



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
MONDAY, MARCH 18, 2024 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Monday, March 18, 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 and Rick Paarfus; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Finance Officer Daniel McRainey; Fiscal Operations Supervisor Margaret Lancaster; Inspections Director Tim Evans; Public Works Director Chris Clemmons; Police Chief Jeremy Dixon; and Lieutenant Frank Dilworth. Commissioner Page Dyer arrived late.

Mayor Holden called the meeting to order.

PUBLIC COMMENTS

No comments were made.

BUDGET WORKSHOP

The Board reviewed the scored objectives (hereby incorporated into the minutes).

Town Clerk Finnell said the Governing Body budget will most likely only have three big changes. The first would be Professional Services. We will look into getting a consultant to perform the ADA assessment of the Town that the Board discussed and prioritized. We need to codify the ordinances, which will be a few thousand dollars. There will also be a cost associated with the audio/visual system based on how the Board decides to move forward.

Town Clerk Finnell explained that the only line we anticipate going up for the Admin budget is the Property and Liability line. We do not have the quote on that, so it will be determined. The application will be made within the next month. Staff will research what they think the rate would be for the upcoming budget.

Inspections Director Evans said the Inspections Department has no big-ticket items. They are reducing it by the cost of a vehicle. Printing is the only thing he is anticipating going up. They are investing in a plotter to help with operations. Contracted services will be reduced. The overall operating budget will be in line with the last 13 – 14 years. Current vehicles and how the Board sells old vehicles were discussed. Inspections Director Evans provided information on personnel in his

department, overtime and training. He detailed what Contracted Services and Communications are used for.

Chief Dixon explained how he prioritized his rough estimates and requests. The Phase 2 Radio Upgrade implementation must be completed by July 2025. That is his number one request at \$33,600. The second priority is to demilitarize and maintain the Humvees from the federal 1033 program at \$14,000. The program and what the Town will do with the vehicles were discussed. The Police Department's third priority request would be replacing two vehicles at approximately \$160,000. That would include the vehicle and the equipment. Current and requested vehicles were discussed. Chief Dixon reviewed his request for a detective, which would be his fourth priority. The Board discussed his request. The Police Department's fifth priority is legal services. There are agencies who do policy and risk review for law enforcement agencies. It could potentially mitigate some liability to the Town and help towards a future goal of accreditation. Chief Dixon provided information and answered questions on accreditation. The Police Department's sixth request is a mobile app for communications with the community. Next year, the Police Department will be looking at a ballistic vest replacement program and two more trucks. The Inoculations line is typically used for drug screening and psychological screening. That item fell short this year.

Town Manager Hewett reviewed the canal dredging funds. These funds are for a stand-alone shovel ready project. These numbers represent what we are forecasting in terms of the same assessments we made last year, but we have not met with the canal working group yet. That normally takes place after Easter. We are not planning on doing a full dredging project until 26/27. He explained why it will show in the current year in the Capital Improvement Plan (CIP).

Town Manager Hewett explained staff talked to Fran Way, our coastal consultant engineer for the Beach Inlet CIP. Where we got to is that our most likely next nourishment project will be a FEMA project unless there are changes to that program, which are likely. We developed a hypothetical Town sponsored project to develop a planning horizon for 15 years. Based on the input from Mr. Way, we have semi-widely estimated that \$51 million would be what it would take for a Town project. Staff looked at applying the Corps' methodology for the 15-year plan. Town Manager Hewett explained how they came to the numbers in the packet. The proposed numbers and the Fund Balance Policy were discussed. The Beach Inlet Capital Reserve Fund was discussed. Moving forward was discussed.

Town Manager Hewett reviewed the CIP for the General Fund. For the streets assessment, we are using a programming number of \$200,000 for the streets to be determined. When we get the updated streets conditions survey, those numbers will be updated. For the stormwater he is still using \$2 million. The funding for that would be the 5113 federal money, in addition to the Town's portion of that. After seeing Chief Dixon's budget, the Police vehicles are off by one year in the CIP. The \$170,000 for the upcoming year is right, but then we will need to compress 25/26, 26/27 numbers. Streets and Sanitation reflects Public Works Director Clemmons glide scope for Streets and Sanitation replacement trucks.

Assistant Town Manager Ferguson explained the number for the lift station project in the Water & Sewer CIP reflects the number the Town supplied to the state. Public Works Director Clemmons

would like to revisit the amount for the Fire Hydrant Replacement Program. The Lift Station Generator Replacement Program was discussed. Town Manager Hewett said he is not sure what to do for 796 OBW.

Assistant Town Manager Ferguson reviewed the BPART Fund CIP. Playground Equipment/Parks & Rec Facilities is a catchall. It represents anything that has been identified for upcoming and is correlated to the 2021 Master Plan. She provided information on the Access and Recreation line. For Block Q, \$760,000 is from the budget sheets the Board received the other day. It represents the restrooms and the stormwater portion that goes with the restrooms. The grant is reflected in the revenue side. The project and the grant were discussed. Assistant Town Manager Ferguson provided information on the Lockwood Folly line.

ADJOURNMENT

Motion to adjourn at 6:38 p.m. by Commissioner Paarfus; second by Commissioner Thomas; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk