



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

**Tuesday, October 15, 2024
5:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' REGULAR MEETING
HOLDEN BEACH TOWN HALL – PUBLIC ASSEMBLY
TUESDAY, OCTOBER 15, 2024 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Conflict-of-Interest Check
6. Approval of Minutes
 - a. Minutes of the Regular Meeting of September 17, 2024 (Pages 1 – 8)
7. Public Comments on Agenda Items
8. Recognition from the National Weather Service that the Town is Storm Ready/Tsunami Ready – Inspections Director Evans (Page 9)
9. Discussion and Possible Action on the Results of the Town of Holden Beach 2024 Pavement Condition Survey – Shane Lippard, Right Angle Engineering (Public Works Director Clemmons) (Page 10, Separate Packet)
10. Presentation on Water and Sewer System Asset Management Plan – Green Engineering (Public Works Director Clemmons) (Pages 11 – 33, Separate Packet)
11. Police Report – Police Chief Dixon (Pages 34 – 39)
12. Inspections Department Report – Inspections Director Evans (Pages 40 – 45)
13. Finance Department Report – Finance Officer McRainey (Pages 46 – 49)
14. Town Manager's Report – Town Manager Hewett (Pages 50 – 51)
15. Audit Committee Report Regarding the Annual Audit – Mayor Pro Tem Myers (Page 52)

16. Discussion and Possible Action on Long-Term Summer Concert Venue – Mayor Pro Tem Myers and Commissioner Thomas (Page 53)
17. Discussion and Possible Action on Having the Parks & Recreation Advisory Board Do an Evaluation of Adding Pickleball Courts to the Island – Commissioners Smith and Dyer (Pages 54 – 55)
18. Discussion and Possible Action on Ordinance 24-15, Ordinance Amending The Holden Beach Code Of Ordinances, Chapter 72: Parking Regulations – Town Clerk Finnell (Pages 56 – 59)
19. Discussion on Possible Actions for Non-Legislative Actions to Inform the Public of Holden Beach Code of Ordinances §91.17, Concerning the Placement of Open Flame Devices – Commissioners Dyer and Paarfus (Pages 60 – 61)
20. Discussion and Possible Action for the Adoption of an Action Tracking Tool for Certain Fiscal Year 2024 – 2025 Board of Commissioners' Objectives – Mayor Pro Tem Myers and Commissioner Paarfus (Pages 62 – 67)
21. Discussion and Possible Action on an Amendment to the Stormwater Master Plan – Mayor Pro Tem Myers and Commissioner Thomas (Page 68)
22. Discussion and Possible Action on Documenting an Emergency Pumping Plan – Mayor Pro Tem Myers and Commissioner Thomas (Pages 69 – 70)
23. Discussion and Possible Action on Multi-Jurisdictional Disaster Debris Agreements – Public Works Director Clemmons (Pages 71 – 72, Separate Packets)
 - a. Multi-Jurisdictional Disaster Debris Management Agreement for Primary Provider (Southern Disaster Recovery, LLC)
 - b. Multi-Jurisdictional Disaster Debris Management Agreement for Secondary Provider (CTC Disaster Response)
 - c. Multi-Jurisdictional Disaster Debris Planning & Support Management Agreement for Primary Provider – (Tetra Tech, Inc)
 - d. Multi-Jurisdictional Disaster Debris Planning & Support Management Agreement for Secondary Provider (Metric Consulting, LLC)
24. Town Attorney Response to Tasker from the Board of Commissioners to Investigate the Town of Holden Beach's Legal Requirements for the Pier Grants – Attorney Moore (Pages 73 – 77)
25. Public Comments on General Items
26. Mayor's Comments
27. Board of Commissioners' Comments
28. Adjournment

* Visit <https://www.facebook.com/holdenbeachtownhall/> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on October 15, 2024.



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

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, September 17, 2024 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas, Page Dyer and Rick Paarfus; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Police Chief Jeremy Dixon; Inspections Director Tim Evans; Public Works Director Chris Clemmons; Finance Officer Daniel McRaney; and Town Attorney Sydnee Moore.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Due to the storm, Town Manager Hewett recommended that the Board limit the agenda items to only those that need to be done tonight. His recommendation is to push items 8, 9, 10, 12, 13, 14, 15, 16, 19, 20, 21 and 23. Subsequent to the suggestion, he received feedback from Mayor Pro Tem Myers to keep the manager report in the form of a situation report concerning the storm and from Commissioner Thomas to keep the discussion concerning the Rules of Procedure.

Motion by Commissioner Paarfus to delete the items that the town manager has suggested with the exception of items 15 and 16; second by Commissioner Thomas; approved by unanimous vote.

CONFLICT-OF-INTEREST CHECK

No conflicts were disclosed.

APPROVAL OF MINUTES

Motion by Commissioner Smith to approve the minutes from our August 20th Special Meeting (2024) and the August 20th (2024) Regular Meeting; second by Commissioner Thomas.

Commissioner Paarfus said at the last meeting, there was discussion that the pier tasker could not be worked on outside of a public meeting. He thinks that was important to capture because it

speaks to why it takes a while to get some stuff done. He suggested having Town Clerk Finnell capture that in the minutes. After discussion, Commissioner Paarfus withdrew the suggestion.

The motion to approve the minutes was approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

No comments were made.

DISCUSSION AND POSSIBLE ACTION ON GREENSBORO STREET LIFT STATION

Town Manager Hewett said tonight's agenda includes a suite of actions that are required in order to proceed with the upfit of the station. He provided history on the topic. The Town was able to procure almost \$3 million in EPA grant funding and a \$2 million state appropriation that collectively may just pay for the entire project. He reviewed the items before the Board tonight, including the Terrahawk contract in the amount of \$3,899,000, the bid tab and recommendation of award from the engineer, the award resolution and an addendum to the Engineering Services Agreement which increases the fees by approximately \$85,000. There are also two budget items, Budget Amendment 24-11 and the adoption of a Capital Project Ordinance. The granting agencies require that our project be identified in a standalone capital project. As scoped, we believe the grants will pay for everything. If any of the reimbursements are denied for any reason, the Town will need to foot the bill. If there are any change orders that exceed the project as scoped in the Capital Project Ordinance, the ordinance will need to be amended. In order to keep the project on track with the work beginning in October/November with the work going through July/August 2025, the Board would need to act on all of the items (a – f).

Motion by Commissioner Smith to direct the town manager to execute all documents and complete associated administrative actions including amending Ordinance 24-11 and 24-12 and 24-13, second by Commissioner Paarfus.

Mayor Pro Tem Myers said he understands we are taking basically all the items out of the current budget ordinance and setting them up in a project ordinance. It is going from \$4,776,000 down to \$4,551,000. The construction estimate is \$4,300,000 and the bid was \$3.8 million. He asked if a buffer was put in there to match the revenue that was coming in from the grants. Town Manager Hewett responded that it includes a contingency of 5% and the procurement of the skid, which is \$207,000. Public Works Director Clemmons explained what the skid is. The purchase of the equipment was on the Town. We have not procured the equipment yet. If we had purchased it, the warranty would have ended. We need to purchase it from AirVac. Town Attorney Moore has reviewed the contract.

The motion passed unanimously.

Attorney Moore asked if the motion included adopting the resolution. Town Clerk Finnell confirmed it did.

TOWN MANAGER'S REPORT

- We have been presented with a set of circumstances that instead of us requesting aid from the county, we have been requisitioned help regarding high water vehicles and digital signage. We loaned our sign for traffic control. Lieutenant Dilworth assisted Boiling Spring Lakes with the Humvee.
- Ocean Boulevard – reviewed street closures that occurred on Monday. We opened everything by noon today.
- Pumping Locations - started on the west end on Sunday and moved to the east end in the Ranger Street area yesterday. As of this morning, it seems to be working somewhat, enough that it has allowed us to keep our sewer system operational. Whenever you get that much water on top of the valve pits, it is going to continue to be problematic. Thankful we didn't have a lot of people with the load to the system.
- Property Damage – Hasn't been made aware of any private property damage. If there are any issues with Town roads and streets, along with any lift station issues, those things tend to start popping and ping-pong a day or two afterwards.
- Beach Strand – it is not apparent from the way the beach is measured that we have significant damages. We have seen a couple of incursions in the dry sand beach but believe with the high tides over the next several weeks we will see a high degree of equilibration that will spread it back out. Remember this is King Tide week.
- Still have the super full moon tomorrow night. There is a lot of water coming down the river. If you are going to be traveling, keep in mind that the road closures will change as the infrastructure settles from this event. There is a 30' x 30' slab that slid down three or four feet at the bridge. This water situation is evolving. Hazardous road conditions are probable for the next couple of days. Be vigilant.
- Trash will be picked up on Saturday.

Mayor Pro Tem Myers asked why the Town doesn't pump the 300 block. Public Works Director Clemmons explained he started pumping where there were sewer outages to help with recovery, which is the main reason he started on the west end. He started the area on the east end next because just outside of Ferry was under water from end to end. He almost attempted the 300 block today, but unless you have enough lines, you may damage the frontal dune and vegetation. He explained he only has so much manpower and resources. Commissioner Dyer asked about Saturday pickups. Town Clerk Finnell said she believes Saturday pickups run through the end of September.

DISCUSSION AND POSSIBLE ACTION ON RULES OF PROCEDURE UPDATE

Commissioner Thomas said this is a small change. She read the current rule. The proposed change would add the mayor pro tem as the backup for the executive secretary position in the case the executive secretary is unavailable.

Motion by Commissioner Thomas that we adopt this change to the Rules of Procedure; second by Mayor Pro Tem Myers.

Commissioner Smith asked why the town clerk couldn't handle doing it or if not the town clerk, another commissioner. Commissioner Thomas said another commissioner could do it, she just thought it was easier for the mayor pro tem, since that person is already designated. Commissioner Paarfus said he doesn't want that job; if another commissioner wants to take that job on it is fine. Commissioner Dyer said she doesn't think it is necessary position. The Board discussed potential wording. Town Attorney Moore suggested adding another sentence after what is already there.

Commissioner Thomas amended her motion: to cross out the redline and add another sentence that says if the executive secretary is unavailable, they can designate a replacement. Mayor Pro Tem Myers agreed to the change; approved by unanimous vote.

BOARD REVIEW, APPROVE AND DIRECT ISSUANCE OF ENGINEERING, DESIGN AND FINANCIAL SERVICES REQUEST FOR QUALIFICATIONS (HB PIER COMPLEX)

Town Manager Hewett said the Board has expressed a desire to solicit request for qualifications for firms to provide preliminary design and budgetary information in accordance with the Pier Development Plan approved by the Board in April. It has been drafted with that in mind. He thinks it is ready to go out contingent on the Board's approval.

Motion by Commissioner Paarfus to ask the town clerk to poll the commissioners to have a special meeting to hash through these comments so we can discuss them and let's get that done before October 7th so we can get it on the October agenda; second by Mayor Pro Tem Myers; approved by unanimous vote.

Town Clerk Finnell will try to schedule it before October 4th in order to have it for the agenda.

RECEIVE MODULAR STORMWATER PLAN FOR BLOCK Q TO ACCOMMODATE GRANT ELEMENTS

Town Manager Hewett explained in March, the Block Q grant plan was approved to include the restroom, associated parking for the restroom, site prep and landscaping. At the April meeting, staff was directed to come back with a modular stormwater solution in order to accomplish the grant requirements. He believes a modular solution to accomplish the requisite stormwater can be attained for approximately \$10,000, which is within the existing budget. He is recommending approval of the plan so the Town can engage the engineer and the architect on the restroom facility design and publish a Request for Proposals (RFP) for construction.

Motion by Commissioner Paarfus to approve the modular stormwater plan; second by Commissioner Thomas.

Commissioner Paarfus asked if what the Board has in front of them is an approach to stormwater. He inquired if it is correct that it gives us a set of options that will be employed to deal with 3,200 square feet of impervious surface. Town Manager Hewett replied in various dimensions, but generally speaking it is a modular system. Commissioner Paarfus said looking at the design he

doesn't see that there are any serious load limitations, in other words you should be able to drive a truck over it and we should have a foot of dirt on it so that it will be available for whatever. It could be a dog park. Town Manager Hewett agreed that is correct. Mayor Pro Tem Myers asked if there is a site plan. Town Manager Hewett explained what will be accomplished next is for the architect to develop the site plan, based on the constraints of it, using these parameters. It would be for the bathrooms and the associated parking. Mayor Pro Tem Myers asked if the Board would see the site plan. Town Manager Hewett explained that is not what he is proposing to do. We only have nine months left. Once the Board approved the grant, the direction as he perceived it was to go ahead with construction. He doesn't think staff was directed to bring this back to the Board, but he wanted to make sure he did since during the budget there were concerns of it being accomplished within the budget. Assistant Town Manager Ferguson added the Board turned the site plan down, the only thing approved was where the bathrooms are. The architect would be moving forward with making the schematic/renderings, but not producing a site plan. Commissioner Thomas asked if the Board would see those before it goes out to bid. Town Manager Hewett said staff intended to move forward with the stormwater approval and go to solicitation with a RFP for construction. We are going to run into some time crunches if it goes back to the Board. He said the Board approved the grant that contained the elements of the site portion that has the bathrooms and parking in it. He can't imagine that the architect's final rendering and what goes out to bid is going to be drastically different than what was already approved by the Board. Commissioner Smith said he remembers when they did the basketball court there is an unbelievable amount of pipes under that.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION ON ENCROACHMENT AGREEMENT FOR HILLSIDE DRIVE BETWEEN THE TOWN AND LOST BOY HOLDINGS LLC

Inspections Director Evans explained this is encroachment agreement with Lost Boy Holdings LLC for Hillside Drive. This agreement allows them to put a walkway across the frontal dune to get to the toe of the dune. He went over the terms in the agreement.

Motion by Commissioner Smith to approve the encroachment agreement with Hillside Drive between the Town and Lost Boy Holdings LLC; second by Commissioner Paarfus; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON HIGH BID FOR 796 OCEAN BOULEVARD WEST

Town Clerk Finnell explained the Board adopted Resolution 24-06, dated June 18, 2024, authorizing the sale of Town-owned property at 796 Ocean Boulevard West by the upset bid process. A final high offer in the amount of \$565,000 was received from Paul Buchanan. The Board must approve the final high offer within 30 days after the final upset bid period ended before a sale can be closed.

Town Clerk Finnell stated if the Board would like to accept the offer, staff suggests making a motion to direct the town attorney to prepare the closing documents and the town manager to execute the documents and any follow-on actions.

Motion by Commissioner Thomas to do what Town Clerk Finnell said; second by Mayor Pro Tem Myers.

Commissioner Smith asked if the Town should give it another month to see if someone would give a higher price. Town Clerk Finnell said the Town would need to start the process again and provided information on the process. The proposed offer is \$565,000. Finance Officer McRainey said the Town purchased the property for \$343,935. Commissioner Smith asked about the appraised value. Assessed/appraisal values were discussed. Mayor Pro Tem Myers said the Town did not buy it as an investment. We never had a viable plan for it. He said this is the high bid, the market price per the market. He suggested accepting the offer and moving on to more important things. Commissioner Smith stated the Town did have plans for the property, we just never had the funds in the budget to move forward. He said you can't replace it when it is gone. He doesn't think it is enough money for it. Commissioner Dyer thinks it is a valuable piece of property to the Town, the proximity to the pumping station. With that location it could be a valuable asset to the Public Works Department. She suggested waiting until the ADA assessment is completed. We need some ADA compliant bathrooms down there. The access there is handicap accessible. She thinks at that price, it is more valuable for the Town to hold onto it.

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

PUBLIC COMMENTS ON GENERAL ITEMS

Jim Bauer said he is glad the Town is finally doing something regarding pumping. He said if the Town is running low on manpower, ring his bell. He explained the standing water is a hazardous condition. He suggested calling the Fire Department for help. He said major roads should be done first. Mr. Bauer stated if you don't have a plan for the pier, you can't ask for qualifications. He said the Town can tear down the two buildings and make them into parking spots until a plan is established. Mr. Bauer said for the modular plan he hopes no paving is involved, except what is necessary for ADA compliance.

MAYOR'S COMMENTS

- Thanked the Police Department, the maintenance department and staff who worked long hours, some of which who didn't go to bed or go home. It is beyond what would be reasonably expected by any employer. These people are dedicated and do their jobs. Wishes the general public could see a lot of the things that went on that they never hear about or see. Always said if we can get by October 15th without a hurricane in sight, we have made it through another season. We have another month to go. Commended the general public and property owners in the last event we just went through. People were seemingly nicer and more understanding. Overall thought the behavior was much better this time around than in some in the past.
- This week was free trash week at the County landfill. Has asked if it would be extended or changed. Has not received an answer yet. Be on the lookout for a change in dates.

- Thankful we received so little damage overall. We were very fortunate. We can thank the good Lord for that.

BOARD OF COMMISSIONERS

Mayor Pro Tem Myers

- Thanked everyone for coming and for those online participating. Don't hesitate to reach out. We want your input and to hear your comments.

Commissioner Smith

- Thanked staff. These guys get out and risk their lives. They are brave guys and are understaffed. Thanked the chief, with his super thin staff that he has to continue to monitor our beach and keep us all safe. Knows it has been tough.
- It is good to have our island back. Seems to be a lot less traffic now that we got through Labor Day. Good to have that island feeling back.
- Glad we got through the storm. The aftereffects of what happened inland will be coming.
- Thanked Lieutenant Dilworth for his efforts helping out Boiling Springs.
- ADA compliance is something we need to continue to be mindful of. We just sold a piece of property that might be something that is required in the future.
- Thanked everyone for coming out and the people online.

Commissioner Thomas

- Thanked everyone for coming. Reiterated thanks to the staff. Their hard work is appreciated.

Commissioner Dyer

- Thanked staff, many were stuck here all night. They couldn't get home or had to work all night. It was awesome to loan out Lieutenant Dilworth when we are already shorthanded. When you see the chief putting out cones in the pouring rain, you know everyone is working hard. Usually, we use Brunswick Avenue as an escape route from Ocean Boulevard, thinks that was just as flooded. Driving through Varnamtown yesterday around lunchtime was a scary situation. Thinks our staff did a great job and is appreciative of that. Thankful for the staff for the work they have done with the sea oats program. Thinks the sea oats have stood the test of time with these last two storms.
- Thoughts and prayers are with our neighbors. Lots of people have lost their businesses, homes and cars. Material things are easily replaced, but you have to understand what people go through to obtain these things. This storm was a once and lifetime for a lot of people, it was devastating.
- Thankful for everyone coming out tonight.

Commissioner Paarfus

- Second what many people said about staff and the hard work they put in. Sees some tired faces out there and has heard some tired voices. Thanked them for getting it done, Knows many departments are short. Many people have been here a long time and need to get home.

- Thinks we have a no swim situation. Saw an advisory today but hasn't been by the beach to look.
- Thanked everybody who came and those online. It is important to participate in your government.

ADJOURNMENT

Motion to adjourn by Commissioner Paarfus at 6:15 p.m.; second by Commissioner Smith; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach AGENDA TOPIC COVER SHEET

* beginning of the meeting
if possible *

TO: Holden Beach BOC

MEETING DATE: ~~September 11, 2024~~ October 15, 2024

FROM:

DATE SUBMITTED: August 20, 2024

Planning + Inspections

ISSUE/ACTION REQUESTED:

Recognition that the Town is now Storm Ready / Tsunami Ready

BACKGROUND/PURPOSE OF REQUEST:

Recognition from the NWS that the Town is Storm Ready / Tsunami Ready

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT:



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: October 15, 2024

FROM: Chris Clemmons, Public Works Director DATE SUBMITTED: September 6, 2024

ISSUE/ACTION REQUESTED: Discussion and Possible Action on the Results of the Town of Holden Beach 2024 Pavement Condition Survey Update

BACKGROUND/PURPOSE OF REQUEST: This is an update to the Pavement Condition Plan that was established in 2008. Since the plan was implemented, approximately \$1.5 million in improvements have been completed. It updates the priority and pricing.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Review and approve.

ATTACHMENT: 2024 Pavement Condition Survey



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: October 15, 2024

FROM: Chris Clemmons, Public Works Director

DATE SUBMITTED: July 8, 2024

ISSUE/ACTION REQUESTED:

Presentation on Water and Sewer System Asset Management Plan

BACKGROUND/PURPOSE OF REQUEST:

Green Engineering has completed the Water and Sewer System Asset Management Plan and is here to present the results.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

N/A

FINANCE RECOMMENDATION:

N/A

TOWN MANAGER'S RECOMMENDATION:

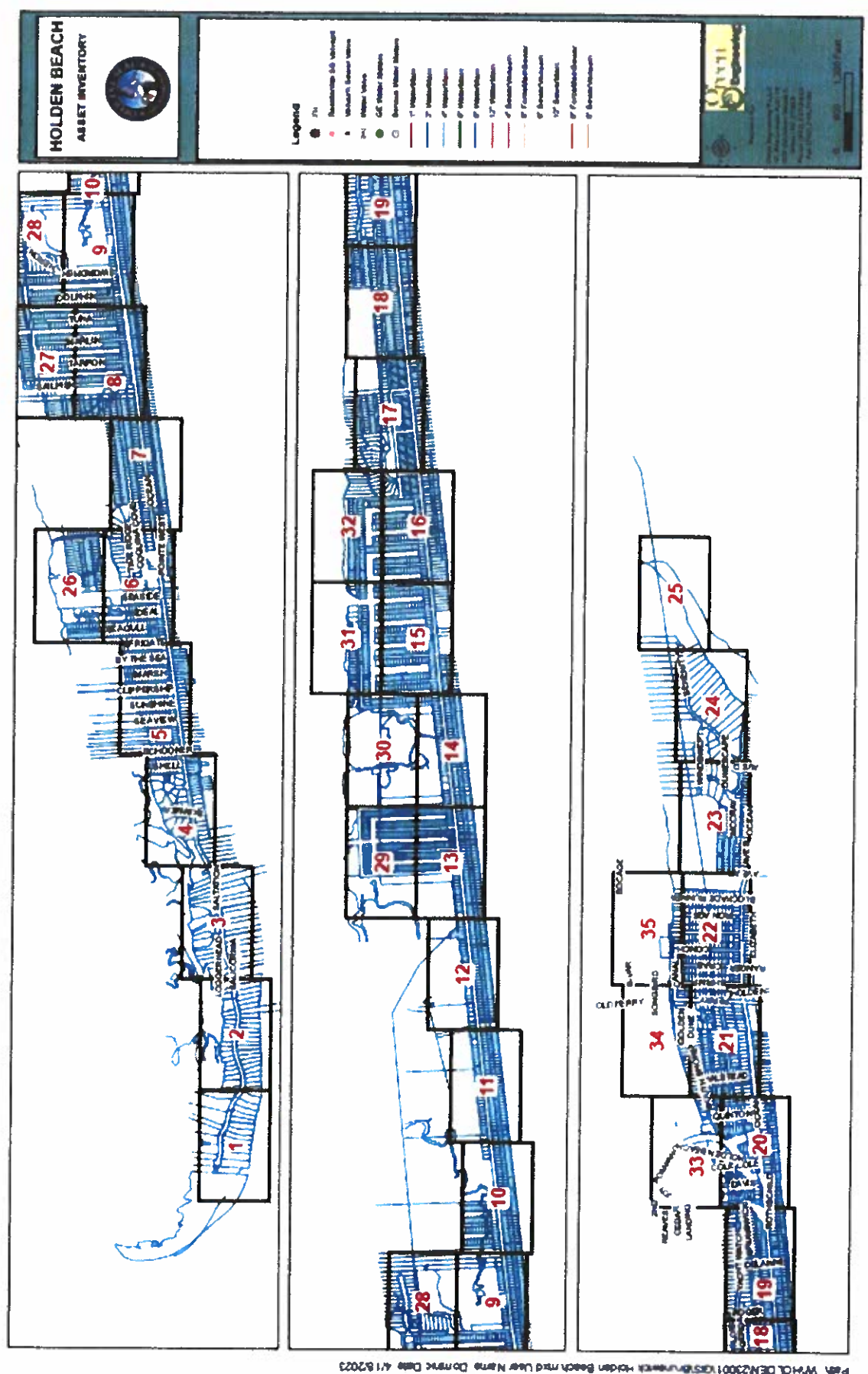
N/A

ATTACHMENT: Asset Management Plan
Maps



Asset Management Plan Holden Beach Water and Sewer System *May 2024*





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Holden Beach Capital Improvement Plan

EXPENDITURES

Project Name	Total Cost FY 2024-25	Total Cost FY 2025-26	Total Cost FY 2026-27	Total Cost FY 2027-28	Total Cost FY 2028-29	Total Cost FY 2029-30	Total Cost FY 2030-31	Total Cost FY 2031-32	Total Cost FY 2032-33	Total Cost FY 2033-34	Totals
Lift Station 2 (Greensboro) Hazard Mitigation	\$3,093,000	\$2,000,000									\$5,093,000
Water Tower Two							\$1,300,000	\$1,200,000			\$2,500,000
Billing Software upgrade				\$25,000					\$25,000		\$50,000
Billing computers and printer replacements				\$15,000					\$15,000		\$30,000
Generator Maintenance Building (EOC)					\$60,000						\$60,000
Generator Replacement Vacuum PS	\$75,000		\$75,000		\$75,000		\$75,000		\$75,000		\$375,000
Ocean Boulevard Parallel Seagull to Skimmer Court Design and Construct				\$100,000	\$450,000	\$450,000					\$1,000,000
Small Water Line Replacements AC 6 inch									\$200,000	\$200,000	\$400,000
Ocean Boulevard parallel and replacement design Phase I										\$250,000	\$250,000
Backhoe Replacement			\$105,000	\$45,000							\$105,000
Mini Excavator Replacement											\$45,000
Vacuum Truck Replacement		\$30,000	\$30,000	\$30,000	\$30,000	\$450,000					\$450,000
Truck replacement	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$300,000
Totals	\$3,198,000	\$2,030,000	\$210,000	\$215,000	\$615,000	\$930,000	\$1,405,000	\$1,230,000	\$345,000	\$480,000	\$10,658,000

Town of Holden Beach Operations and Maintenance Plan

1.0 WATER SYSTEM MANAGEMENT AND PERSONNEL

1. General Policies

The Town of Holden Beach's general policies are established by a mayor and a five-member Board of Commissioners based on the priorities of the protection of public health and welfare, regulatory compliance, and sound fiscal management of the Town. One member serves as Mayor Pro Tem. The water system must comply with the Safe Drinking Water Act as established by EPA and must comply with the North Carolina Rules Governing Public Water Supplies NCAC 15A Subchapter 18C.

1. Components of the Water System:

The Town of Holden Beach has approximately 21 miles of distribution system, and one elevated storage tank with a total of 300,000 gallons capacity for the Town. The water supply is from two different sources. The Northeast Cape Fear River (above lock and dam #1) and groundwater from the Castle Hayne Aquifer. The Northwest Water Treatment Plant in Leland treats the water from the Northeast Cape Fear River and is capable of treating 24 million gallons a day. Our second water plant is the 211 Water Treatment Plant (capable of 7mgd) in Southport. It treats groundwater from 15 different wells all tapped into the Castle Hayne Aquifer approximately 175 feet below the ground surface.

1.1.2 Management Structure

The Town consists of several departments, including the Public Works Department. This department functions under the direction of the Public Works Director who reports to the Town Manager. Within the Public Works Department is the Water Division, which is divided into Operations, and Billings and Collections. There are 5.25 Full Time Equivalents (FTEs) in the water (and wastewater) department total including one individual primarily responsible for billing on the administrative side. The water system policies and rules are evaluated annually and amended.

GPS Survey Equipment Provided by Green Engineering Leica Zeno FLX 100 Plus Antenna, Software, and Tablet



Zeno Mobile

- Leica Zeno Mobile is a system comprised of a connected device, tablet/phone, and rod.
- Similar to RTK/survey equipment
- Accuracy averages <1cm
- Handheld GPS devices (cell phone) with an average effective error rate (in Holden Beach) of 13'
- GIS oriented system that is similar to structure of ArcMap/ArcGIS Pro
- Zeno Mobile application is a subscription-based service
- Establish connection to your account, set up coordinate system/real time correction connection

Overview of Pipes (Horizontal Assets) in Holden Beach Water System

Pipe Size	Holden Beach Totals (Miles)	Percent of System
1"	0.07	0.3%
2"	3.42	15.3%
4"	0.29	1.3%
6"	9.48	42.5%
8"	0.29	1.3%
10"	0	0%
12"	8.77	39.3%
Total	22.32	100%

Overview of other Water (Horizontal Assets) in the Holden Beach Water System

	Total Number	Per 1000 feet of System
Hydrants, Valves, Blow- Offs, Meters		
Hydrants	162	1.37 Avg every 730 ft)
Valves	291	2.47 (w/ hydrant valves)
Blow-Offs	15	0.13
Meters	3,260	27.7

Elevated Water Storage Tank Built in 1978

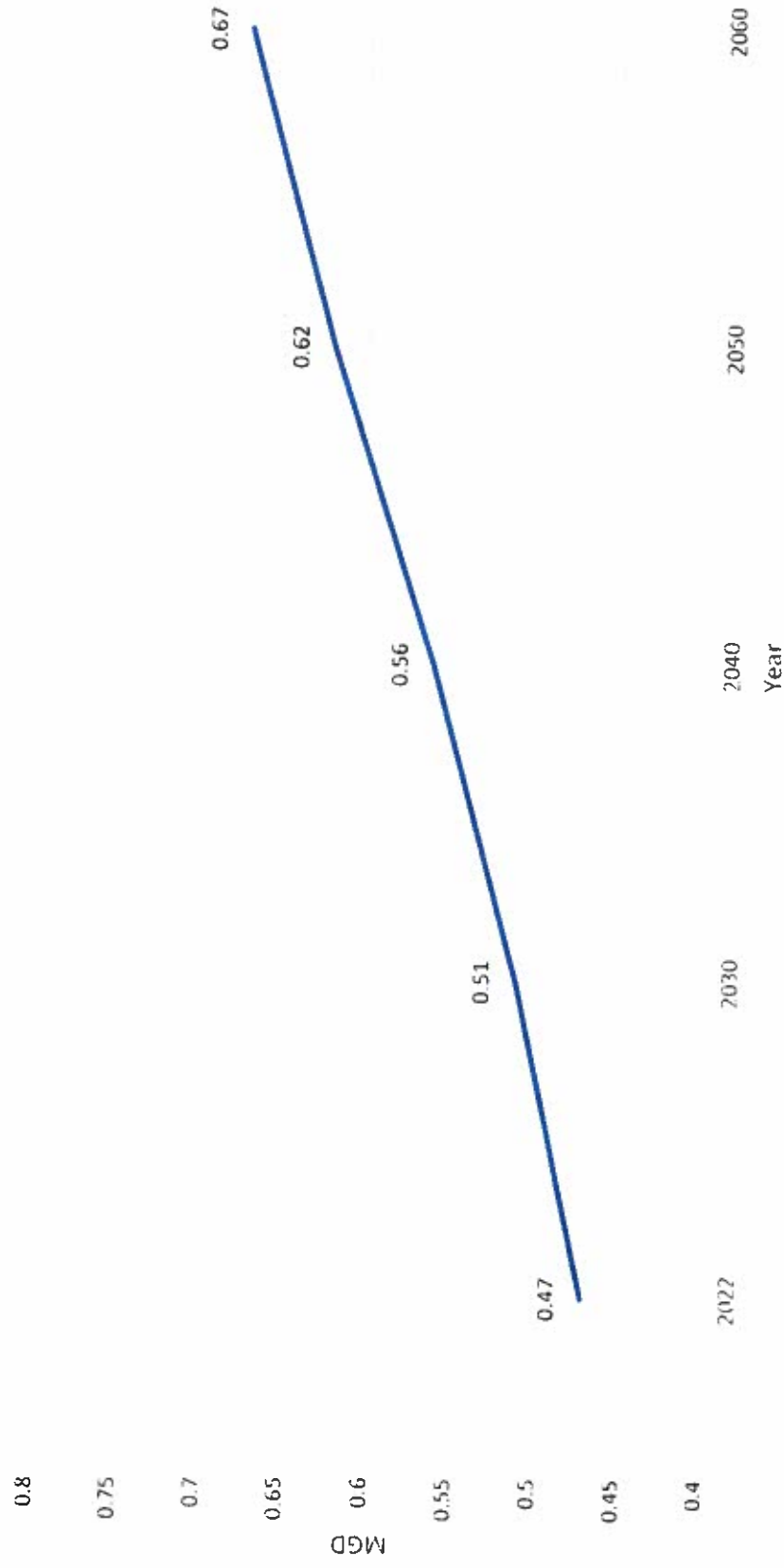
Facility	Address	Capacity (gallons)	Footing Elevation (ft)	Height to Overflow (ft)	Overflow Elevation (ft)	Tank Range (ft)
Tank 1	Brunswick Ave Holden Beach, NC	300,000	13.0	155.0	168.0	28.0
Tank 2 Future	Possible Future					

Demand and Storage Requirements

- Elevated Tank Storage Maximum storage is 300,000 Gallons
- NCDEQ Requirement for all Water Systems per 15A NCAC 18C 0805(c) is one half day's supply on an average day
- Current Average Daily Demand is 0.473 MGD or 236,500 gallons per 12 hours

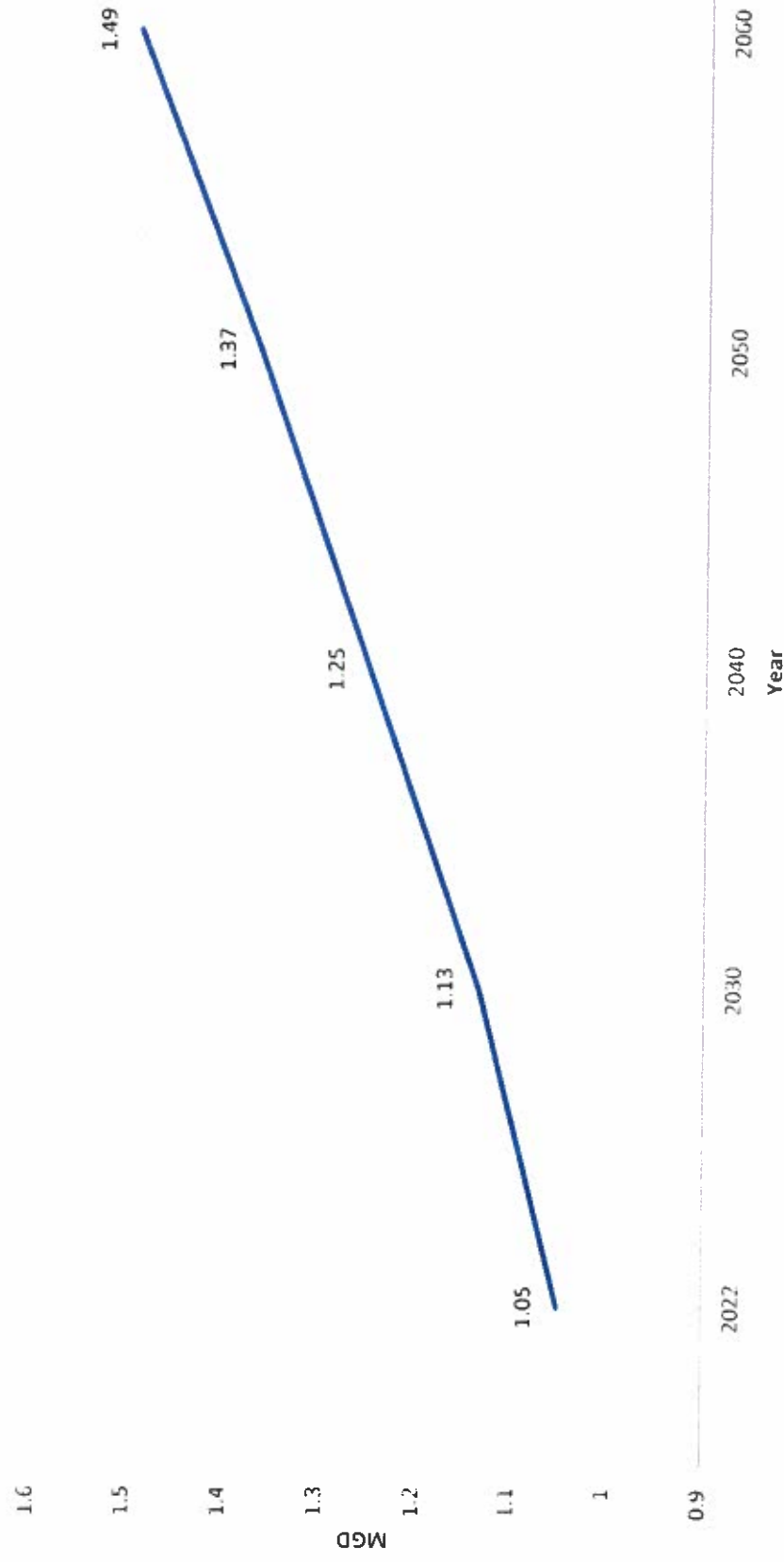
Average Day Growth in Water Demand

Holden Beach Average Day Growth

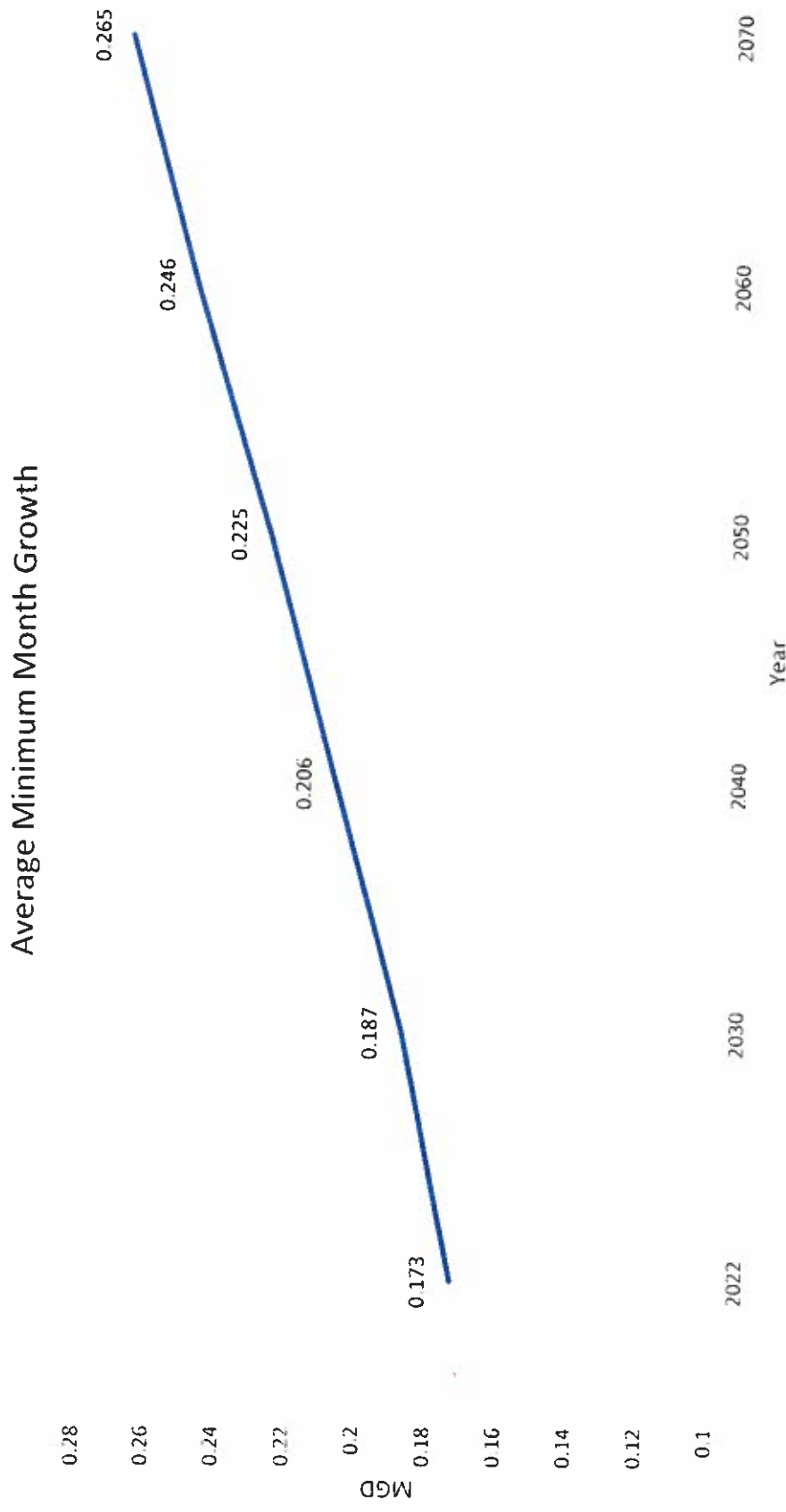


Maximum Day Growth in Water Demand

HOLDEN BEACH MAX DAY GROWTH



Average Minimum Day Growth in Water Demand



Water Supply from Brunswick County



Holden Beach Wastewater Vacuum and Pumping Collection System Overview

Category	Description
Wastewater Facilities	
Holden Beach EOC / Operation	1044 Sabbath Home Road, Supply, NC
Town Hall Billing Office	112 Rothschild Street Holden Beach, NC
Collection System	
Connections	2,984
SS Valve Pits	1,492 SS Valve Pits (Vacuum Valves)
Vacuum Piping Size	4-10 inch
Vacuum Collection System Feet	111,197 Feet (21.06 Miles)
Sewer System Valves	126
Rotary Vane Vacuum Pumps	PS1 4-455 CFM Vacuum Pumps (Collects from Service Area 1 and PS2)
Pump Station Capacities	PS2 2-455 CFM Vacuum Pumps
	PS3 2-455 CFM Vacuum Pumps
	PS4 2-455 CFM Vacuum Pumps (Collects from Service Area 4 and from PS3)
Vacuum Storage Tanks Carbon Steel	PS1 4,500 Gallons all others 3,000 Gallons No Redundancy
Transfer Pump Capacities	PS1 1165 GPM
	PS2 450 GPM
	PS3 349 GPM
	PS4 364 GPM
Force Main Piping Size	6 inch and 8 inch- 2 connections to mainland
Force Main SS Piping Feet	27,720 (5.25 miles)
Waste Treat Brunswick County 2022)	1.0 MGD (Max Avg Month 56% 0.563 MGD in 2022)
Control Systems	Radio Telemetry System / Custom Controls
Water Supply Wells	None
Employees/Staff	5.25 FTEs total: 4.25 System, 1 Business Office and Customer Service
Miscellaneous Equipment	2019 Vac-Con, 2014 CAT Backhoe, 2016 Mini Excavators, Dump Truck from PS (shared), 2 Godwin CD150 Water Pumps, 5 F-150 Crew Trucks

Breakdown of Pipes (Horizontal Assets) in the Holden Beach Wastewater System

Pipe Size	Holden Beach Totals (Miles)	Percent of System
8" Force Main	1.37	26.1%
10" Force Main	3.88	73.9%
Total	5.25	100%
4" Vacuum SS	9.97	47.3%
6" Vacuum SS	4.25	20.2%
8" Vacuum SS	4.66	22.1%
10 Vacuum SS	2.18	10.4%
Total	21.06	100%

Breakdown of Other Horizontal Assets in the Holden Beach Wastewater System

	Total Number	Per 1000 feet of System
Sewer Valves. SS Valvepits		
SS Valves	126	0.88
SS Valvepits	1492	4. (serves 2 houses)

Leadership and Succession Planning

- People are your most valuable asset in an organization
- It is always best and the most cost effective if you can build your staff internally and limit turnover
- Identify potential successors in critical work processes

Questions



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 (September '24)

Printed on October 4, 2024

Descriptions	Totals	
911 Hang Up (911HU)	1	1
Alarm (SIG45 Signal 45)	12	12
Alarm (SIG45 Signal 45); EMD In Progress; Medical Alarm [Bravo]	1	1
Allergies or Envenomations [Charlie]	1	1
Animal Control Call	6	6
Attempt to Locate (ATL)	10	10
Breaking and Entering in Progress (10-62 x62)	3	3
Breathing Problems (Asthma) [Delta]	1	1
Breathing Problems [Delta]	1	1
Burns or Scalds [Charlie, Need Fire]	1	1
Call By Phone (10-21Law x21L)	13	13
Careless & Reckless (C&R)	2	2
Choking [Delta]	1	1
Coastal Flare Sighting [Bravo]	1	1
Coastal Watercraft Rescue [Delta]	1	1
Coastal Water Rescue (Multiple) [Delta]	1	1
Crime in Progress (10-64 x64)	1	1
Debris in Roadway	5	5
Disabled Motorist (10-87 x87)	8	8
Disturbance or Disorderly Subject	6	6

Descriptions	Totals	
Domestic Disturbance (10-82 x82)	1	1
Good Intent Call (Lift Assist)	1	1
Headache [Charlie]	1	1
Heart or AICD Problems [Charlie]	1	1
Hit and Run (Property Damage Only 10-54 x54)	1	1
Improperly Parked Vehicle (10-70 x70)	17	17
Information or Message Delivery (10-14 x14)	1	1
Issue with Power Line or Transformer [Bravo]	1	1
Lost or Found Property	6	6
Meet with Complainant (10-83 x83)	24	24
Meet with Complainant (10-83 x83); Noise Complaint	1	1
Meet with Subject or Officer (10-25 x25)	37	37
Missing or Abandoned Person	1	1
Noise Complaint	4	4
Open Door	2	2
Overdose - Poisoning (Ingestion)	1	1
Shots Fired (10-96 x96)	2	2
Sick Person [Alpha]	1	1
Sick Person [Delta]	1	1
Single Residential Fire Alarm [Bravo]	3	3
Special Check - Business - Residence (10-79 x79)	341	341
Special Operations Assignment (Signal 55 SIG55)	2	2
Stopping Vehicle (10-61 x61)	6	6

Descriptions	Totals	
Storm - Roads (Flooding or Ice)	4	4
Storm - Roads (Flooding or Ice); Traffic Control (10-58 x58)	1	1
Suspicious Vehicle or Subject (10-60 x60)	4	4
Take Written Report (10-92 x92)	4	4
Take Written Report (10-92 x92); Call By Phone (10-21Law x21L)	1	1
Traffic Accident (Property Damage Only 10-50PD x50PD)	1	1
Traffic Control (10-58 x58)	3	3
Trespassers	3	3
Unconscious or Fainting [Delta]	1	1
Water or Sewer Problems	3	3
Welfare Check	6	6
Totals	563	563



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http://a.holdenbeach.com



HBPD Monthly Report (September '24)

Printed on October 4, 2024

Reported	Case Number	Address	Offenses	Disposition
09/02/24 10:11	HBP24-00092	249 OCEAN BLVD	LOST/FOUND PROPERTY	Founded
09/06/24 10:59	HBP24-00093	EAST END ON THE	14-399(C) - LITTERING NOT > 15 LBS	Closed - Leads Exhausted
09/13/24 10:57	HBP24-00094	796 OCEAN BLVD W	14-72(A) - MISDEMEANOR LARCENY	Closed - Leads Exhausted
09/15/24 11:33	HBP24-00095	114 SCHOONER DR	Found Property	Closed - Resolved by Parties
09/18/24 10:10	HBP24-00096	124 FAYETTEVILLE ST	14-159.12 - FIRST DEGREE TRESPASS (ENTER/REMAIN); 14-72(A) - MISDEMEANOR LARCENY	Closed - Resolved by Parties
09/27/24 12:00	HBP24-00097	1315 OCEAN BLVD W	14-160 - INJURY TO PERSONAL PROPERTY	Closed - Unfounded
09/30/24 18:35	HBP24-00098	1186 OCEAN BLVD W	14-127 - INJURY TO REAL PROPERTY	Closed - Case Created In Error

Total Records: 7



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Fax: 910-846-6907
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Ordinance Violations (September '24)

Printed on October 4, 2024

Date	Defendant	Citation/Warning	Ordinance
09/01/24	CASEY, PATRICK	Warning-Compliant	Parking - Roadway/Travel Lane
09/01/24	ADAMS, DAVID JR	Warning-Compliant	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
09/02/24	YODER, JENNIFER	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
09/09/24	YOUNG, CLAIRE	Warning-Compliant	Parking - Right-of-Way Violation (Ocean Blvd)
09/09/24	WILLIAMS, DAVID	Warning-Compliant	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
09/12/24	FULTON, SUSAN	Warning	Nuisance - Noise 1st Offense
09/12/24	VANCE, CHRISTINA	Citation	Parking - Right-of-Way Violation (Sidestreet Between 9am & 5pm)
09/21/24	DOUGLASS, MOLLY	Warning-Compliant	Parking - Non-LSV in LSV Only Area
09/28/24	BIBLE, KALI	Citation	Parking - In Area for Other Than Designated Use
09/29/24	KIKUKAWA, KELLY	Citation	Parking - Within 40ft of Intersection/Cul-De-Sac

Total Records: 10

LSV = 1



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State Citation (September '24)

Printed on October 4, 2024

Date	Defendant	Statutes/Charges
09/17/24	VELASQUEZ-MORALES, ISMAR URIELM	20-7(A) - NO OPERATORS LICENSE; 20-116(G) - IMPROPER LOADING/COVERING VEH

Total Records: 1

LSU = 0

Permit Report

08/14/2024 - 09/06/2024

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
9/6/2024	240826	Electrical	0		
9/5/2024	240825	Boat Lift	25,000	\$350.00	\$350.00
9/5/2024	240824	Swimming Pool	61,800	\$1,831.20	
9/5/2024	240823	Repair	110,000	\$1,175.00	
9/3/2024	240822	Swimming Pool	150,000	\$1,575.00	\$1,575.00
8/30/2024	240821	Mechanical	17,600	\$200.00	\$200.00
8/30/2024	240820	Electrical	1,700	\$175.00	\$175.00
8/30/2024	240819	Repair	2,500	\$125.00	\$125.00
8/30/2024	240818	Repair	20,000	\$205.00	\$205.00
8/30/2024	240817	Zoning	50	\$50.00	\$50.00
8/30/2024	240816	Repair	28,500	\$331.50	\$331.50
8/30/2024	240815	Repair	25,680	\$306.12	
8/30/2024	240814	Boat Lift	19,000	\$196.00	\$196.00
8/29/2024	240813	Electrical	4,000	\$175.00	\$175.00
8/29/2024	240812	Zoning	50	\$50.00	\$50.00
8/29/2024	240811	Mechanical	8,550	\$100.00	\$100.00
8/29/2024	240810	Mechanical	7,160	\$100.00	\$100.00
8/28/2024	240809	Boat Lift	16,900	\$177.10	
8/28/2024	240808	No Permit	1,500	0	0
8/27/2024	240807	Renovation	70,000	\$955.00	\$955.00
8/27/2024	240806	Boat Lift	7,700	\$225.00	\$225.00
8/27/2024	240805	Single Family Construction	400,000	\$5,980.26	\$5,980.26
8/26/2024	240804	Mechanical	8,300	\$100.00	\$100.00
8/26/2024	240803	Electrical	1,500	\$175.00	\$175.00
8/26/2024	240802	Mechanical	14,183	\$200.00	\$200.00
8/26/2024	240801	No Permit	34,000	0	0
8/23/2024	240800	Repair	4,200	\$125.00	\$125.00
8/23/2024	240799	Zoning	50	\$50.00	\$50.00
8/23/2024	240798	Zoning	50	\$50.00	\$50.00
8/23/2024	240797	Electrical	1,500	\$175.00	
8/23/2024	240796	Electrical	2,500	\$175.00	
8/23/2024	240795	Mechanical	5,170	\$100.00	\$100.00
8/22/2024	240794	No Permit	7,000	0	0
8/22/2024	240793	Electrical	0	\$175.00	\$175.00
8/22/2024	240792	Zoning	50	\$50.00	\$50.00
8/22/2024	240791	Electrical	1,000	\$175.00	\$175.00
8/21/2024	240790	Repair	20,000	\$305.00	\$305.00
8/21/2024	240789	Repair	145,000	\$1,330.00	
8/21/2024	240788	No Permit	30,000	0	0
8/20/2024	240787	Zoning	25	\$25.00	\$25.00
8/20/2024	240786	Mechanical	9,006	\$200.00	\$200.00

8/20/2024	240785	Electrical	1,500	\$175.00	\$175.00
8/20/2024	240784	Electrical	2,500	\$175.00	\$175.00
8/20/2024	240783	Electrical	2,500	\$175.00	\$175.00
8/20/2024	240782	Electrical	1,500	\$175.00	\$175.00
8/20/2024	240781	Electrical	1,500	\$175.00	\$175.00
8/20/2024	240780	Repair	6,000	\$125.00	\$125.00
8/20/2024	240779	Boat Lift	12,000	\$233.00	\$233.00
8/16/2024	240778	Single Family Construction	820,000	\$20,107.32	\$20,107.32
8/16/2024	240777	Mechanical	19,400	\$200.00	\$200.00
8/16/2024	240776	Gas	2,175	\$100.00	\$100.00
8/16/2024	240775	Mechanical	9,111	\$200.00	\$200.00
8/16/2024	240774	Repair	28,000	\$477.00	\$477.00
8/16/2024	240773	Repair	8,000	\$125.00	\$125.00
8/16/2024	240772	Repair	60,000	\$665.00	\$665.00
8/15/2024	240771	Zoning	50	\$50.00	\$50.00
8/15/2024	240770	Repair	30,000	\$345.00	\$345.00
8/15/2024	240769	Mechanical	10,080	\$200.00	\$200.00
8/15/2024	240768	Mechanical	4,650	\$100.00	\$100.00
8/15/2024	240767	Mechanical	5,750	\$100.00	\$100.00
8/15/2024	240766	Mechanical	8,540	\$100.00	\$100.00
8/15/2024	240765	Repair	25,500	\$254.50	\$254.50
8/15/2024	240764	Repair	16,000	\$169.00	\$169.00
8/14/2024	240763	Renovation	52,500	\$747.50	\$747.50
8/14/2024	240762	New Construction	26,850	\$416.65	\$416.65
8/14/2024	240761	New Construction	31,700	\$460.30	\$460.30
8/14/2024	240760	Plumbing	1,500	\$200.00	\$200.00
			\$2,448,530.00	\$43,942.45	\$38,773.03

PERMIT SUMMARY REPORT**COMMERCIAL**

Count	1
Total Fees	\$0
Fees Paid	\$0
Total Project Cost	\$0

RESIDENTIAL

Count	66
Total Fees	\$43,942.45
Fees Paid	\$38,773.03
Total Project Cost	\$2,448,530

TOTAL

Count	67
Total Fees	\$43,942.45
Fees Paid	\$38,773.03
Total Project Cost	\$2,448,530

ACTIVE NEW HOME PERMITS = 31

OTHER ACTIVE PERMITS= 403

PERMITS ISSUED OVER \$30,000 = 39 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 = 7 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS ISSUED WAITING PICK UP = 22

TOTAL PERMITS= 456

PERMITS IN REVIEW= 7

CAMA ISSUED= 3

ZONING ISSUED =10

PERMITS SERVICED FOR INSPECTIONS FROM 7/9-8/13=86

TOTAL INSPECTIONS MADE= 180

Permit Report

09/07/2024 - 10/07/2024

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
10/4/2024	240891	Single Family Construction	812,000	\$10,078.37	\$10,078.37
10/4/2024	240890	Cargo Lift	34,165	\$489.34	
10/4/2024	240889	Bulkhead	10,000	\$125.00	
10/2/2024	240888	Mechanical	14,505	\$200.00	\$200.00
10/2/2024	240887	Mechanical	6,456	\$100.00	\$100.00
	240886	Mechanical	13,547	\$200.00	\$200.00
10/2/2024	240885	Mechanical	1,729	\$100.00	\$100.00
10/1/2024	240884	Zoning	25	\$25.00	\$25.00
9/27/2024	240883	Mechanical	9,166	\$200.00	\$200.00
9/27/2024	240882	Boat Lift	32,100	\$413.90	\$413.90
9/27/2024	240881	Repair	32,450	\$317.05	
9/27/2024	240880	Bulkhead	18,000	\$187.00	\$187.00
9/27/2024	240879	Swimming Pool	54,000	\$1,775.00	\$1,775.00
9/27/2024	240878	Gas	350	\$100.00	\$100.00
9/26/2024	240877	Mechanical	9,677	\$200.00	\$200.00
9/26/2024	240876	Mechanical	9,116	\$200.00	\$200.00
9/26/2024	240875	Mechanical	18,100	\$200.00	\$200.00
9/26/2024	240874	Plumbing	9,800	\$200.00	\$200.00
9/26/2024	240873	Repair	25,000	\$250.00	\$250.00
9/26/2024	240872	No Permit Required	25,000		
9/26/2024	240871	Repair	10,000	\$375.00	\$375.00
9/26/2024	240870	Repair	5,000	\$125.00	\$125.00
9/25/2024	240869	Zoning	50	\$50.00	\$50.00
9/25/2024	240868	Mechanical	4,250	\$100.00	\$100.00
9/25/2024	240867	Electrical	2,500	\$175.00	\$175.00
9/25/2024	240866	Mechanical	5,390	\$100.00	\$100.00
9/24/2024	240865	Repair	40,000	\$385.00	
9/24/2024	240864	Repair	6,500	\$125.00	\$125.00
9/23/2024	240863	Electrical	2,000	\$175.00	\$175.00
9/23/2024	240862	Repair	14,600	\$156.40	
9/20/2024	240861	Repair	18,000	\$237.00	\$237.00
9/20/2024	240860	Mechanical	8,658	\$100.00	\$100.00
9/20/2024	240859	Mechanical	9,333	\$100.00	\$100.00
9/20/2024	240858	Electrical	1,000	\$175.00	\$175.00
9/20/2024	240857	Mechanical	10,525	\$100.00	\$100.00
9/20/2024	240856	Repair	1,000	\$125.00	
9/19/2024	240855	Mechanical	8,950	\$100.00	\$100.00
9/19/2024	240854	Repair	8,800	\$125.00	\$125.00
9/19/2024	240853	Repair	15,000	\$160.00	\$160.00
9/18/2024	240852	Zoning	1,800	\$65.00	\$65.00

9/17/2024	240851	Gas	1,800	\$100.00	\$100.00
9/17/2024	240850	Mechanical	4,200	\$100.00	\$100.00
9/13/2024	240849	Mechanical	8,620	\$100.00	\$100.00
9/13/2024	240848	Mechanical	16,970	\$200.00	\$200.00
9/13/2024	240847	Mechanical	4,290	\$100.00	\$100.00
9/13/2024	240846	No Permit Required	28,500		
9/12/2024	240845	Repair	8,500	\$325.00	
9/12/2024	240844	Bulkhead	12,000	\$133.00	\$133.00
9/12/2024	240843	Boat Lift	20,000	\$305.00	\$305.00
9/11/2024	240842	Repair	18,000	\$287.00	\$287.00
9/11/2024	240841	Mechanical	8,850	\$100.00	\$100.00
9/11/2024	240840	Electrical	1,500	\$175.00	\$175.00
9/11/2024	240839	Zoning	50	\$50.00	\$50.00
9/10/2024	240838	Zoning	50	\$50.00	\$50.00
9/10/2024	240837	Electrical	1,500	\$175.00	
9/10/2024	240836	Repair	10,000	\$275.00	\$275.00
9/10/2024	240835	Walkway	25,000	\$250.00	\$250.00
9/9/2024	240834	Mechanical	3,991	\$100.00	\$100.00
9/9/2024	240833	Electrical	1,000	\$175.00	\$175.00
9/9/2024	240832	Mechanical	8,147	\$100.00	\$100.00
			\$1,491,510.00	\$21,514.06	\$19,416.27

PERMIT SUMMARY REPORT**COMMERCIAL**

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

RESIDENTIAL

Count	60
Total Fees	\$21,514.06
Fees Paid	\$19,416.27
Total Project Cost	\$1,491,510

TOTAL

Count	60
Total Fees	\$21,514.06
Fees Paid	\$19,416.27
Total Project Cost	\$1,491,510

ACTIVE NEW HOME PERMITS = 28

OTHER ACTIVE PERMITS= 412

PERMITS ISSUED OVER \$30,000 = 40 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

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

PERMITS ISSUED WAITING PICK UP = 23

TOTAL PERMITS= 463

PERMITS IN REVIEW= 5

CAMA ISSUED= 1

ZONING ISSUED =10

PERMITS SERVICED FOR INSPECTIONS FROM 9/7-10/7=101

TOTAL INSPECTIONS MADE= 203

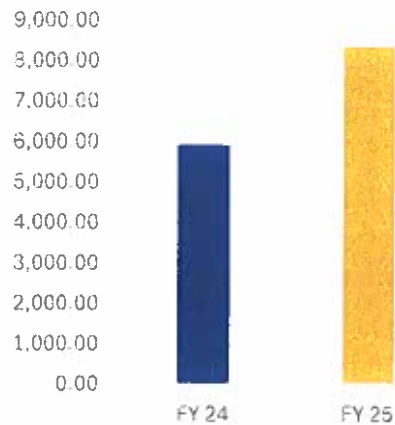
Finance Report

July 1, 2023 - September 30, 2023 vs. July 1, 2024 - September 30, 2024

Revenues to Watch

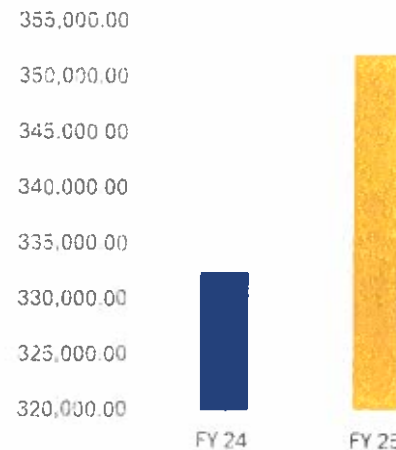
AD VALOREM TAX

FY 24	5,913.67
FY 25	8,358.03



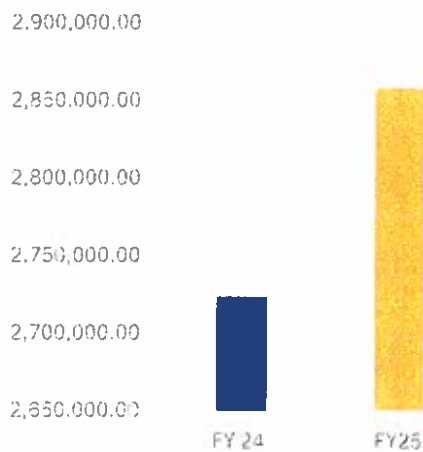
PARKING REVENUE

FY 24	332,458.63
FY 25	352,077.93



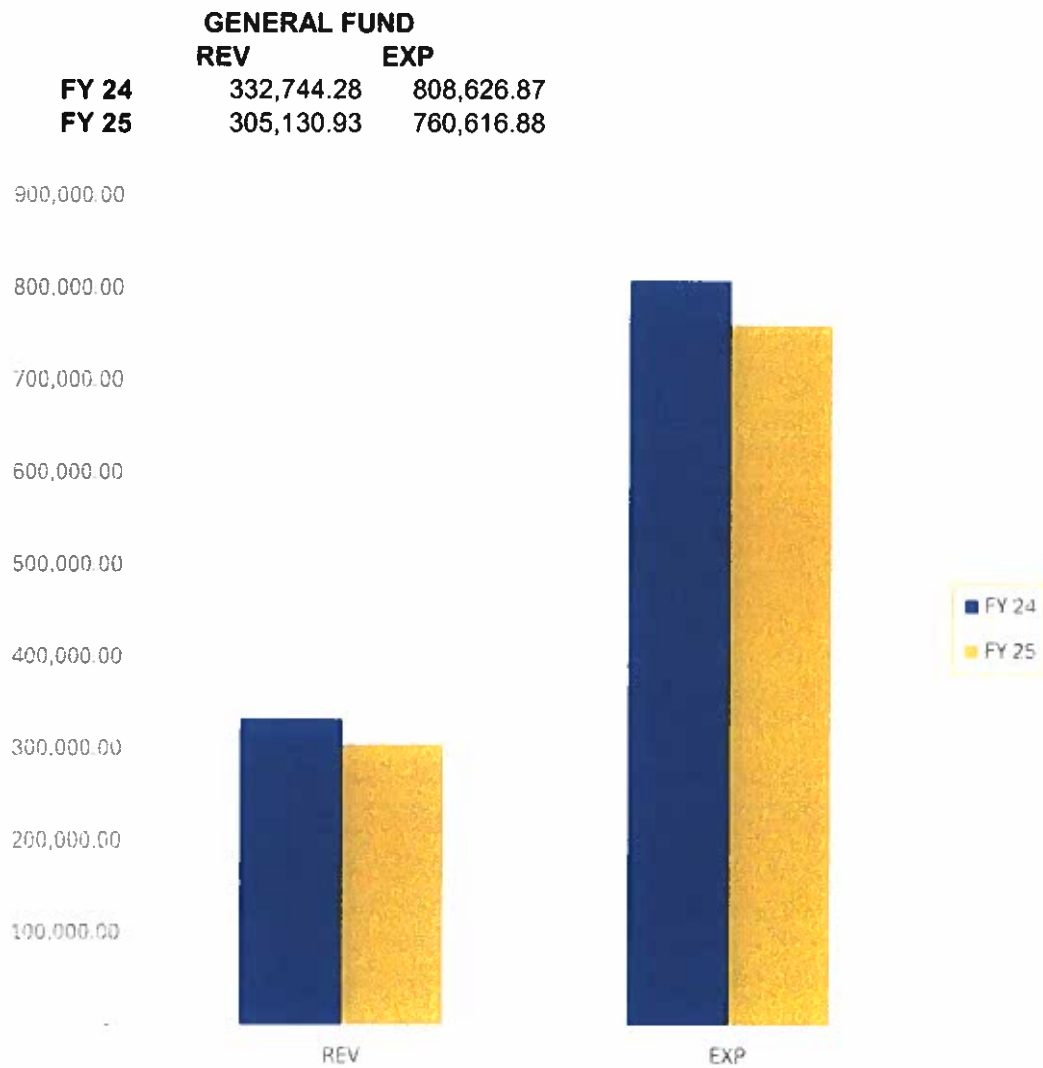
OCCUPANCY TAX

FY 24	2,723,316.81
FY25	2,858,478.78



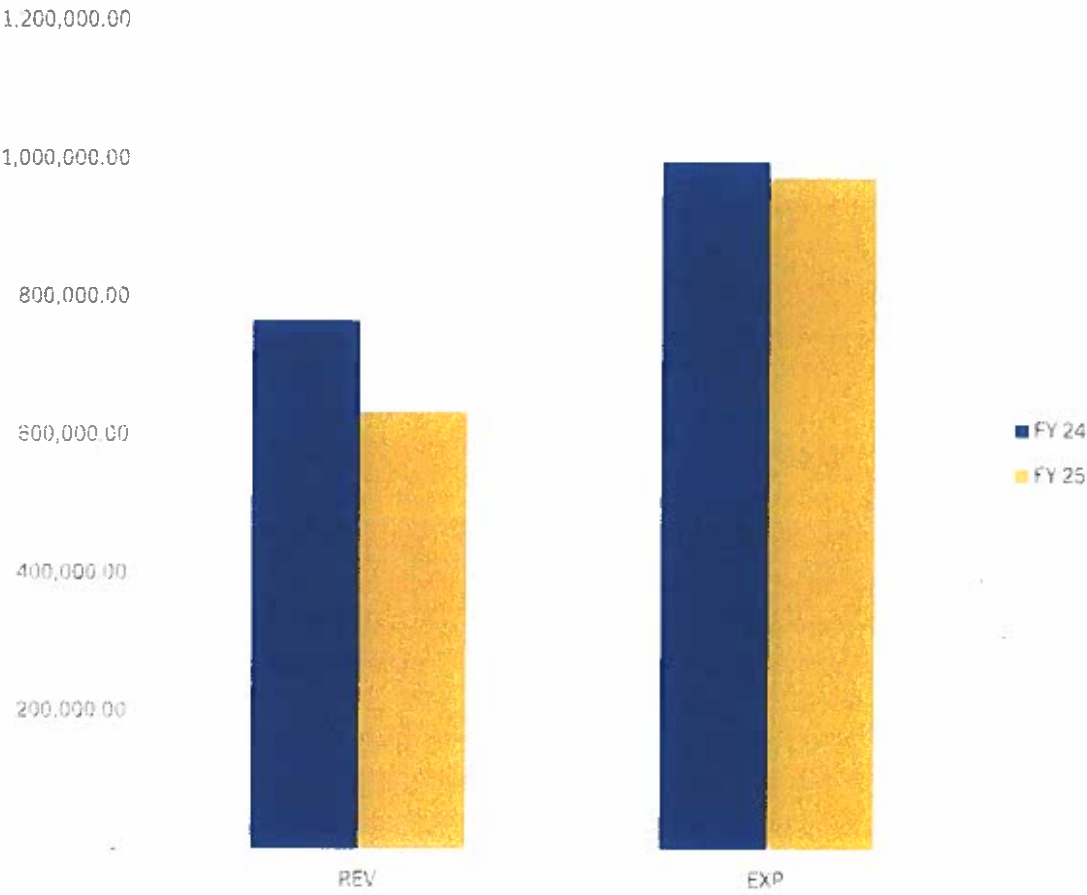
Revenues are looking good through September very comparable to last year. Ad valorem consist of prior year taxes at this time. Parking and occupancy tax revenues show a slight increase over last year.

Revenue vs Expenditures by Fund



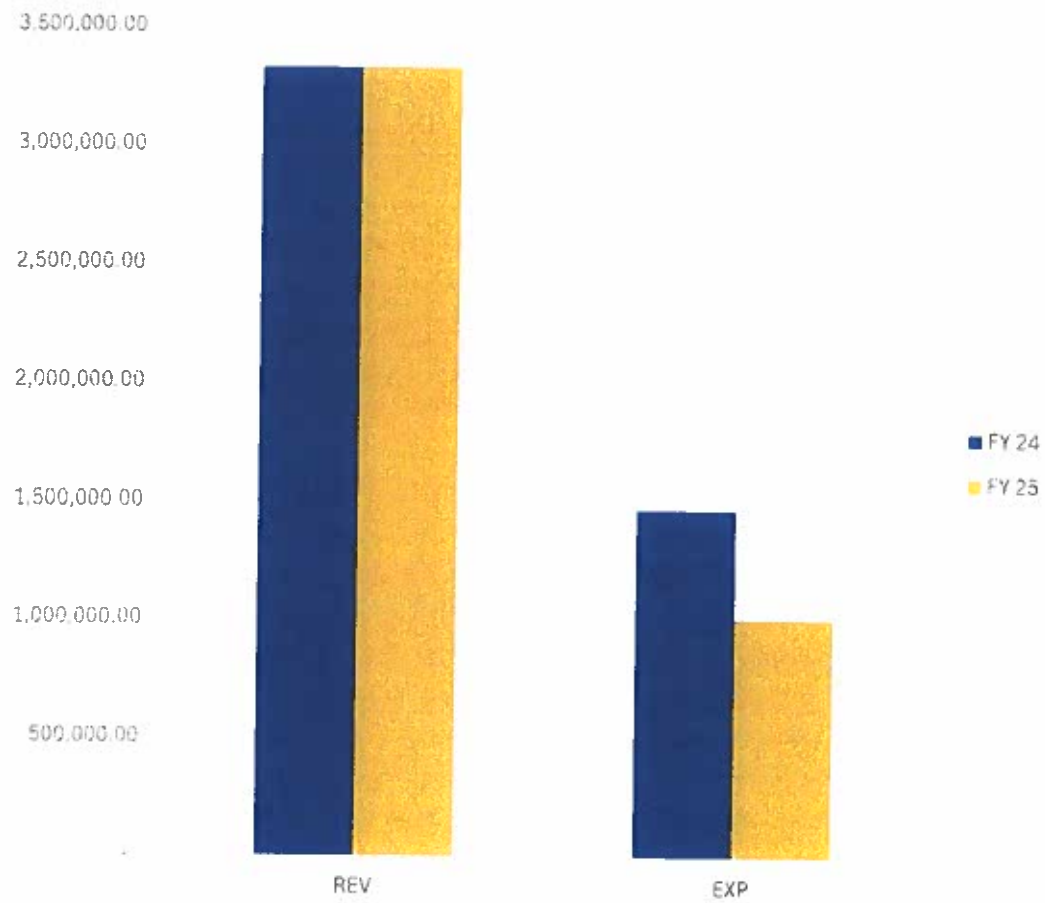
Revenue vs Expenditures by Fund

	WATER SEWER	
	REV	EXP
FY 24	765,658.18	995,852.46
FY 25	633,326.12	972,958.74



Revenue vs Expenditures by Fund

BPART (PARKS AND REC)		
	REV	EXP
FY 24	3,328,850.15	1,467,078.09
FY 25	3,330,210.14	1,008,415.18



Manager Talker Sep/Oct 2024

Greensboro Street Sewer Lift Station

EPA and NCDWQ approvals to proceed in hand
 Awaiting TerraHawk contract review/execution – anticipate by EOW 11 Oct;
 Then Town Attorney review/Admin execute w/subsequent Notice to Proceed

796 OBW set to Close 17 Oct

Will temporarily book proceeds to W&S miscellaneous revenue
 Follow on November actions; budget amendment to authorize debt prepayment etc

NC General Assembly Convenes mid January

Long Session
 Crossover date unknown at this time -usually apr/may
 Board may wish to have asks ready soonest
 Town legislative agenda items to state Reps nlt tbd

CRC meeting OIB mid November

Inlet Hazard Area revisions maybe Nov but probably after new year- tracking closely

New Certified Population Estimate for Holden Beach is 1054

Basis for State Distributed Revenues

Ocean Blvd Bike Lanes

NCDOT Cost Overrun – Estimate \$1,722,364; actual \$1,797,424; delta **\$75,060**.
 Town's share at 42% would be \$31,525
 Coordinating with DOT to review project and identify potential alternative funding to satisfy overrun; follow on appropriation by Town possible to satisfy obligation.
 Maintenance – DOT advises that state's standard of care is not what Town will require (Mowing versus sweeping)
 Staff evaluating options for service provision: in-house v contract for sweeping
 DOT reviewing requirements for agreement needed for Town to conduct street sweeping.

Final Keybridge Items - to be completed nlt March

114 Quentin Access and Restroom Facility
 Complete; fully operational

Ave E Public/Emergency Access and Restroom Facility
 Notice to Proceed issued to Babson @ \$168,365; due date 1 Feb

801 OBW Public Access
 Notice to Proceed issued to Jesse & Meyers @\$48,900; due date 15 Nov

ADA Self-Assessment Request For Proposals due 15 Oct

Upcoming Parks and Rec Events (4)

Volunteer Appreciation Luncheon 25 Oct 1130

Barktoberfest – Canine Fashion Show 25 Oct 5 pm

Trunk or Treat Oct 31 530-7 pm

All three above register nlt 18 Oct w Christy

Veterans Appreciation Luncheon 8 Nov – register by 1 Nov



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/15/2024

FROM: Tom Myers, Audit Committee Chair

DATE SUBMITTED: 10/08/2024

ISSUE/ACTION REQUESTED:

Discussion of the Audit Committee findings and recommendation regarding the Town's annual audit.

BACKGROUND/PURPOSE OF REQUEST:

Town Ordinance § 30.27 specifies that the Audit Committee shall monitor the performance of the external audit firm as it relates to the annual audit of the town, review the annual audit report with the external auditor, and provide a written opinion to the BOC.

The external auditor has provided draft content for the Audit Committee to review.

The Audit Committee met on October 11th to review the audit information and address questions with the external auditor.

Based on these efforts, the Audit Committee is presenting its findings and recommendations.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

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

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tracey Thomas & Tom Myers

October 15, 2024
MEETING DATE: ~~9/15/24~~
DATE SUBMITTED: 9/6/24

ISSUE/ACTION REQUESTED:

- Discuss and possible action on long term summer concert venue

BACKGROUND/PURPOSE OF REQUEST:

- Previous concert venue (pavilion next to sewer station #1) was condemned and removed before the 2024 concert season
- 2024 concerts were held at the Bridgewater Park pavilion:
 - This required closing the park on Sunday afternoons to prep the area and allow bands to set up
 - Portable toilets were rented to provide bathroom facilities (park bathrooms were locked/closed during concerts)
- Review Lessons Learned – feedback from town employees and concert goers
- Discuss 2025 plan for concerts – Bridgeview park again?/temporary/rented stage somewhere else? (where); new pavilion? (where)

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

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

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT-



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/15/24

FROM: Dr. Page Dyer & Rick Smith

DATE SUBMITTED: 10/4/24

ISSUE/ACTION REQUESTED: Consideration and possible action on having the PRAB do an evaluation of adding pickleball courts on the island. Currently there are user, user conflicts with basketball and pickleball based on its increased popularity. Evaluating the feasibility of having more courts now will aid in fine tuning locations as the PRAB continues to work through its master plan.

BACKGROUND/PURPOSE OF REQUEST: There is increased popularity in the amount of people playing pickleball and the Town may need to investigate investing in additional courts.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A
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"/>

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

Pickleball Courts

Date: 10/4/2024

To: Fellow Commissioners

From: Dr. Page Dyer & Rick Smith

RE: Pickleball Courts

As part of the tasker from the cover sheet, I would like us to specifically consider the following during the discussion:

1. Location- Ideas include 800 block, Lois and Gerda, site of old pavilion, new property, etc.
2. Approval of Funding for Professional Services that may be needed to aid the PRAB- surveys, field trips if needed to view other facilities, etc. (available to appropriate BPART)
3. Cost estimates- The PRAB should supply the BOC with cost estimates to the best of its ability based on similar projects currently being constructed. Items to accompany the court that may be required on the site should also be considered (fence, lighting, parking, restrooms, etc.)



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: October 15, 2024

FROM: Heather Finnell, Town Clerk

DATE SUBMITTED: October 3, 2024

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Ordinance 24-15, An Ordinance Amending The Holden Beach Code of Ordinances Chapter 72: Parking Regulations

BACKGROUND/PURPOSE OF REQUEST: In October 2022, the Board voted to suspend paid parking island wide for the festival. In January 2023, in response to a Board tasker, staff recommended that paid parking continue to be suspended island wide festival weekends. The proposed amendment updates the ordinance to reflect the past precedent of no paid parking during festival weekends. It also proposes to remove the section pertaining to the HB Pavilion since the structure was demolished. If a new structure is added, parking in that area can be discussed at that time.

Staff recommends making a motion to approve Ordinance 24-15.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend approval.

ATTACHMENT: Ordinance 24-15, An Ordinance Amending The Holden Beach Code of Ordinances, Chapter 72: Parking Regulations

ORDINANCE 24-15
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
CHAPTER 72: PARKING REGULATIONS

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Chapter 72: Parking Regulations be amended as follows.

Section One: Amend Section 72.02 (D) as follows (changes in red):

§ 72.02 PARKING PROHIBITED ON PUBLIC STREETS AND RIGHTS-OF-WAY.

(D) Exceptions.

- (1) The prohibitions in subsection 72.02(A) (B) or (C) shall not apply to the temporary parking of any of the following:
 - (a) Emergency or government vehicles.
 - (b) Public and private utility vehicles.
 - (c) Private vehicles, when being used during the provision of an emergency.
 - (d) Private vehicles, when being used for any other bona fide governmental purpose.
- (2) The prohibitions in subsection 72.02(A) shall not apply to the temporary parking of any of the following:

Private contractor or maintenance service vehicles while performing legitimate services at a specific location receiving services, except:

 - (a) No vehicle may be left parked overnight (from dusk to dawn); and
 - (b) All vehicles must be as far off the public street rights-of-way as possible; and
 - (c) No vehicle may be left parked on any portion of any roadway; and
 - (d) No vehicle may be parked on any portion of the sidewalk.
- (3) The prohibitions in subsection 72.02(A) shall not apply to the temporary parking of any of the following, but shall still require a valid Parking Permit as defined in this Chapter:

Parking shall be permitted in the rights of way for customers of businesses immediately adjacent to such location, except:

 - (a) Shall not be within 25 feet of any intersection in any direction; and
 - (b) Shall not be on any portion of the sidewalk; and
 - (c) Shall not impede the flow of traffic.
- (4) Parking is authorized without a permit in Bridgeview Park for direct use of the park and its facilities only. This applies to the parking area(s) immediately

adjacent to and on the same side of the street as the park on Davis St, Rothschild St, and Brunswick Avenue West.

- (5) Parking is authorized without a permit at the Holden Beach Town Hall when conducting official business in the Town Hall. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the Town Hall on Davis St, Rothschild St, and Brunswick Avenue West.
- ~~(6) Parking is authorized without a permit at the Holden Beach Pavilion located on Jordan Boulevard when actively participating in Town sponsored recreation programs and rentals. This applies to the parking area(s) immediately adjacent to the Pavilion.~~
- (7) Parking is authorized without a permit at the Halstead Park for direct use of the park and its facilities only. This applies to the parking area on the lot located at 125 South Shore Drive only.
- (8) Parking is authorized without a permit at Sailfish Dr. Park for direct use of the park and its facilities only. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the park on Sailfish Dr. only.
- (9) Parking is authorized without a permit at Sand Dollar Dr. Park for direct use of the park and its facilities only. This applies to the parking area(s) immediately adjacent to and on the same side of the street as the park on Sand Dollar Dr. only.
- (10) Parking is authorized without a permit in any designated handicap space in accordance with the definition(s) in 72.01, when said vehicle displays a valid placard or registration plate.
- (11) Parking is authorized without a permit on street rights-of-way in accordance with the following:
 - (a) In accordance with all of the provisions of 72.02(B) and (C), and
 - (b) Only between 5 p.m. and 9 a.m., and
 - (c) On all streets except Ocean Blvd West and Ocean Blvd East between Jordan Blvd and the intersection with McCray St.
- ~~(12) Parking is authorized without a permit island wide during town events at the discretion of the town manager.~~

This the 15th day of October, 2024.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

October 15, 2024

FROM: Rick Paarfus, Dr. Page Dyer

MEETING DATE: 9-17-2024

DATE SUBMITTED: 9-3-2024

ISSUE/ACTION REQUESTED: Discussion on possible actions for non legislative actions to inform the public of the Holden Beach General regulation 91.17 restriction concerning the placement of open flame devices.

BACKGROUND/PURPOSE OF REQUEST:

Several residents have observed the practice of using open flame devices under houses in violation of 91.17 (attached). This usually is the result of the individual having no knowledge of the regulation's required stand off distance. It is desirable to find an effective means of informing the public about this important safety issue, particularly because houses typically burn in 2's or 3's due to proximity and environmental concerns.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: YES NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES NO

PRE-AUDIT CERTIFICATION REQUIRED: YES NO

REVIEWED BY FINANCE DIRECTOR: YES NO

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: (YES NO)

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

ATTACHMENT

8

Holden Beach - General Regulations

be effective in the town at the time such amendments are filed with the Building Inspector as provided in § 91.03 of this chapter.

('85 Code, § 8-1.7) (Ord. 91-04, passed 4-8-91; Am. Ord. 00-15, passed 6-26-00)

§ 91.03 COPIES OF CODE FILED WITH TOWN CLERK.

An official copy of each regulatory code adopted herein, and official copies of all amendments thereto, shall be kept on file in the office of the Town Clerk and Building Inspector. Such copies shall be the official copies of the code and amendments.

('85 Code, § 8-1.8) (Ord. 91-04, passed 4-8-91)

OPEN BURNING

§ 91.14 DEFINITIONS.

For the purposes of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CHARCOAL BURNER. A stove that burns charcoal as fuel.

COMBUSTIBLE CONSTRUCTION. Capable of burning, generally in air under normal conditions of ambient temperature and pressure.

OPEN-FLAME DEVICES. Portable or non-portable flame devices fueled by flammable or combustible gases or liquids that are not enclosed or installed in such a manner as to prevent the flame from contacting combustible material.

(Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21)

§ 91.15 PROHIBITED FIRES.

It shall be unlawful for any person or business to set or cause to be set any fire within the town.

Exception: see § 91.17.

('85 Code, § 3-4.1) (Ord. 13-84, passed - - ; Am. Ord. 90-15, passed 10-1-90; Am. Ord. 02-08, passed 5-27-02; Am. Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21) Penalty, see § 91.99

§ 91.16 RECREATIONAL FIRES.

Recreational fires, except those confined within containers manufactured specifically for such purpose, shall not be allowed.

('85 Code, § 3-4.3) (Ord. 13-84, passed - - ; Am. Ord. 02-08, passed 5-27-02; Am. Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21) Penalty, see § 91.99

§ 91.17 OPEN FLAME DEVICES.

Charcoal burners and other open flame devices shall not be operated on or within ten feet (3,048 mm) of combustible construction. Exception: propane fueled grills.

(Ord. 16-19, passed 12-20-16; Am. Ord. 19-13, passed 8-20-19; Am. Ord. 21-10, passed 6-15-21) Penalty, see § 91.99

§ 91.18 COOKING IN PUBLIC AREAS OR ON PRIVATE DUNES PROHIBITED.

All open and closed flame devices, and cooking devices shall not be operated or put into use in any public areas or on private dunes.

(Ord. 21-10, passed 6-15-21) Penalty, see § 91.99



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

October 15, 2024

MEETING DATE: 9/17/2024

FROM: Rick Paarfus, Tom Myers

DATE SUBMITTED: 9/5/2024

ISSUE/ACTION REQUESTED: Discussion and possible action for the adoption of an action tracking tool for certain FY 2024-2025 BOC Objectives with the initial distribution to the BOC by 8 October 2024.

BACKGROUND/PURPOSE OF REQUEST: The purpose of this request is to consider adoption of an action tracking tool for certain FY 24-25 BOC objectives (see attachments 1-3) that can be expanded as necessary. An example of the tool is attached.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: YES/NO

CAPITAL PROJECT ORDINANCE REQUIRED: YES/NO

PRE-AUDIT CERTIFICATION REQUIRED: YES/NO

REVIEWED BY FINANCE DIRECTOR: YES/NO

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO)

ADVISORY BOARD RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

FINANCE RECOMMENDATION:

ATTACHMENT 1

Currently, the status of several BOC objectives do not have sufficient visibility for proper oversight and/or may not be receiving the appropriate attention. Additionally, some items, while visible, do not have the basic steps clearly defined with target completion dates established, or identification of the parties who are responsible for achieving the objective. While work may be ongoing, it is not generally visible to the BOC or public unless a specific inquiry is made, and may not be documented for future reference.

The purpose of the action tracking tool is to ensure that the BOC and staff do not lose sight of the objectives or their relative priorities when other issues arise. The system will also establish some expectations for progress towards satisfying the objectives, aid in identifying obstacles to progress, and allow for a shift in priorities if needed due to emerging issues.

It is recommended that the action officers update the information monthly and that it be provided to the BOC on the first Tuesday of each month (with the exception of the initial distribution). Updates are not intended to be exhaustive, but rather provide a brief synopsis of the objective's status that highlights progress, challenges, or a change in priority.

Not all objectives need tracking. As an example, ADA compliance (Objective 1) does not require tracking as that is being aggressively pursued and is visible. Others, such as the Fire Station investigation (Objective 7), do not have a clearly defined path forward.

The following BOC Objectives are recommended for tracking action:

- #2 – ADA Self Assessment
- #6 – ADA bathroom (at block Q)
- #7 – Fire Station Upgrades
- #8 – Improve Audio/Video for Town meetings
- #14 – Block Q site plan
- #18 – Update Town Website
- #19 – Pier repair/replacement
- #26 – Investigate vacuum bypass system.

Given that the first quarter of the current fiscal year is nearly over and that the next budget process will begin in January, it is strongly recommended that the tracking tool for these 8 initial items be adopted to support decision making and the upcoming budget process.

ATTACHMENT 2

Scored BOC Objectives for Fiscal Year 2024/2025

1. ADA Compliance - Complete all obligations per the agreement (Must Do, Core Service 4)
2. ADA Self-Assessment (Must Do, Core Service, 10)
3. Complete pump station 2 upgrade (Should Do, Core Service, 15)
4. Transfer money from the General Fund to the Beach and Inlet CRF as defined by the existing policy (BOC & TM); Adherence to fund balance policy for funding beach and inlet capital reserves (Must Do, Protecting Property, 32)
5. Evaluate stormwater study recommendations and develop implementation plan including funding (Should Do, Protecting Property, 33)
6. ADA compliant bathhouse (Should Do, Amenities, 33)
7. Investigate and possibly plan for the fire station including funding requirements (Should Do, Protecting Property, 34)
8. Improve audio/video at Town meetings (Should Do, Core Service, 43)
9. Completion of water system assessment (water tower) and corresponding update of the CIP (Should Do, Core Service, 47)
10. Take action on 796 OBW (Should Do, Amenities, 49)
11. Inclusion of beach nourishment plans and funding in the CIP (Should Do, Protecting Property, 53)
12. Redefine policy for the capital reserve fund for beach renourishment to restrict its use solely for physical beach renourishment and define the annual revenue streams for implementation during fiscal year 2024/2025 (Should Do, Protecting Property, 55)
13. Create a plan for the pavilion, including funding requirements (Nice to Have, Amenities, 55)
14. Create a site plan for Block Q, including funding requirements (Nice to Have, Amenities, 57)
15. Lobbyist - review cost/benefit analysis (Should Do, Core Services, 60)

16. Continue to support and monitor Lockwood Folly Inlet access to the ocean (Should Do, 61)
17. Monitor the proposed changes to Inlet Hazard Areas and how this could impact property values, construction and insurance rates. Assist when appropriate to scope IHA recommendations to the benefit of Holden Beach (Should Do, Protecting Property, 62)
18. Updated Town website and improved communications with citizens (Should Do, Core Services, 62)
19. Pier (Not Categorized, 67)
20. Pier House (Not Categorized, 71)
21. Upgrade budget message document to include details and pie charts on relative departmental and types of expenses as well as full details on debt service schedules (as was done in the FY 18/19 report) (TM) (Should Do, 73)
22. Repair parcourse marsh between Greensboro and Scotch Bonnet Drive, consider move to area not flooding (Nice to Have, Amenities, 78)
23. Consider a location to have pickleball courts to free basketball court (Nice to Have, Amenities, 83)
24. Assess existing parks & rec facilities, playground equipment for maintenance, repair or replacement (Nice to Have, Amenities, 86)
25. Review and update paid parking program (e.g. rates, fines, rate structure, season, festival parking) (Nice to Have, 87)
26. Investigate vacuum bypass system (Like to Do, Core Services, 94)

Goals

1. Balance the budget without raising taxes; no tax increase
2. Maintain required reserves in the General Fund
3. Assess water and sewer reserve funds to ensure they can satisfy short and long-term needs
4. 90% budget execution excluding contingency items, spend what you asked for

ATTACHMENT 3

#19 Pier

Title: Holden Beach Pier – Develop Plan of action to repair or replace the pier

Board Priority: 19		(Select 1-26 or N/A)	
Date Tasked By BOC:			
Task Sponsors (BOC, Staff, other):			
Action Officers (BOC, Staff, other):			
Budgeted: Yes No		Funding Required? Yes No	
Actions			
		Estimated Completion & Actual Dates	
		Original	Rev 1
		Rev 2	Rev 3
		Rev 4	Actual
1	Develop and Approve Pier Plan		
2	Task Staff to develop RFP IAW Pier Plan		
3	Meet With Staff to discuss Task	07/02/24	
4	Complete Draft RFQ		
5	Review & Approve Draft RFQ		
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#19 Pier

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21

Action Narrative:

8-31-24 – The pier plan was approved at the April BOC. Staff was tasked with developing an RFP (subsequently determined that an RFQ was the appropriate approach) to perform preliminary design and cost estimates for repair and replacement for the pier.

