



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

**Tuesday, February 20, 2024
2:00 PM**

**Holden Beach Town Hall
Public Assembly**



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS' SPECIAL MEETING
HOLDEN BEACH TOWN HALL - PUBLIC ASSEMBLY
TUESDAY, FEBRUARY 20, 2024 - 2:00 P.M.**

1. Call to Order
2. Public Comment
3. Budget Workshop
 - a. Goal Setting/Priorities
4. 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 9:00 a.m. on February 20, 2024.

Proposed BOC Objectives for Fiscal Year 2024/2025

Capital Project Plan & Program

- Stormwater
 - Develop plans and specs based on stormwater study (critical/necessary)
 - Evaluate stormwater study recommendations and develop implementation plan including funding
- Water System
 - Water tower needs assessment
 - Develop plans and specs based on capacity study (critical/necessary)
 - Completion of water system assessment (water tower) and corresponding update of the CIP
- Sewer
 - Sewer system/lift station #2
 - Greensboro lift station upgrade
 - Complete pump station 2 upgrade. Evaluate future capacity increase requirements (critical/necessary)
 - Start work on sewer station #2 upgrade
- Fire Station
 - Fire station assessment/county responsibility?
 - Work towards being manned 24/7, Renovation/upgrade current building versus purchasing land for new building
 - Project Plan (requirements, funding strategies) (critical/necessary)
 - Investigate and possibly plan for the fire station including funding requirements

Amenities/Park and Rec

- Pavilion
 - Renovate?/Rebuild? – where?
 - Repair versus replace versus move, public input needed on moving, residents' concern for noise
 - Develop corrective actions to eliminate structural deficiencies (non-critical/other)
 - Plan for the pavilion, including funding requirements
- Block Q
 - ADA compliant bathhouse, boat parking/move towards completion and moving festivals to this location to ease scope of Police Department's work due to road closures
 - Develop project based plan on committee and public input (non-critical/other)
 - Site plan for Block Q, including funding requirements
- Pier
 - Develop long-term plan
 - Create a committee with specific tasker to analyze pier options - **MUST** include cost analysis (including maintenance and operating cost) and how each option would be funded long-term (Repair?/Rebuild?/Sell?/Do nothing?)

- Pier Building – Develop long-term plan – does not have to be tied to the pier plan
 - Need bid on repairs after changing scope of work
 - Repair/replace
 - Consider forming a pier committee
 - Business plan for the pier properties (structure and building) including funding requirements
 - Develop project plan for the pier property, including PARTF requirements, the desired end state of the pier property, phasing to accomplish, rough order costs/phase and funding strategies (non-critical/other)
- Repair parcourse marsh between Greensboro and Scotch Bonnet Drive, consider move to area not flooding
 - Consider a location to have pickleball courts to free basketball course
 - Assess existing parks & rec facilities, playground equipment for maintenance, repair or replacement

General

- ADA Compliance
 - Complete mediation work/consideration of other areas needing upgrades/construction of other ADA compliant amenities (access 796, Sailfish)
 - Complete all obligations per the agreement (critical/necessary)
 - Completion of ADA required projects
- Monitor the proposed changes to Inlet Hazard Areas and how this could impact property values, construction and insurance rates
- 796 Ocean Boulevard West Property
 - Develop a plan (sell, rent, renovate) based on financial analysis
 - Consider selling 796 OBW
 - Take action on 796 OBW
- AV System
 - Update meeting communication system. If Owl system doesn't work, find a way to improve live streaming so people can hear meeting (Vimeo (Ocean Isle)?, YouTube (Oak Island)?, etc.)
 - Implement a professional AV streaming system for public meetings (critical/necessary)
 - Improve audio/video at Town meetings
- Communications
 - Review and improve Town website, Ocean Isle has 'Town Projects' tab that would be a good addition to our website, Other improvements?
 - Improve Town website to provide project information such as drawings, project status updates and schedules; master plans, emergency operations plan, Land Use Plan, etc.; policies?, other?
 - Investigate methods for obtaining more property owner feedback such as water bill surveys, professional surveys
 - Updated Town website and improved communications with citizens

- Beach Nourishment
 - Develop a long-term Beach Renourishment/Management Plan (30 years) – including funding
 - Review results of Corps' CSRSM study and update of the CIP accordingly
 - Inclusion of beach nourishment plans and funding in the CIP
- Paid Parking Program Changes
 - Review rates/amount of fines - In line with other islands?
 - Extend season? Year round?
 - Review and update paid parking program (e.g. rates, fines, rate structure, season, festival parking)
- Lobbyist – review cost/benefit analysis
- Continue to support and monitor Lockwood Folly Inlet access to the ocean

Finance/Budget

- Balance the budget without raising taxes; no tax increase
- Maintain required reserves in the General Fund
- 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
- 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
- Replenish Beach and Inlet Fund at an aggressive rate; adhere to existing fund balance policy and BPART percentage rules
- 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)
- Update Monthly Management report at BOC to include bar graph of last year monthly/YTD spend compared to this year monthly/YTD
- Easier to understand and more informative financial reports
- 90% budget execution excluding contingency items, spend what you asked for
- Assess water and sewer reserve funds to ensure they can satisfy short and long-term needs

Policies and Procedures

- An overall review of personnel policies must be undertaken with the intent to propose changes that will improve staff retention and development
- Succession planning for Town staff

Evergreens

- Balance the budget