



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

**Tuesday, February 17, 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, FEBRUARY 17, 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. Minutes of the Regular Meeting of January 20, 2026 (Pages 1 – 7)
 - b. Police Report (Pages 8 – 13)
 - c. Inspections Department Report (Pages 14 – 17)
 - d. Finance Department Report (Pages 18 – 23)
 - e. Public Works Department Report (Pages 24 – 25)
7. Discussion and Possible Approval of Ordinance 26-01, An Ordinance Amending the Holden Beach Code of Ordinances, Section 30.27, Audit Committee – Town Clerk Finnell (Pages 26 – 30)
8. Discussion and Possible Action on Audit Committee Taskers – Commissioner Myers (Pages 31 – 35)
9. Discussion and Possible Action to Direct Advertisement of Tax Liens on Real Property – Fiscal Operations Specialist King (Pages 36 – 49)
10. Discussion and Possible Approval of Contract between McGill Associates and the Town for Stormwater Improvement Projects – Assistant Town Manager Ferguson (Pages 50 – 61)

11. Discussion and Possible Selection of Firm to Provide a Comprehensive Design Plan for Jordan Boulevard/Block Q Area – Town Manager Chadwick & Assistant Town Manager Ferguson (Page 62, Separate Packets)
12. Discussion and Possible Action to Change Paid Parking Enforcement Dates – Town Manager Chadwick (Pages 63 – 64)
13. Discussion and Possible Action on Establishing Federal Priorities – Assistant Town Manager Ferguson (Pages 65 – 66)
14. Public Comments on General Items
15. Town Manager's Report – Town Manager Chadwick (Pages 67 – 68)
16. Mayor's Comments
17. Board of Commissioners' Comments
18. 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 February 17, 2026.



**TOWN OF HOLDEN BEACH
BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, JANUARY 20, 2026 – 5:00 P.M.**

The Board of Commissioners of the Town of Holden Beach, North Carolina met for a Regular Meeting on Tuesday, January 20, 2026 at 5:00 p.m. in the Town Hall Public Assembly. Present were Mayor J. Alan Holden; Commissioners Sylvia Pate, Keith Smith and Tom Myers; 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; Lieutenant Frank Dilworth; and Town Attorney Sydnee Moore. Mayor Pro Tem Page Dyer participated via conference call.

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

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

Motion by Commissioner Smith to approve (the agenda); second by Commissioner Pate; approved by unanimous vote.

PUBLIC COMMENTS ON AGENDA ITEMS

Irvin Woods expressed his concern over the swales in the stormwater plan and provided his input on how to move forward. He said he is representing a half dozen people (he submitted the names of Dan Turcotte, Pamela Whitfield, Mladen Mastnack, Jim and Karen Toombs and Meredith and Dan Altieri).

Maria Surprise submitted written comments on items 9 and 12 that could be read online. She said she had great subsequent conversations with Commissioners Pate and Smith and provided details.

Shaun Stripling details her concerns with the swales in the stormwater plan.

CONSENT AGENDA ITEMS

Minutes of the Regular Meeting of December 16, 2025, Police Report, Inspections Department Report, Finance Department Report and Public Works Department Report

Motion by Commissioner Pate to approve the consent agenda items as presented; second by Commissioner Myers; approved by unanimous vote.

DISCUSSION AND APPOINTMENT OF COMMISSIONER TO THE AUDIT COMMITTEE

Town Clerk Finnell explained the Code of Ordinances requires the Board to select a Board member to serve on the Audit Committee. Commissioner Pate said there has been some concerns relating to if a commissioner should be a part of the committee and the scope of work for the committee. She suggested deferring the selection to February to get feedback before making the selection.

Motion by Commissioner Pate that we delay the appointment of the commissioner to the Audit Committee until the February meeting at which time we can come back with some recommended changes to the scope of work and the composition of the Audit Committee; second by Commissioner Smith.

Commissioner Pate explained why she felt a commissioner shouldn't be on the committee. Mayor Pro Tem Dyer agreed. The Board discussed if a commissioner needed to be appointed while the ordinance is being reviewed based on the current ordinance and if other changes should be included in the ordinance. Commissioner Myers said he would be happy to continue to serve for another month. He explained the committee completed their assigned tasks and they will present them in February.

The consensus of the Board is to have the current member continue to serve until February and to have the town clerk bring a draft ordinance to remove the commissioner from the committee to the next meeting.

DISCUSSION AND POSSIBLE ACTION ON SELECTING AN ENGINEERING FIRM FOR THE TOWN'S STORMWATER PROJECT

Assistant Town Manager Ferguson explained staff sent out a Request for Qualifications (RFQ) for engineering services for stormwater projects. She said staff recommends using McGill. The next step would be for McGill to prepare a contract for the Board's review. Based on the timeline, staff is suggesting the Board schedule a special meeting to review the contract.

Motion by Commissioner Smith that the staff directs McGill to bring back the contract for consideration as soon as possible; second by Commissioner Pate.

Commissioner Smith asked about the concerns from residents from earlier. Assistant Town Manager Ferguson said her understanding is if we deviate from the plan, the Town can lose their

funding. Public Works Director Benton provided information on the proposed swale. Commissioner Pate understands the concerns of the citizens but doesn't feel comfortable questioning the expertise of the engineers especially if the Town is subject to losing the funding. Commissioner Myers said he really wishes there had been more opportunity to provide input on the designs. He said he does have concerns. Assistant Town Manager Ferguson said the total project is \$2.9 million. The Corps would reimburse the Town 75% of the cost. Mayor Pro Tem Dyer said stormwater is something that the Town has been working on for several years and thinks the Town needs to move forward at this point. Commissioner Smith asked if there is a moratorium following the completion of the work to prohibit the Town from making changes. Assistant Town Manager Ferguson responded that would be a question between our attorney and the Corps' attorney. Commissioner Smith detailed a potential way to move forward in the future. Mayor Holden provided information on grates on Ocean Boulevard. He explained that is a project from a while ago, but environmental rules now prevent that.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO CHOOSE A STAGE DESIGN FOR BLOCK

Town Manager Chadwick explained the Inspections Department has worked hard and will present two options. Inspections Director Evans reviewed the site plan. He explained there are two options to consider. Staff is in favor of the one with the cupola. The structure and dance floor are both 40' x 40'. Stormwater issues need to be taken into consideration. We have a state stormwater permit. Once we reach 10,000 square feet of impervious area, we would have to activate the major state stormwater permit. He reviewed components of the design. David Wood worked on the design. The Board needs to decide if they want to move forward. The Town is in a position to get engineering design work and then put it out for a proposal. The stage is two feet off the ground. It is designed to be least obstructive during a storm. The Board discussed the construction, dimensions, placement, stormwater and the stormwater permit. Stormwater will be retained onsite.

Motion by Commissioner Pate that we approve the Elevation A design and direct the staff to move forward with the project; second by Commissioner Myers; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 26-01, RESOLUTION RECOGNIZING THE 100TH ANNIVERSARY OF THE AMERICAN SHORE AND BEACH PRESERVATION ASSOCIATION

Assistant Town Manager Ferguson provided background on the proposed resolution.

Motion by Commissioner Pate that we adopt the resolution commemorating the 100th anniversary of the American Shore and Beach Preservation Association; second by Commissioner Myers; approved by unanimous vote.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION 26-02, RESOLUTION AMENDING THE HOLDEN BEACH FEE SCHEDULE (2026 RECYCLING FEE)

Town Clerk Finnell explained the Town received the updated fees assessed by GFL for people who utilize curbside recycling. The annual cost for people participating in the program will be \$122.93 per bin. The fee schedule needs to be updated to reflect the new amount.

Motion by Commissioner Smith that we approve Resolution 26-02; second by Commissioner Pate; approved by unanimous vote.

DISCUSSION AND POSSIBLE ACTION TO CHANGE PAID PARKING ENFORCEMENT DATES

Mayor Holden suggested studying parking data. He would like to review the monthly and yearly income and have future discussion about giving consideration to the program. He will probably ask to have it on the next meeting's agenda for further discussion. He asked the public to share their thoughts on the program.

PUBLIC COMMENTS ON GENERAL ITEMS

Jim Bauer said the Town should have more emergency pumping ability. He provided feedback on how he thinks the Town should move forward with emergency pumping. He inquired why the proposed stage needs a roof.

Will Carter said he voted against the pier bond referendum but does want a pier. He asked the Board to move forward with the pier.

John Woods talked about how the stormwater project will help the Town. He suggested putting 10/10/10 on your dunes.

Regina Martin asked the Board to move the meeting time to later to accommodate people who work.

TOWN MANAGER'S REPORT

- We changed a little around on the agenda. There are consent agenda items. If you have questions on anything for the staff, just give us a call.
- Block Q restrooms are still in process. The Master Plan RFQ will be back January 30th. Recommendations for a firm is planned for February.
- NC Resilient Coastal Communities Program – information has been sent to organizations for dissemination of possible projects for community engagement.
- Southeastern Regional Hazard Mitigation Plan – Planning & Inspections has been working with Brunswick and other counties in the area to update the Hazard Mitigation Plan. Commissioners will be presented a resolution to adopt the updated plan in the coming months.

- Halstead Park – scope of work that was previously advertised has been changed to include new piles and is on the website now. The pier is closed due to safety until further notice as previously advertised.
- Employee Updates – Chief Dixon will be leaving at the end of February to take the place of the retiring chief in Shallotte. We will miss him. He is an amazing employee and a true leader. We have the position posted and will begin the process in the coming weeks. Megan Hegadore will be leaving to pursue flight school.
- Upcoming Events – the Town will celebrate its birthday on February 13th.
- Strategic Planning – members have expressed interest in the meeting in New Bern. The February meeting date would need to be changed. We prefer to do the process here to involve the whole Board and staff. Staff is looking into organizations to do it inhouse. We didn't budget for this, so we may need to plan for it in the late summer/early fall. The Board discussed how to move forward. Mayor Holden said the consensus is to hold one inhouse.
- Upcoming Budget – need the Board to decide on individual goals. Please keep your submissions to five items. Went over plans for budget process. Send availability and goals to Town Clerk Finnell by February 16th.

The Block Q RFQ process was discussed.

MAYOR'S COMMENTS

- The Board agreed by consensus to accept Tracey Thomas' resignation from her commissioner position.
- Reminded people to make sure they have house numbers posted on the water side and street sides of their houses.
- Cold weather is coming. Good time to look at exposed pipes.
- Had the blessing of having a lot of good employees through the years, Chief Dixon being one of them. Have a lot of people who have been with us a good number of years, as well as the newly hired. Looks forward to the continuation of a good management team.
- Has sad news. John Quinton Holden passed away. Provided history on his background and of his connection with the island.

BOARD OF COMMISSIONERS' COMMENTS

Mayor Pro Tem Dyer

- Apologized for not being able to attend in person. Had a conflict. Appreciates everyone's patience.
- Thanked staff for their hard work.

Commissioner Pate

- Thanked everyone for attending and their interest in the Town.
- Appreciated her conversation with Maria Surprise about her public comments. She didn't say what she had said she did. She explained her comments on election day. Feels strongly about working together. Wants to do what's best for Holden Beach. Is tired of the negativity.

This is only the second meeting. Have a lot of challenges and issues they all want to work on. Give them a little time so they can move forward in a strategic fashion.

- Regrets that Ms. Thomas resigned from the Board. Wishes she would have represented the folks who elected her to the Board. Ms. Thomas made a lot of statements in her email that she thought were inaccurate; she talked about the last meeting being a hostile environment. She didn't perceive that. As they move forward with decisions on the pier, because the bond referendum didn't pass doesn't mean that the Board doesn't have the freedom to look at other ways to fund the project. Advocated for that the whole time she was running for office. Doesn't think they are being unethical or not representing the people if they do that. Wants to put the past in the past and to move forward in a positive and cooperative manner. Welcomes comments, suggestions and concerns.

Commissioner Smith

- Great crowd tonight.
- Staff does an amazing job.
- Would like to figure out a way to have volunteers be more hands on. Have a lot of educated and experienced people in our community. We have volunteers with boards. Provided information on how he would like to move forward with volunteers.
- Coming up on the Town's birthday. It is also his daughters' adoption day.
- Paid parking is a hot issue on social media. He explained there are four segments of people. He provided details on what the revenue from the program has been used for. Doesn't know what direction the program will go in, but glad the Board will be looking at it. When we started the program, there was only a couple of games in businesses. Since then, there are other vendors. Would like to look at that too.
- Found out today he has cronies. Found out that is a supporter you met during the campaign.

Commissioner Myers

- Thank you for coming and for being engaged.

CLOSED SESSION PURSUANT TO NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(3), CONSULT WITH THE ATTORNEY AND NORTH CAROLINA GENERAL STATUTE 143-318.11(A)(6), PERSONNEL

Town Clerk Finnell read the reason to enter Closed Session.

Motion by Commissioner Pate that we go into closed session at 6:35 p.m.; second by Commissioner Smith; approved by unanimous vote.

OPEN SESSION

The Board went back into Open Session at 8:54 p.m. No action was taken.

ADJOURNMENT

Motion to adjourn at 8:54 p.m. by Commissioner Smith; second by Commissioner Myers; approved by unanimous vote.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Holden Beach Police Department

110 Rothschild St
Holden Beach, NC 28462
www.hbtownhall.com

Phone: 910-842-6707
Fax: 910-846-6907
hbpd@hbtownhall.com



Calls For Service (January 2026)

Printed on February 5, 2026

Descriptions	Totals	
911 Hang Up (911HU)	2	2
Abandoned Vehicle	1	1
Alarm (SIG45 Signal 45)	23	23
Animal Carcass in the Roadway (10-86 x86)	1	1
Animal Control Call	5	5
Armed with Gun Knife or Other Weapon (10-84 x84)	3	3
Assault [Bravo]	1	1
Assist Other Agency (EMS); Welfare Check; Assist Other Agency (Fire)	1	1
Assist Other Agency (Fire)	1	1
Attempt to Locate (ATL)	5	5
Back Pain [Alpha]; Assist Other Agency (Fire)	1	1
Breaking and Entering in Progress (10-62 x62)	2	2
Call By Phone (10-21Law x21L)	5	5
Call By Phone (10-21Law x21L); Attempt to Locate (ATL)	1	1
Call By Phone (10-21Law x21L); Take Written Report (10-92 x92)	1	1
Careless & Reckless (C&R)	1	1
Chest Pain or Discomfort [Delta]	2	2
Crime in Progress (10-64 x64); 911 Cell Hang-Up or Open Line	1	1
Debris in Roadway	4	4
Disabled Motorist (10-87 x87)	4	4

Descriptions	Totals	
Disturbance or Disorderly Subject	1	1
Domestic Disturbance (10-82 x82)	2	2
Domestic Disturbance (10-82 x82); EMD In Progress; Psychiatric or Abnormal Behavior [Alpha]	1	1
Escort or Convoy (10-59 x59)	1	1
Falls [Alpha]	1	1
Falls [Bravo]	1	1
Falls [Delta]	1	1
Fireworks	1	1
Good Intent Call (Lift Assist)	1	1
Good Intent Call (Lift Assist); Assist Other Agency (Fire)	1	1
Hit and Run (Property Damage Only 10-54 x54)	1	1
Improperly Parked Vehicle (10-70 x70)	8	8
Information or Message Delivery (10-14 x14)	3	3
Keys In Vehicle or Lockout	1	1
Lift Assist (No Injury) [Alpha]	1	1
Lost or Found Property	3	3
Meet with Complainant (10-83 x83)	10	10
Meet with Subject or Officer (10-25 x25)	9	9
Open Door	3	3
Overdose or Poisoning (Accidental) [Charlie]	1	1
Psychiatric or Abnormal Behavior or Suicidal (Violent) [Delta]	1	1
Single Residential Fire Alarm - Carbon Monoxide [Bravo]	1	1
Single Residential Structure Fire with Trapped Victims [Echo]; Assist Other Agency (EMS)	1	1

Descriptions	Totals	
Special Check - Business - Residence (10-79 x79)	748	748
Special Check - Business - Residence (10-79 x79); Suspicious Vehicle or Subject (10-60 x60)	1	1
Special Operations Assignment (Signal 55 SIG55)	1	1
Stopping Vehicle (10-61 x61)	28	28
Suspicious Vehicle or Subject (10-60 x60)	4	4
Take Written Report (10-92 x92)	2	2
Test Call (Training or Maintenance)	1	1
Traffic Accident (Property Damage Only 10-50PD x50PD)	1	1
Traffic Control (10-58 x58)	1	1
Traumatic Injuries [Bravo]; Assist Other Agency (Fire)	1	1
Trespassers; Call By Phone (10-21Law x21L)	1	1
Unconscious or Fainting [Delta]; Domestic Disturbance (10-82 x82)	1	1
Unit Busy at Location (10-6 x6)	2	2
Water or Sewer Problems	3	3
Welfare Check	4	4
	3	3
Totals	921	921



Holden Beach Police Department

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HBPD Monthly Report (January 2026)

Printed on February 5, 2026

Reported	Case Number	Address	Offenses	Disposition
01/05/26 15:57	HBP26-00001	193 HIGHPOINT ST	DEATH INVESTIGATION	Further Investigation
01/20/26 13:12	HBP26-00002	110 ROTHSCHILD ST	14-113 - IDENTITY THEFT	Closed - Leads Exhausted
01/21/26 15:45	HBP26-00003	3211 HOLDEN BEACH	LOST PROPERTY	Closed - Leads Exhausted

Total Records: 3



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Ordinance Violations (January 2026)

Printed on February 5, 2026

Date	Citation/Warning	Ordinance	Style
01/09/26	Warning	Parking - Roadway/Travel Lane	Heavy Equipment
01/11/26	Citation	Parking - Handicap Violation	PK - Pickup

Total Records: 2



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State Citation (January 2026)

Printed on February 5, 2026

Date	Ticket #	Statutes/Charges	Style
01/07/26	J260216	20-111(2) - EXPIRED REGISTRATION CARD/TAG; 20-183.8(A) - IMPROPER VEHICLE INSPECTION	SW - Station Wagon
01/21/26	3J47424	20-7(A) - NO OPERATORS LICENSE	

Total Records: 2

Permit Report

01/01/2026 - 01/31/2026

Issued Date	Permit #	Permit Type	Project Cost	Total Fees	Total Payments
1/5/2026	260001	Bulkhead	30,000	\$295.00	\$295.00
	260002	Bulkhead	38,000	\$367.00	\$367.00
1/5/2026	260003	Repair	20,000	\$205.00	\$205.00
1/5/2026	260004	Repair	50,000	\$475.00	\$475.00
1/5/2026	260005	Addition	103,550	\$956.95	\$956.95
1/6/2026	260006	Single Family Construction	850,000	\$20,322.82	\$20,322.82
1/6/2026	260007	Mechanical	9,100	\$100.00	\$100.00
1/6/2026	260008	Mechanical	8,290	\$100.00	\$100.00
1/6/2026	260009	Mechanical	21,220	\$200.00	\$200.00
1/6/2026	260010	Repair	15,000	\$160.00	\$160.00
1/7/2026	260011	Repair	3,701	\$125.00	\$125.00
1/8/2026	260012	Repair	20,000	\$205.00	\$205.00
1/8/2026	260013	Repair	19,000	\$196.00	\$196.00
1/8/2026	260014	Addition	24,860	\$448.74	\$448.74
1/8/2026	260015	Zoning	25	\$25.00	\$25.00
1/9/2026	260016	Electrical	4,500	\$175.00	\$175.00
1/9/2026	260017	Repair	25,600	\$255.40	\$255.40
1/9/2026	260018	Electrical	2,100	\$100.00	\$100.00
1/9/2026	260019	Single Family Construction	480,000	\$9,927.53	\$9,927.53
1/12/2026	260020	Zoning	25	\$25.00	\$25.00
1/12/2026	260021	Plumbing	2,000	\$100.00	\$100.00
1/12/2026	260022	Mechanical	8,000	\$100.00	\$100.00
1/13/2026	260023	Demolition	350	\$350.00	\$350.00
1/14/2026	260024	Repair	25,000	\$250.00	\$250.00
1/14/2026	260025	Repair	15,000	\$160.00	\$160.00
1/14/2026	260026	Repair	9,500	\$125.00	\$125.00
1/15/2026	260027	Repair	34,710	\$487.39	\$487.39
1/19/2026	260028	Electrical	2,500	\$100.00	\$100.00
1/19/2026	260029	Electrical	5,000	\$175.00	\$175.00
1/19/2026	260030	New Construction	21,900	\$372.10	\$372.10
1/19/2026	260031	New Construction	24,900	\$399.10	\$399.10
1/20/2026	260032	Electrical	5,000	\$175.00	\$175.00
1/20/2026	260033	Repair	2,000	\$125.00	
1/21/2026	260034	Electrical	5,000	\$175.00	\$175.00
1/21/2026	260035	Electrical	5,000	\$175.00	\$175.00
1/21/2026	260036	Mechanical	3,785	\$100.00	\$100.00
1/21/2026	260037	Mechanical	9,000	\$100.00	\$100.00
1/22/2026	260038	Electrical	1,850	\$175.00	\$175.00
1/22/2026	260039	Repair	140,000	\$1,785.00	\$1,785.00

1/23/2026	260040	Repair	26,500	\$263.50	\$263.50
1/23/2026	260041	Repair	4,000	\$125.00	\$125.00
1/23/2026	260042	Repair	9,200	\$125.00	\$125.00
1/23/2026	260043	Repair	75,000	\$700.00	
1/23/2026	260044	No Permit Required	34,000		
1/23/2026	260045	Repair	192,000	\$2,163.00	\$2,163.00
1/23/2026	260046	Swimming Pool	78,000	\$1,977.00	\$1,977.00
1/23/2026	260047	Addition	12,000	\$183.00	
1/23/2026	260048	Walkway	9,500	\$125.00	\$125.00
1/23/2026	260049	Repair	24,000	\$241.00	\$241.00
1/23/2026	260050	Cargo Lift	11,800	\$231.20	
1/23/2026	260051	Repair	18,000	\$587.00	
1/23/2026	260052	Mechanical	15,990	\$200.00	\$200.00
1/23/2026	260053	Mechanical	8,000	\$100.00	\$100.00
1/23/2026	260054	Electrical	3,000	\$175.00	
1/23/2026	260055	Mechanical	30,033	\$300.00	\$300.00
1/26/2026	260056	Repair	110,000	\$1,325.00	\$1,325.00
1/27/2026	260057	Bulkhead	16,000	\$169.00	\$169.00
1/27/2026	260058	Bulkhead	18,000	\$187.00	\$187.00
1/27/2026	260059	Bulkhead	18,000	\$187.00	\$187.00
1/27/2026	260060	Repair	30,000	\$345.00	\$345.00
1/27/2026	260061	Repair	6,000	\$525.00	\$525.00
1/28/2026	260062	Zoning	25	\$25.00	\$25.00
1/28/2026	260063	Electrical	3,000	\$175.00	\$175.00
1/28/2026	260064	Mechanical	18,180	\$200.00	\$200.00
1/29/2026	260065	Electrical	1,500	\$175.00	
	260066	Zoning	50	\$50.00	\$50.00
1/29/2026	260067	Zoning	25	\$25.00	\$25.00
1/30/2026	260068	Gas	900	\$100.00	\$100.00
1/30/2026	260069	Zoning	25	\$25.00	\$25.00
1/30/2026	260070	Repair	23,000	\$432.00	\$432.00
1/30/2026	260071	Single Family Construction	1,575,000	\$15,098.83	
1/30/2026	260072	Single Family Construction	520,000	\$11,783.90	
1/30/2026	260073	Bulkhead	65,000	\$710.00	\$710.00
			\$5,001,194.00	\$79,126.46	\$50,067.53

PERMIT SUMMARY REPORT

COMMERCIAL

Count	3
Total Fees	\$525.00
Fees Paid	\$525.00
Total Project Cost	\$15,000.00

RESIDENTIAL

Count	70
Total Fees	\$78,601.46
Fees Paid	\$49,542.53
Total Project Cost	\$4,986,194.00

TOTAL

Count	73
Total Fees	\$79,126.46
Fees Paid	\$50,067.53
Total Project Cost	\$5,001,194.00

ACTIVE NEW HOME PERMITS = 35

OTHER ACTIVE PERMITS= 560

PERMITS ISSUED OVER \$30,000 = 82 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED OVER \$100,000 =6 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS - SUBSTANTIAL IMPROVEMENTS = 3 (AMOUNT INCLUDED IN ACTIVE TOTAL)

PERMITS ISSUED WAITING PICK UP =32

TOTAL PERMITS= 627

PERMITS IN REVIEW= 5

CAMA ISSUED= 1

CAMA EXEMPTIONS= 9

ZONING ISSUED =9

NOTICE OF VIOLATIONS= 1

DELINEATIONS=4

CAMA SITE INSPECTIONS=10

PERMITS ISSUED THIS MONTH= 73

REINSPECTION FEES = \$675

PERMITS SERVICED FOR INSPECTIONS FROM 1/1/26-1/31/26= 99

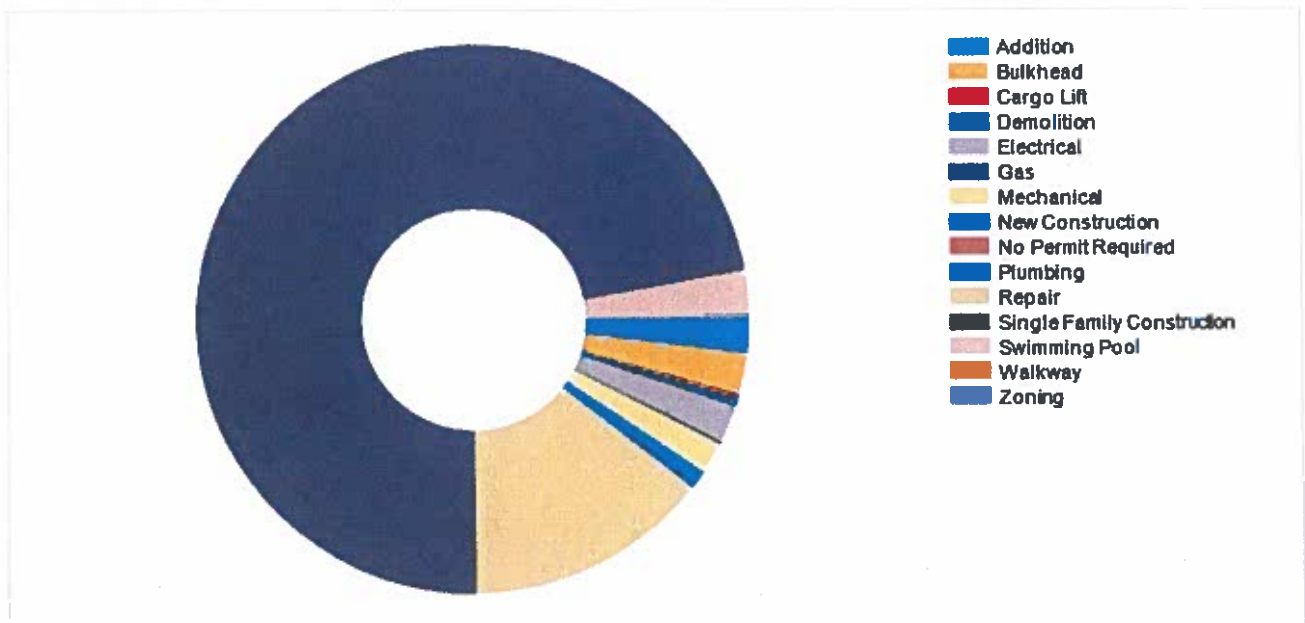
TOTAL INSPECTIONS MADE= 229

Permit Type Report

Permit Date
01/01/2026 to 01/31/2026

Description	Fees	Fees	Permits
Addition	\$1,588.69	1,588.69	3
Bulkhead	\$1,915.00	1,915.00	6
Cargo Lift	\$231.20	231.20	1
Demolition	\$350.00	350.00	1
Electrical	\$1,775.00	1,775.00	11
Gas	\$100.00	100.00	1
Mechanical	\$1,500.00	1,500.00	10
New Construction	\$771.20	771.20	2
No Permit Required	\$0.00	0.00	1
Plumbing	\$100.00	100.00	1
Repair	\$11,385.29	11,385.29	24
Single Family Construction	\$57,133.08	57,133.08	4
Swimming Pool	\$1,977.00	1,977.00	1
Walkway	\$125.00	125.00	1
Zoning	\$175.00	175.00	6
Total	\$79,126.46	79,126.46	73

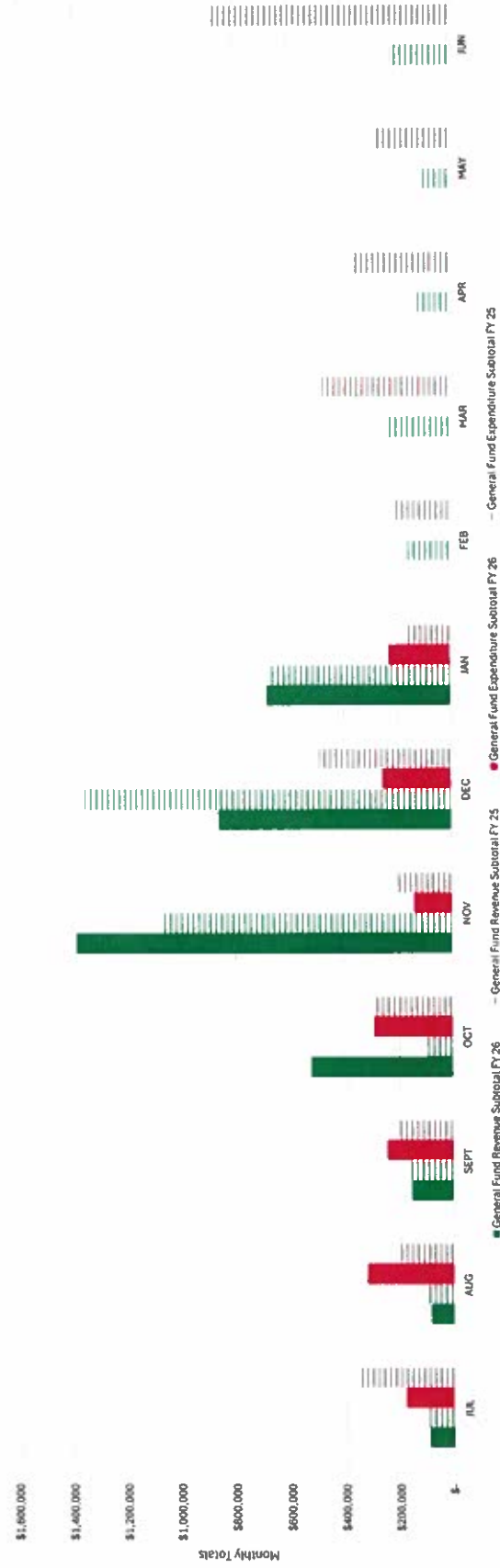
Fees Breakdown



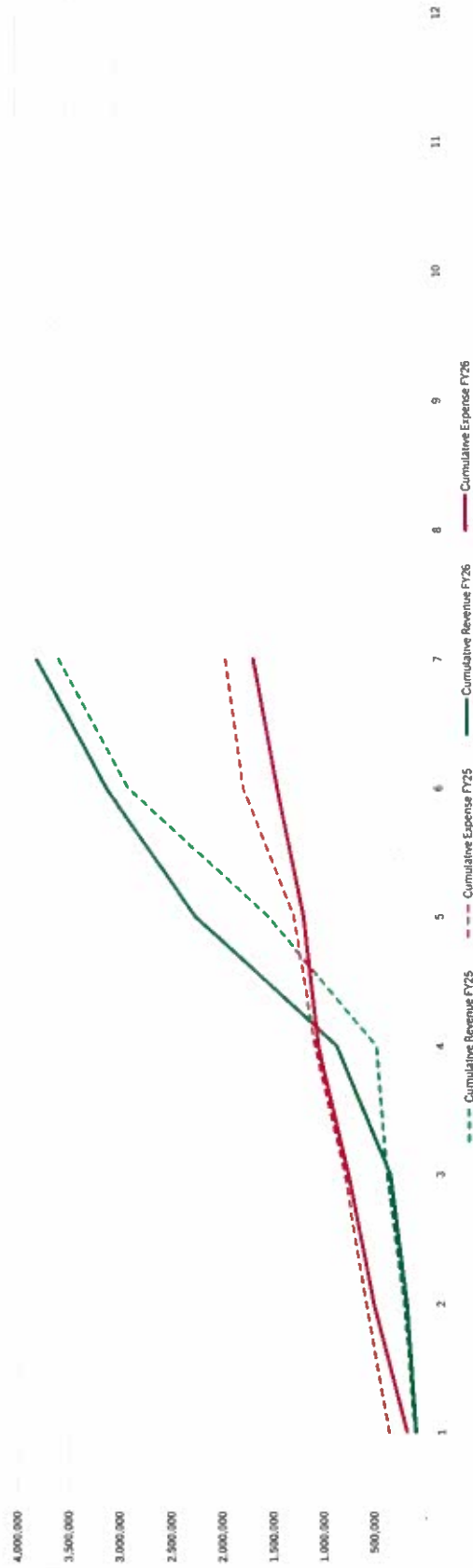
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Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
General Fund Revenue Subtotal FY 26	92,175	85,318	155,996	525,827	1,389,476	858,632	681,886	156,355	229,150	125,464	107,549	216,414
General Fund Revenue Subtotal FY 25	102,467	100,308	165,835	100,037	1,073,329	1,361,352	677,885	229,972	229,972	361,913	276,717	874,929
General Fund Expenditure Subtotal FY 26	179,259	323,707	246,325	293,810	141,605	255,842	164,035	206,126	471,342	361,913	276,717	874,929
General Fund Expenditure Subtotal FY 25	359,130	216,065	209,110	294,542	205,814	491,517	164,035	206,126	471,342	361,913	276,717	874,929
Cumulative Revenue FY25	102,467	202,774	368,609	488,646	1,541,975	2,903,327	3,581,212					
Cumulative Expense FY25	359,130	575,196	784,306	1,078,848	1,284,661	1,776,179	1,940,214					
Cumulative Revenue FY26	92,175	177,493	333,489	859,316	2,248,792	3,107,424	3,789,310					
Cumulative Expense FY26	179,259	502,966	749,291	1,043,101	1,184,706	1,440,548	1,670,520					

GENERAL FUND

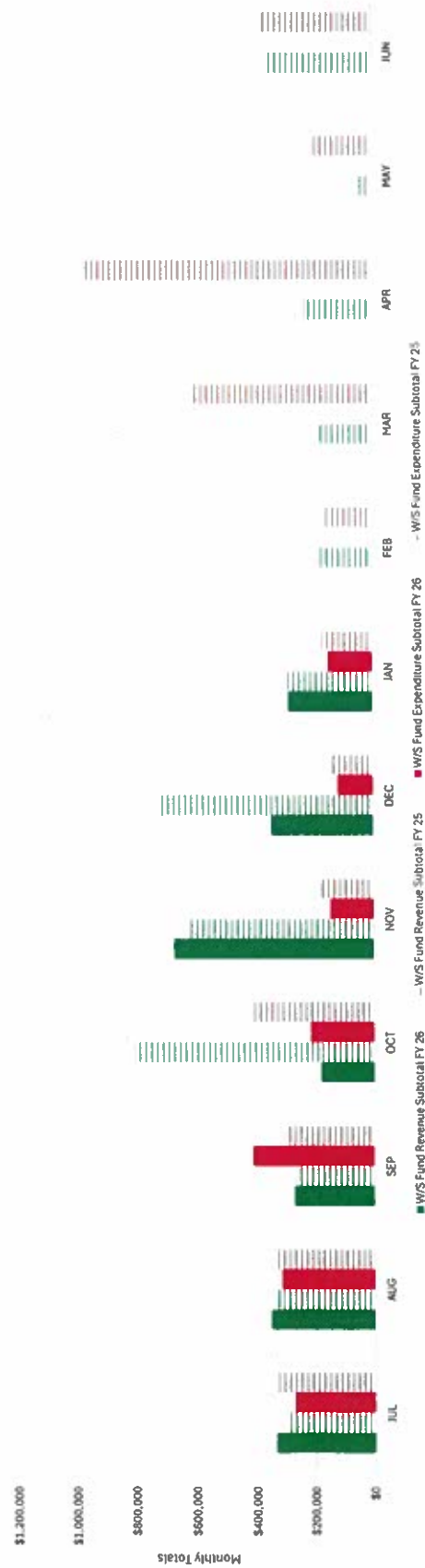


GENERAL FUND

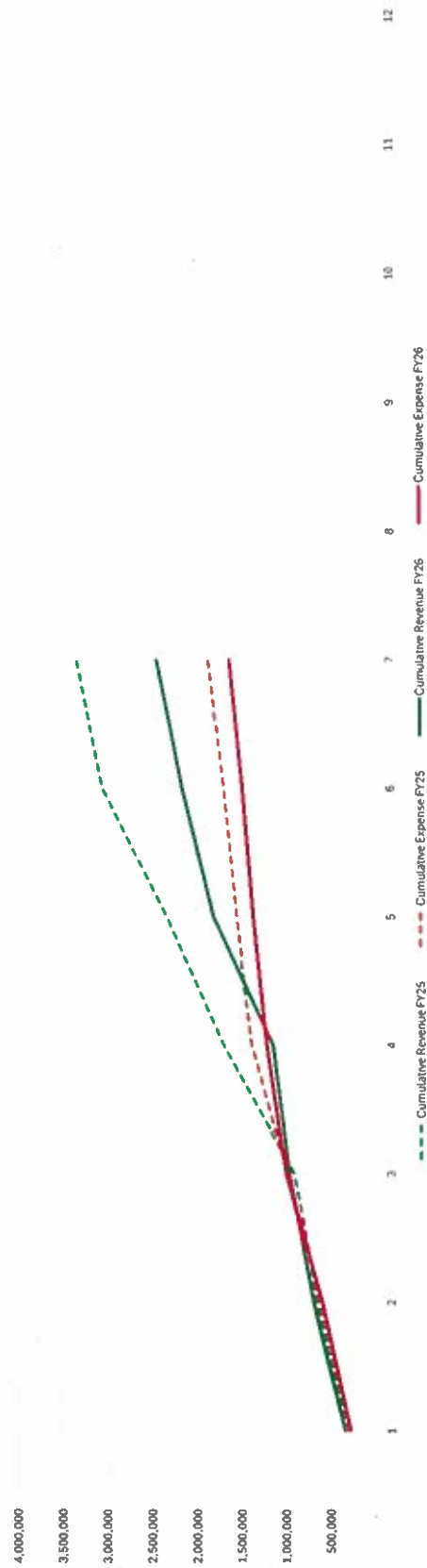


Month	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
W/S Fund Revenue Subtotal FY 26	333,945	350,710	270,032	179,002	673,084	345,088	285,472	186,327	178,205	228,766	48,520	358,005
W/S Fund Revenue Subtotal FY 25	297,561	336,326	266,084	807,150	626,787	714,498	288,442	146,534	988,753	966,050	195,884	380,970
W/S Fund Expenditure Subtotal FY 26	271,871	312,815	410,002	213,739	140,436	118,777	171,251	162,329				
W/S Fund Expenditure Subtotal FY 25	334,838	334,172	304,784	406,181	174,251	141,838	171,251					
Cumulative Revenue FY25	297,561	633,887	899,871	1,707,120	2,333,887	3,048,385	3,336,827					
Cumulative Expense FY25	334,838	669,011	973,805	1,379,985	1,554,237	1,696,073	1,887,324					
Cumulative Revenue FY26	333,945	684,855	954,687	1,133,689	1,806,773	2,151,860	2,437,332					
Cumulative Expense FY26	271,871	584,786	994,788	1,208,527	1,354,963	1,473,740	1,623,274					

Water/Sewer Fund

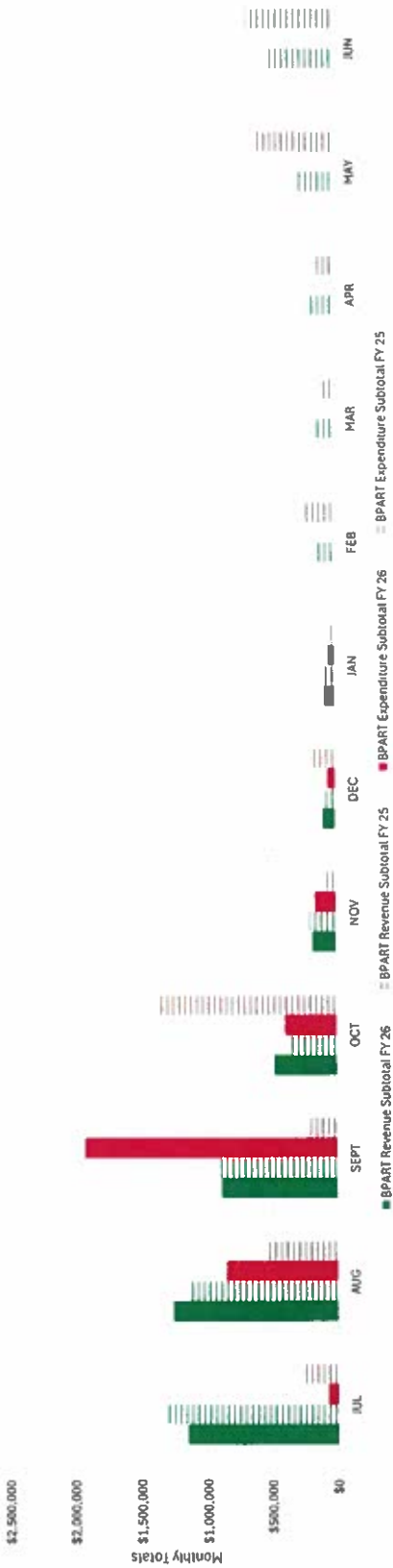


WATER/SEWER FUND

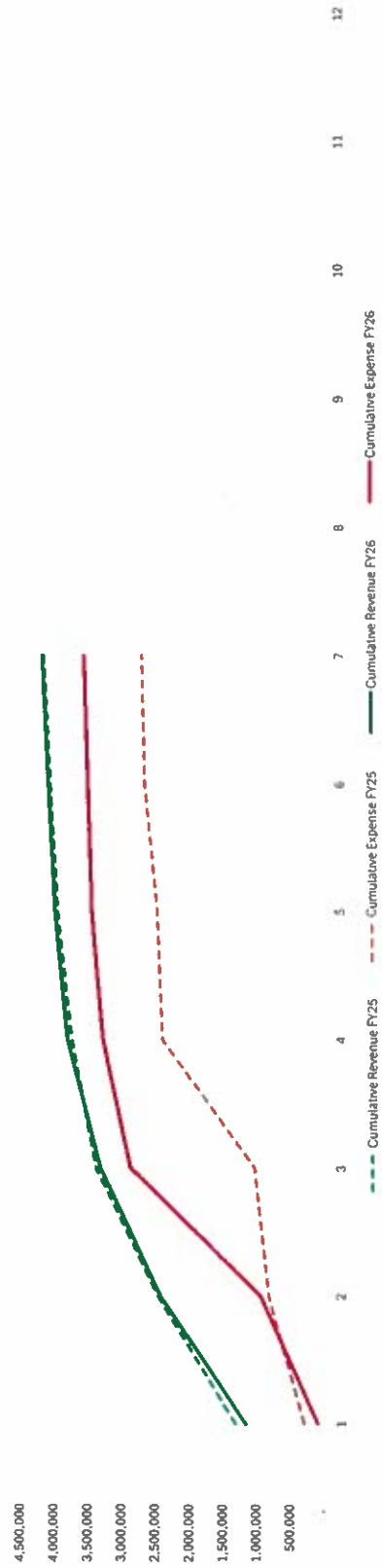


Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
BPART Revenue Subtotal FY 26	1,152,401	1,261,426	883,992	481,162	182,860	96,170	79,750	127,945	124,089	199,054	287,528	479,731
BPART Revenue Subtotal FY 25	1,306,078	1,148,406	909,955	352,616	203,612	106,517	91,553	127,945	124,089	199,054	287,528	479,731
BPART Expenditure Subtotal FY 26	76,488	850,588	1,929,011	395,097	180,330	55,713	50,680	228,562	100,385	145,428	607,028	657,700
BPART Expenditure Subtotal FY 25	278,616	532,711	207,063	1,352,762	71,478	183,444	35,007	228,562	100,385	145,428	607,028	657,700
Cumulative Revenue FY25	1,306,078	2,454,484	3,364,439	3,717,055	3,920,667	4,027,184	4,118,737					
Cumulative Expense FY25	278,616	811,327	1,018,390	2,371,152	2,442,630	2,626,074	2,661,081					
Cumulative Revenue FY26	1,152,401	2,413,827	3,297,819	3,778,981	3,961,841	4,058,011	4,137,761					
Cumulative Expense FY26	76,488	927,076	2,856,087	3,251,184	3,411,514	3,487,227	3,517,907					

BPART



BPART



Holden Beach Public Works Monthly Report

Date: 2/05/26

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

- **Street Signs:** Crew took inventory of missing signs and straighten bent or leaning signs.
- **Road repair:** Graded all dirt streets on east end of island. Patched a few potholes.
- **Storm Prep:** Crew staged equipment, Winterized bathrooms and town owned irrigation systems.
- **Storm Drain:** Crew repaired storm drain cover at end of point west.

b) Water and Sewer

- **Water Meters:** Crew installed 6 new water services this month.
 - **Water Leaks:** We were very fortunate this month with zero.
 - **Water Meter Changeouts and Rereads:** Crew completed a list with around 220 meters that needed to be reread. Crew has been working very diligently repairing and replacing old meters.
 - **Sewer Pits:** 0
 - **Service Calls:** Crew ran over 100 service calls this month. This was expected with the snow and all.
-

3. Capital Projects & Long-Term Maintenance

a) Ongoing Projects

- **Meter Maintenance:** We are continuing to repair and replace meters to get the reread numbers down.

b) Upcoming Projects

- **Fire Hydrants:** We are preparing to begin grinding and painting all our hydrants. Our plan is to be finished early spring.
 - **Station 1:** We are looking to replace vacuum pumps in Station 1 and re plumb the station as we go.
 - **Pier Parking lot:** Crew is looking into adding a drain which would clear up the ponding issue at the entrance to the lot.
-

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.

Submitted by:

Chris Benton
Director of Public Works
Holden Beach



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: February 17, 2026

FROM: Heather Finnell, Town Clerk DATE SUBMITTED: February 2, 2026

ISSUE/ACTION REQUESTED: Discussion and Possible Action on Ordinance 26-01, An Ordinance Amending the Holden Beach Code of Ordinances, Section 30.27 Audit Committee

BACKGROUND/PURPOSE OF REQUEST: At the January meeting, the Board requested staff draft an ordinance removing the requirement for a commissioner to be appointed as a member to the Audit Committee. Ordinance 26-01 which makes the change and corrects a couple of typos is included for the Board's review. The proposed ordinance also incorporates a clarification to the meetings and attendance section as suggested by Commissioner Pate.

Staff recommends approval of Ordinance 26-01 if the Board would like to remove the requirement for a Board member to serve on the Audit Committee.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Ordinance 26-01

ORDINANCE 26-01
AN ORDINANCE AMENDING THE HOLDEN BEACH CODE OF ORDINANCES,
SECTION 30.27 AUDIT COMMITTEE

BE IT ORDAINED BY the Mayor and Board of Commissioners of the Town of Holden Beach, North Carolina, that Holden Beach Code of Ordinances, Section 30.27 Audit Committee be amended as follows.

SECTION ONE: Amend Section 30.27 Audit Committee as follows:

§ 30.27 AUDIT COMMITTEE.

(A) *Creation, name and number of members.* There is hereby established an Audit Committee which shall be comprised of ~~a member of the Board of Commissioners and~~ not less than two or more than four residents or property owners of the town as full members, plus one alternate.

(B) *Powers and duties.* The Audit Committee shall:

- (1) Serve as an advisory committee for the town's Board of Commissioners (BOC);
- (2) Assist and advise the BOC in its oversight responsibilities for the town's financial reporting process, systems of internal financial controls and the external audit process;
- (3) Recommend to the BOC each year the selection of the independent external audit firm to conduct the annual external audit, using a request for proposals selection process when deemed necessary by the Audit Committee;
- (4) Monitor the performance of the commercial public accounting firms providing audit services to the town;
- (5) Monitor the performance of the external audit firm as it relates to the annual audit of the town;
- (6) Review the annual audit report with the external auditor and provide a written opinion to the BOC;
- (7) Periodically confirm the suitability of the town's internal control systems and/or policies, including information technology security and control;
- (8) Receive confirmation that audit report recommendations have been acted upon in advance of the commencement of the next external audit;
- (9) Perform other functions from time to time as shall be delegated or assigned to it by the BOC.

(C) *Appointment; terms.* ~~The Commissioner shall be appointed by the BOC in January of each year. Other~~ Members of the Audit Committee shall be appointed by the BOC for three-year terms. ~~with the exception of 2022 when two members shall be appointed for three years and two members for two years.~~ Appointments shall normally be made in January. Each member of the Audit Committee shall serve at the pleasure of the Board during their appointment.

(D) *Meetings and attendance.*

(1) The Audit Committee shall meet quarterly ~~and in addition with~~ at least one ~~time~~ meeting per year to review the final audits with the external audit firm. Additional meetings may be called by the Chair as deemed necessary in fulfillment of the duties of the Committee. ~~An appointed member of the Audit Committee who misses three consecutive regular meetings loses their status as a member.~~

(2) The Audit Committee shall comply with the provisions of the North Carolina Open Meetings Law, G.S. §§ 143-318.9 *et seq.* A quorum shall be in attendance before any action of an official nature can be taken. A **QUORUM** is defined as at least one more than the number absent of the appointed members.

(3) The Town Manager or his or her designee shall also be in attendance in addition to staff that he or she invites to provide pertinent information on agenda items. Auditors or other outside specialists may also be invited by the Committee or the Town Manager as appropriate.

(4) An appointed member of the Audit Committee who misses three consecutive regular meetings loses his or her status as a member.

(E) *Officers.*

(1) There shall be a Chair and Vice Chair of the Audit Committee. An annual election of the Chair and Vice Chair shall occur at the first regular meeting of the year.

(2) The Town ~~Manger~~ Manager or his or her designee shall serve as Secretary to the Audit Committee.

(F) *Officers' duties.*

(1) The Chair of the Audit Committee shall preside at all meetings and shall appoint all committees.

(2) When the Chair is absent, the Vice Chair shall perform the duties of the Chair. When both the Chair and Vice Chair are absent, a temporary Chair shall be selected by those members who are present.

(3) The Chair shall assemble and provide an agenda to the Secretary at least one week in advance of a scheduled meeting.

(4) The Secretary shall provide to all members copies of agendas, official reports, information relevant to the Committee's duties provided to the Secretary by ~~an~~ Committee member and the official minutes of all regular and special meetings at least three working days prior to the next scheduled meeting.

SECTION TWO: 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 the 17th day of February, 2026.

J. Alan Holden, Mayor

ATTEST:

Heather Finnell, Town Clerk



Town of Holden Beach AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

FROM: Tom Myers and Daniel McRaney

MEETING DATE: 02/17/2026

DATE SUBMITTED: 02/06/2026

ISSUE/ACTION REQUESTED:

Discussion and Possible Action on Audit Committee Taskers

Receive the recommendations from the Audit Committee regarding the taskers about occupancy taxes and the BPART fund balance that were assigned to them last August.

Possible Action: Motion to accept the committee's work, thank them for their efforts, declare the taskers to be complete, and agree to consider the implementation of their recommendations during the 2026/27 budget development process.

BACKGROUND/PURPOSE OF REQUEST:

The Audit Committee met on January 16th to complete the two taskers that were assigned to them last August.

With regards to the tasker to advise the BOC about potential improvements to the collection of occupancy tax revenues: the committee recommends a communications campaign combined with a process for people to submit challenges for properties they perceive to be non-compliant.

The communications campaign should be targeted at rental properties not associated with a professional property management firm. The effort should be focused on making sure these rental property owners are fully aware of their responsibilities and know about the materials available from the Town to help them comply with the requirements.

With regards to the tasker to advise the BOC about potential improvements to the management of the BPART fund balance: the committee recommends changes to the Town's financial reporting practices and the adoption of a fund balance policy.

The committee recommends separation of the primary occupancy tax revenues (3% revenue) that must be used for tourism-related expenditures from the additional occupancy tax revenues (2% revenue) that must be used exclusively for beach nourishment and protection.

The committee also recommends the adoption of a BPART Fund Balance Policy to increase transparency to the public by clearly documenting how the two different occupancy tax revenue streams are collected and spent, enabling citizens to verify the 2% beach-restricted funds are used exclusively for beach projects and the 3% general tourism funds support the broader community tourism infrastructure, and how the unspent revenues that end up in the fund balance retain their designation.

FISCAL IMPACT:

BUDGET AMENDMENT REQUIRED: NO

CAPITAL PROJECT ORDINANCE REQUIRED: NO

PRE-AUDIT CERTIFICATION REQUIRED: NO

REVIEWED BY FINANCE DIRECTOR: YES

CONTRACTS/AGREEMENTS: (circle One)

REVIEWED BY TOWN ATTORNEY: (YES/NO) N/A

ADVISORY BOARD RECOMMENDATION: Accept the Recommendations

TOWN MANAGER'S RECOMMENDATION:

FINANCE RECOMMENDATION:

ATTACHMENT – Draft BPART Fund Balance Policy

Town of Holden Beach

BPART Fund Balance Policy

Purpose and Scope

The purpose of this policy is to improve visibility into the spending of occupancy tax revenues. The goal is to enable the Town to clearly communicate how occupancy tax dollars are being used.

This policy also recommends guidelines for managing the Town of Holden Beach's Beach, Parks, Access, Recreation, and Tourism (BPART) fund. The policy helps ensure compliance with occupancy tax legal requirements, maintains financial stability through adequate reserves, and provides protection against catastrophic events that could reduce tourism revenue while requiring a massive capital investment for recovery.

The Town cannot purchase insurance coverage for beach conditions or tourism revenue loss. Federal disaster assistance through FEMA has become increasingly unreliable due to competing national priorities and funding constraints. Therefore, the Town must self-insure against catastrophic events through segregated reserves that protect different aspects of the community's economic foundation while ensuring legal compliance.

Legal Framework and Revenue Sources

Occupancy Tax Authority: The Board of Commissioners may levy two separate occupancy taxes on all rental accommodations:

- **Primary Occupancy Tax:** Up to 3% of gross receipts - must be used for "tourism-related expenditures" including criminal justice, fire protection, public facilities and utilities, health facilities, solid waste and sewage treatment, and waterfront erosion control. These funds cannot substitute for normal municipal services unless they "promote tourism and enlarge its economic benefits."
- **Additional Occupancy Tax:** Up to 2% of gross receipts - must be used exclusively for beach renourishment and protection. No other uses are legally permitted.
- Up to 50% of occupancy tax proceeds may be allocated for beach nourishment.

Required Accounting Segregation: The Town should maintain separate reserves for the two occupancy tax revenue streams due to their different legal usage restrictions.

The inclusion of paid parking revenues further complicates tracking expenditures relative to different revenue streams which results in commingling the BPART fund balance.

Therefore, the BPART fund should maintain separate accounting records to track primary tax revenue (3%) and additional tax revenue (2%), along with their respective expenditures and reserves.

This segregated accounting increases transparency to the public by clearly showing how different occupancy tax revenues are collected and spent, enabling citizens to verify that beach-restricted funds are used exclusively for beach projects and general tourism funds support broader community tourism infrastructure. Documentation should demonstrate tourism promotion benefits for all primary tax expenditures and exclusive beach use for additional tax expenditures.

Fund Balance Definitions

Fund balance represents the difference between assets and liabilities at fiscal year-end, and is categorized as:

- **Restricted:** Amounts constrained by external laws, regulations, or grant requirements
- **Committed:** Amounts formally designated by ordinance for specific purposes
- **Assigned:** Amounts intended for specific purposes but not formally committed
- **Unassigned:** Amounts available for discretionary use by the governing body

Segregated Reserve Requirements

Restricted reserves meet the statutory requirements for local governments to maintain minimum fund balances (\$2.2 million in FYE 2025) and designate funds assigned for subsequent year's expenditures (\$225,384 in FYE 2025)

Fund Balance Usage Guidelines

Primary Tax Funds (3% revenue): May be used only for qualifying tourism-related expenditures as defined in Section 2-8-99. All expenditures should include documentation demonstrating a direct relationship to tourism promotion and enhancement of the town's ability to attract tourists.

Additional Tax Funds (2% revenue): May be used exclusively for beach renourishment and protection projects. No exceptions are legally permitted.

Capital Project Restrictions: All capital projects exceeding \$2 million should document how the project either reduces long-term catastrophic risk or can be completed without reducing segregated fund balances below minimum reserve levels for the applicable revenue stream.

Town of Holden Beach

BPART Fund Balance Policy

Fund Balance Replenishment

If segregated reserves fall below required thresholds, the Town shall develop a replenishment plan within 24 months through deferring non-essential capital projects, implementing cost-saving initiatives, or identifying additional revenue sources. Replenishment funds must be allocated to the appropriate segregated reserve based on revenue source.

Monitoring and Reporting

The finance department shall provide yearly reports to the Board of Commissioners including:

- Summary of segregated fund balance categories and amounts
- Analysis of compliance with reserve requirements for each revenue stream
- Assessment of regional tourism and storm risk indicators

Annual Review

The Board of Commissioners shall annually review segregated fund balances during the budget process, evaluate financial position against catastrophic risk scenarios, and ensure compliance with occupancy tax legal requirements.

Policy Amendments

This policy may be amended by the Board of Commissioners to reflect changes in financial conditions, catastrophic risk assessments, or legal requirements.

Effective Date

This Fund Balance Policy shall take effect immediately upon approval by the Board of Commissioners.

Conclusion

This policy ensures responsible financial stewardship, legal compliance with occupancy tax restrictions, protection against catastrophic events, and long-term sustainability through properly segregated reserves that match legal usage requirements.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/26

FROM: Tax Collector Penny King

DATE SUBMITTED: 2/6/26

ISSUE/ACTION REQUESTED: The governing body must order the tax collector to advertise the tax liens.

BACKGROUND/PURPOSE OF REQUEST: In February of each year, the tax collector must report to the governing body the total amount of unpaid taxes for the current fiscal year that are liens on real property.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION:

UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
Real									
2025	WRIGHT HAROLD E AND	4051	246CE08501	1,490.82	0.00	29.82	0.00	0.00	1,520.64
2025	WSP HOLDEN LLC	4060	233PA002	850.40	0.00	17.01	0.00	0.00	867.41
2025	ZHC HOLDINGS LLC	4075	232NB015	702.00	0.00	14.04	0.00	0.00	716.04
2025	ZIMMERMANN TODD F ETUX	4078	246CE08101	1,531.42	0.00	30.63	0.00	1,531.42	30.63 (Real)
Total for REAL				\$367,404.24	\$0.00	\$7,190.35	\$225.46	\$40,273.39	\$334,546.66
GRAND TOTAL:				\$368,752.49	\$0.00	\$7,241.84	\$225.46	\$40,273.39	\$335,946.40

↓
Total for
Real and Personal
property together.

UNPAID BALANCE REPORT BY NAME

TOWN OF HOLDEN BEACH

Tax Years: 2025

FY 2025-2026

Balance: 5.00 to 999,999,999.99

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
Personal									
2025	BENTLEY THOMAS E ETUX	1238	P80022559	19.10	0.00	2.00	0.00	0.00	21.10
2025	BERGER RICHARD RALPH	1243	P80140372	5.39	0.00	2.00	0.00	0.00	7.39
2025	BLALOCK DEWEY MARK	1273	P80123461	19.95	0.00	2.00	0.00	0.00	21.95
2025	BRANICK THOMAS MICHAEL	1330	P80159605	29.86	0.00	2.00	0.00	0.00	31.86
2025	CAIN PAUL ALFRED	1427	P80151406	15.97	0.00	2.00	0.00	0.00	17.97
2025	CELLCO PARTNERSHIP dba VERIZON	10712	CELLCO PARTNER	221.73	0.00	4.43	0.00	0.00	226.16
2025	DAIL JASON THOMAS	1649	P80103496	3.44	0.00	2.00	0.00	0.00	5.44
2025	EASTON MISTY BEAUCHAMP	1773	P80124709	9.51	0.00	2.00	0.00	0.00	11.51
2025	HARWELL JOSEPH GRAY	2086	P80167113	224.32	0.00	4.49	0.00	0.00	228.81
2025	HOLBROOKS GARY ET	2180	P52873005	43.37	0.00	2.00	0.00	0.00	45.37
2025	JONES CORY WILLIAM	2465	P80049543	111.62	0.00	2.23	0.00	0.00	113.85
2025	JUDY CHRISTOPHER PAUL	2484	P80134603	22.86	0.00	2.00	0.00	0.00	24.86
2025	MAUNEY MONTY LEE	2759	P80069908	3.30	0.00	2.00	0.00	0.00	5.30
2025	MCMILLAN JUDSON CLIFTON	2819	P80163831	10.72	0.00	2.00	0.00	0.00	12.72
2025	MERRITT JOSEPH MICHAEL	2842	P80144725	83.76	0.00	2.00	0.00	0.00	85.76
2025	SPRINGSTEED JOHN K	3537	P80016700	416.93	0.00	8.34	0.00	0.00	425.27
2025	VANDIVER WILLIAM JAMES	3826	P80166136	43.30	0.00	2.00	0.00	0.00	45.30
2025	WARREN JONATHAN LUND	3876	P3028516	4.39	0.00	2.00	0.00	0.00	6.39
2025	WHITNEY FRANK	3950	P80020664	51.28	0.00	2.00	0.00	0.00	53.28
2025	WILLIFORD BRADLY JULIAN	3985	P80140371	7.45	0.00	2.00	0.00	0.00	9.45
Total for PERSONAL				\$1,348.25	\$0.00	\$51.49	\$0.00	\$0.00	\$1,399.74
Real									
2025	1037 COQUINA LLC	1002	245EA05401	1,512.45	0.00	30.25	0.00	0.00	1,542.70

pking

tx-UnpaidBalance

02/06/2026 2:43:19PM

Page 1 of 13

UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999.99

TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
2025	109 SALISBURY LLC	1006	231MG024	2,029.33	0.00	40.59	3.00	0.00	2,072.92
2025	1814 LOGIE LLC	1018	232OC039	1,404.95	0.00	28.10	0.00	0.00	1,433.05
2025	958 OBW LLC	1043	245EA079	1,779.85	0.00	35.60	0.00	0.00	1,815.45
2025	AMERIGAS PROPANE LP	1078	P50019400	5.21	0.00	2.00	0.00	0.00	7.21
2025	AMIDON PROPERTIES LLC	1079	232MJ008	1,470.08	0.00	29.40	0.00	0.00	1,499.48
2025	AMMONS JEFFREY ETUX	1080	246AA047	1,210.45	0.00	24.21	2.93	0.00	1,237.59
2025	AMMONS JEFFREY M	1082	246AC013	1,236.56	0.00	24.73	2.93	0.00	1,264.22
2025	AMPERSAND P AND C LLC	1086	231ME005	1,851.42	0.00	37.03	3.00	0.00	1,891.45
2025	ANDERSON WILLIAM J JR ETUX	1093	246AA028	1,667.33	0.00	33.35	2.93	0.00	1,703.61
2025	ANGEL DANIEL A ETUX	1098	232OD026	1,578.39	0.00	31.57	0.00	0.00	1,609.96
2025	ATKINSON LORICK	1124	246BC009	965.92	0.00	19.32	0.00	0.00	985.24
2025	ATKINSON LORICK	1125	246BC008	858.30	0.00	17.17	0.00	0.00	875.47
2025	ATLANTIC 1031 LIKE KIND EXCHANGE LL	1126	246DA056	1,021.36	0.00	20.43	3.00	0.00	1,044.79
2025	AVERITT CINDY MCLAMB	1139	231NA01201	2,236.31	0.00	44.73	6.00	0.00	2,287.04
2025	AYCOCK WILLIAM W (LT) JR ETUX	1141	232MF023	1,752.64	0.00	35.05	0.00	0.00	1,787.69
2025	BAILEY ELMER E AND	1150	246CC007	1,210.35	0.00	24.21	0.00	0.00	1,234.56
2025	BAILEY ROAD COMPANY LLC THE	1151	231MC032	1,794.67	0.00	35.89	0.00	0.00	1,830.56
2025	BAKER JAMES FRANKLIN ET	1154	232PG012	1,899.09	0.00	37.98	4.50	0.00	1,941.57
2025	BASTRESS ROBERT LET	1186	245FA03211	1,460.69	0.00	29.21	0.00	0.00	1,489.90
2025	BECK KEVIN	10146	246AC017	2,284.95	0.00	45.70	2.93	0.00	2,333.58
2025	BECO INC	1225	246DA039	4,111.89	0.00	82.24	13.50	0.00	4,207.63
2025	BENT GEOFFRY ET	1237	232NK008	2,585.49	0.00	51.71	0.00	0.00	2,637.20
2025	BETHUNE ALVIN M	1245	245FA058	1,258.02	0.00	25.16	0.00	0.00	1,283.18
2025	BLAKE CHARLES T ETUX	1269	246AA016	916.07	0.00	18.32	0.00	0.00	934.39

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2025	BLESSED WAVES LLC	1279	232PK001	1,513.22	0.00	30.26	0.00	0.00	1,543.48
2025	BOYER WILLIAM L TRUSTEE AND	1319	246CE068	1,727.84	0.00	34.56	0.00	0.00	1,762.40
2025	BOYER WILLIAM L TRUSTEE AND	1318	246CE069	422.14	0.00	8.44	0.00	0.00	430.58
2025	BRADLEY DAVID A AND	1323	246AA061	1,672.26	0.00	33.45	2.93	0.00	1,708.64
2025	BRITT NANCY V TRUSTEE	1355	232OH02303	21.00	0.00	2.00	0.00	0.00	23.00
2025	BRITT ROBERT C & NANCY V TR	1356	232MN019	1,060.27	0.00	21.21	0.00	0.00	1,081.48
2025	BROWN GERALD L	1367	246AF028	1,910.23	0.00	38.20	0.00	0.00	1,948.43
2025	BROWN JOHN D ETUX	1371	231NA014	2,084.27	0.00	41.69	0.31	2,084.27	42.00
2025	BUILT RIGHT INVESTMENTS LLC	1394	232MP035	1,108.00	0.00	22.16	0.00	0.00	1,130.16
2025	BULLARD ARCHIE M METALS	10186	232NK024	854.16	0.00	17.08	0.00	0.00	871.24
2025	BURROW SHERRY SINK	1409	232MN014	1,037.34	0.00	20.75	0.00	0.00	1,058.09
2025	BUSCH ELENE	1410	246CE084	1,613.60	0.00	32.27	0.00	0.00	1,645.87
2025	CAMPBELL JOHN DWAIN ETUX	1439	246CE07107	1,501.32	0.00	30.03	0.00	0.00	1,531.35
2025	CAROLL CAIRNS JOHNSON REV LIV TRUS	1457	245EA00115	1,798.68	0.00	35.97	0.00	0.00	1,834.65
2025	CASE CHARLES DIXON ET	1476	232PI001	1,610.81	0.00	32.22	0.00	0.00	1,643.03
2025	CASSETTA BRYAN MATTHEW ETUX	1481	245DA009	1,779.33	0.00	35.59	0.00	0.00	1,814.92
2025	CELECIA IAN EUGENE	1491	246AD033	1,210.72	0.00	24.21	2.93	0.00	1,237.86
2025	CHILL & RECHARGE LLC	1511	245EA082	1,956.93	0.00	17.21	0.00	1,096.38	877.76
2025	CLEMMONS CHARLES R ET	1525	232NI012	1,167.33	0.00	23.35	0.00	0.00	1,190.68
2025	CLEMMONS CHARLES R ETUX	1526	246AC010	1,542.30	0.00	30.85	2.93	0.00	1,576.08
2025	CLEMMONS LEAMON WADDELL SR ET	1527	232NF023	716.00	0.00	14.32	0.00	0.00	730.32
2025	COASTAL DEVELOPMENT CORP	1536	246AA082	76.16	0.00	2.00	0.00	0.00	78.16

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2025	COFFEY ANDREW K	1545	232OH026	2,246.87	0.00	44.94	0.00	2,246.87	44.94
2025	COHEN CONSTRUCTION INC	1548	246BA065	1,397.67	0.00	27.95	0.00	0.00	1,425.62
2025	COHEN REALTY INC	1549	246AC002	2,247.32	0.00	44.95	2.93	0.00	2,295.20
2025	COHEN ROBERT A ETUX	1550	246AC001	485.07	0.00	9.70	2.93	0.00	497.70
2025	COLE ELIZABETH THOMAS (LT)	1551	245EA00410	1,768.09	0.00	35.36	0.00	0.00	1,803.45
2025	COLLIER RONALD L	1556	232OB00108	990.65	0.00	19.81	0.00	0.00	1,010.46
2025	CORFIOS ROCKY JAMES ETUX	1573	232PG032	1,844.76	0.00	36.90	3.00	0.00	1,884.66
2025	COURIE DAVID TAFT SR	1576	232OC049	2,048.07	0.00	40.96	0.00	2,048.07	40.96
2025	COX CHERYL C (LT) AND	1583	232OD007	1,576.51	0.00	31.53	0.00	0.00	1,608.04
2025	CRAIG JOHN	1601	246CC034	2,045.51	0.00	40.91	6.00	0.00	2,092.42
2025	CRAIG JOHN M	1602	232OB018	1,080.04	0.00	21.60	0.00	0.00	1,101.64
2025	CRAIG JOHN M	1603	246DA051	2,822.35	0.00	56.45	9.00	0.00	2,887.80
2025	CRAIG JOHN M SR JR	1606	231MF017	1,349.58	0.00	26.99	0.00	0.00	1,376.57
2025	CRAIG JOHN M SR AND	1605	231MF018	1,532.15	0.00	30.64	0.00	0.00	1,562.79
2025	CRAIG JOHN MELVIN ET	1607	246DA029	1,965.30	0.00	39.31	6.00	0.00	2,010.61
2025	CRAIG VIRGINIA MCRAE AND	1608	246DA043	1,614.00	0.00	32.28	6.00	0.00	1,652.28
2025	CRAY JAMES F	1611	245EA009	1,063.80	0.00	21.28	0.00	0.00	1,085.08
2025	CREDLE RESORT PROPERTIES LLC	1612	247BA018	1,629.22	0.00	32.58	0.00	0.00	1,661.80
2025	CREECH CHARLES R ET	1613	245FA082	1,258.81	0.00	25.18	0.00	0.00	1,283.99
2025	CURRIN WAYNE GILBERT ET	1637	232OD003	1,252.00	0.00	9.04	0.00	800.00	461.04
2025	CZECH DREAM PROPERTIES LLC	1646	245GA037	3,810.26	0.00	76.21	0.00	3,810.26	76.21
2025	DEFINO RICHARD E SR ET	1687	245GA119	1,039.11	0.00	20.78	0.00	1,039.11	20.78
2025	DEWEES VIRGIL A JR ET	1706	245EA00401	1,126.41	0.00	22.53	0.00	0.00	1,148.94

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2025	Real								
2025	DONOFRIO KAREN M	1733	246CE07113	1,498.80	0.00	29.98	0.00	0.00	1,528.78
2025	DOSTER JAMES D ETUX	1737	232NC055	1,813.39	0.00	36.27	0.00	0.00	1,849.66
2025	DOUGLASS INVESTMENTS LLC	1739	245EB02702	1,863.16	0.00	37.26	0.00	0.00	1,900.42
2025	DRAUGHN FAMILY TRUST THE	1744	232PC008	2,044.61	0.00	40.89	3.00	0.00	2,088.50
2025	DRAUGHN FAMILY TRUST THE	1745	232PH00132	21.00	0.00	2.00	0.00	0.00	23.00
2025	DUNCAN WILLIAM NEILL ETUX	1751	245FA057	842.00	0.00	16.84	0.00	0.00	858.84
2025	DUTIEL MARILYN ELAINE	1762	245EA00154	1,527.78	0.00	30.56	0.00	0.00	1,558.34
2025	EASTON CAMERON H JR	1772	232PK007	1,329.94	0.00	26.60	0.00	0.00	1,356.54
2025	ELLIOTT STEVEN O ETUX	1805	246HA016	2,144.00	0.00	42.88	0.00	0.00	2,186.88
2025	ELLIOTT STEVEN O ETUX	1804	232MI004	1,928.90	0.00	38.58	0.00	0.00	1,967.48
2025	ELOVSKI ERIC G ETUX	1809	245EA02904	938.82	0.00	18.78	0.00	0.00	957.60
2025	EPPLEY CYNTHIA R	1819	232PH015	1,083.43	0.00	21.67	0.00	0.00	1,105.10
2025	FAMILY TIDES OIB LLC	1836	246DB053	2,502.48	0.00	50.05	0.00	0.00	2,552.53
2025	FELS BRETT G ETUX	1853	245GA089	434.00	0.00	8.68	0.00	0.00	442.68
2025	FERGUSON LENARD N & ETALS	1859	246AC025	1,465.79	0.00	29.32	2.93	0.00	1,498.04
2025	FERGUSON RYAN A ETUX	1860	246AE026	1,241.08	0.00	24.82	0.00	0.00	1,265.90
2025	FERRELL JOHN K ETUX	1863	232PH022	1,010.00	0.00	20.20	0.00	0.00	1,030.20
2025	FERRELL JOHN K ETUX	1864	232PH023	1,252.33	0.00	25.05	0.00	0.00	1,277.38
2025	FISH ALAN B ETUX	1869	232PE003	2,161.70	0.00	43.23	3.00	0.00	2,207.93
2025	FLETCHER SEASIDE ESCAPE LLC	1881	246CE090	1,823.54	0.00	36.47	0.00	0.00	1,860.01
2025	FLOYD TERRY L	10003	246AB007	1,942.08	0.00	38.84	2.93	0.00	1,983.85
2025	FORD GAYLE ETUX	1889	232PE020	842.00	0.00	16.84	0.00	0.00	858.84
2025	FOX RICHARD L II ETUX	1893	246DB046	2,166.02	0.00	43.32	0.00	0.00	2,209.34

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2025	GADDY REGINALD JR ETUX	1920	246CD001	2,131.09	0.00	42.62	6.00	0.00	2,179.71
2025	GAITHER HENRY JR ETUX	1925	232PH013	1,088.09	0.00	21.76	0.00	0.00	1,109.85
2025	GALYAN BRITTANY TRUSTEE	1929	246CA022	2,088.21	0.00	41.76	6.00	0.00	2,135.97
2025	GODSMAN DAVID REED ETUX	1975	245FA03207	1,479.29	0.00	29.59	0.00	0.00	1,508.88
2025	GOFF HARRY R ETUX	10345	246BA055	1,917.34	0.00	38.35	0.00	0.00	1,955.69
2025	GOMBAR LAAVANYA ETVIR	1979	245FB034	1,157.00	0.00	23.14	0.00	0.00	1,180.14
2025	GRAHAM DOUGLAS ETUX	1996	245GA032	2,123.46	0.00	42.47	0.00	2,123.46	42.47
2025	GRAY RICHARD WATSON JR ETUX	10358	245EA05101	1,710.56	0.00	34.21	0.00	0.00	1,744.77
2025	GUYTON DURWARD EDMUND TRUSTEE	2024	245EA06001	1,327.13	0.00	26.54	0.00	500.00	853.67
2025	H & B PROPERTY GROUP LLC	2025	232MF022	1,938.13	0.00	38.76	0.00	1,938.13	38.76
2025	H MARTIN SHANDLES REVOCABLE TRUST	10002	232OE021	998.52	0.00	19.97	0.00	0.00	1,018.49
2025	HALEY MICHAEL	2034	245GA04221	2,232.00	0.00	44.64	0.00	0.00	2,276.64
2025	HAMAD SMITHERMAN DINA ETUX	2046	246AC042	1,204.00	0.00	24.08	2.93	0.00	1,231.01
2025	HAMAD SMITHERMAN DINA ETUX	2047	246AC043	1,204.00	0.00	24.08	2.93	0.00	1,231.01
2025	HAMES ZACHARY ETUX	2048	232PH003	1,050.71	0.00	21.01	0.00	0.00	1,071.72
2025	HARBOR ACRES DEV	2051	246AE072	113.19	0.00	2.26	0.00	0.00	115.45
2025	HARBOR ACRES DEV	2052	246AE07203	249.48	0.00	4.99	0.00	0.00	254.47
2025	HARRIS CHARLES EUGENE ETUX	2068	232MP047	1,108.00	0.00	22.16	0.00	0.00	1,130.16
2025	HARRIS DANIEL B ET	2069	246DA055	2,124.52	0.00	42.49	6.00	0.00	2,173.01
2025	HAUSER CHARLES N ET	2087	246BA010	1,691.08	0.00	33.82	0.00	1,691.08	33.82
2025	HAUSER JANE ANN EDWARDS	2088	246AE07305	842.00	0.00	16.84	0.00	842.00	16.84
2025	HAWKINS KENNETH R ET	2092	232NF039	1,179.96	0.00	23.60	0.00	1,179.96	23.60

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2025	HAZEL COLLECTION LLC	2097	231ME021	1,224.61	0.00	24.49	3.00	0.00	1,252.10
2025	HERITAGE HOUSE PROPERTIES LLC	2138	232NI005	1,866.72	0.00	37.33	0.00	0.00	1,904.05
2025	HETH MARCUS ET	2146	245FA03313	1,004.51	0.00	20.09	0.00	0.00	1,024.60
2025	HIGHEST POINT HOLDINGS	2150	246AD007	2,229.81	0.00	44.60	2.93	0.00	2,277.34
2025	HILLANDALE VENTURES LLC	2155	232MA005	789.50	0.00	15.79	0.00	0.00	805.29
2025	HILLANDALE VENTURES LLC	2154	232MA006	789.50	0.00	15.79	0.00	0.00	805.29
2025	HINTZ TINGEY VENTURES LLC	2159	233PA01903	842.00	0.00	16.84	0.00	0.00	858.84
2025	HOKE JONATHAN R ETUX	10404	245DA021	2,236.86	0.00	44.74	0.00	0.00	2,281.60
2025	HOLDEN ROSES COASTAL LLC	2313	246AA051	1,214.71	0.00	24.29	2.93	0.00	1,241.93
2025	HOUGH JASON W ETUX	2338	232OB00110	963.52	0.00	19.27	0.00	0.00	982.79
2025	HOURIGAN ELIZABETH M	2339	246AD004	2,163.18	0.00	43.26	2.93	0.00	2,209.37
2025	HUCKS CLAYTON E	2350	246BB049	2,032.91	0.00	40.66	0.00	0.00	2,073.57
2025	ICARIAN PARTNERS LLC	2380	245EB017	2,119.77	0.00	42.40	0.00	0.00	2,162.17
2025	IVESTER MARGIE P	2408	245FB022	2,379.24	0.00	47.58	0.00	0.00	2,426.82
2025	JAMES J LINDSAY & GC LINDSAY TRUST	2416	232NH013	1,206.36	0.00	24.13	0.00	0.00	1,230.49
2025	JEAN C SMOLEN	2428	247AA007	1,856.75	0.00	7.97	0.00	1,458.34	406.38
2025	REVOCABLE TRUST	2441	232OF020	1,233.73	0.00	24.67	0.00	0.00	1,258.40
2025	JOHN W JOHNSON JR	2455	245EA021	1,111.19	0.00	22.22	0.00	0.00	1,133.41
2025	TESTAMENTARY SPOU	2460	232MI01801	1,852.60	0.00	37.05	0.00	0.00	1,889.65
2025	JOHNSON LAYTON D ET	2466	246AA057	1,155.00	0.00	23.10	2.93	0.00	1,181.03
2025	JONES DUSTIN HACKETT AND	2473	232OG012	1,035.62	0.00	20.71	0.00	0.00	1,056.33
2025	JONES ROSETTA L	2487	231MG017	1,711.29	0.00	34.23	0.00	0.00	1,745.52

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2025	KAR PARTNERS LLC	2490	232NK01602	1,374.00	0.00	27.48	0.00	0.00	1,401.48
2025	KIKER GAIL B	2546	245EA026	1,343.35	0.00	26.87	0.00	0.00	1,370.22
2025	KING THOMAS ETUX	2552	246AD053	1,671.17	0.00	33.42	2.93	0.00	1,707.52
2025	KLD INVESTMENTS LLC	2563	231MC025	2,338.97	0.00	46.78	4.50	0.00	2,390.25
2025	KLD INVESTMENTS LLC	2562	231MC00115	84.50	0.00	2.00	0.00	0.00	86.50
2025	KNIGHT CHRISTOPHER L ETUX	2567	232MB003	1,203.21	0.00	24.06	0.00	0.00	1,227.27
2025	KOGAN THERESA	2572	232NH00901	739.80	0.00	14.80	0.00	739.80	14.80
2025	LANE KAREN WOOD LIVING TRUST THE	2601	245EA00224	1,378.34	0.00	27.57	0.00	0.00	1,405.91
2025	LANNING PERRY	2608	246DA026	601.38	0.00	12.03	3.00	0.00	616.41
2025	LANSBERRY WILLIAM E ETUX	2610	232PD015	2,394.31	0.00	47.89	3.00	0.00	2,445.20
2025	LAWRENCE JOHN CHARLES ETALS	2616	232NH020	1,073.90	0.00	21.48	0.00	0.00	1,095.38
2025	LAWSON HOWARD A SR ETALS	2617	P53292380	36.39	0.00	2.00	0.00	0.00	38.39
2025	LENNON KENNETH C ET	2631	246AE055	1,936.83	0.00	38.74	2.93	0.00	1,978.50
2025	LEPPERT FAMILY PROPERTIES LLC	2636	P80150633	54.18	0.00	2.00	0.00	0.00	56.18
2025	LEWIS VIOLET S	2643	232PG007	1,793.52	0.00	35.87	3.00	0.00	1,832.39
2025	LIVINGSTON JOHN C ETUX	2668	246CE080	1,966.00	0.00	39.32	0.00	0.00	2,005.32
2025	LOGAN SARAH PULLEN ETALS	2672	245DA034	1,624.04	0.00	32.48	0.00	0.00	1,656.52
2025	M A GODFREY INVESTMENTS OF THE CARO	2700	233PA015	1,255.61	0.00	25.11	0.00	0.00	1,280.72
2025	MAGGODY & CO PROPERTIES LLC	2708	231MH009	1,670.24	0.00	33.40	3.00	0.00	1,706.64
2025	MARINO PETER J ETUX	2725	232NK022	859.53	0.00	17.19	0.00	859.53	17.19
2025	MARLIN HB LLC	2730	246AB051	1,622.17	0.00	32.44	2.93	0.00	1,657.54
2025	MARTIN REGINA GOBBLE	2742	245EA057	1,802.90	0.00	36.06	0.00	0.00	1,838.96

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UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999,999.99

TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
Real									
2025	MAUNEY MONTY L ETUX	2758	246AB043	1,550.58	0.00	31.01	0.00	1,550.58	31.01
2025	MCDONALD KIMBERLY AND	2791	246CE053	2,441.83	0.00	48.84	0.00	0.00	2,490.67
2025	MC GEE HAROLD H III ETUX	2798	245EA00414	1,318.56	0.00	26.37	0.00	0.00	1,344.93
2025	MC GEE PARADISE LLC	2799	246CE027	1,984.95	0.00	39.70	0.00	0.00	2,024.65
2025	MCMILLAN NEILL KIRBY	2820	247BA021	1,374.00	0.00	27.48	0.00	0.00	1,401.48
2025	MELLEY LEONARD B JR ET	2832	245FA061	1,939.05	0.00	38.78	0.00	0.00	1,977.83
2025	MGM RENTALS LLC	2850	232MN01301	1,013.15	0.00	20.26	0.00	0.00	1,033.41
2025	MONTESANO ROSA ET VIR	2892	246AC032	1,584.67	0.00	2.00	0.00	1,548.67	38.00
2025	MOORE JENNIFER MARIE AND	2899	245FA049	1,377.63	0.00	27.55	0.00	0.00	1,405.18
2025	MURCHISON CAMERON TRUSTEE AND	2928	246AD056	1,711.09	0.00	30.22	1.43	200.00	1,542.74
2025	MURCHISON CAMERON TRUSTEE AND	2929	246AD057	1,125.82	0.00	22.52	1.46	0.00	1,149.80
2025	MURRAY CHARLOTTE E	2935	232PK00201	826.01	0.00	16.52	0.00	0.00	842.53
2025	NAGY FAMILY HB LLC	2943	232MA007	716.00	0.00	14.32	0.00	0.00	730.32
2025	NATURAL LIGHT LLC	2950	246BB03101	2,013.91	0.00	40.28	0.00	0.00	2,054.19
2025	NC CZ RESEARCH FOUNDATION LLC	2953	232MA001	89.04	0.00	2.00	0.00	0.00	91.04
2025	NEWTON RODNEY SETH	2963	232OG010	739.80	0.00	14.80	0.00	0.00	754.60
2025	NIALWOOD PROPERTIES LLC	2964	232MA024	1,236.55	0.00	24.73	0.00	0.00	1,261.28
2025	NIMS JOHN B ETUX	2967	245GA145	1,845.00	0.00	36.90	0.00	0.00	1,881.90
2025	NORRIS W CHARLES	2972	232NK00801	1,661.29	0.00	33.23	0.00	0.00	1,694.52
2025	OBRIEN CHRISTOPHER DENNIS	2979	232NI020	1,315.05	0.00	26.30	0.00	0.00	1,341.35
2025	OCEAN VILLAS ASSOC INC	2985	232PJ00108	13.17	0.00	2.00	0.00	0.00	15.17
2025	OOSTERWYK BRIAN R H	3001	232MF033	1,010.00	0.00	10.40	0.00	490.00	530.40
2025	OOSTERWYK PROPERTIES LLC	3005	232MF003	598.40	0.00	11.97	0.00	0.00	610.37

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UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

Balance: 5.00 to 999,999.99

TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
2025	OOSTERWYK PROPERTIES LLC	3009	232MF004	598.40	0.00	11.97	0.00	0.00	610.37
2025	OOSTERWYK PROPERTIES LLC	3012	232MF005	598.40	0.00	11.97	0.00	0.00	610.37
2025	OOSTERWYK PROPERTIES LLC	3010	232MF006	598.40	0.00	11.97	0.00	0.00	610.37
2025	OOSTERWYK PROPERTIES LLC	3006	232MF007	598.40	0.00	11.97	0.00	0.00	610.37
2025	OOSTERWYK PROPERTIES LLC	3003	232MF032	716.00	0.00	14.32	0.00	0.00	730.32
2025	OOSTERWYK TERESAM	3015	232MF001	774.80	0.00	15.50	0.00	0.00	790.30
2025	PATTERSON RAYMOND ETUX	3069	247BA003	1,374.00	0.00	27.48	0.00	0.00	1,401.48
2025	PELICAN BAY PROPERTIES LLC	3090	247AA032	3,418.98	0.00	68.38	0.00	3,418.98	68.38
2025	PEMBROKE LLC	3092	247AA02708	1,126.63	0.00	22.53	0.00	0.00	1,149.16
2025	PIER 35 CONDOMINIUM OWNERS ASSOC	3102	232PG035	37.70	0.00	2.00	0.00	0.00	39.70
2025	PIKE BLAKE	3105	P54027540	17.44	0.00	2.00	0.00	0.00	19.44
2025	PODREBARAC DONALD R	3119	232MP026	3,668.38	0.00	73.37	0.00	0.00	3,741.75
2025	POLLOCK CHARLES ROBERT AND	3135	231ME006	2,101.08	0.00	42.02	0.32	2,101.08	42.34
2025	PRABHAKAR JOSHUA T ETUX	3145	246CE08301	1,507.55	0.00	30.15	0.00	0.00	1,537.70
2025	PRATT KEVIN JOHN ET	3147	245GA041	2,165.03	0.00	43.30	0.00	0.00	2,208.33
2025	PRECIOUS POSIBILITIES LLC	3148	232OD008	1,749.69	0.00	34.99	0.00	0.00	1,784.68
2025	PROPST CATHERINE E ET	3164	246AD016	2,431.84	0.00	48.64	2.93	0.00	2,483.41
2025	PUCKETT DARREN LEE ETUX	3171	245EA00209	1,444.17	0.00	28.88	0.00	0.00	1,473.05
2025	RED BIRD VENTURES LLC	3201	231MC02102	2,251.74	0.00	45.03	3.00	0.00	2,299.77
2025	RED BIRD VENTURES LLC	3200	231MC00107	21.00	0.00	2.00	0.00	0.00	23.00
2025	RESPIRE OWNERS ASSOC INC	3208	245GA01102	39.93	0.00	2.00	0.00	0.00	41.93

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UNPAID BALANCE REPORT BY NAME

Tax Years: 2025

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TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
2025	RICE BRIAN LESTER ETUX	3213	246DA057	1,138.18	0.00	22.76	3.00	0.00	1,163.94
2025	RIVERS EDGE GOLF & PLANTATION POA	3234	246DB00803	1,827.40	0.00	36.55	0.00	0.00	1,863.95
2025	ROBERT B & MARY D GIEDRAITIS REV LIV ETALS	3239	245FA03006	1,313.56	0.00	26.27	0.00	0.00	1,339.83
2025	RODNEY O'SULLIVAN BUILDERS LLC	3256	232OB025	774.80	0.00	15.50	0.00	0.00	790.30
2025	ROWLAND DAVID ETUX	3291	232ND024	1,612.99	0.00	32.26	0.00	0.00	1,645.25
2025	RUDOLPH LAND CONSTANCE A BAXLEY RE	3297	231NA039	2,157.07	0.00	43.14	6.00	0.00	2,206.21
2025	SALAMA YOUSSEF AND	3320	245EA02918	946.20	0.00	18.92	0.00	0.00	965.12
2025	SALLY BLALOCK CALDWELL TRUST	3326	232NC010	2,182.01	0.00	43.64	0.00	0.00	2,225.65
2025	SCATTERGOOD RONALD OTTO ETUX	3355	245EB02801	1,946.70	0.00	38.93	0.00	0.00	1,985.63
2025	SELLERS DEATRA ETALS	3416	246AA018	1,748.89	0.00	34.98	2.93	0.00	1,786.80
2025	SHAFFER LYNN S ETVIR	3426	246BB052	1,822.63	0.00	36.45	0.00	0.00	1,859.08
2025	SHAGBARK REAL ESTATE HOLDINGS LLC	3427	231MG035	1,585.45	0.00	31.71	3.00	0.00	1,620.16
2025	SHAGBARK REAL ESTATE HOLDINGS LLC	3428	247AA02902	1,101.87	0.00	22.04	0.00	0.00	1,123.91
2025	SHAWVER TIMOTHY S ETUX	3436	245EA00163	1,697.04	0.00	33.94	0.00	0.00	1,730.98
2025	SIBLEY LARA	3456	246DB029	1,792.94	0.00	35.86	0.00	0.00	1,828.80
2025	SIMMONS ERNEST G ETUX	3464	232OH007	1,792.53	0.00	2.00	0.00	1,742.53	52.00
2025	SLACK ROY S ET	3481	231NA016	2,017.69	0.00	40.35	6.00	0.00	2,064.04
2025	SLACK ROY S ET	3482	246HA011	1,856.89	0.00	37.14	0.00	0.00	1,894.03
2025	SLOAN CHRISTOPHER LEWIS ETUX	3487	231MD02101	842.00	0.00	16.84	0.00	0.00	858.84
2025	SMITH ANTHONY D ET	3491	245FA075	1,426.96	0.00	28.54	0.00	0.00	1,455.50
2025	SMITH JAMES H JR ETUX	3497	246AE045	1,626.06	0.00	32.52	2.93	0.00	1,661.51
2025	SPERA CYNTHIA	3530	232MP010	842.00	0.00	16.84	0.00	0.00	858.84

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UNPAID BALANCE REPORT BY NAME

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TOWN OF HOLDEN BEACH

FY 2025-2026

Unpaid As Of 02/06/2026

Tax Year	Name	Rec No	Map Number/Id	Tax Charge (\$)	Cost (\$)	Penalty (\$)	Interest (\$)	Payment (\$)	Total (\$)
2025	STARNES DARRELL L ET	3559	232PD012	1,717.75	0.00	34.36	0.26	1,717.75	34.62
2025	STEINER ROBERT CLAYTON ETUX	3567	246AE051	1,210.72	0.00	24.21	2.93	0.00	1,237.86
2025	STERN RE LLC ETALS	3575	232MD011	1,550.12	0.00	2.00	0.00	1,515.12	37.00
2025	SUMMER SCHOOL LLC	3620	245GA011	1,499.58	0.00	29.99	0.00	0.00	1,529.57
2025	TEKSERV INC	3668	232NJ008	2,125.02	0.00	42.50	0.00	0.00	2,167.52
2025	TEKSERV INC	3667	232MN018	1,007.72	0.00	20.15	0.00	0.00	1,027.87
2025	THACKER JANE STARNES	3675	247BA009	1,990.29	0.00	39.81	0.00	0.00	2,030.10
2025	THE KINSEY FAMILY LIMITED PARTNERSH	10673	246CE058	2,289.84	0.00	45.80	0.00	0.00	2,335.64
2025	TOLL CHRISTINE DOEBLER ETVIR	3709	245DA006	1,537.88	0.00	30.76	0.00	0.00	1,568.64
2025	TOOMBS JAMES RAYE ETUX	3718	232MH009	1,312.69	0.00	26.25	0.00	0.00	1,338.94
2025	TUCKER JEFFREY LEE ETUX	3807	232PE011	2,346.57	0.00	46.93	3.00	0.00	2,396.50
2025	VINROOT FAMILY REVOCABLE LIVING TRU	3843	246CC024	2,431.77	0.00	48.64	6.00	0.00	2,486.41
2025	WALKER KELLY P ET	3851	246BB032	2,030.80	0.00	40.62	0.00	0.00	2,071.42
2025	WARD JAMES SHANNON ETUX	3866	247BA026	2,899.66	0.00	57.99	0.00	0.00	2,957.65
2025	WEATHERSBEE PATRICIA ADSHEAD	3900	232PI003	1,484.85	0.00	29.70	0.00	0.00	1,514.55
2025	WEST HAVEN HOLDING CO INC	3916	231ME002	2,318.99	0.00	46.38	3.00	0.00	2,368.37
2025	WHITNEY ASSETS LLC	3948	246AA075	2,134.58	0.00	42.69	2.93	0.00	2,180.20
2025	WHITNEY ASSETS LLC	3949	246AA074	1,211.73	0.00	24.23	2.93	0.00	1,238.89
2025	WILLIFORD BRADLY JULIAN ETUX	3986	246CB019	2,116.12	0.00	42.32	6.00	0.00	2,164.44
2025	WOMBLE THOMAS A ETUX	4019	245DA007	702.00	0.00	14.04	0.00	0.00	716.04
2025	WOMBLE THOMAS A ETUX	4020	245DA008	702.00	0.00	14.04	0.00	0.00	716.04
2025	WOOD DAVID A ETUX	4026	232MB013	2,074.39	0.00	41.49	0.00	0.00	2,115.88

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Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/26

FROM: Assistant Manager Ferguson

DATE SUBMITTED: 2/6/26

ISSUE/ACTION REQUESTED: Consideration and possible action on a contract for McGill Associates.

BACKGROUND/PURPOSE OF REQUEST: The Town issued an RFQ for engineering services for the current stormwater projects. Staff recommends McGill for these services as their submission was thorough and they have a vital understanding of the project areas as they completed the stormwater masterplan. The attached contract is for your consideration.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Recommend approving contract.

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between

_____ Town of Holden Beach ("Owner")

and _____ McGill Associates, PA ("Engineer")

Engineer agrees to provide the services described below to Owner for Stormwater Improvement Projects ("Project").

Description of Engineer's Services: See attached Scope of Services and Attachment A-Project Understanding

Owner and Engineer further agree as follows:

1.01 Basic Agreement

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

2.01 Payment Procedures

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer's consultants' charges, if any.

4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Engineer:

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become

due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

7.01 General Considerations

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment (Lump Sum Fee Plus Reimbursable Expenses)

A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows:

1. Lump Sum fee of \$426,000

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER:

By: _____

By: Michael A. Not

Title: _____

Title: Principal/Shallotte Office Manager

Date Signed: _____

Date Signed: February 9, 2026

License or Certificate No. and State C-0459

North Carolina

Address for giving notices:

Address for giving notices:

110 Rothschild Street

712 Village Road SW

Holden Beach, NC 2462

Suite 103

Shallotte, NC 28470

SCOPE OF SERVICES

Existing Condition Survey

Engineer will provide complete Existing Condition Survey (topographic & boundary) for the proposed Project areas. These locations are designated as Area 1 and Area 2 as described in the Town's Stormwater Master Plan (SWMP).

The Existing Condition Survey will consist of the following:

1. **Survey Controls.** The survey will be referenced to the NC State Plane Coordinate System (NCSPC) tied to the NC Grid North (NAD 83-2011) and North American Vertical Datum (NAVD 88).
2. **Boundary Survey.** Complete Project and right-of-way boundary surveying with the Project Survey Limits sufficient to produce construction drawing set. Construction is intended to remain within Town rights-of-way. Easement surveys and maps will be offered as additional services if such becomes necessary.
3. **Topographic Survey.** Perform topographic surveying within the Survey Limits sufficient to produce a one-foot contour interval. Deliverables will include a LandXML formatted digital terrain model (DTM) and contour lines in CAD format.
4. **Physical Survey.** A physical survey will be performed for the Survey Limits, meaning that we will map and label existing visible site improvements/impervious areas, fences, walls, benches, structures, etc. Culvert information will include roadway overtopping elevations, invert elevations, locations, material type and size. The survey will show building corners if close to the Survey Limits (within 10 feet). Building walls will be measured along the outer wall at breast height, as one stands on the ground next to the building. This is not a detailed building survey; the intent of this survey is to show the general location of the building and will not include every jog, eve, cornice, overhang, roof line.
5. **Utility Survey.** Perform a Quality Level C (QL C) investigation (Visible Features). Our team will contact NC One Call two weeks prior to field mobilization and make a design ticket request to have utilities marked. Survey visible utility appurtenances within the Survey Limits (utility poles, pedestals, hand holes, boxes, vaults, etc.). Overhead wires that cross the Survey Limits will be surveyed.
 - a. Survey underground utility paint marks placed by NC One Call on the ground at the time of the field survey.
 - b. The only underground utility systems that will be investigated and mapped by the surveyors will be primary storm drainage and sanitary sewer systems as follows:
 - i. Survey will show visible (within and/or adjacent to Survey Limits) manholes, cleanouts, culverts, catch basins, headwalls, junction boxes & other structures, ditches, and swales. Label the sizes, widths, inverts, and type of material information for these items if that information can be collected from outside of these structures. Surveyors will not force entry into sealed or locked structures or enter into any confined spaces to gather this information. Surveyors will not dig or excavate to uncover buried utilities and will not dig or excavate material out of utility structures to obtain invert measurements.
 - ii. Storm drainage and sanitary sewer pipes that originate within the Survey Limits will be carried to the next structure outside of the Survey Limits so long as we do not have to trespass or cross an interstate highway or other dangerous obstacle to do so.
 - iii. Surveyors will not be responsible for roof drain systems, foundation drain lines or sanitary sewer or water service laterals (secondary systems).
 - c. NC One Call utility representatives are likely to locate only those underground utilities within the right-of-way of the roadway. NC One Call utility representatives will not locate underground utilities on private property. If underground utility mapping outside of the road right-of-way is needed, McGill will contact and obtain quotes from a private utility locator to complete this work as additional services not included in this scope.

Hydraulic Modeling

1. Update the SWMP model based on collected data.
2. Evaluate selected improvements to achieve a level of service (LOS) identified in the SWMP where feasible. Finalize model for selected improvements.

Environmental Assessment

Perform desktop environmental assessment of Project site and selected route. Identify potential for the presence of wetlands, or species on concern associated with the planned Project. Field verifications will be completed where necessary to ensure proper delineation on plans.

Design Services

The design services include the following:

1. Design culvert, open ditch/basin and pipe systems along the selected route to achieve the LOS identified in the SWMP for both Areas 1 and 2.
2. Coordinate with private utilities within Project limits to resolve conflicts, if any.
3. Provide erosion and sedimentation control design.
4. Prepare Design Documents (DD) including draft plans, specifications, and an updated opinion of probable construction costs for the Project.
5. Based on review/comments by Owner, prepare Construction Documents (CD) including final plans, specifications, and Engineer's opinion of probable construction costs.

Permitting Services

Environmental Permitting includes:

1. Coastal Area Management Act (CAMA) Permitting is anticipated. We expect design consultation and plan sharing with the North Carolina Department of Environmental Quality (NCDEQ) Division of Coastal Management to ensure improvements are proposed sized and sited.
2. It is anticipated that the Project will exceed 1 acre of land disturbance, requiring the completion of a sedimentation and erosion control permit application for submittal to NCDEQ.

Bid Phase Services

Bid Services include the following:

1. Prepare final bid documents, advertisements for bids, receipt and review of bids and bonds, consultation with Town leadership concerning the selection of contractor(s), and final construction contract documents.
2. Engineer will attend pre-bid meeting, responding to bidders' questions, prepare addenda, review and analyze the bids received, and recommend the lowest responsive bidder for award.

Construction Phase Services

Construction Management Services include the following:

1. Weekly site visits for the 1-yr duration of the Project
2. Town and USACE quarterly meetings
3. Four (4) Town/Agency meetings
4. Request for information (RFI) reviews

Deliverables

1. CAD survey files including linework and surfaces of existing conditions.
2. Signed and sealed existing conditions survey in pdf format and hard copy as desired at a suitable scale for design (1" = 30' or 1" = 40').
5. CAMA permit application and documentation as applicable.
6. Sedimentation and Erosion control permit application and documentation.
7. Responses to comments from the agency.
9. DD level plans, specifications, and Engineer's opinion of probable construction costs for the Project.
10. CD level plans, specifications, and Engineer's opinion of probable construction costs for the Project.
11. Advertisements for bids, minutes from pre-bid meeting, responses to bidders' questions, addenda, summary of bids and recommendation for the lowest responsive bidder for award.
12. Minutes from meetings with the contractor, Town, or agencies.
13. Request for Information log and responses.

ADDITIONAL SERVICES

The following are not included in the scope of services for this Agreement.

- Additional services resulting from significant changes in general scope of the Project or its design including, but not limited to, changes in size, complexity, Owner's schedule, or character of construction. The Engineer and Owner agree that time is of the essence. As such, the Owner may initiate minor changes in the Project scope to be incorporated by the Engineer, subsequent to the permit submittals, as not to impede progress. No work on any such changes shall occur by the Engineer unless preapproved by the Owner.
- Revising previously approved studies, reports, design documents, drawings, or specifications, when such revisions are due to causes beyond the control of the Engineer.
- Preparing documents for alternate bids requested by the Owner for work, which is not executed, or documents for out-of-sequence work other than agreed upon in the Design Services Phase.
- Additional or extended services during construction made necessary by prolongation of the construction contract, award of multiple contracts, or default by the Contractor under any prime construction contract if such construction contract is delayed beyond the original completion date.
- Providing geotechnical and subsurface investigations, archeological surveys, and any other environmental site surveys (not specifically identified above) necessary for the construction of the Project.
- Review of Shop Drawings and Samples identified as frivolous in the General Conditions of the construction contract documents, or review of substitute materials as defined in the same General Conditions.
- Preparing to serve or serving as a witness for the Owner in any litigation, condemnation or other legal or administrative proceeding involving the Project.
- Design of temporary cofferdams and sheeting and shoring designs will be provided by the contractor and are not included in this scope of services.

- Survey for temporary construction easement or permanent easement map preparation. Survey and/or recordation of plats for acquisition of easements not mentioned in the above scope of services.
- Additional services in connection with the Project, including services normally furnished by Owner and services not otherwise included in this Agreement.
- Services in connection with administering Project funding.

ASSUMPTIONS

The following are assumed to be a responsibility of the Owner:

- Provide full information as to the requirements for the Project. Assist the Engineer by placing at his disposal in a timely manner all available information pertinent to the Project including previous documents and any other data related to the evaluation, design, and construction of the Project.
- Designate a person to act as Owner's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions pertinent to the services in this Agreement.
- Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.
- Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer and render decisions and comments pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
- Obtain any right-of-way easements from public bodies, entities or persons necessary for satisfactory construction of the Project, based on the plats prepared by the Engineer. These services are offered as amendments should they become necessary.
- Pay any Project permit application fees and environmental mitigation costs.
- Obtain any subsurface geotechnical or structural investigations or analysis that may become necessary for the Project.
- Provide such legal, accounting and insurance counseling services as may be required for the Project, and such auditing services as may be required to ascertain how or for what purpose any Contractor will or has used the monies paid to him under the construction contract.
- Give prompt notice to the Engineer whenever the Owner observes or otherwise becomes aware of any defect in the Project.

BASIS OF COMPENSATION

Owner shall pay the client a **Lump Sum of \$426,000** for the above scope of work. Invoicing will be provided monthly as work progresses.

ATTACHMENT A
PROJECT UNDERSTANDING
Stormwater Improvement Project for the Town of Holden Beach

UNDERSTANDING

The Project is a partnership between the Town of Holden Beach and the U.S. Army Corps of Engineers and has two segments. The segments are named Area 1 – 300 Block of Ocean Boulevard West and Area 2 – East End of Mullet Street Area & East End of Avenue A. Descriptions of the two areas are below.

Area 1 – 300 Block of Ocean Boulevard West

Several hundred feet of public ROW along Ocean Boulevard West (OBW), in an area referred to as the 300 Block, and Brunswick Avenue to the north, experience significant floodwater retention following storm events.

A dedicated right-of-way (ROW) at 317 Brunswick Avenue West, which connects OBW and Brunswick Avenue, is currently used as an unofficial vehicle and pedestrian access. This Project would convert the ROW to a 2.5-foot-deep storage depression to hold runoff from both OBW and Brunswick Avenue.

Catch basins will be installed along the north side of OBW, including at the low point of the road, and at the intersection of High Point Street and Brunswick Avenue. As the catch basin at the low point of the road will be located within the ROW of OBW and not on the road itself, its rim elevation will sit above the lowest elevation of the road. The road would be elevated to encourage positive flow to the inlet and to avoid further road ponding.

Catch basins will be connected by 15" High Performance Polypropylene pipes (HPPP), producing two different directions of flow: one, from the low point of the road, through the storage depression, and discharging at the outlet of the Brunswick Avenue channel, and the other from the low point of the road, down OBW and High Point Street, and discharging into the channel near the intersection of High Point Street and Brunswick Avenue.

In order to maintain a positive outfall within the proposed stormwater network, the Brunswick Avenue channel will be dropped approximately 1.5 feet between its outset and the inlet of the existing outlet pipe. The channel will be re-graded as needed while maintaining minimum side slopes of 3:1.

The existing culvert under Marker Fifty-Five Drive and the existing outlet pipe running along the east side of High Point St. will both be upsized to 18" Reinforced Concrete Pipes (RCPs). The tide gate on the existing outlet pipe will be replaced.

Additional measures will include a second 1.5-foot-deep storage depression at 339 Brunswick Avenue, along with another dedicated ROW. This storage depression will be connected to the proposed stormwater network on OBW and discharge north into the Brunswick Avenue channel just before the Marker Fifty-Five Drive culvert.

Area 2 – East End of Mullet Street Area & East End of Avenue A

Public ROW along Ocean Boulevard East (OBE) on the east end of Holden Beach, between Ferry Road and Dunescape Drive, experiences frequent periods of standing water following rain events as runoff is transported through the existing stormwater network or infiltrates into the soil.

The proposed Project involves upsizing the existing stormwater system such that a 2-year storm level of service is achieved in the section of OBE east of Mullet St. and the entire area sees a reduction in flood depths due to both 2-year and 10-year storms. Further reduction in flooding from the 10-year storm is to be realized by eliminating roadway flooding along OBE between Avenue A and Dunescape Drive.

The existing stormwater network along Ocean Boulevard East (OBE) west of Mullet Street will remain with individual pipe inverts dropped as needed to create positive drainage within the system. Existing pipes along OBE east of Mullet St. will be upsized to 24" RCPs with the final of these pipes upsized to a 30" RCP. In order to accommodate the burial of the new 24" RCP, the existing channel at the upstream end of this pipe system will be dropped by ~0.5 feet and re-graded as needed while maintaining a minimum side slope of 3:1.

Similarly, the existing pipe under Blockade Runner Drive will be upsized to an 18" RCP with its downstream pipe that runs under OBE upsized to a 24" RCP. All pipes along Mullet St. will be upsized to 30" RCPs and a tide gate will be installed on the final outlet pipe. These appear to be the largest pipe sizes that can reasonably fit underneath the road while maintaining necessary clearance.

Additionally, three (3) 1-footdeep swales with 4:1 side slopes will be installed along the northern ROW of OBE between McCray Street and Dunescape Drive. 12" HPPP culverts will be installed under roadways to connect the swales and tie them to the existing system.

Due to CAMA, improvement options in this area are limited.

Stormwater Improvement Projects for the Town of Holden Beach

Anticipated Budget Schedule

Notice to Proceed through June 30, 2026

Complete Existing Conditions Survey, Hydraulic Modeling, Environmental Assessment and approximately 40% of Design Services.

Anticipated fee billing of \$180,000

July 1, 2026 to project closeout

Complete remaining 60% of Design Services, Permitting Services, Bid Phase and Construction Phase Services.

Anticipated fee billing of \$246,000



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/26

FROM: Town Manager Chadwick/

DATE SUBMITTED: 2/6/26

Assistant Town Manager Ferguson

ISSUE/ACTION REQUESTED: Consideration and possible action on RFQs for Block Q/Jordan Boulevard master plan.

BACKGROUND/PURPOSE OF REQUEST: The Town issued a RFQ for architect/engineering services for the Block Q/Jordan Boulevard area master plan. Three submissions were received: McGill, HDR, and Pinnacle. Respondents were ranked using the nine criteria outlined in the RFQ (attached). McGill received the most points beating HDR by a score of 455 to 450. The BOC should consider what they want in the master plan final product before a contract comes back before the board.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Board should decide what they want included in the final plan and which firm to complete the product.



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/26

FROM: Town Manager Chadwick

DATE SUBMITTED: 2/6/26

ISSUE/ACTION REQUESTED: Discussion and Possible Action to Change Paid Parking Enforcement Dates

BACKGROUND/PURPOSE OF REQUEST: At the January meeting, it was asked that staff bring back information concerning paid parking. Several commissioners requested to discuss the dates paid parking is enforced within Town limits.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: N/A

ATTACHMENT: Parking Report Trend from 2022 to present.



Trends

Month/Year Trends - Revenue to Holden Beach												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2022												
				\$ 43,175	\$ 123,574	\$ 87,789	\$ 81,659	\$ 52,792	\$ 39,164	\$ 27,028	\$ 607	\$ 52
Cumulative				\$ 43,175	\$ 166,749	\$ 254,539	\$ 336,198	\$ 388,990	\$ 428,154	\$ 455,182	\$ 455,789	\$ 455,841
2023	\$ 49	\$ -	\$ 39,501	\$ 136,961	\$ 83,139	\$ 117,889	\$ 134,738	\$ 79,832	\$ 60,812	\$ 30,002	\$ 795	\$ 295
Cumulative	\$ 49	\$ 49	\$ 39,550	\$ 176,511	\$ 259,650	\$ 377,539	\$ 512,277	\$ 592,109	\$ 652,920	\$ 682,923	\$ 683,718	\$ 684,012
2024	\$ 3,232	\$ 13,875	\$ 72,390	\$ 118,233	\$ 129,041	\$ 147,414	\$ 130,441	\$ 74,222	\$ 48,805	\$ 39,073	\$ 26,287	\$ 26,386
Cumulative	\$ 3,232	\$ 17,106	\$ 89,496	\$ 207,729	\$ 336,770	\$ 484,184	\$ 614,626	\$ 688,848	\$ 737,653	\$ 776,726	\$ 803,013	\$ 829,399
2025	\$ 54,561	\$ 49,404	\$ 81,713	\$ 100,051	\$ 105,148	\$ 137,738	\$ 127,309	\$ 96,236	\$ 50,288	\$ 27,378	\$ 23,010	\$ 27,300
Cumulative	\$ 54,561	\$ 103,964	\$ 185,678	\$ 285,729	\$ 390,877	\$ 528,615	\$ 655,924	\$ 752,160	\$ 802,448	\$ 829,826	\$ 852,836	\$ 880,136
2026	\$ 69,819											
Cumulative	\$ 69,819	\$ 69,819										\$ 69,819
											Cumulative	\$ 2,039,071.73



Town of Holden Beach
AGENDA TOPIC COVER SHEET

TO: Holden Beach BOC

MEETING DATE: 2/17/2026

FROM: Assistant Town Manager Ferguson

DATE SUBMITTED: 2/6/2026

ISSUE/ACTION REQUESTED: Consideration and possible action to formulate federal priorities for upcoming year.

BACKGROUND/PURPOSE OF REQUEST: In the early part of each calendar year, the BOC is tasked with formulating the Town's federal priorities that can be communicated for federal funding purposes and also to advocate for policy change. The attached memo outlines staff recommendations for areas of attention that the board may want to pursue.

FISCAL IMPACT: (select one)

BUDGET AMENDMENT REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
CAPITAL IMPROVEMENT PLAN ITEM:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
PRE-AUDIT CERTIFICATION REQUIRED:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
REVIEWED BY FINANCE DIRECTOR:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A

CONTRACTS/AGREEMENTS: (select one)

REVIEWED BY TOWN ATTORNEY:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A
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ADVISORY BOARD RECOMMENDATION: N/A

FINANCE RECOMMENDATION: N/A

TOWN MANAGER'S RECOMMENDATION: Board should decide on federal priorities.



Date: February 6, 2026

To: Mayor Holden and Board of Commissioners

From: Assistant Town Manager Ferguson

Re: Federal Priorities

After discussion with our federal advocates, Ward and Smith, the following are my recommendations for our federal priorities in this order.

Funding

1. Lockwood Folly (LWF) Dredging Funding
2. Exploring Additional Funding Opportunities for Town Projects- stormwater, pier, etc.

Policy

1. FEMA
 - a. Advocacy- Cat G recreational beaches remain funded
 - b. Better understand proposed changes from the legislators' perspectives
2. Beneficial Use of Dredged Material Placement

While the board has an additional policy opportunity available, I would suggest leaving this open for other areas of concern that may surface during the year.

Town Manager's Report

Ocean Boulevard Stormwater

- Contract is included in February agenda packet

Block Q Restroom and Parking

- In process

Block Q Master Plan RFQ

- Discussion and recommendation for a firm planned for the February agenda

Block Q Stage Area

- Final specs are being completed for distribution in Request for Proposals
- Bids will be returned to staff with a recommendation for approval by commissioners

NC Resilient Coastal Communities Program

- Information has been sent to organizations for dissemination of possible projects for community engagement

Southeastern Regional Hazard Mitigation Plan

- Planning and Inspections have been working with Brunswick and Other Counties in the region to update the hazard mitigation plan
- Commissioners will be presented a resolution to adopt the updated plan in the coming months

Halstead Park

- Contractor will begin work the next couple of weeks
- Pier is closed due to safety until further notice as previously advertised

Auditor Selection

- RFQs have been received for review by Staff and Audit Committee
- Board of Commissioners planned selection at March meeting

Lockwood Folly Funding

- Congress approved an appropriation for maintenance of Lockwood Folly Inlet

Canal Dredging

- Plans are being made to dredge canals next winter

Ocean Isle Borrow Area

- Ocean Isle has requested to expand the Shallotte borrow sight
- Fran Way is composing a response for the Town

Commissioner Vacancy

- Several commissioners have asked about the vacancy and the process to replace
- Recommend you discuss at either a special meeting or the March meeting on process of filling the vacant position

Employee Updates

- Chief Dixon will be leaving at the end of February to take the place of the retiring chief in Shallotte
- Ryleigh Gleason has been promoted to Utility Billing Specialist

Upcoming Town Events

- The Easter Egg hunt will be Good Friday with signup beginning in March