



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, MAY 31, 2022 – 9:00 A.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, May 31, 2022 at 9:00 a.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Rick Smith; Commissioners Brian Murdock and Pat Kwiatkowski; Town Manager David W. Hewett; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; and Public Works Director Chris Clemmons. Commissioners Gerald Brown and Page Dyer were unable to attend.

PUBLIC COMMENT

No comments were made.

DISCUSSION AND POSSIBLE ACTION ON PARKING IN BLOCK Q

Mayor Pro Tem Smith said Block Q has been cleared, mowed and roped off. He would like to request we put out a Request for Qualifications (RFQ) to allow us to move forward with a master plan for the property. Town Manager Hewett said the process would be the Board could direct him to develop a RFQ and advertise it for firms interested in providing that type of service. When the responses come in, they would come back before the Board for selection. He explained the difference between Request for Proposals (RFPs) and RFQs. RFQs are based on qualifications. Once they qualify, then they would make a proposal on the fee.

Motion by Mayor Pro Tem Smith that we request a RFQ for Block Q and that area and whatever associated permits and so forth we need to do to get that ball rolling also; second by Commissioner Murdock.

Town Manager Hewett said if there are specific items the Board would like to ask it would help staff when crafting the RFQ. He said what he is getting is the Board would like a soup to nuts master plan that includes site costs and all the elements involved so that they can predicate budget and construction estimates on. Inspections Director Evans said it needs to reference Town requirements and stormwater.

Mayor Pro Tem Smith would like to modify his motion to include all of those elements for the stormwater permitting and CAMA and everything needed for the development of the master plan. Commissioner Murdock agreed to the amendment.

Commissioner Murdock talked about the need for boat trailer parking in the area.

The motion passed by unanimous vote.

Mayor Pro Tem Smith said it is a shame to let a property we purchased to not be utilized in some way as not to interfere with the master plan. He would like to be able to use part of that property for temporary boat trailer parking. Commissioner Murdock asked if there is any way to get 15 – 20 boat and trailer spaces there temporarily. Inspections Director Evans explained development is development. You would still need a stormwater plan. He said it may be a question for the attorney. He doesn't see any leeway. What to do with the property temporarily for the summer was discussed. Town Manager Hewett cautioned the Board on the action they are contemplating because of the perception of incrementally developing the property. He said if anybody needs to set the example on developmental practices, the Town needs to do that. Inspections Director Evans stated it would be no different than any other land disturbing activity on any other site in the Town. He went over what would be required. He cautioned the Board on excluding themselves from the requirements we ask everyone else to comply with. He asked that the development ordinance be followed as written. Town Manager Hewett explained the Board would approve the plan first before the Town moves into a construction mode which will require permitting. Inspections Director Evans added you could have phases in the master plan.

Mayor Pro Tem Smith inquired at what point the Town would ask for public input to the plan. Town Manager Hewett replied that you could do it as part of the Board consideration of approval of the plan or you could have it put in the RFQ that a component of public input be included by the consultant. Mayor Pro Tem Smith stated he thinks it is important to have input during the plan. Town Manager Hewett inquired if the Board would like the Parks & Recreation Advisory Board (PRAB) to review the plan and have them worked into the process since many of the elements would be recreation based. Commissioner Kwiatkowski responded that she prefers the Board deal with it.

Mayor Pro Tem Smith asked about the property across the street from Town Hall. Town Manager Hewett answered that we have done as much as we can do without a formal approach. It is suitable to park on. We can give it some attention to make people aware how to park.

DISCUSSION AND POSSIBLE ACTION ON MOVING FORWARD WITH PIER PROPERTY AND BUILDING IMPROVEMENTS

Mayor Pro Tem Smith said pier parking is in place. He asked about the campsites. Town Manager Hewett responded that the utilities are set. The electric has been repaired, upgraded and inspected. The water lines are serviced for all the sites. Sewer cleanouts have been inspected and are ready to receive flow. The sites are functional, our limiting factor is how to administer. If the Board wants to proceed, we need a fee schedule and from the administration side we need to know how to handle rentals. How to proceed was discussed. Assistant Town Manager Ferguson provided the Board with rate information comparable to what Mr. Bass charges. She explained how the boat dock reservations work. If you pay with a credit card there is a 3% site fee. Town Manager Hewett said the proposed rates are all inclusive. He explained the fee schedule is his interpretation of Mr. Bass' rates. Mr. Bass only rents in increments of 30 days or one day. Mayor Holden added that Mr. Bass only rents to campers

that are self-sustained. Commissioner Murdock recommended that the Town put them up immediately to rent. The rate schedule was discussed.

Motion by Mayor Pro Tem Smith that we ask Town Manager Hewett to ask his staff to move forward on the rental of the campsite property as stated in the campsite rental rate table, as well as the food truck rental rate for the pier property; second by Commissioner Murdock.

The campsites were discussed. Assistant Town Manager Ferguson explained how staff got to the \$40 rate for food trucks. Mayor Holden asked where patrons would park and if they would need to pay to park. After discussion, the Board agreed to revisit that later if necessary. Commissioner Kwiatkowski asked if people would pay \$40 a day to be a vendor. Assistant Town Manager Ferguson thinks it should be \$40 a day and they pay us on a weekly basis.

The motion passed by unanimous vote.

Mayor Pro Tem Smith stated the next item is the pier building. He mentioned the possibility of grants, such as the Golden Leaf Foundation. The beginning would be to request a RFQ, permits and request for grants for the pier building and the pier itself. He said he thinks that should be something that is done in phases. The Board will look at it and have some public input.

Town Manager Hewett inquired if the Board would like to make the solicitation for both the pier and Block Q. How to proceed with the RFQ was discussed. Inspections Director Evans suggested utilizing a conceptual plan for the site. Town Manager Hewett added they could craft the RFQ to include the development of a conceptual plan. The fundamentals are laid out in the pier plan. Commissioner Kwiatkowski said not to forget this would cover the access lot as well. The Board discussed the idea of a plan.

Motion by Mayor Pro Tem Smith that we request two RFQs, one for the pier itself and one for the pier building and simultaneously the staff work with the engineering firm to develop what the vision is for that.

Town Manager Hewett suggested that instead of specifying the pier building, we use a general term for all of the built upon environments. Mayor Pro Tem Smith agreed to change it to all elements of the pier property. Town Manager Hewett asked about the involvement of the PRAB. Commissioner Kwiatkowski said she would prefer to drive the train. The Board will ask the public's opinion. PRAB is part of the public. Mayor Pro Tem Smith said that is fine; we just need to make sure the public realizes they need to communicate any suggestions to the commissioners.

Mayor Pro Tem Smith amended his motion to we request Town Manager Hewett to investigate two RFQs, one for the pier property and one for the pier structure and then simultaneously work with staff on developing that engineering plan.

Town Manager Hewett asked for clarification that it is one for Block Q and one for the pier properties that has everything associated with the pier covered.

Mayor Pro Tem Smith clarified his motion to one RFQ that covers the pier properties. The motion was seconded by Commissioner Murdock and approved by unanimous vote.

Mayor Pro Tem Smith said they may put improvement to handicap parking areas on the June agenda. He stated there has been a request to use the end of the pier July 3rd for a fireworks show. Commissioner Kwiatkowski said that is not on the agenda and she isn't willing to discuss it at this meeting. Mayor Holden said if the Board does want to consider that, the Board needs to keep in mind it may not be enough time if the Board waits until the June meeting.

ADJOURNMENT

Motion by Mayor Pro Tem Smith to adjourn at 10:09 a.m.; second by Commissioner Murdock; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk