



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

**Tuesday, August 19, 2025
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' PUBLIC HEARING/REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, AUGUST 19, 2025 - 5:00 P.M.**

PUBLIC HEARING: Public Hearing on the Bond Order Authorizing the Issuance of \$7,300,000 General Obligation Public Improvement Bonds of the Town of Holden Beach, North Carolina for the Demolition and Removal of the Existing Pier and Construction of a New Pier, Including Any Improvements Related Thereto (Pages 12 – 19)

REGULAR MEETING:

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 July 15, 2025 (Page 1)
 - b. Minutes of the Regular Meeting of July 15, 2025 (Pages 2 – 11)
7. Public Comments on Agenda Items
8. Consideration and Possible Action on Required Items Related to the Proposed GO Bond Referendum – Interim Town Manager Ferguson (Pages 12 – 19)
 - a. Required Public Hearings and Adopt the Bond Order
 - b. Resolution 25-07, Resolution Setting a Special Bond Referendum and Directing the Publication of Notice of a Special Bond Referendum and Notification of the Board of Elections
9. Discussion and Possible Action Directing Architect Regarding Concert Venue – Interim Town Manager Ferguson, Randy Baker, Pinnacle Architecture (Page 20)

10. Discussion on HDR's Summary Report for 30% Scope for the Pier – Interim Town Manager Ferguson, Will Fuller and Bill Kincannon, HDR (Page 21, Separate Packet)
11. Police Report – Chief Dixon (Pages 22 – 29)
12. Inspections Department Report – Inspections Director Evans (Pages 30 – 32)
13. Finance Department Report – Finance Director McRaney (Pages 33 – 35)
14. Interim Town Manager's Report – Interim Town Manager Ferguson (Pages 36 – 37)
15. New Fire Station Research Presentation and Possible Direction from the Board – Inspections Director Evans (Interim Town Manager Ferguson) (Pages 38 – 64)
16. Discussion and Possible Action to Task the Audit Committee with Advising the Board Regarding Potential Improvements to the Collection of Occupancy Tax Revenues – Mayor Pro Tem Myers and Commissioner Thomas (Pages 65 – 67)
17. Discussion and Possible Action to Task the Audit Committee with Advising the Board Regarding Potential Improvements to the Management of the BPART Fund Balance – Mayor Pro Tem Myers and Commissioner Thomas (Pages 66 – 68)
18. Discussion and Possible Approval of Ordinance 25-13, An Ordinance Amending Ordinance 25-11, The Revenues and Appropriations Ordinance for Fiscal Year 2025 – 2026 (Amendment No. 2, AIWW Crossing Underruns) – Interim Town Manager Ferguson (Pages 69 – 70)
19. Public Comments on General Items
20. Mayor's Comments
21. Board of Commissioners' Comments
22. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(6), To Consider the Qualifications of Prospective Employees and North Carolina General Statute 143-318.11(a)(3), Consult with the Attorney – Attorney Moore (Page 71)
23. Discussion and Possible Approval of Employment Agreement for Town Manager – Attorney Moore
24. Adjournment

* Visit <https://www.youtube.com/@townofholdenbeach/streams> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on August 19, 2025.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, JULY 15, 2025 – 4:45 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, July 15, 2025 at 4:45 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; and Town Clerk Heather Finnell.

Mayor Holden called the meeting to order.

INTERVIEWS FOR TOWN BOARDS

The Board interviewed Suzannah Tucker, Ronald Bristol II and Christina Bristol and Christina Page for the vacancies on the Parks & Recreation Advisory Board.

ADJOURNMENT

Motion to adjourn at 4:49 p.m. by Commissioner Thomas; second by Mayor Pro Tem Myers; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, JULY 15, 2025 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, July 15, 2025 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Interim Town Manager Christy Ferguson; Town Clerk Heather Finnell; Police Chief Jeremy Dixon; Inspections Director Tim Evans; Finance Director Daniel McRainey; and Town Attorney Sydnee Moore.

Mayor Holden called the meeting to order.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Paarfus to remove the closed session. He said there seems to be no purpose for it at this point. It would be item 22. Commissioner Thomas seconded the motion.

Town Clerk Finnell said there is no new information since the Board met yesterday.

The Board unanimously approved the amended agenda.

CONFLICT-OF INTERESTS CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Paarfus to approve all three as written (Special Meeting of June 3, 2025, Special Meeting of June 16, 2025 and Public Hearing/Regular Meeting of June 17, 2025); second by Commissioner Thomas; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Maria Surprise spoke on behalf of the Holden Beach Property Owners Association and urged the Board to hold a public information session before the proposed public hearing for the GO bond.

Jim Bauer thinks anything at Block Q should be temporary/mobile. He would like the Town to get a quote for straight demolition of the pier.

CONSIDERATION AND POSSIBLE ACTION ON REQUIRED ITEMS RELATED TO THE PROPOSED GO BOND REFERENDUM

Interim Town Manager Ferguson introduced Scott Leo, Parker Poe and Andrew Carter, DEC Associates. She reminded the public that the pier is uninsurable for wind and water driven events. She explained tonight the Board has two items before them: Introduction of the bond order and a resolution calling for a public hearing. August 19th is the date for the public hearing. The Board discussed having an additional public hearing on August 16th.

Motion to approve the Introduction of the Bond Order and to approve Resolution 25-06 (Resolution Calling for Public Hearing); second by Commissioner Thomas.

Commissioner Thomas asked that the resolution be included when an email blast regarding the public hearing is sent to the public.

The motion passed by unanimous vote.

Motion by Commissioner Paarfus to have another public hearing on August 16th; second by Commissioner Thomas. After discussion, Commissioners Paarfus and Thomas agreed to amend the motion to add the meeting time of 11:00 a.m. The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE ACTION TO REALIGN THE BLOCK Q BATHROOM CONTRACT TO THE CURRENT FISCAL YEAR

Interim Town Manager Ferguson explained this is a housekeeping exercise. We need to do a budget amendment; the contractor didn't complete as much work as they thought they would last fiscal year. The amount not spent fell back to fund balance and \$90,580 needs to be reappropriated to this fiscal year. This is what needs to be done to fulfill contract obligations. This morning, she was given additional information regarding the timeline that she will discuss during her report.

Motion by Commissioner Thomas to approve Ordinance 25-12 (An Ordinance Amending Ordinance 25-11, The Revenues and Appropriations Ordinance for Fiscal Year 2025 – 2026 (Amendment No. 1); second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON BLOCK Q SITE PLAN FOR CONCERT VENUE PLACEMENT

Interim Town Manager Ferguson introduced Randy Baker, Pinnacle Architecture. In the packets, there is a minimal drawing of a site plan. The purpose of this exercise was simply to take away everything else that was on the site plan that was presented earlier in the year and locate where the concert venue should go based on the study the architect had done and what the Parks & Recreation Advisory Board (PRAB) had brought to the Board. If the Board moves forward, Mr. Baker will come back with more advanced renderings. Mr. Baker said the task they were presented with was the location of the bandstand. The bandstand is approximately 40' x 60' and the dance area is 1,400 square feet. He explained why the proposed position is the best one for the site.

Mayor Pro Tem Myers said he thought Carolina Avenue was going to remain open for boat parking. Mr. Baker said he was not given that information. Commissioner Dyer said the road is already closed. Mayor Pro Tem Myers stated he thought it would be more of a bandstand similar to Ocean Isle's, instead of a big pavilion. Mr. Baker explained that is the Board's choice. Once the location is approved by the Board, the design would be created. He said the dance floor on the drawing is showing a "U" shape. It will not be designed like that. Mayor Pro Tem Myers asked if they would show how much audience seating is needed for peak time. Mr. Baker answered they can show that in the next rendering. Mr. Baker explained they are just looking for approval of location. They would need a scope of work to move forward. In their opinion, this is the best location. Commissioner Thomas asked about the minimum size required for concerts. Interim Town Manager Ferguson answered that each contract varies. The old pavilion was 36' x 36'. When they went through this exercise with the PRAB, yoga was asking that they not be forgotten with this space. She thinks the Board needs to look at something at least the same size as the old pavilion. Commissioner Thomas asked when the Board could give feedback. Interim Town Manager Ferguson suggested an agenda item in August to give direction. Commissioner Paarfus asked if the location is fixed. He said he is a proponent of figuring out all the pieces before hard structures are placed. He said the Board hasn't established the requirements that the architect needs to do a design.

Motion by Commissioner Dyer to move toward a more detailed drawing.

Commissioner Paarfus asked if he could make a motion to approve the approximate location. He explained it may need to move around a bit. Commissioner Dyer said she thinks when they did the request to do a site plan, the Board voted to move forward with the concert venue at this point. They do have the idea that other things will come along, but they said they would move forward with the concert venue. She said with the proposed location, there is still plenty of room around the area for other things. Commissioner Dyer added one of the major things we need for the community is to get the concert venue done. She explained she doesn't think seating will be a problem.

Commissioner Dyer amended her motion to approve the site plan and to move forward with a more detailed drawing; second by Commissioner Smith.

Mayor Pro Tem Myers said he doesn't know if the Board wants to approve the site plan, versus the location.

Commissioner Dyer amended the motion to approve the location of the stage and to move forward with a more detailed drawing. Commissioner Smith agreed with the amended motion.

Interim Town Manager Ferguson clarified that Mr. Baker will still need more direction before moving forward.

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

DISCUSSION OF HDR'S PRELIMINARY DESIGN, MAINTENANCE AND REPAIR PLAN FOR THE PIER

Interim Town Manager Ferguson introduced Will Fuller and Bill Kincannon from HDR. The Board received their draft preliminary design and maintenance and repair plan which they are calling life cycle analysis. Mr. Fuller said the pier ended up being 996' long. It will have an ADA ramp that leads up to the main elevation. From there it will be a straight walkway, 16' wide all the way to the T-head which will be a 48' X 48' ending of the pier. He provided information on the two additional egress points that will be added. There is a 30' X 30' covered structure on the T-head. For the cost breakdown, roughly 45% is the structure itself, 30% was due to the construction methodology and 25% was for contingency. The pier ended up being moved to the southwest by about 30 feet. He explained the rationale for that is when you are doing the demolition for the existing pier, you are likely to not get all the existing piles out of the water. In order to maintain the same footprint, you would need to send divers down to excavate those piles. For the life cycle analysis, which is the maintenance and repair plan wrapped in one, it took on an unconstrained approach. It can be further discussed later on. The life cycle is broken into five different buckets of activities: maintenance, preservation, rehabilitation, replacement and reactive. It came to about \$57,000 a year in annualized budget to cover the first four activities. Mr. Fuller said they received a note from the commissioners to add in the construction methodology to the full replacement cycle. That will bring the annualized cost up. They have not finished that analysis yet but it would end up in the \$60,000 - \$70,000 range. They also had an ask to discuss a reactive contingency budget. He said that breaks out to about \$80,000. Mr. Fuller said they are on track to have the final report submitted on August 4th.

Commissioner Paarfus said from the Not to Exceed (NTE) number, the estimated cost for demolition was \$200,000, the pier was roughly \$3.3 million for the structure, the trestle was \$2.4 million and \$1.4 million for contingency. He explained the numbers are on the website. Mr. Fuller went over information for repair cycles. Commissioner Paarfus talked about the importance of having those numbers for budgeting. Mayor Pro Tem Myers inquired about operational costs. Mr. Kincannon said it was not in the scope of work to look into operational costs. He reviewed some costs that would need to be looked at. They haven't done the homework to give a good answer. Operational costs were further discussed. Interim Town Manager Ferguson stated this is not in the scope of work. If the Board wants to have them do a calculation it will need to be added for an additional fee.

Commissioner Dyer asked if the Town will be able to obtain a permit if the pier is in a different spot. Mr. Fuller provided information on the permitting process and said they expect it to be permissible. Mr. Kincannon explained why a slight shift would be expected for the project. Inspections Director Evans provided additional information on the permitting process. Commissioner Dyer said \$2.5 million is a large expense and asked if the only scope for the project is using the trestle. Mr. Kincannon replied no, but they were asked for the NTE number. They are not dictating the method, so they do not know how the contractor would bid the job. Commissioner Dyer asked if the beach access with the Hatteras ramp would be closed during construction. Mr. Fuller answered there would be a time when you are tying into it, but it would not be closed the entire time. Inspections Director Evans explained how the Town could still provide access. Commissioner Dyer asked how much of the parking lot will be closed during construction and if it will be the whole time. Mr. Fuller replied that would be answered in the next phase. Commissioner Dyer asked them to find if the campsites will be accessible. Commissioner Paarfus asked if it is an appropriate time to send the drawings to the permitting agencies to see if they have feedback. Inspections Director Evans explained yes, they will try to set something up.

POLICE REPORT – CHIEF DIXON

- The officer from the shots fired call from last month didn't find anything. He explained it was most likely fireworks.
- Went over some of the incidents from the report.

Commissioner Paarfus asked about a disturbance call. Chief Dixon explained those types of calls are typical for this time of the year. Commissioner Smith spoke about violations he sees with LSVs.

INSPECTIONS DEPARTMENT REPORT – INSPECTIONS DIRECTOR EVANS

- Went over the information in his report. He went over what is not included in the report.

FINANCE DEPARTMENT REPORT – FINANCE DIRECTOR MCRAINEY

- General Fund – revenue is very comparative to last year's. Expenses look like they are over but that is from the fund balance appropriation.
- BPART Fund - revenue looks like it went down because of the transfer from the General Fund last year. Expenditures ended up the same.

Commissioner Thomas would like to see the numbers added back to the graph or have more of a difference between the colors.

INTERIM TOWN MANAGER'S REPORT – INTERIM TOWN MANAGER FERGUSON

- Greensboro Street Lift Station – had a progress meeting between the engineer, contractor and staff on June 26th. The fourth application for payment was submitted to the EPA. The state still lags in sending payments for three and four. They have switched to another computer system. We are complying with what we need to do on our end to get into the new system. A list of work projected for the next 30 days is listed on her report.
- Block Q Restrooms – the contractor did struggle to meet our expectations in the beginning. There is work going on that looks more promising. This morning rolls around, Mr. Baker said the August date is now projected to be October. Has spoken with Attorney Moore. There may be an executive session on next month's agenda. Mr. Baker said the contractor has had challenges. He reviewed some of the delays and provided information on the timeline of the project. Interim Town Manager Ferguson said the final walk through is scheduled for October 23rd. We did get an extension on the grant. The extension should get us into December, but that was to finish up all paperwork. Mr. Baker said liquidated damages are not in the contract.
- Ocean Boulevard Stormwater – the Letter Report that Bob Kiestler mentioned had the financial certification completed and we sent that back in. The Wilmington District was submitting the draft Letter Report for review.
- Pier Site – The third meeting with staff and HDR was held on July 10th. They were here today and had the draft report on the agenda for consideration.
- GO Bond Referendum – required advertising took place on June 27th. Staff submitted the application to the LGC on July 7th, with a final version on July 9th. Met with the bond attorney and financial advisor on June 24th to discuss how to proceed with the application.
- Employee Updates – Several Public Works employees received collections certifications: Chris Benton received Operator 2, Shane Barton Operator 1 and Mark Thomas Operator 2. Public Works Director Clemmons has announced his retirement at the end of the month after 29 years of service. We appreciate everything he has done for the Town. Austin Bell was sworn in on June 30th as our newest officer. Raqueel Archibald started as a technician in the Public Works Department on July 7th. John Trudeau resigned from the Police Department.
- Budget Adjustments – received an additional \$131,000 in occupancy taxes. On the expense side we have to remit our portion to the county. That was taken from Professional Services as a budget adjustment in last year's budget. We have Fund 30 with overtime that was over and retirement. The adjustment was in the Salary line. In Fund 10, Inspections had more overtime than what was planned. It was accommodated within the Benefit's line.
- Tomorrow the Coast Guard wants to conduct a study at the east end of the beach. The public should not be alarmed if they see emergency vehicles tomorrow afternoon.
- Public Works said there is some evening work that will occur near lift station 2.
- Reviewed the objectives tracker.

DISCUSSION AND POSSIBLE SELECTION OF MEMBERS TO SERVE ON TOWN BOARDS

Peggy Schiavone and Suzannah Tucker were selected to serve on the Parks & Recreation Advisory Board. Votes were as follows: Peggy Schiavone – Mayor Pro Tem Myers,

Commissioners Smith, Thomas and Dyer; Suzannah Tucker – Commissioners Smith, Dyer and Paarfus; Christina Page – Mayor Pro Tem Myers, Commissioners Thomas and Paarfus. The Board voted to break the tie between Suzannah Tucker and Christina Page and votes were as follows: Suzannah Tucker – Commissioners Smith, Dyer and Paarfus; Christina Page – Mayor Pro Tem Myers, Commissioner Thomas.

Kate Day was unanimously selected to serve as the Planning & Zoning Board Regular Member.

Mark Francis was unanimously selected to serve as Planning & Zoning Board Alternate Member. Christina Page was also appointed as an Alternate Member, with a vote from Commissioner Thomas.

Richard Roberts was selected to serve as a Regular Member to the Board of Adjustment. Votes were as follows: Richard Roberts - Mayor Pro Tem Myers, Commissioners Thomas and Paarfus; Rick McInturf – Commissioners Smith and Dyer.

DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDED TASKS FOR THE AUDIT COMMITTEE

Mayor Pro Tem Myers explained the Audit Committee met and would like to draft a BPART fund balance policy. With BPART there are restrictions on how some of the money must be spent according to law. There are also reserves that are needed. They would like to draft a policy to establish the guidelines for management and use of the BPART Fund in order to balance the legal requirements, financial stability, adequate reserves and support for the Town's strategic initiatives.

Motion by Mayor Pro Tem Myers to task the Audit Committee to develop a draft BPART fund balance policy for consideration by the Board (they would bring it back to the Board); second by Commissioner Thomas.

Mayor Holden asked if appointed members are able to set policy for the Town. Mayor Pro Tem Myers said they would not set policy; they would draft a policy for consideration of this Board. Commissioner Dyer asked if staff should do that first. She was under the impression the Audit Committee is an advisory board. Mayor Pro Tem Myers replied Finance Director McRainey is involved. Attorney Moore talked about staff leading the effort. Commissioner Dyer suggested that the town manager look at the occupancy taxes. There may be budget associated with that. Mayor Pro Tem Myers said occupancy tax was going to be the second motion. The auditor can audit the taxes received, but there are people who should be paying taxes and are not. The thought was the Audit Committee would investigate what other towns are doing and make recommendations. Mayor Holden stated this has been an ongoing subject for the Town. The Town has been investigating behind the scenes. He said he helped write the legislation and encouraged the Board to not move too fast until their homework is done. Staff can help with that. Commissioner Thomas asked if Attorney Moore is saying the Board cannot ask the Audit Committee to draft a fund balance policy for the Board's approval. Attorney Moore answered that staff needs to be involved. She will do research to see if having Finance Director McRainey involved would meet the criteria. She recommended tabling the motion.

Mayor Pro Tem Myers withdrew his motion.

Motion by Mayor Pro Tem Myers to direct the attorney to investigate and report back to us at the next meeting; second by Commissioner Thomas; approved by unanimous vote.

CONSIDERATION AND POSSIBLE ACTION ON LETTER OF SUPPORT FOR UNCW GRANT

Interim Town Manager Ferguson explained that UNCW sent an email to stakeholders that attended the April 1st Sediment Management Workshop. They are applying for a grant with NFWF Coastal Resilience Fund and are asking for letters of support for the project. The main tasks are outlined in the emails that she has shared with the Board and public. She followed up to see if there was a financial obligation for participation of the Town and it says there is not. She went over the template for a letter of support. She needs to know if the Town would like to participate formally by sending the letter versus informally by attending the meetings and being a partner that way. She encourages the Town to be partners with the university any time we can. Her concern is that we haven't seen the grant paperwork and do not know what they are proposing. Mayor Pro Tem Myers said he attended the workshop and provided feedback from the meeting. He thinks there is a lot to be gained if we are involved with them. A lot of other towns are signing up and he thinks there is some opportunity. He thinks the Town should at least informally attend and participate. Commissioner Paarfus said it is his intention that we participate. They want a letter supporting them obtaining the grant. He thinks we should engage with them when doing their study, but he would like to know more about the grant before throwing an endorsement behind it. He is concerned how a regional plan can be used. He doesn't clearly understand the end goal. He said they definitely want to engage with this but he is hesitant to sign a formal letter of support. Mayor Holden said he wouldn't mind signing a letter that says the Town supports the concept if the Board agrees with it. Commissioner Paarfus suggested saying the Town approves the concept and look forward to engaging with your project. Mayor Pro Tem Myers said his sense is that this is to get grant money to keep the program going and take the next steps they were talking about. Interim Town Manager Ferguson explained examples of underlying risks to fully supporting the letter.

After further discussion, the consensus of the Board is to send a letter with a statement like Mayor Holden suggested.

PUBLIC COMMENTS ON GENERAL ITEMS

No comments were made.

MAYOR'S COMMENTS

- Reminded everyone it is hurricane season. Have your storm plan in place and ready to put into action.
- The no wake zone in the bridge area is not being enforced. The Corps would not go along with it because of an area of commercial traffic. The other arms of the government are

regularly seen in that area. Begged everyone to please slow down under the bridge and in that area. Somebody is going to get hurt.

- There was previous discussion about expanding the dance floor at the old pavilion. The size of that dance floor will not accommodate the crowds at the concerts. Encouraged a larger dance floor in the future plan.
- Ears have suffered greatly in regard to flags on the beach. Aware of the concern so many people have. Aware Ocean Isle started using flags. The Town has done significant research in the past. The Town is aware of the complaints of the lack of flags and also the lack of lifeguards. The budget would have to be radically amended to provide that service. He provided information on a study from a couple of years ago that talked about how beaches with lifeguards have had more drownings than the Town had with no lifeguards.
- Erosion – in the wintertime the west end suffered erosion in Holden Beach West. The escarpment line was up into the dunes in many parts of it. Assured the public that everything will come back and round off. At high tide now, especially at full moon tides, the tide does come up to the dunes again. Everything will be alright. There is about 250 – 300 yards more of dune area down there than there was back in Hurricane Hazel. Those that own property on the west end have gained 250 – 300 yards of dune protection. It will come back. The escarpment line in the pier area is rounding back off. We are monitoring that. Have engineers that measure the erosion factors and keep up with it. The tip of the east end is eroding, which is unusual. The old water line is exposed again. Asked Public Works Department to look at it. West end tip continues to create a fishhook effect unlike he has seen in his lifetime. The dune line is moving eastward. We are not in worse shape if you look at the past 50 years.
- Technology and Facebook – there is so much misinformation. Please verify information before you pass it on.
- Thanked the public and staff for being here.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Myers

- Thanked everyone who volunteered to serve on a board. Thank you for offering your service to the Town.
- Thanked people in the audience and those participating online for your involvement.

Commissioner Smith

- Will miss Public Works Director Clemmons. Wish there is some way the Town could recognize him officially. He has done a lot for us. He has done a lot of things that nobody else would do and doesn't anticipate will do in the future. Always been the go-to person when things needed to happen, whether it be day, night or weekend. Thanked him for all he has done for Holden Beach in the years he has known him. Wish him the best in the future.
- Be mindful, it is tourist season, grocery stores are packed and golf carts are everywhere. Please be patient, mindful and safe.
- Thanked everyone for coming out. We have a good crowd and people online.

Commissioner Thomas

- Thanked Public Works Director Clemmons for his service, always going above and beyond.
- Thanked everyone for coming out and for your support. Be safe out there.

Commissioner Dyer

- Thanked Public Works Director Clemmons for his service. He has gone above and beyond. During many king tide floodings on Scotch Bonnet, has watched him stand out there in the nasty water at the pump station.
- Reminded people that the time for no pets on the beach is not to punish anyone. It is very dangerous at this time of the year. She provided information on dangers from the asphalt and sand.
- Thanked people for volunteering for boards. Keep Melanie Champion who has served on boards for many years in your thoughts and prayers. She lost her husband last week. They are a prominent business on the island with Champion Resorts. With what they have done for the community, especially coaching children, be thoughtful of them.

Commissioner Paarfus

- Concerning Public Works Director Clemmons - has lived here for 20 years, everything he has been responsible for has been rock solid. Will miss him, but congratulations to him. Hopes retirement is excellent for him.
- Lifeguards - recently found an article regarding Wrightsville Beach. Went over the data from article. It is a complex problem and it is not cheap.
- Thanked everyone for coming out.

ADJOURNMENT

Motion to adjourn by Commissioner Paarfus; second by Commissioner Smith.

Mayor Holden said he failed to mention there is a problem on the beach strand. He asked that people please leave 10 feet for beach patrol and emergency vehicles. Do not put chairs or anything else that inhibits the use of the 10-foot-wide area above the high tide line.

The motion to adjourn passed unanimously at 7:02 p.m.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

(CF)

MEETING DATE: 8/19/2025

DATE SUBMITTED: 8/4/2025

ISSUE/ACTION REQUESTED: Consideration and possible action on required items related to the proposed GO Bond referendum.

- a. Required Public Hearing and Adopt the Bond Order
- b. Resolution Setting a Special Bond Referendum

BACKGROUND/PURPOSE OF REQUEST: At the May meeting, the board decided to pursue a GO referendum regarding the pier. The following documents represent required actions as part of the process

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"/> 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 ☒ NO ☐ N/A

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Consider approval of documents to move forward to the next steps in the process.

**BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION
PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH
CAROLINA**

WHEREAS, the Board of Commissioners (the "*Board*") of the Town of Holden Beach, North Carolina (the "*Town*") has ascertained and determines that it is necessary to finance the capital costs of the demolition and removal of the existing pier and construction of a new pier, including any improvements related thereto; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina (the "*Commission*") requesting Commission approval of the General Obligation Public Improvement Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board that the application has been accepted for submission to the Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Holden Beach, North Carolina, as follows:

Section 1. To raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Public Improvement Bonds of the Town are authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Public Improvement Bonds authorized by this order shall be \$7,300,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest of the General Obligation Public Improvement Bonds.

Section 3. A sworn statement of the Town's debt has been filed with the Town Clerk and is open to public inspection.

Section 4. The bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 4, 2025.

READ, APPROVED AND ADOPTED this 19th day of August, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

STATE OF NORTH CAROLINA)
) SS:
COUNTY OF BRUNSWICK)

I, *Heather Finnell*, Town Clerk of the Town of Holden Beach, North Carolina, *DO HEREBY CERTIFY* the attached is a true and accurate extract of a public hearing held by the Board of Commissioners of the Town of Holden Beach, North Carolina, at its regular meeting held on August 19, 2025, and a true and correct copy of a bond order entitled, **“BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA”** adopted by the Board of Commissioners at a meeting held on the 19th day of August, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Town, this the ____ day of August, 2025.

(SEAL)

Town Clerk
Town of Holden Beach, North Carolina

EXTRACTS FROM MINUTES OF CITY COUNCIL

* * *

A regular meeting of the Board of Commissioners of the Town of Holden Beach, North Carolina was duly held on August 19, 2025 at 5:00 p.m. at the Town Hall Public Assembly, 110 Rothschild Street, Holden Beach, North Carolina 28462. Mayor J. Alan Holden presiding.

* * *

The following members were present:

The following members were absent:

Also present:

* * * * *

The bond order entitled, **"BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA"** was introduced at a meeting of the Board of Commissioners (the *"Board"*) on July 15, 2025 and published on August 3, 2025, with notice that the Board would hold a public hearing thereon on August 19, 2025 at or about 5:00 p.m. There had been filed in the Town Clerk's office and posted on the Town's website a statement of disclosures related to the proposed bonds complying with provisions of the Local Government Bond Act.

The Mayor opened the public hearing and announced that the Board would hear anyone who wished to be heard on the questions of validity of the bond order and the advisability of issuing the General Obligation Public Improvement Bonds.

[Include any discussion.]

After the Board had heard all persons who requested to be heard in connection with the foregoing questions on the General Obligation Public Improvement Bonds, Commissioner _____ moved that the public hearing be closed. The motion was seconded by Commissioner _____ and was unanimously adopted.

Commissioner _____ moved that the Board adopt, without change or amendment, and direct the Town Clerk to publish a notice of adoption, as prescribed by The Local Government Bond Act, the bond order entitled **"BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA"**, as introduced at the Board meeting held on July 15, 2025. The motion was seconded by Commissioner _____ and was unanimously adopted.

RESOLUTION 25-07

RESOLUTION SETTING A SPECIAL BOND REFERENDUM AND DIRECTING THE PUBLICATION OF NOTICE OF A SPECIAL BOND REFERENDUM AND NOTIFICATION OF THE BOARD OF ELECTIONS

WHEREAS, the Board of Commissioners of the Town of Holden Beach, North Carolina has adopted the following bond order and such bond order should be submitted to the voters of the Town of Holden Beach, North Carolina for their approval or disapproval to comply with the constitution and laws of North Carolina:

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA”

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Town of Holden Beach, North Carolina (the “Town”), as follows:

Section 1. For the purpose of determining the question whether the qualified voters of the Town of Holden Beach, North Carolina shall approve or disapprove (a) the indebtedness to be incurred by the issuance of the General Obligation Public Improvement Bonds of the Town authorized by said bond order, which indebtedness shall be secured by a pledge of the Town’s full faith and credit and (b) the levy of a tax for the payment thereof, said bond order shall be submitted to the qualified voters of said Town at a special bond referendum to be held in said Town on November 4, 2025.

Section 2. The Town Clerk is authorized and directed to publish a notice of said referendum which shall be entitled “**TOWN OF HOLDEN BEACH, NORTH CAROLINA NOTICE OF SPECIAL BOND REFERENDUM.**” Said notice of referendum shall be published at least twice. The first publication shall be not less than 14 days and the second publication shall be not less than 7 days before the last day on which voters may register for the special bond referendum.

Section 3. The Brunswick County Board of Elections is requested to print and distribute the necessary ballots and to provide the equipment for the holding of said referendum and to conduct and to supervise said referendum.

Section 4. The ballots to be used at said referendum will indicate that it is being held on behalf of the Town of Holden Beach, North Carolina and will contain the following words:

“Additional property taxes may be levied on property located in the Town of Holden Beach, North Carolina in an amount sufficient to pay the principal of and interest on bonds if approved by the following ballot question. Shall the order authorizing \$7,300,000 of bonds plus interest to finance the capital costs of the demolition and removal of the existing pier and construction of a new pier, including any improvements related thereto, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds be approved, in light of the following:

- (1) The estimated cumulative cost over the life of the bond, using the highest interest rate charged for similar debt over the last 20 years, would be \$11,586,345 (consisting of \$7,300,000 principal amount of bonds plus \$4,286,345 of interest).

(2) The estimated amount of property tax liability increase for each one hundred thousand dollars (\$100,000) of property tax value to service the cumulative cost over the life of the bond provided above would be \$31.60 per year.”;

with squares labeled “YES” and “NO” beneath or beside such words in which squares the voter may record his or her choice on the question presented; and

Section 5. The Town Clerk shall mail or deliver a certified copy of this resolution to the Brunswick County Board of Elections within three days after this resolution is adopted.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption.

READ, APPROVED AND ADOPTED this 19th day of August, 2025.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

STATE OF NORTH CAROLINA)
)
COUNTY OF BRUNSWICK) SS:

I, *Heather Finnell*, Town Clerk of the Town of Holden Beach, North Carolina, *DO HEREBY CERTIFY* the attached to be a true and correct copy of a Resolution entitled, “**RESOLUTION SETTING A SPECIAL BOND REFERENDUM AND DIRECTING THE PUBLICATION OF NOTICE OF A SPECIAL BOND REFERENDUM AND NOTIFICATION OF THE BOARD OF ELECTIONS**” adopted by the Board of Commissioners at a meeting held on the 19th day of August, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Town, this the ____ day of August, 2025.

(SEAL)

Town Clerk
Town of Holden Beach, North Carolina

NOTICE OF ADOPTION

BOND ORDER AUTHORIZING THE ISSUANCE OF \$7,300,000 GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA

WHEREAS, the Board of Commissioners (the “*Board*”) of the Town of Holden Beach, North Carolina (the “*Town*”) has ascertained and determines that it is necessary to finance the capital costs of the demolition and removal of the existing pier and construction of a new pier, including any improvements related thereto; and

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina (the “*Commission*”) requesting Commission approval of the General Obligation Public Improvement Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Board that the application has been accepted for submission to the Commission.

NOW, THEREFORE, BE IT ORDERED by the Board of Commissioners of the Town of Holden Beach, North Carolina, as follows:

Section 1. To raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Public Improvement Bonds of the Town are authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Public Improvement Bonds authorized by this order shall be \$7,300,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest of the General Obligation Public Improvement Bonds.

Section 3. A sworn statement of the Town’s debt has been filed with the Town Clerk and is open to public inspection.

Section 4. The bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 4, 2025.

The foregoing order was adopted on the 19th day of August, 2025 and is hereby published on the [] day of August, 2025. Any action or proceeding questioning the validity of the order must be begun within 30 days after the date of publication of this notice. The finance officer of the Town of Holden Beach, North Carolina has filed a statement estimating that the total amount of interest that will be paid on the bonds over the expected term of the bonds, if issued, is \$4,286,345. A tax is authorized to be levied to pay the principal and interest on the bonds if they are issued. The finance officer has filed a statement estimating that a property tax increase of \$0.0316 per \$100.00 of assessed valuation will be required to provide sufficient funds to pay the principal and interest on the proposed bonds. These estimates are preliminary, are for general informational purposes only, and may differ from the actual interest paid on the bonds or the actual property tax increases required to provide sufficient funds to pay the principal and interest on the bonds.

/s/ Heather Finnell

Town Clerk

Town of Holden Beach, North Carolina



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

12

MEETING DATE: 8/19/25

DATE SUBMITTED: 8/5/25

ISSUE/ACTION REQUESTED: Pinnacle is working to create a master plan of the Block Q site by initially placing a concert venue on the site. At the July meeting, the board vocalized specifics they want to see regarding the site plan. The BOC can provide direction to the architect and staff in order to move the project forward.

BACKGROUND/PURPOSE OF REQUEST: The Block Q site is under construction with a bathroom and associated parking. The next phase the BOC wanted to consider was a concert venue to try to have one in place by next season.

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"/> 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: N/A

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Provide direction for future renderings.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 8/19/25

FROM: Interim Manager Ferguson

DATE SUBMITTED: 8/5/25

ISSUE/ACTION REQUESTED: HDR's scope of work and performance schedule had a deliverable of 8/4 for a summary report of a 30% design plan. HDR will join us this evening to present the summary report under the current scope of work.

BACKGROUND/PURPOSE OF REQUEST: The board hired HDR as the engineer firm for work on the pier structure. They will be presenting their summary report for the first phase of work.

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"/> 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 checked="" type="checkbox"/>	NO <input type="checkbox"/> N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive summary report for 30% design.



Holden Beach Police Department

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

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



Calls For Service (July '25)

Printed on August 5, 2025

Descriptions	Totals	
911 Hang Up (911HU)	2	2
911 Open Line (OL)	2	2
Abandoned Vehicle	1	1
Alarm (SIG45 Signal 45)	17	17
Allergies or Envenomations [Alpha]	1	1
Animal Control Call	18	18
Armed with Gun Knife or Other Weapon (10-84 x84)	1	1
Assist Other Agency (EMS)	2	2
Assist Other Agency (Fire)	1	1
Assist Other Agency (Fire); Fireworks	1	1
Assist Other Agency (Fire); Keys In Vehicle or Lockout	1	1
Assist Other Agency (Law) (10-77 x77)	2	2
Attempt to Locate (ATL)	9	9
Breaking and Entering in Progress (10-62 x62)	1	1
Breathing Problems [Delta]	2	2
Call By Phone (10-21Law x21L)	22	22
Call By Phone (10-21Law x21L); Lost or Found Property	1	1
Call By Phone (10-21Law x21L); Take Written Report (10-92 x92)	1	1
Cardiac or Respiratory Arrest [Echo]	2	2
Careless & Reckless (C&R)	7	7

Descriptions	Totals	
Chest Pain or Discomfort [Delta]	2	2
Coastal Flare Sighting [Delta]	1	1
Coastal Water Rescue [Delta]	5	5
Coastal Water Rescue (Multiple) [Delta]	3	3
Convulsions or Seizures [Charlie]	1	1
Convulsions or Seizures [Delta]	1	1
Crime in Progress (10-64 x64)	1	1
Debris in Roadway	1	1
Disabled Motorist (10-87 x87)	5	5
Disturbance or Disorderly Subject	6	6
Domestic Disturbance (10-82 x82)	4	4
Electrical Investigation [Bravo]	1	1
EMD In Progress	1	1
Escort or Convoy (10-59 x59)	1	1
Falls [Alpha]	2	2
Falls [Alpha]; Assist Other Agency (Fire)	1	1
Falls [Bravo]	1	1
Falls [Delta]	1	1
Fireworks	8	8
Good Intent Call (Fire)	1	1
Good Intent Call (Lift Assist)	1	1
Heat Exposure [Bravo]	1	1
Heat Exposure [Delta]	1	1

Descriptions	Totals	
Hit and Run (Property Damage Only 10-54 x54)	3	3
Improperly Parked Vehicle (10-70 x70)	18	18
Information or Message Delivery (10-14 x14)	3	3
Investigation (Law)	2	2
Keys In Vehicle or Lockout	1	1
Lightning Strike [Bravo]	1	1
Lightning Strike [Delta]	1	1
Lost or Found Property	13	13
Medical Alarm [Bravo]; Alarm (SIG45 Signal 45)	1	1
Meet with Complainant (10-83 x83)	15	15
Meet with Subject or Officer (10-25 x25)	2	2
Missing or Abandoned Person	1	1
Noise Complaint	15	15
Open Door	1	1
Outside Fire with Endangerment [Bravo]	1	1
Outside Fire with Threatened Structures [Bravo]	1	1
Overdose or Poisoning (Accidental) [Charlie]	1	1
Overdose or Poisoning (Accidental) [Delta]	1	1
Prowler (10-76 x76)	1	1
Service Call [Alpha]	1	1
Sick Person [Alpha]	2	2
Sick Person [Charlie]	3	3
Single Residential Fire Alarm [Bravo]	5	5

Descriptions	Totals	
Special Check - Business - Residence (10-79 x79)	364	364
Special Operations Assignment (Signal 55 SIG55)	3	3
Stopping Vehicle (10-61 x61)	77	77
Structure Fire (Odor of Smoke Only) [Echo]	1	1
Suspicious Vehicle or Subject (10-60 x60)	8	8
Take Written Report (10-92 x92)	3	3
Take Written Report (10-92 x92); Call By Phone (10-21Law x21L)	1	1
Traffic Accident (Property Damage Only 10-50PD x50PD)	5	5
Traffic Incident ACN [Bravo]	1	1
Traffic Incident [Bravo]	1	1
Traffic Incident (vs Pedestrian) [Delta, Superv]	1	1
Trespassers	7	7
Unconscious or Fainting [Delta]	1	1
Unit Busy at Location (10-6 x6)	1	1
Warrant Service (Signal 62 SIG62)	1	1
Water or Sewer Problems	3	3
Welfare Check	5	5
Welfare Check; 911 Cell Hang-Up or Open Line	1	1
	2	2
Totals	723	723



Holden Beach Police Department

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HBPDP Monthly Report (July '25)

Printed on August 7, 2025

Reported	Case Number	Address	Offenses	Disposition
07/04/25 13:04	HBP25-00023	129 MARLIN DR	Dog Bite	Closed - By Other Means
07/07/25 20:01	HBP25-00024	111 DUNESCAPE DR	14-277.1 - COMMUNICATING THREATS	Closed - Resolved by Parties
07/07/25 20:26	HBP25-00025	194 OCEAN BLVD W	14.32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE	Closed - Resolved by Parties
07/09/25 01:16	HBP25-00026	107 RALEIGH ST	14.32.5 - MISDEMEANOR CRIME OF DOMESTIC VIOLENCE	Closed - By Other Means
07/12/25 00:59	HBP25-00027	441 OCEAN BLVD W	72-2(g) - Holden Beach - Unlawful to park in no parking zones; 15A-543(C) - FAILURE TO APPEAR ON MISD	Closed - Cleared By Arrest
07/12/25 06:12	HBP25-00028	205 BRUNSWICK AVE W	14-56 - BREAK OR ENTER A MOTOR VEHICLE (CONVEYANCE)	Closed - Leads Exhausted
07/12/25 19:23	HBP25-00029	112 OCEAN BLVD W	14-159.13 - SECOND DEGREE TRESPASS	Closed - Cleared By Arrest
07/17/25 20:01	HBP25-00030	129 OCEAN BLVD W	14-33(A) - SIMPLE ASSAULT	Closed - Resolved by Parties
07/12/25 08:51	HBP25-00031	OCEAN BLVD E / AVE D	14-56 - B&E/THEFT FROM A MOTOR VEHICLE; 14-72(B) - LARCENY OF A FIREARM - KEEP	Investigator Requested
07/27/25 15:26	HBP25-00032	328 SERENITY LN	DEATH INVESTIGATION	Closed - Unfounded
07/28/25 08:23	HBP25-00033	AVE A	14-277.1 - COMMUNICATING THREATS	Closed - Unfounded

Total Records: 11



Holden Beach Police Department

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State Citation (July '25)

Printed on August 5, 2025

Date	Defendant	Statutes/Charges
07/04/25	HARRELL, AIDEN DOUGLAS	20-135.4(d) - Alter Suspension of Motor Vehicle
07/04/25	COLE, STEVIE AALIYAH	20-28(A) - DWLR
07/04/25	SANDERSJOHNSON, MARCUS JAY	20-135.4(d) - Alter Suspension of Motor Vehicle; 20-7(A) - NO OPERATORS LICENSE
07/04/25	CARTER, BRIAN LEE	14-410 - POSSESSION OF PYROTECHNICS
07/05/25	WALSH, BRIAN GERAGHTY	20-141(M) - FAILURE TO REDUCE SPEED
07/09/25	LORD, PHILLIP EDWIN, II	20-154(A) - IMPROPER BACKING
07/14/25	GAIL, ALLISON SAVANNAH	20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT
07/14/25	KIVETT, KAITLYN NICOLE	20-57(C) - FAIL CARRY REGISTRATION CARD; 20-63(G) - LICENSE PLATE FRAME/COVER VIOL; 20-158(B)(1)(3) - FAIL STOP
07/16/25	GUESS, COREY ALLYSON	20-135.2A - FAIL WEAR SEAT BELT-REAR SEAT; 20-135.2A - FAIL WEAR SEAT BELT-REAR SEAT; 20-135.2A - FAIL WEAR
07/23/25	SHEPHERD, KALA JADE	20-129(D) - DRIVE W/O REAR LAMPS; 20-135.2A - FAIL WEAR SEAT BELT-FRONT SEAT; 20-135.2A - FAIL TO WEAR SEAT
07/26/25	FRIEDLEIN, JOSEPH GRANT	20-111(2) - EXPIRED REGISTRATION CARD/TAG; 20-158(B)(1)(3) - FAIL STOP STOPSIGN/FLSH RED LT; 20-183.8(A)(1) -
07/26/25	MCNEILL, DAVID MEBANE	20-63(G) - COVERING/DISGUIISING REG PLATE
07/26/25	WISNIEWSKI, ADAM FLETCHER,	20-135.2A - FAIL TO WEAR SEAT BELT-DRIVER
07/26/25	LODGE, LUKE PATRICK	20-129.1 - ADDITIONAL LIGHTING EQUIP VIOL
07/26/25	OOM, EMORY METCALFE	20-129.1 - ADDITIONAL LIGHTING EQUIP VIOL

Date	Defendant	Statutes/Charges
07/27/25	GOOSK, FREDERICK CHARLES	20-141(A) - EXCEEDING SAFE SPEED; 20-150(E) - UNSAFE PASSING YELLOW LINE
07/31/25	MYERS, JONATHAN TAYLOR	20-127(D) - WINDOW TINTING VIOL
07/31/25	SMITH, CHASE MARCUS	20-127(D) - WINDOW TINTING VIOL

Total Records: 18

LSV = 2



Holden Beach Police Department

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Ordinance Violations (July '25)

Printed on August 5, 2025

Date	Defendant	Citation/Warning	Ordinance
07/04/25	MOORE, JENNIFER	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
07/09/25	CHARLES, REEL	Warning-Compliant	Parking - In Area for Other Than Designated Use (i.e. Parrallel Only, EV Only)
07/12/25	BYERS, TIMOTHY	Citation	Parking - In Area for Other Than Designated Use (i.e. Parrallel Only, EV Only)
07/13/25	DEHMLow, KONNOR	Citation	Parking - In Area for Other Than Designated Use (i.e. Parrallel Only, EV Only)
07/14/25	GLORIA, LESTER-FABIAN	Citation	Parking - No Parking Zones (All Other)
07/17/25	JORDAN, JENNIE	Warning-Compliant	Parking - Handicap Violation
07/18/25	RIVERA, MICHAEL	Citation	Parking - Handicap Violation
07/25/25	RING, GLEN	Citation	Parking - No Parking Zones (All Other)
07/26/25	EZZELL, JOHNNY Sr	Citation	Parking - Handicap Violation
07/27/25	WELCH, KEVIN	Citation	Parking - Handicap Violation
07/28/25	TIMANUS, EDWIN IV	Citation	Parking - Roadway/Travel Lane
07/28/25	STAFFORD, LARRY	Citation	Parking - Handicap Violation

Total Records: 12

LSU = 0

Permit Report

07/01/2025 - 07/31/2025

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
7/1/2025	250507	Mechanical	5,000	\$100.00	\$100.00
7/1/2025	250508	Bulkhead	20,000	\$205.00	\$205.00
7/1/2025	250509	Bulkhead	38,500	\$371.50	\$371.50
7/2/2025	250510	Mechanical	10,045	\$100.00	\$100.00
7/2/2025	250511	Mechanical	6,995	\$100.00	\$100.00
7/2/2025	250512	Mechanical	6,953	\$100.00	\$100.00
7/3/2025	250513	Electrical	1,000	\$175.00	\$175.00
7/3/2025	250514	Electrical	3,000	\$175.00	\$175.00
7/3/2025	250515	Electrical	1,200	\$175.00	\$175.00
7/3/2025	250516	Mechanical	8,500	\$100.00	\$100.00
7/3/2025	250517	Mechanical	8,849	\$100.00	\$100.00
7/3/2025	250518	Mechanical	14,926	\$100.00	\$100.00
7/3/2025	250519	Repair	12,000	\$183.00	\$183.00
7/3/2025	250520	Electrical	1,500	\$100.00	\$100.00
7/3/2025	250521	Repair	26,000	\$459.00	\$459.00
7/3/2025	250522	Electrical	3,500	\$175.00	\$175.00
7/8/2025	250523	Mechanical	15,345	\$100.00	\$100.00
7/8/2025	250524	Mechanical	9,240	\$100.00	\$100.00
7/8/2025	250525	Repair	10,000	\$175.00	\$175.00
7/9/2025	250526	Electrical	1,700	\$175.00	\$175.00
7/9/2025	250527	Electrical	1,200	\$175.00	\$175.00
7/9/2025	250528	Mechanical	8,300	\$100.00	\$100.00
7/9/2025	250529	Mechanical	18,000	\$200.00	\$200.00
7/10/2025	250530	Mechanical	8,200	\$100.00	\$100.00
7/10/2025	250531	Electrical	1,900	\$100.00	
7/10/2025	250532	Renovation	33,000	\$622.00	\$622.00
7/11/2025	250533	Repair	35,000	\$340.00	\$340.00
7/11/2025	250534	Mechanical	8,999	\$200.00	\$200.00
7/11/2025	250535	Electrical	1,000	\$175.00	\$175.00
7/11/2025	250536	Zoning	50	\$50.00	\$50.00
	250537	Repair	16,000	\$169.00	\$169.00
7/14/2025	250538	Walkway	8,000	\$125.00	\$125.00
7/14/2025	250539	Mechanical	7,050	\$100.00	\$100.00
7/14/2025	250540	Electrical	1,382	\$175.00	\$175.00
7/15/2025	250541	Mechanical	12,792	\$100.00	\$100.00
7/15/2025	250542	Mechanical	8,680	\$100.00	\$100.00
7/15/2025	250543	Mechanical	16,440	\$200.00	\$200.00
7/15/2025	250544	Electrical	1,700	\$175.00	\$175.00
7/15/2025	250545	Electrical	2,250	\$175.00	\$175.00
7/15/2025	250546	Electrical	2,250	\$175.00	\$175.00
7/16/2025	250547	House Moving	1,500	\$1,500.00	\$1,500.00

7/16/2025	250548	Swimming Pool	50,000	\$675.00	\$675.00
7/16/2025	250549	Repair	10,000	\$125.00	
7/17/2025	250550	Repair	50,000	\$475.00	\$475.00
7/17/2025	250551	Electrical	950	\$175.00	\$175.00
7/17/2025	250552	Mechanical	18,800	\$200.00	\$200.00
7/18/2025	250553	Repair	6,000	\$125.00	\$125.00
7/18/2025	250554	Electrical	1,700	\$175.00	\$175.00
7/18/2025	250555	Mechanical	10,532	\$100.00	\$100.00
7/18/2025	250556	Mechanical	8,840	\$100.00	\$100.00
7/21/2025	250557	Swimming Pool	64,000	\$2,051.00	\$2,051.00
7/21/2025	250558	Electrical	1,000	\$175.00	\$175.00
7/21/2025	250559	Electrical	2,600	\$175.00	\$175.00
7/22/2025	250560	Single Family Construction	1,000,000	\$10,805.60	\$10,805.60
7/23/2025	250561	Electrical	1,625	\$100.00	\$100.00
7/23/2025	250562	Mechanical	5,444	\$100.00	\$100.00
7/23/2025	250563	Electrical	2,100	\$175.00	\$175.00
7/23/2025	250564	Electrical	1,500	\$175.00	\$175.00
7/23/2025	250565	Mechanical	18,403	\$200.00	\$200.00
7/23/2025	250566	Repair	3,000	\$125.00	\$125.00
7/23/2025	250567	Repair	4,800	\$125.00	\$125.00
7/24/2025	250568	Repair	32,000	\$313.00	\$313.00
7/24/2025	250569	Zoning	250	\$65.00	\$65.00
7/24/2025	250570	Mechanical	10,500	\$100.00	
7/25/2025	250571	Repair	40,000	\$385.00	\$385.00
7/25/2025	250572	Repair	18,000	\$25.00	\$25.00
7/25/2025	250573	Walkway	15,000	\$160.00	\$160.00
7/28/2025	250574	Zoning	50	\$50.00	
7/28/2025	250575	Electrical	1,800	\$100.00	\$100.00
7/28/2025	250576	Plumbing	2,500	\$100.00	\$100.00
7/28/2025	250577	Electrical	1,700	\$175.00	\$175.00
7/28/2025	250578	Electrical	2,304		
7/28/2025	250579	Electrical	3,400	\$275.00	\$275.00
7/28/2025	250580	Electrical	1,300	\$175.00	\$175.00
7/28/2025	250581	Electrical	1,300	\$175.00	\$175.00
7/28/2025	250582	Electrical	1,200	\$175.00	\$175.00
7/28/2025	250583	Electrical	2,304	\$175.00	\$175.00
7/28/2025	250584	Repair	8,500	\$125.00	\$125.00
7/29/2025	250585	Boat Lift	10,000	\$125.00	\$125.00
7/29/2025	250586	Repair	12,000	\$241.00	
7/29/2025	250587	Electrical	2,000	\$175.00	\$175.00
7/29/2025	250588	Electrical	2,000	\$275.00	
7/29/2025	250589	Mechanical	9,000	\$100.00	\$100.00
7/29/2025	250590	Mechanical	18,000	\$200.00	\$200.00
7/29/2025	250591	Mechanical	6,000	\$100.00	\$100.00
7/29/2025	250592	Repair	18,400	\$240.60	\$240.60

7/31/2025	250593	House Moving	5,000	\$3,175.00	\$3,175.00
7/31/2025	250594	Zoning	25	\$25.00	\$25.00
7/31/2025	250595	Zoning	25	\$25.00	\$25.00
7/31/2025	250596	Electrical	1,050	\$175.00	
7/31/2025	250597	Repair	36,000	\$749.00	
			\$1,920,848.00	\$32,859.70	\$31,044.70

PERMIT SUMMARY REPORT

COMMERCIAL

Count 0
Total Fees \$0.00
Fees Paid \$0.00
Total Project Cost \$0.00

RESIDENTIAL

Count 91
Total Fees \$32,859.70
Fees Paid \$31,044.70
Total Project Cost \$1,920,848.00

TOTAL

Count 91
Total Fees \$32,859.70
Fees Paid \$31,044.70
Total Project Cost \$1,920,848.00

ACTIVE NEW HOME PERMITS = 31 *** plus 4 more new builds in review to be issued ***

OTHER ACTIVE PERMITS= 560

PERMITS ISSUED OVER \$30,000 = 72 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 3 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS = 2 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP = 37

TOTAL PERMITS= 591

PERMITS IN REVIEW= 10

CAMA ISSUED= 1

ZONING ISSUED =8

NOTICE OF VIOLATIONS=10

DELINEATIONS=3

CAMA SITE INSPECTIONS=2

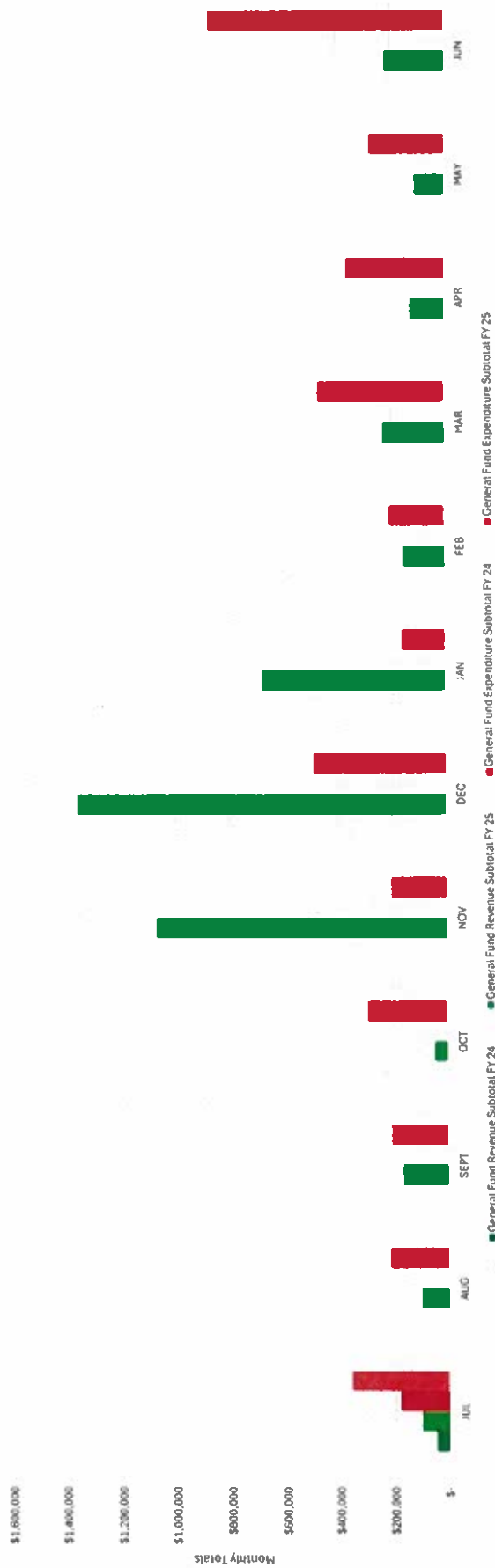
PERMITS SERVICED FOR INSPECTIONS FROM 7/1/25-7/31/25= 114

TOTAL INSPECTIONS MADE= 232

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 24	48,864	100,308	185,835	46,788	1,073,329	1,361,352	677,885	156,355	228,150	125,464	107,649	216,414
General Fund Revenue Subtotal FY 25	102,467	216,065	208,110	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,929
General Fund Expenditure Subtotal FY 24	181,768											
General Fund Expenditure Subtotal FY 25	359,130											

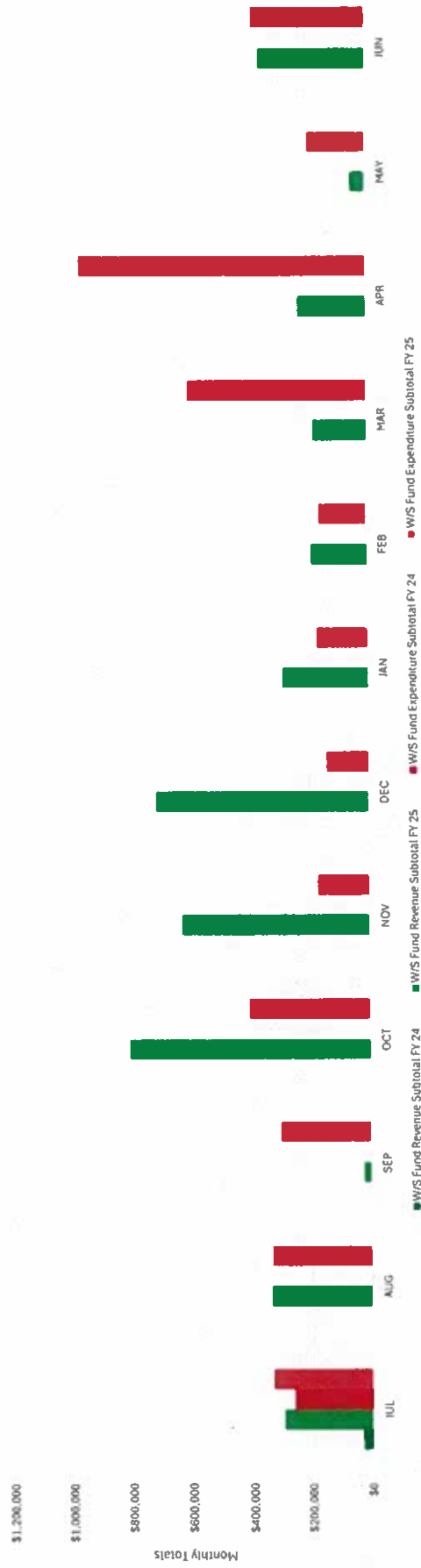
Cumulative Revenue FY25	102,467
Cumulative Expense FY25	359,130
Cumulative Revenue FY24	48,864
Cumulative Expense FY24	181,768

GENERAL FUND



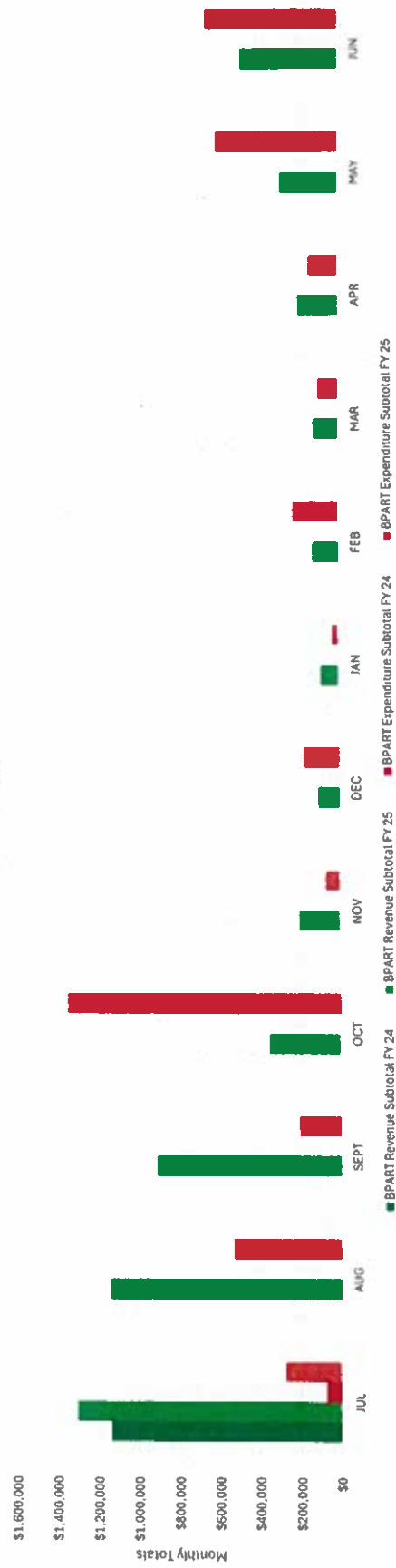
Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 24	32,810	336,326	23,911	807,150	626,767	714,498	288,442	186,327	178,205	228,766	48,520	358,005
W/S Fund Revenue Subtotal FY 25	297,561											
W/S Fund Expenditure Subtotal FY 24	263,392	334,172	304,794	406,181	174,251	141,836	171,251	162,329	598,753	966,050	185,864	380,970
W/S Fund Expenditure Subtotal FY 25	334,838											
Cumulative Revenue FY25	297,561											
Cumulative Expense FY25	334,838											
Cumulative Revenue FY24	32,810											
Cumulative Expense FY24	263,392											

Water/Sewer Fund



Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 24	1,138,534											
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	909,955	352,616	203,612	106,517	91,553	127,945	124,089	199,054	287,529	479,731
BPART Expenditure Subtotal FY 24	76,677											
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	1,352,762	71,478	183,444	35,007	228,562	100,385	145,428	607,028	657,700
Cumulative Revenue FY25	1,306,078											
Cumulative Expense FY25	278,616											
Cumulative Revenue FY24	1138534											
Cumulative Expense FY24	76677											

BPART



Interim Town Manager's Report



Greensboro Street Lift Station

- 6th application for payment submitted to funding agencies
- 82% complete based on time
- Projected for next 30 days: Building wall insulation, gypsum board and windows, saw-cutting of existing concrete for roof scuttle, cast-in-place concrete curb walls for roof scuttle, flood doors and roof scuttle, hatches, HVAC Ductwork, electrical conductors to equipment, stairs

Block Q Restrooms & Parking

- Contractor had to have structural engineer back out to reevaluate some work performed.
- Meeting with contractor, Pinnacle, and structural engineer occurred 8/7/25
- This past work period of performance included: backfilling with stone, install reinforment and vapor barrier, pouring the concrete slab and installing masonry CMU

Ocean Boulevard Stormwater

- Awaiting PPA from Wilmington District

Pier Site

- Draft report ready and on agenda for consideration
- Future Scope of Work Discussion

GO Bond Referendum

- Required advertising took place in newspaper on 8/3/25
- Public Hearings August 16th and 19th

NC Resilient Coastal Communities Program

- The Town was selected to receive a technical assistance award through the program
- ESP Associates, Inc. has been assigned as our engineer firm and will receive \$70,000
- Staff will have an orientation session regarding our phase of the program on Sept. 9

Employee Updates

- Chris Benton named as new Public Works Director
- Department Shout Outs



Rank	Objective	Status	Timeline	Area of Responsibility
#2	ADA Self Assessment	In House Evaluation Planning and Inspections Dept working on outline and timeline	Looking at October for deliverable	P&I Department
#6	ADA Bathroom (Block Q)	working toward resetting two rows of block	September completion of facility	Staff/Architect
#7	Fire Station Upgrades	Planning and Inspections Department has a significant amount of work invested Reviewed price comparables Presenting at meeting	Presentation Aug meeting; recommend removal from this tasker until BOC is ready to take further action	Staff/ Fire Dept
#14	Block Q site plan-concert venue	Concert venue specifics discussion part of August agenda	Next step more advanced renderings	Staff/BOC
#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 Replacement	30% design summary report before BOC for August agenda Future scope possibilities presented in August	August deliverable of a summary report/Future Scope	BOC
#26	Investigate vacuum bypass system	Not in 24/25 budget/ PW recommendation/research needed	TBD	PW Dept
new	Repair and Maintenance W/S	added as part of budget review process	begin tracking needs and costs	PW Dept



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 8/19/25

FROM: Interim Manager Ferguson/Planning
and Inspection Director Evans

DATE SUBMITTED: 8/11/25

ISSUE/ACTION REQUESTED: BOC asked staff to research a new fire station so they could begin to consider its inclusion in the capital improvement plan for future years.

BACKGROUND/PURPOSE OF REQUEST: The Planning and Inspections Department has been working for several months to gather background information regarding a new fire station on the island. The presentation attached represents the research and provides the BOC with planning information.

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)

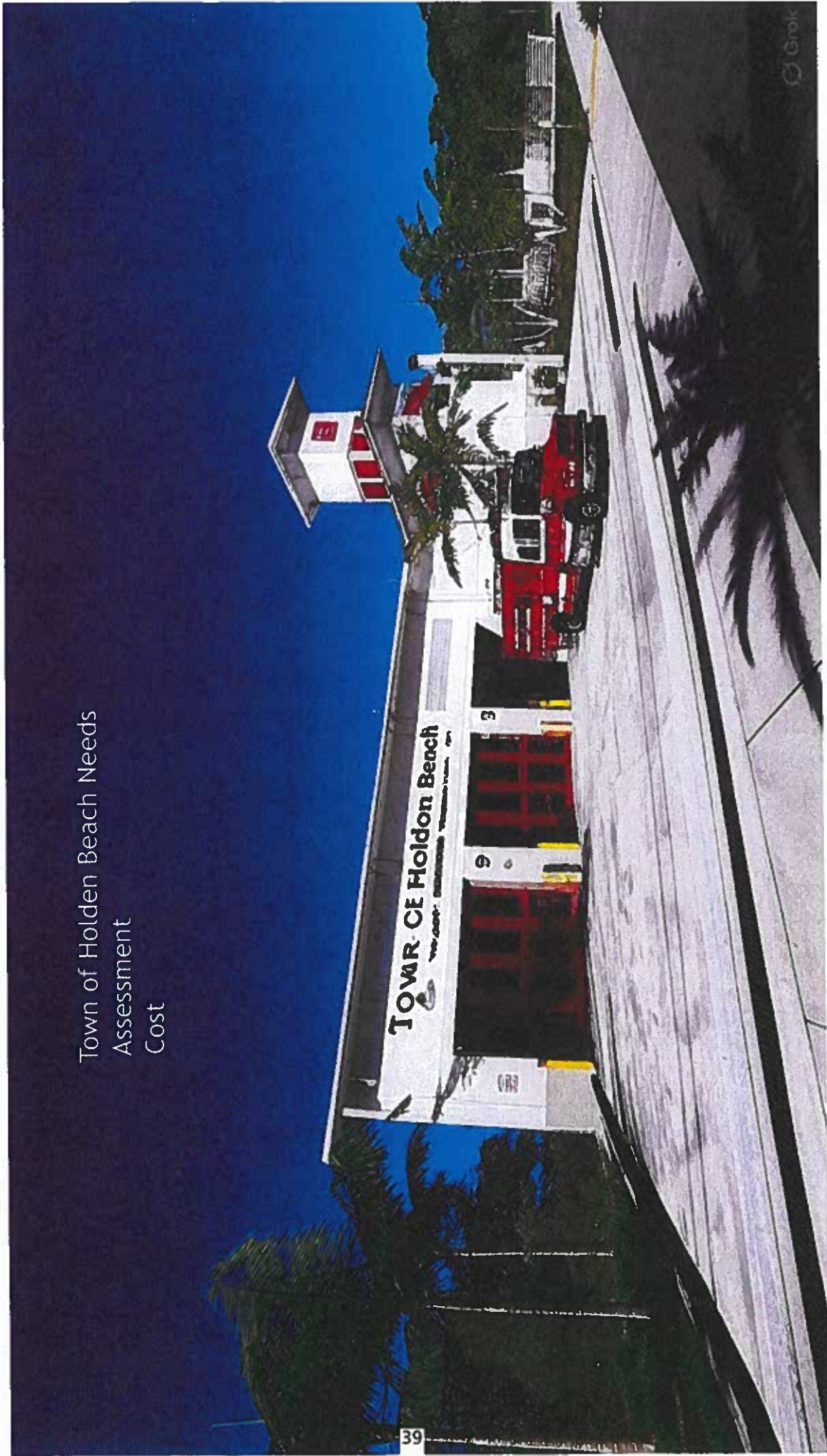
REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Receive presentation. Suggest removing this item from the goal tracker spreadsheet until the BOC is ready to take further action.

Town of Holden Beach Needs
Assessment
Cost



Population Size and Density

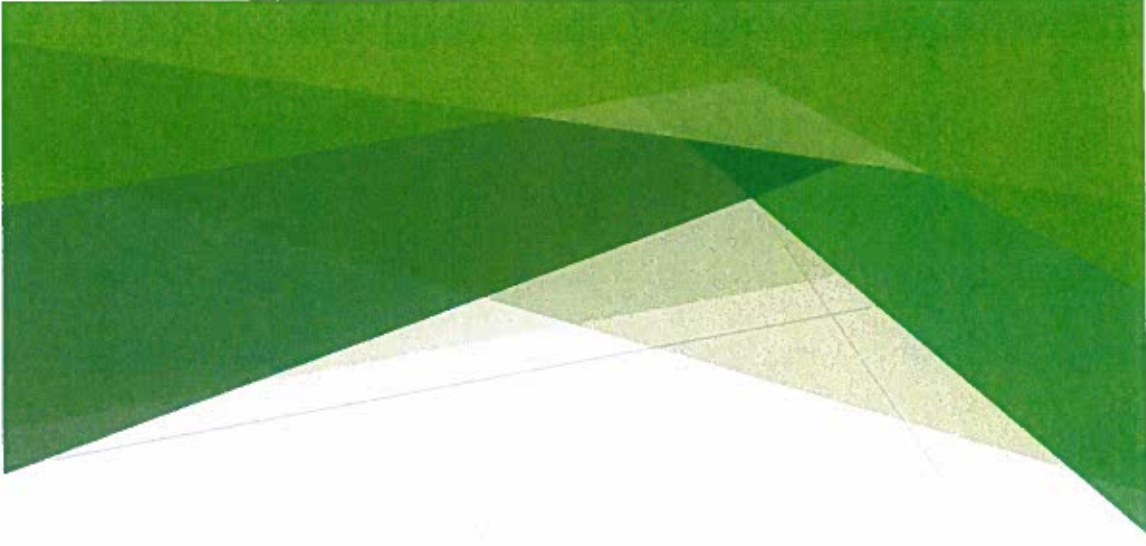
2022 Census has the town at:

1. 1054 Permanent Residents, With a Daily seasonal average between 8000 and 18,000, depending on Holidays and Economy.
2. Town staff has # of structures assessed at 2605,
3. 1186 structures west of the FS.
4. 1419 structures East of the FS.
5. Vacant Lots- 172 West of FS/346 East Of FS
6. Town is 8.3 Miles Long, and 2237 acres with one primary Thoroughfare /on and off the Island / on island critical facilities. Town Hall /Lift stations.

- ▶ Full Time vs Part Time staffed

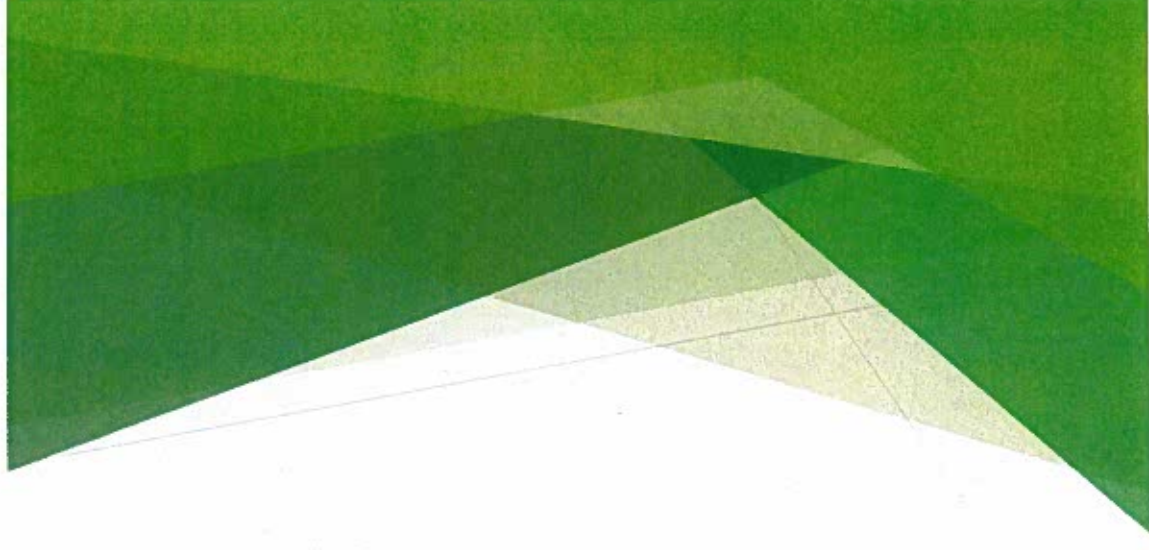
Factors

- ▶ 1. Traffic during Tourist season.
- ▶ 2. Average Age of Town Residents
- ▶ 3. Length of Island
- ▶ 4. Response time for water rescue/ seconds matter
- ▶ 5. Response time for loss of property/density and setbacks.



Needs Assessment

- ▶ 3 Bays 50x14x14
- ▶ Decontamination Room
- ▶ Tool Room
- ▶ Sleeping for 7 people
- ▶ 1 Office
- ▶ Exercise Weight Room, Day room
- ▶ Conference area
- ▶ Slide or Fire pole/ Location will require two stories



574 OBW

Useable Square Feet 8757
(Cama Buffer Setbacks)

Total Square foot 9657 (Lot
size)

Total impervious 7200 sgft
(For structure)

Staging area 2520 sgft

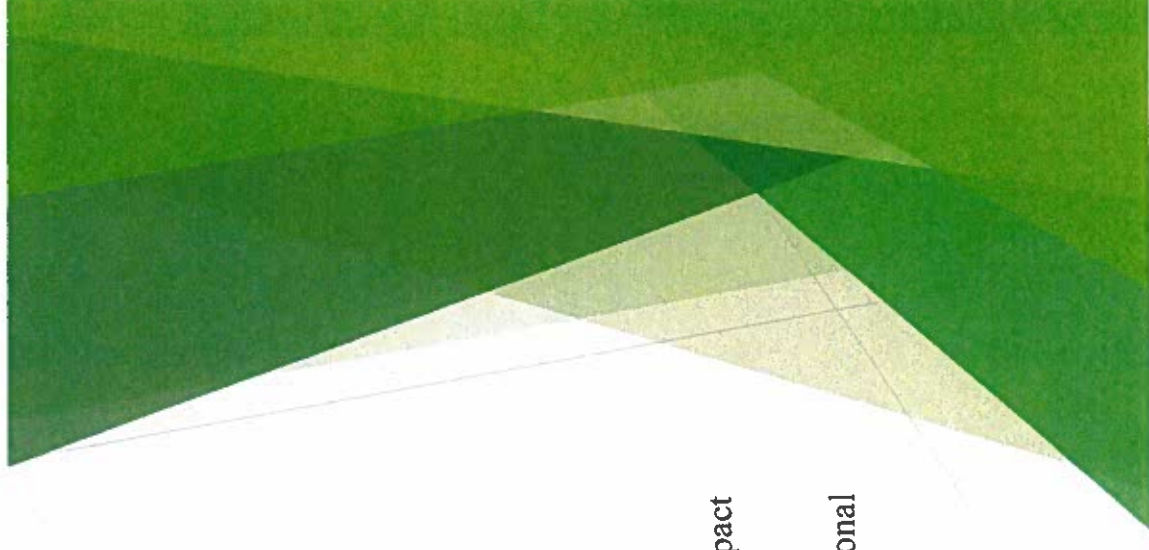
Cost of Construction #
3,060,000

Cost of Site Improvements
and Staging areas,
\$315,000



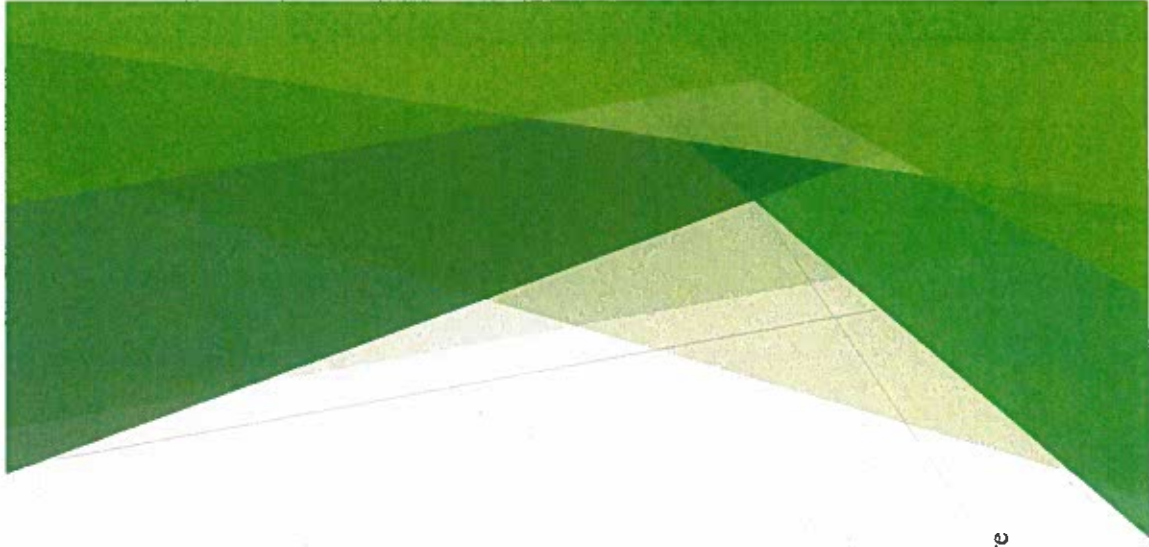
Ground Floor

- Apparatus bays: 3,400 square feet.
- Lobby/entrance: 175 square feet.
- Restrooms (public/visitor): 60 square feet.
- Storage: 400 square feet.
- Vertical circulation (stairs and elevator): 150 square feet (estimated for stairs and compact elevator, approximately 10 feet \times 15 feet including landings). Slide or pole
- Circulation (hallways, corridors): 0 square feet (removed as requested). Possible additional 200 square feet for pole or Slide landing Area. Elevator?
- Total ground floor area: $3,400 + 175 + 60 + 400 + 150 = 4,185$ square feet.



Second Floor

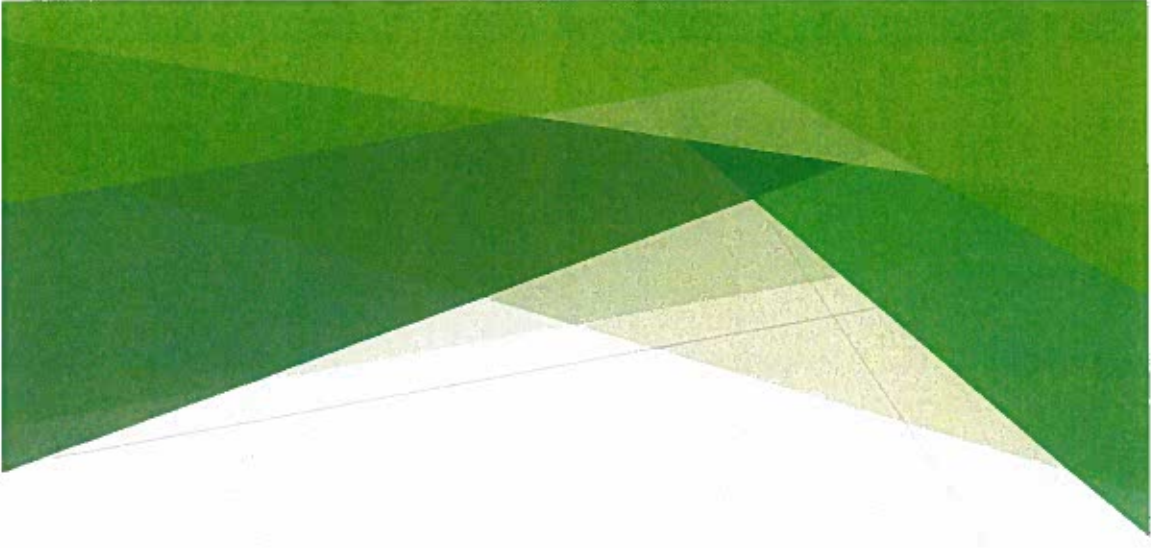
- **Sleeping quarters:** 696 square feet.
- **Kitchen and dining:** 540 square feet.
- **Recreation area:** 300 square feet.
- **Administrative offices:** 120 square feet.
- **Fitness room:** 500 square feet.
- **Mechanical/electrical rooms:** 100 square feet.
- **Vertical circulation (stairs and elevator):** 150 square feet.
- **Circulation (hallways, corridors):** 20% of functional areas.
 - Functional areas: $696 + 540 + 300 + 120 + 500 + 100 = 2,256$ square feet.
 - Circulation: $2,256 \times 0.2 = 451$ square feet.
- **Total second floor area:** $2,256 + 150 + 451 = 2,857$ square feet. Can accommodate an additional 1000 square feet



Total Square Footage

- **Ground floor:** 4,185 square feet.
- **Second floor:** 2,857 square feet.
- **Total:** $4,185 + 2,857 = 7,042$ square feet.

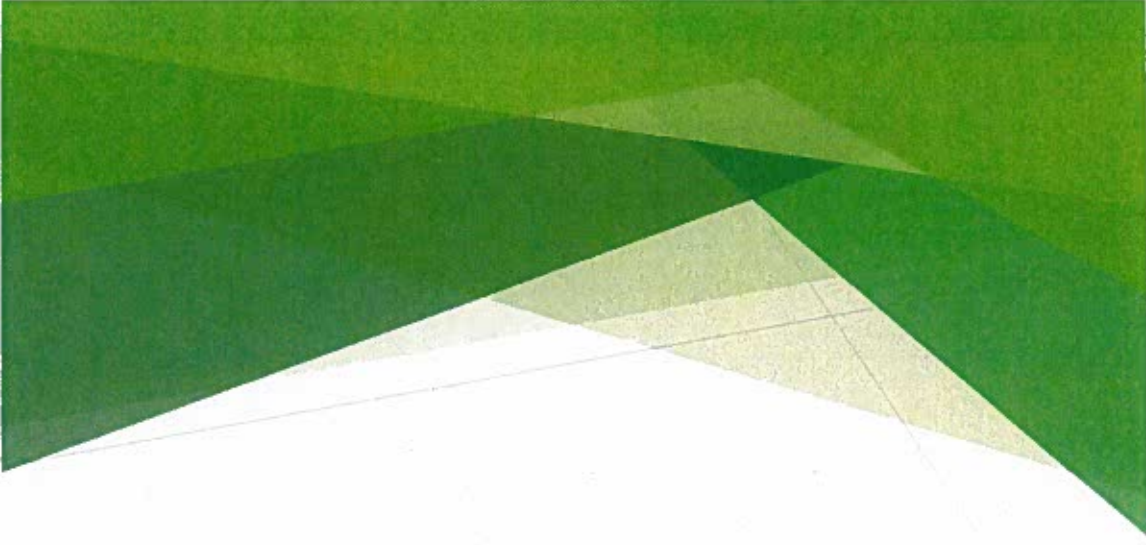
Additional work would allow for 4 bays, staging area would be reduced.



Cost Estimates, High wind/Flood Zone \$400 to \$450 Per Square Foot

- ▶ The following items are considered in the cost analysis, Piles with pile caps to support the two-story Commercial Construction Type II or III with a sprinkler system relative to habitable 2nd stories areas. Per NCBC requirements
- ▶ Flood Inundation prevention hardened lower structure with water resistant materials up to the BFE,
- ▶ Onsite 100 percent stormwater retention, for Impervious areas
- ▶ Demolition of Existing structure
- ▶ Front staging area, For Fire Truck
- ▶ Lobby Area and Bathroom
- ▶ Total Cost = \$3,375,000

- **Class 4:**
 - Level of Project Definition: 1% to 15%
 - End Usage: Study or Feasibility
 - Methodology: Equipment Factored or Parametric Models
 - Expected Accuracy: L: -15% to -30%, H: +20% to +50%
 - Preparation Effort: 2 to 4



Town of Holden Beach Fire Station Needs Assessment and Cost Estimate

Population Size and Density

- **2022 Census Data:**
 - Permanent residents: 1,054
 - Daily seasonal population: 8,000–18,000 (varies by holidays and economy)
- **Structures** (per town staff assessment):
 - Total structures: 2,605
 - West of Fire Station (FS): 1,186 structures
 - East of Fire Station (FS): 1,419 structures
 - Vacant lots:
 - West of FS: 172
 - East of FS: 346
- **Geography:**
 - Town length: 8.3 miles
 - Total area: 2,237 acres
 - One primary thoroughfare for access on/off the island
 - Critical on-island facilities: Town Hall, lift stations

Staffing Considerations

- **Full-Time vs. Part-Time Staff Factors:**
 1. Increased traffic during tourist season
 2. Average age of town residents
 3. Island length (8.3 miles)
 4. Response time for water rescues (seconds critical)
 5. Response time for property loss, considering density and building setbacks

Needs Assessment

- **Proposed Facility Requirements:**
 - Apparatus bays: 3 bays (50 ft × 14 ft × 14 ft each)
 - Decontamination room
 - Tool room
 - Sleeping quarters for 7 personnel
 - 1 administrative office
 - Exercise/weight room
 - Day room
 - Conference area
 - Slide or fire pole (requires two-story design)
- **Site Details:**

- Address: 574 Ocean Boulevard West (OBW)
- Usable square footage: 8,757 sq ft (accounting for CAMA buffer setbacks)
- Total lot size: 9,657 sq ft
- Total impervious area: 7,200 sq ft (for structure)
- Staging area: 2,520 sq ft

Cost Estimates

- **Construction Cost:** \$3,060,000
- **Site Improvements and Staging Areas:** \$315,000
- **Total Estimated Cost:** \$3,375,000, (Class 4 Estimate guidelines were considered)
- **Cost Basis:** \$400–\$450 per square foot (high wind/flood zone considerations)
- **Cost Considerations:**
 - Piles with pile caps for two-story commercial construction (Type II or III)
 - Sprinkler system for habitable second-story areas (per NC Building Code)
 - Flood inundation prevention with water-resistant materials up to Base Flood Elevation (BFE)
 - 100% on-site stormwater retention for impervious areas
 - Demolition of existing structure
 - Front staging area for fire trucks
 - Lobby area and public restroom

Proposed Building Layout

Ground Floor

- Apparatus bays: 3,400 sq ft
- Lobby/entrance: 175 sq ft
- Public restrooms: 60 sq ft
- Storage: 400 sq ft
- Vertical circulation (stairs and compact elevator): 150 sq ft (approx. 10 ft × 15 ft, including landings)
- Slide or fire pole landing area: 200 sq ft (estimated)
- **Total Ground Floor Area:** $3,400 + 175 + 60 + 400 + 150 + 200 = 4,385$ sq ft

Second Floor

- Sleeping quarters: 696 sq ft (for 7 personnel)
- Kitchen and dining: 540 sq ft
- Recreation/day room: 300 sq ft
- Administrative office: 120 sq ft
- Fitness room: 500 sq ft
- Mechanical/electrical rooms: 100 sq ft
- Vertical circulation (stairs and elevator): 150 sq ft

- Circulation (hallways/corridors): 451 sq ft (20% of functional areas: $696 + 540 + 300 + 120 + 500 + 100 = 2,256 \times 0.2$)
- **Total Second Floor Area:** $2,256 + 150 + 451 = 2,857$ sq ft
- **Additional Capacity:** Up to 1,000 sq ft available for expansion

Total Square Footage

- Ground floor: 4,385 sq ft
- Second floor: 2,857 sq ft
- **Total:** $4,385 + 2,857 = 7,242$ sq ft

Optional Expansion

- Adding a fourth apparatus bay would reduce the staging area but increase capacity for equipment.

Notes

- The proposed design accommodates high wind and flood zone requirements, ensuring compliance with NC Building Code.
- The facility layout prioritizes rapid response times for both water rescues and property protection.

Description: Class 4 estimates are generally prepared based on limited information and subsequently have wide accuracy ranges. They are typically used for project screening, determination of feasibility, concept evaluation, and preliminary budget approval. Typically, engineering is from 1% to 15% complete and would comprise at a minimum the following: plant capacity, block schematics, indicated layout, process flow diagrams (PFDs) for main process systems, and preliminary engineered process and utility equipment lists. Level of Project Definition Required: 1% to 15% of full project definition. End Usage: Class 4 estimates are prepared for a few purposes, such as but not limited to, detailed strategic planning, business development, project screening at more developed stages, alternative scheme analysis, confirmation of economic and/or technical feasibility, and preliminary budget approval or approval to proceed to next stage.

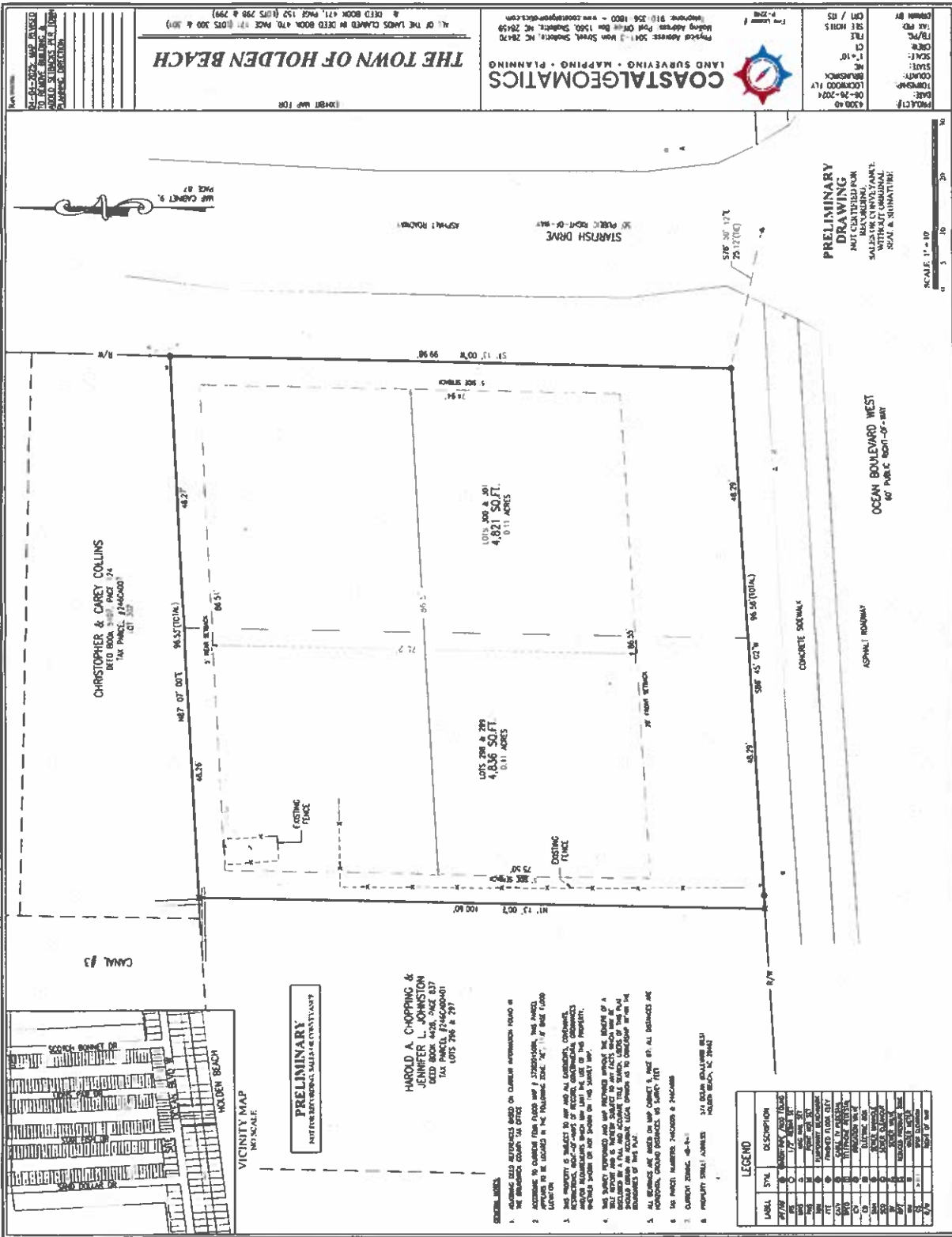
Estimating Methods Used: Class 4 estimates virtually always use stochastic estimating methods such as equipment factors, Lang factors, Hand factors, Chilton factors, Peters-Timmer Haus factors, Guthrie factors, the Miller method, gross unit costs/ratios, and other parametric and modeling techniques. **Expected Accuracy Range:** Typical accuracy ranges for Class 4 estimates are -15% to -30% on the low side, and +20% to +50% on the high side, depending on the technological complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances. **Effort to Prepare (for US\$20MM project):** Typically, as little as 20 hours or less to perhaps more than 300 hours, depending on the project and the estimating methodology used. **ANSI Standard Reference Z94.2-1989 Name:** Budget estimate (typically -15% to + 30%). **Alternate Estimate Names, Terms, Expressions, Synonyms:** Screening, top-down, feasibility, a

Estimate Classes

- **Class 5:**
 - Level of Project Definition: 0% to 2%
 - End Usage: Concept Screening
 - Methodology: Parametric Models, Judgment, or Analogy
 - Expected Accuracy: L: -20% to -50%, H: +30% to +100%
 - Preparation Effort: 1 (typical degree of effort relative to least cost index of 1)
- **Class 4:**
 - Level of Project Definition: 1% to 15%
 - End Usage: Study or Feasibility
 - Methodology: Equipment Factored or Parametric Models
 - Expected Accuracy: L: -15% to -30%, H: +20% to +50%
 - Preparation Effort: 2 to 4
- **Class 3:**
 - Level of Project Definition: 10% to 40%
 - End Usage: Budget, Authorization, or Control
 - Methodology: Semi-Detailed Unit Costs with Assembly Level Line Items
 - Expected Accuracy: L: -10% to -20%, H: +10% to +30%
 - Preparation Effort: 3 to 10
- **Class 2:**
 - Level of Project Definition: 30% to 70%
 - End Usage: Control or Bid/Tender
 - Methodology: Detailed Unit Cost with Forced Detailed Take-Off
 - Expected Accuracy: L: -5% to -15%, H: +5% to +20%
 - Preparation Effort: 4 to 20
- **Class 1:**
 - Level of Project Definition: 50% to 100%
 - End Usage: Check Estimate or Bid/Tender
 - Methodology: Detailed Unit Cost with Detailed Take-Off
 - Expected Accuracy: L: -3% to -10%, H: +3% to +15%
 - Preparation Effort: 5 to 100

Notes:

- [a] The state of process technology and availability of applicable reference cost data affect the range markedly. The +/- value represents typical percentage variation of actual costs from the cost estimate after application of contingency (typically at a 50% level of confidence) for given scope.
- [b] If the range index value of "1" represents 0.005% of project costs, then an index value of 100 represents 0.5%. Estimate preparation effort is highly dependent upon the size of the project and the quality of estimating data and tools.



Tri-Beach Fire Department
Station Needs for Fire Station on Holden Beach

- (3) Apparatus Bays 50' long with 14' x 14' bay doors. We recommend 4 bays if the town was to start its own fire department in the future.
- Decontamination Room
- Tool Room
- Sleeping for 9 people
- Two offices
- Day room
- Kitchen/Dining Area
- Exercise/Weight Room
- Conference room for 8 people. Training room for 25 people if the town was to start its own fire department in the future.
- If the building must be 2 stories, a slide or fire pole will be necessary for firefighters to have a quick response to calls.

Things to consider

- Staffed fire stations are like second homes for firefighters. They will spend 1/3rd of their life at the fire station. With that being said, there are items that must be considered when designing a fire station, such as the firefighters' sleeping arrangements and health and wellness.
- These buildings need to have a way to clean uniforms and decontaminate equipment that, in many cases, are contaminated with blood and chemicals that are known to cause higher rates of cancers in firefighters.
- We recommend using an architect or a design-build firm that specializes in fire station design to help with the project.
- We also recommend looking for ways that the building could be shared with the police department, providing them with a workspace in the middle of the island.

To determine if a town needs a fire station, several key factors should be evaluated based on the community's characteristics, risks, and resources. Below is a concise breakdown of the primary considerations:

1. Population Size and Density:

- Larger populations or densely packed areas (e.g., urban centers) increase the likelihood of fire incidents and the need for rapid response, justifying a dedicated fire station.
- Small, rural towns with low population density may rely on nearby stations or volunteer departments, depending on response time feasibility.

2. Geographic Size and Layout:

- A large or spread-out town may require a fire station to ensure coverage within a reasonable response time (typically 5-8 minutes for urban areas, 10-14 for rural, per NFPA standards).
- Natural barriers (e.g., rivers, mountains) or infrastructure (e.g., highways, railroads) can hinder access, necessitating a local station.

3. Fire Risk Assessment:

- **Building Types:** Presence of high-risk structures like high-rise buildings, industrial facilities, or older buildings with outdated wiring increases the need for a station.
- **Wildfire Risk:** Proximity to forests, grasslands, or areas prone to wildfires (e.g., based on historical data or climate conditions) may require specialized firefighting resources.
- **Hazardous Materials:** Towns with factories, chemical plants, or storage facilities handling flammable or hazardous materials need robust fire response capabilities.

4. Current Response Times:

- Measure the time it takes for existing fire services (e.g., from neighboring towns or volunteer departments) to reach key areas. If response times exceed industry standards (e.g., NFPA 1710 or 1720), a local station may be necessary.
- Consider traffic patterns, road conditions, and seasonal factors (e.g., snow or flooding) that could delay response.

5. Incident History and Call Volume:

- Analyze historical data on fire incidents, emergency medical calls, and other emergencies (e.g., via local records or insurance reports). A high or increasing call volume may justify a dedicated station.
- Include non-fire emergencies (e.g., medical, rescues) since fire stations often handle these.

6. Economic and Budget Considerations:

- Assess the town's budget for constructing and maintaining a fire station, including equipment, staffing (career or volunteer), and training costs.
- Compare costs of a new station versus reliance on mutual aid agreements with nearby departments or contracting services.

7. Community Growth and Development:

- Evaluate planned or ongoing development (e.g., new housing, commercial zones, or industrial parks). Growth increases fire risk and call volume, potentially requiring a station.
- Consider demographic trends, like aging populations, which may increase medical emergency calls.

8. Availability of Existing Services:

- If neighboring fire departments can reliably serve the town within acceptable response times, a new station may not be needed.
- Assess the capacity and reliability of volunteer fire departments, as recruitment and retention challenges can necessitate a professional station.

9. Insurance and Community Impact:

- Check the town's ISO (Insurance Services Office) Public Protection Classification (PPC) rating. A lower rating (e.g., 1-3) indicates better fire

protection and can lower property insurance premiums, while a higher rating (e.g., 8-10) may signal the need for a station.

- Improved fire protection can enhance community safety, property values, and economic development.

10. **Regulatory and Community Expectations:**

- Review state or local regulations mandating fire protection standards.
- Gauge community expectations through surveys or town meetings, as residents may prioritize local fire services for peace of mind.

Practical Steps to Assess Need:

- **Conduct a Risk Analysis:** Use tools like NFPA's Community Risk Assessment guidelines or hire a consultant to evaluate fire and emergency risks.
- **Map Response Times:** Use GIS mapping to visualize coverage gaps from existing stations.
- **Engage Stakeholders:** Consult with fire chiefs, town planners, residents, and insurance providers to gather input.
- **Review Funding Options:** Explore grants (e.g., FEMA's Assistance to Firefighters Grant) or regional partnerships to offset costs.

If data shows long response times, high fire risk, or increasing call volumes, a fire station is likely warranted. Conversely, if a nearby department can adequately serve the town and risks are low, maintaining mutual aid agreements may suffice. For precise recommendations, specific data on the town's population, geography, and incident history would be needed—would you like me to search for or analyze any specific information about your town?

Island Wide Totals:

<u>Street/Area</u>	<u>Lots</u>	<u>Houses/Structures</u>
Dunescape	3	6
Windswept Way	6	9
Serenity	8	28
McCray	34	7
Blockade Runner	14	12
Iron Age	30	0
Mullet	24	4
Conch	3	23
Canal	4	6
Crab	3	23
Shrimp	9	14
Ferry	23	2
Golden Dune Way	8	3
South Shore	6	35
Carolina	5	22
Halstead	4	16
Quinton	1	6
Jordan	6	4
Brunswick Ave East	5	39
Brunswick Ave West	13	151
Yacht Watch	10	37
Lois	24	3
Gerda		14
Sand Piper	4	18
Sand Dune	3	18
Marker 55		13
High Point	5	37
Lumberton	4	21
Fayetteville	1	24
Raleigh	7	19
Sanford	2	26
Salisbury	4	26
Burlington	3	26
Durham	3	29
Charlotte	1	31
Greensboro	2	48
Scotch Bonnet	5	25
Lions Paw	4	35
Starfish	4	34
Sand Dollar	2	24
Swordfish	8	32
Heron Dr	0	7

Heron Landing Wynd	8	20
Dolphin	6	44
Tuna	9	39
Marlin	4	45
Tarpon	9	41
Sailfish	6	41
Coquina Cove	3	7
Tide Ridge	17	18
Seaside	2	15
Deal	4	12
SeaGull	7	29
Frigate	2	20
By the Sea	3	19
Marshwalk	2	20
Clippership	1	20
Sunshine	2	17
Seaview	1	13
Windjammer	2	12
Schooner	0	15
Shell	2	13
Strawflower	1	9
Skimmer	0	7
Saltation Ct	1	2
Loggerhead	1	1
Salicornia	1	2
Ocean Blvd East		
100 block	8	84
200 block	15	38
300 block	2	16
Ocean Blvd West		
100 block	2	75
200 block	5	98
300 block	8	79
400 block	10	87
500 block	2	73
600 block	7	87
700 block	4	81
800 block	16	68
900 block	10	84
1000 block	7	98
1100 block	5	76
1200 block	10	72
1300 block	8	51
Island wide Total:	518	2605

Total from East End to Fire Station

Street/Area	Lots	Houses/Structures
Dunescape	3	6
Windswept Way	6	9
Serenity	8	28
McCray	34	7
Blockade Runner	14	12
Iron Age	30	0
Mullet	24	4
Conch	3	23
Canal	4	6
Crab	3	23
Shrimp	9	14
Ferry	23	2
Golden Dune Way	8	3
South Shore	6	35
Carolina	5	22
Halstead	4	16
Quinton	1	6
Jordan	6	4
Brunswick Ave East	5	39
Brunswick Ave West	13	151
Yacht Watch	10	37
Lois	24	3
Gerda		14
Sand Piper	4	18
Sand Dune	3	18
Marker 55		13
High Point	5	37
Lumberton	4	21
Fayetteville	1	24
Raleigh	7	19
Sanford	2	26
Salisbury	4	26
Burlington	3	26
Durham	3	29
Charlotte	1	31
Greensboro	2	48
Scotch Bonnet	5	25
Lions Paw	4	35
Starfish	4	34
Ocean Blvd East		
100 block	8	84
200 block	15	38

300 block	2	16
Ocean Blvd West		
100 block	2	75
200 block	5	98
300 block	8	79
400 block	10	87
500 block	1	48

East End to Fire Station Total:

346

1419

Total from Fire Station to West End

Street/Area	Lots	Houses/Structures
Sand Dollar	2	24
Swordfish	8	32
Heron Dr	0	7
Heron Landing Wynd	8	20
Dolphin	6	44
Tuna	9	39
Marlin	4	45
Tarpon	9	41
Sailfish	6	41
Coquina Cove	3	7
Tide Ridge	17	18
Seaside	2	15
Deal	4	12
SeaGull	7	29
Frigate	2	20
By the Sea	3	19
Marshwalk	2	20
Clippership	1	20
Sunshine	2	17
Seaview	1	13
Windjammer	2	12
Schooner	0	15
Shell	2	13
Strawflower	1	9
Skimmer	0	7
Saltation Ct	1	2
Loggerhead	1	1
Salicornia	1	2
OBW		
500 block	1	25
600 block	7	87
700 block	4	81
800 block	16	68
900 block	10	84
1000 block	7	98
1100 block	5	76
1200 block	10	72
1300 block	8	51

Fire Station to West End Total:**172 1186**

BRUNSWICK COUNTY

HOLDEN BEACH TOWN OF

Return/Appeal Notes: Parcel: 246CA005

PLAT: UNIQ ID

/ 127395

ID NO: 201505090288

50407150

BRUNSWICK COUNTY (100), HOLDEN BEACH (100), TRI-BEACH FIRE (364)

CARD NO. 1 of

1

Reval Year: 2023 Tax Year: 2025

L-298 & 299 HH PLAT 9/87

2.0000 LT

SRC=

Appraised by 53 on 12/15/2022 5005 HOLDEN BEACH ISLAND

TW-05

CI- 13

FR- 19

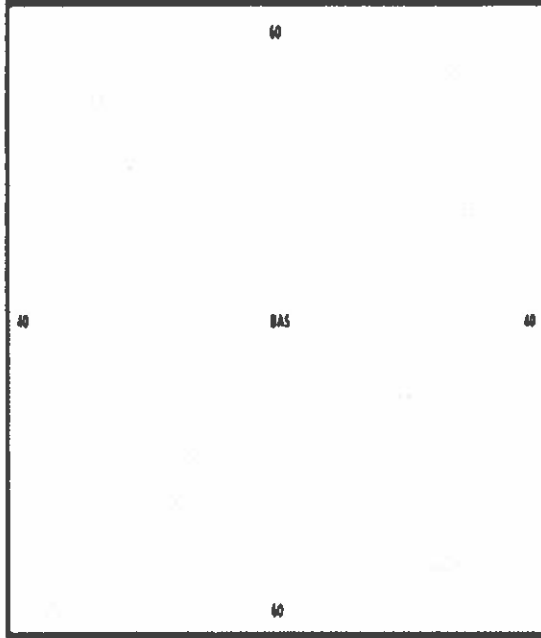
EX-B AT-

LAST ACTION

20221215

CONSTRUCTION DETAIL		MARKET VALUE								DEPRECIATION		CORRELATION OF VALUE							
Foundation - 5	6.00	USE MOD	Eff. Area	QUAL	BASE RATE	RCN	EYB	AYB	Standard	0.14000	CREDENCE TO	MARKET							
Spread Footing	6.00	92	07	3,000	106	92.22	276660	1990	1984	% GOOD	86.0	DEPR. BUILDING VALUE - CARD	237,930						
Sub Floor System - 3	12.00	TYPE: FIRE/RESCUE STATION										DEPR. OB/XF VALUE - CARD	1,440						
Slab Ab Grade	12.00	COMMERCIAL CONST.										MARKET LAND VALUE - CARD	300,000						
Exterior Walls - 16	18.00	STYLE: 2 - 1.5 Stories										TOTAL MARKET VALUE - CARD	539,370						
Wood/Vinyl Shingle	18.00											TOTAL APPRAISED VALUE - CARD	539,370						
Roofing Structure - 08	8.00											TOTAL APPRAISED VALUE - PARCEL	539,370						
Wood Truss	8.00											TOTAL PRESENT USE VALUE - PARCEL	0						
Roofing Cover - 03	4.00											TOTAL VALUE DEFERRED - PARCEL	0						
Composition Shingle	4.00											TOTAL TAXABLE VALUE - PARCEL \$	539,370						
Interior Wall Construction - 2	4.00											PRIOR							
Wall Board or Wood Wall	4.00											BUILDING VALUE	143,910						
Interior Floor Cover - 02	2.00											OBXF VALUE	960						
Minimum, Plywood	2.00											LAND VALUE	165,000						
Interior Floor Cover - 03	0.00											PRESENT USE VALUE	0						
Concrete Finished	0.00											DEFERRED VALUE	0						
Heating Fuel - 04	1.00											TOTAL VALUE	309,870						
Electric	1.00											PERMIT							
Heating Type - 09	6.00											CODE	DATE	NOTE	NUMBER	AMOUNT			
Heat Pump Only	6.00											ROUT: WTRSHD:							
Air Conditioning Type - 03	6.00											SALES DATA							
Central	6.00											OFF. RECORD	DATE	DEED	INDICATE				
Structural Frame - 01	7.00											BOOK	PAGE	MO/YR	TYPE	Q/U/V/I	SALES PRICE		
Prefab	7.00											BUILDING AREA 2,400							
Half-Bathrooms	3.000											NOTES							
BAS - 0 FUS - 0 LL - 0	0											H. BEACH FIRE STATION							
Plumbing Fixtures	4.00											REVAL ST# 27192							
Office	0											07ST#43916							
BAS - 0 FUS - 0 LL - 0	0																		
TOTAL POINT VALUE	277.000																		
BUILDING ADJUSTMENTS																			
Market/Design	11	30	1.3000																
Non-Std Wall	0	Non-Std Wall Height	1.0000																
Quality	3	Average	1.0000																
Size	Size	Size	1.0600																
Construction	05	1.00	1.0000																
Factor																			
TOTAL ADJUSTMENT FACTOR	1.380																		
TOTAL QUALITY INDEX	106																		
SUBAREA																			
TYPE	GS AREA	%	RPL CS	CODE	DESCRIPTION	COUNT	LT	WT	UNITS	UNIT PRICE	ORIG % COND	BLDG#	AYB	EYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE	
BAS	2,400	100	221328	01	ASPHALT PAVING		40	60	2,400	3.00		0	1	1984	1984	S5	20	1440	
UUS	1,200	50	55332	TOTAL OB/XF VALUE															
1,440																			
FIREPLACE																			
SUBAREA TOTALS																			
3,600 276,660																			
BUILDING DIMENSIONS BAS=W60S40E60N40Area:2400;UUS=Area:1200;TotalArea:3600																			
LAND INFORMATION																			
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRON TAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES RF AC LC TO OT			ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
SFR	0105	R1	48	100	1.0000	0	1.0000				PS	300,000.00	1.000	LT	1.000	300,000.00	300000		
2NDROW																			
TOTAL MARKET LAND DATA																			
TOTAL PRESENT USE DATA																			

Click on image to enlarge



BRUNSWICK COUNTY

4/15/2025 3:53:51 PM

HOLDEN BEACH TOWN OF

574 OCEAN BLVD W SUPPLY 28462 HOLDEN BEACH

50407150

BRUNSWICK COUNTY (100), HOLDEN BEACH (100), TRI-BEACH FIRE (18)

Return/Appeal Notes: Parcel: 246CA006

PLAT: UNIQ ID

/ 127396

ID NO: 201505091238

CARD NO. 1 of

1

Reval Year: 2023 Tax Year:

L-300 & 301 HH PLAT 9/87

2.0000 LT

SRC=

2025

Appraised by 53 on 12/15/2022 5005 HOLDEN BEACH ISLAND

TW-05

CI-13

FR-19

EX-B AT-

LAST ACTION
20221215

CONSTRUCTION DETAIL		MARKET VALUE				DEPRECIATION				CORRELATION OF VALUE									
TOTAL POINT VALUE	USE	MOD	EFF. Area	QUAL	BASE RATE	RCN	EYB	AYB	CREDENCE TO										
BUILDING ADJUSTMENTS	98	00							% GOOD										
TOTAL ADJUSTMENT FACTOR	TYPE: VACANT LAND								DEPR. BUILDING VALUE - CARD										
TOTAL QUALITY INDEX	STYLE:								DEPR. OB/XF VALUE - CARD										
									MARKET LAND VALUE - CARD										
									TOTAL MARKET VALUE - CARD										
									TOTAL APPRAISED VALUE - CARD										
									TOTAL APPRAISED VALUE - PARCEL										
									TOTAL PRESENT USE VALUE - PARCEL										
									TOTAL VALUE DEFERRED - PARCEL										
									TOTAL TAXABLE VALUE - PARCEL \$										
									PRIOR										
									BUILDING VALUE										
									OBXF VALUE										
									LAND VALUE										
									PRESENT USE VALUE										
									DEFERRED VALUE										
									TOTAL VALUE										
									PERMIT										
									CODE DATE NOTE NUMBER AMOUNT										
									ROUT: WTRSHD:										
									SALES DATA										
									OFF. RECORD DATE DEED TYPE Q/UV/L INDICATE SALES PRICE										
									BOOK PAGE MOYR										
									HEATED AREA										
									NOTES										
									H. BEACH FIRE STATION										
SUBAREA		GS	RPL	CODE	QUALITY	DESCRIPTION	COUNT	LTH	WTH	UNITS	UNIT PRICE	ORIG % COND	BLDG#	SIZE FACT	AYB	ANN DEP RATE	OVR	% COND	OB/XF DEPR. VALUE
TYPE	AREA	%	CS	TOTAL OB/XF VALUE															
FIREPLACE																			
SUBAREA TOTALS																			
BUILDING DIMENSIONS																			
LAND INFORMATION																			
HIGHEST AND BEST USE	USE CODE	LOCAL ZONING	FRONTAGE	DEPTH	DEPTH / SIZE	LND MOD	COND FACT	OTHER ADJUSTMENTS AND NOTES			ROAD TYPE	LAND UNIT PRICE	TOTAL LAND UNITS	UNT TYP	TOTAL ADJUST	ADJUSTED UNIT PRICE	LAND VALUE	OVERRIDE VALUE	LAND NOTES
SFR	0105	R1	48	100	1.0000	0	1.0000				PS	300,000.00	1.000	LT	1.000	300,000.00	300000		
2NDROW																			
TOTAL MARKET LAND DATA																		300,000	
TOTAL PRESENT USE DATA																			



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 08/19/2025

FROM: Tom Myers & Tracey Thomas

DATE SUBMITTED: 08/06/2025

ISSUE/ACTION REQUESTED:

Discussion and Possible Action to task the audit committee with advising the BOC regarding potential improvements to the collection of occupancy tax revenues.

BACKGROUND/PURPOSE OF REQUEST:

The audit committee met with the auditor on June 26th and identified occupancy tax revenue collection as an issue worthy of further investigation.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR:

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY:

ADVISORY BOARD RECOMMENDATION: Issue the tasker

FINANCE RECOMMENDATION: Defer to the attorney.

TOWN ATTORNEY RECOMMENDATION: If BOC is acting under 30.27(B)(9) of Town Charter to ask Audit Committee to advise on collection of occupancy tax revenue, then Audit Committee may advise but does not have the ability to enact any policy. It is advised that any advice or recommendations received be confirmed to be within the confines of the law prior to being acted on in any form by BOC

INTERIM TOWN MANAGER'S RECOMMENDATION: Defer to attorney's opinion on the subject. Any referral to the Audit Committee should take into account the BPART law as they review it.

§ 30.27 AUDIT COMMITTEE.

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

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

- (1) Serve as an advisory committee for the town's Board of Commissioners (BOC);
- (2) Assist and advise the BOC in its oversight responsibilities for the town's financial reporting process, systems of internal financial controls and the external audit process;
- (3) Recommend to the BOC each year the selection of the independent external audit firm to conduct the annual external audit, using a request for proposals selection process when deemed necessary by the Audit Committee;
- (4) Monitor the performance of the commercial public accounting firms providing audit services to the town;
- (5) Monitor the performance of the external audit firm as it relates to the annual audit of the town;
- (6) Review the annual audit report with the external auditor and provide a written opinion to the BOC;
- (7) Periodically confirm the suitability of the town's internal control systems and/or policies, including information technology security and control;
- (8) Receive confirmation that audit report recommendations have been acted upon in advance of the commencement of the next external audit;
- (9) Perform other functions from time to time as shall be delegated or assigned to it by the BOC.

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

(D) *Meetings and attendance.*

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

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

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

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

(E) *Officers.*

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

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

(F) *Officers' duties.*

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

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

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

(4) The Secretary shall provide to all members copies of agendas, official reports, information relevant to the Committee's duties provided to the Secretary by an Committee member and the official minutes of all regular and special meetings at least three working days prior to the next scheduled meeting.

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



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 08/19/2025

FROM: Tom Myers & Tracey Thomas

DATE SUBMITTED: 08/06/2025

ISSUE/ACTION REQUESTED:

Discussion and Possible Action to task the audit committee with advising the BOC regarding potential improvements to the management of the BPART fund balance.

BACKGROUND/PURPOSE OF REQUEST:

The audit committee met with the auditor on June 26th and identified the BPART fund as an issue worthy of further investigation.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR:

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY:

ADVISORY BOARD RECOMMENDATION: Issue the tasker

FINANCE RECOMMENDATION: Defer to the attorney.

TOWN ATTORNEY RECOMMENDATION: If BOC is acting under 30.27(B)(9) of Town Charter to task Audit Committee, then it is requested that all laws regarding BPART be provided to the Audit Committee before the committee renders any advice. Audit Committee may advise or recommend but cannot enact policy. It is advised that any recommendations be confirmed to be within the confines of the law prior to being enacted as policy or acted on in any other form by BOC.

INTERIM TOWN MANAGER'S RECOMMENDATION: Defer to attorney's opinion on the subject. Any referral to the Audit Committee should take into account the BPART law as they review it.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Interim Manager Ferguson

(4)

MEETING DATE: 8/19/25

DATE SUBMITTED: 8/5/25

ISSUE/ACTION REQUESTED: Recognize funds returned to the Town via the MOA process that resulted from cost underruns on AIWW crossing projects in federal FY 20, 22, and 24. Additionally, recognize portion that needs to be returned to the County based on their participation in project funding.

BACKGROUND/PURPOSE OF REQUEST: I apprised the BOC on several occasions in the past that we should expect funds back from the Corps for cost underruns on AIWW crossing projects. This is an oddity in that to my knowledge this has not occurred before for us. The budget amendment attached represents funds from underruns in federal FY 20, 22, and 24 that have passed back through the State via the MOA and the Town has been presented with remaining funds. We owe the county back a portion they paid us toward the execution of the projects which will also be accomplished as part of the amendment.

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 type="checkbox"/>	NO <input checked="" 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
----------------------------	------------------------------	--

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

INTERIM TOWN MANAGER'S RECOMMENDATION: Approve amendment to recognize funds. Since the source of funding for these projects that placed sand on the beach as result of the dredging was the Beach and Inlet Capital Reserve Fund, suggestion is to place the money in that fund.

TOWN OF HOLDEN BEACH

ORDINANCE NO. 25-13

AN ORDINANCE AMENDING ORDINANCE 25-11, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2025-2026 (AMENDMENT NO. 2)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 25-11 appropriating funds for fiscal year 2025-2026 be amended as follows:

PART I GENERAL FUND

REVENUES

DESCRIPTION

MISCELLANEOUS

ACCOUNT #

50.0336.0000

AMOUNT

153,015.15

ACTION

INCREASE

TOTAL

153,015.15

EXPENDITURES

DESCRIPTION

LWF DREDGING

ACCOUNT #

50.0710.7200

AMOUNT

52,841.34

ACTION

INCREASE

TRANSFER TO CAP RES BEACHES

50.0710.9301

100,173.81

INCREASE

TOTAL

153,015.15

PART II

REVENUES

DESCRIPTION

TRANSFER FROM BPART

ACCOUNT #

90.0398.0000

AMOUNT

100,173.81

ACTION

INCREASE

TOTAL

100,173.81

EXPENDITURES

DESCRIPTION

MISC EXPENDITURE

ACCOUNT #

90.0490.5700

AMOUNT

100,173.81

ACTION

INCREASE

TOTAL

100,173.81

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 19th day of August, 2025.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:08/19/2025

FROM: Sydnee Moore, Town Attorney

DATE SUBMITTED:08/13/2025

ISSUE/ACTION REQUESTED: Discuss, Approve, or Reject Town Manager Contract.

BACKGROUND/PURPOSE OF REQUEST: This contract has been prepared at the request of the Board for the Town Manager position.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED: YES ☐ NO ☒

CAPITAL IMPROVEMENT PLAN ITEM: YES ☐ NO ☒

PRE-AUDIT CERTIFICATION REQUIRED: YES ☐ NO ☒

REVIEWED BY FINANCE DIRECTOR: YES ☐ NO ☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY: YES ☒ NO ☐

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:
