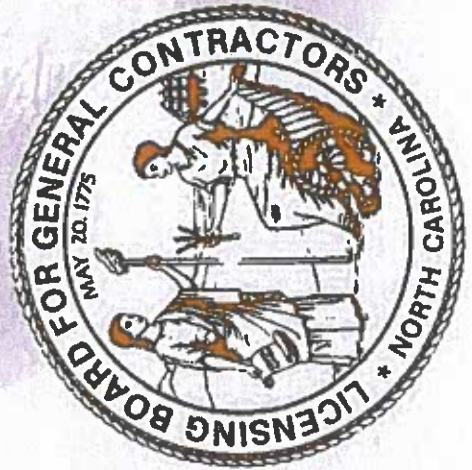
when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/03/2025

This certificate may not be altered.



[Signature]

Chairman

[Signature]

Secretary-Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER High & Rubish Insurance PO Box 3040 Chapel Hill NC 27515-3040	CONTACT NAME: Laura Pope	PHONE (A/C, No, Ext): 919-913-1144	FAX (A/C, No): 919-913-1155
	E-MAIL ADDRESS: Laura@highandrubish.com		
INSURED Pinnacle Southeast Contracting Group 1481 Stanbury Rd SW Supply NC 28462-6037	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Builders Mutual Insurance Co		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

License#: 1000008811
PINNSOU-01**COVERAGES** **CERTIFICATE NUMBER: 1006438760** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPP0105786	3/7/2024	3/7/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WCP1097092	3/7/2024	3/7/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Town of Holden Beach
110 Rothschild St
Holden Beach NC 28462
United States

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Cohen Construction Inc

121 N Main St

Norwood, NC 28128-0545 USA

ap@cohenconstructionco.com

<http://cohenconstructionco.com/>**Estimate****ADDRESS**

Town of Holden Beach, NC

110 Rothschild Street

Holden Beach, NC 28462

ESTIMATE**1002****DATE****02-17-2025**

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Demo	Demolition for Holden Beach Pier Store	1	42,875.00	42,875.00

Total price to Demo building as described in the attached RFP with addendum dated 02.17.25. **Forty two thousand, eight hundred seventy five dollars.**

Price includes abestos inspection to be done and completed by 02/28/2025 by Pilot Environmental, Inc. Price also includes the removal of the floor tiles that are assumed to be "asbestos containing". Price does NOT include any more materials that could be deemed "asbestos containing" by Pilot Environmental, Inc. In the event this does occur, there will be a negotiated change order at cost plus 15%.

Work will begin 03/03/2025 and will be completed by Friday 03/08/2025

Thank you for your business! Cohen Construction can take ACH payments from the bank, or you can mail a payment to my office at P O Box 545 Norwood NC 28128

SUBTOTAL	42,875.00
TAX	0.00
TOTAL	\$42,875.00

Accepted By

Accepted Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bearing Insurance Group, LLC P. O. Box 9953 Glen Allen VA 23058	CONTACT NAME: Julie Lingerfelt	PHONE (A/C, No, Ext): 7045504624	FAX (A/C, No): 800-899-0146
	E-MAIL ADDRESS: jlingerfelt@bankersinsurance.net		
INSURED Cohen Construction Inc Atten: Robbie Cohen PO Box 545 Norwood NC 28128	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Cincinnati Insurance Company		10677
	INSURER B : Cincinnati Indemnity Company		23280
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

License#: 6387078

COHECON-01

COVERAGES **CERTIFICATE NUMBER:** 1439698239 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ENP 0182252	2/17/2025	2/17/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		ENP 0182252	2/17/2025	2/17/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		ENP 0182252	2/17/2025	2/17/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	EWC 0658934	7/5/2024	7/5/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Contractors Equipment		ENP 0182252	2/17/2025	2/17/2026	533,845 Leased/rented equip \$250 deductible \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDERTown of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Julie Lingerfelt

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Expiration Date

2025

License No.

49644

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Cohen Contractors, LLC

Norwood, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Residential

until

December 31, 2025

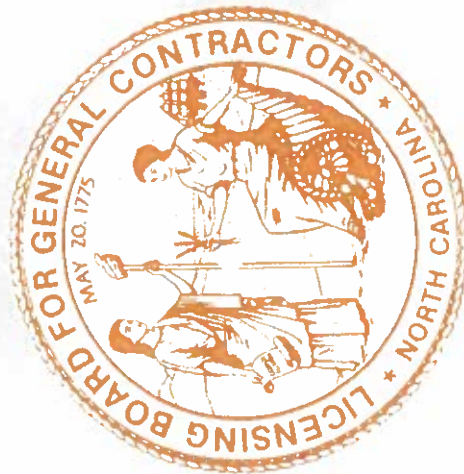
when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/21/2025

This certificate may not be altered.



[Signature]

Chairman

[Signature]

Secretary-Treasurer

From: **Tim Evans** tevans@hbtownhall.com
Subject: **RFP for pier demolition with addendum**
Date: **Feb 6, 2025 at 2:08:04 PM**
To: **robbie@cohenconstructionco.com**

robbie@cohenconstructionco.com

Town Of Holden Beach

Request For Proposals
Holden Beach Pier Building Demolition

The Town of Holden Beach NC is seeking proposals for demolition of the Town-owned pier building structure located at 441 Ocean Boulevard West, Holden Beach N.C., which was built in 1960. Work includes all tasks associated with removal and disposal of the structure in accordance with applicable local, state and federal requirements. Additionally, demolition must meet the requirements as established under the North Carolina Law and Administrative Code and the North Carolina Building Code.

Work DOES NOT INCLUDE the structurally adjacent pier.

A mandatory pre-bid conference will be conducted on site at the pier building on Thursday, February 13, 2025 at 10 a.m.

Sealed Bids are due to the Town Clerk, Heather Finnell, by noon on February 21, 2025. Included with the bid should be proof of insurance, a copy of the general contractor's



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 3/3/25

ISSUE/ACTION REQUESTED: Consideration and possible action to award contract for the construction of the restroom facility and associated parking/sidewalks at Block Q.

BACKGROUND/PURPOSE OF REQUEST: The bids for the project were due back on January 14th. A second bid opening was held January 28th due to an insufficient number on January 14th. This project will include modular stormwater, sitework prep, and construction for the bathrooms and associated parking/sidewalks. Recommendation for award of contract.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Award contract to responsive bidder. Direct interim town manager to sign contract and complete all associated paperwork.



Date: March 3, 2025

To: Mayor Holden and Board of Commissioners

From: Christy Ferguson, Interim Town Manager

Re: Block Q Access Development (Bathrooms/Associated Parking)

The most responsive bid after two rounds of advertising for the Block Q restroom and parking facility is \$543,200. It falls within the budget for the project. The bid proposal outlines one hundred calendar days to completion.

Suggested Motion: Approve the contract for Kowen Construction and authorize the interim manager to execute the associated paperwork.

Attachments: 1. Contract



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 3/6/25

ISSUE/ACTION REQUESTED: Consideration and possible action to accept PRAB recommendation on pickleball courts

BACKGROUND/PURPOSE OF REQUEST: The PRAB worked since the October BOC tasker to evaluate locations for pickleball courts on the island. Field trips were completed as part of the process to benchmark other communities. Town owned sites were also visited for evaluation and elimination.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

ADVISORY BOARD RECOMMENDATION: Attached memo from PRAB explains consensus recommendation of committee members.

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive the recommendation and consider the tasker complete. (CP)

At the October 2024 meeting of the Board of Commissioners, the Board tasked the Parks and Recreation Advisory Board (PRAB) with evaluating Town-owned properties to determine a location to add pickleball courts to the island.

The PRAB established requirements for pickleball courts:

1. Proximity to bathrooms
2. Available parking & sidewalks
3. Site preparation
4. Proximity to residencies – noise
5. Layout on property
6. Lighting
7. Fencing

To benchmark other communities, the PRAB visited pickleball courts at Ocean Isle Town Park, Ocean Isle Beach Park, and Lockwood Folly. The PRAB also visited four potential sites for pickleball courts on Holden Beach; Sand Dollar site (adjacent to Bridgeview Park), Jordan Blvd site, Block Q and the 800 Block. The 800 Block was eliminated because of costs. Lack of bathrooms, lack of parking, and extensive site preparation made the site unsuitable. Sand Dollar was eliminated because of the close proximity of residencies and only one court could be built on the site. Jordan Blvd site was eliminated because only one court could be built on the site and court layout is not desirable.

By consensus, the recommendation is for the construction of up to four pickleball courts on Block Q, with two of those being permanent pickleball courts and one being a multipurpose tennis/pickleball combo. Costs depend on site prep, lighting, fencing, etc. but comparison court construction in the last two years is approximately \$150k to construct above recommendation.

We propose that specifics such as court placement on the site coincide with the overall master planning process that the PRAB recommended for the entire Jordan Boulevard/Block Q area and suggest any further details be worked out as part of that plan.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Interim Town Manager Ferguson

DATE SUBMITTED: 3/6/25

ISSUE/ACTION REQUESTED: Consideration and possible action to approve a budget amendment moving funds from fund balance to professional services.

BACKGROUND/PURPOSE OF REQUEST: A fund balance appropriation will allow coverage for additional anticipated legal fees through the end of the current fiscal year.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION: Approve amendment.

INTERIM TOWN MANAGER'S RECOMMENDATION: Approve amendment.

(12)

TOWN OF HOLDEN BEACH

ORDINANCE NO. 25-02

AN ORDINANCE AMENDING ORDINANCE 24-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2024-2025 (AMENDMENT NO. 7)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 24-11 appropriating funds for fiscal year 2024-2025 be amended as follows:

REVENUES

DESCRIPTION

ACCOUNT #

AMOUNT

ACTION

APPROPRIATED FUND BALANCE

10.0399.0200

50,000

INCREASE

TOTAL

50,000

EXPENDITURES

DESCRIPTION

ACCOUNT #

AMOUNT

ACTION

PROFESSIONAL SERVICES

10.0410.0400

50,000

INCREASE

TOTAL

50,000

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

This amendment is effective the 18th day of March 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Fennell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 3/18/25

FROM: Finance Director McRainey

DATE SUBMITTED: 3/6/25

ISSUE/ACTION REQUESTED: Consideration and possible action to approve audit contract with Martin Starnes & Associates.

BACKGROUND/PURPOSE OF REQUEST: This contract is for an independent auditor to perform the audit for fiscal year 2025.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

ADVISORY BOARD RECOMMENDATION: Audit committee met and recommended approval of contract at previous meeting before new members were elected and will meet before the board meeting to discuss with new members.

FINANCE RECOMMENDATION: Approve contract.

INTERIM TOWN MANAGER'S RECOMMENDATION: Approve contract

CP



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: March 18, 2025

FROM: Planning & Inspections

DATE SUBMITTED: March 12, 2025

ISSUE/ACTION REQUESTED:

Adoption to Chapter 154 of the Town of Holden Beach Ordinance book

BACKGROUND/PURPOSE OF REQUEST:

Adoption to Chapter 154 of the Town of Holden Beach Ordinance book as recommended by NC Department of Safety and FEMA

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
----------------------------	------------------------------	-----------------------------

ADVISORY BOARD RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

Approve ordinance upon recommendation of the Planning & Inspections Department.

FINANCE RECOMMENDATION:

ATTACHMENT: Ordinance 25-03, Consistency Statements



TOWN OF HOLDEN BEACH PLANNING & ZONING BOARD STATEMENT OF CONSISTENCY AND ZONING RECOMMENDATION

The Town of Holden Beach Planning & Zoning Board has reviewed and hereby recommends approval of amendments to Section 154 of the Towns Land Use Section.

After review, the Planning & Zoning Board has found that the recommended amendments are consistent with the adopted CAMA Land Use Plan and are considered reasonable and in the public interest for the following reasons.

Use of Property: The amendment as recommended by the North Carolina Department of Public Safety and FEMA to adopt a section regarding flood zone AO.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C), 3.1(D), and 3.1(J). The changes will support not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goal and Objective 3.1 of the CAMA Land Use Plan.

Upon approval by the Board of Commissioners the Comprehensive Plan will be deemed amended and shall not require any additional request or application for amendment.

The statement and Motion were adopted by a 5/5 vote this 25 day of February 2025.

A handwritten signature in black ink, appearing to read 'Aldo', written over a horizontal line.

Aldo Rovito, Vice Chair



TOWN OF HOLDEN BEACH BOARD OF COMMISSIONERS' STATEMENT OF CONSISTENCY AND ZONING RECOMMENDATION

The Town of Holden Beach Board of Commissioners has reviewed and hereby recommends approval of amendments to Section 154 of the Town's Code of Ordinances

After review, the Board of Commissioners has found that the recommended amendments are consistent with the adopted CAMA Land Use Plan and are considered reasonable and in the public interest for the following reasons.

Use of Property: The amendment as recommended by the North Carolina Department of Public Safety and FEMA to adopt a section regarding flood zone AO.

Economic Impacts: The CAMA Land Use Plan Goals and Objectives 3.1; Policies 3.1(A), 3.1(B), 3.1(C), 3.1(D), and 3.1(J). The changes will support, not alter the current Goals, Objectives, and Policies.

Environmental Impacts: Amendments align with current Goal and Objective 3.1 of the CAMA Land Use Plan.

Upon approval by the Board of Commissioners the Comprehensive Plan will be deemed amended and shall not require any additional request or application for amendment.

The statement and Motion were adopted by a ____ vote this ____ day of March 2025.

J. Alan Holden, Mayor

ORDINANCE 25-03
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
CHAPTER 154: FLOOD DAMAGE PREVENTION

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Chapter 154: Flood Damage Prevention be amended as follows.

SECTION ONE: Add Section 154.24 Standards for Areas of Shallow Flooding (Zone AO)

154.24 STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO)

Located within the Special Flood Hazard Areas established in Section 154.05, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Sections 154.20 and 154.21, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of 2 feet above the highest adjacent grade, or at least 2 feet above the highest adjacent grade if no depth number is specified.
- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Section 154.24(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Section 154.36(C) and Section 154.21(B).
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

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

This the 18th day of March, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk