



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

**Tuesday, October 27, 2026
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 27, 2026 - 5:00 P.M.**

1. Invocation
2. Call to Order/ Welcome
3. Pledge of Allegiance
4. Agenda Approval
5. Public Comments on Agenda Items
6. Consent Agenda Items
 - a. Approval of Minutes
 - i. Special Meeting of September 4, 2026 (Pages 1 – 2)
 - ii. Special Meeting of September 15, 2026 (Page 3)
 - iii. Regular Meeting of September 15, 2026 (Pages 4 – 8)
 - b. Police Report (Pages 9 – 16)
 - c. Inspections Department Report (Pages 17 – 20)
 - d. Finance Department Report (Pages 21 – 26)
 - e. Public Works Department Report (Pages 27 – 29)
7. Ceremonial Recognition of Former Police Chief Jeremy Dixon for his Years of Dedicated Service to the Town of Holden Beach – Holden Beach Police Department
8. Discussion and Possible Action on Underwater Survey Report and Building and Inspections' Letter of Formal Condemnation–Town Manager Chadwick (Pages 30 – 31, separate packet)
9. Update Regarding the Planned Canal Dredging Project for 2026 – Assistant Town Manager Ferguson (Pages 32 – 38)

10. Discussion and Possible Action on Amendments to Paid Parking Program – Town Clerk Finnell (Pages 39 – 45)
 - a. Otto Connect Contract Amendment 4
 - b. Resolution 26-11, Resolution Amending the Holden Beach Fee Schedule
 - c. Ordinance 26-06, An Ordinance Amending the Holden Beach Code of Ordinances, Title VII Traffic Code
11. Discussion and Possible Action on Resolution 26-12, Operation Green Light for Veterans – Assistant Town Manager Ferguson (Pages 46 – 47)
12. Discussion and Possible Approval to Apply for Resilient Coastal Communities Program and to Make Application Through Phase 3 and Phase 4 for Available Grant Funding – Inspections Director Evans (Page 48)
13. Discussion and Possible Action on Lease Contract with Verizon – Finance Director McRaney (Pages 49 – 50)
14. Discussion and Possible Approval of Ordinance 26-07, Ordinance Amending Ordinance 26-03, The Revenues and Appropriations Ordinance for Fiscal Year 2026 – 2027, Amendment No. 2 (Local Law Enforcement Officer Compensation Bonus Program) – Finance Director Daniel McRaney (Pages 51 – 52)
15. Discussion and Possible Approval of Ordinance 26-08, Ordinance Amending Ordinance 26-03, The Revenues and Appropriations Ordinance for Fiscal Year 2026 – 2027, Amendment No. 3 (Closeout of the Lift Station Capital Project Fund) – Finance Director McRaney (Pages 53 – 54)
16. Town Manager's Report – Town Manager Chadwick
17. Public Comments on General Items
18. Mayor's Comments
19. Board of Commissioners' Comments
20. Closed Session Pursuant to North Carolina General Statute 143-318.11(a)(3), To Consider the Qualifications, Competence, Performance of a Public Officer or Employee and North Carolina General Statute 143-318.11(a)(3), To Consult with the Attorney
21. Adjournment

* Visit <https://www.youtube.com/@townofholdenbeach/streams> to watch the livestream of the meeting. Public comments can be submitted to heather@hbtownhall.com prior to 12:00 p.m. on October 27, 2026.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
FRIDAY, SEPTEMBER 4, 2026 – 1:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Friday, September 4, 2026 at 1:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Keith Smith, Tom Myers and Robert Brown; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Finance Director Daniel McRainey; Public Works Director Chris Benton; Police Chief Steve Barger; and Lieutenant Frank Dilworth.

PUBLIC COMMENT

Maria Surprise asked the Board to keep resiliency in mind and to look at ways to use nature-based solutions in the process.

Carlton Pittman asked for comments to be moved to the end of the meeting.

MCGILL PRESENTATION, DISCUSSION AND ACTION

Michael Norton and Michael Norris from McGill Associates led the Block Q area discussion. They provided information on the project area and existing conditions. Community input during the process was reviewed. Design concepts were presented for the Board's review. The Board provided feedback on the ideas they preferred.

Suzannah Tucker, Patty Chasen, Mora Daily, Carlton Pittman provided feedback on the presentation.

Next steps were discussed.

ADJOURNMENT

Motion to adjourn at 2:52 p.m. by Mayor Pro Tem Dyer; second by Commissioner Pate; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
SPECIAL MEETING
TUESDAY, SEPTEMBER 15, 2026 – 4:45 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Special Meeting on Tuesday, September 15, 2026 at 4:45 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Tom Myers and Robert Brown; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Finance Director Daniel McRaney; Public Works Director Chris Benton; Fire Chief Doug Todd; and Town Attorney Lydia Lavelle. Commissioner Keith Smith was not able to attend the meeting.

PUBLIC COMMENT

No comments were made.

INTERVIEWS FOR AUDIT COMMITTEE

The Board interviewed Rick Masi for the Audit Committee.

ADJOURNMENT

Motion to adjourn at 4:50 p.m. by Mayor Pro Tem Dyer; second by Commissioner Pate; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, SEPTEMBER 15, 2026 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, September 15, 2026 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Mayor Pro Tem Page Dyer; Commissioners Sylvia Pate, Tom Myers and Robert Brown; Town Manager Bryan Chadwick; Town Clerk Heather Finnell; Assistant Town Manager Christy Ferguson; Inspections Director Tim Evans; Finance Director Daniel McRaney; Public Works Director Chris Benton; Police Chief Steve Barger; Lieutenant Frank Dilworth; Fire Chief Doug Todd; and Town Attorney Lydia Lavelle. Commissioner Keith Smith attended via Zoom.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Pate to approve the agenda as presented; second by Mayor Pro Tem Dyer; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

No comments were made.

CONSENT AGENDA ITEMS

Minutes of the Regular Meeting of August 18, 2026, Police Report, Inspections Department Report, Finance Department Report and Public Works Department Report

Motion by Mayor Pro Tem Dyer to approve the consent agenda; second by Commissioner Myers; approved by unanimous vote.

UPDATE REGARDING FEDERAL PRIORITIES

Assistant Town Manager Ferguson introduced Mike McIntyre from Ward and Smith. Roger Gwinn and Anne Durand from the Ferguson Group and Marley Peterson from Ward and Smith were also in attendance. Earl Stockdale from the Ferguson Group joined via Zoom. Mr. McIntyre went over information from their report. The Lockwood Folly Maintenance Dredging Project is pending now in Congress in the amount of \$1,050,000. Congress has not finalized the budget. They have extended the current budget to continue through December 11th. He provided updates on the Corps' dredge disposal fee and on Washington news.

Commissioner Myers inquired about relying on FEMA to help with beach nourishment after a disaster as it has occurred in the past. Mr. McIntyre explained he is optimistic about the relationship moving forward. Ms. Durand added nothing has changed so far and if a storm hit today, the Town would be able to rely on FEMA. She said there is bipartisan interest in change. There is a loss of appetite for getting rid of FEMA. She explained Town Manager Chadwick and Assistant Town Manager Ferguson did an excellent job in DC giving examples of where the Town has worked really well with FEMA during disasters so there is a good working relationship between the Town and FEMA.

UPDATE AND POSSIBLE ACTION ON PATH FORWARD FOR PLANNED CANAL DREDGING PROJECT FOR 2026

Assistant Town Manager Ferguson provided history to include details on the last dredge and legislation changes. In late March, we were advised the Corps granted permission to use the disposal site at \$26 per cubic yard. In the past, it has been \$5 a cubic yard to use the site. She reviewed the three paths forward at that point. When staff met with the working group, the knowns were that we needed to take out approximately 30,000 cubic yards of material based on surveys; a decision needed to be made ASAP; we have to adhere to environmental windows; dredging costs are higher than in the past; and we need to apply for the DWR grant. Unknowns included we were still waiting on solid numbers to put into the grant spreadsheet; and we didn't know which path would be cheaper. The working group was not willing to sacrifice Scotch Bonnet this year for the good of the whole community. The decision that came out of that group is they agreed to pay the \$26 per cubic yard if they had to, but they would still fight it and would wait a year if they couldn't get the grant or use 292. Since that time, staff and our federal advocates continued to work with the Corps and the new number is \$10.22 per cubic yard. There are still hurdles that need to be accomplished. There is a change in the document from the packet. The total cost we are applying for in the grant went down. The total amount is \$2,505,000. We are asking the state for \$1,878,750. The resolution with the new number is at the Board's desk.

Motion by Mayor Pro Tem Dyer to submit the grant and pass Resolution 26-10; second by Commissioner Brown.

Canal working groups and the funds were discussed.

The motion passed by unanimous vote.

DISCUSSION AND POSSIBLE SELECTION OF AUDIT COMMITTEE MEMBERS

Town Clerk Finnell explained two applications were received. Commissioner Myers volunteered to fill the alternate spot so the committee could be fully staffed.

Motion by Commissioner Pate to approve both Mark Francis and Rich Masi as members to the Audit Committee; second by Mayor Pro Tem Dyer; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION ON PARKING REVENUE

Town Manager Chadwick said the Board discussed altering the parking schedules for November through January 2nd. If the Board would like to move forward with any changes, an amended contract with Otto Connect and a resolution to update the fee schedule will be presented at the October meeting. He reviewed the current statistics for parking revenue to date. Currently, we are \$41,000 less this calendar year compared to last. In the fiscal year, we are \$19,000 less than last year.

Mayor Pro Tem Dyer asked if there has been an audit to see if additional spots can be made. Town Manager Chadwick replied no. Mayor Pro Tem Dyer would like to offer this as a good will gesture for residents. Commissioner Myers said he doesn't know what it will accomplish and doesn't understand the rationale. Commissioner Pate thinks the intent was to help residents and property owners. Commissioner Brown agreed, he would come at that time of the year before he moved here permanently. Commissioner Smith said some of the improvements on the beach such as new bathrooms have been a result, at least in part, of paid parking. He explained paid parking is not needed to balance the budget. He said year-round parking shouldn't have been added.

The Police Department would enforce parking violations November – January 2nd if paid parking is eliminated at that time.

Motion by Mayor Pro Tem Dyer for staff to bring back the required documents next month; second by Commissioner Pate; approved by a 3 – 1 vote with Mayor Pro Tem Dyer and Commissioners Pate and Brown voting for the motion and Commissioner Myers voting in the negative.

TOWN MANAGER'S REPORT

- Ocean Boulevard Stormwater – surveying, preliminary design and hydraulic modeling have been completed. Design and permitting is currently over 50%.
- Block Q Master Plan – been refining options based on meetings with the Board and the Parks & Recreation Advisory Board. Staff met with McGill to discuss that information.

- Resilient Coastal Communities – there is a workshop in New Bern on September 24th. They are identifying possible projects that qualify as nature-based solutions. Inspections Director Evans provided information on how the program can work with the stormwater project.
- Pier Property – MidAtlantic has completed the inspection portion. The final report should be presented at the October meeting.
- DA 293 - The Corps continues to conduct maintenance there.
- New Fire Station – RFQ for engineering and design work for the new fire station is being finalized by staff.
- Beach Access Points – staff continues to identify possible emergency access points on the western part of the island.
- Strategic Planning – scheduled for December 4th.
- National Beach Sweep – we will be participating on September 18th – 19th.
- Trunk or Treat – scheduled for October 30th.
- Volunteer Appreciation Luncheon – will be held September 25th.
- Employee Updates – Customer Service Representative Bree Rhea received her Associate of Science and Notary Public. Office Brandon Doshier received his Bachelor of Science
- Stair Climb Challenge – thanked Assistant Town Manager Ferguson for organizing. Provided details on the challenge and the upcoming running challenge.

PUBLIC COMMENTS ON GENERAL ITEMS

No comments were made.

MAYOR'S COMMENTS

- Storms - October 15th is less than a month away. Keep praying.
- Summer went by fast.
- Festival by the Sea is the last weekend of October.
- College fire tower construction starts next spring.
- Read post commending the Police Department. Chief Barger said Officers Thompson and Bell were the officers referenced in the post. He explained Officer Thompson hands out rubber ducks that he has purchased with his own money. He has done a great job mentoring staff and with the community.
- Thanked staff.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Dyer

- Thanked staff. Been a lot going on. Block Q planning groups went really well. Dedicated the stage last week. Thinks the concert series went very well. Pleased with the new spot.

- Thankful for Mr. McIntyre and the Ferguson Group, Assistant Town Manager Ferguson and Town Manager Chadwick. Appreciative for all the hard work and the grant money.
- Trunk or Treat is a great event.
- Thanks for coming out.

Commissioner Pate

- Appreciates the staff's work and their hard work on the canal.
- Thinks had a good summer. Hard to believe it is over.
- Festival by the Sea is coming up.
- Excited about Block Q and the whole area. Anxious to see how it will all come together. Will be a good focal point.

Commissioner Smith

- The phone connection failed.
- Thanked God.

Commissioner Myers

- Thanks for being here or listening online and being engaged.

Commissioner Brown

- This is a great small community. There are a lot of big projects. Thanked Assistant Town Manager Ferguson and Town Manager Chadwick for their diligence and hard work with the project and grant process. Saw the impact of big and small during the meeting.
- Thanked staff and the Police Department.

ADJOURNMENT

Motion to adjourn by Mayor Pro Tem Dyer at 6:14 p.m.; second by Commissioner Pate; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
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HBPD-Calls For Service (September 2026)

Printed on October 5, 2026

Descriptions	Totals	
911 Open Line (OL)	1	1
Administrative Call	1	1
Alarm (SIG45 Signal 45)	14	14
Animal Control Call	7	7
Assist Other Agency (EMS); Stopping Vehicle (10-61 x61)	1	1
Attempt to Locate (ATL)	6	6
Breathing Problems [Charlie]	2	2
Breathing Problems (COPD) [Delta]	1	1
Breathing Problems [Delta]	2	2
Call By Phone (10-21Law x21L)	22	22
Careless & Reckless (C&R)	2	2
Chase or Pursuit (10-43 x43)	1	1
Chest Pain or Discomfort [Delta]	1	1
Coastal Watercraft Issue [Alpha]	1	1
Coastal Water Rescue [Delta]	1	1
Convulsions or Seizures [Charlie]	1	1
Crime in Progress (10-64 x64)	1	1
Debris in Roadway	1	1
Disabled Motorist (10-87 x87)	5	5
Disturbance or Disorderly Subject	5	5

Descriptions	Totals	
Elevator Stuck or Problems [Alpha]	1	1
Explosion Investigation [Bravo]	1	1
Falls [Bravo]	1	1
Falls [Delta]	2	2
Fireworks	1	1
Gas Leak or Odor [Bravo]	1	1
Give Subject a Ride (10-5 x5)	1	1
Good Intent Call (Lift Assist)	2	2
Heart or AICD Problems [Charlie]	2	2
Heat Exposure [Delta]	1	1
Hemorrhage [Bravo]	1	1
Hit and Run (Property Damage Only 10-54 x54)	3	3
Improperly Parked Vehicle (10-70 x70)	10	10
Improperly Parked Vehicle (10-70 x70). Traffic Control (10-58 x58)	1	1
Investigation (Law)	9	9
Keys In Vehicle or Lockout	1	1
Lift Assist (No Injury) [Alpha]	2	2
Lost or Found Property	8	8
Lost Person	1	1
Medical Alarm [Bravo]	1	1
Meet with Complainant (10-83 x83)	14	14
Meet with Subject or Officer (10-25 x25)	1	1
Noise Complaint	7	7

Descriptions	Totals	
Open Door	3	3
Prowler (10-76 x76)	2	2
Sick Person [Charlie]	1	1
Single Residential Fire Alarm [Bravo]	1	1
Single Residential Fire Alarm - Carbon Monoxide [Bravo]	1	1
Single Residential Structure Fire [Delta]	1	1
Special Check - Business - Residence (10-79 x79)	544	544
Special Operations Assignment (Signal 55 SIG55)	2	2
Stopping Vehicle (10-61 x61)	40	40
Stroke or TIA [Charlie]	2	2
Suspicious Vehicle or Subject (10-60 x60)	12	12
Take Written Report (10-92 x92)	24	24
Take Written Report (10-92 x92); Animal Control Call	1	1
Take Written Report (10-92 x92); Call By Phone (10-21Law x21L)	2	2
Traumatic Injuries [Alpha]	1	1
Traumatic Injuries [Delta]	1	1
Trespassers	4	4
Trespassers; Special Check - Business - Residence (10-79 x79)	1	1
Unconscious or Fainting [Alpha]	1	1
Unconscious or Fainting [Charlie]	1	1
Unconscious or Fainting [Delta]	1	1
Unit Busy at Location (10-6 x6)	1	1
Unknown Problem [Bravo]; Good Intent Call (Fire); Welfare Check	1	1

Descriptions	Totals	
Water or Sewer Problems	8	8
Welfare Check	3	3
Welfare Check, Improperly Parked Vehicle (10-70 x70)	1	1
	3	3
Totals	811	811



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HBPD Monthly Report (September 2026)

Printed on October 5, 2026

Reported	Case Number	Address	Offenses	Disposition
09/02/26 10:58	HBPD26-00080	204 OCEAN BLVD E	14-160 - INJURY TO PERSONAL PROPERTY; 20-166(C) - HIT/RUN FAIL STOP PROP DAMAGE	Case Report Created
09/11/26 19:32	HBPD26-00083	181 HIGHPOINT ST	14-56 - ATTEMPT BREAK/ENTER MOTOR VEH	Closed - Leads Exhausted
09/17/26 07:29	HBPD26-00092	157 OCEAN BLVD E	14-72(A) - MISDEMEANOR LARCENY; 14-56 - BREAK OR ENTER A MOTOR VEHICLE (CONVEYANCE)	Further Investigation
09/17/26 07:35	HBPD26-00093	142 OCEAN BLVD E	14-72(A) - FELONY LARCENY; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation
09/17/26 09:29	HBPD26-00085	127 OCEAN BLVD E	14-72(A) - FELONY LARCENY; 14-159.13 - SECOND DEGREE TRESPASS; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation
09/17/26 09:43	HBPD26-00084	188 OCEAN BLVD W	Found Property	Further Investigation
09/17/26 11:30	HBPD26-00086	129 OCEAN BLVD E	14-159.13 - SECOND DEGREE TRESPASS; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation
09/17/26 11:45	HBPD26-00091	178 OCEAN BLVD W	14-72(A) - FELONY LARCENY; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation
09/17/26 13:23	HBPD26-00089	126 OCEAN BLVD E	14-72(A) - FELONY LARCENY; 14-159.13 - SECOND DEGREE TRESPASS; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation
09/17/26 14:08	HBPD26-00090	104 OCEAN BLVD E	14-72(A) - MISDEMEANOR LARCENY; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation

Reported	Case Number	Address	Offenses	Disposition
09/18/26 09:27	HBP26-00099	136 OCEAN BLVD E	14-56 - ATTEMPT BREAK/ENTER MOTOR VEH; 14-159.13 - SECOND DEGREE TRESPASS	Further Investigation
09/18/26 19:19	HBP26-00100	147 BRUNSWICK AVE	14-72(A) - FELONY LARCENY; 14-56 - B&E/THEFT FROM A MOTOR VEHICLE	Further Investigation
09/18/26 20:38	HBP26-00101	134 OCEAN BLVD E	14-159.13 - SECOND DEGREE TRESPASS; 14-56 - ATTEMPT BREAK/ENTER MOTOR VEH	Further Investigation
09/19/26 08:12	HBP26-00102	285 OCEAN BLVD W	113-189 - Protection of sea turtles, marine mammals, migratory birds and finfish.	Further Investigation
09/19/26 11:13	HBP26-00103	3271 HOLDEN BEACH	Warrant Service Other Jurisdiction	Closed - Cleared By Arrest
09/25/26 14:39	HBP26-00088	644 OCEAN BLVD W	14-72(A) - FELONY LARCENY	Further Investigation
09/26/26 09:18	HBP26-00105	572 OCEAN BLVD W	CARDIAC ARREST	Case Report Created

Total Records: 17



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HBPD-Ordinance Violations (September 2026)

Printed on October 5, 2026

Date	Citation/Warning	Ordinance	Style
09/03/26	Citation	Parking - Handicap Violation	SUV
09/25/26	Citation	Parking - Handicap Violation	SUV

Total Records: 2



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HBPD-State Citation (September 2026)

Printed on October 5, 2026

Date	Ticket #	Statutes/Charges	Style
09/11/26	J612263	20-111(2) - EXPIRED REGISTRATION CARD/TAG	Truck
09/19/26	J612264	20-28(A) - DWLR	Car
09/28/26	0999J02	20-114.1 - FAIL TO OBEY TRAFFIC OFFICER	Truck
09/30/26	0927J52	20-150(E) - UNSAFE PASSING YELLOW LINE	SUV

Total Records: 4

Permit Report

09/01/2026 - 09/30/2026

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
9/1/2026	260601	Repair	15,000	\$160.00	
9/1/2026	260602	Mechanical	8,560	\$100.00	\$100.00
9/1/2026	260603	Repair	115,000	\$1,470.00	\$1,470.00
9/2/2026	260604	No Permit Required	14,369		
9/2/2026	260605	Single Family Construction	686,000	\$11,895.18	\$11,895.18
9/3/2026	260606	Swimming Pool	85,000	\$1,040.00	\$1,040.00
9/3/2026	260607	Gas	2,500	\$100.00	\$100.00
9/3/2026	260608	Repair	18,000	\$187.00	\$187.00
9/3/2026	260609	Repair	20,000	\$205.00	\$205.00
9/4/2026	260610	Electrical	2,000	\$175.00	\$175.00
9/4/2026	260611	Mechanical	8,980	\$100.00	\$100.00
9/8/2026	260612	Zoning	25	\$25.00	\$25.00
9/8/2026	260613	Zoning	25	\$25.00	\$25.00
9/8/2026	260614	Zoning	25	\$25.00	\$25.00
9/9/2026	260615	Single Family Construction	894,500	\$12,339.00	\$12,339.00
9/9/2026	260616	Mechanical	8,190	\$100.00	\$100.00
9/9/2026	260617	Zoning	50	\$50.00	\$50.00
9/9/2026	260618	Single Family Construction	800,000	\$29,304.97	\$29,304.97
9/10/2026	260619	Electrical	2,000	\$100.00	\$100.00
9/10/2026	260620	Electrical	5,000	\$175.00	\$175.00
9/10/2026	260621	Mechanical	10,150	\$100.00	\$100.00
9/10/2026	260622	Demolition	350	\$350.00	\$350.00
9/10/2026	260623	Zoning	50	\$50.00	\$50.00
9/10/2026	260624	Zoning	50	\$50.00	\$50.00
9/10/2026	260625	Mechanical	18,081	\$200.00	\$200.00
9/10/2026	260626	Mechanical	7,950	\$100.00	\$100.00
9/11/2026	260627	Repair	5,750	\$125.00	\$125.00
9/11/2026	260628	Gas	1,000	\$100.00	\$100.00
9/11/2026	260629	Mechanical	10,735	\$100.00	\$100.00
9/11/2026	260630	Mechanical	18,399	\$200.00	\$200.00
9/11/2026	260631	Mechanical	17,109	\$100.00	\$100.00
9/11/2026	260632	Mechanical	10,500	\$100.00	\$100.00
9/11/2026	260633	Mechanical	9,220	\$100.00	\$100.00
9/15/2026	260634	Zoning	50	\$50.00	\$50.00
9/15/2026	260635	Single Family Construction	832,074	\$11,286.19	\$11,286.19
9/15/2026	260636	Gas	3,251	\$100.00	\$100.00
9/15/2026	260637	Repair	31,000	\$354.00	\$354.00
9/15/2026	260638	Cargo Lift	15,250	\$312.25	\$312.25
9/15/2026	260639	Zoning	25	\$25.00	\$25.00

9/16/2026	260640	Mechanical	14,650	\$100.00	\$100.00
9/16/2026	260641	Mechanical	9,440	\$100.00	\$100.00
9/16/2026	260642	Bulkhead	17,130		
9/17/2026	260643	Demolition	350	\$350.00	\$350.00
9/17/2026	260644	Repair	7,800	\$125.00	\$125.00
9/17/2026	260645	Swimming Pool	64,000	\$851.00	\$851.00
9/17/2026	260646	Walkway	20,203	\$206.83	\$206.83
9/17/2026	260647	House Moving	1,175	\$1,175.00	\$1,175.00
9/17/2026	260648	Mechanical	12,500	\$100.00	\$100.00
9/22/2026	260649	Repair	10,000	\$125.00	\$125.00
9/22/2026	260650	No Permit Required	8,000		
9/22/2026	260651	Fence	50	\$50.00	\$50.00
9/22/2026	260652	Boat Lift	25,450	\$354.05	\$354.05
9/22/2026	260653	No Permit Required	5,000		
9/22/2026	260654	Single Family Construction	375,000	\$11,508.29	\$11,508.29
9/23/2026	260655	Zoning	25	\$25.00	\$25.00
9/23/2026	260656	Electrical	2,500	\$175.00	\$175.00
9/24/2026	260657	Zoning	50	\$50.00	\$50.00
9/24/2026	260658	Electrical	1,400	\$100.00	\$100.00
9/24/2026	260659	Electrical	2,000	\$175.00	\$175.00
9/24/2026	260660	Repair	1,500	\$125.00	\$125.00
9/24/2026	260661	Mechanical	15,200	\$200.00	\$200.00
9/24/2026	260662	Mechanical	2,500	\$100.00	\$100.00
9/24/2026	260663	Mechanical	19,890	\$200.00	\$200.00
9/24/2026	260664	Mechanical	17,320	\$200.00	\$200.00
9/28/2026	260665	No Permit Required	2,555		
9/29/2026	260666	Walkway	38,000	\$367.00	
9/29/2026	260667	Repair	25,000	\$400.00	
9/29/2026	260668	Zoning	50	\$50.00	\$50.00
9/29/2026	260669	Electrical	1,200	\$175.00	\$175.00
9/29/2026	260670	Electrical	4,000	\$275.00	\$275.00
9/30/2026	260671	New Construction	22,780	\$330.02	\$330.02
9/30/2026	260672	Demolition	20,000	\$205.00	
9/30/2026	260673	Zoning	50	\$50.00	\$50.00
			\$4,422,986.00	\$89,625.78	\$88,493.78

PERMIT SUMMARY REPORT

COMMERCIAL

Count	2
Total Fees	\$100.00
Fees Paid	\$100.00
Total Project Cost	\$18,530.00

RESIDENTIAL

Count	71
Total Fees	\$89,525.78
Fees Paid	\$88,393.78
Total Project Cost	\$4,404,456.00

TOTAL

Count	73
Total Fees	\$89,625.78
Fees Paid	\$88,493.78
Total Project Cost	<u>\$4,422,986.00</u>

ACTIVE NEW HOME PERMITS = 24

OTHER ACTIVE PERMITS= 376

PERMITS ISSUED OVER \$30,000 = 50 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 =10 (AMOUNT INCLUDED IN ACTIVE TOTAL)

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

PERMITS ISSUED WAITING PICK UP =28

TOTAL PERMITS= 428

PERMITS IN REVIEW= 7

CAMA ISSUED= 7

CAMA EXEMPTIONS= 4

ZONING ISSUED =15

NOTICE OF VIOLATIONS= 1

DELINEATIONS=5

CAMA SITE INSPECTIONS=12

PERMITS ISSUED THIS MONTH= 73

REINSPECTION FEES = \$525

PERMITS SERVICED FOR INSPECTIONS FROM 9/1/26-9/30/26= 76

TOTAL INSPECTIONS MADE= 153

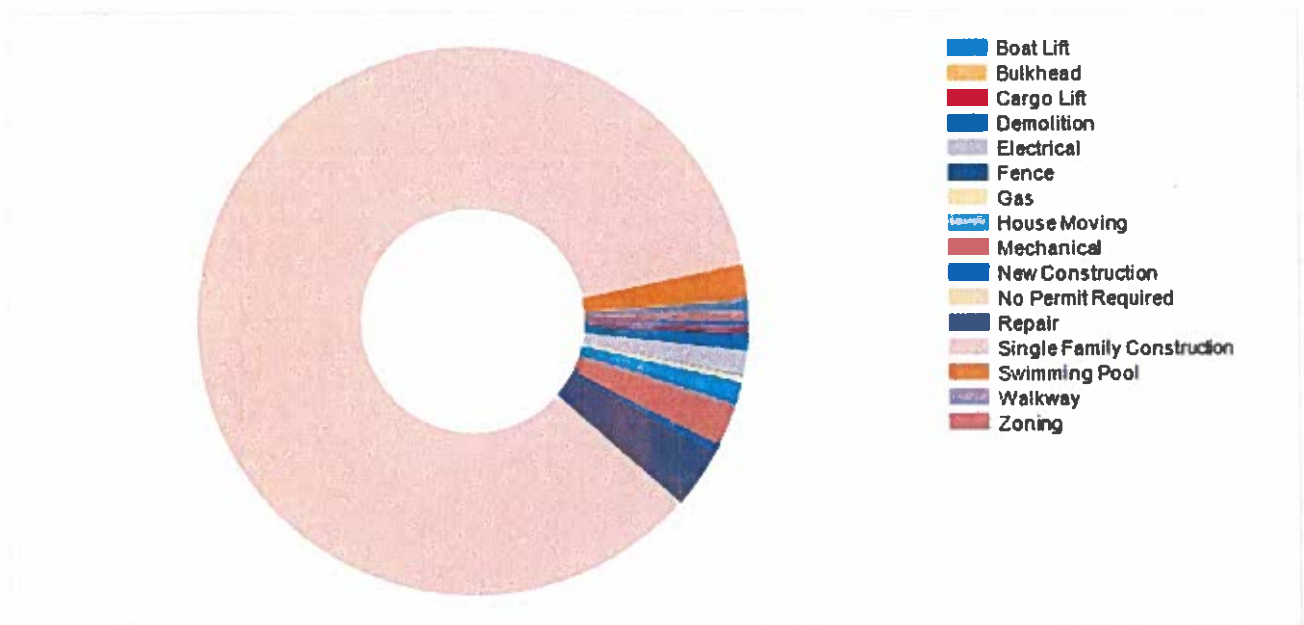


Permit Type Report

Permit Date
09/01/2026 to 09/30/2026

Description	Fees	Fees	Permits
Boat Lift	\$354.05	354.05	1
Bulkhead	\$0.00	0.00	1
Cargo Lift	\$312.25	312.25	1
Demolition	\$905.00	905.00	3
Electrical	\$1,350.00	1,350.00	8
Fence	\$50.00	50.00	1
Gas	\$300.00	300.00	3
House Moving	\$1,175.00	1,175.00	1
Mechanical	\$2,300.00	2,300.00	18
New Construction	\$330.02	330.02	1
No Permit Required	\$0.00	0.00	4
Repair	\$3,276.00	3,276.00	10
Single Family Construction	\$76,333.63	76,333.63	5
Swimming Pool	\$1,891.00	1,891.00	2
Walkway	\$573.83	573.83	2
Zoning	\$475.00	475.00	12
Total	\$89,625.78	89,625.78	73

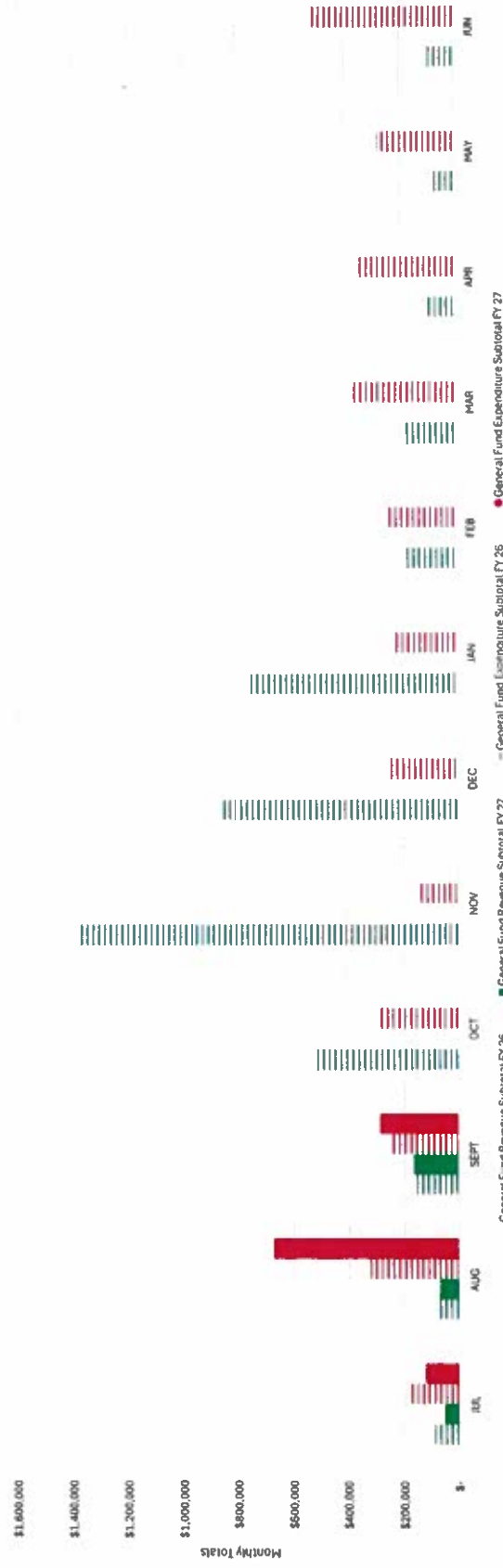
Fees Breakdown

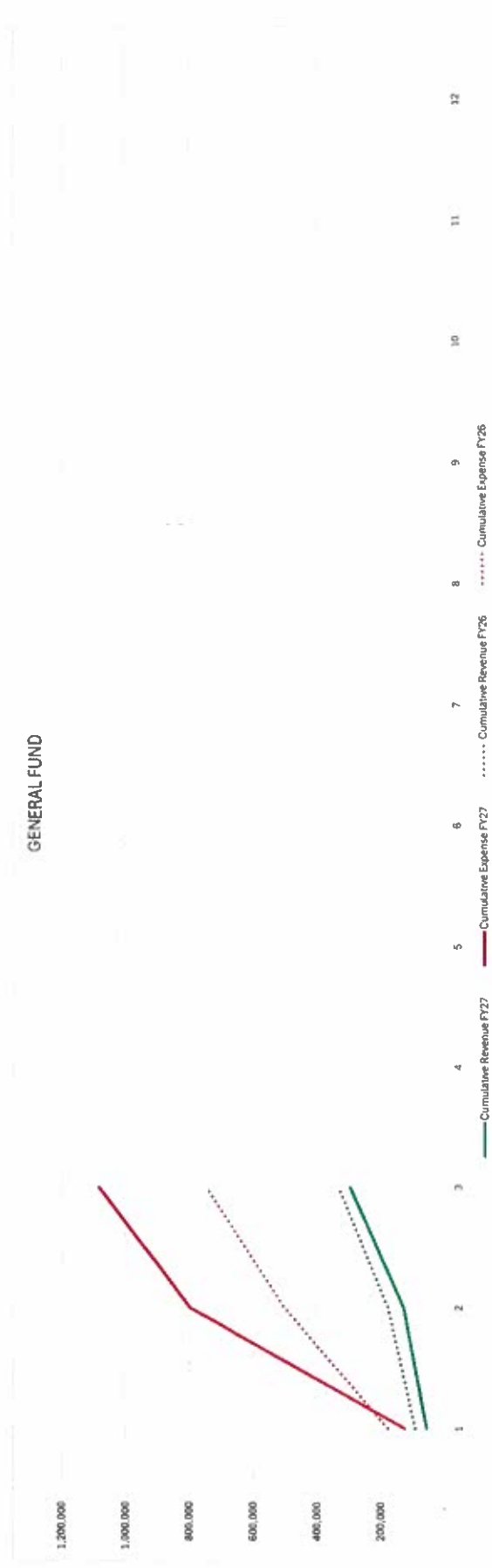


10/1/2026 8:17:42 AM

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	85,318	155,996	525,827	1,389,476	858,632	750,977	185,000	194,497	96,055	72,436	106,476
General Fund Revenue Subtotal FY 27	55,960	71,767	168,024	293,810	141,605	255,842	229,972	247,207	375,385	363,211	280,797	515,627
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	287,022								
General Fund Expenditure Subtotal FY 27	125,882	672,445	287,022									
Cumulative Revenue FY27	55,960	127,727	296,751									
Cumulative Expense FY27	125,882	798,327	1,085,349									
Cumulative Revenue FY26	92,175	177,493	333,489									
Cumulative Expense FY26	179,259	502,966	749,291									

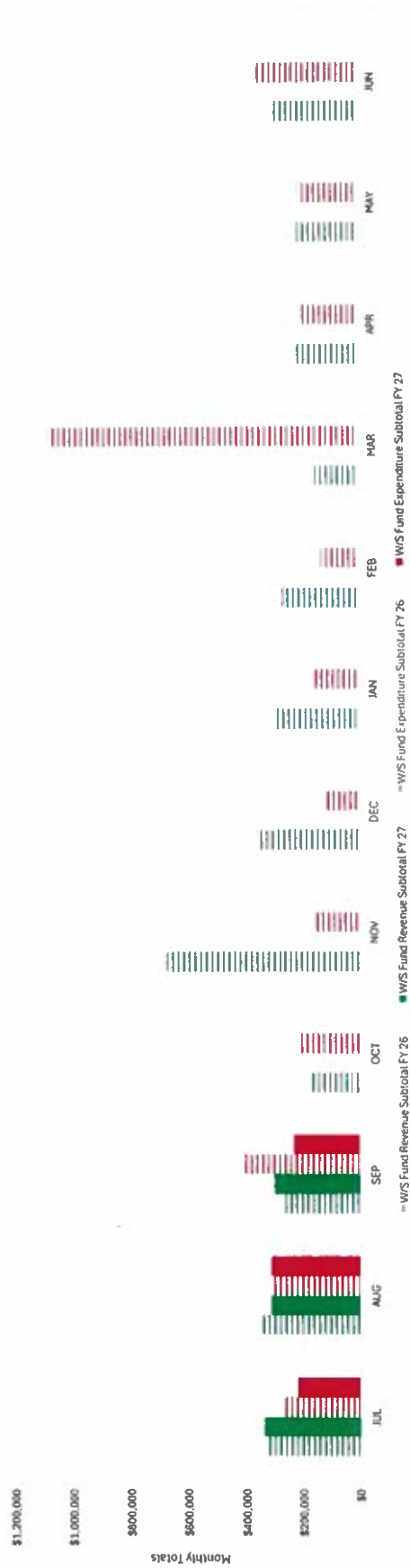
GENERAL FUND



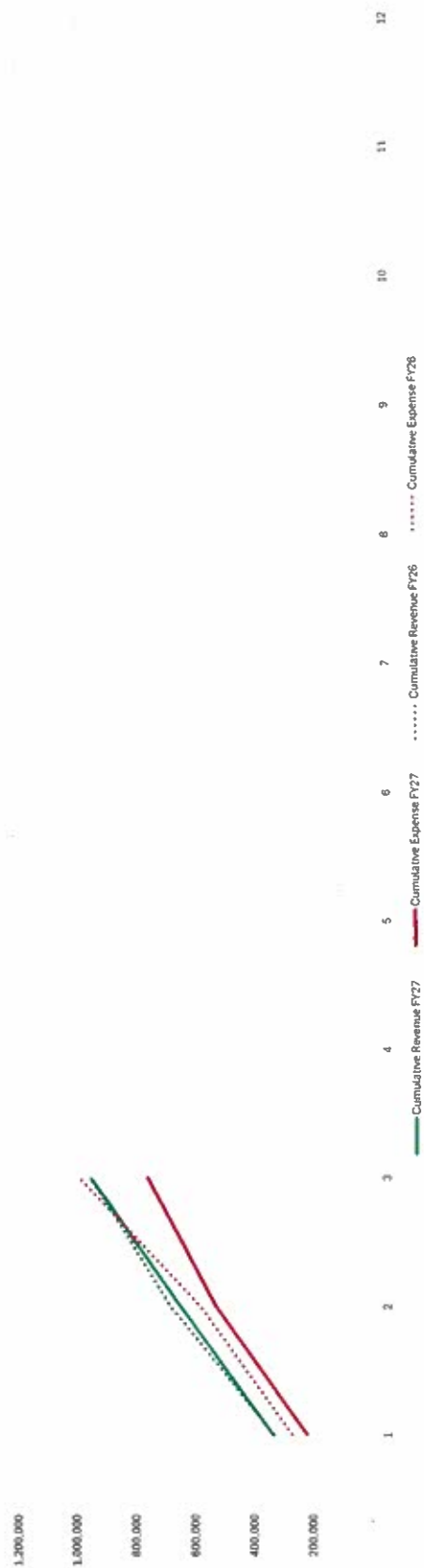


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	179,002	673,084	345,088	285,472	263,142	145,633	215,854	211,166	284,577
W/S Fund Revenue Subtotal FY 27	337,604	313,512	301,800									
W/S Fund Expenditure Subtotal FY 26	271,871	312,915	410,002	213,739	146,436	118,777	149,534	125,506	1,080,892	185,679	201,442	347,103
W/S Fund Expenditure Subtotal FY 27	220,644	310,695	232,372									
Cumulative Revenue FY27	337,604	651,116	952,916									
Cumulative Expense FY27	220,644	531,339	763,711									
Cumulative Revenue FY28	333,945	684,855	954,687									
Cumulative Expense FY28	271,871	584,786	954,788									

Water/Sewer Fund

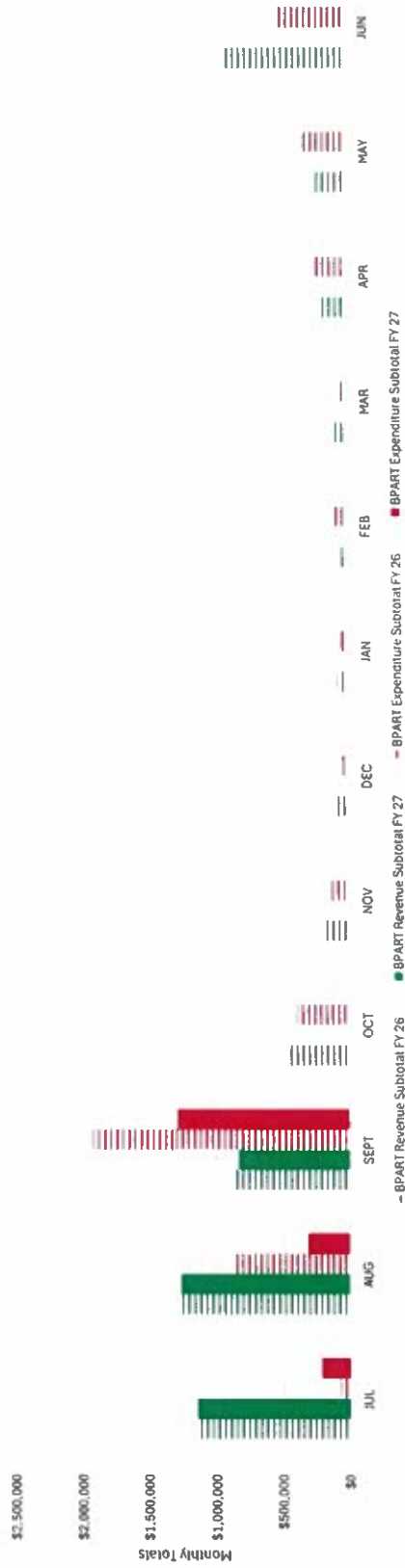


WATER/SEWER FUND

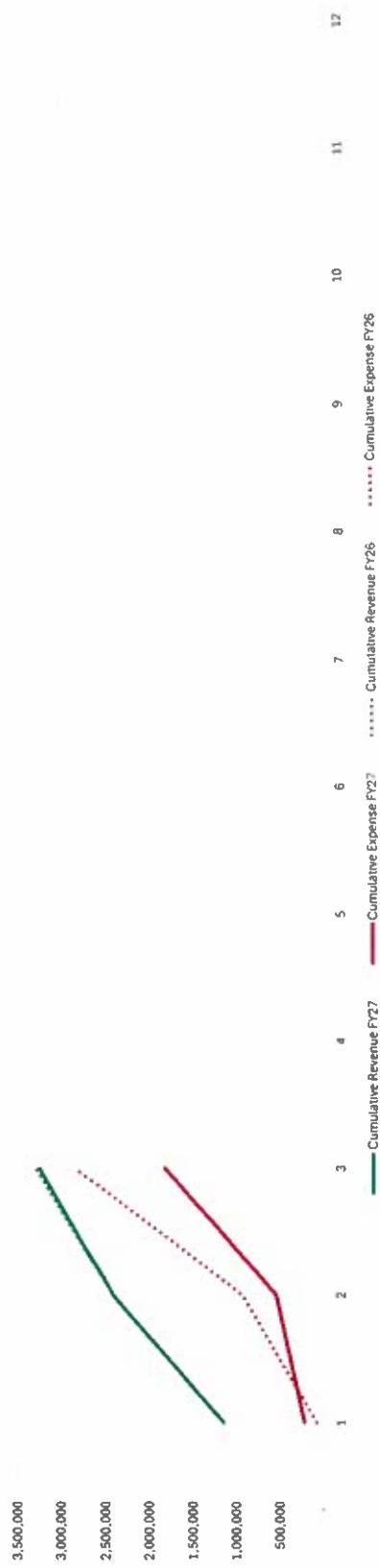


Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	182,860	96,170	79,750	74,442	87,167	184,375	251,857	928,977
BPART Revenue Subtotal FY 27	1,147,835	1,270,715	835,232									
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	395,097	180,330	55,713	50,680	105,256	82,654	249,370	311,706	512,548
BPART Expenditure Subtotal FY 27	216,967	317,064	1,290,286									
Cumulative Revenue FY27	1,147,835	2,418,550	3,253,782									
Cumulative Expense FY27	216,967	534,031	1,824,317									
Cumulative Revenue FY26	1,152,401	2,413,827	3,297,819									
Cumulative Expense FY26	76,488	927,076	2,856,087									

BPART



BPART



Holden Beach Public Works Monthly Report

Date: 10/09/2026

To: Board of Commissioners

From: Public Works Department

1. Department Overview

The Public Works Department continues to focus on maintaining the quality of life for residents and visitors to Holden Beach through consistent operations and upkeep of town infrastructure. Our activities this month included routine maintenance, repairs, and preparedness for weather events.

2. Key Activities and Accomplishments

a) Maintenance & Repairs

- **Grading at parks:** Crew hauled in material and eliminate the drop offs when you come off the pavement at the parks.
- **Vac Station maintenance:** Crew changed the oil in all of our stations vac pumps
- **Dirt streets:** Crew hauled material to ferry access and 114 and leveled them out.
- **Potholes:** Crew is actively identifying and repairing holes throughout the island.
- **Training:** Archie, Shane, Mark, Brice, And Gage all attended Class C Water Distribution Class and will take the exam in the coming weeks. Also everyone attended Backhoe training on our new backhoe.
- **Trash:** Crew is actively running our off-season trash runs every Monday Wednesday and Friday.
- **General Maintenance;** Crew has started and will continue doing general maintenance routines including running all of our small engines, pumps, generators and exercising water and sewer valves.
- **Access Maintenance:** Crew is going through the accesses and cutting down any overgrowth and screwing down any loose boards.

I am sure im missing a few things its been a busy month.

b) Seasonal Prep

- **Mosquito Spraying:** Crew is actively spraying problem areas. If you would like to request your street to be done, please email me at Pworks@hbtownhall.com

c) Water and Sewer

- **Water Meters:** Crew is actively going through a zero-consumption list and making sure meters are working properly and switching out bad meters.
 - **Water Leaks:** We had 2.
 - **Sewer Pits:** 1 new sewer service installed.
 - **Water Taps:** We installed 6 new water services this month.
 - **Service Calls:** Crew ran close to 60 service calls this month. This included calls just to speak with a customer or cut the water on and off, sewer pit calls, etc.
 - **Vac Stations:** Crew is actively checking and maintaining the stations.
 - **Meter rereads:** We had 40 rereads this month. A lot of those were new meters we had just replaced just not into the system.
-

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Meter Maintenance:** We are continuing to repair and replace meters in effort to get the reread numbers down.
- **Station 3:** There are still a few repairs needed at station 3 due to the car crashing into the transformer. Parts should be coming in this month.
- **Station 1 AC;** Waiting for the electrical panel to come in.

b) Upcoming Projects

- **Station 4:** We are working with Flo Vac our Vacuum Monitoring company on installing a gateway and 10 remote mounted vac monitors with automatic air injection that will assist us with keeping station 4 from getting water logged. We have this in place on station1 and it has worked well. **This will take place starting next week.**
- **Eoc:** I'm looking into getting the building and sidewalks washed hoping that will happen this coming month.

4. Conclusion

The Public Works Department remains committed to serving the Holden Beach community with quality, timely services. Our team is focused on ensuring safety, cleanliness, and effective infrastructure. We continue to work diligently on ongoing projects and are prepared to tackle any issues that arise in the future.

I just would like to say that we have some of the hardest working most caring employees that work for the town in every dept from top to bottom it truly makes it an enjoyable experience working here.

Submitted by:

Chris Benton
Director of Public Works
Holden Beach



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
FROM: Town Manager Chadwick

MEETING DATE: 10/27/2026
SUBMITTED 10/13/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Underwater Survey Report and Building and Inspections' Letter of Formal Condemnation

BACKGROUND/PURPOSE OF REQUEST: At the July 21st meeting, the BOC approved the contract for MidAtlantic Engineering Partners to perform an underwater inspection of the below substructure elements of the Town pier. They have completed the Final Report and are available via Zoom for questions.

Since the Final Report was completed, the Building and Inspections Director utilized that document and has completed an assessment of the upper structure. He delivered a formal letter to the Town on October 12th condemning the pier structure. This action sets a timeline to take some sort of corrective action.

Staff is seeking guidance on what "next steps" you would like to take.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: Underwater Survey Report
Building and Inspections Director Letter
Pier Structure Photos



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/27/26

FROM: Assistant Town Manager Ferguson

DATE SUBMITTED: 10/13/26

ISSUE/ACTION REQUESTED: Update regarding the planned canal dredging project for 2026.

BACKGROUND/PURPOSE OF REQUEST: Last month, an update was provided regarding the planned dredge event and action was taken on submitting a grant to the Division of Water Resources. At the October meeting, an update will be provided on current challenges including permissions to cross property, the grant, and the Corps' documents and timeline for review.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒ N/A
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒ N/A

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☒	NO ☐ N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

SECTION 217(b) OF THE WATER RESOURCES DEVELOPMENT ACT OF 1996

**MODEL AGREEMENT
FOR THE
PLACEMENT OF DREDGED MATERIAL
INTO A
FEDERAL DREDGED MATERIAL PLACEMENT FACILITY
BY A
NON-FEDERAL INTEREST
June 30, 2016**

APPLICABILITY: The following agreement is used for placement of dredged material pursuant to Section 217(b) of the Water Resources Development Act of 1996 (33 U.S.C. 2326a(b)) by a Non-Federal Interest, as that term is defined in Section 221 of the Flood Control Act of 1970, as amended (42 U.S.C. 1962d-5(b)), into a dredged material placement facility for which the Corps of Engineers is responsible for operation and maintenance. The placement must be approved in accordance with the February 3, 2017 implementation guidance. Fees collected under the authority of Section 217(b) are deposited into a special account in the Treasury and, after appropriation of the credited fees, are available for the operation and maintenance of the placement facility for which the fees were collected. For placement by a private entity, Federal Permittee, the model agreement for placement pursuant to Section 401(c) of the Clean Water Act (33 U.S.C. 1341(c)) will be used.

PREPARING AGREEMENT FOR SIGNATURE. – 1) Remove this cover page; make all appropriate insertions; remove all bold type instructions; and ensure spacing and page breaks throughout the agreement are appropriate. Prepare two originals of the agreement. Before signature by the Government representative on each original, ensure that the non-Federal interest has signed and dated its signature and that the Certificate of Authority has been signed and dated by the appropriate person. The date on the first page should be filled in by the Government representative signing the agreement, not the Non-Federal Interest. The Government should retain one signed original and provide the other signed original to the Non-Federal Interest.

AGREEMENT
BETWEEN
THE DEPARTMENT OF THE ARMY
AND
[FULL NAME OF NON-FEDERAL INTEREST]
FOR PLACEMENT OF DREDGED MATERIAL
INTO THE
DREDGED MATERIAL PLACEMENT FACILITY
[FULL NAME OF DMPF INCLUDING LOCATION, COUNTY & STATE]

THIS AGREEMENT is entered into this _____ day of _____,
_____, by and between the Department of the Army (hereinafter the "Government"),
represented by the U.S. Army Engineer, _____ District (hereinafter the
"District Engineer"), and **[FULL NAME OF NON-FEDERAL INTEREST]**
(hereinafter the "Non-Federal Interest") represented by **[NON-FEDERAL INTEREST
REPRESENTATIVE SIGNING THIS AGREEMENT]**.

WITNESSETH, THAT:

WHEREAS, Section 217(b) of the Water Resources Development Act of 1996
(33 U.S.C. 2326a(b)) authorizes the Secretary of the Army (hereinafter the "Secretary")
to permit the use of dredged material placement facilities under the Secretary's
jurisdiction by Non-Federal Interests and to impose fees to recover capital, operation, and
maintenance costs associated with such use;

WHEREAS, the Non-Federal Interest was issued Permit # _____ by the U.S.
Army Engineer District, _____, on **[INSERT DATE]** to conduct dredging of
[INCLUDE BRIEF DESCRIPTION OF DREDGING TO BE ACCOMPLISHED];

WHEREAS, the Non-Federal Interest requested that material dredged in
accordance with Permit # _____ be placed in the Government operated
**[INSERT FULL NAME OF DMPF INCLUDING LOCATION, COUNTY &
STATE]** (hereinafter the "Dredged Material Placement Facility"), and the Government
determined that allowing placement of approximately _____ cubic yards of dredged
material into the Dredged Material Placement Facility will not reduce the availability of
the facility for project uses; and

WHEREAS, the Government and the Non-Federal Interest have the full authority
and capability to perform in accordance with the terms of this Agreement.

NOW, THEREFORE, the Government and the Non-Federal Interest agree as
follows:

1. The Non-Federal Interest shall comply with all applicable State and Federal laws and regulations in the dredging and placement of the dredged material, including the requirements of the Clean Water Act, 33 USC 1341, et seq., and Permit # _____ issued by the U.S. Army Engineer District, _____ on _____, and may place up to approximately _____ cubic yards of dredged material into the Dredged Material Placement Facility, subject to payment by the Non-Federal Interest in accordance with paragraph 3 and all other requirements of this Agreement.

2. Prior to the Non-Federal Interest placing any dredged material into the Dredged Material Placement Facility, the Non-Federal Interest shall prepare and submit for approval by the Government a placement plan that includes, but is not limited to, identifying the independent inspectors who will be responsible for monitoring all phases of the placement of the dredged material, the inspector's responsibilities and duties, and reporting procedures.

3. The Non-Federal Interest is responsible for all costs related to the placement of dredged material under this Agreement and shall pay a placement fee, as determined in accordance with **[CITE TO LETTER REPORT THAT ESTABLISHES AMOUNT OF THE FEE]**.

a. Prior to any placement into the Dredged Material Placement Facility, the Non-Federal Interest shall provide \$ _____, which is based on the estimated amount of cubic yards that will be placed, by delivering a check payable to "FAO, USAED, _____" to the District Engineer or by providing an Electronic Funds Transfer of the required funds in accordance with procedures established by the Government.

b. After completion of the Non-Federal Interest's placement of dredged material into the Dredged Material Placement Facility, or if both parties mutually agree not to continue with the placement, the Government shall conduct a final accounting and furnish the Non-Federal Interest with the results of the final accounting.

(1) If the final accounting shows that the amount paid by the Non-Federal Interest is less than the amount required based on the actual cubic yards of dredged material placed into the Dredged Material Placement Facility, the Non-Federal Interest, no later than 30 calendar days after receipt of written notice, shall provide the additional required amount by delivering a check payable to "FAO, USAED, _____" to the District Engineer or by providing an Electronic Funds Transfer in accordance with procedures established by the Government.

(2) If the final accounting shows that the amount paid by the Non-Federal Interest exceeds the amount required based on the actual cubic yards of dredged material placed into the Dredged Material Placement Facility, the Government, subject to the

availability of funds, shall refund the excess to the Non-Federal Interest no later than 30 calendar days after the final accounting is complete.

4. The Government shall determine the actual amount of cubic yards placed in the Dredged Material Placement Facility based on a review of the Non-Federal Interest's dredging surveys and volume computations of yards dredged **[OR SPECIFY OTHER APPROPRIATE METHOD]**.

5. The Government and the Non-Federal Interest may meet periodically to discuss preparation and approval of the Non-Federal Interest's placement plan; estimated costs; compliance with the permit; and other matters as may be necessary. Any disputes that arise should be resolved at the lowest level possible.

6. In the exercise of their respective rights and obligations under this Agreement, the Government and the Non-Federal Interest each act in an independent capacity, and neither is to be considered the officer, agent, or employee of the other.

7. Nothing in this Agreement alters, or is intended to alter, any responsibility or liability of any party pursuant to existing environmental laws and regulations.

8. The Non-Federal Interest shall hold and save the Government free from all damages arising from this placement of dredged material into the Dredged Material Placement Facility, except for damages due to the fault or negligence of the Government or its contractors.

9. Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to have been duly given if in writing and delivered personally or mailed by certified mail, with return receipt, as follows:

If to the Non-Federal Interest:

[INSERT TITLE AND ADDRESS]

If to the Government:

[INSERT TITLE AND ADDRESS]

A party may change the recipient or address for such communications by giving written notice to the other party in the manner provided in this paragraph.

10. To the extent permitted by the laws governing each party, the parties agree to maintain the confidentiality of exchanged information when requested to do so by the providing party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective upon the date it is signed by the District Engineer.

DEPARTMENT OF THE ARMY

**[FULL NAME OF
NON-FEDERAL INTEREST]**

BY: _____
[INSERT TYPED NAME]
[Insert Colonel, U.S. Army or
Lieutenant Colonel, U.S. Army, as
applicable]
District Engineer

BY: _____
[INSERT TYPED NAME]
[Insert Full Title]

DATE: _____

DATE: _____

CERTIFICATE OF AUTHORITY

I, _____, do hereby certify that I am the principal legal officer of the [FULL NAME OF NON-FEDERAL INTEREST], that the [FULL NAME OF NON-FEDERAL INTEREST] has the full authority and legal capability to perform the terms of this Agreement between the Department of the Army and the [FULL NAME OF NON-FEDERAL INTEREST] in connection with the placement of dredged material into the Dredged Material Placement Facility [FULL NAME OF DMPF, INCLUDING LOCATION, COUNTY & STATE] and that the person who executing this Agreement on behalf of [FULL NAME OF NON-FEDERAL INTEREST] has acted within his or her statutory authority.

IN WITNESS WHEREOF, I have made and executed this certification this _____ day of _____.

[TYPED NAME]
[TITLE IN FULL]

[NOTE: THE PERSON SIGNING THE CERTIFICATE OF AUTHORITY CAN NOT BE THE SIGNATORY TO THE AGREEMENT. THE PERSON SIGNING THE CERTIFICATE OF AUTHORITY IS CERTIFYING THAT THE SIGNATORY TO THE AGREEMENT HAS THE AUTHORITY TO SIGN FOR THE NON-FEDERAL INTEREST.]



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC
FROM: Town Clerk Finnell

SUBMITTED 10/8/2026
MEETING DATE: 10/27/2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Amendments to the Paid Parking Program

BACKGROUND/PURPOSE OF REQUEST: The Board expressed interest in providing free parking November 1st through January 2nd. In order to move forward with altering the schedule, the Board would need to approve Contract Amendment 4 with Otto Connect and Resolution 26-11, Resolution Amending the Holden Beach Fee Schedule.

Staff is proposing the removal of the Parking Zone and Area Table from the Code of Ordinances. This would allow the town manager or his designee to make any necessary adjustments to the table without the need to adopt an ordinance. Additional changes proposed are to add the definition of low speed vehicle; clarify language in Section 72.03 (c) to eliminate confusion with side-by-sides; and clarify language regarding reduced fines in Section 72.99 (c).

If the Board would like to move forward with the changes, the suggested motion is to approve Ordinance 26-06, Resolution 26-11 and Otto Connect Contract Amendment 4.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION: Approve Ordinance 26-06, Resolution 26-11 and Otto Connect Contract Amendment 4.

ATTACHMENT:

Attachment 1 - Otto Connect Contract Amendment 4

Attachment 2 – Resolution 26-11, Resolution Amending the Holden Beach Fee Schedule

Attachment 3 – Ordinance 26-06, An Ordinance Amending the Holden Beach Code of Ordinances, Title VII – Traffic Code

This Amendment #4 to the SaaS Services Agreement dated March 8th, 2022, Amendment 1 dated February 21st, 2023, Amendment 2 dated March 20th, 2024, and Amendment 3 dated March 8th, 2024, provides mutually agreed updates to Exhibit A – Statement of Work. All other content of the original Agreement remains in effect.

EXHIBIT A – Amendment 4 dated Oct. 27th, 2026

Statement of Work

Per the agreement of the Board of Commissioners and updated Town Ordinances, Company will provide paid parking management (collection of fees and permit enforcement) from January 2nd through October 31st effective immediately. This Amendment eliminates Paid Parking for November, December, and January 1st for the 2026 season as may be extended to future years per this Amendment and as determined by the Board of Commissioners. Enforcement during the off-season (January 2nd through February of the following year) will be reduced based on the traffic and parked vehicles and will typically be conducted twice per day or as adjusted based on demand as jointly agreed by the Otto management team and the Town Manager (or designate).

All other provisions of the SaaS Services Agreement and previous Amendments remain in effect.

Otto Connect, Inc.:

By: 
 Name: James R. Varner
 Title: President and CEO

Town of Holden Beach:

By: _____
 Name: _____
 Title: _____

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act.

 Town Finance Officer

Attachment 2

RESOLUTION 26-11 RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE

WHEREAS, the Town of Holden Beach Code of Ordinances, Title VII: Traffic Code requires parking permit fees and the annual calendar to be listed in the Holden Beach Fee Schedule; and

WHEREAS, the Board of Commissioners of the Town of Holden Beach would like to provide free parking during the months of November and December and on January 1st; and

WHEREAS, the Holden Beach Fee Schedule needs to be updated to reflect the new schedule.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Town of Holden Beach, North Carolina does hereby amend the fee schedule to state that paid parking is required only from January 2nd – October 31st.

This the 27th day of October, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk

Attachment 3

ORDINANCE 26-06 AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES, TITLE VII: TRAFFIC CODE

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Title VII: Traffic Code be amended as follows.

Section One: Add the following to § 72.01 Definitions.

§ 72.01 DEFINITIONS.

LOW SPEED VEHICLE. A Low-Speed Vehicle shall meet the current requirements set forth in the North Carolina General Statutes definition.

Section Two: Update § 72.03 Parking Authorized by Permit Only as follows.

§ 72.03 PARKING AUTHORIZED BY PERMIT ONLY.

- (A) No person shall park a vehicle in any designated parking area or location without first obtaining a valid parking permit in accordance with the following, unless a specific exemption exists in 72.02:
- (1) Parking permits will be required between the hours of 9 a.m. and 5 p.m. each day.
 - (2) Parking permits will be required in accordance with the annual calendar included in the Fee Schedule.
 - (3) Separate rates will be available for hourly, daily, weekly, and annual permits.
 - (a) Hourly Permits. Per hour rate, up to four (4) hours.
 - (b) Daily Permits. Per day rate, valid for the date of purchase only.
 - (c) Weekly Permits. Per week rate, valid for seven consecutive days including the date of purchase.
 - (d) Annual Permits. annual rate covers one or two vehicles. Valid for the calendar year of purchase only.
 - (4) All rates associated with parking permits are listed in the Fee Schedule.
 - (5) Permits are valid only for the specific vehicle assigned during initial purchase and are non-refundable.
 - (6) Hourly, Daily and Weekly permits are non-transferable.
 - (7) Transferring of an annual permit is authorized only under the following circumstances:
 - (a) When the assigned vehicle is sold; and

- (b) Only once per calendar year; and
- (c) Only to the original purchaser; and
- (d) Proof of sale documentation shall be required.

(B) Signage.

(1) Proper signage may be installed and maintained by the town or its authorized agent to:

- (a) Designate authorized parking areas in accordance with the **Parking Zone and Area Table** ~~table in division (E)~~ below.
- (b) Designate parking for low-speed vehicles in accordance with the **Parking Zone and Area Table** ~~table in division (E)~~ below.
- (c) Designate loading/unloading zones and stop locations for mass transit vehicles.
- (d) Designated handicap parking spaces.
- (e) Indicate no parking areas.
- (f) Provide the manner of obtaining a parking permit:
 - (1) At each designated parking area; and
 - (2) Including the required hours.
- (g) Designate Short-Term Parking Areas.

(2) Signage will only be placed in accordance with the provisions of this Chapter.

- (C) No person may park or cause to be parked, any ~~full-size~~ vehicle other than a low-speed vehicle as defined herein in any space designated for low-speed vehicle parking.
- (D) Parking is authorized without a permit outside the specified hours in division (A)(1) above, but only in designated authorized parking areas pursuant to this chapter unless otherwise exempted in § 72.02(D).
- (E) ~~The Parking Zone and Area Table following table~~ includes the specific locations in which parking is authorized. ~~The table shall be officially on file in the office of the town clerk and maintained by the town manager or his designee.~~ Parking in these areas shall be in accordance with all the provisions of this Chapter.

~~{ Insert Completed Table Here — No Change }~~

Section Three: Amend § 72.99 Penalty as follows.

§ 72.99 PENALTY.

(A) *Criminal.* In accordance with G.S. § 14-4(b), SL 2021-138 (effective December 1, 2021), violation of a parking ordinance is an infraction and may carry a maximum fine of \$50.

(B) *Civil*. In accordance with § 10.99(B), Any person who violates any provision of this traffic code shall be subject to a civil fine of \$50 per offense, unless a different amount is specifically stated herein.

(C) When a civil fine is ~~accessed~~ assessed in accordance with division (B) above, and ~~the fine is for a violation of 72.03(A) is for~~ parking in a ~~designated~~ lawful parking area, and the fine is paid by midnight of the same date it was ~~accessed~~ assessed, it shall be \$25 per offense, for the first three offenses per vehicle, per calendar year. All subsequent violations shall be \$50 per offense unless a higher amount is required in this chapter. This division (C) shall not apply to violations of § 72.02(B)(6) or (7).

(D) *Civil*. In accordance with § 10.99(B), any person who violates § 72.02 (B)(6) or (7) of this traffic code shall be subject to a civil fine of \$250 per offense.

(E) A late fee in the amount of \$25 shall be assessed when all fines levied by divisions (B) or (C) above are not paid in full within 30 days of the issuance of a citation for a violation.

Section Four: The Town Clerk is directed to forward this ordinance to American Legal Publishing for inclusion in the next published supplement to the Holden Beach Code of Ordinances.

This ordinance shall be effective the 28th day of October, 2026.

This the 27th day of October, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 10/27/26

FROM: Assistant Town Manager Ferguson

DATE SUBMITTED: 10/13/26

ISSUE/ACTION REQUESTED: Resolution recognizing Operation Green Light

BACKGROUND/PURPOSE OF REQUEST: As a community that honors and supports our veterans, we would like to take the opportunity to adopt a resolution and participate, along with the County, in the program.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒ N/A
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NO ☒ N/A

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒ N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Adopt resolution and participate in the program.



**RESOLUTION 26-12
OPERATION GREEN LIGHT FOR VETERANS**

WHEREAS, the residents, property owners, visitors, elected officials, and staff of the Town of Holden Beach have great respect, admiration, and the utmost gratitude for the men and women who have selflessly served our country and this community in the Armed Forces and appreciate the sacrifices of our United States military personnel; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, the Town of Holden Beach seeks to honor those individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community, state and nation in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the Town would like to honor those who have served by recognizing Operation Green Light for Veterans.

NOW, THEREFORE, BE IT RESOLVED, the Town of Holden Beach hereby declares November 4-11, 2026, as a time to salute and honor the service and sacrifices of those transitioning from active service and encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4-11, 2026.

Adopted this the 27th day of October, 2026.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:10/26/2026

FROM: Tim Evans, Planning Department SUBMITTED:10/13/2026

ISSUE/ACTION REQUESTED: Approval to apply for Resilient Coastal Communities Program (RCCP) and to make application through Phases 3 and Phases 4 for available Grant Funding

BACKGROUND/PURPOSE OF REQUEST:

The Town Staff and selected engineers, along with its Community Action Team have identified and prioritized their top five projects and are preparing to make applications for funding. These are zero matched funds and must be nature based in design.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	Unknown
CAPITAL IMPROVEMENT PLAN ITEM:	YES X	
PRE-AUDIT CERTIFICATION REQUIRED:	Yes	
REVIEWED BY FINANCE DIRECTOR:	YES ☐	NOx

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION: NA

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION: Move forward with staff recommendation to make application for funding.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:10/28/2026

FROM: Daniel McRaney, Finance Director

SUBMITTED:10/16/2026

ISSUE/ACTION REQUESTED: Discussion and Possible action on lease contract with Verizon Wireless.

BACKGROUND/PURPOSE OF REQUEST: Verizon has leased a spot on the water tower for a number of years and is wanting to renegotiate terms as the current lease is coming to an end.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☐	NO ☒
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☒	NO ☐

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION:NA

FINANCE RECOMMENDATION:

TOWN MANAGER'S RECOMMENDATION:

ATTACHMENT: current offer from Verizon.

Heather Finnell

From: Daniel McRainey
Sent: Tuesday, October 6, 2026 10:06 AM
To: Bryan Chadwick
Cc: Christy Ferguson; Heather Finnell; Public Works
Subject: FW: [E] counter offer

Daniel McRainey, MAC
Finance Director
Town of Holden Beach
(910)-842-6488

From: Valenzuela, Steven <steven.valenzuela@verizonwireless.com>
Sent: Monday, October 5, 2026 04:27 PM
To: Daniel McRainey <DMcRainey@hbtownhall.com>
Subject: Re: [E] counter offer

Hey Daniel,

I met with the finance team. We just invested \$100 million into the next evolution of antenna technology: satellite antennas, which is the same technology Starlink currently uses. With this evolution, we are attaining substantial reductions, keeping our current macro sites in a viable range for sustainability.

Finance says we can go up to \$2,850.00 per month with the 10% escalation every five years. We are also willing to kick this out a few years to commence 01/01/2031. The original proposal was for these changes to take place immediately, but we can delay them so the Town continues at the current rent and annual escalations in the meantime.

Let me know if this works for you and the Town Manager. If so, I'll get this over to our legal department for drafting.

Thank you,

On Fri, Oct 2, 2026 at 2:58 PM Daniel McRainey <DMcRainey@hbtownhall.com> wrote:

Hey Steven,

After talking with the town manager we would like to propose that the rent go down to \$3,800 per month with the same terms and escalation every five years. We are not interested in the buyout option at this time.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:10/28/2026

FROM: Daniel McRainey, Finance Director

SUBMITTED:10/16/2026

ISSUE/ACTION REQUESTED: Discussion and Possible action on budget amendment for SBI LEO bonus.

BACKGROUND/PURPOSE OF REQUEST: The SBI has distributed funds to municipalities for local law enforcement officers. This amendment is to be able to pay out the bonuses to our LEOs.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☒	NO ☐
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☒	NO ☐

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION:NA

FINANCE RECOMMENDATION: Approve amendment.

TOWN MANAGER'S RECOMMENDATION: Move forward with staff recommendation.

ATTACHMENT: Budget Amendment

TOWN OF HOLDEN BEACH

ORDINANCE NO. 26-07

AN ORDINANCE AMENDING ORDINANCE 26-03, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2026-2027 (AMENDMENT NO. 2)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 26-03 appropriating funds for fiscal year 2026-2027 be amended as follows:

PURPOSE: To recognize SBI bonus funds and pay out bonuses to officers.

GENERAL FUND

REVENUES

DESCRIPTION

SBI LEA BONUS

ACCOUNT #

10.0348.0199

AMOUNT

18,839

ACTION

INCREASE

TOTAL

18,839

EXPENDITURES

DESCRIPTION

SBI BONUS

ACCOUNT #

10.0510.0199

AMOUNT

18,839

ACTION

INCREASE

TOTAL

18,839

The Finance Officer as may be appropriate is hereby authorized to effect such administrative actions as necessary to ensure compliance with the Local Government Fiscal Control Act and Governmental Accounting Standards Board.

This amendment is effective the 27th day of October, 2026.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE:10/28/2026

FROM: Daniel McRainey, Finance Director

SUBMITTED:10/16/2026

ISSUE/ACTION REQUESTED: Discussion and Possible action on budget amendment for fund 35 closeout.

BACKGROUND/PURPOSE OF REQUEST: This amendment is necessary to close out fund 35. The project was completed last fiscal year and the fund is no longer necessary.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES ☒	NO ☐
CAPITAL IMPROVEMENT PLAN ITEM:	YES ☐	NO ☒
PRE-AUDIT CERTIFICATION REQUIRED:	YES ☐	NO ☒
REVIEWED BY FINANCE DIRECTOR:	YES ☒	NO ☐

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES ☐	NO ☒
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ADVISORY BOARD RECOMMENDATION:NA

FINANCE RECOMMENDATION: Approve amendment.

TOWN MANAGER'S RECOMMENDATION: Approve amendment.

ATTACHMENT: Budget Amendment

TOWN OF HOLDEN BEACH

ORDINANCE NO. 26-08

AN ORDINANCE AMENDING ORDINANCE 26-03, THE REVENUES AND APPROPRIATIONS ORDINANCE FOR FISCAL YEAR 2026-2027 (AMENDMENT NO. 3)

Be it ordained by the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Ordinance No. 26-03 appropriating funds for fiscal year 2026-2027 be amended as follows:

PURPOSE: To close out the lift station capital project fund.

REVENUES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
TRANSFER FROM WATER/SEWER	35.0396.0000	19,589	INCREASE
	<u>TOTAL</u>	<u>19,589</u>	
EXPENDITURES			
DESCRIPTION	ACCOUNT #	AMOUNT	ACTION
MISCELLANEOUS	35.0201.0000	19,589	INCREASE
	<u>TOTAL</u>	<u>19,589</u>	

The Finance Officer as may be appropriate is hereby authorized to effect such administrative actions as necessary to ensure compliance with the Local Government Fiscal Control Act and Governmental Accounting Standards Board.

This amendment is effective the 27th day of October, 2026.

ATTEST:

J. Alan Holden, Mayor

Heather Finnell, Town Clerk