9-17-24 – Draft RFQ provided to BOC for Review.



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/15/2024

FROM: Tom Myers & Tracey Thomas

DATE SUBMITTED: 10/04/2024

ISSUE/ACTION REQUESTED:

Discussion and possible action on an amendment to the Stormwater Master Plan

BACKGROUND/PURPOSE OF REQUEST:

At the August BOC meeting, a resolution was passed to adopt the Stormwater Master Plan. The Town is now proceeding to obtain grants and external funding to implement the plan. Once we have applied and been accepted for funding, we will likely be restricted to spending it only on the areas defined in the plan.

There are additional areas on the island that have significant flooding issues, including OBE to the east of the entrance to Dunescape and the canal streets. We should consider adding these areas to the plan before we apply for any grants or funding that would restrict our scope to only the six identified areas.

Possible Action: Obtain a quote from McGill and Associates to amend the plan to include these new areas.

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

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

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/15/2024

FROM: Tom Myers & Tracey Thomas

DATE SUBMITTED: 10/04/2024

ISSUE/ACTION REQUESTED:

Discussion and possible action on documenting an Emergency Pumping Plan.

BACKGROUND/PURPOSE OF REQUEST:

We need to address the street flooding problems we experienced during the last two storms, the complaints received from residents & property owners, and the fact the Stormwater Master Plan does not address these types of events. An Emergency Pumping Plan is needed for dealing with rain events like the ones we just recently experienced. The focus needs to be on safety and property damage with prioritization based on the impact to residents and property owners.

It would be very helpful for this plan to be documented and communicated to stakeholders so everyone can understand why we are deploying our resources to specific locations, and whether or not they should anticipate pumping to be performed at their location. Hopefully, this will reduce the frustration and anger we are now experiencing.

Possible Action: Direct the Town Manager to work with the Public Works Director to document an Emergency Pumping Plan that includes the following:

- References to relevant regulations from the DEQ and other regulators
- Factors used to determine when to close a road
- Factors used to determine where pumping will occur and the prioritization sequence
- Other factors that impact priorities and pumping (e.g., sewer system issues)
- Current resource limitations
- Potential solutions and associated funding needs

FISCAL IMPACT: (circle one)

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: NO

CONTRACTS/AGREEMENTS: (circle One)

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

ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Chris Clemmons, Public Works Director

MEETING DATE: October 15, 2024

DATE SUBMITTED: OCTOBER 4, 2024

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Multi-Jurisdictional Disaster Debris Agreements

BACKGROUND/PURPOSE OF REQUEST: The Town is a participant in the Brunswick County's Multi-Jurisdictional agreements for Disaster Debris Management and Disaster Debris Planning & Support Management (monitoring). The County released a RFP earlier this year for both Multi-Jurisdictional Disaster Debris Contracts. The County Commissioners approved the award of the primary Multi-Jurisdictional Disaster Debris Management Contract to Southern Disaster Recovery, LLC and the secondary agreement to CTC Disaster Response. They will be considering award of the primary Disaster Debris Planning & Support Management Agreement to Tetra Tech, Inc and the secondary to Metric Consulting at their October 7th meeting. The contracts are essential to recovery in an emergency situation. Staff recommends approving all four of the agreements presented (attachments a - d).

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 type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

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

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommends approval.

ATTACHMENT:

- a. Multi-Jurisdictional Disaster Debris Management Agreement for Primary Provider (Southern Disaster Recovery, LLC)
- b. Multi-Jurisdictional Disaster Debris Management Agreement for Secondary Provider (CTC Disaster Response)
- c. Multi-Jurisdictional Disaster Debris Planning & Support Management Agreement for Primary Provider – (Tetra Tech, Inc)
- d. Multi-Jurisdictional Disaster Debris Planning & Support Management Agreement for Secondary Provider (Metric Consulting, LLC)



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/15/2024

FROM: Sydnee Moore

DATE SUBMITTED: 10/04/2024

ISSUE/ACTION REQUESTED: Pier Tasker

BACKGROUND/PURPOSE OF REQUEST: BOC tasked Town Attorney to report on Town's legal obligations for grants acquired on pier properties.

FISCAL IMPACT: (select one)

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

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY: YES ☒ NO ☐

ADVISORY BOARD RECOMMENDATION:

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: Outline Format Pier Tasker Report

Moore Law

910.240.4878

EST. 2020

PLLC

4 October 2024

Heather Finnell
Via e-mail

Re: Legal Obligations on Pier Properties

This document is the result of a decision by the Board of Commissioners tasking the Town Attorney to explore and explain the Town of Holden Beach's legal obligations in regards to the grants received and accepted on the Town's pier properties, Parcel 1 and Parcel 2, described below. To reduce cost to the Town, this report will not be a formal legal memorandum, but rather it will be explained in outline format. While this document will provide more in-depth explanation of the Town's legal obligations, the core legal obligation surrounding these properties is to develop them for recreational use.

- I. Explanation of the Pier Properties
 - a. Tax Parcel No. 246DB001 ("**Parcel 1**")
 - i. 2.94 acres
 - ii. Known as the "Holden Beach Fishing Pier"
 - b. Tax Parcel No. 246DB002 ("**Parcel 2**")
 - i. .49 acres
- II. North Carolina Public Beach and Coastal Waterfront Access Fund
 - a. North Carolina Coastal Management Public Beach and Coastal Waterfront Access Program.
 - b. Only applies to Parcel 2.
 - c. Restrictions from the accepted grant funds of \$180,460 from NC Public Beach and Coastal Waterfront Access Program under contract CW25931 awarded by NCDEQ:
 - i. Property will be retained and used for public access
 1. Town must install C.A.M.A public access signs at project site(s)
 - ii. Town required to agree to transfer title to any real property acquired with the grant funds to NCDEQ if local government uses property for a purpose other than public access; or local government shall reimburse the State with an equal percentage of access grant funds, at current market value
 - iii. Use of property acquired through grant assistance may not be changed from the approved use unless approval obtained from NCDEQ/Division of Coastal Management

- iv. Town of HB may impose reasonable limits on the type and extend of use of areas and facilities when necessary for maintenance or preservation of the property.
 - v. Town of HB may assess reasonable user fees if fees used exclusively for the operation and maintenance of access facility and/or other public access facilities within local jurisdiction
 - vi. All facilities funded with grant award must comply with ADA Accessibility Guidelines
 - vii. Future improvements, modifications, or changes to the property are subject to review and approval of NCDEQ/Division of Coastal Management;
 - 1. Unapproved changes may result in required repayment of granted funds
 - viii. If Town decides to sell property, proceeds from the sale will be held by the NCDEQ or Town of HB and disposed of in accordance with a plan approved by NCDEQ.
 - ix. Town must operate and maintain solely at own expense the existing facilities and areas covered by the grant award contract; Acquired/developed property required to be operated/maintained as follows:
 - 1. Property must be maintained in such a manner than DEQ/DCM finds it to appear attractive and inviting to the public.
 - 2. Sanitation must be kept at reasonable standards for public use
 - 3. Property must be kept reasonably safe for public use
 - 4. Buildings, roads, structures, and improvements must be kept in reasonable repaid throughout estimated lifetime to prevent undue deterioration and discourage public use.
 - 5. Buildings, roads, structures, and improvements must be kept open for public use at reasonable hours and times of year.
 - 6. Reasonable user fees may be assessed is used exclusively for the operation and maintenance of the access facility.
 - a. Local government must provide biannual accounting reports for fees generated by CAMA-funded access sites
 - x. Following acquisition, Town has five (5) years to begin developing facilities that ensure site is usable for public access
 - 1. Plan for Future Development must be provided after closeout
 - xi. Town must comply with Reporting and Audit Requirements (Attachment D of Agreement)
 - d. \$180,460.00 paid from NC DEQ to Town of HB (Grantee)
 - i. Town of HB matching amount \$361,206.67
 - ii. Total contract amount \$541,666.67
- III. NC Parks and Recreation Trust Fund (PARTF) Grant
- a. Applies to Parcel 1 and Parcel 2
 - b. For Land Acquisition ONLY

- i. Two types of PARTF Land Acquisition: (1) Fee Title Acquisition and (2) Public Use/Conservation Easement
 - 1. Easement is permanent, recorded deed restriction conveying some of the land rights associated with ownership of property to another property; binding on all future landowners
 - 2. Purpose: to protect/conservate the habitat or natural resources while allowing some type of public access and recreational use of the property,
 - 3. If Town or future owner violates the easement, Grantee required to work with landowner to correct violation.
 - a. Ex: building a structure not permitted by easement
- ii. Town is eligible for additional PARTF funding for enhancements to this property
- iii. Deed/Easement Restriction has been recorded for both parcels
- c. As noted in the manual, participation in the PARTF program constitutes a public trust and cannot be delegated or transferred.
 - i. Town obligations and responsibilities come from state law, PARTF program administrative rules, the grant contract, and the policies and procedures of the NC Department of Natural and Cultural Resources (DNCR).
- d. 5 year Development Requirement for property acquired with PARTF funds:
 - i. Town is not tied to the conceptual plan, but it does provide ideas for developing the property.
 - ii. Development can be in the form of parking lot enhancement, bathroom or bathhouse enhancement, improvements of camping area, picnic tables, shaded areas, recreational facilities, etc. Not limited to any of these ideas.
 - iii. Pier House deemed to have no value in structure at purchase; may be removed, replaced, repurposed, etc.
 - iv. Public recreation use should begin ASAP, can be delayed up to 5 years from start date of the PARTF grant contract. Property must be open to public to greatest extent possible.
 - 1. Interim facilities must at least include public access/parking on the site and some form of recreation (picnic area, trail, access, etc)
- e. Can offer a daily use fee for non-members if membership or annual permit system is in place
 - i. Differences in admission/fees may be instituted on basis of residence, but non-resident fees cannot exceed twice the amount charged to residents.
- f. Town cannot discriminate against any person on basis of race, sex, color, national origin, age, residency, or ability with regard to using property funded with PARTF.
- g. Pier structure may have a longer time frame for development due to cost burden and time required to develop

- i. 2024 Pier Plan is acceptable for this stage of development
 - h. Legal Options
 - i. Continue to develop the property for recreational purposes
 - ii. Conversion: replacement property must be of equal or greater recreational and fair market value.
 - 1. Equal water access
 - 2. Strongly discouraged by Agency; costly and time consuming; no promise of it working out
 - 3. Requires prior DNCR approval and implementation of specific mitigation measures as approved by DNCR
 - iii. Sell: this would trigger a conversion; Town required to use all mitigation measures.
 - iv. Return the Grant: Town will not be eligible for future PARTF Grants
 - 1. Would potentially be paying back the current market value, not the grant amount
 - i. PARTF Funds \$500,000; Town matching funds \$2,807,150; Total cost \$3,307,150
- IV. Town responsibilities after completion of PARTF Project
- a. Must operate for public recreation for at least 25 years
 - i. Required to conduct a site inspection on behalf of DNCR at least once every 5 years during this period.
 - ii. Must keep property/facilities open and accessible for public use at all appropriate times
 - b. Town must notify regional consultant ASAP if project rendered unusable for any reason, make repairs (at Town's expense), and restore public use of site.

Please feel free to contact me via phone or email if you have additional questions that were not answered in this report. Each hypothetical cannot be accounted for in any report, but I am happy to analyze each question and reach out to the PARTF consultant if necessary.

Respectfully Submitted,

Sydney Moore