



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
WEDNESDAY, FEBRUARY 14, 2024 – 1:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Wednesday, February 14, 2024 at 1:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Tom Myers; Commissioners Rick Smith, Tracey Thomas and Rick Paarfus; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Finance Officer Daniel McRainey; Public Works Director Chris Clemmons; Inspections Director Tim Evans; Police Chief Jeremy Dixon; and Lieutenant Frank Dilworth. Commissioner Page Dyer was unable to attend the meeting.

Mayor Holden called the meeting to order.

BUDGET WORKSHOP

The Governing Body's expenses were reviewed. Major items from each line are described on the worksheets. Communications are split throughout the budget based on the users in each fund. Finance Officer McRainey will verify the reason for the difference in the Communications line in the Governing Body from fiscal year 23 to fiscal year 24. He believes it was from a GASB 87 entry. Other highlights include discussion on Operational Contingencies and Town Hall Ops, Maintenance and Repair. Contributions change each year. Organizations are supposed to apply each year. Funding is at the discretion of the Board. How transfers to the BPART Fund occur was discussed.

The Board discussed Admin expenses. The Finance Department's new software was discussed. The GovHub portion of the new software is not complete. That final stage may need to be carried over to the next budget. Support for software is included in the Contracted Services line item. Fiscal Operations Supervisor Lancaster provided information on what the Printing line item includes. The Insurance and Bonds line item includes the Town's property and liability insurance through the North Carolina League of Municipalities. (NCLM). We had projects in the past where a bond was required. The NCLM recently performed an appraisal on all Town properties.

The Board reviewed the Inspections Department's budget. The Communications line consists of phones, hotspots and field communications. They try to have the ability to do the job in the office and in the field. Inspections Director Evans reviewed what the Contracted Services and Advertising lines

consist of. It is required by statutory rule that the Inspections Department collect \$10 per permit that falls under the category for that statute. We collect \$10, \$9 goes to the state and \$1 goes to the Town. The Travel and Training line includes training and continuing education. The Inspections Department's new system is functional. Support was paid for as part of the initial purchase. Inspections Director Evans provided information on the new system. The Inspections Department has three vehicles. Two employees take their vehicle home. Finance Officer McRainey explained where the revenue is listed when a vehicle is sold. The increase from the previous year's budget was discussed.

In the Police Department, the Communications line item was discussed. Chief Dixon explained the county is in the process of switching to the VIPER system. The department needs to have all radio equipment switched to the system by June 2025. Chief Dixon explained they have been integrating new equipment and explained what equipment is still necessary to make the switch. He provided details on the Equipment and M&R Equipment lines. Radios were further discussed. Vehicles and the Town's Vehicle Replacement Policy were discussed. Chief Dixon provided information on the military vehicles the department received at no cost.

Capital Improvement Plan (CIP) revenues were reviewed. For expenses, the Streets Resurfacing Program was discussed. Town Manager Hewett suggested showing 10 years in the CIP. Adding beach nourishment to the CIP was discussed. Adding a yearly amount to save for future beach nourishment was requested. Corps and FEMA programs were discussed. Water and Sewer CIP items were discussed. Highlights include the sewer lift station improvements, the study being completed by Green Engineering and generators. Playground Equipment/Parks and Rec Facilities are pulled directly from the Comprehensive Master Plan that McGill completed. The numbers correspond to the recommendations at the end of the plan, unless staff recognizes something that needs to happen. How the CIP can be used to obtain points for grants was discussed. Assistant Town Manager Ferguson provided information on the bathrooms in the CIP. Items from the ADA agreement are spread throughout the CIP. Walkway repairs and the Canal Dredging Program were discussed. How long the CIP should be was discussed.

Assistant Town Manager Ferguson reviewed information from Ward and Smith about obtaining funding for a new fire station. The Board will not pursue that as the third earmark.

ADJOURNMENT

Motion to adjourn at 2:38 p.m. by Commissioner Paarfus; second by Commissioner Smith; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk